



# PURCHASE ORDER TERMS & QUALITY CLAUSE CONDITIONS

## TERMS AND CONDITIONS FOR ALL ORDERS

A: Seller shall keep confidential all technical and proprietary information furnished to Seller by Buyer in connection with this order, including blueprints, data, designs, drawings, engineering data for production, product know-how, and any other information furnished to Seller by Buyer in connection with this contract. Seller shall not use such items or information in the design, manufacture, or production of any goods, or for any other purchase or for the manufacture of production of larger quantities than those specified, except with the express consent in writing from the Buyer. Seller, including its agents, employees, and representatives will exercise extreme caution to prevent disclosure of such information to third parties. The obligations of this provision shall survive the completion of performance and expiration or termination of this contract.

B: Buyer and authorized representatives of Buyer's Customers and / or Regulatory Authorities shall have direct access to all applicable areas of all Seller's and Seller's Subcontractor's Plants(at any level of the supply chain) where work under this P.O. is being performed, to review progress, records and witness testing of the items related to this P.O. Seller shall include this clause in all of Seller's subcontracted Purchase Orders.

C: Prior to shipment, Supplier shall notify Alpine Bearing West if a non-conformance condition exists with the product and obtain approval for nonconforming product disposition.

D: Supplier shall notify Alpine Bearing West of changes in product and/or process changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval.

E: Supplier shall flow down to the supply chain the applicable requirements including customer requirements.

F: Quantity variances and / or partial shipments are not permitted unless prior written authorization is received from the buyer.

G: All goods supplied shall be suitably packaged to protect, marked, and shipped in accordance with buyer instructions. In the absence of instruction, Supplier shall contact the Buyer. All supplied goods will be returned to the Supplier for inspection if parts are received damaged.

H: Accelerated delivery is not permitted. Any modification to the delivery schedule requires written authorization from the buyer.

I: Records of product origin, conformity, and shipment shall be maintained for a minimum of twenty-five years, or as required by contract.

J: Supplier must have a process in place that designates the disposition of records after retention requirements are met.

K: Supplier must have a process ensuring that personnel are aware of:

- Their contribution to product or service conformity;
- Their contribution to product safety;
- The importance of ethical behavior.

L: Supplier must have a process in place to prevent the use of counterfeit parts.

M: Vendor must maintain a Quality Level  $\geq$  98% and an OTD level  $\geq$  98%. If levels drop below target, supplier will be notified and may be placed on conditional status.



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## ADDITIONAL QUALITY CLAUSES

### **Q01: CERTIFICATE OF CONFORMANCE AND/OR AIRWORTHINESS CERTIFICATE**

Supplier Certification of Conformance or Air Worthiness Certificate is required with this order. A legible and reproducible Certificate of Conformance, Air Worthiness Certificate or Seller's statement of quality will accompany each shipment. Certifications must show the part number, quantity, specification, and revision number, and have a legible printed and signed signature and title of responsible person signing the certification. This certifies the material / services provided by the seller meet all drawing and / or specifications requirements. Records supporting this certification shall be on file and shall be provided to Buyer upon request at no cost to Alpine Bearing West

### **Q02: MANUFACTURE CERTIFICATION**

A copy of the manufacture certification is required with this order. Certifications must show the part number and the date of manufacture.

### **Q03: LUBRICANT LIFE**

Bearings must have lubricant that is current as established by the original manufacture or industry standards and have sufficient shelf life remaining to allow for normal processing times.

### **Q04: MATERIAL AND SPECIAL PROCESSING CERTIFICATIONS**

Actual material certifications are required for all Seller provided material. All Certifications must be traceable to the original Mill Lot and Heat Number. Processing Certifications are required for all Sellers providing processing. All certifications must indicate that the process has been performed to drawing requirements. Parts are subject to rejection without correct documentation. All Certifications must show the part number, quantity, process being performed, specification, revision number, and have a legible printed and signed signature and title of responsible person signing the certification. Supplier shall notify the undersigned prior to shipment if specification has been replaced / superseded / updated. List specification as shown on drawing, and then list the replacement specification with current revision.

### **Q05: BUY AMERICA ACT**

Items procured under this purchase order must be compliant with DFAR 252.225-7000

### **Q06: PREFERENCE FOR DOMESTIC SPECIALTY METALS**

Items procured under this purchase order must be compliant with DFAR 252.225-7014

### **Q07: BALL AND ROLLING ELEMENT BEARINGS**

Items procured under this purchase order must be compliant with DFAR 252.225-7016

### **Q08: CALIBRATION**

Calibrate in accordance with ISO 10012-1 Alpine Bearing West. Purchase Order Number must appear on all certifications. Actual Calibration results and calibration certification to accompany shipment.

### **Q09: INSPECTION RECORDS**

Each shipment shall be accompanied by copies of actual quantitative records of inspection. Include the nature and number of observations and traceable by part number to the material / or services being provided by the Seller.

### **Q10: U.S GOVERNMENT SOURCE INSPECTION (US GSI)**

Government Source Inspection is required and shall be performed at Supplier's facility prior to shipment. As directed by Alpine Bearing West / "GSI" any in process inspection is also mandated by this clause. A minimum of 48-hours notice to Alpine Bearing West, prior to inspection, is required when this clause is invoked. Supplier shall provide evidence of Government Source Inspection with each shipment.

### **Q11: SOURCE INSPECTION**

Items procured under this purchase order are subject to source inspection by Alpine Bearing West at Sellers Facility prior to shipment. The Seller shall furnish acceptable facilities and equipment necessary to perform the required inspection at no cost to Alpine Bearing West. Please advise the Buyer within three working days in advance of the subject material being available for source inspection.

### **Q15: RECORDS RETENTION**

Records of product origin, conformity, and shipment shall be maintained for a minimum of 15 years.