



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

P01 – PRECISION PARTS

These are precision parts produced at substantial cost. They must be handled with care and repackaged in the original shipping container. No nicks, dents, or abrasions will be tolerated.

P02 – MSDS SHEET

Please send a “Material Safety Data Sheet” that meets the OSHA hazard communication standard on all potentially hazardous chemicals or materials with your shipment.

P03 – BUYER RETAINS TITLE

Buyer retains title to all drawings, designs, specifications, and technical data furnished to Supplier for use with this order. All documents are to be treated as Buyer’s confidential information, which shall be used by Supplier only to complete this order and shall be returned upon completion or termination of this order along with all copies or reproductions of the documents. All materials, including tools, special dies and patterns, or anything specifically paid for by the Buyer, shall be the property of the Buyer; shall be returned to the Buyer when no longer required; shall be segregated and clearly identified as property of the Buyer; and shall be used only to produce parts exclusively for the Buyer. Supplier assumes all risk and liability for loss or damage, except for normal wear and agrees to permit inspection and to supply detailed statement of inventory upon request from Buyer.

P04 – INSURANCE CLAUSE

Supplier is to maintain all necessary liability insurance to protect themselves against claims for bodily injury or death of any person or persons whether or not employed by contract, which may arise from any operation in connection with work covered by this order. Required insurance in all cases will be Workman’s Compensation and Employer’s Liability for the state involved, and Public Liability Insurance. If you select any portion of this order, it will be necessary that you carry Supplier’s Protective Liability Insurance. A copy of your “Certificate of Liability Insurance” must be forwarded to Buyer prior to beginning work on this order. You must provide a safe work environment. Supplier will abide by Buyer’s safety policy of wearing safety glasses with side shields at all times in designated areas.

P05 – DROP SHIPMENTS

Please Note: This is a drop shipment to another company. On the same day the shipment is made, a copy of either the packing slip or a shipping document must be sent to the attention of the Buyer on the purchase order.

P06 – SEND ACKNOWLEDGEMENT

Send acknowledgement of purchase order with price and delivery within 48 hours.

P07 – TRACEABILITY AND IDENTIFICATION

Material requiring heat lot traceability will be individually identified and traceable to the purchase order.

P08 – UNIQUE IDENTIFICATION

All items shall be identified with the specific identification requirements per purchase order and drawings.

P09 – DOMESTIC MATERIAL RECEIVED

Preference for certain domestic commodities - DFARS 252.225.7009



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

P10 – BUY AMERICAN ACT

Buy American Act – DFAR 252.225-7001

P11 – PHYSICAL MATERIAL ID

Physical Material Identification: Supplier is required to identify each piece of physical material being shipped with information from the purchase order. The information required is: (a) the part number; (b) the part number revision level; (c) the heat lot number, where applicable.

P12 – BAN TEXT MESSAGING WHILE DRIVING

Encouraging Supplier Policies to Ban Text Messaging While Driving – FAR 52.223-18
Contract value exceeds \$3,000

P13 – EMPLOYMENT REPORTS ON VETERANS

Employment Reports on Veteran – FAR 52.222-37
Contract value exceeds \$100,000

P14 – INTEGRITY OF UNIT PRICES

Integrity of Unit Prices – FAR 52.215-14
Contract value exceeds \$150,000

P15 – CONFLICT MATERIALS

Reporting of 3 T and G usage (i.e., Tin, Tantalum, Tungsten and Gold)

P16 – ITAR

This purchase order may contain and/or reference documents containing information subject to the International Traffic in Arms Regulations (ITAR). Suppliers may not export, release, or disclose such information to foreign nationals without first complying with export license requirements of ITAR.

P17 – ROHS/REACH

- the REACH SVHC list
- the EU RoHS 10 Substances Amendment Directive
- the EU Waste Framework Directive (WFD) if REACH SVHCs have been declared.

Information can be found at the below link.

