



Terms & Conditions

1	RIGHT OF ENTRY	The buyer and buyers customer, and their customers, or any applicable regulatory agency will have the right to enter the supplier's facility to perform inspection or ensure compliance to the contract.
2	RECORD RETENTION	Supplier shall retain all records pertaining to material/ mfg process special processes, test and inspection indefinitely or as required by the customer; changes to this requirement shall be addressed on the purchase order. Additional quality requirements may apply when referenced in the PO.
3	AMENDMENTS	To this order, and/or quality clauses shall be set forth in writing, via purchase order change notice, and /or revisions to the purchase order quality clauses.
4	NON-CONFORMING PRODUCT	In the event that the product is identified as non-conforming after the product has been shipped, the supplier shall provide notification of such escape. Additionally supplier shall control non conforming product to prevent the product from leaving the facility, unless otherwise approved in writing. Obtain organization approval for non conforming product disposition.
5	TRACEABILITY	All parts / material and applicable documents must be identified by a manufacturing lot or batch number by the supplier.
6	QUALITY MANAGEMENT SYSTEM	Suppliers shall implement and maintain a quality management system in compliance with AS9100 and/or ISO9001.
7	CHANGES	Supplier shall notify the organization of changes in product and/or process, changes of suppliers, changes of manufacturing facility locations and where required obtain organization approval.
8	FLOW DOWN	Suppliers shall flow down the requirements listed on the purchase orders including customer requirements to their supply chain.
9	PERSONNEL QUALIFICATION	When required by purchase orders personnel shall be qualified to specific processes.
10	CERTIFICATE OF CONFORMANCE	When required by purchase orders certificate of conformance shall be provided.
11	TEST REPORTS	When required by purchase order test reports shall be provided.
12	ITAR	When required by purchase order, itar controls shall be applied.
13	DFAR	When required by purchase order dfar controls shall be applied.
14	SHELF LIFE ITEMS	Certificate of Conformance for Age Sensitive Material shall contain the following at minimum; Date of Manufacture, Shelf Life Expiration Date, and any storage requirements, if not stated on normal package. Shipment with item below 70% of their shelf life will be rejected.
15	COUNTERFEIT PREVENTION	Suppliers are required to insure that all products supplied to Incotec are manufactured in accordance with all specifications, standards, drawings, or purchase order requirements. Supplier shall also be responsible to ensure that all products are genuine in origin and are not counterfeit products. Supplier shall incorporate a system to prevent counterfeit products or materials from entering the product cycle. If the purchased items become the subject of a legal or counterfeit issue, the supplier must disclose the source of the product
16	MONITORING OF SUPPLIER	Suppliers are monitored against a goal of 95% Quality and 95% delivery. Incotec can determine to flow down a corrective action request any time a supplier is below the goal. Suppliers may be subject to removal from Incotec's approved supplier list, if the supplier does not respond to the corrective action request in a timely manner
17	AWARENESS	Suppliers shall ensure persons performing work on product intended for Incotec are aware of: - Their contribution to product or service conformity - Their contribution to product safety - The Importance of ethical behavior
18	SAMPLE PLAN	When specified on purchase order, All Inspections used for acceptance shall be conducted using a sampling plan that is justified on the basis of recognized statistical principle.
19	DELEGATION	Delegation for verification and approval of Test Reports/ Chemical Analysis Content is applied to all suppliers of raw materials, coatings and services which generate such reports. Acceptance of this purchase order indicates acceptance of these responsibilities