

**PURCHASE ORDER GENERAL NOTES**

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

- 1) 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.
- 2) You may not subcontract any portion of this order without the prior written consent of Charles Engineering, Inc.
- 3) Notify Charles Engineering, Inc. of orders that have any anomalies, nonconformities, changes in definition and the approval of their processing.
- 4) Quality documents that are pertinent to Charles Engineering shall be maintained for at least 10 years or as specified by Charles Engineering contract.
- 5) Seller must provide evidence of acceptance by its quality assurance 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.

