



PURCHASING STANDARD TERMS & CONDITIONS T&C

1. **QMS**
Our organisation reserves the right to review and approve your Quality Management Systems.
2. **Special Process**
All special processes required by a Purchase Order must be performed by suitably qualified personnel.
3. **Right of Access**
Ellsworth Adhesives reserves the right of access by our customers, our representatives and any regulatory authorities to all applicable areas of all the facilities at any level of the supply chain involved in the Purchase Order and to all applicable records.
4. **Material Traceability**
Any products supplied to us under a purchase order must be traceable and available upon request from both Ellsworth and our customer representatives. The identification of material shall include but not be limited to the following types of information where appropriate: date, specification, lot numbers and expiry dates etc. Ellsworth Adhesives require the supplier to retain records relating to our purchase order for ten years and to flow this information down the supply chain. Ellsworth, our customers, the government or regulatory representatives shall have access to view any quality records pertaining to purchase orders.
5. **Non-Conforming Product**
Ellsworth Adhesives require that suppliers notify our Purchasing Department of any non-conforming product immediately on discovery and that they obtain our approval for non-conforming product disposition. The supplier must notify our organisation of changes in product or processes or a change of manufacturing location and if required obtain our organisation's approval and flow down to the supply chain the applicable requirements including customer requirements.
6. **Test Specimens**
Our organisation reserves the right to designate requirements for test specimens for design approval, inspection/verification, investigation or auditing.
7. **Description**
The purchasing information the supplier shall provide must describe the product to be Purchased, including, where appropriate requirements for approval of product, procedures, processes and equipment.
8. **Approval**
Our organisation reserves the right to approve or specify any designs, tests, inspection plans, verifications, use of statistical techniques for product acceptance, and any applicable critical items including key characteristics.
9. **Identification**
The information supplied shall where appropriate include the identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and any other relevant technical data.



10. **Document Retention**
All suppliers agree to retain all records associated with our purchase orders for ten years minimum, by contract.
11. **Authorised Distributor**
If we purchase a product from a supplier who is an authorised distributor for an OEM, should that supplier lose that distributorship then the supplier must inform Ellsworth immediately.
12. **Suspected unapproved, unapproved and counterfeit product**
Any company that supplies a part or parts that are suspected unapproved, unapproved and counterfeit parts will be subject to liabilities and penalties.
13. **Product Safety**
It is the policy of Ellsworth Adhesives to supply products which result in, or contribute to, safe conditions for its customers and the end-users of such products. In furtherance of this, Suppliers shall establish controls and procedures that ensure that the attention necessary for the achievement of safety and this objective is objectively provided throughout the production in support of their products.
14. **Importance of Ethical Behaviour**
Ellsworth Adhesives has a built a reputation of ethical, moral and legal business standards by conducting business with honesty and integrity. We ask that our suppliers adhere to the same standards when conducting business with Ellsworth Adhesives.