



# KUN AEROSPACE PRIVATE LIMITED



## KAPL SQR - 01 SUPPLIER QUALITY REQUIREMENTS MANUAL

**Issue: B**

**Revision: 00**



## Supplier Quality Requirements Manual, PO Terms & Conditions

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## Supplier Quality Requirements Manual, PO Terms & Conditions

### 1. Purpose & Scope:

Purpose of this document is to flow down all specific quality requirements & PO Terms and conditions to suppliers who provide Materials, Processes, and Services to KAPL. Suppliers providing materials & services shall comply with KAPL SQR-1, Additional Customer Specific quality requirements, PO Terms & Conditions to ensure product & service provided meets specific requirements and by continually improving quality & delivery without any disruptions.

### 2. Reference Documents:

- **AS9100 D** - Quality Management System Requirements for Aviation, Space & Defense Organization.
- **ISO 13485:2016** - Medical Devices – Quality management system requirements for Regulatory Purpose.

### 3. Acronyms:

- **KAPL** - KUN AEROSPACE PRIVATE LIMITED.
- **SQR** - Supplier Quality Requirements.
- **PO** - Purchase Order.
- **REACH** - Registration, Evaluation, Authorization and restriction of chemicals.
- **RoHS** - Restriction of hazardous substance.
- **QMS** - Quality Management systems.
- **DPPM** - Defective parts per million.
- **CofC** - Certificate of Conformance.
- **3TG** - Tin, Tantalum, Tungsten, Gold.



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### 4. Purchase Order Requirements:

These requirements shall apply to all suppliers who provide services and goods to KAPL for fulfilling the requirements of KAPL & KAPL's Customer requirements. Suppliers shall acknowledge the receipt of KAPL purchase order through email. Purchase order acceptance/feedback shall be provided within 2 working days from the date of PO receipt. By accepting KAPL Purchase orders, the supplier shall certify that material; processes supplied under Purchase orders shall be in accordance with KAPL Purchase orders ensuring that they meet order requirements, application specifications, drawings, customer specific requirements. KAPL will flow down customer specific requirements & Latest part revision & Specification revision level requirements in Purchase order and ensure that it has been followed by the suppliers.

### 5. Supplier Quality Requirements:

Supplier shall maintain minimum of Quality management system suitable to Products & Service provided to KAPL. Supplier QMS should be certified by a third-party certification body to latest revision of one or more following items below:

- **For Shop assist** - Suppliers shall establish and maintain QMS in compliance with ISO 9001:2015 or AS/EN/JISQ 9100
- **For Special Process** - Suppliers shall establish and maintain QMS in compliance with AS/EN/JISQ 9100, AS9003 or PRI/NADCAP AC7004.
- **For Raw material mills** - Suppliers shall establish and maintain QMS in compliance with ISO 9001:2015.
- **For Calibration** – Suppliers shall establish and maintain a measurement management system that is in compliance with ANSI/NCSL Z540 or ISO 10012 or ISO/IEC 17025.



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- **For material Distributors /Dealers** - Suppliers shall establish and maintain QMS in compliance with AS/EN/JISQ 9100, AS/EN/JISQ 9120, ISO 9001, or IATF16949:2016.
- **For Fixture/Customized tool** - Suppliers shall establish and maintain QMS in compliance with ISO 9001:2015.

### 6. Supplier Selection:

Suppliers are selected based on the criteria defined below:

SUPPLIER TYPE	SELECTION CRITERIA
Shop Assist (Machining, Grinding, Removal process, etc. Except Non-Conventional Machining).	<ul style="list-style-type: none"><li>• Should be ISO 9001:2015 certified.</li><li>• Capability of manufacturing precision parts with tolerances ranging from 10 microns to 100 microns.</li><li>• For UTC member group companies comply with ASQR-01.</li></ul>
Special Process	<p>For Aerospace parts;</p> <ul style="list-style-type: none"><li>• Should be Nadcap accredited.</li><li>• Should be ISO 9001:2015</li><li>• Customer approved (if Applicable).</li><li>• For UTC member group companies comply with ASQR-01.</li></ul> <p>For Non- Aerospace parts ;</p> <ul style="list-style-type: none"><li>• Should be ISO 9001:2015 certified.</li></ul>



