

## PURCHASE ORDER CLAUSES

### I. These requirements apply to all suppliers:

- Q1. Right of Entry** – The buyer, the buyer’s customer and their customers or any applicable regulatory agency shall have right of access to all facilities involved in the order and to all applicable records.
- Q2. Quality System** - The supplier shall maintain a quality system meeting the requirements of the ISO 9001 family of standards unless otherwise agreed to by 3D Machine.
- Q3. Notification of Nonconforming Product** – The supplier shall immediately notify 3D Machine when it is suspected or known that nonconforming material has been delivered. The notification must include a clear description of the actual or suspected nonconformance.
- Q4. Notification of Inability to Ship** – The supplier shall notify 3D Machine as soon as it has been determined that supplier is not able to ship as specified.
- Q5. Changes in Product Definition** – The supplier shall notify 3D Machine of any changes in product definition prior to shipment of the product.
- Q6. Use of Customer Approved Special Process Sources** – The supplier shall use and direct sub-tier suppliers to use 3D Machine or 3D Machine’s customer’s designated suppliers as instructed on 3D Machine’s purchase order.
- Q7. Packaging & Preservation** – The supplier shall ensure that packaging and preservation is adequate to prevent damage or deterioration during shipment to 3D Machine.
- Q8. Records** – Supplier shall retain and maintain quality records associated with product shipped to 3D Machine from deterioration for a minimum of seven years unless otherwise specified by purchase order.
- Q9. Hazardous Material** – The supplier shall furnish applicable Material Safety Data Sheets for products designated by industry, state, or federal agencies as hazardous materials.

*Please see additional product related quality requirements on page 2.*

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**II. Additional product-specific requirements.**

- Q10. OEM’s Certificates of Analysis** - Mill or product certificates denoting chemical and physical properties shall accompany each lot/shipment.
- Q11. Domestic Specialty Metals** – Raw materials shall not be procured from foreign agencies or produced in non-domestic mills unless previously approved by 3D Machine. Specialty metals identified in DFARS Clause 252.225-7014 which have been melted outside the United States, its possessions, or Puerto Rico are prohibited and must be approved by 3D Machine prior to shipment. If approval is granted, an independent laboratory analysis may be required.
- Q12. Segregation of Product** – Raw materials must be supplied in single heat lots only. Supplier must obtain approval from 3D Machine prior to shipping multiple heat lots. If permission is granted, the material must be shipped in separate, clearly identified containers, bundles or skids. The supplier shall not mix material of any type. Material of different type, thickness, etc., must be shipped in clearly identified and separate containers, bundles, or skids.
- Q13. Certificate of Conformance** – The supplier shall submit 1 copy of the Certificate of Conformance with each shipment.
- Q14. Required Test Specimens** – The supplier shall provide test coupons or specimens as requested by 3D Machine’s purchase order.
- Q15. Required Test, Inspections, & Related Instructions** – The supplier shall perform or obtain tests and/or inspections and provide the resulting data to 3D Machine prior to shipment or with shipment of the product, as instructed on 3D Machine’s purchase order.
- Q16. Inspections** - A dimensional inspection report is required.
- Q17. Inspections**- First articles must conform to AS 9102.
- Q18. Inspections** - Calibration certificate traceable to NIST.
- Q19. Other** - See purchase order for additional requirements.

*These clauses apply for the commodities shown below. The purchase order provides further clarification and additional information, if necessary.*

TYPE OF SUPPLIER	Q10	Q11	Q12	Q13	Q14	Q15	Q16	Q17	Q18	Q19
Raw Material	X		X							X
Machining				X			X			X
EDM				X			X			X
Grinding/Honing				X			X			X
Finish Processing				X						X
Heat Treat						X				X
Hardware				X						X
Calibration									X	X
Castings/Forgings				X		X				X



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