

# Quality Assurance Document

## ASTRO CRAFT, INC.

Standard Ref: 8.4.3  
INFORMATION FOR EXTERNAL PROVIDERS

Subject: ACI Supplier Terms & Conditions

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Revision Number: 5

### 1.0 Scope and Purpose

This document describes Supplier responsibility in satisfying an Astro Craft, Inc. (ACI) purchase order. This document is in accordance with Section 8.4.3 (Information for External Providers) of ACI's Quality Management System (QMS). It also describes the Supplier Requirements necessary to satisfy AS9100 Rev D. This directive will serve to identify the general requirements and Aviation, Space, & Defense specific requirements that need to be addressed and conformed to by ACI's suppliers. These terms and conditions apply to all suppliers of:

- Raw Materials
- COTS (Commercially Off The Shelf ) Items
- Services (material treatments, finishing, testing, calibrations, etc.)
- Complete component manufacture of an ACI customer specified part number

### 2.0 Authority and Responsibility

The ACI Quality Department is responsible for ensuring that the terms and conditions, as depicted in this document, are flowed down to all applicable suppliers. The Quality Manager (or designated QA associate) shall act as a liaison between ACI and suppliers regarding potential questions and adherence to these requirements. Any questions relating to this Supplier Quality Requirements document should be addressed to your ACI Quality Manager. Direct your concerns to: [inquiries@astrocraft.com](mailto:inquiries@astrocraft.com) Attn: ACI QA Manager.

### 3.0 GENERAL REQUIREMENTS

#### 3.1 ACI Terms and Conditions (T&C's): Current Revision

Current revision of ACI's Terms and Conditions can be found on Astro Craft's website: [www.astrocraft.com](http://www.astrocraft.com)

All suppliers are responsible for adhering to ACI's T&Cs as prescribed on ACI's P.O. (Purchase Order).

It is the Operations Department's responsibility to ensure that the latest revision of ACI T&Cs are maintained on the website and remain accessible to all ACI suppliers.

***Special Instructions: In accepting an ACI PO, the seller agrees to all the T&C's requirements, as specified on the ACI PO. In the event of a conflict between said terms, conditions, instructions, and terms specifically set forth on the face of the PO, the latter shall prevail.***

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Effective Date: 04/17/2023

Approved By:

*Edward Oschida*

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### 3.2 Approved Supplier Status

In order to provide products and/or services to ACI, all suppliers are required to meet one of these qualifications.

- Provide evidence of current registration to ISO9001, AS9100, NADCAP Certification or Equivalent
- Submit a completed ACI Supplier Self-Assessment Form for approval.
- A Supplier Self-Assessment Form may be obtained from ACI by request via email.

ACI shall verify certification status and/or review Self-Assessment Form and notify supplier of results. Successful candidates shall be added to ACI's Approved Suppliers List.

### 3.3 Payment Terms

After QA acceptance of material, services, and/or components; ACI will pay invoices on a Net 30-day basis.

### 3.4 Ship to / Bill to

All incoming materials are to be shipped to (and billed to) ACI's only facility at:  
**Astro Craft, Inc.**  
**7509 Spring Grove Road**  
**Spring Grove, Illinois 60081**

### 3.5 Freight

Supplier will stipulate the method of delivery prior to shipment or, per specific instructions noted on ACI P.O. F.O.B. supplier's dock is accepted.

### 3.6 Packaging

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 noted on ACI P.O.

### 3.7 Packing List

All incoming orders require a Packing List with the following minimum information:

- ACI P.O. Number (always required)
- ACI Job Number (when ACI supplies it on the P.O.)
- Quantity (and/or amount) of product supplied
- Part Number of Item
- Revision Letter of Item (as required)
- Indication of Incomplete Shipment (Back Ordered Item(s)) if Required)

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### 3.8 Certificate of Conformance (C of C)

When requested on an ACI P.O., Supplier will provide a document, with each individual shipment, that has the following information, as a minimum:

- Suppliers' Company Name
- **Supplier QA Representative - Signature and Date**
- ACI P.O. Number (always required); ACI Job Number (when ACI supplies it on the P.O.)
- Serial number, lot number or date of manufacture
- Quantity (and/or amount) of product supplied
- Part Number of Item
- Revision Letter of Item (as required)

*Note: C of C's that include the phrase "to the best of our knowledge and belief" and similar expressions will NOT be accepted.*

### 3.9 Certifications

- **In all cases, including Supplied Services (finishing, etc. and COTS (Commercially Off The Shelf) items, the supplier/distributor is required to provide acquisition traceability:**
  - **Traceable to ACI P.O. Number and Traceable to ACI Job Number (when ACI supplies)**
  - Certificate of compliance acknowledging the exact specification listed on ACI P.O.
  - If Supplier specification differs from the exact specification listed on ACI P.O.
    - Supplier must correlate how the specification relates to ACI P.O. callout
      - IE) Superseded, Replace for Obsolete
- **In the case of raw materials, must include:**
  - Mill cert (with heat lot number)
  - Raw material distributor certification
    - Acknowledging the exact specification listed on ACI P.O.

