



PURCHASE ORDER CLAUSES

I. These requirements apply to all suppliers:

- Q1. Flow Down Requirements** - All requirements specified in Astro-Tek Industries's Purchase Order Clauses Q1 – Q11, the applicable product-specific clauses (SPQ, & additional special customer clauses shall be flowed to sub-tier suppliers used on this order.
- Q2. Right of Entry** – Astro-Tek Industries, Astro-Tek Industries' customers and their customers or any applicable regulatory agency (a) shall have right of access to all facilities involved in the order at any level of the supply chain and to all applicable records; (b) shall have the right to perform verification or validations at the supplier's facility; (c) please call Astro-Tek when ready for source inspection..
- Q3. Quality System** - The supplier shall maintain a quality system meeting the requirements of the ISO 9001 family of standards unless otherwise agreed to by Astro-Tek Industries. The supplier shall control sub-tier procurements to the extent necessary to ensure conformance to the quality requirements of the purchase order.
- Q4. Notifications** – (a) The supplier shall immediately notify Astro-Tek Industries when it is suspected or known that nonconforming material has been produced or delivered. The notification must include a clear description of the actual or suspected nonconformance. (b) The supplier shall notify Astro-Tek Industries as soon as it has been determined that supplier is not able to ship as specified. (c) The supplier shall notify Astro-Tek Industries of any **changes in product or process** definition, suppliers, or location of the manufacturing facility and obtain Astro-Tek Industries' approval prior to accepting the order. Astro-Tek, in turn, monitors the supplier's quality and delivery performance and notifies suppliers through quarterly performance reports and/or requests for corrections, if applicable.
- Q5. Use of Approved Special Process Sources** – The supplier shall use and direct sub-tier suppliers to use Astro-Tek Industries or Astro-Tek Industries' customer's designated suppliers as instructed on Astro-Tek's purchase order.
- Q6. Prevention of FOD** – Supplier shall maintain an active FOD prevention program
- Q7. Prevention of Counterfeit Materials** – Supplier shall maintain an active counterfeit prevention process to include measures for avoidance, detection, mitigation, and disposition.
- Q8. Packaging & Preservation** – The supplier shall ensure that packaging and preservation is adequate to prevent damage or deterioration during shipment to Astro-Tek Industries.
- Q9. Records** – Supplier shall retain and maintain quality records pertaining to the Astro-Tek's purchase from deterioration for a minimum of ten years unless otherwise specified by purchase order.
- Q10. Release of Information** – Except as required by law, no public release of any information, confirmation or denial of the subject matter of this purchase order shall be made without prior written authorization by Astro-Tek Industries or its customer. Access to the information contained in this order shall be provided only to employees or suppliers "with the need to know" (for the performance of this order) and who are under obligation to hold such information in confidence.
- Q11. Employee Awareness** – Supplier shall ensure that people involved in this order are aware of (a) their contribution to product/service conformity; (b) their contribution to product safety; & (c) the importance of ethical behavior.



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II. Special Product-Specific Requirements.

- SPQ1 OEM’s Certificate of Analysis** – Certificates showing full chain of custody including the mill or product certificates denoting chemical and physical properties shall accompany each lot/shipment.
- SPQ2 OEM’S Mill Certificate** – Mill or product certificates denoting chemical and physical properties shall accompany each lot/shipment.
- SPQ3 Domestic Specialty Metals** – Raw materials shall not be procured from foreign agencies or produced in non-domestic mills unless previously approved by Astro-Tek Industries. Specialty metals identified in DFARS Clause 252.225-7014 which have been melted outside the United States, its possessions, or Puerto Rico are prohibited and must be approved by Astro-Tek Industries prior to shipment. If approval is granted, an independent laboratory analysis may be required.
- SPQ4 OCM’s Certificate of Authenticity** – Product certificates from original equipment manufacturers are required.
- SPQ5 Calibration Certificate** - Calibration certificates traceable to NIST are required.
- SPQ6 Certificate of Conformance** – Certificate of Conformance containing all information requested by Astro-Tek and denoting full compliance with technical requirements.
- SPQ7 Required Tests & Test Specimens** – The supplier shall provide test reports and/or test coupons or specimens as requested by Astro-Tek Industries’ purchase order.
- SPQ8 Hazardous Material** – The supplier shall furnish applicable Safety Data Sheets for products designated by industry, state, or federal agencies as hazardous materials.
- SPQ9 Inspections** - A dimensional inspection report is required.
- SPQ10 Inspections**- First articles must conform to AS 9102.
- SPQ11 Export Compliance** – Supplier shall maintain procedures to prevent the disclosure of technical data and products in this purchase order in written, oral or visual form to any foreign national without prior export authorization from the *U.S. Department of State (Reference 22CFR Part 120-130 International Traffic in Arms Regulations (ITAR) and 15CFR Part 730-744 Export Administration Regulations (EAR).*
- SPQ12 Source Inspection** – Supplier shall notify Astro-Tek or Astro-Tek’s customer when ready for source inspection and shall not proceed or ship until Source Inspection has been satisfactorily completed.

These clauses apply for the commodities shown below. The purchase order provides further clarification and additional information, if necessary.

TYPE OF PURCHASE	SPQ1	SPQ 2	SPQ3	SPQ 4	SPQ5	SPQ6	SPQ7	SPQ8	SPQ9	SPQ10	SPQ11	SPQ12
Raw Material	O	O	O									
Off-the-Shelf Commodities				O				O				
Calibrations					X							
Chemical Processing						X					O	O
Coatings						X		O			O	O
Machining						X			O	O	O	O
Heat Treating						X	O				O	
Materials Testing							X					
Measurement & Inspection							X					

X = Required for every order
O = Required when stipulated on Astro-Tek Purchase Order