

# GENERAL CONDITIONS OF PURCHASE

Revision 06: IATF 16949 compliance: 2016 (03/06/2019)

Revision 05: EN9100 compliance: 2016 FB/CL (10/05/2017)

Revision 04: Two FB CL/signatories (19/11/2015)

Revision 03: Modification of the standard concerning the sampling plan (09/12/2013)

Revision 02: Integration of Logistics requirements (08/02/2013)

Revision 01: Update (28/11/2011)

Revision 00: First edition of the document (21/09/2009)

Document drafted by the Procurement department - Verified and approved by the Management, Quality, Logistics and Financial Department of Guérin.

## Purpose

This document defines the **requirements** with which the **external service provider** receiving an order from FILTRES GUERIN must comply.

### 1. Description

#### FILTRES GUERIN order

FILTRES GUERIN order forms refer to a designation or specifications, a contact sheet, a plan, which must include: identification and applicable editions of specifications, drawings, process requirements, control instructions, key characteristics, and all other technical data

The order is issued taking into account the lead time of the **external service provider**.

**The external service provider** undertakes to forward an acknowledgment of receipt within 48 hours from the date appearing on the order. After this deadline, the terms of the order shall be considered accepted.

#### Deadline

Unless otherwise indicated, the date indicated on our order is the date of receipt at FILTRES GUERIN. Our expectation is rigorous compliance of deadlines and if the delay is inevitable we request information upstream. FILTRES GUERIN reserves the right to take steps to protect its interests.

**The external service provider** undertakes to inform FILTRES GUERIN of any change in its manufacturing process.

FILTRES GUERIN may require its **external service provider** to implement, at the expense of the latter, additional resources necessary to meet deadlines.

In the event of delay without prior notification, we reserve the right to reduce or cancel unfulfilled orders, without notice or compensation.

## Exterior

All the protections necessary for the preservation of raw materials, products and components must be implemented, at the initiative of the **external service provider** (protection against corrosion, impact, dirt, etc.). Special specifications for GUERIN FILTERS can be drawn up by our Methods department, and distributed to the relevant **external service provider** by the Purchasing department.

On each pallet must appear:

- The name of the **external service provider**
- Product designation
- Batch number and/or casting number
- Quantity
- The GUERIN FILTER order number
- The delivery slip number, including the date

## 2. Controls

### The performance record

The **external service provider** shall provide to FILTRES GUERIN a record to demonstrate that the manufacturing and control operations are controlled and guarantee the required level of quality (procedures, instructions, operating methods, control cards, etc.), as well as the sample checks (ISO 2859-1: 1999).

This documentation is correctly identified. The modifications are controlled by indices and are available to us upon request, in order to ensure configuration control. Unless otherwise specified in the order, the scope of checks and their frequency are determined by the **external service provider** in accordance with its manufacturing file.

The **external service provider** controls the parameters of its special processes and provides them to FILTRES GUERIN.

In the event of subcontracting or change of production site, or subcontracting of parts by the **external service provider**, the latter must request the agreement of FILTRES GUERIN. In addition, the purchasing documents must reflect the applicable requirements, including key characteristics, if required.

We ask that you pass on our requirements **FULLY** to your lower-tier external service providers.

In the event that your supplies of components or raw materials come from distributors, we ask you to provide us with the certificates/declarations of conformity from the original producer/manufacturer.

We ask you to commit to ensuring that the staff working under your authority is informed of the crucial importance and safety relating to the products supplied by FILTRES GUERIN, since they are used for aircraft navigation. For this, your staff must be RESPONSIBLE:

- for their contribution to the conformity of the work carried out and incorporated into our products
- of their contribution to guaranteeing the safety of the finished product on aircraft
- ethical behaviour, in particular, to report/record/deal with any defects found on your production lines.

FILTRES GUERIN reserves the right to evaluate these points when carrying out a quality audit.

For the first orders or during a process modification, a 1<sup>st</sup> article review or **initial samples according to EN 9102 (Aero) or MSA (Auto) standards** must be provided.

**Any document cited in a FAI file or a declaration of conformity must be referenced and indexed.**

FILTRES GUERIN reserves the right to verify inside the premises of the **external service provider** to ensure that the product meets the specified requirements.

The right of access the records and production sites of the relevant **external service provider** of the order is also applicable to our customers and to regulatory authorities.

FILTRES GUERIN reserves the right to return nonconforming products to the **external service provider**, within up to 12 months from the date of receipt.

