



**J & F Machine Inc. Purchase Order Terms and Conditions**  
**F 8.4.2 - 1 Revision A**  
**8/31/17**

The following Purchase Order Clauses apply, unless otherwise stated:

1. **Latest Revision** – Parts must be processed and certified to the latest revision of the designated specification, drawings, process requirements, inspection/verification instructions and other technical data.
2. **Changes** – Any changes or deviations to the purchase order requirements by the supplier (or supplier contractor [sub-supplier]) must be approved by J & F Machine Inc. in writing. As supplier, you are responsible for controlling compliance of any sub-supplier. Any changes to processes or manufacturing location need to be communicated to J & F Machine Inc. for approval.
3. **Supplier Assurances** - Suppliers will insure that all personnel of both their facility and any sub-supplier facility used that are associated with the processing of J & F Machine parts are aware qualified in the operations being performed. Personnel should be aware of the following:
  - a. Their contribution to product conformity.
  - b. Their contribution to product safety.
  - c. The importance of ethical behavior.
4. **Certifications** – Will be required on any and all materials and processes performed by suppliers. Certifications should include the specification and revision to which they conform, the part number, part revision, and J & F Machine Inc. purchase order number, as well as the signature and title of an authorized representative of the performing supplier.
5. **Due Date** – Is specified on purchase order and must be kept. Any delay in shipment must be conveyed to J & F Machine Inc. as soon as the delay is known for rescheduling approval.
6. **Quality Standards** – Suppliers (and their sub-suppliers) are responsible to comply with ITAR, DFAR, MIL-I-45208, AC7004, ISO 9001, or AS9100 Standards. Compliance is to be maintained unless agreed upon in writing.
7. **Flow Down** – Supplier must flow down to their sub-tier suppliers all **applicable requirements**.
8. **Right of Access** - Supplier must grant J & F Machine Inc. , its customers, and regulatory authorities the right of access to applicable facilities involved in order and all applicable records.
9. **Record Retention** - All quality records pertaining to the order shall be kept on file a minimum of ten (10) years. Records shall be protected, identified, and disposed of on J & F Machine Inc.'s instructions.
10. **Confidentiality** – The supplier must keep confidential all information received from J & F Machine Inc. Any third party request for information must be authorized in writing by a representative of J & F Machine Inc.
11. **J & F Machine Inc Furnished Items/Drawings** – Any tools, sample parts, programs, etc. must be returned to J & F Machine Inc. at the completion of the order. Blueprints supplied with the purchase order shall be returned to J & F Machine Inc. or destroyed.



12. **Traceability** – Supplier shall maintain traceability and part integrity throughout processing and delivery.
13. **Non-Conforming Product** – Supplier must notify J & F Machine Inc. when a non-conformance is discovered and receive disposition approval from J & F Machine Inc. prior to delivery. Changes in product and/or process, suppliers, or facility must have authorized approval by J & F Machine Inc. All work performed and materials received under the purchase order shall be subject to inspection by J & F Machine Inc. and the final consumer. Final acceptance by the final consumer is part of this contract.
14. **Corrective Action** – Supplier must submit acceptable corrective action to J & F Machine Inc. in the event of non-conforming product.
15. **Packaging and Handling** – Parts should be handled with care to avoid nicks or dings. Packaging should be adequate to prevent damage and keep product free from FOD (foreign object debris). Material must be free from mercury contamination.
16. **DFARS (Defense Federal Acquisition Regulation Supplement)** – When specified on the P.O. raw material supplied to J & F Machine Inc. must be compliant to the latest revision of DFARS 225.872-1.
17. **Conflict Minerals** – The supplier must perform due diligence to prevent the use of any conflict mineral (tin, tantalum, tungsten, and gold) in the manufacturing or processing of products. (Dodd Frank Act, Section 1502)
18. **ITAR (International Traffic in Arms Regulation)** – Unless otherwise stated on the order, documents and/or parts supplied by J & F Machine Inc. contain technical data whose export is restricted by the United States Department of State in accordance with the Arms Export Control Act and the International Traffic in Arms Regulations or the U.S. Department of Commerce in accordance with the Export Administration Regulations (EAR). Violations of these export control laws are subject to severe criminal penalties.
19. **Counterfeit Parts Prevention** – Supplier acknowledges and certifies that parts delivered under this order are not considered “Counterfeit Work” (items misrepresented as having been designed and/or produced under an approved system, reached the design life limit, or damaged beyond possible repair).
20. **Result of Non-Compliance** – If suppliers do not meet the requirements specified in these terms, corrective action will be required. This action could include removal from J & F Machine’s **Approved Supplier List**.