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	Document Title	STARKE MACHINE COMPANY, INC - .AS9100 2016-09, REV D PURCHASE ORDER TERMS AND CONDITIONS		

Section A – General Quality Requirements for All Suppliers

1.0 Purpose

This document defines the minimum quality requirements for Starke Machine Company, Inc.'s approved suppliers necessary to satisfy all customer requirements.

2.0 Scope

Section A: These terms and conditions apply to all suppliers of product, process and manufacturing (raw materials, machine component parts, calibration and special processes) as determined by Starke Machine Company to directly affect the quality of products we supply to all of our customers. Section A, General Quality Requirements and Section B, Aerospace Quality Requirements must be followed for all suppliers that provide product, process and manufacturing for aerospace components as described in the purchase order. Section B will be referenced on the purchase order as applicable. Specific Aerospace Quality Requirements contains flowed down quality requirements that pertain to aerospace components. Suppliers shall follow specific clauses in Section B when it is referenced on the purchase order.

3.0 General Requirements

3.1 Standards of Business Conduct


Starke Machine Company, Inc. is committed to conducting its business with the highest standards of ethics and in accordance with the laws of the United States and other countries in which it operates, all who conduct business with Starke Machine Company, Inc. are expected to operate in the same manner with the highest standards of integrity.

3.2 Compliance with Statutes, Laws, and Regulations

Supplier warrants and certifies that in performance of this order, it will comply with all applicable statutes, rules, regulations, and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours, and other conditions of employment and that the product delivered shall be produced in compliance with the Fair Labor Standard Act, Equal Opportunity Clause and confirm compliance to the Prohibition of segregated facilities (Ref: FAR 52.222-21). Supplier shall comply with all applicable Federal, State, and local laws, Government orders, and regulations in performing this purchase order. Supplier's delivery of product constitutes suppliers certification of compliance with all applicable requirements. Supplier shall provide Starke Machine Company, Inc., its customers and/or regulatory authority with all information necessary to enable us to comply with the laws and regulations applicable to our customer's requirements.

3.3 FAR Compliant

FAR52.211-5 Supplier represents that the supplies and components are new as defined in FAR52.211- 5, including recycled (not used or reconditioned) items, and are not of such age or so deteriorated as to impair their usefulness or life expectancy.

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3.4 Right of Access

Starke Machine Company, Inc., its customers and/or any regulatory authority shall have the right of access to the supplier's facility and all applicable records for parts/services purchased by Starke Machine Company, Inc. We reserve the right to perform an audit or inspection at the supplier's facility.

3.5 Notification of Change

Suppliers agree to notify Starke Machine Company, Inc. of all changes to changes in products, services, suppliers or process definition affecting form, fit or function and where required obtain approval prior to delivery. Suppliers agree to notify Starke Machine Company, Inc. of changes in business climate such as changes in ownership, company name, location and any activity that may impact the quality or delivery of purchased product. Suppliers initially approved for use via Certification (ISO, AS9100, ISO 17025, AS9120, Nadcap etc.) unless otherwise approved by Starke Machine Company, Inc. customer requirements. Suppliers providing Nadcap certified services must provide current documentation of these services and shall notify Starke Machine Company, Inc. of certification changes such as process, scope and revision.

3.6 Right of Approval

Starke Machine Company, Inc. reserves the right to review and approve the Suppliers Quality Management System. Starke Machine Company, Inc. reserves the right of final approval of product, procedures, processes, and equipment.

3.7 Flow Down Requirements


Information contained herein that is pertinent and applicable to the supplier must be flowed down to their sub-tier suppliers. Suppliers shall maintain on file and make available upon request a list of approved sub-tier suppliers to Starke Machine Company, Inc., its customers and regulatory authorities.

3.8 Prohibited Outsourcing

Outsourcing work to another source is prohibited unless defined within the purchase order scope of work to be performed or is pre-approved by Starke Machine Company, Inc. Work must not be sub-contracted without prior written approval, especially special processes.

3.9 Product Identification & Traceability

To ensure product identification and traceability, Starke Machine Company, Inc. requires material certificates, certificates of conformity, and/or supporting documentation from its suppliers as is appropriate. These requirements will be specified on the purchase order. Supplier agrees to maintain records of complete traceability from the original manufacturer.

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3.10 Packaging

Suppliers shall provide packaging in accordance with the best commercial packing methods, to protect the product from damage and for safety in handling during the shipping process or, per specific instructions as noted on the purchase order. Suppliers shall assure that all articles are packaged in a manner and with materials necessary to prevent deterioration, corrosion, or damage. Requirements for packaging shall consider conditions affecting the article while at the supplier's plant and transportation to Starke Machine Company, Inc. Supplier shall provide sufficient packaging for articles sensitive to handling damage.

3.11 Foreign Object Debris (FOD)

Supplier shall take necessary steps during processing and packaging to prevent addition of any foreign object debris or contaminates. Maintenance of the work area and control of tools, parts, and material shall preclude the risk of FOD incidents. The supplier shall document and investigate all FOD incidents assuring elimination of the root cause. Supplier shall have a F.O.D. prevention and training program adequate enough to ensure compliance.

3.12 Documentation Corrections

The use of any method that causes the original data of documents to be obliterated and unreadable (ie, the use of correction fluids, correction tape, or write-overs) to correct, modify or otherwise alter the data on any certifications or test reports is prohibited. Corrections may be made on records providing it is clearly obvious that a correction was made and it is signed (initialed) or stamped and dated by an authorized individual.


