	<b>TITLE</b>	<b>QUALITY CONTROL DOCUMENT</b>
	<b>Terms &amp; Conditions of Purchase</b>	<b>QCD 146</b> REVISION No.: 05


THIS DOCUMENT IS MAINTAINED BY QUALITY ASSURANCE: AMENDMENTS TO THIS DOCUMENT ARE SUBJECT TO A CONTROLLED DISPOSITION BY QUALITY ASSURANCE. ANY COPIES OF THIS DOCUMENT IN PART OR IN FULL MUST BE STAMPED 'UNCONTROLLED COPY' AND DESTROYED AFTER USE.

This document is comprised of 3 pages

<b>CHANGE AMENDMENT HISTORY</b>			
Rev No	Details of Change	Authorised by	Date Authorised
01	Compiled	S. Law	May 09
02	Aerospace requirements added	S. Law	Aug 10
03	New format introduced	S. Law	Dec 11
04	Reach and RoHS requirements added	D. Kiss	Sept 12
05	Logo changed; Reference to "Suppliers Control of Records" added to Aerospace requirements; Clause 13 All references to ISO standard revisions removed and changed to "latest revision"	D. Kiss	Dec 15

<b>RECORD OF DOCUMENT REVIEW</b>				
<b>THIS DOCUMENT IS OWNED BY QUALITY</b>				
Review date	Reviewed By	Changed (yes/no)	Revision No of change	Authorised by
Dec 09	S. Law	No		
Dec 10	S. Law	No		
Dec 11	S. Law	Yes	03	S. Law
Jan 12	S. Law	No		
Jan 13	S. Law	No		
Jan 14	D. Kiss	No		
Jan 15	D. Kiss	No		


**NOTE: Document must be reviewed annually prior to the end of each year, by document owner to ensure this reflects current working practises. Harlow Group Ltd. Quality Manager must authorise any changes highlighted as a result of this review,**

	<b>TITLE</b>	<b>QUALITY CONTROL DOCUMENT</b>
	<b>Terms &amp; Conditions of Purchase</b>	<b>QCD 146</b> REVISION No.: 05

## Harlow Group Ltd. Terms & Conditions of Purchase

### General

1. The quantity on the purchase order must not be exceeded without a written variation by Harlow Group Ltd.
2. No liability will be accepted for goods supplied without an official order, or for goods delivered in excess of quantities detailed.
3. When a price is included on the order, any variation in excess of the stated price must be confirmed in writing by Harlow Group Ltd. before delivery.
4. All invoices must clearly state our order number and the address to which goods were delivered.
5. We reserve the right to request the supplier to suspend delivery or the execution of any work covered by the order should it become necessary.
6. Unless otherwise stated on the Purchase order:
  - a) The property of the goods remains with the seller until they are delivered at the buyer's works. The buyer reserves the right to reject the goods if they do not correspond to quality requirements, fitness or description with the order.
  - b) Unless otherwise agreed payment will be made by the buyer in the month following delivery.
  - c) Unless otherwise agreed packages are free and non-returnable.
7. Acceptance of this order implies agreement with our terms and conditions and no variation will be recognised unless expressly agreed by Harlow Group Ltd. in writing.
8. Drawings and specifications supplied to the supplier by Harlow Group Ltd. are subject to an uncontrolled disposition. It is the responsibility of the supplier to ensure all pertinent copies of drawings and specifications are to the correct order requirements in relation to the issue status.
9. Where the Harlow Group Ltd. purchase order does not define the part number, part number issue, relevant specifications and issues, description, and where relevant process requirements and inspection/test requirements, it is the responsibility of the supplier to ensure that information is obtained from Harlow Group Ltd. via an amended purchase order prior to acceptance or the order.
10. Harlow Group Ltd., their customer, and any regulatory authorities reserve the right of access into all the suppliers facilities involved in manufacture of parts defined on Harlow Group Ltd. orders, and to all applicable records held by the supplier.
11. Supplier must ensure that all products and packaging delivered to Harlow Group Ltd. are in compliance with the latest revision of REACH and RoHS regulations, and/or you have pro-actively informed us upfront on content of REACH and RoHS regulated substances.

	<b>TITLE</b>	<b>QUALITY CONTROL DOCUMENT</b>
	<b>Terms &amp; Conditions of Purchase</b>	<b>QCD 146</b> <b>REVISION No.: 05</b>

**Harlow Group Ltd. Terms & Conditions of Purchase**  
**Aerospace requirements**

For Suppliers of Aerospace related goods into Harlow Group Ltd., the above applies along with the extra requirements as detailed below. Definition of Aerospace goods is by reference on the Purchase order as ‘Certificate of Conformity required’.

1. The suppliers Quality Management System shall as a minimum be in accordance with the latest revision of BS EN ISO 9001.
2. Records that are established and maintained by the supplier to provide evidence of conformity of Harlow Group Ltd. product shall be controlled in a manner determined within BS EN ISO 9001 (latest revision). Records for Harlow Group Ltd. product shall be retained and maintained by the supplier for a period of no less than 7 years.  
Disposition of the retained records after retention period has expired will be at the express written confirmation of the Quality Manager of Harlow Group Ltd.  
Supplier must ensure that the requirements of “QCD 141 – Supplier Controls of Records” are met and a signed copy of the document is returned to Harlow Group Ltd.
3. Requirements for approval of product, processes, equipment and personnel used for Harlow Group Ltd. manufacture of product will be stated on the purchase order where deemed necessary. If not stated on the purchase order, the approval of these will be in accordance with the suppliers own procedures against the requirements of BS EN ISO 9001 (latest revision).
4. Requirements for design, test, examination, inspection and related instructions for acceptance of product, if not defined on the Harlow Group Ltd. purchase order shall be in accordance with the suppliers procedures against the requirements of BS EN ISO 9001 (latest revision).
5. Test specimens (e.g. production methods, numbers, storage conditions) for design approval, inspection, investigation or auditing, if not defined on the Harlow Group Ltd. purchase order shall be in accordance with the suppliers procedures against the requirements of BS EN ISO 9001 (latest revision).
6. If defined on the purchase order First Off Article Reporting (F.A.I.R.) shall be in accordance with BS EN 9102 (latest revision).
7. Non-conforming product identified by the supplier shall be controlled by the requirements of BS EN ISO 9001 (latest revision). Where non-conforming product cannot be reworked to the drawing/order requirements by the supplier, the supplier shall either scrap and remake the parts or inform Harlow Group Ltd. immediately in the form of a concession request, stating order number, part number & issue, quantity of parts non-conforming, description of non-conformance and proposed corrective actions. The supplier shall not deliver non-conforming product into Harlow Group Ltd. until concession approval is obtained from Harlow Group Ltd.
8. Where the supplier has identified non-conforming product after deliver into Harlow Group Ltd., the supplier shall notify Harlow Group Ltd. Quality Assurance immediately in writing stating order number, part numbers & issue, quantity of parts and description of non-conformity.
9. The supplier shall notify Harlow Group Ltd. when changes to the product, and/or changes to process definition are intended, and obtain Harlow Group Ltd. written approval for these changes.
10. Harlow Group Ltd., their customer, and any regulatory authorities reserve the right of access into all the suppliers facilities involved in manufacture of parts defined on Harlow Group Ltd. orders, and to all applicable records held by the supplier.
11. The supplier must obtain Harlow Group Ltd. written approval for the supplier to use sub-tier organisations in relation to Harlow Group Ltd. orders.
12. It is the responsibility of the supplier to ensure that all the applicable requirements in the purchasing documents, including key characteristics, are flowed down to any sub-tier supplier where required.