

STEP'N COMPONENTS		FORM NO. F-843-001
Title: SUPPLIER TERMS AND CONDITIONS	REVISION: C	Page 1 of 2
CONTROLLED WHEN VIEWED ON STC'S INTRANET. UNCONTROLLED WHEN PRINTED		

In addition to requirements noted on each purchase order, suppliers must comply with these T&Cs according to the commodity supplied.

General Terms and Conditions	
QA 1	Machining suppliers must furnish inspection reports, certificates of conformance, and, as applicable, material and processing certifications for the parts they submit to STC.
QA 2	Documented FAIRs shall be submitted to Quality before the beginning of production. The supplier assumes all financial responsibility for replacement, rework, and material when parts are produced without the first article inspection approval from quality. AS9102 f/a form when stipulated on the Purchase Order.
QA 3	Any delay in shipment for any reason must be conveyed to STC quality as soon as the supplier knows the delay.
QA 4	STC must approve any change to the Purchase Order requirements by the supplier in writing. Notify STC of changes in product and/or process, changes of suppliers, changes of manufacturing facility location, and where required, obtain STC approval.
QA 5	All information on the Purchase Order must be held in confidence by the supplier. No third-party request for information will be authorized unless instructed in writing by an STC representative. When ITAR and/or government-rated data is noted on the purchase order, the US government restrictions must be followed. If you have any questions concerning ITAR or government rating, notify the company buyer. All concerns must be answered before you accept this order. All documents are to be retained for 10 years min unless STC or its customers require extended retention.
QA 6	In addition to STC's right of access, the supplier agrees to the right of access for STC customers or regulatory agencies to all facilities at any level of the supply chain involved in the order and to all applicable records in the performance of this Purchase Order.
QA 7	Manufacture or machining suppliers must have a quality system compliant with AS9003, AS9100, or ISO9001; STC may make conditional exceptions based on supplier survey information or applicable customer requirements. Suppliers must maintain a minimum total quality score of 67 when scored using the following weight: Average Delivery factor: 0-35. Average Quality Factor: 0-50, Average Quantity Factor: 0-5, Average Price Factor: 0-10
QA 8	Suppliers must obtain documented approval from STC before transferring any work to a new facility.
QA 9	Suppliers must have a process to control counterfeit parts from being delivered to STC. This includes a product produced or altered to imitate or resemble a product without authority or right to do so, intending to mislead or defraud by passing the imitation as original or genuine.
QA 10	Arrangements for STC's approval of the supplier's disposition of nonconforming material.
QA 11	Requirements for the supplier to flow down to their sub-tier suppliers the applicable requirements in STC purchasing documents, including key characteristics and applicable F.O.D. control processes where required.
QA 12	Requirements for the supplier to comply with executive order E13224. Supplier shall not engage in any transaction of any type with persons or businesses or organizations who commit or threaten to commit or support terrorism.
QA 13	Supplier must ensure that their personnel know their contribution to product/service conformity and product safety and the importance of ethical behavior.

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Combined T&Cs by Commodity: Processing Suppliers	
QA 14	Processing suppliers must furnish processing certifications to STC purchase order requirements and shall not process any parts for which they are not certificated or approved. Acceptable quality system requirements are AC7004, ISO9001, or AS9100; STC may make conditional exceptions based on supplier survey information or applicable customer requirements. Suppliers must be able to ensure the adequacy of the special process provided and provide STC's required documentation per purchase order requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.
Combined T&Cs by Commodity: Material Suppliers	
QA 15	Material suppliers must furnish material certifications to STC purchase order requirements and shall not supply material for which they are not certificated or approved. When noted on our purchase orders, raw material supplied must be DFARS compliant material. Acceptable quality system requirements are ISO9001, AS9100 or AS9120; STC may make conditional exceptions based on supplier survey information or applicable customer requirements. The Supplier must be able to ensure the adequacy of the product provided and provide STC's required documentation per purchase order requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.
Combined T&Cs by Commodity: Machining and Manufacturing Suppliers	
QA 16	For Machining and Manufacturing suppliers, QA 3 - QA 14 are applicable. The Supplier must be able to ensure the adequacy of the product provided to STC and provide the required documentation per purchase order requirements.
Combined T&Cs by Commodity: Calibration and Testing Suppliers	
QA 17	Calibration and Testing suppliers must furnish calibration/test reports to STC purchase order requirements and be traceable to the specific equipment or item for which they are calibrating or testing; traceability to NIST and/or other national or international standards must be supplied. ISO9001, ISO 17025, Nadcap testing, ANSI Z540, and/or Navlap accreditation will be the quality system requirements; STC may make conditional exceptions based on supplier survey information or applicable customer requirements. QA 3, QA 4, QA 5, QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 14.