

## **PURCHASE ORDER GENERAL CLAUSES - LIST**

*Used as Reference/Guide ONLY*

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\*\*\* WINDTECH INC. QUALITY POLICY \*\*\*

**“STRICT COMPLIANCE OF AGREED CUSTOMER REQUIREMENTS THROUGH  
CONTINUOUS IMPROVEMENT”**

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### **PURCHASE ORDER MATERIALS CLAUSES – “MCXXX”**

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**MC001.** Acknowledge receipt of Purchase Order via email [purchasing@windtech.com] or fax (775) 258-8196 to our purchasing department.

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**MC002.** The due date on this Purchase Order indicates "our" dock date.

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**MC003.** All order acknowledgments, packing lists, invoices, etc. must reference our Purchase Order and part number.

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**MC004.** Due to internal policy, we require Certificate of Origin on each line and for each shipment of this order. Either a Country of Origin Certificate or a Manufacturing Affidavit is acceptable. Products without this documentation may be returned to the supplier at their expense.

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**MC005.** Anticipated shipments are only accepted 10 days maximum prior the due date on our Purchase Order, unless otherwise specified on this Purchase Order or previously authorized by our end; shipments are subject to return under vendor expense if the 10 days is exceeded.

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**MC006.** For any blanket orders, due date of each release must be shipped only as requested on our Purchase Order; no anticipated shipments will be accepted, unless previously authorized by our end; otherwise, shipment will be returned under vendor's expense.

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**MC007.** Only full quantity shipments are accepted, all partial shipments must be authorized by our end prior shipment from vendor.

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**MC008** All parts must be packed per manufacturer recommendations (if required) or using standard methods to prevent damage, deterioration, rust, etc.

-ESD Electrostatic Discharge. All ESD sensitive materials must be packaged and identified according to ANSI/ESD S20.20

-Order containing magnets. All orders containing magnets must be packaged and meet the following requirements:

- Shipment packaging must clearly indicate that magnetized or non-magnetized magnets are inside.
- Material Test Report required on each shipment.
- Magnetization Test Report required [a sample from the lot should suffice].

-All shipments over 125 net weight lbs must be shipped on a pallet/skid/crate and must be shipped under Motor Freight.

All wooden packaging, needs to be heat treated to meet ISPM 15 export specifications.

-Shipments without pallet under our account:

- Must be shipped Parcel Shipping.
- Boxes should not exceed 50 net weight lbs, unless the material being shipped exceeds this total weight by itself.
- All shipments over 50 net weight lbs, must have a label indicating the total weight on each box.
- For all shipments with boxes exceeding 50" in length and 30" in width, the exact dimensions must be indicated on the shipping BOL, documentation, etc.

**IMPORTANT:** Any additional charges from our carriers for not following these instructions, will be invoiced to the shipper/supplier.

Unless otherwise specified, the Supplier must obtain written approval from Windtech Inc. to ship using other carrier or service.

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**MC009.** All shipments must reference our Purchase Order number on the Bill of Lading when using our carrier's account [collect].

-All shipments with a \$1'000.00 USD value or more, must be declared on the shipping documentation for proper insurance

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**MC010.** All documents and certificates provided [except for Invoices] should **NOT** contain prices or refer to material costs. This includes, but it is not limited to; Certificates of Conformance, Origin, Test reports, etc.

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## **PURCHASE ORDER QUALITY CLAUSES – “QCXXX”**

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**QC001.** All required documentation must be included in the shipment and there should be a list of all annexed certifications and/or reports which at the same time all must correlate one to another to comply with our purchase order.

The certificates and/or test reports provided to Windtech Inc. must **NOT** include prices or refer to material costs. This includes, but it is not limited to; Certificates of Conformance, Origin, Test reports, etc.

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**QC002.** All products supplied to Windtech Inc. shall be accompanied with original signed certificates of conformity from the manufacturer, unless otherwise specified in writing.

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**QC003.** AS9102 FAIR ^ STANDARD FAIR [First Article Inspection Report], are required on all Custom-Made parts, on the following instances:

- Initial order.
- Revision change.
- If 2 years or more have passed from the last shipment.

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**QC004.** Supplier must maintain and operate detailed quality control and material traceability records that ensure that all Products, sub-assemblies and components contained therein are fully traceable to the manufacturer. Such records must be available for a period of at least ten [10] years from the date of the last shipment.

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**QC005.** Counterfeit Part Policy

- Supplier is responsible of maintaining a counterfeit parts avoidance plan designed to preclude, detect, and remove any counterfeit components from all deliveries to our end. Supplier shall maintain a database of counterfeit components received, and applicable source data. Please refer to AS6081, AS5553 and/or AS6174 as applicable. Supplier warrants that only new, unused, authentic, genuine and legitimate items shall form part of the supplies supplied to the purchaser.

**QC006. Material Certification and/or Test Report for Special Processes.**

- Suppliers shall perform the special processes and provide a Material Certification and/or Test Report for the required subsections:

- A) BH Curve and Magnetization Saturation.
- B) Demagnetization.
- C) Heat Treat.
- D) Post Stamping/Cutting Process (Heat Treat, Annealing, Ni-OX, etc.). Vendor must provide test reports as applicable (BH curve, Iron Loss, etc.) to ensure magnetic/mechanical properties of lamination steel are compliant, unless otherwise approved by Windtech Inc.
- E) Annealing, Anodize, Chem-film, Plating/Coating, Painting, Passivation, etc.
- F) NADCAP Annealing, Anodize, Chem-film, Plating/Coating, Painting, Passivation, etc. (For more information access the <https://p-r-i.org/nadcap/>). All special processes required on material must be performed by a NADCAP accredited company, unless otherwise approved by Windtech Inc.\*
- G) Brazing, Welding, Electron Beam Welding, etc.
- H) Balancing (Setup, Balancing Process, Balancing Report; prior and after is required).
- I) Casting, Forging, etc.
- J) Molding.

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**QC007. Requirements for Perishable Materials:****A) Solder Roll.**

- Must comply with ANSI-J-STD-006 or equivalent.
- Expiration date and/or shelf life must be marked on Certificate of Compliance and/or container.
- Minimum shelf life acceptance: 75% shelf life.

**B) Chemical, Tape with Adhesives, Expanded Tubing/Sleeve, other materials under special request.**

- Where applicable [I.E. Varnishes, Adhesives, Epoxies, etc.] a copy of the most recent MSDS is required with each shipment.
- Expiration date and/or shelf life must be marked on Certificate of Compliance and/or container.
- Minimum shelf life acceptance:

1-4 Weeks = 90% Shelf life  
1-2 Months = 80% Shelf life  
3-5 Months = 70% Shelf life  
6-11 Months = 60% Shelf life  
1 Year or more = 50% Shelf life

**C) For lead-wire/Cable with conductors that are not Silver or Nickel Plated, we only accept material with a maximum of 4 years from the date of manufacture.**

- Date of manufacture must be marked on the Certificate of Compliance and/or container.

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**QC008. Requirements for Lead Wire/Cable:**

- A. MIL Spec. (MIL-22759, MIL-16878, etc.):
  - Certificate of Compliance & Analysis/Test Report directly from the manufacturer.
- B. UL: (1180, 1199, etc.)
  - Certificate of Compliance & Analysis/Test Report directly from the manufacturer.
- C. For lead-wire/cable with coated {Silver or Nickel} conductors, Windtech Inc., only accepts material with a MAXIMUM of 4 years from the date of manufacturing.
  - Date of manufacturing must be clearly indicated on the Certificate of Compliance and/or container.
- D. Leadwires manufactured by Judd Wire are not acceptable.

