



## **Supplier Requirements & Terms and Conditions**

*(Please acknowledge acceptance and return to Purchasing)*

Email: [ap@palmettoplating.com](mailto:ap@palmettoplating.com)

Mail to: Palmetto Plating Company

Attn: Accounts Payable

P.O. Box 64

Easley, SC 29640

*As a supplier to Palmetto Plating Co., Inc it is understood that your organization agrees to meet the following stipulations, whenever a Palmetto Plating Co., Inc Purchase Order specifies that the order is for an aerospace application / job (or contains some similar aerospace/AS9100 reference), and/or when the suppliers product is critical to the product end result these requirements are to be considered as terms and conditions to all purchases.*

- Documented information such as Test Reports, Material Certs., and / or Certificates of Conformity shall accompany all orders.
- Palmetto Plating is to be contacted (by the supplier) in the event of nonconforming product / material. Arrangements for the approval of supplier nonconforming product / material must be directed by an authorized manager or designee of Palmetto Plating Co., Inc.
- The supplier must notify Palmetto Plating of any changes to a product and/or process including raw material changes and Manufacturing location changes and to obtain approval of such change from an authorized manager or designee of Palmetto Plating Co., Inc.
- Records are available for review by customers and regulatory authorities in accordance with contract or regulatory requirements.
- You give Palmetto Plating Co., Inc., its customers, and regulatory authorities the right of access to all applicable areas of all facilities and records involved in the order.
- Where specified in the contract, Palmetto Plating's customer or customer representative will be afforded the right to verify at the supplier's and Palmetto Plating premises that subcontracted product conforms to specified requirements. Verification by the customer is not used by Palmetto Plating as evidence of effective control of quality by the supplier and shall not absolve Palmetto Plating nor its supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.
- Palmetto Plating Co., Inc. performs inspection activities to ensure that purchased product meets purchase requirements. They may include:
  - 1) Receiving inspections (of supplier products/services/documents) may be / are performed by a designated Palmetto Plating employee. Palmetto Plating verifies the authenticity of the appropriate certificate of conformity, material certificates,



etc. and other accompanying documentation by review and comparison (as is appropriate) to the drawing and/or industry specifications or by other means. When necessary, Palmetto Plating may inspect or audit at the supplier's facility.

- 2) All incoming product this is used in processing of parts must be boxed or protected during shipping. Palmetto Plating retains the right to refuse any shipment because of damage that may occur because of improper packaging, etc. and return it to the supplier for replacement at the supplier's cost.
  - 3) Furthermore, products are inspected to ensure they meet requirements (dimensions, etc.) and the results are recorded (as appropriate). All special processes will require a Certificate of Conformity.
- When appropriate, Palmetto Plating may delegate the inspection authority to one of its approved suppliers. Palmetto Plating will communicate the inspection requirements and maintain a record of those approved to carry out such inspections.
  - When Palmetto Plating or its customer intends to perform verification at the supplier's premises, Palmetto Plating will first state the intended verification arrangements and the method of product release. This information will be communicated on the Palmetto Plating Purchase Order or via another acceptable purchasing arrangement.
  - To prevent the purchase of counterfeit or suspect / unapproved products, to ensure product identification and traceability, and for other reasons, Palmetto Plating may institute controls that include the requirement of Material Certificates, Certificates of Conformity, and / or other supporting documentation from its suppliers as is appropriate. These requirements may be specified on Palmetto Plating Purchase Order or may otherwise be communicated to the supplier.
  - The supplier shall immediately notify Palmetto Plating and explain any circumstances, including labor dispute, which may delay the timely performance of the Purchase Order and shall continue to notify Palmetto Plating of any significant changes in delivery status.
  - The supplier shall ensure that persons are aware of the their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.
  - Palmetto Plating may also require specific actions where timely and / or effective corrective actions to a supplier issue(s) are not achieved. These actions may include but are not limited to any of the following: withholding payment until the issue is resolved, removal of the supplier from Palmetto Plating Approved Supplier List, and legal actions.

**Accepted By:**

**Name: (print)** \_\_\_\_\_ **Title** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_