



SUPPLIER PURCHASE ORDER TERMS AND CONDITIONS

The following are requirements for selling production material and services to Skillcraft Machine Tool Inc, 255 Nutmeg Rd S., South Windsor, CT.

NOTE: For any questions or concerns about any of the clauses please contact your Skillcraft buyer.

Orders may contain technical data, export of which is restricted by the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). Disclosure to foreign persons without prior U.S. Government approval is prohibited. Violations of these export laws and regulations are subject to severe civil and criminal penalties.

C of C – A Certification of Conformance is mandatory for this order and must call out all applicable military specifications as called out on the purchase order or drawing, must be signed by an authorized company officer noting his or her title.

Identification – All material and product must be clearly identified by accompanying paperwork as to Quantity, Part Number, and Revision.

MRB – There is absolutely no MRB authority. Skillcraft must be notified of any suspect or discrepant material prior to shipment.

Right of Entry – During or after performance of the order, authorized Government Representatives and/or Skillcraft customer representatives have the right of entry to review, verify, and analyze the sub contract product or process.

Process Changes – Major changes in the processing, manufacturing, equipment, location, or sub-contracting must be reported and approved by Skillcraft.

Quality System – Seller's Quality Control system, at a minimum, must be in conformance with the following ISO 9001 sections (as applicable)

- 8.2 Contract Review
- 8.4 Purchasing
- 8.5 Production and Servicing
- 7.1.5 Calibration system for measurement and monitoring equipment that is traceable to NIST standard
- 8.1 Process Control and Monitoring
- 8.6 Product Release
- 8.7 Control of Non-conforming product
- 10.2 Nonconformity and Corrective Action

Raw Material Certifications – Suppliers shall maintain a copy of all procured raw material mill certifications, which must be readily retrievable and shall include material specification, description, alloy and condition, physical properties, chemical analysis, and lot number(s).

Metallic raw material distributors shall include a copy of the original mill certification with shipment of deliverable material. Supplier shall maintain copies of all subcontracted special processes. Suppliers shall also obtain and maintain sub-tier supplier process certifications. No submittal is required unless specifically required per purchase order or other requirements herein. Supplier's material/special process and sub-tier supplier/processor certification and test results shall be made available upon request.

Records – Records of inspection are required with numerical or statistical values, to be kept on file and available for review. The supplier shall maintain quality records in accordance with the applicable quality system for a minimum of 10 years from completion of purchase order unless otherwise noted on the purchase order. Records shall include, but not be limited to:

- Evidence of inspection to assure adherence to applicable drawings or specifications and revisions
- Inspection test reports
- Records to indicate control of special tooling and special test equipment
- Test data records of all qualifications and acceptance test performed
- Raw material and process certifications

Note: If signed record(s) are sent to Skillcraft then the Supplier does not have to maintain these record(s) unless required by statutory, regulatory or other regulations.

Shipping Documents – Supplier shall provide a packing sheet for each separate shipment with the following minimum requirements:

- Suppliers company name and address
- Purchase order number, line item(s) and part number
- A Skillcraft dispositioned non-conformance document, as applicable

Certifications – Certification reports are required for material, heat treat, welding, black oxide, etc.

- Heat treat certifications must have the actual hardness results, not a repeat of the requirement range.
- All outside process certifications must contain some traceability to the Skillcraft purchase order. This could include the PO number itself, part number, or reference number.
- Any additional requirements, or changes to the requirements above, will be specified on the purchase order.

Sub-Contracting – All applicable Skillcraft requirements must be flowed down to all sub-contractors. Skillcraft, their customers, and regulatory authorities reserve the right of access to all levels of sub-contractors and any applicable records.

Age Sensitive Material – Suppliers of aged sensitive material shall provide original manufacture/cure date, lot number(s), expiration date or length of shelf life (if indefinite, so stated). Supplier shall forward any special storage/handling instructions. "Shelf life items/material will have not less than 80% of shelf life remaining at time of receipt by Skillcraft. Any delivery from a supplier not having at least 80% shelf life remaining is considered non-conforming.

Test and/or Inspection data – is required to be sent in with shipment.

Government Inspection – as required prior to shipment.

Test specimens or coupons – as required by purchase order or drawing(s).

Tooling – Skillcraft owned or Skillcraft customer owned tooling is for the exclusive use of Skillcraft product unless otherwise negotiated and agreed upon in writing.

Performance – Supplier's performance will be measured and monitored for on-time delivery and quality of product. Suppliers who only supply commercial off the shelf (COTS) items will not be measured or monitored at this time.