



SUPPLIER STANDARD PURCHASE ORDER TERMS & CONDITIONS

OUR MISSION

Laminated Plastics Company is committed to be recognized as the leader in the fabrication and distribution of plastics in the United States. In order to achieve and maintain this recognition, our primary responsibility must be to our customers. We will strive for continual improvement throughout our organization and consistently provide the highest quality products, unsurpassed customer service, and competitive pricing to each customer we have the privilege of serving.

SCOPE

These standards apply to all suppliers of Laminated Plastics Company (LPC). Acceptance of any and all purchase orders from us constitutes a commitment to perform to these standards. These are our minimum requirements and do not replace or alter any purchase order requirements.

PERFORMANCE

A key component in the effort to achieve our mission above is the performance of our supplier base. As our supplier, we expect you to consistently perform to the standards outlined here. If at any time you are unable to meet these standards, please contact our Quality Department immediately.

We continuously measure the performance of each of our suppliers against our Quality and On-time Delivery standards. Our expectation is for all suppliers to achieve Quality of Product and On-time Delivery ratings of at least 97%. Failure to perform to our minimum requirements will impact your future business opportunities with LPC. Underperforming suppliers will be contacted to discuss the specific areas which must be improved upon to remain a member of our supplier base.

QUALITY SYSTEM

Our quality system is certified to the AS9100 Aerospace Standard. While we do not require our suppliers to be ISO 9001 or AS9100 certified, we do expect your quality system to be similar in scope to these standards. Suppliers are responsible for providing defect free product through the implementation of an appropriate quality system. Suppliers not certified to ISO 9001 or AS9100 will be subject to a supplier survey and / or quality system audit by LPC.

CORRECTIVE ACTION PROCESS

If the supplied product is found to be defective or non-conforming, the supplier will be contacted and a request for corrective action may be issued. When a request for corrective action is issued, a supplier response is expected within 5 business days of the request.

CERTIFICATIONS

When Certification of Compliance / Conformance has been requested with a shipment it should be included with the material in an obvious place. Shipments without proper certification will not be processed until the document has been received. This could impact a supplier's on time performance rating. It is also expected that the certification will clearly demonstrate compliance with the specification, standard, or drawing found on the purchase order.



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DIMENSIONAL TOLERANCES

When dimensional tolerances are stated on a purchase order, we will be inspecting incoming shipments to those tolerances. If a Military, ASTM, or other specification is cited, we will be inspecting incoming shipments to the tolerances contained in those specifications. When tolerances are not noted on a purchase order, we will inspect using commercially accepted tolerances.

FIRST ARTICLES

When a first article is requested, our expectation is that we receive AS9102 forms with applicable manufacturer's certifications for all raw materials and components specified on the drawing and/or parts list. LPC will specify on the purchase order when a first article is required.

DEVIATIONS

Deviation from product specifications on LPC's purchase orders or drawings is generally unacceptable. If the supplier cannot comply with the purchase order, please contact our Quality Department immediately.

PRODUCT / PROCESS CHANGES

When changes are made to product or process definition, LPC should be notified immediately for approval.

RIGHT OF ACCESS

Access may be required by LPC, our customer, and/or regulatory authorities to all facilities and records involved in an order. The purchase order will state this requirement.

ON-TIME DELIVERY

Early and late shipments are generally unacceptable. The expected delivery window is 3 days early, zero days late. In some cases, early delivery is acceptable and will be noted on the purchase order. If not noted, contact LPC to determine if an early delivery is acceptable. The due date shown on our purchase orders is the date the shipment is expected at our dock. Please contact LPC as soon as possible to inform us of any expected variation to the delivery schedule.

LABELING

A legible packing slip must accompany every order. It should be attached to the shipment in a manner that protects it from damage during transit. There should also be some form of identification on the packaging which can be used if the packing slip becomes separated from the shipment. Because the shipment will not be processed without a packing slip, the package identification would facilitate retrieving the packing slip. The packing slip must show the purchase order number, product identification, and quantity contained in the shipment.

PACKAGING

Suppliers are responsible for packaging product to ensure product integrity, protection and preservation during shipping and handling. Unless packaging instructions are specified in the purchase order, all goods shall be packaged by the supplier in accordance with good commercial practice in a manner sufficient to ensure arrival in a condition free of damage and deterioration.

SHELF LIFE

When shelf life certification is required on a purchase order, the certification must include the date of manufacture, the expected shelf life, and the expiration date. The products requiring this certification must have 80% of the applicable shelf life remaining when they are received at our dock. Product not meeting this requirement will be returned at your expense.



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OVER / UNDER SHIPMENTS

Over and under shipments are generally unacceptable. Partial shipments should not be made without prior approval by LPC. Over shipments will be returned at your expense unless prior approval was obtained from LPC.

PREFERRED CARRIERS The requested shipping method is shown on our purchase order. In general, we expect a supplier to ship collect unless the freight is included. Parcels should ship via UPS Collect. Larger and/or heavier shipments should be made using UPS Freight Collect. If the shipping method requested on the purchase order could cause damage or other quality issues with the shipment, please contact LPC immediately to discuss and determine if an alternate method is preferred.

FLOW DOWN OF REQUIREMENTS

Requirements shown on LPC's purchase orders must flow down to any sub-tier suppliers used.

RECORD RETENTION

Suppliers must retain records of compliance to requirements including, at minimum, material certifications and inspection data for fabricated parts. Record retention shall be for a minimum of 7 years unless a longer period is specified on our purchase order. These records should be legible, controlled, and protected throughout the retention period. At the end of the retention period, supplier will contact LPC for disposition instructions.

COUNTERFEIT PARTS

The supplier shall certify that only new and authentic materials are used in products or goods delivered to LPC and that the products/goods delivered contain no counterfeit parts.

FOREIGN OBJECT DEBRIS/DAMAGE

Supplier is required to establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appropriate housekeeping practices to ensure timely detection and removal of residue/debris generated, during operations and normal daily tasks. Parts supplied shall be free of FOD.

MATERIAL SUBSTITUTION

Unauthorized material substitutions are not permitted without LPC's written consent.

ETHICAL BUSINESS CONDUCT

Supplier shall comply with the global principles of ethics for the Aerospace & Defense Industry.

Available for review here: https://www.asd-europe.org/sites/default/files/atoms/files/Ethics_Global_Principles.pdf

CONFIDENTIALITY

Supplier shall hold all information received from LPC in confidence and no third-party request for information will be authorized unless approved in writing by LPC.