



**Terms and Conditions, (2020)
DL Dynamic, LLC. (DL Dynamic)**

**The following requirements apply, based on the Purchase Order
received from DL Dynamic.**

PACKING AND SHIPPING. Suppliers must prepare/package product for DL Dynamic in a manner to prevent shipping damage and deterioration.

SHIPMENT/DELIVERY. Shipments or deliveries shall be in accordance with quantities and schedules, as specified in a DL Dynamic Purchase Order. It is recommended that the Suppliers notify DL Dynamic of any anticipated delays and make other arrangements.

FURNISHED MATERIALS BY DL DYNAMIC. All materials furnished by DL Dynamic are to be returned with the product upon completion of the order unless other arrangements have been made.

NON-CONFORMING MATERIAL. For material supplied by DL Dynamic, suppliers must notify DL Dynamic of any nonconforming product, and make arrangements for approval if submitting any nonconforming product.

SUBCONTRACTING/APPROVED SUPPLIERS. Suppliers are requested to be in conformance with AS9100 or equivalent.
Suppliers must notify DL Dynamic of any changes to facility location, movement of subcontracted services from one supplier to another and changes in management. Prior to subcontracting, DL Dynamic must be contacted for approval. Suppliers may only use DL Dynamic-approved suppliers. All applicable requirements in the DL Dynamic Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. Any DL Dynamic Suppliers may subcontract DL Dynamic work to another suppliers, providing that DL Dynamic is provided with the same rights and protection as contained in the Right of Entry clause.

RIGHT OF ENTRY. Suppliers shall allow DL Dynamic representatives, DL Dynamic customers, and statutory and regulatory agencies the right of entry into the applicable areas of Suppliers' facilities and the entire supply chain to verify all processes and records.

QUALITY. Suppliers shall provide and maintain an inspection system which will assure that all delivered products conform to the Purchase Order requirements, whether manufactured or processed by the Suppliers or a sub-tier Supplier. Suppliers shall maintain controls and perform all inspections and tests required to substantiate product conformance to the Purchase Order requirements. If not specified in the Purchase Order, contact DL Dynamic for required revision of drawings, specifications and other requirements. Suppliers are required to notify DL Dynamic of changes in product and/or process definition and to obtain DL Dynamic approval prior to such changes.

INSPECTION AND TEST EQUIPMENT. Suppliers shall maintain inspection and test equipment to assure calibration that is traceable to a known national or international standard. Calibration records must be maintained and made accessible to DL Dynamic if requested.

FOREIGN OBJECT DAMAGE. Suppliers shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment. The FOD program requirements must be made accessible to DL Dynamic upon request.

RECORDS. The Suppliers shall maintain records of work performed for DL Dynamic. Records shall include the COC provided to DL Dynamic as well as records that support the certificate. Records must be available to DL Dynamic upon request. Records must be maintained for a minimum of ten (10) years. Disposition required is; a) hard copy records – shred, b) electronic/digital files – delete.

CERTIFICATIONS. Suppliers must provide certificate of conformance that ensures that all requirements of ordered material and/or specifications have been met. Certifications must reflect that all applicable material and/or manufacturing and process specifications called for, on the engineering drawing, have been met. The specifications must be listed on the certification.

FIRST ARTICLE INSPECTION. Inspection is to be performed and certified prior to the release of the product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if it is expressly required by DL Dynamic on the Purchase Order. Any other format used must be compliant with AS9102 and approved by DL Dynamic prior to use.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed that is traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration shall be provided.

CHANGES. Any change to the requirements as stated on the Purchase Order must be approved by DL Dynamic prior to any action being taken on those proposed changes.

COUNTERFEIT PARTS PROGRAM. Suppliers are requested to protect DL Dynamic from counterfeit parts from being shipped.

ACCEPTANCE AUTHORITY MEDIA. Suppliers are required to control the use of Acceptance Authority Media (stamps, electronic signatures, etc.) to prevent application errors (i.e. omission, typos, legibility, etc.), untimely use (i.e. records not completed as planned, stamp use before required, etc.), misrepresentation (i.e., uncertified personnel, falsification of records, work not performed as planned, use by personnel other than the authorized person, etc.) and training deficiencies (i.e. ethics, culture awareness, proper use of authority media, etc.).

PERSONNEL COMPETENCY. DL Dynamic may require specific qualifications for personnel performing work that is related to the details of the Purchase Order provided. The suppliers should be ready to provide evidence to DL Dynamic if requested.

PERSONNEL COMMUNICATION. Suppliers are required to communicate with their personnel regarding the following:

- Their contribution to product or service conformity to requirements
- Their contribution to product safety
- The importance of ethical behavior

Questions should be directed to the Quality Manger, DL Dynamic LLC.
(316)-942-6547