<https://echa.europa.eu/candidate-list-table>



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

Q01 – CERTIFICATE OF CONFORMANCE

Seller is required to submit with each shipment a Certificate of Conformance (C of C) signed or stamped by a Quality Representative or relevant authority. The C of C shall reference the Buyer's Purchase Order Number, Part Number, Part Revision, Quantity of Parts Processed, and Serial Number (if applicable). The C of C must also state that the materials furnished to the Buyer are in conformance with all requirements listed on the purchase order, drawings, applicable regulatory and/or statutory requirements, and standards with their specified revision level. Supporting documentation will be on file, including approved written procedures for all special processes.

Q02 – TEST CERTS

A copy of the actual test report(s) referencing Buyer's purchase order, supplier name and address, and/or independent laboratory's name and address, part number(s), part name, serial number if applicable, lot/batch, list of parameters tested, and test date, must accompany each shipment. These reports shall be verified by an authorized quality representative or relevant authority of Supplier's company by signature or inspection stamp.

Q03 – MATERIAL CERTS

A copy of the actual chemical composition and actual mechanical properties for each lot, batch, or heat, shall accompany each shipment and must reference Buyer's purchase order number. Buyer's purchase order number shall be referenced on the cert, or the packing list shall reference the Buyer's purchase order number and mill cert.

Q04 – TEST SAMPLES

Test sample(s) shall be submitted with each shipment to conduct tests in accordance with the purchase order requirements and/or referenced specification. Each sample shall be clearly marked to provide traceability to shipped materials.

Q05 – SOURCE INSPECTION

Source inspection is required prior to shipment from your facility. Notify Buyer's Quality Assurance Department when articles are ready for inspection at:

domaillequality@domaillecompanies.com or 507-281-0275

Q06 – PROCESS APPROVAL

Your process(s) must be approved by our customer before performing any specialized processing to this purchase order. You are required to notify Buyer's Quality Assurance of any changes which may negate any previous qualifications, certifications, and approval statuses, as related to this material.



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

Q07 – CONTROL CHANGES

The Supplier is responsible for controlling changes to product manufactured or processed to drawings, specification and or purchase order requirements. The Supplier shall notify Buyer and obtain approval prior to any proposed changes to approved designs, processes, fabrication methods, or non-conforming materials prior to incorporating the change and delivery of the product.

Q08 – CRITICAL PARTS

Articles covered by this order have been identified as critical. Supplier is required to assure that affected employees are aware of the critical nature of these articles and that appropriate steps are taken to safeguard product quality.

Q09 – PACKAGING

Supplier shall provide all necessary care in packaging to ensure Buyer's parts or materials are not damaged. Stacking of plates, bars, sheets, coils, castings, or parts, shall not cause warping, distortion, nicks, dents, gouges, scratches or other damage, inadequate use of pallets, cardboard, bags, boxes, containers, bubble wrap. Styrofoam chips, foam, paper media, etc. meant to protect parts or material delivered to Buyer or to another destination on Buyer's behalf, shall not be the cause of material or part damage.

Q10 – GOVERNMENT INSPECTION

During performance on this order, Supplier's quality control or inspection system and manufacturing processes are subject to review, verification, and analysis by authorized Government representatives. Government inspection or release of product prior to shipment is not required unless otherwise notified.

Q11 – DO DEFENSE RATED

This is a DO Defense Rated order. The material is needed at the "ship to" location on the specified "delivery required" date. Supplier is required to give this order priority over unrated orders and orders with lower priority ratings. Supplier is required to make every effort to deliver this material by this need date. FAR 52.211.15.

Q12 – DX DEFENSE RATED ORDER

This is a DX Defense Priority Rated order. The material is needed at the "ship to" location on the specified "delivery required" date. Supplier is required to give this order priority over unrated orders and orders with lower priority ratings. Supplier is required to make every effort to deliver this material by this need date. FAR 52.211.15.

