



Purchase Order Requirements

FORM # POR2 REV. 5.0 9/18/18

PURCHASE ORDER REQUIREMENTS (Rev. 5.0) – 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 or specifications 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 non-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.
- G. Ensure persons are aware of: Their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.
- H. Knox Machine Company reserves the right to back charge vendors for shipping costs associated with parts or materials that require rework, reprocessing, or reordering.
- I. Counterfeit, Fraudulent and Suspect Items (CFSI): The Supplier is hereby notified that the delivery or use of suspect and/or Counterfeit, Fraudulent and Substandard Items (CFSI's) is forbidden. If suspect and/or CFSI parts are found in any of the goods delivered, such items will be returned to the Supplier. The Supplier shall promptly replace with parts acceptable to the Buyer and the Supplier shall be liable for all costs.
- J. Latent Defect Reporting and Sellers Notification of Escape (NOE) Communication. When seller determines or suspects a nonconformance on goods and/or services provided, Seller shall provide a written Notification of Escapement (NOE) to buyer's procurement representative. Seller shall provide NOE within three business days of when the nonconformance or suspected nonconformance was determined.

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
REV. 3.0: Updates to B. 9/2/2015
REV. 4.0: Updates to G. 10/6/17
REV. 5.0: Updates to H, I, J. 9/18/18