

# accrofab Ltd

## INSTRUCTIONS – PLEASE READ CAREFULLY.

### Order Acknowledgement.

Please acknowledge receipt of incoming orders, confirming your understanding and ability to meet our requirements.

### Delivery.

Acknowledgement of this order includes a commitment to meet the required delivery date. It is your responsibility to inform Accrofab of any delay to the order, as soon as it becomes apparent. Your delivery performance will be monitored and will be used as part of our supplier selection process.

### Terms & Conditions.

Terms of payment are 'by the end of the second month following that in which the invoice is received' unless otherwise stated.

### Certification.

Suppliers holding BS EN ISO 9000 / AS9100 approvals should ensure products are manufactured and supplied in accordance with your approved quality system certification including manufacturer's lot traceability when applicable.

The supplier must immediately inform Accrofab Ltd should any approvals (ISO/AS/NADCAP/RPS etc...) be suspended, withdrawn or expire.

### Record Retention.

Records must be retained in accordance with the relevant quality standard stated on the purchase order. Permission must be sought prior to the destruction of any documentation relating to a product manufactured by Accrofab Ltd.

### Drawings / Specifications.

Please check that the issue of the drawing / specification in your possession is the latest issue before you commence manufacture. If the issue number differs please contact the purchaser.

### Surveillance.

It is a requirement of this order that Accrofab Ltd, its customers and regulatory authorities reserve the right of access to the applicable areas of all facilities, at any level of the supply chain involved in the order and to all applicable records.

### Product/Process Definition.

Suppliers must inform Accrofab Ltd of any changes in product and/or process definition, suppliers, manufacturing facility location and where required obtain organisation approval.

### Sub-tier suppliers.

The supplier shall not sub-contract or transfer any part of the order without the prior written consent of the purchaser (Accrofab Ltd). Should written consent be given all requirements specified by Accrofab Ltd must be flowed down on purchasing documents to the sub tier.

### Non-Conformance.

The supplier shall inform Accrofab Ltd of any non-conformance prior to delivery in writing, the Quality department will then decide on the disposition of these items, and inform the supplier accordingly.

### Shelf Life.

Where items have a limited shelf life, the date of manufacture and expiry date must be quoted.

### Packaging and Identification.

The supplier must ensure that all goods are adequately packed to guard against damage in transit to the destination irrespective of carriage conditions.

### COSHH.

Where appropriate, health and safety data sheets must be supplied to assist with our duties under COSHH regulations.

### Packaging.

Maximum packing weight – 20 kilos, deliveries over 20 kilos must be palletised.

### Reach.

The supplier is responsible for formally notifying Accrofab of any product(s) supplied which contain more than 0.1% of any substance on the list of SVHC under the REACH regulations.

### Conflict Minerals.

As part of Accrofab's commitment to corporate responsibility and respecting human rights in our own operations and in our global supply chain, we expect our suppliers to have in place policies and due diligence measures that will enable us to reasonably assure that products and components supplied to us containing conflict minerals (3TG) are DRC-conflict free. Accrofab expects its suppliers to comply with the Electronic Industry Citizenship Coalition (EICC) Code of Conduct and conduct their business in alignment with our supply chain responsibility expectations. Supply of material against this PO confirms a 'DRC conflict-free' source has been used, unless the supplier specifically states otherwise.

Acceptance of this order also confirms that the material has been sourced from smelters whose due diligence practices have been validated by an independent third party audit programme, unless the supplier specifically states otherwise.

### Business Continuity.

It is expected that all suppliers will have robust business continuity plans in place in order to maintain the delivery of products & services at an agreed level following a disruptive incident.

### Product Safety.

Suppliers are responsible for adhering to the requirements of the contract / purchase order to fully mitigate any potential risk to product safety.

### Ethical Dealings.

Suppliers will have systems & procedures in place to ensure the highest standards of behaviour & ethics when dealing with any product / service relating to Accrofab product.

### Counterfeit / Unapproved parts.

Suppliers will have systems in place to prevent the shipping of counterfeit / unapproved parts to Accrofab Ltd.