

## **Purchase Order Requirements**

FORM # POR2 REV. 2.0 06/01/2011

PURCHASE ORDER REQUIREMENTS (Rev. 2.0) – The following Quality requirements apply to all purchase orders:

- A. All certification documents must contain the following: Purchase order number and line item. Quantity in shipment. (list lot or serial numbers) Complete part number and revision level per P.O. Process specification and current revision. Signature and title of authorized representative of the issuing organization. Raw material certifications which include description of material, material specification number and revision, and heat number.
- B. No changes to processes allowed without notification to Knox Machine Company.
- C. Suppliers are expected to maintain 100% Quality and on time requirements. Supplier must flow down customer quality requirements to sub tier suppliers. Supplier record retention shall be for a period of 7 years unless otherwise specified on the purchase order. Upon request, suppliers must provide right of entry to Knox Machine Company, organization customer, or regulatory authorities to areas of the facility or supply chain involved in providing product specified on the purchase order.
- D. MRB authority: Knox Machine Company must be notified of product that does not conform to purchase order, drawing, or specification requirements. Approval or disposition of no conforming product must be received from Knox Machine Company before product is shipped.
- E. Knox Machine Company reserves the right to conduct supplier source inspections.
- F. Packaging: All parts must be packaged and handled in a manner to prevent damage in handling and transit.

### REVISION HISTORY

REV. -: Initial Release. 1998

REV. 1.0: Updates to A,B,C,E,F. 6/1/2008

REV. 2.0: Added part D. 6/1/2011