

Scientiam Machine Company
Quality Terms and Conditions
Form 7.4.02-1

ALL SUPPLIERS
Any delay in shipment for any reason must be conveyed to Scientiam purchasing as soon as the delay is known by supplier.
Any changes to the contract requirements by the supplier must be approved by Scientiam in writing.
All information in the contract must be held in confidence by the supplier and no third party request for information will be authorized unless instructed in writing by Scientiam representative.
In addition to Scientiam right of entry, the supplier agrees to right of entry for our customers, or regulatory agencies, to all facilities and records in the performance of this contract.
All applicable requirements must be flowed down to sub-tier suppliers.
Suppliers are required to notify Scientiam quality department prior to transferring any Scientiam work to a new facility. Scientiam Q.A. Manager will determine prior to the transfer if suppliers may perform the transfer of work.
Suppliers are required to notify Scientiam quality department of nonconforming product and to make proper arrangements for approval.
The supplier shall maintain adequate records of all inspections and tests. Records shall be kept for a period of ten (10) years after final payment for supplies or services.
All work must be processed per latest revision unless otherwise instructed on purchase order.
Provide Material Safety Data Sheets (MSDS) and/or certificates of compliances for restricted, toxic or hazardous substances.
Notify Scientiam of changes in product and/or process definition and, where required, obtain Scientiam's approval.
Compliance to AC7004, ISO 9001 or AS9100 Quality Management Systems.
All Suppliers/providers must ensure that all employees are aware of their contribution to product conformity, product safety and the importance of ethical behavior.
All work must be processed per latest revision unless otherwise instructed on purchase order.
First Article Inspection Reports shall be submitted to SCIENTIAM prior to the beginning of production. The supplier assumes all financial responsibility for replacement, rework and material when production of parts has begun without such data.
Machining Suppliers
Machining Suppliers must furnish inspection report, Certificate of Conformance, and as applicable Material and Processing Certifications for the parts they submit.
Processing Suppliers
Processing suppliers must furnish processing certifications to the purchase order requirements, and shall not process any parts for which they are not certified or approved.
Material Suppliers
Material suppliers must furnish material certifications to the purchase order requirements, and shall not supply material for which they are not certified or approved.
Only supply Domestic Specialty Metals unless otherwise instructed on the purchase order.
Calibration Labs
Calibration Labs certified to the latest edition of ISO 17025, ANSI/NC SL Z540.1 or ISO 10012.

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