

**Applicability:**

This document is applicable to Mattco Forge Inc. (MFI) purchase orders.

**1. General Requirements**

- 1.1 Supplier agrees to implement and maintain a quality system acceptable to MFI and its customers for the purchased products, processes, and/or services.
- 1.2 MFI encourages its suppliers to certify to or comply with ISO 9001 or AS9100 standards.
- 1.3 When completing any work designated as UTC end use, supplier must adhere to the applicable requirements listed in ASQR-01 latest revision.
- 1.4 All parts must be processed in accordance with our purchase order, applicable specifications and blue print requirements.
- 1.5 All rejections directly attributed to work done by the supplier on parts covered by this purchase order are the supplier's responsibility and must be replaced at the supplier's expense.
- 1.6 Supplier assumes liability and agrees to indemnify MFI for all items of MFI inventory and work-in-process in their control and custody.
- 1.7 Supplier warrants it has sufficient liability insurance or fidelity bond to cover any lost, stolen or damaged inventory or work-in-process belonging to MFI.
- 1.8 MFI controls and monitors the performance of its suppliers, including on-time and quality performance.
- 1.9 The supplier shall use customer-designated or approved external providers, including process sources (e.g., special processes).
- 1.10 Payment terms are to be net 30 days from the date of the Supplier's invoice.

**2. Supplier Personnel Qualification**

- 2.1 Supplier personnel performing work for MFI shall be trained and otherwise qualified and competent to perform work assigned to them and shall retain applicable records.

**3. Control of Changes:**

- 3.1 Supplier agrees not to make changes in products or design details which would affect the part or any component hereof without prior written MFI approval.
- 3.2 Supplier agrees to notify MFI of changes in processes, products, or services including changes of external providers (suppliers) or location of manufacture, and obtain MFI's approval.

**4. Supplier Corrective Action:**

- 4.1 Supplier shall, on request, on forms designated by MFI, provide statements of corrective action on failures of supplier's products, processes, services and/or Quality Management System.

**5. Control of Suspect or Counterfeit Product:**

- 5.1 Supplier shall establish a program to eliminate the risk of introducing counterfeit parts and materials. This includes:
- Identification, mitigation, detection, and avoidance techniques, and reporting of suspect or confirmed counterfeit parts, assemblies, and/or materials;
  - Training for the detection and prevention of counterfeit parts.

**6. Flow-down to External Providers/Sub-Tier Suppliers:**

- 6.1 The supplier shall flow down the requirements specified in MFI Purchase Order, this document, and applicable customer requirements to external providers (including sub-tier suppliers) utilized to fulfill this order.

**7. Packaging/ FOD (Foreign Object Debris/ Damage):**

- 7.1 Unless otherwise specified by the drawing, specification or P.O, the supplier is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved.
- 7.2 Supplier shall develop, implement and maintain a FOD prevention program to preclude introduction of foreign objects into any deliverable items.

**8. Identification:**

- 8.1 All items shall be identified per the engineering drawing, specification or purchase order requirements, as applicable.

**9. Calibration System Requirements:**

- 9.1 The supplier shall have a calibration system which effectively controls the accuracy of all measurement and test equipment used for acceptance of items deliverable under applicable Purchase Order.

**10. Certificate of Conformance:**

- 10.1 Each shipment of products and/or services shall be accompanied by a legible and reproducible copy of supplier Certificate of Conformance along with an authenticated signature by the appropriate personal.
- 10.2 Material certifications required with shipment.

**11. Inspection System:**

- 11.1 Supplier shall maintain an inspection system applicable and adequate for the product or service being supplied.
- 11.2 The supplier shall perform and submit a First Article Inspection (FAI) report when required by MFI purchase order or contract.

**12. Report of Nonconforming Product/Process/Service:**

- 12.1 The supplier shall document and notify MFI of nonconforming processes, products, or services and obtain MFI's approval for their disposition. A copy of the disposition document shall accompany each affected shipment.
- 12.2 No deviation will be considered approved without written confirmation of that fact from MFI.

	Title: Mattco Forge Purchase Order Clauses				
	Document No.	MF174S	Rev.	D	Effective Date: 03/25/22

**13. Traceability/Lot and Batch Control:**

13.1 One heat of material requested.

**14. Obsolescence:**

14.1 Supplier shall be aware of obsolescence issues. Supplier shall provide immediate notification to MFI buyer and impacted personnel, describing the obsolete item, reason for obsolescence, estimated date the product will no longer be available, and any proposed alternatives. Timely notification is imperative to allow sufficient time to identify alternates for the affected parts, and perform any necessary certifications, which may involve regulatory agencies.

**15. Records Retention:**

15.1 Supplier shall retain in a safe place the manufacturing plan, all certifications, test reports and any records required to assure that products, processes and/or services conform to the contractual and technical requirements of the Purchase Order permanently (unless otherwise stated by Purchase Order). The records should be available when requested by MFI and/or its customers.

15.2 The supplier shall also ensure such records of the supplier's subcontractor(s) shall remain on file by the supplier's Subcontractor(s) or the supplier for the same retention period.

15.3 MFI disposition policy is as follows:

- Hardcopy records are shredded.
- Electronic records are permanently deleted.

**16. Right of Access:**

16.1 Supplier agrees to allow the right of access by MFI, its customer and regulatory authorities to the applicable areas of all facilities and to applicable documented information (eg. documentation, records), at any level of the supply chain.

**17. ITAR & EAR Regulations:**

17.1 Supplier is to meet and to flow-down to their sub-tiers the requirements of ITAR (International Traffic in Arms Regulations) and EAR (Export Administration Regulations). Adequate security shall be provided to safeguard unclassified controlled technical information from compromise.

**18. Work Compliance to Laws and Regulations:**

18.1 All work performed for MFI shall be in full compliance with all applicable federal, state, and local government environmental, health, and safety laws and regulations.

**19. Employee Awareness and Training:**

19.1 Suppliers shall ensure that their employees are aware of:

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behavior.



Title:

Mattco Forge Purchase Order Clauses

Document No.

MF174S

Rev.

D

Effective Date:

03/25/22

**20. Revision Control:**

20.1 Revision Control – Drawings, technical data, specifications and standards (including government and industry related specifications and standards), and reference document revisions in effect at time of order placement apply, unless otherwise specified on the purchase order.

**21. Combating Trafficking in Persons**

21.1 Mattco Forge Inc. is prohibiting trafficking in persons including the trafficking-related activities. Suppliers, suppliers' employees, and sub-tiers shall be compliant with FAR 52.222-50 during the period of performance of the contract. Failure to comply with the requirement may result in termination of the contract.

**22. DOCUMENT REVISION HISTORY**

Revision	Date	Description of Change
A	06/08/18	Initial Release
B	04/08/19	Added section 1.3 to reference the ASQR-01 requirements.
C	09/09/21	Added to section 10.1 to include a signature with certification of conformance.
D	03/25/22	Added section 21 Combating Trafficking in Persons