
	TITLE	QUALITY CONTROL DOCUMENT
	Terms & Conditions of Purchase	QCD 146 REVISION No. 04

BT Lerson Terms & Conditions of Purchase

General

1. The quantity on the purchase order must not be exceeded without a written confirmation by BT Lerson.
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 BT Lerson 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 for an agreed period of time should it become necessary. Cancellation of the order – BT Lerson shall pay a reasonable price in respect of goods and materials purchased / costs unavoidably incurred by the supplier, or made solely in support of this purchase order. Such reasonable costs will be reached by mutual agreement and shall not exceed in total the price that would have been paid had the purchase order been completed.
6. Unless otherwise stated on the Purchase order:
 - a) The property of the goods remains with the seller until payment in full is received from BT Lerson.
 - b) BT Lerson reserves the right to reject the goods if they do not correspond to quality requirements, fitness or description with the order.
 - c) Unless otherwise agreed with the supplier, payment will be net 60 days.
 - d) Unless otherwise agreed with the supplier, packages will be free and non-returnable.
7. Acceptance of our purchase order implies agreement with our terms and conditions and no variation will be recognised unless expressly agreed by BT Lerson in writing.
8. Drawings and specifications supplied to the supplier by BT Lerson 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 BT Lerson 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 BT Lerson via an amended purchase order prior to acceptance or the order.
10. Supplier must ensure that all products and packaging delivered to BT Lerson 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 if in breach of these regulations.

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Medical. Aerospace and Defence requirements.

For Suppliers of Medical / Aerospace / Defence related goods into BT Lerson, the above applies along with the extra requirements as detailed below. Definition of Aerospace / Defence goods is by reference on the Purchase order as 'Certificate of Conformity required' along with our traceability requirements.

1. The suppliers Quality Management System shall as a minimum be in accordance with BS EN ISO 9001 or AS9100.
2. If stated on the purchase order, BT Lerson require a signed Certificate of Conformity from the supplier, a copy of all material certificates and a copy of the producing mill certificate to accompany the goods into BT Lerson. Failure to provide these may result in a nonconformance being raised on the supplier and goods being returned
3. Records that are established and maintained by the supplier to provide evidence of conformity of BT Lerson product shall be controlled in a manner determined within BS EN ISO 9001 or AS9100. Records for BT Lerson product shall be retained and maintained by the supplier for a period of no less than 7 years unless otherwise specified by BT Lerson.
Disposition of the retained records after retention period has expired will be at the express written confirmation of the Quality Manager of BT Lerson.
4. Requirements for approval of product, processes, equipment and personnel used for BT Lerson 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 supplier's own procedures against the requirements of BS EN ISO 9001 or AS9100
5. Requirements for design, test, examination, inspection and related instructions for acceptance of product, if not defined on the BT Lerson purchase order shall be in accordance with the supplier's procedures against the requirements of BS EN ISO 9001 or AS9100.
6. Test specimens (e.g. production methods, numbers, storage conditions) for design approval, inspection, investigation or auditing, if not defined on the BT Lerson purchase order shall be in accordance with the supplier's procedures against the requirements of BS EN ISO 9001 or AS9100.
7. If defined on the purchase order First Off Article Reporting (F.A.I.R.) shall be in accordance with SAE AS9102 Rev C.
8. Non-conforming product identified by the supplier shall be controlled by the requirements of BS EN ISO 9001 or AS9100. 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 BT Lerson 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 BT Lerson until concession approval is obtained from BT Lerson.
9. Where the supplier has identified non-conforming product after deliver into BT Lerson, the supplier shall notify BT Lerson Quality Assurance immediately in writing stating order number, part numbers & issue, quantity of parts and description of non-conformity.
10. The supplier shall notify BT Lerson when changes to the product, and/or changes to process definition are intended, and obtain BT Lerson written approval for these changes.

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11. BT Lerson, their customer, and any regulatory authorities reserve the right of access into all the supplier's facilities involved in manufacture of parts defined on BT Lerson orders at any level of the supply chain, and to all applicable records held by the supplier.
12. The supplier must obtain BT Lerson written approval for the supplier to use sub-tier organisations in relation to BT Lerson orders.
13. 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.
14. Suppliers of Aerospace / Defence products, if applicable, must demonstrate to BT Lerson that they are conforming to the requirements of AS9100 for: -
 - Their contribution to product conformity
 - Their contribution to Product Safety
 - The importance of Ethical Behaviour
 - Prevention of Counterfeit Parts.