



Purchase Order Clauses

(Addendum A-840-004 to NMT Quality System Manual, Section 8.4 Control of Externally Provided Processes, Products and Services)



PURCHASE ORDER CLAUSES

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1. QUALITY PROGRAM REQUIREMENTS

The supplier shall have an established and documented quality control system that complies with the control specification designated.

- A-840-003 Supplier Quality Program Requirements

2. SOURCE INSPECTION

Parts or assemblies are subject to inspection at the supplier's plant prior to shipment. The supplier shall notify NMT's Supplier Quality Liaison forty-eight (48) hours (min.) in advance of material ready for source inspection.

3. FIRST ARTICLE INSPECTION

The supplier shall perform a First Article Inspection. Acceptance by NMT is required prior to the release of the first production run. The First Article must conform to the requirements of the Purchase Order and drawing.

First Article documentation shall include a dimensional inspection report, test data, etc.,

4. VARIABLE TEST DATA RECORDS

The supplier shall measure and/or test items indicated in the Purchase Order, or its applicable specification, and shall record results of such measurements and/or test in appropriate manner (noting the complete serial number e.g. NMT0123). One copy (original) should be retained by the supplier as documented evidence of conformance. One copy must always be forwarded with the product. Where separate packaging is used, copies of test results shall be included in the main container. It is an absolute requirement that the integrity of the part/data traceability be maintained.

5. CERTIFICATION OF RAW MATERIALS, FORGINGS, CASTINGS, ETC.

Certification, signed by an authorized representative, from the manufacturer of the material, is required stating the following:

5.1 Quantity of parts or material shipped.

5.2 Conformance to the Purchase Order, drawing and/or applicable specification requirement (including latest revision) e.g. AMS6419 Rev. H.

5.3 Chemical analysis, mechanical properties when applicable, material size tested, nondestructive tests and special processes when they are performed.

5.4 Heat lot number of the raw material and melt-code number of the casting(s)/ forging(s).

5.5 Lot or batch number of non-metallic and related products such as teflon, plastics, polystyrene, etc.

5.6 Serial/forging number and/or control number whenever applicable.



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5.7 All vendor supplied raw material certification must be sent in to NMT Quality Assurance Department for approval prior to starting job.

Note: NMT is not responsible for any item manufactured without pre-approval of material. Should the supplier use alternate material or start a job without approval, they do so at their own risk.

When material is to be shipped to a site other than NMT, one copy of the certification shall accompany the shipment and one copy shall be forwarded to NMT.

6. AGE SENSITIVE ITEMS

6.1 Shelf-Life Items

Shelf-life items or their container shall show applicable specifications, batch numbers, part numbers/Rev., shelf life expire date, etc.

7. MATERIAL PURCHASED THROUGH DISTRIBUTORS

Each shipment must be accompanied by a Certificate of Compliance listing the name of the manufacturer (subcontractor) and signed by their authorized Quality Assurance Representative. The certificate shall be fixed to the material or its container in such a manner as to prevent loss in transit. All manufacturer certifications must conform to NMT's drawing requirements and a copy maintained in the supplier's file.

8. CERTIFICATION OF COMPLIANCE

Each shipment must be accompanied by a Certificate of Compliance signed by an authorized representative of the supplier. A copy of the certificate shall be affixed to the material or its container in such a manner as to prevent loss in transit. The original shall be sent in an envelope with the parts. All applicable specifications, including revisions, must be noted on the Certification of Compliance. Complete serial numbers must be noted, e.g.

- small group of parts: NMT0123, NMT0124, NMT0125, NMT0126.
- large group of parts: NMT (Typ) 0123, 0124, 0126, 0127, 0129, 0134, 0135, 0136, 0138, 0139, 0147, 0156.

Note: These are examples for illustration only, for NMT production parts.

Note: If certain specifications are impossible to meet, or a substitute material is requested to be used, this must be submitted to NMT's Quality Assurance Department for evaluation, prior to any work being done by the supplier.