### 3.10 Supplier use of a sub-tier supplier

If an ACI Supplier has the need to enlist the services of a sub-tier supplier for value added tasks to complete the product supplied to ACI, Supplier shall be responsible for forwarding applicable ACI PO requirements to their sub-tier suppliers. Supplier is liable for all sub-tier activities upon supplying product to ACI. All sub-tier documentation must have full traceability to ACI P.O. as stated in paragraph 3.8

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### 3.11 Discrepant Material

The supplier shall notify ACI of any nonconforming product, including any latent defects in products already delivered to ACI. This notification shall be forwarded to:

[inquiries@astrocraft.com](mailto:inquiries@astrocraft.com) Attn: QA Manager.

The supplier shall obtain approval from ACI QA for nonconforming part disposition. All parts that are dispositioned as scrap must be identified with a discrepant part tag or other means of identification; *discrepant parts may never be submitted to ACI without proper, easily recognizable, identification, discrepant product must be readily distinguishable from the conforming parts!*

### 4.0 AVIATION, SPACE, & DEFENSE REQUIREMENTS

4.1 This section describes the requirements, IN ADDITION TO the previous requirements of SECTION 3.0 GENERAL REQUIREMENTS

4.1.1 Suppliers are required to fulfill ALL the requirements of AS9100D specifically ensuring that persons need to:

- 8.4.3k
  - Prevent the use of counterfeit parts (See 8.1.4)

or be aware of:

- 8.4.3m
  - Their contribution to product or service conformity
  - Their contribution to product safety
  - The importance of ethical behavior

### 4.2 Right of Entry

ACI, the ACI customer and regulatory agencies shall be allowed the right of access to applicable areas at all levels of the supply chain, involved in this order, and to all applicable records.

4.3 All suppliers shall utilize mistake-proofing methodologies when initiating corrective actions for products/services.

4.4 The supplier shall notify ACI's Quality Manager, in writing, prior to any significant changes in product, process, sub-tier supplier, manufacturing location or quality organization changes.

4.5 ACI suppliers contracted for processing, machining or any service procured that affects product conformity must maintain on file all quality records showing conformance to ACI purchase order requirements for a minimum of 10 years.

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**4.6** The supplier shall assure that the latest revisions of applicable drawings, specifications, technical requirements, as specified on ACI Purchase Order, are available at the Supplier's facility. Note: Discrepancies shall be communicated to the ACI Quality Manager upon discovery.

**4.7** The supplier shall provide First Article Inspection FAI (per AS9102, Form1, 2, and 3) as specified on ACI P.O.

**4.8** In Process Inspection Data, or Statistical Data shall be provided as specified per ACI P.O.

**4.9** The supplier shall guarantee that the personnel making and inspecting the parts are qualified to perform these tasks. Training records of those personnel shall be made available to ACI, upon request.

### **5.0 CUSTOMER SPECIFIC END USE**

#### **5.1 Additional Requirements**

This section describes the requirements, IN ADDITION TO the previous requirements of SECTION 3.0; GENERAL REQUIREMENTS, and SECTION 4.0; AVIATION, SPACE, & DEFENSE REQUIREMENTS.

#### **5.2 "NGC END USE"**

Suppliers who provide products and/or service for NGC customers shall be compliant with the NGC Vendor Quality Text as specified on ACI P.O. *Suppliers are also subject to the latest revision of NGC Terms and Conditions P351-F01.*

The term "NGC" refers to Northrop Grumman Corporation and/or any of the Member companies that are affiliated with NGC.

#### **5.31 "DPAS Rating" (Defense Priorities and Allocations Systems)**

If a DPAS Rating appears on this solicitation/order, you are required to follow all provisions of the Defense Priorities and Allocations System Regulation (15 CFR 700) as specified on P.O.

#### **5.32 Packaging & Handling**

Supplier shall ensure that product is handled in accordance with ESD policies (if applicable) prior to packaging. Packaging peanuts of any type are not allowed inside of the packaging containers.

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