



**PI-740-0002**  
Purchase Order Terms and Conditions Supplement

**BPI Terms and Conditions Guide**

**SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS**

- 1. Change in Quality Management Representative**  
Seller shall promptly notify Buyer's Authorized Procurement Representative of any changes in the management representative with assigned responsibility and authority for its quality system.
- 2. Language**  
Seller shall maintain an English language translation of (1) its quality manual, (2) the operating instructions that implement the quality manual requirements, and (3) an index of Seller's procedures that contain quality requirements. Buyer may require additional documentation to be translated, including but not limited to: shop orders, technical specifications, certificated, reports, and nonconformance documents.
- 3. Change in Quality System Procedures**  
Seller shall immediately notify Buyer's Authorized Procurement Representative in writing of any change to its quality control system that may affect the inspection, conformity or airworthiness of its goods or services. Each change to Seller's quality control system is subject to review by Buyer.
- 4. Change in Manufacturing Facility Location**  
Seller shall immediately notify Buyer's Authorized Procurement Representative in writing of any change to the manufacturing facility location of the contracted part number or assembly.
- 5. Tooling**  
When Seller receives or fabricates Buyer or Buyer's customer-owned accountable tools
- 6. Seller's Inspection Options**  
Seller shall perform either 100% inspection or acceptance sampling for receiving inspection. Seller shall perform 100% inspection, acceptance sampling or statistical process control for in-process inspection or final inspection for each characteristic. Seller performing acceptance sampling must have a Buyer-approved acceptance sampling plan. Buyer reserves the right to require 100% inspection for selected characteristics.



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**7. Retention of Records**

Quality Assurance records shall be maintained on file at Seller's facility and available to Buyer and/or Buyer's customer. Seller shall retain such records for a period of not less than seven (7) years from the date of final payment under the applicable order for all goods and/or services unless otherwise specified in this contract.

**8. Internal Quality Audit**

At least annually, Seller shall conduct an internal audit to ensure compliance with its quality system and the controlling quality assurance documents.

**9. Material Review Authority**

Seller shall not use the dispositions of "use-as-is" or "repair" on Buyer-designed goods and/or services.

**10. Regrading Material**

Seller shall not use the disposition "regrade" on goods or services of Buyer proprietary design.

**11. Control of Excess Inventory**

Seller shall strictly control all inventory of Buyer's proprietary goods and/or services that is in excess of contract quantity in order to prevent goods and/or services from being sold or provided to any third party without prior written authorization from Buyer's Authorized Purchasing Representative.