



# Provider/Supplier Terms and Conditions

Composiflex, Inc. is certified to AS9100 Revision D with ISO9001:2015, therefore flow down of the following requirements to our Providers/Suppliers is Mandatory on all purchase orders.

This standard includes ISO 9001:2015 quality management system requirements and *specifies additional aviation, space, and defense industry requirements, definitions, and notes as shown in bold, italic text.*

- All providers/suppliers must adhere the ISO9001:2015 requirements.
- *Only providers/suppliers of aviation, space and defense industry materials and components require adherence to requirements in bold, italic text.*

## 8.4 Control of Externally Provided Processes, Products, and Services

### 8.4.3 Information for External Providers

Composiflex, Inc. shall ensure the adequacy of requirements prior to communication to our external provider.

Composiflex, Inc. shall communicate to external providers its requirements for:

- a. the processes, products, and services to be provided ***including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);***
- b. the approval of:
  1. products and services;
  2. methods, processes, and equipment;
  3. the release of products and services;
- c. control and monitoring of the external providers' performance to be applied by Composiflex, Inc.;
- d. verification or validation activities that Composiflex, Inc., or our customer, intends to perform at the external providers' premises;
- e. ***design and development control;***
- f. ***special requirements, critical items, or key characteristics;***
- g. ***test, inspection, and verification (including production process verification);***
- h. ***the use of statistical techniques for product acceptance and related instructions for acceptance by Composiflex, Inc.;***

Providers/Suppliers shall:

- i. provide Certificate of Conformance, or when applicable Certificate of Analysis with every shipment;
- j. provide Inspection Reports and/or Testing with every shipment;
- k. ensure employee training and competence, including any required qualification of persons to provide Composiflex, Inc with conforming product;
- l. other requirements include:
  - maintain a quality management system;
  - maintain confidentiality as agreed upon with Composiflex, Inc.;
  - use Composiflex, Inc. designated or approved external providers, including process sources (e.g., special processes) when applicable;
  - notify Composiflex, Inc. of nonconforming processes, products, or services and obtain approval for their disposition;
  - prevent the use of counterfeit parts;
  - notify Composiflex Inc. of changes to processes, products, or services, including changes of your external providers or location of manufacture, and obtain the Composiflex Inc.'s approval;

- *flow down to external providers applicable requirements including customer requirements;*
- *provide test specimens for design approval, inspection/verification, investigation, or auditing;*
- *retain documented information for minimum of (5) five years and then disposition is to be destroyed. Including but not limited to PO, material certifications and inspection reports;*
- m. *the right of access by Composiflex, Inc., our customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;*
- n. *ensuring that persons are aware of:*
  - *their contribution to product or service conformity;*
  - *their contribution to product safety;*
  - *the importance of ethical behavior.*

### **3. TERMS AND DEFINITIONS**

For the purposes of this document, the terms and definitions given in ISO 9000:2015 **and the following** apply.

#### **3.1 Counterfeit Part**

*An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.*

*NOTE: Examples of a counterfeit part can include, but are not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.*

#### **3.2 Critical Items**

*Those items (e.g., functions, parts, software, characteristics, processes) having significant effect on the provision and use of the products and services; including safety, performance, form, fit, function, producibility, service life, etc.; that require specific actions to ensure they are adequately managed. Examples of critical items include safety critical items, fracture critical items, mission critical items, key characteristics, etc.*

#### **3.3 Key Characteristic**

*An attribute or feature whose variation has a significant effect on product fit, form, function, performance, service life, or producibility, that requires specific actions for the purpose of controlling variation.*

#### **3.4 Product Safety**

*The state in which a product is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.*

#### **3.5 Special Requirements**

*Those requirements identified by the customer, or determined by the organization, which have high risks of not being met, thus requiring their inclusion in the operational risk management process. Factors used in the determination of special requirements include product or process complexity, past experience, and product or process maturity. Examples of special requirements include performance requirements imposed by the customer that are at the limit of the industry's capability, or requirements determined by the organization to be at the limit of its technical or process capabilities.*

*NOTE: Special requirements (3.5) and critical items (3.2), along with key characteristics (3.3), are interrelated. Special requirements are identified when determining and reviewing requirements related to the product (see 8.2.2 and 8.2.3). Special requirements can require the identification of critical items. Design output (see 8.3.5) can include identification of critical items that require specific actions to ensure they are adequately managed. Some critical items will be further classified as key characteristics because their variation needs to be controlled.*