Technical Composite Systems
Systems House, 1 Claylands Way,
Paignton (UK), TQ4 7TY
T: 01803 226962 F:01803 520498

Title: TCS Purchasing Terms and Conditions			
Policy Number TCS_T&C001	**Rev: 2**	**Date: 09/07/2025**	**Author: M.Sloan**

Introduction

•Technical Composite Systems (TCS) works to AS9100 Quality Management System

•Purchased Raw Material or Controlled Services may be used in or support an Aerospace or Defence application, consequently, strict control of the Raw Material, the manufacturing process and the adherence to specification are of paramount importance.

•Under no circumstances must Counterfeit parts be supplied to TCS as the consequence of this could be catastrophic.

•TCS Ltd Purchase Order will define the products which are categorised as raw material or controlled services.

Supplier requirements.

•Once a form of supply of material or a service methodology is agreed between TCS and the supplier, that process shall be fully approved by TCS. No changes whatsoever maybe made without informing TCS in writing.

•Any product made to an unapproved process must not be shipped to TCS.

•The supplier must notify TCS immediately, in writing, of any change to the supplier's operation, changes in product and / or process. The resultant product must be quarantined at source and must not be shipped into TCS unless authorised to do so by TCS. The supplier must notify TCS immediately if any product is shipped and subsequently found to be non-conformant – for any reason.

•All raw material must be fully traceable and fully documented back to source and identified by manufacturer batch code/specification or lot number.

•All raw material must be compliant to TCS Purchase Order and associated specifications as defined on TCS Purchase Order

•Where specified on the Purchase Order, a Certificate of Conformity, confirming goods/services are compliant to the TCS Purchase Order shall be provided. A copy of the C of C must be retained by the supplier.

•All new material must be supplied with safety data sheets and test results or certificates of analysis.

•Where specified on the purchase order, the supplier shall provide Statistical data and other manufacturing or service-related documents.

•All services must be fully documented

•Where a supplier intends to use a sub tier supplier, TCS must be advised in writing prior to the supplier raising sub-orders and the sub tier source must be similarly approved by TCS.

Technical Composite Systems
Systems House, 1 Claylands Way,
Paignton (UK), TQ4 7TY
T: 01803 226962 F:01803 520498

Title: TCS Purchasing Terms and Conditions			
Policy Number TCS_T&C001	**Rev: 2**	**Date: 09/07/2025**	**Author: M.Sloan**

•Where TCS's Customer requirements (quality and or technical) take precedence, (special processes, assembly etc) the appropriate Customer requirements shall be included on the TCS Purchase order

•Where there is a requirement for submission of a First Article Inspection Report, AS9102 First Article Inspection is the preferred format

•The supplier shall agree full access for visits to their premises by TCS or their customers for the purpose of inspection of product covered by the purchase order or for general quality system procedural, regulatory or legal compliance audits.

•The supplier has an obligation to ensure compliance with all relevant legislation relating to: Product safety

o Health, Safety and the Environment

o Anti-Bribery and Corruption

o Equality

o Mental Health and Wellbeing

o Ethics

o Anti-corruption

o The United Kingdom Modern Slavery Act

Intellectual property

The Seller shall agree confidentiality, protection and security of all intellectual, sensitive and proprietary information relating to and owned by TCS or its Customers and that it will not be used by the seller of the goods or services or their customers and suppliers in any manner whatsoever. TCS will require and implement a non-disclosure agreement between the seller and the purchaser.

SUPPLIER Record Retention

• There is a requirement for suppliers to retain all relevant records relating to the Purchase Order for the manufacture and supply of goods and services. This includes: Drawings and CAD models, material/service C of C's, Processes carried out (eg Chemical processing, heat treatment), Services undertaken eg lifting, material testing, calibration, inspection, pressure testing, electrical testing and water treatment.

• These records must be available for audit by TCS or TCS's Customers.

• All Quality documentation records are to be maintained for life by the supplier but should be reviewed every 10 years and assessed with TCS and their Customer as to whether further retention

is required. The destruction of any Quality record requires the authority in writing of the TCS Quality Manager or designee.

Non-Conforming material

• In the event that any raw material or out-plant process is identified by the supplier as being non-conforming to the requirements as defined in the TCS P/O or T's & C's the supplier must quarantine the shipment and advise TCS in writing the nature of the non- conformance.

TCS will review the non- conformance and advise the supplier accordingly.

• In the event that any raw material or out-plant process is identified as non-conforming on receipt, or, becomes apparent at a later date during its life at TCS or with the end user, the item/s affected will be identified and the supplier will be advised at the earliest opportunity along with any identified consequential actions which may be required.

Non- Disclosure Agreements

• The supplier shall agree to maintain confidentiality, regarding sensitive Customer information & proprietary technology relating to TCS or its Customers activities whether written, oral or in electronic form or on other magnetic or other media, throughout the life of a product.

When required by TCS whereby a non-disclosure agreement between TCS and the supplier will be raised and implemented.

Supplier approvals

• TCS purchasing will measure and assess supplier's performance based on delivery and quality.

• Suppliers which deliver sub-standard product or fail to deliver on time will be advised of their non-conformance by the purchasing manager. Subject to the response or repeated non- conformances the supplier could be de-selected.

Terms

• The supplier shall fully conform to the requirements of the TCS Purchase Order, any exceptions must be advised to TCS purchasing in writing prior to delivery

• The Supplier shall submit invoices to the TCS stating the relevant Purchase Order number and clearly identifying the goods/services supplied.

• Supplier payment terms are 30 days end of month.

The Company reserves to make changes to its terms and conditions without prior notice.