

TURBO MACH A DIVISION OF VT SAA	DOC: QSM T&C
<u>QUALITY SYSTEM MANUAL</u>	REV. #: Init. Rel.
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1. PURPOSE

To define specific terms and conditions for the purchase of product, materials and services.

2. SCOPE

All products, materials and services purchased for use by Turbo Mach.

3. RESPONSIBILITY

It is the responsibility of the Operations Manager to ensure that this procedure is enforced and maintained

4 SUPPORTING DOCUMENTS

QSM – Quality system manual

5. DEFINITION

None

6. TERMS and CONDITIONS

6.1 The Terms and Conditions identified within this document will be posted in a public domain for use by current or future suppliers to Turbo Mach.

6.2 Each Purchase Order will contain a link to the public domain document that reads; Terms and Conditions, located at '<http://www.turbomach.com/terms.htm>' apply to this order. These Terms and Conditions are subject to change without notification. Verify these prior to fulfillment of Purchase Orders. Notify Turbo Mach Quality with any questions.

6.3 QUALITY MANAGEMENT SYSTEM: Vendor is required to maintain a Quality Management System that conforms to a QA Class as defined and listed herein.

6.3.1 The QA Class applicable is shown on the Purchase Order.

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Class 1 - Full ISO Certification - Vendor must maintain a Quality Management System is ISO 9001 Certified and Registered with an accredited ISO registrar.

Class 2 - Customer Approved / Specified Vendor for Special Process - Vendor must maintain a Quality Management System that is approved by the specific Job Order Customer, and must maintain current customer approval status for specific special process defined by this PO.

Class 3 - ISO / Mil-I-45208 / Mil-Q-9858 Compliant - Vendor must maintain a Quality Management System is structured within the guidelines of ISO-9001, Mil-I-45208, Mil-Q-9858, or a generally accepted Industrial Quality Standard. Vendor will be considered "Compliant" to one of the noted Quality Standards, but not may be fully certified by an auditing party.

Class 4 - Fabrication or Machining Offload, Company Supplied Material - Vendor must be able to perform manufacturing and inspection process that meet the requirements of provided drawings and/or CAD files. Vendor must demonstrate capability to provide inspection reports for the vendor scope of work as defined by Operating Procedures.

Class 5 - Distributor System - Vendor must maintain a Quality Management System that provides for adequate controls over materials trace ability requirements and documentation as defined by Purchase Orders.

Class 6 - Special Process Offload - Vendor must be able to perform special processes to supplied parts in accordance with the specifications defined by the PO, and provide certified documentation of the conformance to the specification. Vendor must maintain a quality management system that provides for measurement and testing in accordance with the process specifications. Vendor must maintain current revision levels of the process specifications and where appropriate, the revision levels shall be documented upon applicable quality records either provided to Athena, or maintained by the Vendor. Vendor must demonstrate capability to provide inspection reports for the vendor scope of work as defined by Operating Procedures. Vendors with NADCAP certification for applicable special processes may be exempt from certain requirements of these Terms and Conditions. Notify Turbo Mach Director of Quality Assurance for information on any exemptions.

Class 7 - No QA System Required - Used for non-production related materials or services.

6.3.2 When the Purchase Order does not specify which QA Class, Class 3 complies.

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- 6.4 Turbo Mach reserves the right to review the processes and records associated with this order at all suppliers' facilities with appropriate notification.
- 6.4.1 This right extends to our customers, applicable regulatory agencies, and any sub-tier suppliers used in the fulfillment of this order.
- 6.4.2 This right of access extends to all applicable areas of the supplier, and sub-tier supplier's facilities throughout the supply chain, as necessary to ensure requirements are being fulfilled according to contract requirements.
- 6.5 Conformance records showing that the items listed above meet specifications are required for each different line item.
- 6.5.1 Supplier shall provide Turbo Mach with an approved Certificate of Conformance, Certificate of Test, or Certificate of Analysis as appropriate to the product or service provided.
- 6.6 When Product or Service involves the supplier providing or utilizing raw materials within the deliverable product, raw material certificates that identify the lot, batch number, melt, or similar traceability shall be provided with each delivered lot.
- 6.6.1 Where multiple lots or batches are shipped for any order, these shall be clearly identified and segregated to the best of the supplier's ability.
- 6.7 Suppliers must maintain conformance and traceability records regarding the product or service provided in regards to this order.
- 6.7.1 Such records shall be maintained for a period of no less than ten (10) years.
- 6.7.2 Upon end of retention period, the Supplier shall notify Turbo Mach prior to disposal of any quality records.
- 6.8 All special processes required by this PO must be performed by qualified personnel, performed following documented, approved procedures, work instructions, or methods.
- 6.8.1 Turbo Mach reserves the right to perform additional process approval including review of documented procedures or work instructions.

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- 6.9 Any differences between what is listed within the Purchase Order and what is provided by the supplier must be clearly identified, communicated and approved prior to shipping.
- 6.10 Suppliers are not, under any circumstance, granted MRB authority to alter the product characteristics beyond those allowed by drawing or engineering tolerances.
- 6.11 Unless specifically approved by Turbo Mach Director of Quality, Suppliers do not have Verification Authority.
- 6.11.1 No product or service may be determined acceptable or approved and presented to Turbo Mach customers with such approval without prior written authorization by the Turbo Mach Director of Quality.
- 6.11.2 Suppliers delegated with Verification Authority shall be approved prior to implementing such activity.
- 6.11.3 When applied, Quality Assurance maintains a list of Suppliers with delegated Verification Authority.
- 6.12 Detection of a nonconforming product regarding any order (currently in work or previously shipped) must be promptly communicated to our quality department for risk assessment.
- 6.13 It is the responsibility of the supplier or vendor to ensure that any and all material or special processes purchased or processed are in accordance with all necessary specifications of the most current revision.
- 6.13.1 The current revision shall be clearly identified upon all documentation provided with each shipment.
- 6.14 If any of this order is outsourced to your suppliers, all applicable requirements and specifications must be communicated (including all applicable key characteristics) to each sub-tier supplier used.
- 6.14.1 Turbo Mach shall be notified prior to outsource of any work related to a Manufacturing Purchase Order.

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6.14.2 Approval to use sub-tier suppliers shall only be provided in writing prior to any work being performed.

6.15 If providing calibration services, all certificates must identify standards used and must be traceable to NIST (National Institute of Standards Technology).

6.15.1 All suppliers of calibration services shall furthermore be qualified and certified to the ISO-17025 standard, current revision as applicable.

6.16 Suppliers are to notify Turbo Mach of changes in products and/or processes definition.

6.16.1 In addition, Turbo Mach shall be notified of any location change, Management change, significant changes to approved Quality Systems including procedures, work instructions, or other processes that affect approval provided to suppliers.

6.16.2 When required by contract, suppliers are to obtain Athena's approval prior to such changes occurring.

7. RECORDS

None