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| **Supplier or Subcontractor Name::** |
| **Contact :** |

We thank you for your confirmation by validating page 3 of this document. Please reference this document in all orders for products/services intended for aerospace orders. (The term 'suppliers' in the text also includes subcontractors)

**OBJECTIVE**

The company 'Polis Précis' manufactures complex parts where customer requirements are high. The mastery of services entrusted to our suppliers and subcontractors must be demonstrated, particularly in the aerospace sector. In the product realization process, your contribution is crucial. We outline below the general and specific requirements that you must consider and apply when implementing our orders

**GENERAL REQUIREMENTS**

**Order Acceptance**

In the absence of a contradictory acknowledgment of receipt, Polis Précis Company considers the order accepted without reservation by the supplier.

**Regulatory Requirements**

The supplier commits to comply with the regulatory requirements it must adhere to, including REACH, RoHS obligations, and others. Additionally, the supplier adheres to the regulatory and normative requirements specified on the drawings, orders, and annexes.

**The supplier's responsibility**

The supplier is solely responsible for ensuring the compliance of the product they supply. They are responsible for adhering to the specifications provided by Polis Précis Company and/or the end customer, especially in the aerospace sector. Special processes: carry out all necessary checks and validations to ensure product compliance.

**Contractual liability of the subcontractor:**

* He is obliged to return the parts in good condition : they must remain in compliance with the requirements of the order; under no circumstances should they be shocked, polluted, deformed or lost...
* He cannot transfer activities or deliver the parts to a recipient other than Polis Précis Company without the formal consent of their Purchasing Department.

**Purchases - subcontracting carried out by the supplier**

If the supplier subcontracts the execution of a service impacting the product, especially for special processes, they must :

* Approach suppliers approved by Polis Précis Company and/or its client.
* Pass on these requirements as well as the specific requirements related to the order to its own suppliers.

**Preservation and product safety**

The supplier makes every effort to ensure the safety and preservation of the product during the appropriate phases of its process, in accordance with the requirements of Polis Précis and its clients.

**Technical modification – Product evolution**

The supplier commits to informing Polis Précis Company before any modification related to the product or with an influence on it, such as a change of site, tooling, process, or subcontractor. Similarly, any technical modification that may alter the performance, reliability, or product lifespan is only accepted after formal approval from Polis Précis Company and/or its client.

**Inspection and Acceptance**

The supplier monitors the products at all appropriate stages of product realization or provision; it validates conformity before shipment and records the results of the checks.

The supplier appropriately verifies its production processes.

Critical dimension, key characteristic, special processes: performs risk-based controls to ensure product conformity.

The product is delivered with a delivery note and the required documentation specified in the order (certificate of conformity, declaration of conformity, inspection report, ...)

**Non-conforming product control**

The supplier shall report any non-conformity regarding the ordered products to Polis Précis Company.

The delivery of a non-conforming product is subject to prior acceptance of a dispensation by Polis Précis Company or its client.

The concerned product is identified and accompanied by a copy of the dispensation.

**Counterfeit parts**

The supplier must prevent the use or production of counterfeit parts or components : controlling the sources of supply, traceability requirements, monitoring obsolescence...

**Awareness training for staff**

The supplier must raise awareness among its staff regarding:

• Their contribution to product and service conformity.

• Their contribution to product safety.

• The importance of ethical behavior.

**Right of visit and access.**

The supplier and its own suppliers must, with respect to Polis Précis Company, its clients, and official monitoring bodies:

* **Make available all records demonstrating the execution of the contract in accordance with the requirements.**
* Ensure access to its facilities (in coordination between Polis Précis Company and the supplier)

**Archiving**

The supplier ensures the archiving of quality records for itself and its own suppliers for a period of 10 years.

**SPECIFIC REQUIREMENTS**

The specific requirements are specified in each order for the products concerned and/or in its annexes: blueprints, instructions...

They concern:

* Specific instructions related to the execution of the services.
* The required documents: certificate/declaration of conformity, inspection report...
* Others ...

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| **VALIDATION** | |
| **Polis Précis**  Purchasing Manager:  Date and visa : | **Supplier or Subcontractor**: ………………  Name of the Signatory:  Date and visa : |