

FTI Services, Inc

AS9100 Supplier Terms & Conditions

FTI Services, Inc.
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Thank you for being a key contributor to the services we provide to our customers. As a requirement to AS9100, it is necessary that we flow down certain expectation to our suppliers. When the purchase order specifies, the following Terms & Conditions apply. Acceptance of the Purchase Order assumes you have reviewed and agree to the following:

- 1. Approved Supplier Qualification:** FTI requires all suppliers to complete our biennial vendor surveys as part of our Approved Supplier Process.
- 2. Right to Access:** By accepting the FTI purchase order, the supplier agrees to allow FTI representatives access to the supplier's facility to verify product and product verification records.
- 3. Product Verification Records:** FTI requires Certification of Analysis / Conformance for all chemical orders including dyes, all media orders, and if specified on the purchase order requesting the suppliers verification of product specification.
- 4. Identification & Traceability:** The supplier will adequately mark / label all product and shipping documents in a manner that will provide traceability to the product verification records.
- 5. Counterfeit Parts Prevention:** The supplier warrants that only authentic, genuine and legitimate items shall form part of the supplies supplied to FTI; no counterfeit supplies shall be supplied to FTI or installed in the purchased products.
- 6. Foreign Object Debris (FOD) Control:** The supplier will assure that products are free of dirt, debris and foreign material.
- 7. Packaging:** Orders will be packaged in a manner that will protect them from loss, transit damage, or exposure to dirt, the elements and foreign substances.
- 8. Retained Records:** The supplier will maintain product records for a minimum of 3 years.
- 9. Non-Conforming Product Notification:** Suppliers will notify FTI immediately if non-conforming product may have been released, and acquire FTI consensus for the proper disposition of the non-conforming material.
- 10. Notification of Changes:** The supplier will notify FTI of any product changes, including price and availability.
- 11. Code of Ethics:** Supplier and representatives of FTI shall conduct all business affairs according to the highest standards of business ethics and integrity.
- 12. Personnel Awareness:** Supplier will have a program and / or training in place to assure supplier personnel are aware of:
 - Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior
- 13. Customer Special Requirements:** Acceptance of the purchase order means that the supplier agrees to these terms and conditions, as well as any additional flow down or special requirements stated in the purchase order.
- 14. Flow Down to Sub-Tier Suppliers:** Any Flow-Down Applicable Requirements will be stated on Purchase Order.