



## PURCHASING TERMS AND CONDITIONS

### OUTSIDE PROCESSING

- Parts are to be kept separate and identified as represented by CTI. Reference PO's, Part #, Lots, and Quantities.
- A signed certificate of conformance indicating process performed with reference to applicable specifications shall accompany all shipments.
- Processing will be planned to meet CTI's 100% quality and on-time requirements.
- Supplier will notify CTI immediately where quality or delivery does not meet stated requirements.
- Parts must be handled to assure this integrity and avoid damage.
- Parts must be packaged in the same manner or better than received.
- Supplier must notify CTI of nonconforming processes, products or services and obtain approval for their disposition.
- Supplier must prevent the use of counterfeit parts.
- Supplier must notify CTI of changes to processes, products or services, including changes of their external providers or location of manufacture and obtain CTI's approval;
  - Flow down to external providers applicable requirements including customer requirements
  - Provide test specimens for design approval, inspection/verification, investigation or auditing
  - Retain documented information, including retention periods and disposition requirements
- Record retention must be a minimum of 2 years unless otherwise specified by CTI.

### CHEMICAL PURCHASES

- Product shall be shipped in accordance with the material specification identified on the purchase order and all product must include a Certificate of Analysis.
- SDS sheets must be available for all product.
- Product containers cannot be compromised in any manner including original caps, seals and original labels.
- Shipped product cannot exceed 25% of the specified shelf life (expiration date).
- No substitutions can be made for any product specified on a PO without prior authorization from CTI.
- The integrity of the supply chain must be such that there is no potential for counterfeit material to be shipped.
- The supplier is to notify CTI if any nonconforming product is shipped to CTI.

### GENERAL

- Allow the right of access by CTI, their customer and regulatory authorities to the applicable areas of facilities and to applicable documented information at any level of the supply chain ensuring that persons are aware of:
  - Their contribution to product or service conformity
  - Their contribution to product safety
  - The importance of ethical behavior