

<b>Domaille Engineering</b>	<b>Purchasing and Quality Clauses</b>
<b>PURC 4000</b>	<b>Revision: D</b>

**P01 – PRECISION PARTS**

These are precision parts produced at substantial cost. They must be handled with care and repackaged in the original shipping container. No nicks, dents, or abrasions will be tolerated.

**P02 – MSDS SHEET**

Please send a “Material Safety Data Sheet” that meets the OSHA hazard communication standard on all potentially hazardous chemicals or materials with your shipment.

**P03 – BUYER RETAINS TITLE**

Buyer retains title to all drawings, designs, specifications, and technical data furnished to Supplier for use with this order. All documents are to be treated as Buyer’s confidential information, which shall be used by Supplier only to complete this order and shall be returned upon completion or termination of this order along with all copies or reproductions of the documents. All materials, including tools, special dies and patterns, or anything specifically paid for by the Buyer, shall be the property of the Buyer; shall be returned to the Buyer when no longer required; shall be segregated and clearly identified as property of the Buyer; and shall be used only to produce parts exclusively for the Buyer. Supplier assumes all risk and liability for loss or damage, except for normal wear and agrees to permit inspection and to supply detailed statement of inventory upon request from Buyer.

**P04 – INSURANCE CLAUSE**

Supplier is to maintain all necessary liability insurance to protect themselves against claims for bodily injury or death of any person or persons whether or not employed by contract, which may arise from any operation in connection with work covered by this order. Required insurance in all cases will be Workman’s Compensation and Employer’s Liability for the state involved, and Public Liability Insurance. If you select any portion of this order, it will be necessary that you carry Supplier’s Protective Liability Insurance. A copy of your “Certificate of Liability Insurance” must be forwarded to Buyer prior to beginning work on this order. You must provide a safe work environment. Supplier will abide by Buyer’s safety policy of wearing safety glasses with side shields at all times in designated areas.

**P05 – DROP SHIPMENTS**

Please Note: This is a drop shipment to another company. On the same day the shipment is made, a copy of either the packing slip or a shipping document must be sent to the attention of the Buyer on the purchase order.

**P06 – SEND ACKNOWLEDGEMENT**

Send acknowledgement of purchase order with price and delivery within 48 hours.

**P07 – TRACEABILITY AND IDENTIFICATION**

Material requiring heat lot traceability will be individually identified and traceable to the purchase order.

**P08 – UNIQUE IDENTIFICATION**

All items shall be identified with the specific identification requirements per purchase order and drawings.

**P09 – DOMESTIC MATERIAL RECEIVED**

Preference for certain domestic commodities - DFARS 252.225.7009

**P10 – BUY AMERICAN ACT**

Buy American Act – DFAR 252.225-7001

**P11 – PHYSICAL MATERIAL ID**

Physical Material Identification: Supplier is required to identify each piece of physical material being shipped with information from the purchase order. The information required is: (a) the part number; (b) the part number revision level; (c) the heat lot number, where applicable.

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**P12 – BAN TEXT MESSAGING WHILE DRIVING**

Encouraging Supplier Policies to Ban Text Messaging While Driving – FAR 52.223-18  
Contract value exceeds \$3,000

**P13 – EMPLOYMENT REPORTS ON VETERANS**

Employment Reports on Veteran – FAR 52.222-37  
Contract value exceeds \$100,000

**P14 – INTEGRITY OF UNIT PRICES**

Integrity of Unit Prices – FAR 52.215-14  
Contract value exceeds \$150,000

**P15 – CONFLICT MATERIALS**

Reporting of 3 T and G usage (i.e., Tin, Tantalum, Tungsten and Gold)

**P16 – ITAR**

This purchase order may contain and/or reference documents containing information subject to the International Traffic in Arms Regulations (ITAR). Suppliers may not export, release, or disclose such information to foreign nationals without first complying with export license requirements of ITAR.