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SUPPLIER TYPE	SELECTION CRITERIA
<b>Bought out parts</b>	<ul style="list-style-type: none"><li>• Should be ISO 9001:2015 certified.</li><li>• Customer approved (if Applicable)</li><li>• For UTC member group companies comply with ASQR-01 &amp; AS9100 Rev D/Nadcap AC7004</li></ul>
<b>Raw Material Mills</b>	<ul style="list-style-type: none"><li>• Should be ISO 9001:2015 certified</li><li>• For UTC member group companies comply with ASQR-01</li></ul>
<b>Raw Material Distributor / Dealers</b>	<p>For Aerospace parts ;</p> <ul style="list-style-type: none"><li>• Should be AS9120 Certified.</li><li>• Should be ISO 9001:2015</li><li>• Customer approved (if Applicable).</li><li>• For UTC member group companies comply with ASQR-01.</li></ul> <p>For Non- Aerospace parts;</p> <ul style="list-style-type: none"><li>• Should be ISO 9001:2015 certified.</li></ul>
<b>Calibration</b>	<ul style="list-style-type: none"><li>• NABL accredited with scope for relevant instrument.</li><li>• Should be ISO 9001:2015 certified (Preferred).</li><li>• For UTC member group companies comply with ASQR-01 &amp; AS910.</li></ul>

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SUPPLIER TYPE	SELECTION CRITERIA
<b>3rd Party Testing</b>	<ul style="list-style-type: none"> <li>NABL accredited with scope.</li> <li>Should be ISO 9001:2015 certified (Preferred).</li> </ul>
<b>Customized Tooling/ Fixtures</b>	<p>For Standard Tooling;</p> <ul style="list-style-type: none"> <li>Procured from authorized Distributors.</li> </ul> <p>For Non-Standard Tooling;</p> <ul style="list-style-type: none"> <li>Supplier's Facilities/ Capabilities are reviewed and approved by CEO/MED Manager/Production Manager.</li> <li>Procured from authorized distributors.</li> </ul>

### 7. Supplier Evaluation:

Suppliers will be evaluated either through onsite audit or virtually by sending the audit checklist. The evidence should be provided by the supplier based on the checklist. The frequency of this audit will be performed annually. In case of any non-compliance to the requirement, supplier should provide containment action and corrective action. Suppliers are requested to implement and monitor the corrective action effectively to remain in KAPL approved supplier list.

### 8. Rights to Access:

KAPL and KAPL's Customers, reserve the right to have access to supplier facility and their work areas, to verify the quality, services, and records that the suppliers conforms to requirements.





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### 9. Documents control:

The supplier is responsible to use most current revision level of all documents referenced on the engineering drawings and specifications called out on the purchase order. Supplier shall control and maintain such documents in order to prevent loss, damage, modification, improper use and deterioration. Unless authorized by KAPL in writing, the Supplier shall not transmit any of KAPL documents to anyone outside the Supplier's organization.

### 10. Record Control:

Suppliers are expected to maintain quality records traceable to KAPL purchase order. Retain all quality records that provide objective evidence for conformance with minimum of 15 years from date of shipments. These records to be stored in conditions to remain legible, readily identifiable and retrievable and to prevent damage & loss. Changes to records & documents should be recorded, dated, and traceable to the qualified person making the change with permanent marking method (e.g. Name, Signature, Stamp, Electronic Signature) with original information being legible & retrieval after the change. Supplier shall be capable of retrieving and submitting required quality records to KAPL within 24 hours from time requested. Same in case of holidays and the time shall commence from the beginning of the next working day.

### 11. Environmental Requirements:

Suppliers are encouraged and expected to conduct their operations in conformance with all environmental and all other laws & regulations as applicable to the suppliers business in geography where the supplier does business. Ensure all materials, products supplied to KAPL meet applicable environmental requirements. We encourage suppliers to adhere with environmental health and safety programs by complying with the requirements of ISO 14001 of environmental systems. The suppliers are requested to provide MSDS for all



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hazardous materials provided to KAPL. If failed to provide MSDS, the material is liable for rejection. Safety precaution should be taken for handling hazardous material during transit and suppliers liable to damages. Upon request suppliers are required to provide environmental compliance documents and records.

