


Document Name: Purchase Order Clauses				
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NOTE: PO requirements take precedence over this document in the event of conflict

Clause	Description
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- P01 Age Sensitive Product**
Materials procured on this order are considered age sensitive (i.e. resins, adhesives, paints, etc.). Seller is required to mark the date of manufacture and expiration date on all material related quality documents.

75% or more of the shelf life must be remaining upon receipt to be accepted by Rock West Composites.
- P02 Precision Parts**
These are precision parts produced at significant cost. They must be handled with care and packaged adequately to prevent damage. No nicks, dents or scratches will be tolerated.
- P03 SDS Sheet**
Seller is required to provide a "Safety Data Sheet" that meets current OSHA hazard communication standards on all potentially hazardous chemicals or materials that are being delivered to Rock West Composites for the first time.
- P04 Traceability & ID**
Material to be marked and traceable to manufacturing lot/batch and purchase order.
- P05 Unique Identification (UID)**
Each individual item is to be identified with the specific identification requirements per purchase order and drawings.
- P06 Physical Material ID**
Seller is required to identify each piece of physical material being shipped with information from the purchase order. The information required is: (a) the part number; (b) the revision level of the part number; (c) the lot/batch number, where applicable.
- P07 Exact Quantity**
Quantity of delivered product must match the quantity on the purchase order exactly. Excess or insufficient quantity is not allowed.
- P08 Variable Quantity**
Quantity of delivered product can vary from the purchase order quantity, with notification. Confirm with buyer the exact amount of variation allowed.
- P09 40°F Cold Storage Required**
Product must be shipped at 40°F or below.
- P10 0°F Cold Storage Required**
Product must be shipped at 0°F or below.
- P11 Certificate of Conformance Required**
Certificate of Conformance must be provided with the product

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P12 Accredited and Certified Quality Management System Required
Evidence of a nationally accredited Quality Management System (QMS) is required for Rock West Composites to accept delivery of this purchase order. If a specific certification (i.e. ISO9001:2015 or AS9100:2016 rev D) is required that will be noted on the order.

P13 Notification of Nonconforming Product
Rock West Composites must be notified of any nonconforming product produced in fulfillment of this PO, regardless of disposition of the product.

P14 Approval for Nonconforming Product Disposition
The approval of Rock West Composites must be obtained for any disposition other than “scrap” of nonconforming product produced in the fulfillment of this order. Such dispositions would include, but not be limited to, rework, use-as-is or regrade (sell to another customer).


P15 Notification of Changes
Rock West Composites must be notified of changes in product and/or process, changes of suppliers and changes of manufacturing facility location before implementing such changes on product supplied on this purchase order.

P16 Flow Down of Requirements
Supplier and processors shall flow down all applicable requirements to all sub-tier suppliers and/or processors.

P17 Records Retention
All applicable records related to the fulfillment of this order shall be made available to Rock West Composites upon request for a period of seven (7) years. Any retained records that will be discarded and that contain information proprietary to Rock West Composites, including, but not limited to, drawings, specifications or customer names, must be permanently destroyed in a manner that will prevent their inadvertent release to any other entities.

P18 Right of Access
Right of access to the applicable areas of all facilities involved in the fulfillment of this order, at any level of the supply chain, shall be granted by the organization to Rock West Composites, Rock West Composites’ customer(s) and regulatory authorities. Right of access shall include access to applicable records.

P19 Corrective Action
Upon request from Rock West Composites, a corrective action shall be provided when it is determined that the supplier is responsible for a detected nonconformity. Failure to provide timely and/or effective corrective actions may result in loss of Rock West Composites supplier approval.

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P20 Special Process Sources

Where special processes are to be performed in the execution of this order, the special processes to be used shall be performed by customer-approved sources. Customer-approved sources shall be provided by Rock West Composites. Special processes are defined in the AS9100D:2016 international standard as processes where the resulting output cannot be verified by subsequent monitoring and measurement and, as a consequence, deficiencies become apparent only after the product is in use or the service has been delivered. Common examples of special processes include plating and welding processes.

