

SUPPLIER PURCHASE ORDER TERMS AND CONDITIONS (Rev 11/05/21)

The following are requirements for selling production material and services to United Gear & Machine Company Inc (UGM), 1087 East St S., Suffield, CT All suppliers must comply with Group A requirements. Group B requirements are required when called out on the Purchase Order

NOTE: For any questions or concerns about any of the clauses please contact your UGM buyer.

Group A - Mandatory Requirements for all Suppliers

C of C	The following statement must appear on Suppliers Certificates of Compliance and mill certificates of analysis "The recording of false, fictitious or fraudulent entries may be punishable as a felony under federal law, title 18, chapter 47." Certification is mandatory for this order and must call out all applicable military specifications as called out on purchase order or drawing, must be signed manually in ink by an authorized company officer noting his or her title.
FAA	Product or processes and records of manufacture may be subject to Federal Aviation Administration inspection, audit surveillance or investigation.
Identification	All material and parts must be clearly identified by accompanying paperwork as to Quantity, Part Number and Revision
MRB	Your company has no MRB authority. UGM must be notified of any suspect or discrepant material before it is sent in
Right of Entry	During performance of the order, authorized Government Representatives and/or UGM customer's representatives have the right of entry to review, verify and analyze the sub contracted product or process.
Process Changes	Major changes in processing, manufacturing, equipment, location or sub contracting must be reported and approved by UGM
Quality System	Sellers Quality Control system as a minimum must be in conformance to the following ISO 9001 sections (as applicable) <ul style="list-style-type: none"> • 8.2 Contract Review • 8.4 Purchasing • 8.5 Production and Servicing • 7.1.5 Calibration System for measurement and monitoring equipment that is traceable back to NIST. • 8.1 Process Control and Monitoring • 8.6 Product Release • 8.7 Control of Non Conforming Output • 10.2 Nonconformity and Corrective Action
Raw Material Certifications	Suppliers shall maintain a copy of all supplier procured raw material mill certifications, which must be readily retrievable and shall include material specification, description, alloy and condition, physical properties, chemical analysis and lot number(s). Metallic Raw Material Distributors shall include a copy of the original mill's certification with shipment of deliverable material. Supplier shall maintain copies of all subcontracted special processes. Supplier shall also obtain and maintain sub-tier supplier process certifications. No submittal is required unless specifically required per purchase order or other requirements herein. Supplier's material/ special process and sub-tier supplier/processor certification and test results shall be made available upon request.
Records	Records of inspection are required with numerical or statistical values, to be kept on file, available for review. The supplier shall maintain quality records in accordance with the applicable quality system for a minimum of 7 years from completion of purchase order unless Group B Airworthiness is call out below. Records shall include, but not be limited to: <ul style="list-style-type: none"> • Evidence of inspection to assure adherence to applicable drawings or specifications and revisions. • First Article Inspection/ Test Reports. • Records to indicate control of special tooling and special test equipment. • Test data records of all qualification and acceptance test performed. • Raw material and process certifications. <i>Note: If signed record(s) are sent to UGM then the Supplier does not have to maintain these record (s) unless required by statutory, regulatory or other regulations</i>
Shipping Documents	Supplier shall provide a packing sheet for each separate shipment with the following minimum requirements: <ul style="list-style-type: none"> • Suppliers company name and address. • Purchase order number, line item(s) and part number. • A UGM dispositioned non-conformance document number(s), as applicable
Sub Contracting	All applicable UGM requirements must be flowed down to your sub-contractors A Manufacturing, their customers and regulatory authorities reserve the right of access to all levels of sub-contractors and any applicable records

Group B - When called out on PO

1	Suppliers of Age Sensitive Materials shall provide original manufacturing/cure date, lot number(s) expiration date or length of shelf life (if indefinite, so stated). In addition, forward any special storage/handling instructions. "Shelf life items/material will have not less than 80% of shelf life remaining at time of receipt by UGM" Any delivery from a supplier not having at least 80% shelf life remaining is considered non- conforming
2	DFARS 252.225-7014 Domestic Specialty Metals, Alt 1
3	Suppliers of new FAA parts shall meet FAA FAR 21 requirements
4	Special Processors are required to be accredited by the National Aerospace and Defense Contractors Accreditation Program (NADCAP). A processor's approval will be determined based on the UGM review of the latest NADCAP audit report for those processors with valid NADCAP approvals
5	Airworthiness and Records All items supplied on this order must be in airworthy condition and eligible for installation on aircraft certified in the United States. All documentation pertaining to the origin, testing, inspection, etc. of this order must remain at your facility for no less than forty (40) years. These documents may be requested at any time by UGM. The material supplied shall be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the date of the contract.
6	Personnel performing special processes must be Nadcap approved
7	Test and/or Inspection data is required to be sent in with shipment
8	Government Inspection is required prior to shipment
9	Test specimens or coupons required
10	Tooling - UGM owned or UGM customer owned tooling is for the exclusive use of UGM product unless otherwise negotiated and agreed upon in writing.
11	UGM's Vaccine Mandate for Subcontractors providing work on government contracts. This mandate is directly tied to the Government Executive Order 14042 and the Safer Federal Work Force Task Force Guidance. Please confirm that your organization is following this mandate.