

**PURCHASE ORDER GENERAL NOTES**

**SCOPE:** These general notes are to apply to all purchase orders.

- 1) Fulfill all Charles Engineering purchase order requirements regarding processing, products and services. This shall also include the approval of products and services, methods, processes and equipment and the release of products and services. Employees must be competent and have all applicable qualifications or training.
- 2) Charles Engineering, Inc., its authorized customer or regulatory authority may, at any time, gain access to all facilities for the purpose of verifying the status or quality of procured materials or processes covered by this purchase order and all applicable quality records.
- 3) You may not subcontract any portion of this order without the prior written consent of Charles Engineering.
- 4) Notify and obtain approval from Charles Engineering, Inc. of orders that have any anomalies, nonconformities to the product, processes or services, changes in definition and the approval of their processing.
- 5) Quality documents that are pertinent to Charles Engineering shall be maintained for at least 10 years or as specified by Charles Engineering contract.
- 6) Seller must provide evidence of acceptance by its quality department on all shipments.  
(A) Certified physical and metallurgical test reports where required by controlling specification, or  
(B) A signed, dated statement on the packing sheet certifying its quality assurance department has inspected the parts and they adhere to all requirements, applicable drawings and/or specifications.
- 7) Perform necessary activities to eliminate counterfeit materials.
- 8) Ensure that persons are aware of their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.
- 9) Notify and obtain approval from Charles Engineering, Inc. of changes to processes, products or services including changes of external providers or location of manufacture.
- 10) When applicable and flowed down by purchase order suppliers shall; provide required interaction, control and monitor specific performance requirements, special requirements, the ability to meet key characteristics or test requirements, SPC and implement quality management system(s) if necessary.