Q13 – QUALITY MANAGEMENT SYSTEM (i.e., QMS)

Supplier is responsible for maintaining a documented QMS that complies with a nationally recognized standard (i.e., ISO9001 or AS9100), as applicable to the work scope stated in this order. The QMS shall also maintain a quality control system that inspects products prior to shipment to prevent delivery of non-conforming product. Notwithstanding the provisions of this clause, the Supplier is in no way relieved of the final responsibility to furnish the product, supplier, or services specified herein.

Procedures, plans, and records will be made available for review by request of authorized Buyer representative. This system shall be subject to audit by Buyer's Quality Assurance Representative.

Q14 – DRAWINGS/SPECS



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

A drawing/specification package must accompany parts when shipped to the Supplier. This same drawing/specification package must be returned by the Supplier with the parts. Note: These documents are controlled. Copying or otherwise altering these documents is prohibited unless prior authorization has been given by Buyer.

Q15 – DESIGNATED SOURCE

Buyer has delegated a Supplier QA Representative to be a Buyer Designated Source Inspector. This person has been issued a Buyer Delegated Source Inspector Stamp. The RDSI has been trained in Buyer's Customer requirements and is responsible for compliance.

Q16 – NON-CONFORMING PRODUCT

Supplier must establish controls to assure that nonconforming materials are identified, segregated, dispositioned, and controlled to prevent inadvertent use or delivery.

The Supplier shall immediately notify Buyer of any nonconforming product found in inventory from which product may have been delivered to Buyer. During performance, any deviations noted from established drawings or specifications must be reported immediately to Buyer. No deviations will be considered approved without written confirmation of the fact from Buyer. Under no circumstances are repairs to be taken without prior written approval.

Rework that could adversely affect dimensional conformity must be communicated in writing and approved by the buyer prior to completion.

Q17 – 100% INSPECTION

Supplier is required to perform 100% Inspection on all parts supplied on this purchase order. Actual readings for all dimensions must be recorded and submitted with the associated parts on this order. In addition, inspection records must be retained for a minimum of seven (7) years, or as specified by the Buyer's purchase order.

Q18 – FIRST ARTICLE

Supplier is required to submit a complete written 1st Article Inspection Report including 100% of the actual readings for all dimensions. The 1st Article Inspection shall be performed and documented per the requirements in AS9102. Report shall accompany the parts and reference Buyer's purchase order number. Inspection records must be maintained by Supplier for a minimum of seven (7) years or as specified by Buyer's purchase order.

Q19 – PROPRIETARY DESIGN

Supplier agrees not to make any change in materials or design details which would affect the part of any component part thereof with regard to (a) part number identification, (b) physical or functional interchangeability, and (c) repair and overhaul procedures and processes and material changes which affect these procedures without prior written approval of Buyer and without revising the part numbers and the originals of all drawings or data.

Q20 – TIME AND TEMPERATURE CHARTS

Supplier shall include quality evidence such as oven charts and data verifying conformance to the specified hardness, also known as Time and Temperature charts.



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

Q21 – SPC

Control Charts showing the current process capability (i.e., Cpk, Ppk) are required with each shipment. Each chart must reference Buyer's part number, purchase order number, sample frequency and gage used. Where the process capability is below the industry standard (i.e., Cpk =>1.33, Ppk => 1.00) a certification of 100% inspection of that feature must be provided. Specific dimensions requiring SPC data collection will be listed or referenced on the purchase order. Sampling plans shall satisfy the requirements of ANSI/ASQ Z1.4 when statistical methods for product acceptance are used on parts, assemblies and components used on Buyer's or its Customers products.

Q22 – MOLD IDENTIFICATION

Parts produced from multi-cavity molds must have mold produced markings that can be used for cavity identification and traceability.

Q23 – SHELF-LIFE ITEMS

These may include adhesives, paints, varnishes, enamels, conformal coating and etc. If material is age sensitive either for shelf-life storage or after the container is opened, material must be identified on container or separate batch/lot certification. Also identify date of manufacture either on container or separated certification packaged with each lot or shipped. If the product is not age sensitive, state this on the certificate.

