



### **CONDITIONS OF PURCHASE**

1. **QUALITY:** - All goods must conform to the Standard or Specification stated on our order, and be subject to our approval. Any goods rejected will be at Supplier's risk and expense.
2. The **QUANTITY** ordered must not be exceeded without our permission. Excess quantities may be rejected at our discretion.
3. **DELIVERY** must be made in accordance with our instructions; otherwise we reserve the right to cancel our order.
4. **DELIVERY** to be your responsibility and goods to be sent **CARRIAGE PAID** whether carriage charges are chargeable or not.
5. A signature on delivery does not constitute formal acceptance of either Quality or Quantity.
6. A **PACKING NOTE** quoting our order number and all details except prices must be enclosed with packed goods, and an **ADVICE NOTE** quoting the same details must be sent to our Head Office on the same day as the goods are despatched; otherwise we can accept no liability for the quantities booked and advice of non-delivery due to loss or delay in transit.
7. An **INVOICE** should be sent at the same time as the Goods; and if not received by the 7<sup>th</sup> day of the month following despatch of the Goods, payment may be delayed one month.
8. **PAYMENT** will be made during the first week of the second month following that in which the goods have been received. Payment may be withheld until its due time in respect of any goods delivered and accepted in advance of our delivery requirements.
9. **SUSPENSION:** - We reserve the right to suspend delivery or the execution of any work covered by the order and to suspend payment of a proportionate part of any sums due from us under the order should it be necessary for us in our discretion to decline or postpone acceptance of the goods or service by reason of any strike, combination of workmen, accident, Civil commotion, War, or any unforeseen contingencies.

### **QUALITY ASSURANCE CONDITIONS**

- A**
- i. Subject to inspection and certification by your quality organisation that the items listed conform in all aspects to the requirements of the contract order. A certificate of inspection/conformity is required with each delivery.
  - ii. Subject to inspection by New Chapel Electronics Ltd. after delivery.
  - iii. Shelf life: - All items which have a limited shelf life, shall be clearly marked showing expiry date of guaranteed shelf life.
  - iv. Measuring and Test Equipment shall be calibrated at defined intervals, against certified standards which have known valid relationship to recognised national standards. Records of Measuring and Test Equipment and their calibration history and requirements must be maintained.
  - v. The supplier shall notify NCE of any non-conforming product and arrange for NCE approval of supplier non-conforming material.
  - vi. The supplier shall have documented procedures which ensure that any defects found by the supplier which may also affect items already delivered to New Chapel Electronics are notified immediately to the New Chapel Electronics Quality Assurance Manager.
  - vii. The supplier shall notify NCE of changes in product and/or process definition and, where required, obtain NCE approval.
  - viii. The supplier shall provide investigation, corrective and preventive action reports to New Chapel Electronics within 14 days of receipt of request for investigation or receipt of items rejected by New Chapel Electronics.
  - ix. The supplier will not use sub-tier sub-contractors without prior permission from NCE.
  - x. Subject to prior permission the supplier shall flow down to sub-tier sub-contractors the applicable requirements in the purchasing documents, including key characteristics where required.
  - xi. The supplier shall provide access for NCE, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records. This shall also apply to the Supplier's sub-contractors.
  - xii. With reference to Quality Records, after a minimum five year retention period, in no case are they to be disposed of without the prior approval of the New Chapel Electronics Quality Assurance Manager.
  - xiii. The Quality Assurance Manager of New Chapel Electronics must be advised immediately, in writing, of any proposed change in personnel named as approved release signatories, or of changes in premises or facilities applicable to the approved scope of work. New Chapel Electronics reserve the right to review any continuance of approval consequent upon such changes. This also applies to the loss and/or removal of any relevant Quality Approval.
- B** Full lot traceability required
- C** If a Distributor, traceability to manufacturing source.