



**PURCHASE ORDER TERMS AND CONDITIONS  
(2009) Rev. N/C**

**PACKING AND SHIPPING:** Supplier shall prepare and package product for APPH Wichita to prevent damage and deterioration during shipping.

**SHIPMENT/DELIVERY:** Shipments or deliveries, as specified in the Purchase Order, shall be strictly adhering to: the specified quantities, without shortage or excess; and the specified schedules. Shipments may be ahead of schedule by no more than seven (7) business days unless otherwise specified in the Purchase Order and be no later than the need date specified on the Purchase Order. Failure to adhere to schedule will negatively impact supplier rating. Supplier must notify APPH Wichita of any anticipated or actual delay, the reasons thereof, and the actions being taken by Supplier to overcome or minimize delay.

**APPH Wichita FURNISHED MATERIALS.** All materials furnished by APPH Wichita, including blueprints, mylars, tooling, programs, electronic data, etc. are to be returned with the product upon completion of the order unless otherwise specified in writing.

**SUBCONTRACTING/APPROVED SUPPLIERS.** Any APPH Wichita supplier may subcontract APPH Wichita work to another supplier provided that APPH Wichita is provided with the same rights and protection as contained in the Right of Entry clause. Prior to subcontracting, APPH Wichita must be contacted for written approval. Suppliers may only use approved suppliers of APPH Wichita and its customers. All applicable requirements in the Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required.

**RIGHT OF ENTRY.** Supplier shall allow APPH Wichita representatives, APPH Wichita customers, and regulatory agencies right of entry into the Supplier's facilities to determine and verify product, process, records, personnel, material, procedures and systems.

**QUALITY.** Supplier shall provide and maintain an inspection system which will assure that all delivered products conform to Purchase Order requirements, whether manufactured or processed by the supplier or a sub-tier supplier. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to drawings, specifications and other Purchase Order requirements. Unless otherwise specified in the Purchase Order, all drawings, specifications and other requirements are of the current revision as of the date of the Purchase Order.

**INSPECTION AND TEST EQUIPMENT.** Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to APPH Wichita, as required.

**FOREIGN OBJECT DAMAGE.** Supplier shall control and prevent foreign object damage or contamination during manufacture, assembly, inspection and shipment.

**RECORDS.** The Supplier shall maintain records of work performed for APPH Wichita. Records shall include the certificate provided to APPH Wichita as well as all records that substantiate the certificate. These records shall be maintained in any format for a minimum of seven (7) years.

**NON-CONFORMING MATERIAL.** Supplier must notify APPH Wichita of any nonconforming product and make arrangements for approval to submit nonconforming product.

**CERTIFICATIONS.** Supplier must ensure that individual parameters within a given specification have been met. Certifications must reflect that all applicable manufacturing and process specifications contained on applicable APPH Documents, such as engineering drawings, process specifications, references to military standards, have been met. The specifications must be listed on the certification in proper sequence.

**FIRST ARTICLE INSPECTION.** If required by APPH Wichita on the Purchase Order, first article inspections are to be recorded on form AS9102, as revised. Any other format used must be compliant with AS9102 and accepted by APPH Wichita prior to use.

**CALIBRATION SERVICES ONLY.** Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration shall be provided with each calibration.

- REPAIR STATION SPECIFIC REQUIREMENTS.**
- a) Supplier must provide evidence of FAA approvals for requirements stated in the APPH Wichita Purchase Order.
  - b) Supplier must comply with format and contents of APPH Wichita release documentation package requirements when stated in the Purchase Order.
  - c) Supplier must report any defects and un-airworthy conditions immediately via telephone and email to the Quality Manager of APPH Wichita. The product must be tagged and segregated pending the response from APPH Wichita.

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**Questions should be directed to:**

Quality Management System Manager  
APPH Wichita  
Tel: (316) 295-2524  
e-mail: [mlong@apphwichita.com](mailto:mlong@apphwichita.com)