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<b>SOP Owner</b>	Quality Control Department	<b>Approval</b>	CFO/COO
<b>Official Name of SOP</b>	Supplier Terms and Conditions	<b>Audited by</b>	Quality Control Department

# Future Tech Enterprise, Inc. (Future Tech)

## Supplier Terms and Conditions

### 1.0 Purpose


1.1 The purpose of the Supplier Terms and Conditions is to ensure that all Future Tech Suppliers understand that by accepting a Future Tech Purchase Order (PO) you and your sub-tiers are agreeing to the following terms and conditions.

### 2.0 Scope


2.1 The following terms and conditions apply to all Suppliers of Future Tech and their sub-tiers.

### 3.0 Terms and Conditions

- 3.1 Supplier agrees to maintain a Quality Management System (QMS) that adequately ensures all product and/or service requirements will be met. (Reference: AS9100D Section 8.4.3 K-1)
- 3.2 Supplier agrees to provide all products and/or services as requested, according to the specified methods if identified. (Reference: AS9100D Section 8.4.3 A)
- 3.3 Suppliers agree to flow down requirements for the approval of products and/or services, methods, processes, or equipment, and the release of products and/or services, if identified. (Reference: AS9100D Section 8.4.3 B)
- 3.4 Supplier agrees to provide all provides and/or services in accordance with any special requirements, critical items, or key characteristics identified. (Reference: AS9100D Section 8.4.3 H)
- 3.5 Supplier agrees to all flow down requirements requested by Future Tech's respective customer. (Reference: AS9100D Section 8.4.3 K-6)
- 3.6 Supplier agrees to flow down requirements to their sub-tiers. (Reference: AS9100D Section 8.4.3 K-6)
- 3.7 Supplier agrees to have work performed by qualified and competent personnel when required. (Reference: AS9100D Section 8.4.3 C)
- 3.8 Supplier agrees to provide any technical data when required for the processes, products and/or services being provided, including but not limited to specifications, drawings, certificates of conformance, certificates of origin, etc. (Reference: AS9100D Section 8.4.3 A)
- 3.9 Supplier agrees to communicate with Future Tech via email, phone, mail, etc. (Reference: AS9100D Section 8.4.3 D)
- 3.10 Supplier agrees to communicate design and development controls for orders as requested. (Reference: AS9100D Section 8.4.3 G)
- 3.11 Supplier agrees to provide test specimens when required for design approval, inspection, verification, investigation, or auditing. (Reference: AS9100D Section 8.4.3 K-7)
- 3.12 Supplier agrees to allow required verification and validation activities on their premise when requested. Verification and validation activity requirements will be communicated to the supplier on the Future Tech PO. (Reference: AS9100D Section 8.4.3 F)

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- 3.13 Supplier agrees to provide products and/or services that meet any specified statistical techniques for acceptance required by Future Tech or Future Tech's customer. (Reference: AS9100D Section 8.4.3 J)
- 3.14 Supplier agrees to provide any requirements for product testing, product inspection, and product verification. (Reference: AS9100D Section 8.4.3 I)
  - 3.14.1 Records of the above are to be retained for a minimum of 1 year and must be securely disposed of. (Reference: AS9100D Section 8.4.3 K-8)
- 3.15 Supplier agrees to disclose in writing prior to accepting a Future Tech PO if they cannot confirm the traceability and authenticity of the products being requested for procurement.
- 3.16 Supplier agrees that by accepting a Future Tech PO they are to comply with all applicable **SAE AS5553** and **DFARS 252.246-7007 and 252.246-7008** requirements regarding counterfeit prevention and risk mitigation processes. (Reference: AS9100D Section 8.4.3 K-4)
  - 3.16.1 Supplier should immediately notify Future Tech if a product or part relating to a Future Tech PO is counterfeit.
  - 3.16.2 If a product or part is counterfeit and was delivered to a Future Tech customer, Supplier shall promptly replace product or part with genuine item, if customer requests a replacement.
  - 3.16.3 Supplier will be liable for costs related to the disposal or replacement of a counterfeit product or part.
- 3.17 Supplier agrees to ensure that personnel are aware of their contribution to product and/or service conformity, their contribution to product safety, and the importance of ethical behavior. (Reference: AS9100D Section 8.4.3 M 1-3)
- 3.18 Supplier agrees to notify Future Tech if a Future Tech PO is affected by any nonconformances within their processes, products, and/or services. (Reference: AS9100D Section 8.4.3 K-3)
  - 3.18.1 If disposal of nonconforming product or part relating to a Future Tech PO is required, Future Tech must provide approval and instructions to do so. (Reference: AS9100D Section 8.4.3 K-3)
- 3.19 Supplier agrees to notify Future Tech of changes that may affect Future Tech PO requirements including changes relating to the suppliers QMS, changes to PO requirements, changes to product and/or services offered, changes to their sub-tiers, and changes to their facility. (Reference: AS9100D Section 8.4.3 K-5)
  - 3.19.1 Supplier shall notify Future Tech and obtain Future Tech's approval of any of the above changes and/or actions before proceeding. (Reference: AS9100D Section 8.4.3 K-5)
- 3.20 Supplier agrees not to use sub-tiers for any part of the PO requirements unless Future Tech has approved and/or received approval from Future Tech's customer. (Reference: AS9100D Section 8.4.3 K-2)

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3.21 Supplier agrees that Future Tech, Future Tech’s customers, or any regulatory authorities have the right to access to the applicable areas of their facility and to applicable documented information when requested. (Reference: AS9100D Section 8.4.3 L)

3.22 Supplier agrees that performance evaluations are based on meeting the above terms and conditions and PO requirements in timely and effective manner. (Reference: AS9100D Section 8.4.3 E)

#### 4.0 Internal Auditing

4.1 Future Tech’s Supplier Terms and Conditions is internally audited annually by our Quality Control Department.

#### 5.0 References

- 5.1 AS9100D Standard
- 5.2 SAE AS5553 Standard
- 5.3 DFARS 252.246-7007
- 5.4 DFARS 252.246-7008

#### 6.0 Revisions

Revision #	Revision Date	Description of Change	Change Made By	Approval By	Document Location
000	05/13/2019	Initial Release	Quality Control Manager	CFO/COO	Intranet