3.13 Non-Conforming Product / Corrective Action

Starke Machine Company, Inc. may require a Corrective Action Report from its suppliers when nonconforming material/product/service is discovered. Specific actions may be implemented where timely and/or effective corrective actions to a supplier issue are not achieved. These actions may include, but are not limited to, removal of the supplier from the approved supplier list.

Suppliers must notify our organization of nonconforming product immediately upon discovery, including any latent defects in products already delivered to Starke Machine Company, Inc. Suppliers must notify Starke Machine Company, Inc. of suspected nonconforming product having been shipped within 24 hours of detection Suppliers must obtain our organizational approval for nonconforming product disposition. All parts that are dispositioned as nonconforming must be identified with a discrepant part tag or other means of identification.

3.14 Military Standards and Process Specifications

The Suppliers Quality System shall assure that the latest applicable drawings, specifications, and quality requirements are compatible with the purchase order and are available and in use by the Supplier's manufacturing and inspection areas. Military Standards and Specifications utilized shall be to the latest revision in effect on the date of the purchase order, unless otherwise specified.

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3.15 Confidential Property

Drawings and any other confidential property received by Supplier shall be controlled as regulated by the Export Administration Regulations (EAR) or Director of Trade Controls (DOTC) and International traffic in Arms Regulations (ITAR).

3.16 Government Orders

Supplier agrees that receipt of any purchase order noting it is for a US Government Contract AND has an associated priority rating shall be executed in accordance with the Defense Priority and Allocation System (DPAS) Program.

3.17 Calibration Service Supplier Requirements

All Suppliers providing calibration services must be certified to ISO17025 (or equivalent). All calibration certificates must identify standards used and must be traceable to NIST (National Institute of Standards Technology).

3.18 Requirements for Special Processors

When special processes are specified by the drawing or purchase order, special processes must be performed by sources approved by Starke Machine Company, Inc. and/or its customer and be NADCAP certified by an accredited certification body. Suppliers providing special processes include all plating processes, anodizing, passivation, NDI (liquid penetrant, magnetic particle inspections and heat treating. All special processes required by this purchase order must be performed by qualified personnel. Suppliers must process and handle and package each lot separately when processing more than one lot. Documentation and control identification must be able to provide traceability to the supplier's records.

3.19 Record Retention

Supplier shall maintain on file and make available to (upon request) Starke Machine Company, Inc., its customers and/or regulatory authority, all quality data/records such as certificates of material and/or processes, acceptance test reports, inspection records, control plans and other applicable quality control data for a minimum of 10 years, or as specified on the Purchase Order if beyond 10 years from completion of purchase order that directly affects quality of products we supply to all of our customers. ***Suppliers must be aware that some purchase orders may require a 40 year retention period for items identified as "frozen process" or "flight safety" parts. At the end of the retention period supplier shall provide the option for Starke Machine Company, Inc., Inc. to take possession of the records.***


4.0 Raw Material Distributor Supplier Requirements

4.1 Record Retention

Distributors must keep the OEM certifications on file for a minimum of 10 years from the OEM shipment. The Distributor's record retention system should be readily accessible by Starke Machine Company, Inc., its customers and/or regulatory authority, those records must be available within 24-48 hours.

4.2 Conflict Minerals

Certain regions, where several minerals used in the electronics industry originate, have been identified as "conflict" regions. The Democratic Republic of the Congo and adjoining countries are identified as conflict regions due to reported human rights abuses, environmental concerns and actions against

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citizens. Certain minerals that originate (are mined) from this region have been identified as “Conflict minerals” from certain identified regions include gold (Au), tantalum (Ta), tungsten (W) and tin (Sn). Suppliers of raw materials are required to undertake due diligence in reviewing / assessing their supply chain to assure that these minerals, if they are contained within the product supplied, are not sourced from mines that are in this conflict region which are controlled by non-government military groups, or unlawful military factions.

4.3 Raw Material Distributor Certification Requirements

Raw Metallic Material Certificates Raw metallic materials (including castings and forgings) supplied shall include a copy of the original mill certificate or material test report (certification). The mill certificate should meet the intent of the material specification. Raw material mill certifications may not be altered. The certificate shall also include the physical or mechanical properties as specified on the drawing or material specification.

4.4 Counterfeit Policy

Distributors must have a counterfeit policy and provide it upon request. The counterfeit policy must include provisions of supplying product from the Original Component Manufacturer or qualified distributor. Supplier shall notify Starke Machine Company, Inc. immediately upon discovery of any delivery of counterfeit parts/components/materials. Supplier will be responsible for monetary damages to Starke Machine Company, Inc. and/or its customers for any losses or damages arising from the delivery of counterfeit parts/components or materials.

Section B – Specific Aerospace Quality Requirements

Section B references specific customer requirements. The purchase order will reference the applicable requirement (when necessary and/or required) by the Q code or by statement of the purchase order as stated below. Please contact the quality department at Starke Machine Company, Inc. for current revisions of these quality requirement documents.

5.1 DFARS Compliant Requirement

DFARS 252.225-7002 and 252.225-7008 apply. DFARS compliance statement must be stated on the supplier’s certificate of conformance.

5.2 Eye Examinations

Unless otherwise specified, procedures shall be implemented to ensure that eye examinations, including visual acuity and color vision, as applicable, are administered by a medically qualified / trained person to all individuals performing visual inspection, other product acceptance activities and/or M&TE calibration that require visual acuity. This requirement shall be flowed down to all sup-tier suppliers.

- Intervals shall not exceed one year.
- Individuals shall be tested in at least one eye, either corrected or uncorrected.
- Color Perception testing is required one time only. Individuals shall be capable of adequately distinguishing and differentiating colors used in the method for which certification is required, the process being performed or inspection activity.
- Records shall be retained for each individual.

