

I. F. Metalworks Purchase Orders Terms & Conditions

The following terms apply as indicated on the face of the Purchase Order. If you cannot meet any applicable term(s), notify the responsible I. F. Metalworks Buyer immediately. Any exception to any of the Purchase Order clauses must be approved, in writing, and signed by the responsible Buyer and/or Quality Manager.

- Q1 I. F. Metalworks Right of Inspection:** I. F. Metalworks reserves the right to inspect any or all materials included in this order at the vendor's plant.
- Q2 I. F. Metalworks Source Inspection:** I. F. Metalworks Inspection is required @ sellers facility. Evidence of such Inspection will be Indicated on the shipping report, process certification, or fabrication order accompanying each shipment. Seller will notify I. F. Metalworks Quality Assurance Department @ least Five days prior to processing or manufacturing so that appropriate planning for I. F. Metalworks Source Inspection can be accomplished.
- Note: Seller shall provide a copy of the purchase contract to the Buyers Quality Representative serving their plant upon request.
- Q3 I. F. Metalworks Work Surveillance:** Work under this Purchase Order is subject to I. F. Metalworks' surveillance at Vendor's location. I. F. Metalworks' QA Representative may elect to conduct Inspection on a surveillance basis, or perform 100% Inspection. Vendor will be notified by I. F. Metalworks if Inspection or surveillance is to be performed on specific shipments. No shipments are to be held for I. F. Metalworks Inspection unless notification, in writing, is received prior to the scheduled ship date.
- Q4 Government Source Inspection:** Government Inspection is required prior to shipment from vendor's plant. Upon receipt of this order, promptly notify the Government Representative who normally services your plant, so that appropriate planning for Government Inspection may be accomplished. The vendor shall furnish the Government / Representative with all drawings and specifications necessary for Inspection. In the event the Government Representative cannot be located, the I. F. Metalworks Buyer shall be notified immediately. **NOTE:** Government Source Inspection does not relieve the vendor of the responsibility for the product meeting all applicable Drawing/ Specification requirements.
- **Note:** Seller will provide evidence Of Government Inspection on their shipping report accompanying each shipment.
- Q5 Government Inspection:** During performance on this contract ,your quality control or Inspection system & manufacturing process are subject to review, verification, & analysis by authorized Government representative. Government source Inspection or release of product prior to shipment is not required, unless notification, in writing, is received prior to the scheduled ship date.
- Q6 I. F. Metalworks Customer Source Inspection:** During performance on this contract ,your quality control or Inspection system & manufacturing process are subject to review, verification, & analysis by authorized customer representative. I. F. Metalworks Customer Source Inspection or release of product prior to shipment is not required, unless notification, in writing, is received prior to the scheduled ship date.
- Q7 I. F. Metalworks Customer Source Inspection:** I. F. Metalworks Customer Source Inspection is required prior to shipment from vendor's plant. Upon receipt of this order, promptly notify I. F. Metalworks QA department so that appropriate planning for I. F. Metalworks Customer Source Inspection may be accomplished. The vendor shall furnish the Representative with all drawings and specifications necessary for Inspection.
- Note:** Seller will provide evidence of I. F. Metalworks Customer Source Inspection on their shipping report accompanying shipment.
- Q8 First Article Inspection:** I. F. Metalworks Quality reserves the right to perform a Source First Article Inspection. The vendor shall notify the Buyer 72 hours in advance that the article/item is ready for Inspection. Evidence of such Inspection will be indicated on the shipping report, process certification, or Inspection document an accompanying each shipment.
- Q9 General Compliance:** By the acceptance of this Purchase Order, Seller agrees that materials/items and/or finished parts shall be controlled, Inspected and tested in compliance with, and will meet all specified Purchase Order requirements drawing/ specifications, and that applicable records are on file for at least five (5) years, subject to I. F. Metalworks or I. F. Metalworks' Customer examination.
- Q10 Specific Compliance:** The vendor shall furnish a Certificate of Compliance (C of C), signed by an official representative for the vendor. Materials, Processes, Services and/or furnished items, in accordance with the instructions, drawings/specifications furnished with the Purchase Order shall have signed Certification included with the Packing Slip in the form of a C of C. Each C of C shall identify the Purchase Order Number, Part Number, revision, Serial Number, if applicable, Specification, Drawing, and lot/batch number as applicable to the content of the Purchase Order. Inspection and Test data shall be maintained for five (5) years, unless otherwise specified, and is subject to I. F. Metalworks or I. F. Metalworks' Customer examination. The C of C must state the name of the manufacturer when ordered from a distributor, and shall accompany each shipment.
- Q11 Inspection/Test Data:** One (1) copy of actual Inspection/Test Data shall accompany each shipment.
- Q12 Corrective Action:** Seller shall, on request, on forms designated by Buyer, provide statements of Corrective Action on failures of seller's hardware. Corrective Action statements, @ buyer option, may require approval signature by Buyer Quality & Government Quality representatives. All rejected articles resubmitted by seller to Buyer shall bear adequate identification including reference to Buyer's rejection document.
- Q13 Dimensional Data:** The vendor shall submit Recorded Dimensional findings with each shipment. Vendors Inspection Equipment shall Calibrated and be traceable to the NIST.
- Q19 Workmanship:** All items on this order shall be fabricated, processed, protected and finished in such a manner as to be uniform in quality and appearance and be free of defects that will affect form, fit, function, life, safety or serviceability.
- Q20 Manufacturing & Inspection Control Plan:** Seller will submit a manufacturing & Inspection control plan for I. F. Metalworks approval. As a minimum, the plan will delineate the sequence of manufacturing operations to be performed, the type of each Inspection specified, & , if applicable, the specifications that define each Inspection requirement. This plan will be submitted to I. F. Metalworks purchase order originator & approved by I. F. Metalworks Quality Assurance **Prior to production of the product ordered.** I. F. Metalworks approval of this plan does not relieve Seller of the responsibility to perform all Inspection required by the applicable specifications. After approval by I. F. Metalworks Quality Assurance seller will comply with the plan submitted. Any changes to the approved plan will be submitted to I. F. Metalworks for re-approval.

