



PURCHASE REQUIREMENTS

General Requirements

Late Deliveries

APA reserves the right to cancel any order in whole or in part should the scheduled delivery date be hindered or delayed by any cause, apart from being outside of the external provider's control.

Certificates of Conformance

Certificates of Conformance (or similar) provided with raw materials or produced as a result of chemical testing shall contain the following data:

- i. Raw Materials - Information to confirm material specification, along with evidence of traceability such as heat, lot or batch number(s).
- ii. Chemical testing – test performed, test parameters and recorded results.

All certificates shall also contain the signature and title of the authorised company representative.

Material Identification

Materials, including sheet / plate stock, rod, bar or tubing shall be physically identified by continuous legible marking and/or stencilling identifying material type and/or heat, lot or batch number. Permanent ink or dye of contrasting colour (which does not degrade the material) shall be used.

Transportation Requirements

All items identified in the Purchase Order shall be packaged in a manner to ensure their safe/undamaged delivery to their final destination. Packaging exterior shall exhibit suitable identification and include packing lists.

Material Safety Data Sheet

For the shipment of dangerous/corrosive or flammable goods, a current Australian Safety Data Sheet must be provided with each shipment.

Suspected Unapproved Parts / Counterfeit Prevention Program

For the supply of aeronautical product, distributors or brokers shall adhere to international practices relating to the prevention of counterfeit or suspected unapproved parts. Goods shall be shipped in OEM packaging and accompanied with non-counterfeit traceable documentation.

Shelf Life

Time sensitive material shall be furnished with a minimum of 80% of its shelf life remaining at date of shipment. Shelf life duration, date of manufacture and date of expiration shall be listed on the release certification.

Specific Requirements for Organisations Providing Re-work Services

Product Safety

The external provider is responsible for safeguarding the product whilst in their possession by adopting appropriate storage, handling and identification practices. This includes any testing or validation activities.

Right of Entry

Through prior notification, APA its customers and/or regulatory agencies have the right of access into the external provider's facility to determine and verify the quality of work or conformity of quality records / materials, that are involved with the order

Ethical Behaviour, Diversity & Equal Opportunity

The external provider is responsible for communicating the importance of ethical behaviour, diversity and equal opportunity throughout their organisation.

Changes to the Organisation

External providers providing rework services shall notify APA of any significant changes to processes, products, or services, including changes of location.

Record Retention

For external providers who perform rework processes, records relating to the repair process shall be retained for at least 10 years from the date of shipment under each applicable order for all products unless specified in the order. In special circumstances, the purchase order will identify the actual required number of years that the records need to be maintained.

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