



## **Badge Machine Products, Inc.**

**2491 Brickyard Road, Canandaigua New York 14424**

### **Purchase Order Clauses**

#### **I. Clauses B1-B8 are requirements that apply to all suppliers of Badge Machine:**

- B1. Right of Entry** - The buyer, the buyer's customer and their customers or any applicable regulatory agency shall have the right of access to all facilities involved in the order and to all applicable records.
- B2. Quality Systems** - The supplier shall maintain a quality system meeting the requirements of the ISO 9001 family of standards unless otherwise agreed to by Badge Machine.
- B3. Notification of Nonconforming Product** - The supplier shall immediately notify Badge Machine when it is suspected or known that nonconforming material has been delivered. The notification must include a clear description of the actual or suspected nonconformance.
- B4. Notification of Inability to Ship** - The supplier shall notify Badge Machine as soon as it has been determined that supplier is not able to ship as specified.
- B5. Use of Customer Approved Special Process Sources** - The supplier shall use and direct sub-tier suppliers to use Badge Machine or Badge Machine's customer's designated suppliers as instructed on Badge Machine's purchase order.
- B6. Packaging & Preservation** - The supplier shall insure packaging and preservation is adequate to prevent damage or deterioration during shipment to Badge Machine.
- B7. Records** - Supplier shall retain and maintain quality records associated with product shipped to Badge Machine from deterioration for a minimum of seven years unless otherwise specified by purchase order.
- B8. Hazardous Material** - The supplier shall furnish applicable Material Safety Data Sheets for products designated by industry, state, or federal agencies as hazardous materials.

**II. Clauses B9-B18 apply for the commodities identified in Table III. The purchase order provides further clarification and additional information, if necessary.**

- B9. OEM's Certificates of Analysis** - Mill or product certificates denoting chemical and physical properties shall accompany each lot/shipment.
- B10. Domestic Specialty Metals** - Raw material shall not be procured from foreign agencies or produced in non-domestic mills unless previously approved by Badge Machine. 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 Badge Machine prior to shipment. If approval is granted, and independent laboratory analysis may be required.
- B11. Segregation of Product** - Raw materials must be supplied in single heat lots only. Supplier must obtain approval from Badge Machine prior to shipping multiple heat lots. If permission is granted, the material must be shipped in separate, clearly identified containers, bundles or skids. The supplier shall not mix material of any type. Material of different type, thickness, etc., must be shipped in clearly identified and separate containers, bundles or skids.
- B12. Certificate of Conformance** - The supplier shall submit 1 copy of the Certificate of Conformance with each shipment. C of C must include:
- A general statement such as material, processing, and/or finish "on this order meet all specifications and/or drawing requirements per this PO."
  - Supplier name
  - Badge's PO #
  - Part number and EC #/revision level if applicable
  - Quantity shipped
  - Date (such as a run or ship date)
- C of C may also include:**
- Any special process specifications and specification revision level as referenced on drawing, PO, or packing sheet.
  - Material traceability, identification code #, serial #, or heat/lot/batch #
  - A signature from an authorized vendor representative.
- B13. Required Test Specimens** - The supplier shall provide test coupons or specimens as requested by Badge Machine's purchase order.
- B14. Required Test, Inspection, & Related Instructions** - The supplier shall perform or obtain tests and/or inspections and provide the resulting data to Badge Machine prior to shipment or with shipment of the product, as instructed on Badge Machine's purchase order.
- B15. Inspections** - A dimensional inspection report is required.
- B16. Inspections** - First articles to be supplied with identified 1<sup>st</sup> piece, bubble print, and data.
- B17. Inspections** - Calibration certificate traceable to NIST.
- B18. Other** - See purchase order for additional requirements.

### III. PURCHASE ORDER CLAUSE TABLE

<u>TYPE OF SUPPLIER</u>	<u>B9</u>	<u>B10</u>	<u>B11</u>	<u>B12</u>	<u>B13</u>	<u>B14</u>	<u>B15</u>	<u>B16</u>	<u>B17</u>	<u>B18</u>
Raw Material	x		x							x
Machining				x			x			x
EDM				x			x			x
Grinding/Honing				x			x			x
Finishing Process				x						x
Heat Treat				x		x				x
Hardware				x						x
Calibration									x	x
Castings/Forgings				x		x				x