- Q21 First Piece Inspection:** The vendor shall submit a First Piece sample item for dimensional and/or functional approval prior to producing production items. The vendor shall notify I. F. Metalworks Buyer when the item is ready for approval examination. I. F. Metalworks may choose to perform examination at vendor's facility or may require vendor to ship sample part(s) to I. F. Metalworks for examination. Notification of place of examination, in either case, will be made in writing by I. F. Metalworks.
- Q22 Trace ability/Records:** The vendor shall retain records as a means of objective evidence of the quality of items supplied (manufactured, fabricated, assembly, Inspection, Test, Special Processes, etc.) for a minimum of five (5) years, or as otherwise indicated on the Purchase Order. All records shall be maintained in a manner to prevent deterioration. Records shall be subject to examination by I. F. Metalworks or I. F. Metalworks' Customer copies of these records shall also be available upon request. Once the required retention time has passed all records shall be shredded and disposed of.
- Q23 Age Control :** The vendor shall include the material type, condition, lot or batch number, specifications, Manufacturer, date of Manufacture, and shelf life expiration date, on all perishable/shelf life material Certifications. The vendor shall supply the Hazardous Material Identification System (HMIS), the Manufacturing Data Sheets, when applicable, and the Material Safety Data Sheets (MSDS) with the material, as required.
- Q24 Dealers and Distributors:** The vendor must supply Manufacturers Certification with each shipment.
- Q25 Material Test Reports:** The vendor shall submit a copy of the Chemical and Physical Test Report with actual Test Data for the materials shipped under this order. Seller will mark each individual item and applicable document, test report, shipping report, & certification to show clear trace ability to lot, heat lot, or batch number. Unless otherwise directed by purchase order or the specification, when the size of the item does not permit marking of individual items, Seller will label each package or box furnished.
- Q26 Retained Data:** Physical and Chemical Test Data of raw materials used in the fabrication of articles on this order shall be retained on file by the supplier for a period of five (5) years, and are subject to I. F. Metalworks or I. F. Metalworks Customer examination, and a copy furnished upon request.
- Q27 X-Ray Inspection:** When X-Ray Inspection is required, the X-Ray number shall be marked on the material when so required by specifications. X-Ray photographs identifying part and position shall be maintained by the vendor, and submitted to I. F. Metalworks upon request. An X-Ray Inspection report shall be submitted with each shipment.
- Q28 Lot Control:** Lot identification number(s) shall be supplied with material/items, Inspection Records/Data traceable to the lot number identification, shall be available upon I. F. Metalworks request.
- Q29 SPC:** SPC requirements including SPC Data is required on this order.
- Q30 Configuration Control:** The vendor shall supply the revision(s) specified on this Purchase Order, unless a change is authorized, in writing, by I. F. Metalworks Buyer prior to shipment.
- Q31 Casting Information:** All Castings on this order shall be identified by a permanent casting number, part number and configuration, or by a method that will give complete trace ability of mold used in fabrication. Physical and Chemical Test Data of raw materials furnished on castings produced on this order shall denote the applicable heat number, batch or lot number, date of manufacturer, and shall be furnished with each shipment.
- Q32 Packaging:** Packaging materials shall not have a harmful effect on items shipped on this order. Packaging, unless otherwise specified, shall be performed to completely protect items from damage or deterioration during shipments
- Q33 Sub-Contracting of this Purchase Order:** Sub-Contracting of this Purchase Order other than original release to, is prohibited without prior written authorization from I. F. Metalworks purchasing Buyer and I. F. Metalworks' QA Department.
- Q34 Process Control:** The vendor shall maintain control and approval of all Manufacturing (ie.. welding, soldering, plating, painting, etc..) and inspection/Test, used in the performance of this order. The vendor shall maintain objective evidence of process qualification in accordance with applicable specifications. The approval status shall be subject to review and approval/disapproval by I. F. Metalworks or I. F. Metalworks' Customer.
- Q35 Over/Under Shipments:** No Over/Under shipments are allowed on this order without prior written authorization from I. F. Metalworks purchasing department.
- Q36 Calibration Control:** The vendor shall control the Calibration of all Measuring and Test Equipment (M & TE) against Certified Measurement Standards. The Calibration Control System shall conform to specification MIL-STD-45662 "Calibration System Requirements" or equivalent.
- Q37 Sellers Compliance With ISO 9001:2008:** Seller will comply with ISO 9001:2008, Inspection System Requirements or equivalent. Seller is required to be on I. F. Metalworks approved supplier listing.
- Q38 Notification of Non-Conforming Product:** Seller shall notify I. F. Metalworks immediately after discovering non-conforming product. At this time I. F. Metalworks will determine the disposition of the product, if the disposition is use-as-is the non-conforming material should be tagged and inspection data describing the non-conformance should accompany the product.
- Q39 Customer Approved Sources:** Seller is required to use Customer Approved Special Process Sources. The purchase order issued by I. F. Metalworks will be accompanied by a list of Customer Approved Special Process Sources. The processes, which require the use of these sources, will be identified on the purchase order.