
	<b>Sumitomo Precision USA, Inc.</b>	<b>Revision: 2</b>
	<b>Purchase Order and Transfer Order Quality Notes</b>	<b>Date: 20 November 2023</b>
	<b>SPD-6-002</b>	

Purchase Order and Transfer Order Quality Notes

The following items are verifiable at Receiving Inspection.

1. Supplier must accept the terms and conditions of the purchase order or transfer order by signing, dating and returning a copy of the signed and dated purchase order or transfer order to Sumitomo Precision USA, Inc. Alternatively, an email or system generated response from the supplier will satisfy this acceptance requirement.
2. Certificates of Conformance with reference to this purchase order or transfer order and applicable line item must be provided with each shipment.
3. Certificates of Conformance is required to state the article(s) meet the requirement of the drawing that defines the article.
4. If sub-tier suppliers are utilized in the final assembly or final testing of articles fulfilling Sumitomo Precision USA, Inc. purchase orders or transfer orders, permission must be received in writing from Sumitomo Precision USA, Inc. Quality Manager.
5. If sub-tier suppliers are utilized, supplier must flow down all terms and conditions specified by the Sumitomo Precision USA, Inc. Purchase Order or Transfer Order.
6. Supplier will provide Full or Partial First Article Inspection as appropriate and documented in accordance with AS9102 under the following circumstances:
  - a. Upon request of Sumitomo Precision USA, Inc.
  - b. Upon introduction of new article representative of the first production run.
  - c. A change in the design characteristics affecting fit, form, or function of the part.
  - d. A change in manufacturing source(s) such as sub-tier suppliers, process(es), inspection method(s), location of manufacture, tooling, or materials that can potentially affect fit, form, or function
  - e. A change in numerical control program or translation to another media that can potentially affect fit, form, or function.
  - f. A natural or man-made event, which may adversely affect the manufacturing process.
  - g. An implementation of corrective action required to complete a previous First Article Inspection.
  - h. A lapse in production for two years shall require an update for any characteristics that may be impacted by the inactivity. This lapse is from the completion of the last production operation to the actual restart of production.

Regarding a Partial First Article Inspection, if AS9102 Form 2 or Form 3 are not required, justification must be adequately documented on AS9102 Form 1 and agreed upon by Sumitomo Precision USA, Inc. Quality Manager.

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The following items are not verifiable at Receiving Inspection. These items are verifiable via an audit.

7. Sumitomo Precision USA, Inc. reserves the right to issue a stop work order for articles or services authorized by this purchase order or transfer order. Unauthorized articles manufactured or services performed after the date of a stop work order are not billable to Sumitomo Precision USA, Inc.
8. Supplier is subject to FAA right of access and audit.
9. Supplier shall notify and provide any design change for evaluation and approval by Sumitomo Precision USA, Inc. prior to incorporating the design change into production for articles supplied to Sumitomo Precision USA, Inc.
10. Supplier shall notify Sumitomo Precision USA, Inc. Quality Manager of change in physical address.
11. Supplier shall notify Sumitomo Precision USA, Inc. Quality Manager, in writing, if changes to manufacturing and/or quality system affect inspection, conformity or airworthiness of supplier manufactured article.
12. Supplier shall notify Sumitomo Precision USA, Inc. Quality Manager, immediately in writing, when articles or services have been released from supplier quality system, or provided by supplier and subsequently found not to conform to Sumitomo Precision USA, Inc. design data requirements.
13. Supplier shall notify Sumitomo Precision USA, Inc. Quality Manager, immediately in writing, when any Service Information Letters (SIL), Service Bulletins (SB) or Airworthiness Directives (AD) are issued that affect any articles supplied to Sumitomo Precision USA, Inc.
14. Supplier shall notify Sumitomo Precision USA, Inc. Quality Manager, immediately in writing if any JIS Q, ISO, certifications expire, or are suspended or revoked.
15. All applicable quality records as identified below shall be maintained by supplier for a minimum 5 years from date of manufacture and will be made available to Sumitomo Precision USA, Inc. upon request.
  - a. Build, Assembly and Manufacturing Records
  - b. First Article Inspection Reports
  - c. Certificates of Conformance
  - d. Material Certifications
  - e. In-Process Inspection Records
  - f. In-Process Test Records
  - g. Final Inspection Records
  - h. Production Acceptance Test Records
  - i. Shop Travelers
  - j. Source Manufacturer Material Certifications
  - k. Process Certifications
  - l. Special Process Certifications