



# Portland Precision Mfg. Co.

## Supplier Terms and Conditions Agreement

### General

As a supplier to Portland Precision MFG, it is understood that your organization agree to meet the following ISO 9001 stipulations/requirements. These requirements are to be considered Terms and Conditions to all purchased orders received. Any changes to these terms and conditions will be stated on the purchase order.

1. Where required the supplier shall use PPMFG approved special process sources.
2. PPMFG to be contacted by the supplier prior to product or services that may be deemed as nonconforming. Arrangements for the approval of suppliers nonconforming product/material/services must be as directed by PPMFG authorized manager or designee
3. The supplier is required to notify PPMFG of any changes to the supplier's location.
4. PPMFG retains the right of access to all supplier facilities involved in the Purchase Order and to all applicable records.
5. PPMFG must be notified if sub-tier supplier is used in the production of the parts or conduct of service
6. PPMFG has the right to perform inspection activities to ensure that purchased product meets production requirements
7. When PPMFG intends to perform verification at the supplier's premises, PPMFG will first state the intended verification arrangements and the method of product release or service commencement/completion. This information will be communicated on the PPMFG Purchase order or via another acceptable purchasing arrangement.
8. PPMFG representative will be afforded the right to verify at the suppliers premises that the subcontracted product conforms to specified requirements. Verification by the customer is not used by PPMFG as evidence of effective control of quality by the supplier and shall not absolve PPMFG or its supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.
9. To prevent the purchase or counterfeit or suspect/unapproved products and to ensure product identification and traceability, PPMFG will institute controls that include the requirement of Material Certification, Certificates of Conformity, and /or other supporting documentation from its suppliers as is appropriate. Service providers may be required to provide documentation of process capability and traceability to recognized standards. These requirements and validation or otherwise be Communicated to the supplier.
10. Records are available for review by PPMFG in accordance with contract or regulatory requirements.
11. Records that are required to be retained by you, the supplier, must be retained for a total of 7 years from the time of processing. The disposal method for electronic copies is to permanently delete the file and hard copies must be shredded.
12. PPMFG may also require specific actions where timely and/or effective corrective actions to a supplier issue are not achieved. These actions may include but are not limited to any or all of the following: withholding payment until issue is resolved, removal of the supplier from PPMFG Approval Supplier list, and legal actions.