It is extremely important that the applicable technique number of the process being certified is clearly stated on the Certificate of Compliance. The technique must be sent to NMT when requested for review and possibly submittal to NMT's customer. No work is to be performed until NMT notifies the supplier that the applicable technique/process is acceptable.



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9. CUSTOMER SUPPLIED MATERIAL

Each shipment of parts must be accompanied by a Certificate of Compliance indicating NMT's supplied material, signed by an authorized quality control representative. NMT will be responsible for the approval of the material supplied. Each shipment of parts against the Purchase Order shall be accompanied by copies of the applicable certifications, which include as a minimum, the source, applicable specification and revision, purchase order number, part number, revision, and quantity.

10. NONDESTRUCTIVE TESTING

Nondestructive testing must be accomplished by approved sources selected by NMT or by NMT's customer. Technique sheets will be submitted to NMT. All nondestructive testing will be accomplished in accordance with the requirements of the specification. All nondestructive certifications must show evidence of analysis results with direct identification to the specific part or lot tested and must be signed by an authorized quality control representative stating their level of qualifications. In addition, the certification must also be stamped by the appropriate inspector performing the testing. Magnetic particle testing when called for per drawing (before/after) plating is subject to the applicable specifications and must be noted on the Certificate of Compliance as separate items.

11. SPECIAL PROCESSING

Special processes, such as heat treating, stress relief, plating (Nickel, Chrome, Cadmium, I.V.D., dry film lube, anodizing, etc.), shot peening, etc., shall be performed approved sources. All certifications must be legibly signed and stamped by an authorized representative, stating both title and level of qualification. Certification must contain complete specifications including revisions and serial numbers. Technique numbers must be listed where applicable. Parts received with incomplete/incorrect certification will be rejected.

- Initial shipment:

Certification from all special processors is required with the initial shipment. In the case where source inspection is also required, a copy of the Source Report and source inspection tag stamped by an authorized NMT Representative must accompany the initial shipment.

- Follow-on shipment:

All follow-on shipments must include a Certification of Compliance with a list of all special processes used and the appropriate approvals for each specification.

Note: All processing techniques must be submitted to NMT prior to the start of any job (to be kept on file in Quality Assurance) and are to be recorded on the applicable Certificate of Compliance.



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12. NONCONFORMING MATERIAL

Any departure from the drawing, specification or other purchase order requirements must be recorded on the supplier's internal rejection form and NMT's Quality Assurance Department must be notified within 48 hours of the non-conformance.

The complete internal rejection form must be sent to NMT for review and disposition. Under no circumstance is there to be further work done by the supplier without written consent from NMT Quality Assurance Department.

13. CUSTOMER SOURCE INSPECTION

Customer inspection is required prior to shipment from your plant. NMT's Quality Department is to be contacted to arrange Customer Source Inspection.

14. STATISTICAL PROCESS CONTROL

Statistical process control techniques shall be used to control the manufacturing process. Supplier's Statistical Process Control Program shall include, but not be limited to, usage of key characteristics, process capabilities, control charts, out of control corrective action, etc. In many cases, the NMT's MPS will denote the key characteristics as shown by symbol SPC. SPC data and analysis are subject to periodic review by NMT.

15. AUDITS

All suppliers will be subject to periodic audits. The time and relative frequency of these audits will be determined by the NMT Quality Assurance Department. The supplier shall furnish the NMT Representative who performs the audit with all the necessary time and facilities necessary to answer the pertinent questions at no cost to NMT. The supplier shall be notified of an upcoming audit no later than fourteen (14) days prior to the audit.