**Q01 – CERTIFICATE OF CONFORMANCE**

You are required to submit with each shipment a Certificate of Conformance (C of C) signed or stamped by a Quality Representative or relevant authority. The C of C shall reference the Buyer’s Purchase Order Number, Part Number, Part Revision, Quantity of Parts Processed, and Serial Number (if applicable). The C of C must also state that the materials furnished to the Buyer are in conformance with all requirements listed on the purchase order, drawings, applicable regulatory and/or statutory requirements, and standards with their specified revision level. Supporting documentation will be on file, including approved written procedures for all special processes.

**Q02 – TEST CERTS**

A copy of the actual test report(s) referencing Buyer’s purchase order, supplier name and address, and/or independent laboratory’s name and address, part number(s), part name, serial number if applicable, lot/batch, list of parameters tested, and test date, must accompany each shipment. These reports shall be verified by an authorized quality representative or relevant authority of Supplier’s company by signature or inspection stamp.

**Q03 – MATERIAL CERTS**

A copy of the actual chemical composition and actual mechanical properties for each lot, batch, or heat, shall accompany each shipment and must reference Buyer’s purchase order number. Buyer’s purchase order number shall be referenced on the cert, or the packing list shall reference the Buyer’s purchase order number and mill cert.

**Q04 – TEST SAMPLES**

Test sample(s) shall be submitted with each shipment to conduct tests in accordance with the purchase order requirements and/or referenced specification. Each sample shall be clearly marked to provide traceability to shipped materials.

**Q05 – SOURCE INSPECTION**

Source inspection is required prior to shipment from your facility. Notify Buyer’s Quality Assurance Department when articles are ready for inspection at:

DE-domaillequality@domaillecompanies. or 507-281-0275

**Q06 – PROCESS APPROVAL**

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Your process(s) must be approved by our customer before performing any specialized processing to this purchase order. You are required to notify Buyer's Quality Assurance of any changes which may negate any previous qualifications, certifications, and approval statuses, as related to this material.

**Q07 – CONTROL CHANGES**

The Supplier is responsible for controlling changes to product manufactured or processed to drawings, specification and or purchase order requirements. The Supplier shall notify Buyer and obtain approval prior to any proposed changes to approved designs, processes, fabrication methods, or non-conforming materials prior to incorporating the change and delivery of the product.

**Q08 – CRITICAL PARTS**

Articles covered by this order have been identified as critical. Supplier is required to assure that affected employees are aware of the critical nature of these articles and that appropriate steps are taken to safe-guard product quality.

**Q09 – PACKAGING**

Supplier shall provide all necessary care in packaging to insure Buyer's parts or materials are not damaged. Stacking of plates, bars, sheets, coils, castings, or parts, shall not cause warping, distortion, nicks, dents, gouges, scratches or other damage, inadequate use of pallets, cardboard, bags, boxes, containers, bubble wrap. Styrofoam chips, foam, paper media, etc. meant to protect parts or material delivered to Buyer or to another destination on Buyer's behalf, shall not be the cause of material or part damage.

**Q10 – GOVERNMENT INSPECTION**

During performance on this order, Supplier's quality control or inspection system and manufacturing processes are subject to review, verification, and analysis by authorized Government representatives. Government inspection or release of product prior to shipment is not required unless otherwise notified.

**Q11 – DO DEFENSE RATED**

This is a DO Defense Rated order. The material is needed at the "ship to" location on the specified "delivery required" date. Supplier is required to give this order priority over unrated orders and orders with lower priority ratings. Supplier is required to make every effort to deliver this material by this need date. FAR 52.211.15.

**Q12 – DX DEFENSE RATED ORDER**

This is a DX Defense Priority Rated order. The material is needed at the "ship to" location on the specified "delivery required" date. Supplier is required to give this order priority over unrated orders and orders with lower priority ratings. Supplier is required to make every effort to deliver this material by this need date. FAR 52.211.15.