### 12. REACH:

Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) is established by European Chemicals Agency (ECHA). REACH is adopted to improve the protection of human health and the environment from the risks that can be posed by hazardous chemicals. Suppliers are required to provide REACH declarants CofC certifying that materials and service provided to KAPL in compliance with EU regulation (EC) No. 1907/2006 (REACH). Upon request suppliers shall provide document with respect to REACH regulations. Suppliers are responsible for notifying KAPL if a material not meets the requirements defined in REACH Regulations.

### 13. RoHS:

RoHS is Restriction of Hazardous Substance. RoHS is a product level compliance based on the European Union's Directive 2002/95/EC; the Restriction is Use of certain Hazardous Substances in Electrical and Electronic Equipment. The restricted materials are hazardous to the environment and pollute landfills, and are dangerous in terms of occupational exposure during manufacturing and recycling. Products compliant with this directive do not exceed the allowable amounts of the following restricted materials: lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE), Bis (2-Ethylhexyl) phthalate (DEHP), Benzyl butyl phthalate (BBP), Dibutyl phthalate (DBP), Di isobutyl phthalate (DIBP). Suppliers are required to provide RoHS declarants



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certifying that materials and service provided to KAPL in compliance with EU Directive 2002/95/EC.

### 14. Conflicts Minerals:

Conflict minerals," as defined by US legislation, currently include the metals tantalum, tin, tungsten and gold, which are the extracts of the minerals cassiterite, columbite-tantalite and wolframite, respectively with Section 1502 of the United States Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Dodd-Frank Act"). Upon request Suppliers are responsible to declare latest conflicts minerals reporting template form (CMRT) by ensuring that they don't source 3TG (Tin, Tungsten, Tantalum, Gold) in any of the products and service provided.

### 15. FOD Prevention program:

The supplier shall implement and maintain FOD prevention program to reduce foreign objects debris during manufacturing operations, packaging and to mitigate risk on foreign object damage risk to the products provided to KAPL. We request suppliers to comply with requirements of standard AS9146 or NAS412 for FOD compliance.

### 16. Counterfeit Parts prevention

The suppliers shall have program in place to prevent delivery of counterfeit parts to KAPL facility. Supplier shall implement and maintain Counterfeit part prevention as per requirement of AS6174 or AS5553. All materials, products should be from OCM/OEM, Customer approved source and authorized distributors. Suppliers should provide certificate of conformance to all materials, products supplied to KAPL.



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### 17. First Article Inspection:

First Article Inspection (FAI) is required to initially qualify a part/process. It has to be performed based on latest version of AS9102. When submitting FAI Reports supplier has to use forms as per latest revision of AS9102.

- FAI package documentation's may include following minimum documents:
  - Process Flow.
  - Control Plan.
  - PFMEA.
  - Raw Material certificate.
  - Inspection/Test Reports.
  - Certificate of Conformance.
  - PPAP if required and shall be communicated as per customer requirements.
- Partial/Delta FAI shall also be submitted as per latest revision of AS9102 requirements.

### 18. Material Certificate/ Test Reports:

Material CofC shall be submitted with each order that reference applicable specification with revision/amendment and actual chemical/physical properties, including values or lot traceability to the lot, heat, melt number, production date or item serial number. Inspection/Test reports shall be provided along with the parts. Actual data to be recorded as specified in Drawing/Specification/Purchase order.

### 19. Certificate of Conformance:

Certificate of conformance shall be submitted with each shipment (Both FAI & Regular lots). CofC shall be signed by Suppliers quality head or their authorized delegates certifying



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that all products or services delivered are in compliance with all order requirements. The CofC shall include following items:

- a) Supplier Name
- b) Part number
- c) Drawing/specification revision
- d) KAPL contract number/PO number
- e) PO line/release number (when applicable).
- f) Quantity delivered.
- h) Heat number/Lot number.
- j) Raw material details like raw material supplier/specification/mill certificate ref/material used/ weight.