In the event of a retrieval request by FILTRES GUERIN, the maximum return period is set at 72 hours.

FILTRES GUERIN organizes a traceability test every year with a sample of external service providers. The results of this test have a positive or negative influence on the annual assessment.

This traceability test can also be carried out during a quality audit carried out at the premises of the external service provider.

The external service provider undertakes to put in place the necessary measures to reduce or eliminate the presence of foreign bodies (oil, grease, shavings, etc.).

**For calibration purchases, automotive control means, the laboratory must provide proof of ISO17025 accreditation (See pyramid evaluation, External service providers (Quality))**

#### Identification of key characteristics:

C-SP:	Special Feature Filters Guérin	Functional rating Filters Guérin
CS – SC:	Customer specific characteristic	Functional rating of our client
CC:	Critical characteristic	Safety rating of the product and/or the person

### 3. External service provider documents

The **external service provider** supplies to FILTRES GUERIN for each delivery:

- The delivery slip.
- The **declarations** of conformity according to Standards NF L-00-015 and NF EN 10204, or **material certification 3.1** (if specified on the order).
- FAI or PPAP folder (if specified on the order)
- An inspection report on key **or special** characteristics (if specified on the order).

The supporting documents are kept at FILTRES GUERIN's disposal for at least 30 years (other conformities, internal statements, etc.).

### 4. Non-compliance/modification

#### Reception

The goods must comply, in quantity and quality, to the specifications of the order.

In the event of non-compliance, or for a request for exemption, **the external service provider** must document any status (non-compliance sheet, dimensional statement, photos, etc.), and immediately notify FILTRES GUERIN for processing and decision, before the delivery.

FILTRES GUERIN reserves the right to carry out counter analyses and dimensional checks to verify the conformity of the values indicated by **the external service provider**, on the control certificates and/or reports.

**The external service provider** agrees to respond in writing to FILTRES GUERIN complaints within 48 hours at most.

The direct and indirect costs and additional costs, linked to a non-conformity, are the responsibility of the **external service provider**.

## 5. Traceability

The **external service provider** must set up a traceability process allowing the history of the product to be ascertained.

## 6. Inventory management

### Obsolescence management

As part of our obsolescence management, we ask you to notify us, **at least 6 months** in advance, of any scheduled shutdowns of your production.

The **external service provider** must set up an inventory management method, ensuring:

- Inventory accuracy
- Maintaining defined traceability rules
- Compliance of stored products

Note: The implementation of the FIFO principle is recommended

## 7. Property of Guérin

Guérin reserves the right to provide **the external service provider** with all or part of the supplies necessary for carrying out the contract or the order

In the event of loss or rejection attributable to the **external service provider**, the replacement of the FILTRES GUERIN property supplies falls within the financial responsibility of the **external service provider**.

Tools and resources that are the subject of a contract or an order and held on deposit with **the external service provider**, for the exclusive performance of the contract or the purchase order, are the exclusive property of FILTRES GUERIN.

## 8. Environmental Requirements

The external service provider undertakes to:

- Alert the Purchaser in the event of a supply that may have an environmental impact;
- Comply with the national and local regulations in force in terms of safety, health and the environment.

The requirements below are applicable for products manufactured in or delivered to the European Union. In accordance with EU Regulation no. 1907/2006 (REACH) concerning the Registration, Evaluation, Authorization and Restriction of chemicals, **the external service provider** undertakes to:

- Ensure that authorization for use has been granted for chemicals listed in Annex XIV
- Inform if a candidate substance has an element with a concentration greater than 0.1% of weight
- Ensure the registration of substances used
- Inform, if applicable, if a substance listed in Annex XVII (substances with restrictive uses) is included in an element

- Propose, as soon as possible, an alternative solution to the substance on the candidate list, in order to ensure the continuity of deliveries.

9. Financial terms and conditions

The accepted payment terms are mentioned on each order.

Any anomalies on invoices shall be the subject of a debit note.

**Without a response from you within 15 days, we shall consider that these conditions are accepted.**

In case of contradiction between the French and English versions, the French version shall prevail.

FILTRES GUERIN			
<i>Catherine LEMONNIER</i> <i>Aline DELECOURT</i>	<b>Date</b> 01/12/2020	Quality Procurement Logistics Financial Management	Approval of Procurement
SUPPLIER			
Represented by:		Function:	
Date:		Seal and signature:	