

A & D Metal, Inc.

Purchase Order 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 A & D Metal, Inc. @ 413-562-3902.

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 Term & Conditions:

- 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 Terms & Conditions:

- 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.

Additional Commercial Calibration Lab Purchase Order Terms and Conditions:

The following are required, at a minimum, of the commercial calibration laboratory:

- 1) Laboratory accreditation shall be to ANSI/ISO/IEC 17025, “General Requirements for the Competence of Testing and Calibration Laboratories”.

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- 2) The accrediting body shall be a member of the National Voluntary Laboratory Accreditation Program (NVLAP) or the American Association for Laboratory Accreditation (A2LA) i.e., U.S. signatory to the International Laboratory Accreditation Corporation (ILAC) Mutual Recognition Agreement.
- 3) The scope of the accreditation covers the contracted services.
- 4) The calibration supplier shall be a domestic calibration supplier.
- 5) Purchase documents require reporting as-found calibration data when calibrated items are found to be out-of-tolerance.
- 6) Purchase documents require identification of the laboratory equipment / standards used.
- 7) Purchase documents impose other technical and administrative requirements to satisfy A & D Metal, Inc. Quality Program and technical requirements.
- 8) Calibration vendor shall be A2LA or NVLAP accredited.
- 9) A calibration certificate shall be supplied for each item being calibrated.
- 10) The calibration certificate will contain as a minimum:
 - The commercial laboratory name.
 - A certificate number and the accrediting body's logo.
 - Item name and unique identification of the item being calibrated.
 - Date of calibration and due date for next calibration.
 - As-found calibration data when calibrated items are found to be out-of-tolerance.
 - Identification of test equipment and / or standards used for calibration.
 - Result of calibration.
 - Calibration procedure and revision used.
 - Identification of measurement limitations.
 - Identification of person performing the calibration.
 - Identification of environmental conditions.
- 11) Each item of monitoring and measuring equipment shall have a label identifying the item, calibration date, calibration due date and contracted laboratory name.

A & D Metal, Inc is required by Aerospace Standard AS9100 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;
 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) Special requirements, critical items, or key characteristics;
- h) Test, inspection, and verification (including production process verification);

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- i) The use of statistical techniques for product acceptance and related instructions for acceptance by A & D Metal, Inc.
- j) 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;
- k) 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;
- l) Ensuring that persons are aware of:
 - Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior.