 <b>TOLERANCE MASTERS</b> PRECISION MACHINING	Document #: <b>004-840</b>	Rev.: <b>02</b>
	Title: <b>Purchasing Order (PO) Clauses</b>	Page #: <b>1 of 5</b>

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
00	Original Release of this document	Rod Scherlin	6/23/21
01	Added sections 7 and 8 to this form.	Todd Snyder	10/17/2024
02	Updated with the changes made from revision C to D in AS9100 para. 8.4.3. Re-organization of this form	Todd Snyder	03/19/2025

**NOTE: WHEN THIS FORM IS REVISED, UPLOAD THE LATEST REVISION TO THE TMI WEBSITE**

## 1. Purpose

Tolerance Masters shall ensure the adequacy of requirements by communicating to the sub-tier said information through the purchase clauses as stated in this form.

## 2. General Standard Clauses

### Standard Processor Quality Clauses:

**(01) Nondisclosure Agreement:** Acceptance of contract acknowledges that The supplier will confidentially maintain all proprietary or sensitive information supplied by either Tolerance Masters or our customers. Sensitive information pertains to documents which create value when used.


**(02) Quality Systems requirements:** Customer Quality systems requirements flowed down in the contract are listed in the Purchase Order and must be complied with. Or if there are no Customer Quality systems flow down then Quality Systems as a minimum must be compliant to an accredited IAQG certifying body such as AS, ISO, NADCAP (system applicable to the supplier) or other third party.

**(03) Training/Competence:** Personnel performing processes affecting product/service quality within this PO shall be trained, qualified and determined competent by the supplier. The supplier shall maintain documentation of said employee competence, including any required including required certifications (e.g. welding, NDT) as applicable. For those services that require a qualification (i.e. welding, NDT, special machining, etc.), only those personnel qualified/certified to that task will perform the stated service.

**(04) Specification Revision:** Unless otherwise specified, product is to be manufactured, processed and/or tested as per the revision of the specifications stated on the PO and/or part drawing.

**(05) Inspection:** Suppliers' methods of inspection monitoring and measuring and the equipment used to verify conformance of product or processes shall comply with ISO 9001:2015 and ISO 10012-1, with results traceable to N.I.S.T (National Institute of Standards Technology) standards. If statistical techniques are required by Tolerance Masters, the supplier shall maintain documentation for product acceptance and related instructions for acceptance by Tolerance Masters (TMI).

**(06) Nonconforming Material:** Supplier must submit any nonconforming product for evaluation prior to shipment. Notification of suspect nonconforming product must be

	<b>TOLERANCE MASTERS</b> PRECISION MACHINING	Document #: <b>004-840</b> Rev.: <b>02</b>
Title: <b>Purchasing Order (PO) Clauses</b>		Page #: <b>2 of 5</b>

made within 24 hrs. of identification. The supplier must obtain permission from TMI prior to the final disposition or shipment of a nonconforming product. The supplier shall perform containment of the impacted product and clearly identify the impacted product when shipping to TMI.

**(07) Handling, Packaging, Preservation and Delivery** - The supplier shall use appropriate methods of handling, packaging and preservation to prevent damage of product in process and during delivery, including Foreign Object Debris (FOD) prevention. Packaging shall be inspected prior to use for signs of deterioration and FOD. All debris shall be removed.

**(08) Records Retention:** Retention of records related to the product or processes purchased by TMI shall be a minimum of 40 years and must be retrievable and legible back to the original purchase order. Suppliers will have a documented process for the disposition of retained records. Upon reaching the defined period of retention, the supplier will contact TMI for disposition authorization prior to disposal. If the supplier ceases business operations, they are to contact TMI to authorize final disposition of records prior to disposal. After this authorization is given by TMI, the records will be processed to prevent unintended access/viewing (i.e. shred, burn, etc.)

**(09) Right of Access:** Right of access shall be granted to TMI, our customers and/or regulatory agencies to any applicable areas of facilities, at any level of the supply chain involved in this order to verify the quality of contracted work, records and material. Exceptions may be proprietary processes pre-approved by the customer.

**(10) Outsourcing:** Supplier shall not outsource any operations without notification and prior approval from TMI. Upon approval by TMI, the supplier will use TMI designated or approved external providers, including process sources (e.g. special processes. The supplier will flow down to the outsourced applicable requirements including TMI's end-customer requirements. The supplier will control and monitor the outsource suppliers' performance as requested by the supplier.


**(11) Substitution:** substitution of any material, hardware and special processing materials is prohibited unless otherwise approved by TMI.

**(12) Changes:** Supplier shall notify TMI and obtain approval for changes to processes, products or services, including changes of their external providers (as previously approved by TMI), change in facility location or any other changes that have the potential to affect the quality of the product.

**(13) End User, Purchasing Documents:** Defined by end user / customer, templates are maintained by TMI in JOBoss

**(14) ITAR/EAR Classification:** This part has an ITAR/EAR classification, meaning that the product being processed or manufactured may be used in a military application. Technical information or documentation as part of the purchase order shall not be released or disclosed to any foreign entity or foreign national inside or outside the United States without obtaining U.S. government license or authorization. Violations to ITAR/EAR regulations are subject to penalty and or fines under 22 U.S.C. 2778

**(15) Counterfeit Materials:** Suppliers shall have a Counterfeit Material Control policy which complies with requirements to AS5553 for electronic components or AS6174 for

	<b>TOLERANCE MASTERS</b> PRECISION MACHINING	Document #: <b>004-840</b>	Rev.: <b>02</b>
Title: <b>Purchasing Order (PO) Clauses</b>		Page #: <b>3 of 5</b>	

non-electronic components. Suppliers shall have a policy in place to prevent fraud and falsification in the execution of the purchase order.

**(16) PPAP required:** PPAP (Production Part Approval Process) is required for this order using the elements listed in AS9145 and shall be submitted to TMI Quality for approval prior to first shipment. (This clause will be added ONLY for those end customers that require this clause).

**(17) Business Ethics:** Supplier will ensure that all persons are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.

### 3. Raw Material Clauses

#### Raw Material Quality Clauses:

##### **(R01) Certificate of Conformance (C of C) and Test Reports:**

A Certificate of Conformance must accompany each shipment. Suppliers shall show the full material and transfer of ownership traceability from the mill to their facility. The C of C accompanying shipments to TMI, will include as a minimum: name, nomenclature, material identification and quantity being shipped to Tolerance Masters. Mill test reports shall be included with the C of C of the material being shipped to TMI.

**Test reports.** The heat lot number of each test report must be traceable to the material. Raw material must be traceable to the original mill test report and must include objective evidence of compliance (e.g. mechanical tests) to the materials condition. Copies of test reports must be submitted with each shipment. All documents must be 100% legible. Reports shall state the following: ingot source, all thermo-mechanical processing (i.e. forging, rolling, drawing, etc.), heat treatment, chemical processing and inspections as required by applicable specification of the raw material.

##### **(R02) Chemical and Physical Analysis:**

Chemical and physical analysis reports are required as per the material specification requirements. Material testing must be performed by an accredited lab, and all reports traceable to the material heat lot.

##### **(R03) Casting / Forging Weld Repair:**

All casting / forging weld repair even if allowed by specification or furnished drawing must be reported to Tolerance Masters and casting / forging which were repaired identified on reports and Certificate of Conformance.


### 4. Standard Hardware/Commercial Off The Shelf (COTS)

#### **(ST01) Part Number and Revision:**

Unless specified by the PO, revision status is not required for off-the-shelf standard parts.

**(ST02) Substitution:** Substitution of standard parts is not allowed unless otherwise authorized by TMI

**(ST03) Certificate of Compliance/Purchase Receipt:** A certificate of compliance is not required unless otherwise specified by TMI in the PO. The purchase receipt will contain,

 <b>TOLERANCE MASTERS</b> PRECISION MACHINING	Document #: <b>004-840</b>	Rev.: <b>02</b>
	Title: <b>Purchasing Order (PO) Clauses</b>	Page #: <b>4 of 5</b>

as a minimum: part name, part number, quantity shipped, unit price, total price and name and address of the supplier.

## 5. Outside Machining Clauses

**(OM01): Inspection:** – A report of inspection of the characteristics machined will accompany the lot. As a minimum, the report will contain the following information: part number, characteristic(s) machined, required dimension/specification, actual achieved dimension/quantitative value, lot quantity, number sampled, number pass/fail.

**(OM02): Containment:** supplier will perform containment for those parts in which there were nonconforming inspection results. When shipping back to TMI, non-conforming parts will be conspicuously marked during packaging and segregated from the conforming parts in the shipment.

## 6. Special Process Clauses (Anodize, Paint, Heat Treatment, NDT, etc)

**(SP01) Pre-Penetrant Etch for Penetrant Inspection:** (a) When ASTM-E1417/E1417M is the required specification for processing, Pre-Penetrant Etch is not required unless directly stated in the purchase order work instructions.

**(SP02) Test Specimens:** When required, the supplier will provide test specimens for inspection/verification, investigating, or auditing

**(SP03) Process Suppliers:** Re-processing processes not meeting specifications are not allowed without concurrence from Tolerance Masters prior to any re-processing.

**(SP04) Non-Defined Processing:** Any processing not defined within the specification or drawing being called out is prohibited such as Shot Peening, Glass Bead, Sandblasting, Etc. Any processors having these operations in their facilities shall use precautions to

**(SP05) Processing Operations:** Any Processing operations which metallurgical changes the material properties shall require the processing steps for time and temperature to be shown on a Certificate of Conformance or Process cert. prevent parts from being exposed to this type of F.O.D. (Foreign Object Damage)


**(SP06) Special Process Certification:**

Certification must accompany each shipment. The certificate must reference at a minimum part number, part number revision, purchase order number, specification with revision, quantity, lot number, serial number (as applicable), and the name and address of process facility. Lot numbers and serial numbers are noted on the packing slip when applicable.

## 7. Chemical Clauses (Chemicals/Solutions/Solvents)

**(C01) Certificate of Compliance/Product Information Sheet:** will contain the following information:

- Documented traceability to manufacturer and QPL (Qualified Products List) if applicable.
- Manufactures D.O.M. (Date of Manufacture) is required to be stated on
- Certificate of Conformance or Product Information Sheet.

 <b>TOLERANCE MASTERS</b> PRECISION MACHINING	Document #: <b>004-840</b>	Rev.: <b>02</b>
	Title: <b>Purchasing Order (PO) Clauses</b>	Page #: <b>5 of 5</b>

- Manufactures shelf-life terms or recommended shelf life is required to be on Certificate of Conformance or Product Information Sheet. Manufacturers' shelf life must have a minimum of 75% shelf life remaining at time of shipment to TMI.
- (C02) Safety Data Sheets:** Supplier will comply with OSHA requirements regarding the use, training, availability and distribution to customers of Safety Data Sheets (SDS) for all chemicals sold to TMI.

## 8. Calibration Clauses

### (CA01) Qualifications

Items for calibration, and facilities thereof, shall meet the requirements of ANSI/NCSL Z540-1 (calibration laboratories), ISO 10012, ISO 17025, or ANSI/NCSL Z540.3 (requirements for the calibration of measuring test equipment) as applicable.

### Calibration Reports:

**(CA01)** The supplier **shall provide a calibration report/certification** supporting the calibration services performed. The report/certification shall contain, as a minimum:

**(CA02)** Measurement data results

**(CA03)** Statement certifying traceability to National Standards (NIST).

**(CA04)** Listing of standard(s) used to perform test(s) with last calibration performed date(s) and next calibration due dates.

**(CA05)** Statement of measurement uncertainty and ambient environmental conditions (i.e., ambient temperature and humidity) at time of test(s). Calibration technicians shall have yearly eye exams completed and on file.

## 9. Customer Specific Clauses

Clauses required by end customers are maintained in JOBboss such that the PO will be populated with said clauses upon generation and issue.