### 20. Traceability:

Supplier shall establish and maintain Traceability system that ensures traceability of material throughout manufacturing, special processing, delivery to KAPL. Traceability system shall provide sufficient means to maintain current revision of Standards/Specification, Quality requirements from raw material through finished product for all materials and process shall be provided by suppliers and its sub-tier suppliers.

Valid traceability links between documentation may include:

- i. KAPL PO number
- ii. Supplier work order number (When applicable)
- iii. Heat lot number for raw material.
- iv. Lot or batch number
- v. Serial numbers (When applicable)



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### 21. Preservation:

The product shall be packed and preserved to conform adequate protection from damage and deterioration during material handling and shipment. All materials and products shall be free from marks, scratches, dents, nicks, de-colorization, pen marking, etc. and the supplier is required to ensure conformance to this before packaging. Products that could rust shall be preserved with rust preventive oil and shall be wrapped with oil/butter paper, plain plastic sheet without air bubbles.

### 22. Packaging Requirements:

The supplier is responsible for ensuring that all products are delivered without damage or deterioration during transportation and are capable of storage as such. Materials/Products shall be individually packed to ensure that there is no metal to metal contact of finished products. Specific packaging instruction will be specified in KAPL Purchase orders and stage drawing. If specified it shall be followed to ensure conformity to packaging requirements.

Each shipment shall be identified with following items,

- Purchase Order number.
- Part number.
- Quantity.

### 23. Supplier change request:

Suppliers shall not make changes to their processes, location/sub-tier, facilities, tools or equipment, material, Inspection methods without written approval from KAPL. Supplier shall notify KAPL within 24 hrs in writing of all proposed change prior implementation of any change.



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### 24. Control of Non-Conforming products:

Suppliers shall ensure that products/materials not meeting the drawing requirements and specification shall not shipped to KAPL. Suppliers shall notify KAPL within 24 hrs of discovery of Non-conformance. Non conformity product shall be clearly identified and segregated to prevent unintended use or delivery. Notification shall include clear description of non-conformance, product number, quantity, batch numbers, and serial numbers (if applicable).Supplier shall not use disposition of use-as-is or rework unless authorized by KAPL. Containment action shall be taken immediately upon identification of non-conformance. Supplier shall notify KAPL within 24 hrs when non-conforming products are unknowingly shipped to KAPL.

### 25. Supplier Request for Deviation:

Suppliers shall not ship products that not meet the requirements of drawings, purchase order, specifications/standards. Prior written approval is required from KAPL in the form of approved deviation request for shipping known non-conformance. Suppliers shall use KAPL deviation request format to obtain approval prior to delivery. Approval or disapproval of supplier deviation request will be documented and communicated to suppliers and it shall be at the sole discretion of KAPL. Any such approval shall not be treated as a precedent and all approvals are on a case to case basis.

### 26. Corrective & Preventive action

Suppliers are requested to provide Root cause, Corrective action for the detected non-conforming material/product or supplier evaluation audits. Suppliers shall use their own 8D methodology format or KAPL RCCA format for providing corrective action. Human factors shall be considered for determining the root cause of any non-conformance. Containment action shall be taken immediately by ensuring that all suspected materials/products have



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been segregated and the process has been corrected immediately. Containment action shall be provided within 24 hrs upon discovery of non-conformance. Suppliers shall submit completed corrective action report (8D format) within 10 working days indicating permanent action taken to prevent recurrence of same problem. KAPL shall take suitable action depending upon severity of Non-conformance, if timely and effective corrective action is not taken.

### 27. Supplier Performance:

- **Measuring Performance:**

KAPL monitors supplier's performance in both quality and delivery. Supplier performance reviewed based on the following criteria:

- Quality ratings based on DPPM (<5000).
- On-Time delivery of products & service (>85%)

- **Performance reporting:**

Supplier performance score card will be provided to suppliers on monthly basis. Failure to meet KAPL criteria on quality or delivery performance, the supplier will be requested to provide corrective action. Frequent failure in quality or delivery performance may lead to supplier disapproval.

