

## General conditions of purchase

### 1 Introduction

#### 1.1 Purpose and intent

In this document, Aegerter Swiss Technology (AST) defines the binding requirements for suppliers and contract manufacturers (hereinafter referred to as suppliers). This document regulates the rights and obligations regarding the quality of the products and services to be supplied and is an integral part of AST's order to the supplier.

### 2 General quality requirements

#### 2.1 Quality management system

AST suppliers must operate a quality management system.

#### 2.2 Review of quality management system

AST has the right to inspect the quality management system on site at any time. This does not release the supplier from his responsibility for quality.

#### 2.3 Access right

The supplier shall grant AST, its customers and the regulating authorities the right of access to the affected areas of all facilities to audit the specified quality assurance measures and the corresponding documented information, at every level of the supply chain. The supplier shall assign a specialized and qualified employee during the audit.

#### 2.4 Retention period of the verification documents

The supplier must keep suitable records of the quality assurance measures, regarding the test and inspection results for the manufactured products and the process chain. The records may only be destroyed after prior consultation with AST.

#### 2.5 Requirements for the monitoring of measuring equipment

The supplier shall maintain a system for monitoring and calibrating all measuring and testing equipment. Correspondingly documented information must be maintained. It must be verified that all measuring equipment is functional for the intended tests.

#### 2.6 Counterfeit products

The supplier must use suitable methods to prevent the use of counterfeit products or inferior raw materials. This also includes checking objective evidence of the conformity of the products, raw materials and services.

#### 2.7 Configuration management

The supplier shall ensure that all drawings, specifications, process requirements and test instructions necessary for the production of the part are checked and used in the final revision.

### 3 Requirements for the purchasing process

#### 3.1 Control of subcontractors

The supplier must ensure that orders are only placed with subcontractors specified or approved by AST or its customers.

#### 3.2 Requirements for the incoming goods inspection

The supplier must carry out inspections or other verification activities to ensure that the procured products comply with the product specifications.

## **4 Production process**

### **4.1 Monitoring the production process**

The supplier must plan and execute the production process under controlled conditions. This includes defined product requirements, the existence of work instructions, the use of suitable infrastructure and tools as well as the functionality and monitoring of measuring equipment. If required, statistical methods and associated instructions for acceptance in accordance with AST specifications must be used for product acceptance.

### **4.2 Process changes**

Before changes are made to the test or production methods, or raw materials, supplier products or sub-suppliers as well as production sites are changed by the supplier or sub-supplier, or before changes are made to the processes or equipment for the inspection of the products or for other quality assurance measures, the supplier must obtain written approval from AST. He may not make any changes on his own initiative. The supplier must inform AST in writing of the effects of such a change on the services to be provided and must provide evidence of the measures he is taking to avoid a disruption. These measures shall be taken free of charge for AST.

### **4.3 Identification and traceability**

Where required, the supplier must ensure the identification and traceability of the products.

### **4.4 Tools and materials provided by AST**

If AST provides the supplier with raw materials, tools or semi-finished products, these must be treated with particular care. The raw materials, tools and auxiliary materials provided may only be used for the fulfillment of AST orders.

## **4.5 First article inspection**

If required by AST in the order, first article inspection must be carried out and approved by AST. First articles must be tested and documented in accordance with the drawing and the associated specifications and standards regarding all characteristics. The work plans and test protocols are also part of the first article inspection.

## **5 Non-compliant products**

### **5.1 Labeling and identification of non-compliant products**

The supplier must label non-conforming products as soon as they are detected and prevent their delivery.

### **5.2 Approval of deviations**

The supplier may only deliver products to AST that comply with the technical requirements. The supplier must report non-conforming products to AST without delay. This also includes products that have already been delivered or accepted by AST.

The affected products must be repaired, scrapped or released by means of an approved deviation in accordance with AST's instructions. Products with an approved deviation must be marked separately. Any costs resulting from such adjustments shall be borne by the supplier.

## **6 Personnel**

Personnel who process AST components under the direction of the supplier must be competent and have the qualifications required in the specifications and standards.