



## **Purchase & Repair Order Terms and Conditions**

### **Quality System**

The supplier must operate under an approved quality system such as:

- ASA 100
- AC 00-56
- ISO 9001
- AS 9120
- FAA 145
- EASA 145

### **Personnel Training**

Supplier personnel must be trained and receive recurring training as per their quality system.

Training must include personnel awareness of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

### **Substitutions**

Supplier must not substitute the part number of an ordered item with another without prior written approval from an authorized agent of Cross-Check Aviation.

### **Changes to Item Ordered**

Cross-Check Aviation must be notified in writing of any changes to an ordered item of the same part number prior to shipment.

### **Notification of Nonconforming/Counterfeit Parts**

Cross-Check Aviation must be notified immediately of any received shipments of nonconforming or counterfeit parts.

### **Revision Status**

Suppliers must provide identification and revision status of specifications, drawings, process requirements, inspection/verification instructions, or any other relevant technical data.

### **Order Documentation**

Suppliers must provide the following documentation with all orders as relevant:

- Packing slip
- OEM Packing slip
- Certificate of Conformance
- 8130-3
- Form-1
- Teardown Inspection Report
- Shelf-life expiration
- Non-incident statement



## **Purchase & Repair Order Terms and Conditions (Cont.)**

### **Record Retention - Suppliers**

The supplier must maintain a copy of all relevant documentation (trace materials) of products sold to Cross-Check Aviation for a period of no less than seven (7) years.

### **Record Retention - Subcontractors**

The supplier must maintain a copy of all relevant documentation verifying that all work was accomplished according to appropriate regulations, work instructions, and inspections as well as the shelf-life and trace documentation of all products used in the repair process for a period of no less than three (3) years.

### **Special Instructions**

The supplier must follow all special requirements for authority approval, design, test, inspection, and verification as instructed on the purchase order.

### **Right of Access**

The supplier must provide "Right of Access" by Cross-Check Aviation, our customers, and the authorities to all applicable records and areas of their facilities at all levels of the supply chain.

### **Flow Down Requirement**

The supplier must "Flow Down" Cross-Check Aviation Purchase Order Terms and Conditions to all levels of the supply chain including any special or customer requirements listed on the purchase order.

### **Shelf-Life Materials**

All shelf-life materials received by Cross-Check Aviation must have a minimum of 2/3 of its shelf-life remaining to be acceptable.

### **Nonconforming Part Notification and Disposition**

The supplier must report all malfunctions, defects, and unairworthy conditions to Cross-Check Aviation and receive written approval for disposition of nonconforming products.

### **Notification of Changes**

The supplier must notify Cross-Check Aviation of any changes in product and/or process, changes of suppliers, changes of manufacturing facility location.

### **First Article Inspection - Subcontractors**

Cross-Check Aviation reserves the right of design and production method approval for all first articles (test specimens) including access to all relevant documentation.