

Horizon Aviation & Machining Inc. (HAM)	Document #: HAM512 REV 0
Title: HAM Purchase Order Terms & Conditions	Pages: 1 of 5
Owners: Steve/Trish Oldham	Revision Date: 07/10/2023

Purpose

This document defines the minimum quality requirements for Horizon Aviation and Machining (HAM) approved suppliers necessary to satisfy all customer requirements.

Scope

Section A: These terms and conditions apply to all suppliers of product, process and manufacturing (raw materials, machine component parts, calibration and special processes) as determined by Horizon Aviation & Machining Inc. that could directly affect the quality of products we supply to all of our customers. Section A is referenced on all purchase orders.

Section B: These terms and conditions include aerospace requirements. Section A General Quality Requirements and Section B Aerospace Quality Requirements must be followed for all suppliers that provide process and manufacturing of aerospace components as described in the purchase order.

Section C: These term and conditions include quality requirements for all raw material suppliers.

Section A – General Quality Requirements for All Suppliers

1.0 Purpose

Section A describes the minimum quality requirements for HAM approved suppliers necessary to satisfy our customer requirements.

2.0 Scope

By accepting our purchase order, it is understood that your organization agrees to meet the following requirements

General Requirements

3.0 Standards of Business Conduct

HAM is committed to conducting its business with the highest standards of ethics and in accordance with the laws of the United States and other countries in which it operates, all who conduct business with HAM are expected to operate in the same manner with the highest standards of integrity.

3.1 Compliance with Statutes, Laws, and Regulations

Supplier warrants and certifies that in performance of this order, it will comply with all applicable statutes, rules, regulations, and orders of the United States, and of any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours, and other conditions of employment and that the product delivered shall be produced in compliance with the Fair Labor Standard Act, Equal Opportunity Clause and confirm compliance to the Prohibition of segregated facilities (Ref: FAR 52.222-21). Supplier shall comply with all applicable Federal, State, and local laws, Government orders, and regulations in performing this purchase order.

Supplier’s delivery of product constitutes suppliers certification of compliance with all applicable requirements. Supplier shall provide HAM, its customers and/or regulatory authority with all information necessary to enable us to comply with the laws and regulations applicable to our customer’s requirements.

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3.2 Flow Down Requirements

Information contained herein that is pertinent and applicable to the supplier must be flowed down to their sub-tier suppliers. Suppliers shall maintain on file and make available a list of approved sub-tier suppliers to HAM, its customers and regulatory authorities.

3.3 Prohibited Out Sourcing

Out sourcing work to another source is prohibited unless defined within the purchase order scope of work to be performed or is pre-approved by HAM. Work must not be sub-contracted without prior written approval, especially special processes.

3.4 Product Identification & Traceability

To ensure product identification and traceability, HAM requires material certificates, certificates of conformity, and/or supporting documentation from its suppliers as is appropriate. These requirements will be specified on the purchase order. Supplier agrees to maintain records of complete traceability from the original manufacturer.

3.5 Packaging

Suppliers shall provide packaging in accordance with the best commercial packing methods, to protect the product from damage and for safety in handling during the shipping process or, per specific instructions as noted on the purchase order.

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Section B – Aerospace Requirements for Special Process

1.0 Purpose

Section B describes the minimum quality requirements for HAM approved suppliers necessary to satisfy aerospace requirements.

2.0 Scope

By accepting our purchase order, it is understood that your organization agrees to meet the following AS9100 requirements.

3.0 Requirements for Special Processors

When special processes are specified by the drawing or purchase order, special processes must be performed by sources approved by HAM and/or its customer and be NADCAP certified by an accredited certification body. Suppliers providing special processes include all plating processes, anodizing, passivation, NDT, liquid penetrant, magnetic particle inspections and heat treating.

All special processes required by this purchase order must be performed by qualified personnel.

Suppliers must process and handle and package each lot separately when processing more than one lot. Documentation and control identification must be able to provide traceability to the supplier's records.

3.1 Record Retention

Supplier shall maintain on file and make available to (upon request) HAM, its customers and/or regulatory authority, all quality data/records such as certificates of material and/or processes, acceptance test reports, inspection records, control plans and other applicable quality control data for a minimum of 7 years from completion of purchase order that directly affects quality of products we supply to all of our customers.

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Section C - Raw Material Distributor Supplier Requirements

1.0 Purpose

Section C describes the minimum quality requirements for all raw material distributors.

2.0 Scope

By accepting our purchase order, it is understood that your organization agrees to meet the following supplier requirements when supplying raw material to HAM, Inc.

3.0 Record Retention

Distributors must keep the OEM certifications on file for a minimum of 7 years from the OEM shipment. The Distributor’s record retention system should be readily accessible by HAM, its customers and/or regulatory authority, those records must be available within 24-48 hours.

3.1 Conflict Minerals

Certain regions, where several minerals used in the electronics industry originate, have been identified as “conflict” regions. The Democratic Republic of the Congo and adjoining countries are identified as conflict regions due to reported human rights abuses, environmental concerns and actions against citizens. Certain minerals that originate (are mined) from this region have been identified as “

“Conflict minerals” from certain identified regions include gold (Au), tantalum (Ta), tungsten (W) and tin (Sn). Suppliers of raw materials are required to undertake due diligence in reviewing / assessing their supply chain to assure that these minerals, if they are contained within the product supplied, are not sourced from mines that are in this conflict region which are controlled by non-government military groups, or unlawful military factions.

3.2 Raw Material Distributor Certification Requirements

Raw Metallic Material Certificates Raw metallic materials (including castings and forgings) supplied shall include a copy of the original mill certificate or material test report (certification). The mill certificate should meet the intent of the material specification. Raw material mill certifications may not be altered. The certificate shall also include the physical or mechanical properties as specified on the drawing or material specification.

3.3 Counterfeit Policy

Distributors must have a counterfeit policy and provide it upon request. The counterfeit policy must include provisions of supplying product from the Original Component Manufacturer or qualified distributor. Supplier shall notify HAM immediately upon discovery of any delivery of counterfeit parts/ components/materials. Supplier will be responsible for monetary damages to HAM and/or its customers for any losses or damages arising from the delivery of counterfeit parts/components or materials.

3.4 DFARS Compliant Requirement

DFARS252.225-700 applies. DFARS compliance statement must be stated on the supplier’s certificate of conformance.

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Revision History Record

Date	Description of Changes
07/10/2023	draft Rev 0 all pages