### 28. Customer Specific Quality Requirements:

The suppliers shall ensure that they comply with requirements specified in purchase order and additional requirements of end customers. Additional requirements are mentioned below:





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Customer	Customer Specific Requirements Manuals
Pratt & Whitney	<ul style="list-style-type: none"> <li>• <a href="#">ASQR-01 Manual</a></li> </ul>
Eaton	<ul style="list-style-type: none"> <li>• <a href="#">Global Supplier Excellence Manual</a></li> <li>• <a href="#">Eaton LA Quality Clause Manual</a></li> <li>• <a href="#">PQ Clause Manual</a></li> <li>• <a href="#">QA-P-026 Manual</a></li> <li>• <a href="#">QIS-1 Manual</a></li> <li>• <a href="#">SQM-00001 Manual</a></li> <li>• <a href="#">SQW-7.4-04 Manual</a></li> <li>• <a href="#">SQW-0004 Manual</a></li> </ul>
TE	<ul style="list-style-type: none"> <li>• <a href="#">AD&amp;M 102-32029 Manual</a></li> <li>• <a href="#">SQAM 001 Manual</a></li> <li>• <a href="#">TEC- 1005 Manual</a></li> </ul>
Nasmyth	<ul style="list-style-type: none"> <li>• <a href="#">BPE-QP1 Manual</a></li> <li>• <a href="#">Bullwell Terms &amp;Condition of Purchase Manual</a></li> <li>• <a href="#">SABRe Manual</a></li> <li>• <a href="#">Supplementary Terms of Purchase Manual</a></li> </ul>
Circor	<ul style="list-style-type: none"> <li>• <a href="#">MAT-01.F01 Manual</a></li> </ul>
Moog	<ul style="list-style-type: none"> <li>• <a href="#">SQR-1 Manual</a></li> </ul>
Curtiss Wright	<ul style="list-style-type: none"> <li>• <a href="#">QP-06000 Manual</a></li> <li>• <a href="#">Honeywell SPOC Manual</a></li> </ul>
Crane	<ul style="list-style-type: none"> <li>• <a href="#">AEP40-002 Manual</a></li> <li>• <a href="#">Barksdale SOP 740 Manual</a></li> </ul>
Ametek	<ul style="list-style-type: none"> <li>• <a href="#">QOP#8.003.583 Manual</a></li> <li>• <a href="#">QA-S-002 Manual</a></li> <li>• <a href="#">Motec Terms &amp; Conditions</a></li> </ul>
Mobil Verde	<ul style="list-style-type: none"> <li>• <a href="#">Mobil Verde Terms &amp; Conditions</a></li> </ul>
Kustum Seating	<ul style="list-style-type: none"> <li>• <a href="#">Kustum Seating Terms &amp; Conditions</a></li> </ul>
TAC	<ul style="list-style-type: none"> <li>• <a href="#">LQ-QMS-010.01E Manual</a></li> </ul>

**Note:** If Suppliers are unable to download the Customer specific Manual from above link, Please request the latest Manual from KAPL Buyer or Quality Manager.



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### KAPL PO TERMS & CONDITIONS

#### 1. Acceptance:

Your acceptance of KAPL Purchase order should be sent to us within 2 working days on Receipt of purchase order through email/order acceptance copy /Proforma Invoice/ by sharing duly signed copy of KAPL Purchase order to buyer. The acceptance of KAPL Purchase order will be valid till PO Contract. In the absence of any advice to the contrary, the order will be deemed to have been accepted in full, with the Terms & Conditions.

#### 2. Delivery:

The commodity ordered must be dispatched in strict accordance with the delivery schedule, failing which the company is at liberty to cancel this order in part or in full, and any loss or damage suffered by the company will have to be made good by the supplier, In this event the advance paid if any shall be immediately, returned in full by in form of a demand draft payable at Chennai.

#### 3. Delivery Note/ Invoices:

Delivery Note in duplicate giving full details of each consignment together with the truck Receipt / Bill Receipt should be sent to the company on the same day as the consignment is dispatched. The delivery note should give full reference to the company's Purchase Order. Invoices in triplicate must sent on the day of dispatch by post/courier.

