

**ADDEV Materials Aerospace & Defense Conditions of Purchase****Applicability**

These requirements are applicable to all Vendors supplying to ADDEV Materials Aerospace & Defence, whether Manufacturer or Stockist.

**Vendor Approval**

Approval of vendors by ADDEV Materials Aerospace & Defence is normally facilitated by completion of a questionnaire and acceptance of these requirements by the Vendor. In addition, quality audits or other forms of evaluation may be used at the discretion of the ADDEV Materials Aerospace & Defence Quality Department.

**Quality Assurance Requirements**

In addition to the general requirements listed below, the vendor shall comply with all quality requirements specified or referred to in the purchase order or amended in revisions to the order.

**Traceability**

Material supplied to ADDEV Materials Aerospace & Defence must be lot traceable back to source (with the exception of some consumable items). In case of doubt guidance must be sought from ADDEV Materials Aerospace & Defence Quality Department prior to despatch.

Records are to be maintained tracing all materials used in the manufacture of each batch of product back to the original Vendor of the materials. These records must be maintained for a minimum period of ten years. If requested, a copy of specific records will be sent to the Buyer at no additional cost. The Seller shall take reasonable measures to protect and prevent records from deteriorating and secure them from loss. Should the Seller plan to cease business operations, records shall be forwarded to the Buyer, at no cost to the Buyer, prior to closing of business.

**Changes to Materiel**

Any changes made to the formulation of a product must be notified in advance in writing.

**Deviation from the Purchase Order**

No deviation from the purchase order will be accepted without written permission from ADDEV Materials Aerospace & Defence. Should the vendor be unable to meet all of the requirements of the order (including any shelf life requirements) they should inform the ADDEV Materials Aerospace & Defence Purchasing Department immediately. If the deviation is considered acceptable the vendor will be informed. This will normally be in the form of an amended purchase order.

**Release Documentation**

- Each delivery of product to ADDEV Materials Aerospace & Defence must be accompanied by a release document or certificate of conformity which must include the following information:
- A unique document reference
- Name and Address of Vendor
- Name or signature of the individual authorising the release
- Name & Address of Customer (i.e. ADDEV Materials Aerospace & Defence)
- ADDEV Materials Aerospace & Defence Purchase Order Number
- Item Reference Number
- Quantity Supplied
- Batch or Lot Number
- Specification or Standard number(s) that the material conforms to
- The following statement:  
"Certified that the whole of the supplies detailed hereon have been inspected and otherwise stated herein, conform in all respects the requirements of the purchase order"

If the vendor has a quality management system that is qualified to a recognised standard the statement should include the wording "...and subject to our (insert *name of quality standard*) Quality Management System. (insert *Certificate Registration Number*).

**Specifications**

Where requested on the purchase order, the materiel must be tested and released to the standard or specification required. Any deviation must be agreed with ADDEV Materials Aerospace & Defence Quality Department in writing prior to the material being despatched.

**Packaging and Identification**

The vendor shall ensure that any packaging specifications referenced on the purchase order are adhered to. If no specifications are referenced, the material shall be supplied in adequate packaging so as to protect the material.

**Surveillance and Rights of Access**

ADDEV Materials Aerospace & Defence reserve the right to inspect material for supply and/or quality records relating to material purchased by ADDEV Materials Aerospace & Defence at the Vendors premises. This right of access must also be afforded to ADDEV Materials Aerospace & Defence's customers and/or regulatory bodies.

**Changes to manufacturing location**

Vendors must inform ADDEV Materials Aerospace & Defence Quality Department in writing of any changes to the manufacturing location, whether temporary or permanent.

**Flow down of requirements**

It is essential that these requirements (including Rights of Access) are flowed down through the supply chain to all lower tier Vendors and contractors.

**REACH**

Vendors are responsible for ensuring that all products supplied to ADDEV Materials Aerospace & Defence do not contain any substances that are not permitted under REACH regulations. Each product must be accompanied by a REACH and CLP compliant SDS on the first delivery of that product and the Vendor must ensure that ADDEV Materials Aerospace & Defence receives the latest version each time a change is made to the SDS.

**Counterfeit or Suspected Counterfeit Parts**

Vendors warrant that Counterfeit Supplies shall not be supplied to the Purchaser. The Vendor shall maintain a method of traceability that ensures tracking of the supply chain back to the manufacturer of all Items included in the Products being supplied.

The Vendor shall flow down these requirements contained in this condition to the Vendor's supply chain for any Items that are intended for supply to ADDEV Materials Aerospace & Defence.

The Vendor shall inform its employees, contractors, workers and any other third parties (and shall ensure that they shall inform their employees, contractors, workers and other third parties) engaged in the performance of work under the Order in writing prior to performance of work that there is a risk of criminal penalties associated with any falsification, concealment, fraud or misrepresentation in connection with work performed or Supplies provided under the Order in the UK and other jurisdictions. The Vendor shall notify the Purchaser as soon as it becomes aware of any Counterfeit Supplies or Suspected Counterfeit Supplies which arise in relation to any Supplies.

**Ethical Conduct**

All vendors to ADDEV Materials Aerospace & Defence must be committed to the highest standards of Ethical Conduct when dealing with employees, customers and suppliers.

It is the vendors responsibility to ensure they have a written Code of Ethics that is communicated to all staff and that is becomes a part of their core culture and business practices.

A Suppliers code of ethics should cover the following;

- Business Integrity.
- Confidentiality/Disclosure of Information.
- Whistle-blower/Anonymous Feedback Protection.
- Protection of Intellectual Property.
- Corporate and Social Responsibility.
- Modern Slavery & Human Trafficking
- Health and Safety.
- The Environment.

ADDEV Materials Aerospace & Defence reserve the right to request a copy of the vendors Code of Ethics and request evidence of compliance is a breach is suspected.

**Product Safety**

All products supplied to ADDEV Materials Aerospace & Defence must be in such a condition that it is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.