



O-215 Lake Michigan Drive NW
Grand Rapids MI. 49534

Supplier Purchase Order Requirements (Terms of Acceptance)

Organizations agreeing to supply material, processes, hardware or components used in the product realization process shall:

- Maintain a quality management system certified to - or at a minimum, compliant with – recognized international standards.
- Use personnel trained and qualified to process the purchase order in compliance with all stated requirements.
- Be responsible for applying the appropriate procedures and processes and equipment to adequately fulfill the purchase order.
- Notify H.S. Inc. of any nonconforming product, and seek arrangements for approval and/or disposition of any nonconforming product.
- Notify H.S. Inc. in the event of changes in product and/or product definition, including changes to location of manufacture and obtain approval.
- When required, use customer approved special process sources.
- When required, supply H.S. Inc. with certificates of conformance to all stated purchase order requirements.
- When required, provide a test specimen for design approval. Inspection/verification, investigation or auditing.
- Flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.
- Maintain control of quality records and agree to provide copies of those records if requested by H.S. Inc.

- Shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit part use and their inclusion in product(s) delivered to H.S. Inc.
- Ensure that employees are aware of their contribution to the product and service conformity, contribution to product safety and the importance of their ethical behavior.

H.S. Inc. maintains the right of final approval of any and all product submitted as fulfillment of a purchase order based upon a C=0 acceptance level (one nonconforming = all nonconforming). In the event the H.S. Inc. quality personnel determine the product or process to be nonconforming or otherwise lack fulfillment of requirements, following at our facility the product may be returned to the supplier for replacement, rework, or credit and formal corrective action.

H.S. Inc., its customer, and responsible regulatory authorities reserve the right of access to all facilities involved in order to all applicable records.

Unless permission is granted from H.S. Inc., supplier shall not disclose to any person outside of its employ, or use for any purpose other than to fulfill its obligation under the Purchase Order, any information received from H.S. Inc., except such information which is otherwise publicly available.

Date: _____

Customer Name: _____

Responsible Party Name(print)_____

Responsible Party Name(sign)_____