#### 4. Packing:

The commodity must be securely and suitably packed, it is the responsibility of the seller to replace the goods at free of cost, if any damages occur during transit.



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### 5. Excess Supply:

The specific quantity ordered shall not be changed without the purchaser's written consent. Any loss or damage which the Company may suffer on account of excess or short supply will be to the suppliers account in full.

### 6. Rejection of Goods:

The company reserves the right to cancel the order in part /full and the rejection of the commodity ,if on receipt the goods are found in the opinion of the company, damaged, unsuitable or not in accordance with the contracted quality/Quality specification. In such instance the seller shall refund all money paid by the company in respect of the contract including freight charges, incidentals, or the Recertification charges at actual. The decision of the company shall be binding regarding the quality of the goods supplied and their suitability.

### 7. Removal of Rejected Goods:

All rejected material shall be removed by the supplier at his own cost within 3 days of intimation by us of such rejection. Failing which, these materials will be returned to the supplier entirely at his risk and expense. The Company shall in no case be responsible or be held liable for any damage, loss or deterioration of the rejected materials. The company will also be entitled to change the supplier in such cases and charge a reasonable storage/handling charges for rejected materials.

### 8. Cancellation:

The Company reserves the right to cancel or amend this order or any part hereof without assigning any reasons and without any liability for such cancellation and amendment.



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### 9. Secrecy:

All drawings/documents sent by the company shall be returned to the company either on demand or on conclusion of the contracted supply. All information /drawings/specifications connected with this order shall be treated as confidential and shall not be disclosed to any third party for reason whatsoever. No copies of our drawings shall be made without our written permission.

### 10. Prices:

The prices mentioned in the order are firm and are not subjected to escalation for any reason whatsoever.

### 11. Guarantee:

Within the guarantee period ,in case of any failure /defects of the items supplied attributable to the faulty design, material, manufacture, workmanship, etc. the items shall be replaced / repaired or is liable to be rejected, In case of rejections or in the inability/unwillingness of the supplier to replace or replace the goods to our satisfaction within stipulated time as specified by us, the goods will be rejected and the seller obliged to return all payments received on account of this contract along with all expenses incurred by us for taxes freight, incidentals, repair costs, etc. Our decision on whether the items failed during the guarantee period shall be replaced in full /part or repaired (at our plant or at seller's works) shall be binding on the seller.

### 12. Inspection:

The Company reserves the right to inspect stage wise either on its own or through an authorized representative, the items during manufacture before dispatch of the seller's works. Such inspection does not absolve the seller of any liability /responsibility in respect of note 11 above.

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### 13. Jurisdiction:

All sum payable by the company to the supplier or by the supplier by the company under this contract shall be due and payable at the company's offices. It is agreed that any suit to enforce the rights of either party under this order only be instituted in and tied in conformity with Indian Law and it shall be subjected to the jurisdiction of the courts of Chennai, Tamilnadu, INDIA. All disputes that may arise either on term of this document or the purchase order or in the course of supply shall be attempted to be settled by means of an amicable discussion. If the discussion fails, then the dispute shall be referred to a Sole Independent Arbitrator appointed by the Company and the request for arbitration can be made by either party by giving the details of the dispute through a 14 days' notice. On issuance of a notice by either party, the company shall appoint an independent arbitrator and the both parties agree to abide by the decision of the arbitrator. The seat of arbitration shall be Chennai, India.

### 14. General:

No variation in any of our technical or commercial Terms & Conditions irrespective of seller's acceptance terms will be valid without our written consent. No verbal agreements, amending the Terms / Conditions are valid unless until duly confirmed with writing by the Company.



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### REVISION LOG:

Issue	Revision	Date	Changes
Note: Revision 1-8 was controlled through format number, but now we have removed format number, however revision log reflects the changes from Issue A Rev: 9 onwards.			
A	09	09-Mar-22	KAPL SQR-01 Supplier quality requirements, PO Terms & Conditions manual have been elaborated.
B	00	16-Mar-22	PO Acceptance clause has been elaborated

**Reviewed By:**

**KAPL Buyer**

**KAPL Finance Manager**

**Management Representative**

**Approved By:**

**Chief Executive Officer**