**Q13 – QUALITY MANAGEMENT SYSTEM (i.e., QMS)**

Supplier is responsible for maintaining a documented QMS that complies with a nationally recognized standard (i.e., ISO 9001-2008 or AS9100), as applicable to the work scope stated in this order. The QMS shall also maintain a quality control system that inspects products prior to shipment to prevent delivery of non-conforming product. Notwithstanding the provisions of this clause, the Supplier is in no way relieved of the final responsibility to furnish the product, supplier, or services specified herein.

Procedures, plans, and records will be made available for review by request of authorized Buyer representative. This system shall be subject to audit by Buyer's Quality Assurance Representative.

**Q14 – DRAWINGS/SPECS**

A drawing/specification package must accompany parts when shipped to the Supplier. This same drawing/specification package must be returned by the Supplier with the parts. Note: These documents are controlled. Copying or otherwise altering these documents is prohibited unless prior authorization has been given by Buyer.

**Q15 – DESIGNATED SOURCE**

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Buyer has delegated a Supplier QA Representative to be a Buyer Designated Source Inspector. This person has been issued a Buyer Delegated Source Inspector Stamp. The RDSI has been trained in Buyer's Customer requirements and is responsible for compliance.

**Q16 – NON-CONFORMING PRODUCT**

Supplier must establish controls to assure that nonconforming materials are identified, segregated, dispositioned, and controlled to prevent inadvertent use or delivery.

The Supplier shall immediately notify Buyer of any nonconforming product found in inventory from which product may have been delivered to Buyer. During performance, any deviations noted from established drawings or specifications must be reported immediately to Buyer. No deviations will be considered approved without written confirmation of the fact from Buyer. Under no circumstances are repairs to be taken without prior written approval.

**Q17 – 100% INSPECTION**

Supplier is required to perform 100% Inspection on all parts supplied on this purchase order. Actual readings for all dimensions must be recorded and submitted with the associated parts on this order. In addition, inspection records must be retained for a minimum of seven (7) years, or as specified by the Buyer's purchase order.

**Q18 – FIRST ARTICLE**

Supplier is required to submit a complete written 1<sup>st</sup> Article Inspection Report including 100% of the actual readings for all dimensions. The 1<sup>st</sup> Article Inspection shall be performed and documented per the requirements in AS9102. Report shall accompany the parts and reference Buyer's purchase order number. Inspection records must be maintained by Supplier for a minimum of seven (7) years or as specified by Buyer's purchase order.

**Q19 – PROPRIETARY DESIGN**

Supplier agrees not to make any change in materials or design details which would affect the part of any component part thereof with regard to (a) part number identification, (b) physical or functional interchangeability, and (c) repair and overhaul procedures and processes and material changes which affect these procedures without prior written approval of Buyer and without revising the part numbers and the originals of all drawings or data.

**Q20 – TIME AND TEMPERATURE CHARTS**

Supplier shall include quality evidence such as oven charts and data verifying conformance to the specified hardness, also known as Time and Temperature charts.

**Q21 – SPC**

Control Charts showing the current process capability (i.e., Cpk, Ppk) are required with each shipment. Each chart must reference Buyer's part number, purchase order number, sample frequency and gage used. Where the process capability is below the industry standard (i.e., Cpk =>1.33, Ppk => 1.00) a certification of 100% inspection of that feature must be provided. Specific dimensions requiring SPC data collection will be listed or referenced on the purchase order. Sampling plans shall satisfy the requirements of ANSI/ASQ Z1.4 when statistical methods for product acceptance are used on parts, assemblies and components used on Buyer's or its Customers products.

**Q22 – MOLD IDENTIFICATION**

Parts produced from multi-cavity molds must have mold produced markings that can be used for cavity identification and traceability.

**Q23 – SHELF LIFE ITEMS**

These may include adhesives, paints, varnishes, enamels, conformal coating and etc. If material is age sensitive either for shelf life storage or after the container is opened, material must be identified on container or separate batch/lot certification. Also identify date of manufacture either on container or separated certification packaged with each lot or shipped. If the product is not age sensitive, state this on the certificate.

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**Q24 – CERTIFICATION OF TEST EQUIPMENT AND MEASUREMENT STANDARDS CERTIFICATE OF CALIBRATION**

The Supplier shall submit a certificate of calibration, when product acceptance is solely based on the Supplier’s inspection data. At a minimum the certificate shall include Buyer’s purchase order number, equipment ID, equipment name/type, calibration due date, a statement that master gages are traceable to NIST standards and a statement of compliance to a certified QMS standard.

**Q25 – INTENTIONALLY LEFT BLANK**

**Q26 – FLOW DOWN REQUIREMENTS**

All Purchasing and Quality clauses indicated on the purchase order as well as requirements and specifications cited on prints and/or drawings must be flowed down to sub-tier suppliers.

**Q27 – CORRECTIVE ACTION (CA)**

Acceptance of this Purchase Order obligates the Supplier to perform, upon request, a corrective action investigation when discrepant product is received by Buyer. A written report shall be furnished with a reasonable time period to complete the corrective action to prevent reoccurrence.

Supplier may use their own internal CA form provided it has at a minimum the following items;

- Buyer Purchase Order number
- Buyer CA number
- Supplier CA number
- Description of the nonconformance
- Root cause investigation notes
- Action(s) being implemented
- Date of completion for each action.

**Q28 – DOCUMENT CONTROL**

Supplier shall receive written approval from Buyer when it is determined that their internal documentation will be used as objective evidence provided to the customer to document design, process, and/or quality data for the product identified on the purchase order.

**Q29 – RECORD RETENTION AND DISPOSITION**

Supplier shall maintain all records of design, production, and inspection for a period of no less than seven (7) years. Buyer, its customer, and regulatory/statutory agencies reserve the right to the Supplier’s facility and all quality records pertaining to this purchase order. Record disposition must be performed in accordance with export regulations, i.e. ITAR.

**Q30 – SURVEILLANCE/RIGHT OF ENTRY AGREEMENT**

The authorized Quality Representative or relevant authority of Buyer shall have the right to maintain cognizance over the Quality Assurance inspection system imposed on the Supplier. Accordingly the Supplier is expected to grant the designated representative access to their facility at all reasonable times and access to areas where the production of the item(s) covered by the Purchase Order is taking place. Where these areas infringe on the Supplier proprietary processes of a sensitive nature, or involve security with respect to other Supplier products being fabricated, mutually satisfactory arrangements shall be made with Buyer. The Government and/or Buyers’ Customer have the right to inspect any or all of the work included in the Purchase Order at the Supplier’s facility.

**Q31 – INSPECTION RESULTS REPORT**

The supplier shall furnish a stamped /signed and dated report of inspection results for each lot of parts shipped. Actual results are preferred where practical. Format is optional and can simply be a copy of the Supplier’s inspection records.

**Q32 – DOCUMENT LEDGIBILITY**

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Supplier shall provide documentation that is legible and readily identifiable (e.g., Certificates and Reports).

**Q33 –RAW MATERIAL CHEMICAL/MECHANICAL PROPERTIES LIMITS**

Supplier shall ensure that Chemical and Mechanical properties for the raw material are guard banded no less than 3% of the minimum and/or maximum properties defined on the raw material certificate from the manufacturer.

**Revisions**

<b>Rev.</b>	<b>Author</b>	<b>Date</b>	<b>Summary of change</b>
A	MLZ	6/5/2017	Initial release
B	MLZ	7/26/2017	Moved Q25 to PURC4002 T&C
C	JSR	11/13/2020	Update Q29 to include Disposition
D	JSR	8/30/2021	Update Q01 to include revision