



## ALPHA GENERAL TERMS AND CONDITIONS

### GENERAL

The Supplier requirements below apply to all Suppliers and sub-tier Suppliers to Alpha EMS providing products and services that we deliver to our customers. Acceptance of a Purchase Order from Alpha EMS binds the Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by Alpha EMS and must flow down these requirements to any sub-tier Suppliers. Note that these requirements correspond with the requirements of Alpha EMS customers and with the requirements of AS9100, Clause 8.4.3.

### SUPPLIER QUALITY REQUIREMENTS

- A. Refer to Alpha EMS Purchase Order for all processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions)
- B. Each shipment must be accompanied by one legible copy of a certificate of Compliance (C of C). Material certifications shall show quantitative analysis of each element and physical testing as required by specifications referenced. Traceability for Raw Material is required and shall be retained and provided to Alpha EMS with product. Final acceptance of product will be at Alpha EMS after receiving inspection.
- C. Supplier shall ensure that employees working on its behalf are competent and trained in their field.
- D. Suppliers shall hold all information received from Alpha EMS in confidence and no third-party request for information will be authorized unless approved, in writing, by Alpha EMS.
- E. Alpha EMS and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.
- F. Design and development control does not apply to Alpha EMS.
- G. Unless otherwise stated on the purchase order the supplier shall perform statistical techniques for product acceptance in accordance with internal company procedures and Alpha EMS customer requirements.
- H. Supplier will maintain a quality/inspection system that will ensure all goods and services conform to contract requirements.
- I. The Supplier will use a sampling plan, consistent with typical industry standards, unless otherwise specified or agreed upon in writing by Alpha EMS.

J. The need to:

- When requested by Alpha EMS in writing, Suppliers will maintain a Quality Management System.
- Alpha EMS will use customer designated or approved external providers when required by the customer
- Alpha EMS is to be contacted (by the supplier) in the event of nonconforming product/material. Arrangements for the approval of supplier nonconforming product/material must be as directed by an Alpha EMS authorized manager or designee.
- To prevent the purchase of counterfeit parts supplier will institute controls that include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation as is appropriate. Material and part substitutions are not allowed.
- Suppliers will notify Alpha EMS of any change in ownership, management, or location and are subject to re-survey and approval. Supplier will notify Alpha EMS of any product or process changes or changes in approval status that affect any products and are subject to resurvey and approval.
- Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order.
- When requested by Alpha EMS or its customers, Supplier will provide test specimens for inspection/verification, investigation and/or auditing purposes.
- Unless stated on the purchase order the supplier shall retain records in accordance with the Suppliers internal requirements and Alpha EMS customer requirements where applicable.
- The record retention period for Suppliers will be flowed down from Alpha's customer purchase order & Quality Manual
- The minimum record retention period for Suppliers will be three (3) years with the exception if any of Alpha EMS customers has a different requirement on their purchase order or on their Supplier Quality Manual that will be flowed down and take precedence.
- Suppliers will confirm in writing or by email "confirmation of destruction" of records after the record retention period has been exhausted.
- Products related to aerospace projects should have date code not older than 12 months upon receipt. All other products should have date code not older than 24 months upon receipt.

K. Alpha EMS and Alpha EMS customers reserve the right to perform an on-site inspection of the Supplier's facility or visit the facility. Alpha EMS will give reasonable notification to the Supplier prior to the on-site inspection. The on-site inspection may include surveillance of the Supplier's facilities, procedures, production methods, processes, and the Supplier's Quality System. The Supplier shall furnish, at no cost, the necessary data as required by applicable Purchase Orders, specifications, and inspection instructions to facilitate the on-site inspection.

L. The supplier is fully responsible for ensuring that all persons involved with the processing and fulfillment of Alpha EMS order are of their contribution to product or service conformity, their

contribution to product safety and the importance of ethical behavior.

M. The right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.