Any special processes performed in the execution of this order shall have requirements for records determined in harmony with AS9100D clause 8.5.1 and records maintained for a minimum of seven (7) years.

P21 First Article Inspection


Full 100% inspection of all dimensions is required on the first article. A first article inspection report must be supplied to Rock West Composites indicating actual values of all dimensions. The first article inspection report can be documented in whatever format is appropriate, but following the AS9102 standard is strongly recommended. Inspected first article must be clearly marked and segregated if shipped with other production articles.

P22 Confidentiality

All products on this purchase order and related information, including drawings, are confidential and proprietary data originated by Rock West Composites. All design, manufacturing, reproduction, use and sale rights are expressly reserved. The recipient agrees by accepting this Purchase Order not to supply or disclose any information regarding it to any unauthorized person or to incorporate this data into any other design or use thereof. All patent rights are expressly reserved.

P23 Out-Time History Required

Product must be shipped with a record of recorded out-time, including monitoring during shipment via temperature recorder contained with product.

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P24 Counterfeit Parts Prevention

Rock West Composites is committed to preventing counterfeit materiel from entering the supply chain and requires its suppliers do the same.

Counterfeit materiel is defined as materials, parts, assemblies, or other procured items that:

- Have been confirmed to be a copy, imitation, or substitute that has been represented, identified, or marked as genuine, and/or altered by source without legal right with intent to mislead, deceive, or defraud
- Are an unauthorized copy or substitute of an Original Equipment Manufacturer (OEM) item
- Are not traceable to an OEM sufficient to ensure authenticity in OEM design and manufacture
- Do not contain proper external or internal materials required by the OEM or are not constructed in accordance with OEM design and manufacture
- Have not passed all OEM required testing, verification, validation, screening, and/or quality control processes

Rock West Composites suppliers and sub-tier suppliers shall take appropriate measures to prevent suspect counterfeit or counterfeit materiel from entering the supply chain by:

- Procuring directly from the OEM
- Utilizing an OEM authorized supplier (must provide OEM cert)
- Procuring from a customer directed source
- Ensuring that the supplier can provide:
 - o OEM certs
 - o Sufficient records providing unbroken supply chain traceability to the OEM
 - o Test and inspection records demonstrating the item's authenticity
- Verifying raw material requirements as provided on the OEM cert
- Verifying requirements of Commercial Off the Shelf (COTS) products as provided on the certificate of conformance or other deliverable documentation

The supplier shall segregate and control suspect counterfeit or counterfeit materiel to ensure removal from the supply chain.


The supplier shall report suspect counterfeit or counterfeit materiel to the appropriate authorities including Rock West Composites when suspect counterfeit or counterfeit materiel are found by the supplier.

P25 Acceptance Authority Media (media used to record the status of tasks/operations)

The supplier will assure that:

- Processes are accomplished prior to signing the process documentation ("stamp/sign as you go")
- Processes are performed by those that are qualified/trained
- Assure that documentation is complete and corrected per industry standards
- Stamps used to approve product are appropriately controlled to prevent unintended/unapproved usage
- Staff is trained on the above criteria

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P26 Communication

All communication regarding any Purchase Order from Rock West Composites shall flow through the suppliers assigned Purchaser and/or Rock West Composites Quality. At no time “unless formally instructed by Rock West Composites in advance” shall any supplier contact Rock West Composites’ customer regarding any work covered by a Rock West Composites Purchase Order. If Rock West Composites’ customer contacts the supplier regarding any work covered by a Rock West Composites Purchase Order, Rock West Composites shall be notified immediately.

P27 Foreign Object Debris/Damage (FOD)

Supplier will maintain a Foreign Object Damage/Foreign Object Debris (FOD) Prevention program that is capable to ensuring that product provided to Rock West Composites is free from FOD.

P28 Contribution to Conformity, Product Safety, Ethical Behavior

Supplier will ensure that persons are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- the importance of ethical behavior.


