

**Terms and Conditions, (2017)**  
**Goddard Machine Inc. (Goddard)**

**The following requirements apply based on the Purchase Order received from Goddard**

**PACKING AND SHIPPING.** Supplier must prepare/package product for Goddard to prevent shipping damage and deterioration.

**SHIPMENT/DELIVERY.** Shipments or deliveries, as specified in a Goddard Purchase Order, shall be in accordance with the specified quantities and the specified schedules. Supplier is encouraged to notify Goddard of any anticipated or actual delay.

**Goddard FURNISHED MATERIALS.** All materials furnished by Goddard are to be returned with the product upon completion of the order unless other arrangements have been made.

**NON-CONFORMING MATERIAL.** For material supplied by Goddard, supplier must notify Goddard of any nonconforming product and make arrangements for approval if submitting any nonconforming product.

**SUBCONTRACTING/APPROVED SUPPLIERS.** Any Goddard supplier may subcontract work to another supplier provided that Goddard is provided with the same rights and protection as stated in the Purchase Order and the Goddard Terms and Conditions. Suppliers may only use approved suppliers of Goddard and/or its customers.

**RIGHT OF ENTRY.** Supplier shall allow Goddard representatives, Goddard customers, statutory and regulatory agencies right of entry into the applicable areas of Supplier's facilities and the entire supply chain to verify all processes and records.

**QUALITY.** Supplier shall provide and maintain an inspection system which will assure that all delivered products conform to Purchase Order requirements, whether manufactured or processed by the supplier or a sub-tier supplier. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to Purchase Order requirements. If not specified in the Purchase Order, contact Goddard for required revision of drawings, specifications and other requirements. Supplier is required to notify Goddard of changes in product and/or process definition to obtain Goddard's approval prior to such changes.

**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, if required.

**FOREIGN OBJECT DAMAGE.** Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment. The FOD program requirements must be made accessible to Goddard upon request.

**RECORDS.** The Supplier shall maintain records of work performed for Goddard. Records shall include the COC provided to Goddard as well as records that support the certificate. Records must be available to Goddard upon request. Records must be maintained for a minimum of fifteen (15) years. Disposition required is; a) hard copy records – shred, b) electronic/digital files – delete.

**CERTIFICATIONS.** Supplier must ensure that individual parameters within a given specification have been met. Certifications must reflect that all applicable manufacturing and process specifications called for on the engineering drawing have been met.

**FIRST ARTICLE INSPECTION.** If required by Goddard on the Purchase Order, first article inspections are to be recorded on form AS9102, current revision or on a form compliant with AS9102.

**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 shall be provided.

**CHANGES.** Any change to the requirements as stated on the Purchase Order must be approved by Goddard prior to taking action on those proposed changes.

**COUNTERFEIT PARTS PROGRAM.** Supplier is requested to protect Goddard from counterfeit parts from being shipped.

**PERSONNEL COMPETENCY.** Goddard may specify specific qualification for personnel performing

**PERSONNEL COMMUNICATION.** Supplier is required to communicate with their personnel regarding the following:

- Their contribution to product or service conformity to requirements
- Their contribution to product safety
- The importance of ethical behavior

Questions should be directed to Yim Lam, Quality Assurance Manager 316-838-1381