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**PURCHASE ORDER CLAUSES**

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**1.0 Forms and Documented Information**

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Dear Supplier

**Clauses 1.1 thru 1.19 apply to all Purchase Orders.**

**1.1 Quality Assurance**

Supplier compliance and/or certification to AS9100, ISO 9001, or equivalent accreditation is required (except where pre-approval from Customer has been provided in written format). The supplier's quality system at a minimum shall demonstrate adequate process controls to ensure the Supplier can meet **Bend-Tek Inc.** Purchase Order requirements.

**1.2 Requirements Flow Down**

Suppliers are responsible for compliance to all stated Quality Clauses. The supplier shall have a process for identifying and reviewing all **Bend-Tek Inc.** requirements, including the purchase order, all related purchasing specifications and drawings, as well as all associated subordinate documents. Additionally, this includes approved sources for raw materials, processes, and requirements for delivery. The supplier shall be responsible for ensuring that appropriate requirements flow down to sub-tier suppliers.

**1.3 Records Retention**

The Supplier shall maintain records for a minimum of ten (5) years that provide objective evidence of compliance to the purchase order requirements and/or specifications. The records shall be legible and must be retrievable within 72 hours of a request.

**1.4 Control of Non-Conforming Material**

The supplier shall have complete traceability regarding product non-conformity and the associated disposition. The non-conformance system shall be described as part of the Quality System, and records shall be readily available to **Bend-Tek Inc.** on request. This system shall ensure that all non-conforming material is positively identified to prevent use, shipment, and intermingling with conforming material. Any disposition of use as intended, or repair, must first be approved by **Bend-Tek Inc.** Program Management.

**1.5 Corrective Action Request**

Acceptance of this purchase order obligates the seller to perform, upon request, a corrective action investigation when discrepant material is received by the buyer. A written report shall be furnished, within a period of five business days, which is specific and conclusive to prevent a reoccurrence of the discrepancy.

**1.6 Quality/Inspection System**

The supplier shall maintain a quality/inspection system which is in conformance with the requirements of AS9100 and/or ISO 9001 to include: Receiving, First Article, In-Process

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and Final inspection including Inspection and Test Records supplied to **Bend-Tek Inc.** at the point of First Article Inspection (FAI) (if requested via **Bend-Tek Inc.** Purchase Order) and upon completion and shipment of said order.

### **1.7 Quality Assurance Traceability of Materials and Chemicals**

A Certificate of Conformance (COC) shall be provided with the shipment of the product to demonstrate that the materials meet the requirements. The COC must contain Certification or test result, PO number, Composition, Nomenclature, Serial numbers if applicable, Specifications(s) and revision, Lot code and batch code, and Signature and title of the authorized representative.

### **1.8 Counterfeit Parts Prevention**

Suppliers shall establish and maintain a Counterfeit Parts\Material Prevention and Control Plan to ensure that counterfeit goods and material are not delivered to Bend-Tek Inc.

Supplier shall provide written notification to Bend-Tek Inc. Purchasing Manager and/or Quality Assurance Manager if supplier becomes aware or suspects that it has furnished Counterfeit Goods within 24 hours. Supplier shall provide to Bend-Tek Inc.'s Purchasing Manager and/or Quality Assurance Manager, upon request, the supply chain traceability to an Original Manufacturer or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product. Supplier shall have a documented process in place to ensure Counterfeit goods are contained and do not reenter the supplier chain.

Any counterfeit or suspect counterfeit, goods and materials delivered to Bend-Tek Inc. will be controlled by Bend-Tek Inc. to prevent reentry into the supply chain. The counterfeit or suspect counterfeit, goods and materials delivered to Bend-Tek Inc. must be replaced with non-counterfeit parts or credited at the expense of the supplier. Supplier shall include this clause or equivalent provisions in lower tier subcontracts for the delivery of items that will be included in or furnished as goods or material to Bend-Tek Inc. as applicable.

### **1.9 Traceability**

The supplier shall maintain a documented traceability system to track all raw material from delivery and inspection through to final completed parts/components, testing and verification.

### **1.10 Special Processes**

Special processes such as cleaning, marking, finishing, chemical films, or inspection (e.g., x-ray, magnetic particle, ultra-sonic and dye penetrant inspection), shall meet the requirements listed on our customers print and/or purchase order and associated documents. The supplier shall have documented procedures (under configuration control) and acceptance criteria for these processes.

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**1.11 Control of Test Equipment**

The supplier shall maintain a calibration program in accordance with ISO 10012. Test and Measurement Equipment shall be calibrated either internally or by an outside organization certified to ISO/IEC 17025:2005 or ANSI/NCSL Z540-3:2006, and shall be evaluated for suitability to accurately test to **Bend-Tek Inc.** stated specifications. The test setups shall have documented traceability of their accuracy and repeatability against a known standard.

**1.12 Source Inspection**

In addition, **Bend-Tek Inc.** Quality Assurance reserves the right to conduct routine audits of the work to monitor progress, conformance to design, quality, and testing. Work under our purchase order is subject to **Bend-Tek Inc.** surveillance/inspection at the supplier's premises or sub-tier supplier's facility. The supplier and/or sub-tier supplier will be notified three (3) days in advance if a surveillance/inspection is to be conducted.

**1.13 Shipping, Handling, and Storage**

The supplier shall provide packaging that maintains the quality of the product and prevents damage, deterioration, substitution, or loss while in transit or while in long term storage. The supplier shall label the exterior of the package to ensure adequate identification of precautions needed to ensure the integrity of the product being shipped or stored. The supplier shall ensure proper and on-time delivery without damage to the product. Material damaged due to inadequate packaging will be rejected and returned to the supplier.

**1.14 Acceptance and Delivery**

Certificates of Conformance (COC) shall accompany the delivery of all product.

**1.15 Preference for Domestic Specialty Metals**

It is required by **Bend-Tek Inc.** material shall be of domestic origin or pre-approval from **Bend-Tek Inc.** to obtain material from one of the qualifying countries in accordance with DFAR 252.225-7014. Suppliers shall provide evidence of compliance, including flow down to all sub-tier suppliers, with all shipments.

**1.16 Material Test Reports**

The supplier shall provide chemical and physical analysis of raw material demonstrating compliance to the applicable material specification. Certifications of Analysis (COA) shall be provided for all procured materials.

**1.17 Calibration System**

Supplier's calibration system shall meet the requirements of: ISO 17025, ISO 10012-1, AS9100, ANSI-Z540-1 or MIL-STD-45662.



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1.18. Our organization reserves the right of access by our representatives, our customers, and any regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

1.19. Our Organization reserves the right to require and request evidence of External Providers ensuring that their personal are aware of: – their contribution to product or service conformity; – their contribution to product safety; – the importance of ethical behavior.

**2.0 Revision History**

Rev	Date	Section	Paragraph	Summary of change	Authorized by
NR	04/20/18	N/A	N/A	Initial issue	Bao Dinh, QA Manager