

PURCHASE ORDER GENERAL CLAUSES - LIST

Used as Reference/Guide Only

*** WINDTECH INC. QUALITY POLICY ***

“STRICT COMPLIANCE OF AGREED CUSTOMER REQUIREMENTS THROUGH CONTINUOUS IMPROVEMENT”

PURCHASE ORDER MATERIALS CLAUSES – “MCXXX”

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

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

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

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.

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.

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.

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

MC008 All parts must be packed 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 150 pounds must be shipped on a pallet/skid/crate. If wooden material used, it should be heat treated to meet ISPM 15 export specifications.

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 \$3'000.00 USD value or more, must be declared on the freight documentation in order to be properly insured.

PURCHASE ORDER QUALITY CLAUSES – “QCXXX”

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.

QC002. Certificate of Compliance required on all materials unless otherwise specified.

QC003. AS9102 FAIR ^ STANDARD FAIR [First Article Inspection Report], are required on all Custom-Made parts, in 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 retain appropriate Certificates of Compliance and all required documentation for 10 years from date of shipment unless otherwise specified.

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.

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

- Suppliers providing parts with special processes must send a Material Certification and/or Test Report for the following:

- A) BH Curve and Magnetization Saturation.
 - B) Demagnetization.
 - C) Heat Treat.
 - D) Post Stamping Process (Heat Treat, Annealing, Ni-OX, etc.).
 - 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 Bar and Roll.

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

B) Brazing Rod.

- Must comply with AWS A5.8 standard.
- Certificate of Chemistry required on each shipment.

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

Note: Solder flux materials must comply with ANSI-J-STD-004 or equivalent and should be reference on the Certificate of Compliance and/or container.

QC008. Requirements for Lead Wire/Cable:

- A. MIL Spec. (MIL-22759, MIL-16878, etc.):
 - Certificate of Compliance & Analysis/Test Report.
 - B. UL: (1180, 1199, etc.)
 - Certificate of Compliance & Analysis/Test Report.
 - UL must be printed on lead wire insulation. The container must be labeled with the symbol "UR".
 - Spools must be labeled with the UL Re-Spooling label.
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QC009. Raw Material Certificate/Test Report:

- All Suppliers must provide Raw Material Certificate/Test Report 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 restrict the flow of certain materials, devices and technical information related to such materials and devices outside the United States or to foreign nationals.

QC011 RoHS: Material shall meet "RoHS" requirements to the latest directive, and must submit a RoHS compliance declaration on each shipment.

QC012: REACH Material shall meet "REACH" requirements to the latest directive, and must submit a REACH compliance declaration on each shipment.

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":

- Supplier must allow Windtech personnel and Windtech Customer's, Government or Regulatory entities the right to visit or audit the manufacturing facility or sub-tier facility when needed and requested.
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QC015. Supplier must be able to verify and demonstrate compliance to all contract requirements and also be responsible of the work activities by sub-tier contractors.
