



## Purchase Order Terms & Conditions

Thank you for being a valued supplier to NaviTek Machining Corp (NaviTek). The following Terms & Conditions pertain to all NaviTek purchase orders. By accepting NaviTek's purchase order, you agree to comply with the specified requirements called out on the purchase order, and the following Terms & Conditions.

- ✓ NaviTek reserves the right of final approval of product, procedures, processes, and equipment.
- ✓ All special processes required by a NaviTek purchase order must be performed by qualified personnel.
- ✓ NaviTek reserves the right to review and approve the Supplier's Quality Management system. Standard QMS requirements include.
  1. Suppliers providing a special processing must maintain a system for validating processes similar to that of NADCAP program, or other systems as required by this purchase order.
  2. Customer directed sources must operate in accordance with the approved specifications and standards as dictated and controlled by the customer in question.
  3. Suppliers initially approved for use via Certification (ISO 9001, ISO 13485 AS9100, AS9120, Etc.) Must notify NaviTek of any changes to that certification.
- ✓ Supplier acknowledges and agrees that any specifications and all related writings, drawings, designs and similar work provided to the Supplier by NaviTek shall be deemed "Confidential Information".
- ✓ NaviTek reserves the right to approve or specify any designs, test, inspection plans, verifications, use of statistical techniques for product acceptance, and any applicable critical items, including key characteristics.
- ✓ NaviTek reserves the right to designate requirements for test specimens for design approval, inspection/verification, investigation auditing.
- ✓ The Supplier is required to:
  1. Notify NaviTek of nonconforming product immediately upon discovery.
  2. Obtain NaviTek's approval for nonconforming product disposition.
  3. Notify NaviTek on nonconforming product and /or process, changes of suppliers and changes to manufacturing facility locations.
  4. Flow Down to the supply chain the applicable requirements including customer requirements.
  5. Ensure that employees are aware of:
    - a. Their contribution to product or service conformity
    - b. Their contribution to product safety
    - c. The importance of ethical behavior.
- ✓ Supplier shall maintain on file all quality data/records such as; certificates of material and / or processes, acceptance test reports, inspection records, and other applicable quality control data, for minimum of 15 years from completion of purchase order.
- ✓ NaviTek reserves the right of access by our representatives, our customers, and any regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- ✓ NaviTek will not accept any material or product from supplier that is not in compliance with current REACH, RoHS and Conflict Minerals requirements, unless Seller has received prior written approval from Buyer.
- ✓ All vendors providing calibrations services must be certified to ISO 17025 (or equivalent). All calibration certificates must identify standards used and must be traceable to NIST (National Institute of Standards Technology).
- ✓ All packages must be clearly marked with Part Number and Purchase Order number.
- ✓ If Certification is requested with order, it must be legible.
- ✓ Payment by NaviTek are Net 45 Days
- ✓ If you are not able to comply with any portion of these terms and conditions you shall notify NaviTek Machining Corp in writing when acknowledging the purchase order.