

CERTIFIED METAL FINISHING, INC			
DOCUMENT NAME	CMF D126-PURCHASE ORDER QUALITY CLAUSES		
ISSUED DATE	03/09	REVISION	02/11

## Purchase Order Quality Clauses

The following quality assurance clauses become an integral part of the Certified Metal Finishing, Inc. Purchase Order to the extent specified herein.

*Note: Clauses with alpha designations are applicable to all procurements.*

Procurements that do not relate to product realization will only have the alpha designated clauses apply.

Shipments will not be considered complete and invoice(s) shall not be honored until these requirements are fulfilled.

### A. INVOICE REQUIREMENTS

At a minimum, all invoices shall contain the following to be properly received by Certified Metal Finishing, Inc.

- Certified Metal Finishing, Inc. purchase order number
- Description of goods ordered and/or item numbers
- Quantity of goods ordered and/or item numbers
- Cost of goods including all freight and handling charges
- Payables contact information
- Order date

No invoice will be honored until all goods are received unless expressly written by an authorized Certified Metal Finishing, Inc. representative.

### B. NONCONFORMING MATERIAL

The seller is not authorized to perform material review action of nonconforming material with the intent of delivering such nonconforming material without the express written authorization from Certified Metal Finishing, Inc. Disposition of any departures specifications or purchase order requirements must be approved in writing by Certified Metal Finishing, Inc's quality control manager prior to the shipment from the supplier's facility

### C. CHANGE OF PRODUCT OR PROCESS

The seller shall not implement any changes in design, materials, processes, or controls without prior written approval from Certified Metal Finishing, Inc. where Certified Metal Finishing, Inc. controls the specifications and processes. The intent of this requirement is to ensure that all material supplied under this order shall be homogeneous and the performance, reliability and quality of the material is not degraded. Changed articles shall be clearly identified in a manner different from previously supplied articles.

### D. SUB-TIER FLOW DOWN

Supplier shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents.

CERTIFIED METAL FINISHING, INC			
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ISSUED DATE	03/09	REVISION	02/11

#### 1. QUALITY RECORDS RETENTION

Supplier's product and process control and quality records shall be retained at the supplier's location for a minimum of seven (7) years, unless otherwise specified on the purchase order. The records shall be sufficient to determine the quality level of the production processes. These records shall include, but are not limited to, chemical and physical test results of raw material (if applicable) used in the manufacture of the items on the purchase order. Quality records shall be provided upon request by Certified Metal Finishing, Inc. or its customers.

#### 2. SUPPLIER CORRECTIVE ACTION REQUESTS

Supplier corrective action requests will be forwarded by Certified Metal Finishing, Inc. to a supplier when Certified Metal Finishing, Inc. quality assurance deems formal corrective action is necessary. The supplier shall give priority to analysis of the cause and proposed corrective action. It is mandatory that replies be received within the period indicated on the supplier corrective action request.

#### 3. CERTIFICATE OF CONFORMANCE

The supplier shall provide, with each shipment, a certified statement that the items furnished on this purchase order meet Certified Metal Finishing, Inc. specification requirements as stated on the purchase order.

At a minimum, the certificate of conformance must contain the following information as it applies to the product being certified:

- Part or item name
- Revision or date
- Serial or lot numbers
- Quantity of items
- Purchase order number
- List of specifications, grade, type, or value to which the product was purchased
- Seller's name and address
- Signature and title of recognized quality assurance representative

Acceptance of material at Certified Metal Finishing, Inc. is contingent upon receipt of a Certificate of Compliance (C of C) containing the above referenced requirements.

#### 4. RIGHT OF ACCESS

Certified Metal Finishing, Inc. Inc may conduct a survey and/or perform surveillance of the supplier's quality management system to evaluate the degree of ability to comply with these and other applicable requirements, or assist in the resolution of quality problems. As necessary, a Certified Metal Finishing, Inc. customer, government or regulatory agency representative may accompany the Certified Metal Finishing, Inc. quality assurance representative

#### 5. QUALITY SYSTEM REQUIREMENTS

The supplier's quality system shall be in compliance with the current revision of AS9100, ISO 9001 or have a Certified Metal Finishing, Inc. approved quality system. Suppliers certified to AS9100 or ISO 9001 shall be evidenced by a third party certification.

#### 6. QUALIFIED PRODUCTS LISTING (QPL)

CERTIFIED METAL FINISHING, INC			
DOCUMENT NAME	CMF D126-PURCHASE ORDER QUALITY CLAUSES		
ISSUED DATE	03/09	REVISION	02/11

The seller shall include with each shipment a certified statement that the items on this purchase order were produced by a currently approved QPL manufacturer. Indicate the name of the manufacturer and current QPL number on the statement. Material shipped from a distributor must be accompanied by a reproduced copy of the shipping document from the original manufacturer, or a certified statement, signed by a responsible official and contain the following statement: "Original shipping document from the manufacturer is on file at this facility and is available for review by Certified Metal Finishing, Inc. upon request."

#### 7. FUNCTIONAL TEST REPORTS

Each shipment shall be accompanied by two (2) legible copies of actual test results identifiable with test parameters defined as operational, mechanical, electrical, etc. of material submitted. These reports must contain the signature of an authorized representative of the agency performing the tests and must assure compliance to specification requirements.

#### 8. CALIBRATION PROGRAM

The seller shall have established, and currently maintain, a calibration program in accordance with ISO 10012, ANSI Z540 or ISO 17025.

#### 9. IDENTIFICATION OF LIMITED LIFE ITEMS

The seller shall identify each item, package or container of limited life material with the manufacturer's date, storage temperatures, and special handling conditions, in addition to the normal identification requirements of name, part number, specification number, type, size, quantity, and manufacturer's recommended shelf life. All material supplied must have, at a minimum, 75% of shelf life remaining. Material safety data sheets (MSDS) must be supplied with each shipment.

#### 10. CHEMICALS FOR USE IN PRODUCT REALIZATION

All chemicals listed on purchase order must have the following to be accepted by Certified Metal Finishing, Inc.

- C of C with all the requirements
- Material safety data sheets (MSDS) (latest revision)
- Product data sheet (latest revision)
- No broken, breached, opened or otherwise tampered with containers
- Identification markings on each container specifying chemical/product name and part number along with manufacturer

#### 11. CERTIFICATION OF CALIBRATION

Certification of calibration attesting to the accuracy of the items procured in this purchase order shall (if specifically requested) be supplied with each shipment. This certification must contain all test parameters necessary to demonstrate conformance to the manufacturer's specification and be traceable to NIST or international standards. The traceable standards must be available upon request.