



## **Skylock Industries, Inc. P.O. & QUALITY Clauses**

**STANDARD PURCHASE ORDER CLAUSES APPLIES TO ALL VENDOR**

### **PO1- RIGHT TO CANCEL PURCHASE ORDER**

Skylock Industries, Inc has the right to cancel purchase order within Ninety(90) days of due date. If the Contract(Sales Order) from our customer is Cancelled.

### **P02- NET TERMS**

Net terms are equal to Net terms on the P.O. plus numbers of days of late delivery.

### **P03- NET TERMS AFTER ACCEPTANCE OF PARTS/PAPERWORK**

All Net Terms start after the acceptance of parts by Skylock Quality Dept. and all paperwork(Packing slip, C of C, Invoices and pertinent paperwork) is received.

### **P04- NET TERMS START DATE**

Net Terms start date is after P03 has been accepted and the full Quantity order is received

**STANDARD QUALITY CLAUSES APPLIES TO ALL VENDOR**

### **Q01- PACKAGING AND HANDLING**

All parts must be protected prior to shipping from your facility. Parts must be returned in the original containers they came in unless better packaging is provided by your company. Depending to the process your company is performing, additional protection may be required by your facility to prevent damage to services or processes you have performed, as applicable. Media such as butcher paper, plastic netting, bubble rap, or other positive protection may be additionally required by your facility. Use of newspaper is not allowed due to the corrosive nature of the ink. Parts must be free of **FOD**.

### **Q02- CERTIFICATE OF COMPLIANCE (C of C)**

A Certificate of Compliance shall accompany all shipments. Certificate of Compliance must be signed by an authorized representative and reflect all information necessary to identify the product, quantity, current revisions, and what ever services or processes you have performed.

### **Q03- FIRST ARTICLE INSPECTION (F/A)**

A First Article inspection is required by your facility. The First Article must be documented on



form AS9102. You may use your own form provided it contains the same information as the AS9102 form. First article information must include as a minimum material, heat treat, general notes, flag notes and title block notes.

First article inspection shall be performed on all **new; first production lots** of a specific part number prior to shipment. This would include any product that has had a lapse in production greater than eighteen (18) months. The new First Article Report shall accompany the first shipment. The First Article Part must be identified (tagged) as "First Article Part".

New first article inspections are also required when **changes** occur in characteristics or dimensions which affect the original first article inspection or a change in the way the part is processed that may affect the outcome of the final product. A new first article report must accompany the identified part.

#### **Q04- LATEST REVISIONS**

The product being manufactured and / or service being performed must be performed to the latest revisions. At no time will other revisions be used other than what is indicated in drawings or Purchase Orders without the express, written permission of an authorized Skylock Industries representative.

#### **Q05- TEST REPORTS**

The original mill or foundry chemical and mechanical test reports for material used in fulfilling this order must be included. The heat lot number of each test report must be traceable to the material. Any reprocessed raw material must be traceable to the original mill test report and must include objective evidence (e.g., mechanical tests) of compliance to the material's reprocessed condition.

Copies of the above test reports must be submitted with each shipment if different heat lots / mills are used.

#### **Q06-X-RAY**

When x-ray is a requirement by the drawing, x-ray film and x-ray inspection report shall be included with every shipment.

#### **Q07- FRACTURE CRITICAL- FLIGHT SAFETY**

The supplier shall comply with the requirements of all Flight Safety and Fracture Critical designated products. Changes in sequencing of manufacturing or any other substitutions are not allowed. The supplier must follow all instructions without deviations unless written permission



by authorized Skylock Industries Inc. representative is given. The words "Flight Safety" and/or "Fracture Critical" must appear on all certifications, Shippers, and inspection documentation.

#### **Q08- APPROVED SUPPLIES**

- A. All materials used in the production or service performed by you must be procured from Skylock Industries Inc. approved suppliers. Contact the purchasing Department for a list of approved suppliers.

Use of Skylock Industries Inc. customer approved suppliers is required. Please contact authorized Skylock Industries Inc. Purchasing agent for information prior to processing for approved supplier information.

#### **Q10- TRACEABILITY / LOT SHIPMENT REQUIREMENTS**

Lots may not be commingled. Shipments may consist of no more than two (2) manufacturer's lots for each part number included in an order. No quantity of a single manufacturer's lot may represent less than 20 percent of the total quantity per shipment, unless otherwise specified on the purchase order.

A production lot shall consist of parts which are all the same configuration fabricated from the same conditions and material, processed (including heat treat) together and produced as one continuous run.

A casting, forging, machined part or stamping lot consists of the same part number, of one alloy, produced using the same PROCESSING PARAMETERS (INCLUDING HEAT treat) and contains a homogeneous heat pour, or same basic material.

A plating lot (cadmium, anodize, chemical milling, etc) shall consist of treated articles on the same order treated under the same conditions from the same chemical composition from the same tank.

