



POLYTRONIX MACHINING AND FABRICATION

PURCHASE ORDER TERMS AND CONDITIONS

1. Polytronix Machining and Fabrication (PMF) reserves the right to review the processes and records associated with orders at all suppliers' facilities with appropriate notification. This right extends to our customers, applicable regulatory agencies, and to any sub-tier suppliers used in the fulfillment of purchase orders.
2. The Supplier is to notify PMF of changes in QMS Certification, Product/Process Certifications and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain PMF Approval before processing product related to specific purchase orders.
3. The supplier shall maintain a Quality Management System that complies with the requirements as identified in the Scope of Approval assigned by Purchasing and/or Quality and listed in the PMF Supplier Approval List. NOTE: (Examples: AS9100, ISO 9001, ISO/TS 16949)
4. The supplier Quality Management System shall include as applicable;
 - a. Compliance to all applicable statutory and regulatory requirements. (REACH, Dodd-Frank Conflict Minerals)
 - b. Compliance with FOD control and prevention, Conformance records, including material certification and/or Certificates of Conformance showing that all items listed in a Purchase Order meet specifications are required for each separate item listed.
 - c. Ensuring that all employees are aware of:
 - i. Their contribution to product or service conformity;
 - ii. Their contribution to product safety;
 - iii. The importance of ethical behavior.
 - d. Suppliers will flow down the requirements of Purchase Order to its sub-contractors and any suppliers at any tier for the performance of the Purchase Order.
5. All records created and/or retained by suppliers that provide evidence of conformity to PMF Purchase Orders or PMF Customers' requirements must be retained for a minimum of seven (7) years, maximum, as required by specific Purchase Order and/or Customer contract. Records shall remain legible, readily identifiable and retrievable. Records shall be available for review by Buyer and End Users in accordance with contractual and regulatory requirements.
6. Record Retention – In the event that product records will not be retained by Supplier for required number of years Supplier must notify PMF that records will not be retained at least six (6) months before the records will be destroyed in order that PMF can acquire the records for further retention. (Example: Material Analysis Reports, Certificate of Conformance, Special Processes Certification, Nadcap Certification as required).
7. Qualified personnel must perform all special processes required by any Purchase Order. Any differences between what is listed on the Purchase Order and what is provided by the supplier must be clearly identified, communicated and approved prior to shipping.
8. Suppliers are not, under any circumstance, granted MRB authority to alter the product characteristics. Detection of a nonconforming product regarding any order (currently in work or previously shipped) must be promptly communicated to our quality department for risk assessment. Supplier must have a Containment Procedure for all identified non-conforming product.
9. If any part of the order is outsourced to a sub-supplier, all applicable requirements and specifications must be communicated (including all applicable key characteristics) to each sub-tier supplier used.

10. When providing calibration services, all certificates must identify standards used and must be traceable to NIST (National Institute of Standards Technology). Documentation must record as-received/as-returned data if found to be out of tolerance. Notification of, and records of all adjustments must be included in all certification documentation.
11. Supplier shall package all material in a manner that ensures protection against deterioration and damage during shipment. Each shipment shall be identified with the following information.
 - a. PMF Purchase Order Number
 - b. PMF part number, as applicable
 - c. Purchase Order Line Item Number
 - d. Quantity of Each Item Shipped
 - e. Lot or Batch number (with any Required Materials Analysis Data)
 - f. Perishables – Identify each unit with appropriate markings such as expiration date, manufacture date, storage and handling conditions as applicable.
 - g. Supplier shall meet all governmental regulations in the transportation and disposal of applicable materials including documentation such as Material Safety Data Sheets (MSDS).
 - h. Certificates of Conformance, as required for materials and/or processes
12. Suppliers will ensure that their Counterfeit Parts program meets the requirements of AS5553 (SAE Standard Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition). Suppliers will ensure that their Counterfeit Parts program meets the requirements of AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Materials). Suppliers will flow down the requirements of Purchase Order to its sub-contractors and any suppliers at any tier for the performance of the Purchase Order.