Purchase Order Terms and Conditions

As a supplier to Ralph E. Ames Machine Works, Inc. ("Ames Machine"), it is understood that your organization agrees to meet the following stipulations/AS9100 revision D requirements whenever a Ames Machine purchase order is provided. These requirements are, therefore, to be considered as Terms and Conditions to all Ames Machine suppliers.

1. Ames Machine purchase orders will state its requirements for any processes, products, and services to be provided by the supplier, including the identification of relevant technical data (i.e. specifications, drawings, process requirements, and work instructions).
2. Ames Machine will communicate (flow-down) to all suppliers the applicable customer, legal, and special requirements in the purchasing document, including key characteristics and any statistical techniques for product acceptance necessary.
3. The supplier is required to notify Ames Machine on any change in processes, equipment, methods, products, and services. If needed, the supplier will provide test specimens for inspection/verification, investigation, or auditing. Product design changes are not acceptable, unless flowed down by Ames Machine as a customer special requirement.
4. The supplier is advised to implement an internal process to prevent the use of counterfeit parts (see 8.1.4 of the AS9100 Revision D Aerospace Standard). The supplier is to notify Ames Machine of any lost products or non-conforming products, processes or services, to obtain approval for their disposition.
5. Ames Machine performs inspection activities based on identified risks of supplier products, services, and/or documents, to ensure that purchased products meet purchase order requirements.
6. Control of supplier performance is evaluated by Ames Machine through monitoring of on-time delivery and conforming product as outlined in the Quality Assurance Supplier Evaluation Survey (QF-733). All suppliers receiving purchase orders are required to be on "Approved" status in the Ames Machine Approved Supplier List in accordance with the Supplier Evaluation procedure.
7. Acceptance of an Ames Machine purchase order requires that the supplier perform validation activities on the provided products or services in accordance with all applicable requirements.
8. Right of Entry shall be granted to Ames Machine, its customers, and regulatory authorities to all applicable facilities and records involved with the purchase order, for the purpose of monitoring product quality.
9. Supplier accepts that a purchase order is not considered fulfilled until all required documented information is provided and the requirements as defined by the purchase order.
10. Documented information shall be controlled in accordance with AS9100D requirements and records resulting from the processing of all purchase orders shall be retained for a minimum of eleven years after completion of Ames Machine customer's contract, or as otherwise required by that customer.
11. The supplier ensures that personnel are competent on the basis of education, training, or experience and retain appropriate documented information as evidence.
12. Supplier must ensure that its personnel/employees are aware of:
    - their contribution to product or service conformity.
    - their contribution to product safety.
    - the importance of ethical behavior.