

A & D Metal, Inc.

Terms & Conditions

Review ALL Purchase Order requirements completely prior to starting work.

If A & D Metal, Inc. has not provided the information required to process the product as stated on the Purchase Order or if you are unable to meet all Purchase Order requirements as stated on the Purchase Order or as stated below, please contact Alex Lewinski by phone or e-mail at alewinski@admetal.com or Harry Sheffer at hsheffer@admetal.com.

The “Due Date” on this purchase order is the date A & D Metal requires the product to be received at our facility.

General Purchase Order Requirements:

- 1) A certification of conformance is required with each shipment.
- 2) MSDS is required for purchased product with each shipment.
- 3) Reference our part number with revision and purchase order number on all shipping documents, packing slips, invoices, product container, and bill of lading / freight bills.
- 4) Traceability of all products shall be maintained. This shall include applicable certifications, routers, process sheets and special process certifications.
- 5) Notify A & D Metal, Inc. of all nonconforming product. Authority to ship nonconforming product must be obtained prior to shipment.
- 6) All material certifications, physical test certifications, inspection reports, and special process certifications must be legible and signed by an authorized representative and submitted with the shipment.
- 7) All required tolerances for size must be inspected and must meet the specified limits.
- 8) Retain inspection records, test records, administrative records, and certifications for a minimum of 7 years.
- 9) No shipping allowance over the specified purchase order quantity will be accepted.
- 10) Payment Terms: Net 45 days, after receipt of material, unless otherwise negotiated.
- 11) External Providers will be responsible for freight expenses on shipments that are shipped beyond the original commit date.
- 12) Package using commercial methods for the intended product so that the material will be received undamaged and in sound condition.

Additional Raw Material Purchase Order Requirements:

- 1) Each alloy / grade / type shall be segregated, and each heat lot number of each alloy / grade / type being shipped or supplied must be segregated, packaged separately and clearly identified and traceable to the supplied certification.
- 2) Original Mill Certifications are required. No re-write certifications or certificate of conformance by the distributor will be accepted.

A & D Metal, Inc is required by Aerospace Standard AS9100D to communicate to our external providers its requirements for:

- 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;

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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 A & D Metal, Inc.
 - e) Control and monitoring of the external providers' performance to be applied by A & D Metal, Inc.
 - f) Verification or validation activities that A & D Metal, Inc., or its Customer, intends to perform at the external providers' premises;
 - g) Design and development control;
 - 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 A & D Metal, Inc.
 - k) The need to:
 - Implement a quality management system;
 - Use A & D metal, Inc. designated or approved external providers, including process sources (eg., special processes);
 - Notify A & D Metal, Inc. of nonconforming processes, products, or services and obtain approval for their disposition;
 - Prevent the use of counterfeit parts;
 - Notify A & D Metal of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain A & D Metal, Inc.'s approval;
 - Flow down to external providers applicable requirements including A & D Metal, Inc. requirements;
 - Provide test specimens for design approval, inspection/verification, investigation, or auditing;
 - Retain documented information, including retention periods and disposition requirements;
 - l) The right of access by A & D Metal, Inc., Our customers, and regulating authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;
 - m) Ensuring that persons are aware of:
 - Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior.