



4790 East Wesley Drive Anaheim, CA 92807
PHONE: 714-777-8985 FAX 714-777-8987

PURCHASE ORDER CLAUSES

I. QUALITY SYSTEM REQUIREMENTS THAT APPLY TO ALL SELLERS:

- Q1. RIGHT OF ENTRY** – 3D Machine, 3D Machine’s customers and their customers or any applicable regulatory agency shall have right of access to all facilities involved in the order at any level of the supply chain and to all applicable records.
- Q2. QUALITY SYSTEM** - The Seller shall maintain a quality system that ensures deliveries & products conforming to 3D Machine’s requirements.
- Q3. NOTIFICATION OF NONCONFORMING PRODUCT** – The Seller shall notify 3D Machine when it is suspected or known that nonconforming material has been produced or delivered and obtain 3D Machine’s disposition before proceeding.
- Q4. CHANGES TO PRODUCTS, PROCESSES, SERVICES** – The Seller shall provide advance notice to 3D Machine of significant changes in product or processes, including, but not limited to the method of manufacture, materials, change of ownership, and the physical relocation of any manufacturing, or quality operations.
- Q5. HANDLING, PACKAGING & PRESERVATION** – The Seller shall ensure that handling, packaging and preservation methods are adequate to prevent damage or deterioration during processing and shipment to 3D Machine. Metal utensils for removing masking is prohibited.
- Q6. FOD PREVENTION** – Supplier shall ensure that the Supplier’s workmanship practices prevent the shipment of products damaged by or containing FOD to 3D Machine.
- Q7. RECORDS** – Seller shall retain and maintain quality records associated with product shipped to 3D Machine from deterioration for a minimum of fifteen years unless otherwise specified by purchase order.
- Q8. CONFIDENTIALITY OF INFORMATION**- Except as required by law, no public release of any information, confirmation or denial of the subject matter of this purchase order shall be made without prior written authorization by 3D Machine or its customer. Seller shall not disclose technical data identified as “ITAR” to any foreign persons or foreign commercial entities, including employees, consultants, subcontractors, vendors or suppliers. The technical data will only be utilized for the manufacture of articles required by the purchase order.



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- Q9. COUNTERFEIT GOODS** – The Seller shall ensure that counterfeit goods are not delivered to 3D Machine. Seller shall immediately notify 3D Machine with the pertinent facts if Seller becomes aware or suspects that it has furnished counterfeit goods. If suspect/counterfeit goods are furnished under this order or are found in any of the goods delivered, such items will be impounded by 3D Machine. Seller shall be required to disclose the source of the suspect/counterfeit goods and provide documentation that authenticates traceability of the affected goods to the applicable OEM. Seller shall promptly replace such suspect/counterfeit goods with goods acceptable to 3D Machine, and Seller shall be liable for all costs, including, but not limited to 3D Machine’s internal and external costs, relating to the removal, replacement, and subsequent testing of said goods. 3D Machine reserves all contractual rights and remedies to address grievances and detrimental impacts caused by suspect/counterfeit goods.
- Q10. COMPETENCY & CODE OF ETHICS** – Seller shall ensure that its personnel have the required competency, experience, and ethics necessary to ensure product and service conformity, and safety.

II. ADDITIONAL PRODUCT-SPECIFIC REQUIREMENTS:

- Q11. RAW MATERIAL & HARDWARE TRACEABILITY** - Seller shall provide material to specification with no exceptions or addendums. The Seller shall furnish all chemical and physical test reports & results applicable to the material specification. The report shall list the producer for material and certificate shall be traceable to lot, batch, block, or heat number of the producer. Certifications generated by the producer shall attest to the conformity of the material and be signed by the material Seller’s authorized quality representative and indicate the representative’s title. All material must be certified to the latest revision of the specification.

Documentation Required

Certificate of Conformance from Distributor

Material Certificate, including Material Test Report from Producer

- Q12.a PROCESSING TRACEABILITY** - The Seller shall submit a Certificate of Conformance attesting that the product conforms to the requirements of the purchase order with each shipment. The supplier shall perform or obtain tests and/or inspections and provide the resulting data to 3D Machine with the shipment of the product, when instructed on 3D Machine’s purchase order. All processes must be certified to the latest revision of the processing specification, unless otherwise required by the 3D Machine’s purchase order.
- Q12.b Nadcap CERTIFIED PROCESS** - If the order is for a process certified by Nadcap, and the Nadcap certification is suspended or discontinued, Seller shall immediately notify 3D Machine with the pertinent facts before processing the order.



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Q12.c HEAT TREATING – The Seller shall provide a certificate of conformance with specification and heat lot number. A record commonly referred to as a heat treat cycle chart or log, must also be provided when requested.

Documentation Required

Certificate of Conformance

Process Test Report or Heat treat cycle chart or log (when requested)

Q13. CALIBRATION SERVICES

Documentation Required

Calibration certificate traceable to NIST

Q14. TEMPERATURE AND SHELF-LIFE SENSITIVE MATERIAL REQUIREMENTS - For perishable, temperature- and age- sensitive material (e.g. epoxies, paints, bonding agents, prepregs, adhesives, etc.), Seller shall include as part of the *Certificate of Conformance*, or in a separate certificate, the following information for each Lot/batch:

- Date of Manufacture
- Date of Test (if specific test requirements are defined)
- Lot/batch number(s)
- Shelf Life
- Date of Shipment
- Expiration Date
- Storage Temperatures (if temperature requirements are defined)
- Product labels must have lot/batch and part number clearly identified.

For further clarification and additional information, please call 714-777-8985.