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**QC009.** Raw Material Certificate/Test Report:

All Suppliers must provide a Raw Material Certificate/Test Report directly from the manufacturer of all materials used on the manufacturing process.

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**QC010** ITAR: This Purchase Order is subject to International Traffic in Arms Regulation (ITAR). This regulation restricts the flow of certain materials, devices and technical information related to such materials and devices outside the United States or to foreign nationals.

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**QC010.** International Traffic in Arms Regulations [ITAR]:

This Purchase Order is subject to International Traffic in Arms Regulation (ITAR). This regulation restricts the flow of certain materials, devices and technical information related to such materials and devices outside the United States or to foreign nationals.

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**QC011.** Restriction of Hazardous Substances [RoHS]:

Material shall meet "RoHS" requirements to the latest directive, and must submit a RoHS compliance declaration on each shipment. In case the Supplier is a distributor, the RoHS compliance declaration must come directly from the manufacturer.

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**QC012:** Registration, Evaluation, Authorization and restriction of Chemicals [REACH]:

Material shall meet "REACH" requirements to the latest directive, and must submit a REACH compliance declaration on each shipment. In case the Supplier is a distributor, the REACH compliance declaration must come directly from the manufacturer.

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**QC013.** Defense Federal Acquisition Regulations Supplement (DFARS):

- Material for this order must be compliant to Defense Federal Acquisition Regulations Supplement (DFARS) as prescribed in 252.225, as applicable. Supplier must submit a DFARS compliance declaration on each shipment.

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**QC014.** QMS (Quality Management System) "Right of Entry":

- Seller is subject to buyer, Government (Including FAA) and Windtech Inc. customer on-site evaluation of compliance with applicable requirements, and they reserve the right to inspect any of the materials included in this PO or subcontract at the supplier's facility and to review any company systems related to the materials being procured.

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**QC015.** Supplier must be able to verify and demonstrate compliance upon request to all contract requirements and also be responsible of the work activities by sub-tier contractors. The appropriate controls may include customer/regulatory/AS9100 specific requirements, and will be indicated in the purchase order.

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**QC016.** Conflict Minerals Compliance (CMC): Supplier must comply with the Conflict Minerals requirement, on those materials with minerals listed in the Dodd-Frank Act, section 1502.

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**QC017. Requirements for Soldering and Welding Materials:****A) Solder Bar.**

- The supplier must provide a certificate from the manufacturer to ensure that the material complies with the standard ANSI-J-STD-006 or equivalent.

**B) Brazing Rod.**

- The supplier must provide a certificate from the manufacturer to ensure that the material complies with A5.8 applicable standard (AWS A5.8 - Filler Metals for Brazing and Braze Welding and AWS A5.10 - Filler Metals for Welding of Aluminum and Aluminum alloys).

- Manufacturer's chemical certificate is required for each shipment.

**C) Solder Flux.**

- Must comply with ANSI-J-STD-004 or equivalent and should be reference on the Certificate of Compliance and/or container.

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**QC018.** Lot Identifier for packaging: For materials with different lot identifiers, material should be packed by lot identifier. More than one lot identifier per container is not acceptable.

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**QC019. Export Administration Regulation (EAR):**

This purchase order is subject to the Export Administration Regulation (EAR). This regulation directly affects the creation, sale and distribution of certain materials/products and technologies located within the Commerce Control List (CCL) outside the United States of America. These materials/products must be duly reported to the export authorities before being included in an international shipment.

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**QC020. Application A/D** If an obsolescence issue occurs, Supplier must notify the Buyer of this condition upon identification. Supplier assumes responsibility for identification, notification, and resolution of obsolescence, change of revision, refurbished, shelf-life issues to Buyer. If an alternate part was implemented, Supplier shall provide the alternate manufacturer part number.

