

Terms and Conditions, (2016)
Goddard Machine Inc.

The following requirements apply based on the Purchase Order received from Goddard Machine Inc.

PERSONNEL. Personnel performing special processes must be qualified and/or certified per applicable specifications.

SHIPMENT/DELIVERY. Shipments or deliveries, as specified in a Goddard Machine Purchase Order, shall be in accordance with quantities and schedules. It is recommended that the Supplier notify Goddard Machine of any anticipated delay and make other arrangements. Supplier shall prepare and package product for Goddard Machine Inc. (Goddard Machine) to prevent damage and deterioration during shipping.

MATERIALS FURNISHED BY Goddard Machine. All materials furnished by Goddard Machine, including prints, tooling, etc. are to be returned with the product upon completion of the order unless other arrangements have been made.

SUBCONTRACTING/APPROVED SUPPLIERS. Suppliers are encouraged to be in conformance with AS9100. Supplier must notify Goddard Machine of any changes to facility location, movement of subcontracted services from one supplier to another and changes in management. Prior to subcontracting, Goddard Machine must be contacted for approval. Suppliers may only use Goddard Machine-approved suppliers. All applicable requirements in the Goddard Machine Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. Any Goddard Machine Supplier may subcontract Goddard Machine work to another supplier provided that Goddard Machine is provided with the same rights and protection as contained in the Right of Entry clause.

RIGHT OF ACCESS. Supplier shall allow Goddard Machine representatives, Goddard Machine customers, and regulatory agencies right of entry into the entire supply chain's facilities and to all records.

QUALITY. Purchasing information to the supplier will include the applicable revision level of drawings and specifications. If not stated contact the person listed below. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.

INSPECTION AND TEST EQUIPMENT. Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Goddard Machine, if required.

FOREIGN OBJECT DAMAGE. Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment.

RECORDS. The Supplier shall maintain records of work performed for Goddard Machine. Records shall include the certificate provided to Goddard Machine as well as all records that substantiate the certificate. These records are to be maintained for a minimum of ten (10) years.

NON-CONFORMING MATERIAL. For material supplied by Goddard Machine, notify Goddard Machine of nonconforming product for disposition.

CERTIFICATIONS. Supplier must provide certificate of conformance that ensures that all requirements of a specification have been met. Certifications must reflect that all applicable manufacturing and process specifications called for on the engineering drawing have been met. The specifications must be listed on the certification in proper sequence.

MATERIALS. Test reports are required for raw materials.

INSPECTION. Inspection is to be performed and certified prior to release of product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if required by Goddard Machine on the Purchase Order. Any other format used must be compliant with AS9102 and approved by Goddard Machine prior to use.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration must be provided.

CHANGES. If supplier makes any changes to its processes that would affect product or service purchased by Goddard Machine, Goddard Machine must be notified prior to the change for approval.

If there are any questions, contact:
Yim Lam, Quality Assurance Manager
Goddard Machine Inc.
(316) 838-1381