

1. PURPOSE:

The purpose of this document is to flow-down additional purchase order (PO) requirements that are not listed on other referenced documents, drawings, and/or specifications.

2. SUPPLEMENTAL PURCHASE ORDER CLAUSES

The following clauses, when referenced on a PO, are to be complied with by the Supplier. Product and/or orders not meeting the requirements of the supplemental quality assurance clauses contained within this document are subject to return and/or corrective action.

CLAUSE A: Certification of Conformance (C of C)

The supplier shall provide a manufacturer's certification of conformance with each shipment. *The manufacturer's certification shall be stamped or signed, and dated by an authorized Quality representative or an officer of the certifying company.* Each manufacturer's lot in each shipment must be segregated and identified to maintain lot traceability. Documentation showing clear traceability for the part number ordered, up to and including shipment to Dupree, Inc., must be included for each lot in each shipment unless otherwise noted on the applicable purchase order.

All Certificates of Conformance shall include the following:

- Purchase Order Number
- Part Number
- Revision Level (if applicable)
- Quantity
- Manufacturer's name and part number
- Lot number
- Serial number (if applicable)
- A statement that the parts/materials conform to all applicable drawing and specification requirements
- Shelf life requirements (if applicable).
- **Distributors must also include a certification of conformance.**
- **Distributors shall include all documents that indicate traceability (chain of custody) to the original manufacturer for each lot in a shipment.**

If the shipment contains multiple manufactured lots, each lot shall be segregated and identified to maintain traceability in the shipment.

All required documentation shall be completely legible, and reproducible. Dupree, Inc., will review documentation for compliance to requirements, legibility, and reproducibility by electronic scanning and/or copying.

Shipments that do not comply with requirements of Clause A are subject to rejection, return, and/or and formal corrective action.

CLAUSE B: Physical / Chemical / Process Certifications

Supplier shall provide physical, chemical, and process certifications with actual physical and chemical results with each shipment. The certifications must meet the following requirements:

- Be on a company letterhead.
- Contain signature and title of an authorized quality representative.
- Include specification(s) and revision letter(s) used to produce the order.
- Certify in accordance with applicable purchase order, contract, drawing and specifications requirements.

Material certifications may be substituted if the product is non-metallic and a test report is not available. Material certifications submitted in lieu of test reports shall contain batch number and cure date.

In addition to the above:

- If the shipment contains multiple manufactured lots, each lot must be segregated in the shipment and identified to maintain complete traceability.
- If the shipment contains multiple processed lots within each manufactured lot, each processed lot must be segregated and identified to maintain complete traceability in each shipment. For instance, a shipment containing two heat-treated lots, each heat-treated lot shall be segregated and identified to maintain traceability in the shipment.

All required documentation shall be completely legible, and reproducible. Dupree, Inc., will review documentation for compliance to requirements, legibility, and reproducibility by electronic scanning and/or copying.

Shipments that do not comply with requirements of Clause B are subject to rejection, return, and/or and formal corrective action.

CLAUSE C: Notification, Containment, and Corrective Action of Material Found Nonconforming

- 1) The supplier shall provide prompt written notification to Dupree, Inc., when nonconforming products or processes are discovered to have shipped. Notification shall include P/N's, traceability (lot, serial, manufacturer numbers), ship dates, quantities and a description on the nonconformance.
- 2) Upon notification of a nonconformance by Dupree, Inc., the supplier shall complete containment activity within the requested time frame, typically 5 business days.
- 3) When formal corrective action is requested by Dupree, Inc., via a Corrective Action Request (form # SU63-0021), the supplier shall submit a formal corrective action response by the specified due date. Extensions shall be requested on or before the due date, and shall be obtained from the Requester noted on the Corrective Action Request.
- 4) Dupree, Inc., will request documentation when a shipment is received without the required documentation. Supplier shall submit required quality documentation within 48 hours of a specific request. Failure to submit required documentation within 48 hours may result in a formal rejection and/or corrective action.
- 5) In the event that the supplier has determined that Dupree, Inc., has rejected material in error, the supplier shall contact the designated Dupree, Inc., buyer and provide related information to request a responsibility reversal.