



# AERTECH

MACHINING & MANUFACTURING INC.  
2020 MICOR DR. JACKSON, MI 49203

Document Name	Purchase Order Terms and Conditions
Aertech Internal Document No.	AID-059
Revision	B
Date of Revision	11/18/2024

- **Retention**
  - Supplier must retain all records associated with Purchase Orders for a minimum of 10 years or more, depending on customer requirements. After retention period, records are to be destroyed or returned back to Aertech Machining & Manufacturing, Inc.
- **Interaction**
  - Supplier must allow access by Aertech, customer, or any regulatory to all facilities involved with this order and applicable records. This may be done electronically, verbally, or auditing of the Supplier premises.
- **Change of Authority**
  - Notify Aertech of any changes in product and/or process definition, nonconforming product, and physical location.
- **Competency**
  - Supplier must be aware and maintain competency for all individuals responsible for the processing of this order.
- **Awareness**
  - Ensure that all employees are aware of their contribution to product and service conformity, prevention of counterfeit parts, contribution to product safety including FOD prevention, and the importance of ethical behavior.
- **Nonconforming Product**
  - Supplier must notify Aertech immediately for product or service nonconformities to determine approval and appropriate product disposition.
- **Performance Evaluation**
  - Aertech monitors its external providers Quality and Delivery of products on a Quarterly basis.



- **Packaging Requirements**
  - It is the Supplier's responsibility to ensure that products are packaged properly to prevent corrosion or damage. The Supplier is responsible for damaged or lost products.
- **Quality System**
  - All Suppliers of Aertech are to implement a Quality System.
- **Requirement**
  - When applicable, Suppliers must use customer-designated or approved external providers for products and/or services that may be incorporated into its products or its processes.
- **ITAR / DPAS**
  - Supplier shall be compliant before accepting ITAR or DPAS orders. This must be flowed down to Sub-Tier Suppliers when applicable.