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**QC021. Application A/D Measurement/Test Report**

- The Supplier must provide Measurement/Test Report of all Key characteristics or Special characteristics [SCWT] indicated in the drawing. The report must contain as minimum:

1. Actual Measurement.
2. Low and high Limits.
3. Measurement units.
4. Designated Tool/Equipment for measuring or testing.
5. Calibration due date of designated tooling.

- The measurement/Test Report must be for all parts of the order.

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**QC022. Application A/D Quality Control System:**

Suppliers shall document, implement and maintain a quality control, assurance and improvement system, which assures that the product or services provided meet our requirements per ISO9001 or AS9100.

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**QC023. Suppliers Outsourcing**

For any outsourcing events, supplier must use Windtech designated or approved external providers when required. This includes process sources such as, Special Processes (e.g. Passivation, Welding, Annealing, etc.) and others.

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**QC024. Application A/D Nonconforming Products/Materials:**

- When finished or in-process product/material or services are found to be non-conforming, supplier must notify Windtech Inc. for disposition prior to shipment. All non-conforming product/material must be segregated and clearly identified. If supplier identifies a non-conformance or potential non-conformance after the shipment has already been made to Windtech Inc., seller must notify buyer of the non-conformance in writing within 24 hours.

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**QC025. Application A/D Changes in Process or Material:**

Supplier must notify of any changes in material and/or process, suppliers, manufacturing facility location, etc. and obtain approval as required from Windtech Inc.

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**QC026. Application A/D Safety & Ethics:**

All Windtech Inc. suppliers, shall ensure its employees are aware of the importance of their contribution to product and service conformity, their contribution to product safety, and the importance of ethical behavior.

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**QC027. Application A/D Material Specimens**

- Supplier must provide specimens for Material Ordered before processing our PO, on the following instances:

- Initial order.
- Revision change.
- If 2 years or more have passed from the last shipment.

NOTE: Windtech Inc., may require specimens for dimensional evaluation only, excluding special processes, if that applies.

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**QC028. Receipt of materials manufactured in Windtech Inc.**

For products manufactured in Windtech Inc. and are received as customer supplied materials, all corresponding documentation regarding the Job from where they were manufactured must be included.

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**QC029. DPAS (Defense Priorities and Allocations System)**

If this PO contains a DPAS rating, it means that it is a "rated order" certified for national defense, emergency preparedness, and/or energy program use, and Supplier shall follow all the requirements of the Defense Priorities and Allocation System Regulation (15 C.F.R. Part 700).

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**QC030 California Proposition 65.**

Material shall meet "CP65" requirements to the latest list to the date of Purchase Order (PO) issuance, and must submit a CP65 compliance declaration on each shipment. If the material is not compliant, the company must provide a "clear and reasonable" warning before confirming PO and on every shipment.

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**QC031. CUI (Controlled Unclassified Information):**

This purchase order is subject to US Controlled Unclassified Information regulation and supplier must comply with the following:

- Supplier is **restricted** to retain, photocopy, scan, upload, take pictures or any other means of reproduction to any documentation (drawings, procedures, etc.) provided by Windtech Inc.



- Supplier must **comply** with the latest revision of the cyber security standard “NIST SP 800-53” if, any technical information is uploaded into an exposed environment.
- All documentation/system created with information of documentation provided by Windtech Inc. must be **destroyed** upon PO completion; supplier must notify via e-mail once this has been completed.

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**QC032.** The material supplied under this contract/purchase order is intended for use on Mercury Free Environment. Therefore, shall not contain metallic Mercury and shall be free from Mercury contamination. Any event that does not comply, must be notified immediately by the seller.

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**QC033.** PPAP [Production Part Approval Process] required for this purchase order, applicable PPAP level/requirements will be confirmed by our Quality team.

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**QC034.** Specification/Standard/Norm Compliance. The material supplied under this contract/purchase order includes special compliance requirement(s) as called on the print, purchase order or related document. Certificate of compliance must include explicit notes compliance to all related specifications, standards or norms.

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