Mod. 8.4.2
GENERAL TERMS AND CONDITIONS OF SUPPLY

01	30-06-2023	Cap. 5 Changes to the requirements for required controls	Motti M	Consolandi F	Carrara P.
00	15/10/2020		Motti M	Consolandi F	Carrara P.

Summary

1 – Aim

The aim of this document is the full and complete definition of the main rules and requirements related to all the purchase contracts arising from orders issued by ALINTECH-CME to the Supplier. ALINTECH-CME will reserve the right to verify the compliance of the products and of the working processes directly at the Supplier production plant.

2 - Application field

This document must be considered as an integral part of all ALINTECH-CME purchasing orders.

3 – General clauses

Access to the plant

The Supplier must allow ALINTECH-CME personnel the access to their own working plants and to any of their sub-Suppliers plant, both for the evaluation of the working processes and for the assessment of the conformity of the supplied products.

Confidentiality

Any kind of information attributable to products and/or activities that ALINTECH-CME transmits to the Supplier is owned by ALINTECH-CME and must be dealt and considered as confidential, whether it is in writing, graphic (modules, samples, technical data) or electronic form. Use, disclosure to third parties and replication of the aforementioned information is strictly forbidden unless there is an explicit ALINTECH-CME written consent.

Sub-supply

Sub-supply cannot be exerted without an explicit ALINTECH-CME written consent.

Warranty

Supplier is responsible for the quality of the supply.
According to Article 1490 of the Italian Civil Code, the Supplier must ensure all the delivered products to be fully in compliance with the requirements and free from defects for 12 months from the delivery date.

4 – Provisions on quality

Supplier organization

The Supplier must show to be structured with a system that could assure the conformity of the delivered products.

Traceability management

The Supplier must be responsible for the traceability of the supply.

Supply order (special processes or work in progress):

All technical information is provided through the mechanical drawing sent with the supply order.
Delivery must be accompanied by raw material and heat/surface treatment documentation, if any, as well as all the certifications that ensure the proper execution and traceability of the supply.

Storage and management of documentation

Supplier must not make any kind of change to ALINTECH-CME documentation, unless there is an explicit ALINTECH-CME written consent.

Supplier must verify that all documentation in his possession is at the same revision index of the supply order.

All documentation related to ALINTECH-CME must be properly stored so that it is protected by deterioration, damages or lost.

Modifications management

Supplier must not make any change to production cycles related to the supply, unless there is an explicit ALINTECH-CME written permission.

Production monitoring

Traceability and identification for the whole duration of the supply process must always be ensured through a proper planning and realization of the production.
Therefore, all the production cycles must foresee the following activities:

- Definition of procedures that entirely characterize the production methods.
- Use of appropriate production equipments and machines.
- Check of the availability of monitoring and measuring instruments.
- Evaluation of the supply conformity via the analysis of specific records.
- Identification and segregation of Non-Compliances.
- Verification of the completeness of all the control and working phases.

Measuring and testing instruments

Supplier must dispose of proper monitoring, measuring and control instruments to prove the conformity of the supply.
Controlling and testing instruments must be compliant with the requirements of the supply in terms of precision and stability.

Non-Conformity management

Supplier is responsible for the quantitative and qualitative conformity of the supply.

Supplier must take charge of any ALINTECH-CME Non-Compliance reporting, of its resolution and of all the necessary corrective actions.

In case of Non-Compliance ALINTECH-CME reserves the right to:

- Reject and send back all the Non-Compiant parts to the Supplier who has to cover all the transportation costs and risks.
- Expect from the Supplier a restore of the missing quantity at his own expense.

Delivery

All the supplied parts must be correctly preserved and packaged to prevent any transportation defect and damage.

ALINTECH-CME reserves the possibility of providing specific boxes to the Supplier in which the supply must be packaged (sometimes these boxes are the same for both ALINTECH-CME delivery and Supplier packaging).

It is responsibility of the Supplier to verify the status of the boxes and ensure the compliance of packaging and delivery under the conditions required by ALINTECH-CME.

Supplier must always return these boxes to ALINTECH-CME and their use is strictly limited to handling and transportation of ALINTECH-CME parts.

Any change related to the delivery time must be communicated in advance and previously agreed with the purchasing department.

5 – Additional requirements for mechanical, special processes and work in progress suppliers

Supplier, together with the supply, must dispatch:

- Conformity certificate, on request.
- Control reports/records, on request.

The conformity certificate must be signed by the Supplier representative and must contain the following statement: “finished product was made, controlled and tested in conformity with the requirements of the costumer”.

The reports / inspection records for mechanical processing suppliers must provide the following data:

start of production,
• 1 part with the values of the requested characteristics attached

In production,
• periodic recordings of the characteristics required according to the approved Control Plan.

If the Supplier detects a Non-Compliance during the production process, it must identify and properly segregate all these parts and It must inform as soon as possible ALINTECH-CME to allow to restore the parts, in respect of the delivery date.

Non-Compliances must be identified and segregated waiting for Control Quality Area provisions.

The Supplier must immediately inform ALINTECH-CME if a Non-Compliance is detected in one of the batches that are provided by ALINTECH-CME.

The Supplier must highlight all Non-Compliances on the transport document (scraps or granting parts)

For Non-Compliant products/services ALINTECH-CME reserves the possibility of proceeding with charges.

For Non-Compliant product that can be restored/reworked at ALINTECH-CME production plant ALINTECH-CME reserves the possibility of proceeding with charges.

6 –Additional requirements for raw material suppliers (steels and metal materials)

Norms and commercial, dimensional and quantitative specifications related to the raw material supply are strictly reported on ALINTECH-CME order document.

Raw materials must be always correctly identified, by means of dedicated tags and document sheets; it is mandatory to specify the following information:

- Level and degree of quality of the material.
- Casting reference number.
- Dimensions and tollerances.

Each supply must be supported by conformity and testing certificates according to the norm EN 10204; all the following informations must be included:

- Reference norm / order specifications.
- Level and degree of quality of the material.
- Casting reference number.
- Chemical cast analysis.
- Mechanical and dimensional characteristics.

It is responsibility of the Supplier to verify the correctness of all the information that are contained on the raw material documents with respect to the norms/specifications of the related order.

It is responsibility of the Supplier to declare the complete absence of radioactivity on the supply, as required by the binding legislation.

7 – Supplier monitoring

ALINTECH-CME reserves the possibility of informing the Supplier about its performances and the compliance of the supply and of the service.

ALINTECH-CME reserves the possibility of conducting periodic audit to verify production processes and the compliance of the Supplier with respect to the requirements of the quality system.