



(03) Orders can contain technical data, export of which is restricted by the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). Disclosure to foreign persons without prior U.S. Government approval is prohibited. Violations of these export laws and regulations are subject to severe civil and criminal penalties. Return all provided technical documents, drawings, and procedures with the processed order.

General Information for External Providers

Commercial Machine shall communicate to external providers its requirements using code numbers and specifications, drawings, process requirements, work instructions: The Service Provider is responsible for compliance of general information (e.g., specifications, drawings, process requirements, work instructions), assigned Quality codes and Purchase Order(s). Product identification must be per any or all of the following: the design drawing, verbal/email purchase order. The supplier must maintain lot traceability throughout manufacturing, inspection and test:

- a. the processes, products, and services to be provided ***including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);***
- b. the approval of:
 1. products and services.
 2. methods, processes, and equipment.
 3. the release of products and services.
- c. competence, including any required qualification of persons.
- d. the external providers' interactions with its service providers. **See Q6 Below**
- e. control and monitoring of the external providers' performance to be applied by Commercial Machine. **See Supplier Risk Evaluation Below.**
- f. verification or validation activities that Commercial Machine, or its customer, intends to perform at the external providers' premises. **See Q6 Below**
- g. ***design and development control; (as flowed down)***
- h. ***special requirements, critical items, or key characteristics.***
- i. ***test, inspection, and verification (including production process verification).***
- j. ***the use of statistical techniques for product acceptance and related instructions for acceptance by Commercial Machine, the service provider shall use standard sampling plans unless otherwise specified on Purchase Order.***
- k. ***the need to:***
 - *implement a quality management system.*
 - *use customer-designated or approved external providers, including process sources (e.g., special processes). See Q6 Below*
 - *notify Commercial Machine of nonconforming processes, products, or services and obtain approval for their disposition.*
 - *prevent the use of counterfeit parts, Foreign Object Damage Prevention (FOD). Product must be free from any contamination. (At all times);*
 - *notify Commercial Machine of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Commercial Machine's approval. See Q6 Below*
 - *flow down to external providers applicable requirements including customer requirements; The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data must be flowed down to the sub-tiers who will certify to the specification and revision level.*
 - *provide test specimens (if required) for design approval, inspection/verification, investigation, or auditing.*
 - *retain documented information, including retention periods and disposition requirements; (Quality Documentation records and certifications must be maintained on file for a period of seven years after final payment of this purchase order. After SEVEN YEARS, Supplier shall not destroy such records without the written approval of Commercial Machine. Prime Contractor retention period requirements will supersede this note as applicable.).*
- l. ***the right of access by Commercial Machine, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain. See Q6 Below***
- m. ***ensuring that persons are aware of: (and document training)***
 - *their contribution to product or service conformity.*
 - *their contribution to product safety.*
 - *the importance of ethical behavior.*

Supplier Risk Evaluation Risk is assessed when using and determining our suppliers and documented on our Approved Supplier List and is rated, along with Management Review for OTD and quality along with the 7 principles of a Quality Management System.

Approvals	Revision/Date	Reason for Change
Tracey Orszulak	03 09/30/22	Updated for documentation handling.



Q1 Certifications – Raw Material

With each shipment, Commercial Machine requires mill certification to the required material specification. The material will not be accepted without the required certs with the materials lot# identified. None of the materials used can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as ROHS, mercury free, etc.

Q2 Certifications – Purchased Product

With each shipment, Commercial Machine requires a Certificate of Conformance and if necessary, the material mill cert and any outside process certifications. The product will not be accepted without the required certs. None of the materials in the product can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as ROHS, mercury free, etc.

Q3 Certifications – Outside Services

With each shipment, Commercial Machine requires a Process Certificate of Conformance to the specification on the P.O. The product will not be accepted without the required certs.

Q4 Shipment Delays

Supplier agrees to provide us timely written notice of his/her inability to maintain the shipment schedule.

Q5 General Packaging and Preservation Procedures

Unless specific instructions are required, product shipped to Commercial Machine must be delivered, packaged and preserved to prevent damage.

Q6 Other Commercial Machine Purchase Order Requirements, Applicable to all PO's.

The supplier must maintain their measuring and test equipment that is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012; The supplier as the recipient of the purchase order and or contract is responsible for meeting all specified technical and quality requirements, whether or not the work is performed by the supplier or by the supplier's sub-tier sources.

When the supplier uses a sub-tier source to perform services or work on products, the supplier shall include "Flow Down" on purchase orders to their sub-tier providers, of all the applicable technical and quality requirements from Commercial Machine purchase order, including when applicable the requirements to document and control "key characteristics" and to furnish objective evidence (test reports, certifications, charts, etc.....) when required by the specific clause called out on the purchase order. The supplier will not make any changes and or substitutions to any products or services which are required by the purchase order, drawing, specification, standard, and or other applicable documents without prior written authorization by the supplier will not make any changes and or substitutions to any products or services which are required by the purchase order, drawing, specification, standard, and or other applicable documents without prior written authorization by Commercial Machine. Suppliers and supplier's sub-tier can be subject to an on-site review of proposed change at their facility.

Q7 1st Article Inspection

If called out on the P.O., a 1st article is required for prototype and first production run.

Q8 Shelf-Life Procedure

It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf-life data with each shipment as it relates to the completed articles. Shelf life shall be more than 90% as received by Commercial Machine.

Q9 Previously Rejected Articles

Suppliers shall not submit a previously rejected article(s) for re-approval without documentation stating the article(s) was previously rejected by Commercial Machine and is being resubmitted for approval.

Q10 ITAR Flow-downs

ITAR regulations shall be flowed down when required.