



## **STEWART PROCUREMENT REQUIREMENTS (T&C's)**

Stewart Precision Mfg. Inc. (also SPM)

- 1) All goods (which term throughout this order includes without limitation, raw materials, components, intermediate assemblies, tools and end products) shall be subject to inspection and test by the purchaser and its customers (which term throughout this clause shall include, without limitation, the Federal Government, including its surveillance and/or regulatory agencies) to the extent practical at all times and places, prior to final acceptance.
- 2) If any inspection or test is made on the premises of the seller or its supplier, seller without additional charge shall provide reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and tests on the premises or its suppliers shall be performed in a manner not to unduly delay the work.
- 3) The Supplier is responsible for the acceptance and release of goods as specified within the purchase order requirements. SPM shall not be responsible for suppliers delivered goods if found to be nonconforming post-delivery. Such nonconformities shall not relieve the seller from responsibility for goods or order requirement, nor impose liability of purchaser. The supplier is responsible to notify SPM directly and explicitly document any nonconformity.
- 4) A Certificate of Conformance, signed by the Supplier's authorized representative, shall accompany all materials shipped against this order. As a minimum, the certificate shall include the following:
  - The Stewart Precision Manufacturing Inc. Purchase Order number.
  - Part number.
  - Revision level of drawing.
  - Quantity
  - Serial number, when applicable.
  - A statement that certifies compliance to the drawing / specification (w/revision).
  - The applicable chemical / physical and/or mechanical test data is on file and available for Stewart Precision Manufacturing, Inc. and/or Stewart Precision Manufacturing Inc. customer for review.
  - Signature, date and title of the seller's responsible representative.
- 5) Materials shall be packaged in a manner and with materials necessary to prevent deterioration, corrosion or damage during transit, and when applicable, during storage.
- 6) Supplier shall perform, or have performed all inspections (examinations and tests) required to substantiate compliance with the technical requirements of the products ordered.
- 7) Where required, product will be 100% inspected at Stewart Precision Manufacturing Inc. for cosmetic appearance.
- 8) Suppliers shall maintain a quality management system in compliance with ISO9001 and or AS9100, with a calibration system consistent with ANSI/NCSL Z540 or ISO 10012-1, and special processors to be Nadcap approved. The supplier shall ensure that persons are aware of their contribution to product or service conformity, product safety, and ethical behavior.
- 9) Process Certifications – When required, the shipment will include one (1) legible and reproducible copy of a certificate showing each process used, such as heat treating, welding, magnetic particle inspection, surface preparation and treatment, etc. The supplier is responsible for the qualification of personnel, the certificate(s) shall include the name and current revision level of the process, the specification to which it conforms, the signature and title of an authorized representative of the seller. When parts are serialized, serial numbers must appear on the certification.
- 10) Supplier and/or supplier's subcontractor will retain all inspection records, actual chemical/physical, process certification and/or mechanical test data as applicable, on file and available for Stewart Precision Manufacturing Inc. and its Customers to review items shipped against this Purchase Order for a period of ten (10) years unless otherwise specified.
- 11) Suppliers are responsible to have a system in place for the awareness and prevention of counterfeit part use. To flow down to external providers applicable requirements of this purchase order including customer requirements and to notify SPM of changes in status of process, products or service, including location.
- 12) Raw Materials shall be accompanied with a copy of the Mill Test Report traceable to the applicable purchase order. The test report shall include the name and current revision level of the process, the specification to which it conforms, material lot number, the signature and title of an authorized representative of the seller. When parts are serialized, serial numbers must appear on the certification. Any DFARS requirement will appear on the Purchase Order.
- 13) Materials or articles having definite age degradation characteristics shall be identified with manufacturing date, and/or cure date, shelf life, expiration date, storage condition requirements and any other data pertinent to the supplied materials or articles.



Stewart Precision Manufacturing Inc. – Machining, Fabrication, Sheet Metal & Assembly  
21631 North 3<sup>rd</sup> Avenue - Phoenix, AZ. 85027  
Tel: (623) 492-9400; Fax: (623) 492-9071

- 14) Any special requirements dictated by Stewart Precision Manufacturing, Inc. customers, not specified herein shall be noted on the applicable purchase order.
- 15) Suppliers/contractors shall mitigate risks associated with Cyber Security when sensitive customer information, as needed to fulfil RFQ or PO requirements, is shared by SPM, aligned with standards such as: NIST 800-53, ISO 27000, DFAR 252.204-7012 Para (m) & FAR 52.204-21(c). Suppliers shall report any security breach or loss, affecting sensitive customer information, to SPM.