

Supplier Terms and Conditions

Sirois Tool Co., Inc 169 White Oak Dr. Berlin, CT 06037

Purpose: This Document acts as communication for the Flow Down Requirements from Sirois Tool Co., Inc. to our Suppliers to ensure awareness.

Within this Document, the term Supplier refers to external organizations that provide products and/or services to Sirois Tool Co., Inc.

The following are Sirois Tool's requirements for Suppliers:

- a) The Purchase Order (PO) and referenced requirements and specifications are required to be followed for 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 Supplier shall maintain controls for the approval of their:
 - 1. products and services;
 - 2. methods, processes, and equipment;
 - 3. the release of products and services;
- c) The Supplier shall maintain organizational competence, including any required qualification of persons;
- d) The Supplier shall cooperate through all interactions with Sirois Tool;
- e) Sirois Tool monitors Suppliers' performance (Goal: 90% OTD and zero rejects/returns);
- f) Certain instances may require Sirois Tool and/or it's customers to perform verification and/or validation activities at the Supplier's premises;
- g) *The Supplier shall maintain control of design and development activities;*
- h) *The Supplier shall maintain control of special requirements, critical items, or key characteristics;*
- i) *The Supplier shall maintain control of tests, inspections, and verification activities (including production process verification);*
- j) *The Supplier shall maintain control of the use of statistical techniques for product acceptance and related instructions for acceptance by the organization;*
- k) *The Supplier shall:*
 - *implement a quality management system;*
 - *use customer-designated or approved Suppliers, including process sources (e.g., special processes);*
 - *notify the organization of nonconforming processes, products, or services and obtain approval for their disposition;*
 - *prevent the use of counterfeit parts;*
 - *notify the organization of changes to processes, products, or services, including changes of their Suppliers or location of manufacture, and obtain the organization's approval;*
 - *flow down to Suppliers applicable requirements including customer requirements;*
 - *provide test specimens for design approval, inspection/verification, investigation, or auditing;*
 - *retain documented information, including retention periods and disposition requirements (shred);*
- l) *The Supplier shall provide 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;*
- m) *The Supplier shall ensure that persons are aware of:*
 - *their contribution to product or service conformity;*
 - *their contribution to product safety;*
 - *the importance of ethical behavior.*

Record Retention Requirements	
Retention Time Period (From Date of Manufacture)	Part Type
40 Years	Critical Safety Item(s), Flight Safety Item(s) and for major Rotor Item(s).
10 Years	All other serialized parts other than off-the-shelf or Industry Standard Parts.
10 Years	All other nonserialized parts

Supplier Management Systems for the control of monitoring and measuring equipment shall meet one of the following requirements: ISO 10012, or ISO 17025. If using ANSI/NCSL Z540.3 use Handbook for Interpretation of ANSI/NCSL Z540.3.

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REVISION HISTORY TABLE				
REV LEVEL	REV Date	DESCRIPTION OF CHANGE	Made by	Approved By
D1	11/12/2021	Initial Draft to AS9100 compliance.	TRJ	-
D2	12/07/2021	Added "as applicable" to G), K) and L). Revised E) for readability.	TRJ	-
A	01/26/2022	Initial Release.	TRJ	AO
B	03/08/22	Revised to increase specificity of requirements on performance tracking and record retention. Removed "as applicable".	TRJ	AO
C	03/16/22	Clarified documented information disposition requirements. Added statement for Supplier management systems for control of monitoring and measuring equipment.	TRJ	AO