



284 & 272 Brodhead Rd, Bethlehem PA 18017  
(610)882-3740 dave@microtool.com

## Title: AS9100 Purchase Order Terms & Conditions

ISO 9001 & AS9100

F-740-03 Rev 0

Revision Date: 11/21/2016

**This document describes the Supplier Requirements necessary to satisfy AS9100. These terms and conditions apply to all suppliers of product and/or manufacturing services determined by Micro Tool Company to directly affect the quality of products we supply to our aerospace customers.**

**By accepting our purchase order, it is understood that your organization agrees to meet the following AS9100 requirements whenever a Micro Tool Company purchase order specifies that the order is for an aerospace component.**

1. Micro Tool Company reserves the right of final approval of product, procedures, processes, and equipment.
2. All special processes required by this purchase order must be performed by qualified personnel.
3. Our organization reserves the right to review and approve the Suppliers Quality Management System. Standard QMS requirements include:
  - 3.1. Suppliers providing special processing must maintain a system for validating processes similar to that of a NADCAP program, or other system as required by this purchase order.
  - 3.2. Customer directed sources must operate in accordance with approved specifications and standards as dictated and controlled by the customer in question.
  - 3.3. Suppliers initially approved for use via Certification (ISO, AS9100, ISO 17025, AS9120, etc.) must notify our organization of any changes to that certification.
  - 3.4 Suppliers providing NADCAP certified services must provide current documentation of these services and shall notify Micro Tool Company of certification changes such as process, scope and revision.
4. The Supplier shall maintain on file and make available to (upon request) Micro Tool Company, its customers and/or regulatory authority, all quality data/records such as certificates of material and/or processes, acceptance test reports, inspection records, control plans and other applicable quality control data for a minimum of 10 years from completion of purchase order that directly affects the quality of parts/services ordered by Micro Tool Company. At the end of the retention period supplier shall provide the option for Micro Tool Company to take possession of the records.
5. To ensure product identification and traceability, Micro Tool Company requires material certificates, certificates of conformity, and/or supporting documentation from its suppliers as is appropriate. These requirements will be specified on the purchase order.
6. Micro Tool Company may require a Corrective Action Report from its suppliers when nonconforming material/product/service is discovered. Specific actions may be implemented where timely and/or effective corrective actions to a supplier issue are not achieved. These actions may include, but are not limited to, removal of the supplier from the approved supplier list



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7. In order to maintain the integrity of the first article inspection process with our aerospace customers, the supplier is required to:

7.1. Notify our organization of nonconforming product immediately upon discovery, including any latent defects in products in already delivered to Micro Tool Company.

7.2. Obtain our organizational approval for nonconforming product disposition. All parts that are dispositioned as nonconforming must be identified with a discrepant part tag or other means of identification.

7.3. Notify our organization of changes in product and/or process, changes of suppliers, and changes of manufacturing facility locations.

7.4. Flow down applicable Micro Tool Company purchase order requirements to their sub-tier suppliers.

8. Micro Tool Company, its customers and/or any regulatory authority shall have the right of access to the supplier's facility and all applicable records for parts/services purchased by Micro Tool Company.

9. All Suppliers providing calibration services must be certified to ISO17025 (or equivalent). All calibration certificates must identify standards used and must be traceable to NIST (National Institute of Standards Technology).

10. The Supplier shall provide packaging in accordance with the best commercial packing methods, to protect the product from damage and for safety in handling during the shipping process or, per specific instructions as noted on our purchase order.

11. Any new supplier (as of 11/21/2016) for aerospace components shall provide current documentation of all quality system certifications, NADCAP certifications as well as the scope of the accreditations as requested by Micro Tool Company.

Revision History Record  
**Date Description of Changes**  
11/21/2016 Rev 0