Q24 – CERTIFICATION OF TEST EQUIPMENT AND MEASUREMENT STANDARDS CERTIFICATE OF CALIBRATION

The Supplier shall submit a certificate of calibration when product acceptance is solely based on the Supplier's inspection data. At a minimum the certificate shall include Buyer's purchase order number, equipment ID, equipment name/type, calibration due date, a statement that master gages are traceable to NIST standards and a statement of compliance to a certified QMS standard.

Q25 – INTENTIONALLY LEFT BLANK

Q26 – FLOW DOWN REQUIREMENTS

All Purchasing and Quality clauses indicated on the purchase order as well as requirements and specifications cited on prints and/or drawings must be flowed down to sub-tier suppliers.



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

Q27 – CORRECTIVE ACTION (CA)

Acceptance of this Purchase Order obligates the Supplier to perform, upon request, a corrective action investigation when discrepant product is received by Buyer. A written report shall be furnished with a reasonable time period to complete the corrective action to prevent reoccurrence.

Supplier may use their own internal CA form provided it has at a minimum the following items;

- Buyer Purchase Order number
- Buyer CA number
- Supplier CA number
- Description of the nonconformance
- Root cause investigation notes
- Action(s) being implemented
- Date of completion for each action.

Q28 – DOCUMENT CONTROL

Supplier shall receive written approval from Buyer when it is determined that their internal documentation will be used as objective evidence provided to the customer to document design, process, and/or quality data for the product identified on the purchase order.

Q29 – RECORD RETENTION AND DISPOSITION

Supplier shall maintain all records of design, production, and inspection for a period of no less than seven (7) years. Buyer, its customer, and regulatory/statutory agencies reserve the right to the Supplier's facility and all quality records pertaining to this purchase order. Record disposition must be performed in accordance with export regulations, i.e. ITAR.

Q30 – SURVEILLANCE/RIGHT OF ENTRY AGREEMENT

The authorized Quality Representative or relevant authority of Buyer shall have the right to maintain cognizance over the Quality Assurance inspection system imposed on the Supplier. Accordingly, the Supplier is expected to grant the designated representative access to their facility at all reasonable times and access to areas where the production of the item(s) covered by the Purchase Order is taking place. Where these areas infringe on the Supplier proprietary processes of a sensitive nature, or involve security with respect to other Supplier products being fabricated, mutually satisfactory arrangements shall be made with Buyer. The Government and/or Buyers' Customer have the right to inspect any or all of the work included in the Purchase Order at the Supplier's facility.

Q31 – INSPECTION RESULTS REPORT

The supplier shall furnish a stamped /signed and dated report of inspection results for each lot of parts shipped. Actual results are preferred where practical. Format is optional and can simply be a copy of the Supplier's inspection records.

Q32 – DOCUMENT LEDGIBILITY

Supplier shall provide documentation that is legible and readily identifiable (e.g., Certificates and Reports).

Q33 –RAW MATERIAL CHEMICAL/MECHANICAL PROPERTIES LIMITS

Supplier shall ensure that Chemical and Mechanical properties for the raw material are guard banded no less than 3% of the minimum and/or maximum properties defined on the raw material certificate from the manufacturer.



Q34 –ROHS/REACH Compliant

Supplier shall be ROHS/REACH compliant. The supplier certificate of conformance shall state ROHS/REACH compliant, or a separate statement on company letterhead may be acceptable at the Buyers discretion.



ADDMAN[®]
PRECISION
Purchasing and Quality Clauses

Revisions

Rev.	Author	Date	Summary of change
A	MLZ	6/5/2017	Initial release
B	MLZ	7/26/2017	Moved Q25 to PURC4002 T&C
C	JSR	11/13/2020	Update Q29 to include Disposition
D	JSR	8/30/2021	Update Q01 to include revision
E	JSR	6/7/2022	Add P17 and Q34 ROHS/REACH
F	JSR	10/25/2023	Updated Email address in Q05, removed ISO9001 revision reference in Q13, Added rework to Q16