

- Q1.** Applies to all PO/Contracts
- a. The supplier is required to notify C&H Machine of changes in product and/or process, equipment, suppliers, ownership, management and facility location changes.
  - b. Any changes to the contract requirements by the supplier must be approved by C&H Machine in writing prior to proceeding with the change
  - c. All information in the contract must be held in confidence by the supplier and no third-party request for information will be authorized unless instructed in writing by C&H Machine representative.
  - d. C&H Machine has a right of entry/access and the supplier agrees to right of entry/access for our customers, or regulatory agencies to all facilities and records in the performance of this contract.
  - e. Material substitution and the right of the supplier to sub-contract work is prohibited without receiving prior written authorization from C&H Machine prior to implementation of the change.
  - f. All applicable requirements from the assigned purchase order must be flowed down to any sub-tier suppliers. Approval of the sub-tier supplier is required from C&H Machine in writing.
  - g. The supporting certification and/or shipping document shall as applicable contain at minimum the C&H purchase order number, line item number, quantity, part number/description, part revision, performed process rev level, C&H Machine Job number and government rating. C&H has the right to refuse shipment if obvious damage, incorrect material/supplier or other type of procedural discrepancy is noted.
  - h. The supplier is required to notify C&H Machine Quality Department of any nonconforming product. The supplier must obtain approval and/or disposition of the non-conforming product prior to shipment to C&H Machine. C&H Machine reserves the right to refuse shipment of material or products that are identified as not meeting purchase order requirements at receiving.
  - i. The supplier shall maintain adequate records of all material certifications, processing certifications, inspections and tests records. Records shall be kept for a period of no less than fifteen (15) years, unless otherwise noted by contractual requirements.
  - j. All retained records shall be legible and readily available for review by C&H Machine and/or its customer or regulatory authority.
  - k. As applicable to the requested services, suppliers are required to have a quality system that conforms to or is registered to AS91XX latest revision. Special Process Suppliers are required to maintain Customer and/or NADCAP approval (as applicable) for special processes they perform, including any required qualification of persons and shall process parts to the latest revision of the applicable process specification(s).
  - l. If applicable to the provided services, suppliers are required to meet ITAR requirements and restrictions, if ITAR requirements are noted on the Purchase Order or Engineering Print. A signed QAN~29 (C&H Machine Document) shall be on file for suppliers who process ITAR products. Reference [http://www.pmdt.state.gov/regulations\\_laws/itar.html](http://www.pmdt.state.gov/regulations_laws/itar.html) for more information.
  - m. If applicable to the provided service and stated on PO, suppliers are required to meet DPAS requirements. Reference <http://www.bis.doc.gov/index.php/other-areas/strategic-industries-and-economic-security-sies/defense-priorities-a-allocations-system-program-dpas> for more information.
  - n. Ensure that personnel are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of Ethical behavior.
  - o. As applicable to the requested services, suppliers are required to assure traceability of parts and components to their original or authorized manufacturers to prevent the use of counterfeit parts.
- Q2.** Processing suppliers shall furnish processing certifications to the contract requirements, and shall not process any product for which they are not certified or approved to do so. Ref Q1.g
- Q3.** Machining suppliers must furnish Certificate of Conformance, First Article Reports (if required per the PO & and meet AS9102 Rev. B requirements) and as applicable material and processing Certifications for the product they furnish.
- Q4.** Material suppliers must furnish material certifications to the contract requirements, shall reflect the latest material specification rev level and shall not supply material for which they are not certified or approved.
- Q5.** When authorized in writing by C&H Machine, delegated product quality verification may be performed at the Supplier's facility by qualified personnel; such authorization will be stated on Purchase Orders and will preclude receiving inspection being performed at C&H Machine. C&H Machine reserves the right to remove such authorization delegated, in writing, should conditions warrant such action