

**Vertec P.O. Quality Codes**

**1.0 QUALITY SYSTEM REQUIREMENTS**

- A) ISO 9001
- B) NADCAP
- C) AS9100

**2.0 FIRST ARTICLE**

A) VERTEC MUST APPROVE MASKING PICTURES IN WRITING BEFORE PROCESSING.

B) 5 PIECES TO BE SENT TO VERTEC TOOL FOR INSPECTION. VENDOR MUST RECEIVE WRITTEN APPROVAL FROM VERTEC BEFORE PROCEEDING WITH BALANCE OF PARTS.

**3.0 MATERIAL/PART DOCUMENTATION**

A) PACKLIST:  
DISTRIBUTOR'S DOCUMENTATION OF MATERIAL SUPPLIED.  
E.G. PACKLIST, BILL OF LADING, OR SIMLAR DOCUMENT, LISTING MATERIAL TYPE, AND LOT INFORMATION.

B) CERTIFICATE OF CONFORMANCE:  
A CERTIFIED, SIGNED STATEMENT THAT MATERIAL/PARTS CONFORM TO APPLICABLE SPECIFICATIONS, PER PURCHASE ORDER REQUIREMENTS. CERTIFICATION MUST CONTAIN VENDORS NAME, PART NUMBER OR IDENTIFICATION NUMBER AND VERTEC PURCHASE ORDER NUMBER.

C) FULLY TRACEABLE MATERIAL REQUIREMENTS:  
1. ORIGINAL MELT SOURCE CERTIFICATION, WITH HEAT LOT NUMBER. LISTING ACTUAL TESTED CHEMICAL VALUES. (AT MINIMUM, IF MELTER IS NOT FINAL FINISHER OF PRODUCT.)  
2. ACTUAL CHEMICAL AND PHYSICAL MILL TEST REPORTS LISTING ACTUAL CHEMICAL AND PHYSICAL MILL TEST VALUES FROM FINAL PRODUCT FINISHER.  
3. ALL CERTIFICATIONS SHALL BE SIGNED BY AN AUTHORIZED PERSON.  
4. ALL DOCUMENTATION MUST BE TRACEABLE FROM ORIGINAL MELT, TO VERTEC BY HEAT LOT NUMBER. MUST LIST SPECIFICATION NUMBER WITH REVISION PER PO REQUIREMENTS.

**4.0 DFARS**

MATERIAL MUST BE DFARS COMPLIANT TO 252.225-7009.

**5.0 AGE-SENSITIVE MATERIAL**

SELLER SHALL MARK ARTICLES WITH LOT OR BATCH NUMBER. EXPIRATION DATE MUST BE MARKED ON MATERIAL AND ON ANY CERTIFICATION. UNLESS OTHERWISE SPECIFIED ON THE PURCHASE ORDER ARTICLES SHALL NOT BE SUPPLIED WITH MORE THAN 10% OF THE SHELF LIFE EXPENDED.

**6.0 RIGHT OF ENTRY**

VERTEC TOOL, OUR CUSTOMER AND REGULATORY AUTHORITIES MAY PERFORM AUDITS AND SURVEILLANCE OF THE SELLER'S FACILITY TO ASSURE COMPLIANCE WITH OUR QUALITY PROGRAM. THE SELLER SHALL PROVIDE ACCESS TO ALL FACILITIES AND RECORDS UPON VERTEC'S REQUEST.

7.0 COUNTERFEIT CLAUSE

SEE ATTACHED CUSTOMER CLAUSE

8.0 PROHIBITED MATERIALS AND FLUIDS

SEE PO BODY FOR DETAILS.

9.0 RETENTION OF RECORDS

THE SUPPLIER SHALL MAINTAIN ON FILE ALL DOCUMENTS REQUIRED ON PURCHASE ORDER FOR A MINIMUM OF SEVEN YEARS FROM END OF CONTRACT.

10.0 NON-CONFORMING PRODUCT

IF THE PRODUCT SUPPLIED BY THE VENDOR IS DISCREPANT IN ANY WAY, THE VENDOR MUST CONTACT THE MAKER OF THIS P.O. AT VERTEC FOR INSTRUCTION AND AUTHORIZATION TO PROCEED.

11.0 NONCONFORMING NOTIFICATION

VENDOR MUST NOTIFY THE MAKER OF THIS PO IF VENDOR DETERMINES THAT ANY PREVIOUSLY SHIPPED GOODS ARE DISCREPANT.

12.0 CHANGE NOTIFICATION

VENDOR MUST NOTIFY VERTEC OF ANY CHANGES IN PRODUCT AND/OR PROCESS, CHANGE OF SUPPLIERS, CHANGE OF MANUFACTURING FACILITY LOCATION, AND MATERIAL, AND OBTAIN VERTEC APPROVAL. AND WHERE REQUIRED, OBTAIN ORGANIZATIONAL APPROVAL.

13.0 FLOW DOWN

WHEN PRODUCTS OR SERVICES APPLICABLE TO THIS PO ARE PROCURED BY THE VENDOR FROM SUB-TIER SUPPLIERS, THE VENDOR SHALL FLOW DOWN THE QUALITY PO NOTE REQUIREMENTS AS NECESSARY.

14.0 NOTIFICATION OF DISAPPROVAL

VENDOR IS REQUIRED TO NOTIFY VERTEC TOOL IF DISAPPROVAL OF ANY QUALITY SYSTEMS SUCH AS ISO, NADCAP OR AS.

15.0 COUPONS

- A) VENDOR TO SUPPLY ALL REQUIRED TEST COUPON.
- B) VERTEC SUPPLIED COUPONS  
SEE PO BODY FOR DETAIL.

16.0 LOT TRACEABILITY

ALL MATERIAL FOR EACH ITEM ON THIS PO SHALL BE FROM THE SAME LOT OF MATERIAL. IF A SINGLE LOT CANNOT BE PROVIDED, CONTACT THE MAKER OF THIS PO.

17.0 SPECIAL HANDLING

THESE PARTS ARE FRAGILE AND REQUIRE SPECIAL HANDLING TO AVOID DINGS OR SCRATCHES .

18.0 REWORK

REWORK ON VERTEC PARTS IS PROHIBITED.  
IF THE PARTS ARE DISCREPANT IN ANY WAY, THE VENDOR MUST CONTACT THE  
MAKER OF THIS P.O. AT VERTEC FOR INSTRUCTION AND AUTHORIZATION TO  
PROCEED.

19.0 VERTEC SUPPLIED MATERIAL

VERTEC MATERIAL MUST BE KEPT ISOLATE FROM ANY OTHER MATERIAL AND  
ONLY VERTEC SUPPLIED MATERIAL IS ALLOW TO BE USE FOR PRODUCT ON THIS  
P.O. IF ADDITIONAL MATERIAL IS REQUIRED VENDOR MUST CONTACT THE  
MAKER OF THIS PO.

20.0 FOREIGN OBJECT DEBRIS/DAMAGE

FOREIGN OBJECT DEBRIS/DAMAGE IS STRICTLY PROHIBITED. SUPPLIER IS  
REQUIRED TO HAVE A FOD PREVENTION/AWARENESS PROGRAM IN PLACE.