P29 Traceability Requirement

Raw material shall be accompanied by documentation indicating chemical composition and/or actual physical properties identifiable to each lot, batch, or heat treat lot demonstrating that the raw material complies with the requirements of the applicable drawings and specifications. Documentation shall be kept on file (in accordance with P17) *and* submitted with the shipment. Documentation shall be validated by an authorized supplier representative. There must be clear links that tie the entire certification package of the shipment together.

P30 External Provider Performance

External provider’s performance is essential to Rock West Composites’ ability to deliver quality products, services, and/or processes on-time to our customers. Rock West Composites expects external providers to provide greater than or equal to 90% quality and 90% on-time delivery of products, services, and/or processes. Quality is measured by the external provider’s ability to meet all contractual flow downs. On-time delivery is measured by the external provider’s ability to deliver products, services, and/or processes to Rock West Composites dock/POC by the expected delivery date on the purchase order. Additional performance metrics that affect external provider status at Rock West Composites include responsiveness, cost, lead time, technical expertise and support, external provider evaluation from objective and reliable external sources including customers of external provider, Rock West Composites personnel experiences in doing business with the external provider, and number and severity of supplier corrective actions issued. Failure to meet performance requirements may result in corrective action request or change in external provider’s status on the approved supplier list.

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RECOMMENDED PO CLAUSES

1. Minimum Purchase Order Clauses recommended per commodity/service being purchased: Required clauses are established during contract review.
2. Note: Items below may not be considered "critical items" on all programs - the PM is responsible for assessing which items are critical during contract review.
3. Notify the Quality Manager if the commodity/service required does not fall under one of the categories listed.
4. All PO's shall have PO Clause P28 - Contribution to Conformity, Product Safety, Ethical Behavior

COMMODITY	Minimum Recommended Purchase Order Clauses
Adhesive	P01, P03, P04, P06, P11, P13, P17, P18, P19, P28
Breather (N4 / N10 / etc.)	P03, P06, P08, P13, P17, P18, P19, P28
Coatings (thinner, primer, paint)	P01, P03, P04, P06, P11, P13, P17, P18, P19, P28
Core material (foam / honeycomb / etc.)	P03, P04, P06, P11, P13, P17, P18, P19, P24, P28
Fiber (carbon / e-glass / etc.) - fabric	P03, P04, P06, P11, P13, P17, P18, P19, P24, P28
Fiber plates (carbon / G-10 / etc.)	P03, P04, P06, P11, P13, P17, P18, P19, P28
Flow media	P03, P06, P08, P13, P17, P18, P19, P28
Hardware (nuts / bolts / washers)	P06, P07, P11, P13, P24, P17, P18, P19, P24, P28
Peel ply (bonding / non-bonding)	P03, P06, P08, P13, P17, P18, P19, P28
Pre-preg (time-sensitive materials)	P01, P03, P04, P06, P11, P13, P17, P18, P19, P21, P23, P24, P28
Quality measuring equipment (calipers / micrometers / height gauge)	P05, P11, P13, P17, P18, P19, P28
Release agents (sealer, release)	P01, P03, P04, P13, P17, P18, P19, P28
Release film (ETFE / FEP)	P03, P06, P08, P13, P17, P18, P19, P28
Resin systems	P01, P03, P04, P06, P11, P13, P17, P18, P19, P24, P28
Vacuum bagging film	P03, P06, P08, P13, P17, P18, P19, P28
Veil (carbon / etc.)	P03, P04, P06, P11, P13, P17, P18, P19, P28
SERVICE	Minimum Recommended Purchase Order Clauses
3D inspection	P02, P05, P11, P13, P15, P17, P18, P19, P28
Anodizing	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Autoclave cure	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Calibration	P05, P11, P12, P13, P15, P16, P17, P18, P19, P28
Cold working	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
First article (per AS9102)	P02, P05, P07, P11, P13, P17, P18, P19, P21, P28
Laser cutting	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Machining services (trim / drill / tap / etc.)	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Mold fabrication	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Oven cure	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28
Tool fabrication	P02, P05, P11, P13, P14, P17, P18, P19, P28
Water jet cutting	P02, P05, P11, P13, P14, P17, P18, P19, P28
Welding	P02, P05, P11, P13, P14, P15, P17, P18, P19, P28

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