

Motor Control Technology
Standard Purchasing Terms and Conditions

F-71 / Rev. 02

The Purchasing Terms and Conditions is intended to ensure that processes, products, and services which are externally provided conform to requirements. As an External Provider (“Supplier”) to Motor Control Technology, LLC (“MCT”), you agree to the listed terms, conditions, and requirements in conformance with AS9100D whenever an MCT Purchase Order (“PO”) is accepted. MCT requires that Suppliers apply appropriate controls to their direct and sub-tier external providers to ensure that requirements are met and to flow down applicable requirements including customer requirements.

1. **Provided:** MCT will communicate the processes, products, and services to be provided including the identification of relevant technical data.
2. **Approval:** MCT reserves the right of final approval of products and services, methods, processes, and equipment.
3. **Competence:** All processes required by this PO *shall* be performed by qualified personnel.
4. **Interaction:** Supplier *shall* immediately communicate any PO deviations including:
 - a. Notifying MCT of non-conforming product;
 - b. Obtain MCT’s approval for non-conforming product disposition;
 - c. Notify MCT of any changes in product, processes, suppliers, or location of manufacture and obtain MCT’s approval.
5. **Performance:** MCT will control and monitor Supplier’s performance.
6. **Control:** MCT reserves the right to review and approve Supplier’s Quality Management System (“SQMS”).
7. **Verification and Validation:** MCT reserves the right to designate, approve, or specify:
 - a. Verification or validation activities at Supplier’s premise;
 - b. Design and development controls;
 - c. Test, inspection, and verification processes;
 - d. Special requirements, critical items, or key characteristics;
 - e. The use of statistical techniques for product acceptance and related instructions for acceptance by MCT.
8. **Counterfeit:** Supplier *shall* prevent the use of counterfeit parts. All product provided to MCT *shall* consist of new materials and authentic products only. If the Supplier becomes aware of counterfeit product, then Supplier *shall* notify MCT.
9. **Specimens:** Supplier *shall* provide test specimens for design approval, inspection/verification, investigation, or auditing as demanded by MCT.
10. **Records:** Supplier *shall* retain all records associated with the PO for 20 years or as required by contract including right of access by MCT, our customer, and regulatory

authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the PO and to all applicable records.

11. **Calibrations:** Suppliers providing calibration services *shall* be certified ISO17025 (or equivalent). All calibration certificates *shall* identify standards used and *shall* be traceable to NIST (National Institute of Standards Technology).
12. **Material:** Certificate of Materials and/or Processes *shall* travel with materials/parts received and required before invoice can be issued.
13. **Bill of Laden:** If checked, Supplier *shall* provide a proper Bill of Laden signed by Carrier providing title to goods to MCT upon delivery. All cost incurred due to improper packing *shall* be paid by Supplier.
14. **Ethics:** The Supplier and sub-tier suppliers *shall* follow a Standard of Business Ethics and Conduct stating:
 - a. Supplier is aware of their contribution to the product or services' conformity;
 - b. Supplier is committed to product safety;
 - c. Supplier understands and agrees to the importance of ethical behavior.
 - d. Supplier *shall* implement an awareness program to ensure employees understand their individual contribution to the product or services conformity, product safety, and company value of ethical behavior.

Revision History

Revision	Date	Description	Initial
01	6/28/2022	Initial release	CLH
02	6/30/2022	revised	HK