

Supplier Terms and Conditions

Terminology

1. Throughout this document – ‘order’ is defined by a Purchase Order (PO) or Repair Order (RO) from CoTech MRO to a supplier.

Order Acknowledgment

2. As a supplier to CoTech MRO it is understood that your organisation agrees to meet the following stipulations / AS9110 requirements whenever a CoTech MRO order specifies that it is for an aerospace application. These requirements are, therefore, to be considered as terms and conditions to all aerospace products. Non aerospace products are to adhere to contract requirements and all mandatory standard terms regulating a purchase.
3. Please acknowledge receipt of incoming orders, confirming your understanding and ability to meet our requirements through a contract review process. Any discrepancies to be addressed directly with CoTech MRO at the earliest opportunity.
4. Supplier’s acknowledgement, acceptance of payment, or commencement of performance shall constitute unqualified acceptance of CoTech MRO terms and conditions. Failure to meet terms and conditions of order may result in delayed payment of invoice, cancellation of order, return of merchandise at supplier’s expense, or reduction in future orders. The supplier is required to use the applicable methods, processes, and equipment as designated and flowed down to sub-tier suppliers as required.

Delivery

5. Acknowledgment of this order includes a commitment to meet the required delivery date. It is your responsibility to inform CoTech MRO 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.

Certification

6. Suppliers holding approvals should ensure products are manufactured, maintained, and supplied in accordance with the approved quality system certification, including manufacturer’s lot traceability when applicable. The supplier must immediately inform CoTech MRO should any approvals be suspended, withdrawn or expire. All aircraft parts must be certified for UK use with a certificate of conformity as a minimum, except where otherwise stated on the order.
7. Each delivery against this order shall be accompanied by a Certificate of Conformance with an EASA Form1 or FAA 8130 (when available) that shall identify:
 - a. Our order references
 - b. Item part number
 - c. The description and specification with issue status
 - d. Any purchaser agreed deviations
 - e. Batch / lot numbers
 - f. Any applicable life data (cycles / shelf life / running hrs)
 - g. Each C of C must be signed by your authorised representative.
 - h. Each C of C must reference the standard it has been released under as applicable (En ISO9001, EN AS9100 series or regulatory approval number as applicable)
8. All products shall be supplied in accordance with the order and any technical data requirements specified.
9. Failure to comply may result in order cancellation or product rejection.

Management System

10. All suppliers to CoTech MRO should work within a quality management system. Accreditation to an AS/EN 9100 series standard is preferred but not essential. The supplier must be able to provide evidence of certification and registration to professional bodies.

Managing Change

11. CoTech MRO must be informed at the earliest opportunity of any changes to products, processes, change of suppliers or change of premises.
12. Supplier shall immediately notify CoTech MRO of any change request that affects any aspect of the current order including – but not limited to – existing terms and conditions, costs, items ordered, specifications on the items ordered, or schedule of delivery. Only the individual raising the order for CoTech MRO has the authority to make a change to the order via a formal change request.

Record Retention

13. Records must be retained for a minimum of 5 years. Permission must be sought from CoTech MRO prior to the destruction of any documentation earlier than that time period.

Technical Information

14. Suppliers must ensure they are conducting work in accordance with the latest approved technical data.

Surveillance

15. It is a requirement of this order that CoTech MRO, its customers and regulatory authorities reserve the right of access to the applicable area and facilities, at any level of the supply chain involved in the order and to all applicable records.
16. CoTech Trading reserves the right to review and approve the Supplier's Quality Management System if service or product issues arise.
17. Work in progress and / or end items may be inspected at your premises by CoTech MRO and / or our customers Quality Assurance representative or regulatory authority for compliance with drawings and specifications. Final acceptance shall be by CoTech MRO.

Sub-tier Suppliers

18. The supplier shall not sub-contract or transfer any part of the order without the prior consent of CoTech MRO. Should consent be given all requirements specified by CoTech MRO must be flowed down on purchasing documents to the sub-tier.
19. Any Special Processes required by this purchase order must be performed by suitably qualified personnel.
20. CoTech MRO reserves the right to nominate either at its own discretion or that of our customer to nominate external providers. Suppliers must notify CoTech MRO of changes in product and / or process, changes of suppliers, changes of manufacturing or maintenance / repair facilities. The supplier must not select an unapproved supplier without written acceptance from CoTech MRO.
21. Flow down to external providers, applicable requirements; The AS9110 Standard requires that all applicable customer / regulatory / AS9110 requirements in this order including key characteristics, where applicable, must be flowed down to sub tier suppliers.

Defects

22. All suppliers should target zero defects in products and services provided to CoTech MRO and the supplier should when asked, provide the statistical measurement information of on time delivery and product conformity to CoTech MRO. Suppliers are responsible for adhering to the requirements of the order to fully mitigate any potential risk to product safety.

Non-Conformance

23. The supplier shall inform CoTech MRO 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.

Counterfeit Goods Prevention

24. Supplier agrees and shall ensure that counterfeit goods are not contained in products delivered to CoTech MRO through the implementation of policies that include prevention, detection, and risk mitigation methods to protect against the use of Counterfeit Parts. Suppliers shall purchase parts

directly from the Original Equipment Manufacturer (OEM) or with traceability back to the OEM. A certificate of conformance shall accompany each shipment of products delivered. When requested by CoTech MRO, the supplier shall provide authorised supplier documentation that authenticates traceability of the parts to the applicable authorised supplier. In the event the supplier becomes aware or suspects that it has furnished Counterfeit Parts, it shall immediately notify CoTech MRO.

25. In the event that products delivered under this order are, or include, counterfeit parts, Supplier shall promptly investigate, analyse and report in writing to the buyer whether such counterfeit parts should be replaced with genuine parts conforming to the requirements of this order, or whether an alternative solution is recommended to meet the order requirements at Supplier's sole expense. The parties shall then agree upon the appropriate course of action.
26. Suppliers will have systems in place to prevent the shipping of counterfeit / unapproved parts to CoTech MRO.

Shelf Life

27. All shelf life limited parts must have at least 80% life remaining, unless otherwise agreed in writing.
28. Where items have a limited shelf life, the date of manufacture and expiry date must be quoted on applicable documentation.

Packaging and Identification

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

COSHH

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

Business Continuity

31. 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

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

Ethical Dealings

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

Confidentiality Statement

34. The supplier agrees that all documents and information obtained from the company's client and all company, client and project related information shall be treated with strict confidentiality and that any such information will not be disclosed nor made available to any third party without a prior written consent from the company. This obligation also covers all documents or information created in fulfilment of any purchase orders. This obligation shall continue in perpetuity.