16. MATERIAL HANDLING

All material/parts must be packed in the same containers that they arrived in, provided the containers are still in usable condition. The only exception to this rule is raw material which has been shipped to the supplier to have the specific part manufactured. Any material/parts that are returned to NMT from processing or manufacture with rust/corrosion, will be either reworked at the supplier's expense or simply returned unacceptable. Handling damage will be verified by incoming inspection, reworked and billed to the supplier or returned unacceptable. Parts/assemblies made of ferrous metals or similar material must be thoroughly oiled using Tectyl 900/502C or comparable product (MIL-C-16173 Grade II).

Parts must be processed within one (1) hour of degreasing and rust protected (oiled) between operations. If parts are to sit for extended periods of time, they should be oiled using a heavier grade oil, preventing rust from forming where thin grade oil would run off the surfaces of I.D.'s/O.D.'s.



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Suppliers must provide for prevention, detection, and removal of foreign objects.

17. MATERIAL TRACEABILITY

Material traceability must be maintained. Serial numbers assigned or permanently marked on material must be maintained throughout all processing. Parts which have identification tags as control numbers must not lose traceability. If the tags are removed, it is imperative that the tags are placed on the proper parts after processing. THIS IS MANDATORY AND CRITICAL TO THE INTEGRITY OF THE COMPONENTS.

18. CANCELLATION

NMT reserves the right to cancel this Purchase Order at any time if:

18.1 NMT customer cancels the original contract, cost incurred will be negotiated.

18.2 The supplier's performance, as determined by NMT, falls below an acceptable standard. A charge back may be applicable.

In either case an amendment to the original Purchase Order noting why the order is being canceled will be sent to the supplier.

19. REWORK ANALYSIS

These parts have been sent to the supplier for rework (NMT's Liability). No work is to be performed until a price is negotiated between the supplier and NMT Purchasing Department. Rework is to be analyzed for costing only. Authorization to proceed is only valid with an amendment to the original Purchase Order with associated rework costs listed for the work to be performed.

20. UTAS - FLOW DOWN REQUIREMENTS

Where applicable, apply the following UTAS requirements. General access to the standard flow down documents, For COL-ASQR-PRO-0003, LS-SBU-A001-SQM, DOC 200, RTX Terms & Conditions, procedures, standard work, forms and additional resources can be found: <https://portal.rockwellcollins.com/web/Suppliers/utc-Supplier-docs>

21. HDI - FLOW DOWN REQUIREMENTS

Where applicable apply the flow down requirements that are outlined in HPS-010, HDI Quality Assurance Requirements for Suppliers.

22. SIEMENS - FLOW DOWN REQUIREMENTS

Where applicable apply the flow down requirements that are outlined in Siemens Code of Conduct, for Suppliers.



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23. SUPPLIER MANAGED WORK TRANSFER

When a supplier is planning a work transfer (eg. make to make, make to buy, buy to make), the supplier shall request approval using ASQR-01 Form 4; the movement of work shall not commence until approval is received. NMT may notify the supplier of product validation actions that are required to ensure the integrity of the product throughout the life cycle of the project and are maintained after the project is complete (e.g., PPAP, FAI, MPR)

- Suppliers shall validate all affected features, characteristics, and compliance to customer requirements.
- Transfer of any work (feature, operation, etc.) and multi-sourcing are also work transfers and all requirements shall be met.
- If changing from one source performing a special process to another Customer approved source a partial FAI shall be completed to document and validate the new special process source: ASQR-01 Form 4 is not required.

Revision History

REV	Date	Section	Paragraph	Summary of Change	Authorized by
NC	06/25/18	N/A	N/A	Initial Revision	Gord Chatha
A	09/16/2022	22.	N/A	Added Siemens Flow Down- Code of Conduct	Gord Chatha
B	10/30/2023	20	N/A	COL-A-SQR-PRO-003- was revised to (04),	Gord Chatha
C	04/19/2024	23	N/A	New requirement for Supplier Managed work transfer	Gord Chatha
D	04/21/2025	20	N/A	Revised item #20 to include hyperlink access to resources to meet customer requirements	Gord Chatha