A coating lot (paint, dry film lube, etc) shall be processed as one batch on the same part on the same order. A batch is defined as the end product of all the raw materials mixed or blended in a single or continuous operation.

#### **Q11- SHELF LIFE**

When services include using materials with a limited shelf life, the supplier shall include the expiration date of the materials used and batch identification on the required certifications.

#### **Q12- KEY CHARACTERISTICS (KC's)**

Statistical Process Control is required on this order. The supplier is required to submit SPC



charting information in accordance with supplied instructions (Work Order) on the identified Key Characteristic.

The supplier shall identify the statistical techniques in establishing, controlling and verifying process capability and product characteristics. Documented procedures shall be established, approved by Skylock Industries Inc., and maintained to implement and control the application of these statistical techniques.

### **Q13- DIGITAL DATA**

Digital media / data have been provided with this order. The supplier is required to follow the instructions on the P.O. of Skylock Industries Inc.

### **Q14- APPROVED PROCESSES**

Processes specified on Skylock Industries Inc. Drawings must be performed by sources listed on the Skylock Industries Inc. Approved Supplier List.

### **Q15-RECORD RETENTION**

All records will be retained for a period of at least Ten (10) years, records disposition requirements and unless specified otherwise on the P.O. or from Skylock's customer requirement flow down.

### **Q16-PRODUCT SAMPLING**

All parts shipped to Skylock Industries Inc. shall be one hundred percent (100%) inspected, unless otherwise directed by Skylock Industries Inc. Quality Department. Sampling plans may be used only with the written permission of Skylock Industries Inc. and must be approved prior to their use. Contact the Skylock Industries Inc. Quality Department for sampling plan options.

### **Q17-SKYLOCK SOURCE INSPECTION REQUIRED**

Skylock Industries Inc. source inspection is required prior to shipment. The supplier shall contact the Skylock Industries Inc. purchasing department to coordinate scheduling of source inspection. Contact must be made at least 48 hours in advance of shipment.

### **Q18- RIGHT OF ACCESS**

Skylock Industries Inc. and/or Skylock's customers have the right to access the facilities where the processing/making of the product is done.



#### **Q19-SUPPLIER PRODUCT NONCONFORMANCE**

Skylock Industries, Inc. must be notified when there is/are Nonconforming product(s). Skylock Industries, Inc. and/or Skylock's customer must approve all Nonconforming product dispositions.

#### **Q20-GOVERNMENT SOURCE INSPECTION (GSI)**

Government source inspection (GSI) is required prior to shipment from your plant. On receipt of this order, promptly furnish a copy to the government representative who normally services your plant, or, if none, to the nearest army, navy, air force, or defense supply agency inspection office. In the event the representative or office cannot be located, our purchasing agent should be notified immediately. Evidence of government source inspection must be included with each shipment.

#### **Q21- FAA "STATEMENT OF CONFORMITY"**

Products on this order are subject to mandatory Federal Aviation Administration (FAA) conformity inspection verification. When this conformity inspection is performed at supplier's facility, Skylock Industries Inc. will complete FAA form 8130-9 "Statement of Conformity" and notify the appropriate FAA representative. After completion of the FAA conformity inspection verification, supplier shall include one copy of FAA form 8130-3 with each conforming part shipped as evidence of inspection. These forms can be provided by Skylock Industries Inc. purchasing department, if desired.

#### **Q22- DFARS Subpart 225.1 and 225.8**

Supplier Furnished material must comply to DFARS subpart 225.1 "Buy American Act-Supplies" and/or DFARS subpart 225.8 "Other International Agreement and Coordination" 225.872 "Contracting with Qualifying Country Sources"

#### **Q23- CHANGE IN PRODUCT AND/OR PROCESS**

Supplier shall notify Skylock Industries, Inc. of changes in products and/or process, changes of supplier, changes of manufacturing facility location and where required must have Skylock's approval first.

#### **Q24 – Counterfeit Product**

Supplier must not provide Skylock Industries, Inc counterfeit part(s). Counterfeit part is an unauthorized copy, imitation, substitute, or modified part that is misrepresented as a specified genuine part of an original or authorized manufacturer.



**Q25 – Supplier Corrective Action Response**

When a supplier Quality and/or Performance are not met. It may require the supplier to submit SCAR( Supplier Corrective Action Request) to address the quality and or performance issue.

**Q26 – Product Safety**

The supplied product needs to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.

**Q27- Ethical behavior**

Supplier must conduct business in an Ethical manner, that includes and not limited to: Integrity or being honest and doing the right thing at all times. Accountability by taking responsibility for your actions and Dedication.

**Q28 – Subcontractor Flow Down**

If any portion of the order is subcontracted, The supplier must flow down to the subcontractor the applicable requirements from Skylock, including Skylock's customer requirements.