



# TERMS, CONDITIONS and CLAUSES

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## Information for External Providers

APPROVED BY: 

**Quality Manager**

## **PURPOSE**

This document defines quality and other requirements and how they are flowed down to external providers of processes, products, and services to G-Force Manufacturing.

## **SCOPE**

This document applies to all external providers of processes, products, and services to G-Force Manufacturing and all G-Force personnel responsible for initiating purchase orders for externally provided processes, products, and services used in G-Force Manufacturing processes. It does not apply to processes, products, or services that do not directly affect the products that G-Force delivers to its customers.

G-Force Manufacturing shall communicate to its external providers its requirements for the provision of processes, products, or services including the identification of relevant technical data (e.g., specifications, drawings, process requirements, and work instructions). General requirements applicable to all purchase orders are defined in this document. Additionally, specific quality, documentation, packaging, and other requirements are expressed through the PO in the form of numeric codes that are explained herein. Technical requirements specific to a single Purchase Order will be communicated through the PO. Additional terms, conditions, and clauses not expressed herein may apply.

## **IMPORTANT**

**THIS DOCUMENT DEFINES REQUIREMENTS WHICH ARE, OR MAY BE, IMPOSED ON PURCHASE ORDERS WITH EXTERNAL PROVIDERS OF PROCESSES, PRODUCTS, OR SERVICES. SOME OF THESE REQUIREMENTS MAY NOT BE DESCRIBED ELSEWHERE; THEREFORE, IT IS IMPORTANT THAT THIS DOCUMENT BE REVIEWED THOROUGHLY BY THE RESPONSIBLE PARTIES WITHIN THE EXTERNAL PROVIDER'S ORGANIZATION TO ASSURE THAT THESE REQUIREMENTS ARE UNDERSTOOD AND ADDRESSED.**

## **GENERAL INFORMATION**

### **PURCHASE ORDER**

In this document, the term "*Purchase Order*" includes any purchase order written or otherwise assigned as well as Subcontracts.

### **USE OF SUB-TIER SUPPLIERS**

When sub-tier suppliers are used, the seller shall flow down G-Force's requirements, as applicable, to the sub-tier supplier.

### **NOTIFICATION OF CHANGES TO PROCESSES, PRODUCTS OR SERVICES**

Seller shall notify G-Force of changes to products, processes, or services that affect suitability for use. This includes changes to availability and lead times as well as obsolescence.

### **COUNTERFEIT PARTS**

Seller shall take action to prevent the use of counterfeit parts or materials. In the event that the seller suspects that counterfeit parts or materials have been released to G-Force, the seller shall notify G-Force through the buyer.

### **SUPPLIER EMPLOYEE AWARENESS**

Seller should ensure that its employees are aware of:

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

### **SPECIAL REQUIREMENT CODES**

Purchase orders received from G-Force Manufacturing may include numerical Special Requirements Codes. Seller is required to comply with all the codes listed in the purchase order. The G-Force buyer shall provide the seller with access to this document, which provides definition and explanation of the Special Requirements codes. Acceptance of the purchase order constitutes acknowledgement and acceptance of these special requirements.

### **NONCONFORMING MATERIAL**

G-Force will not accept material that does not fully comply with the drawing and specifications for form, fit, function, interchangeability, or appearance (*when applicable*) unless authorized by the G-Force buyer in writing.

## **STANDARD TERMS AND CONDITIONS**

### **I. PROPRIETARY INFORMATION**

Seller agrees that all drawings, specifications, photographs, and other engineering and manufacturing information furnished by G-Force, and except as may be necessary for the performance of the order, shall not be used or reproduced by Seller or disclosed or transmitted by Seller to any person or organization without the prior written consent of G-Force Manufacturing. Upon completion of all work under the order, Seller shall, upon the demand of G-Force, promptly return to G-Force all drawings, specifications, photographs, and other engineering and manufacturing information furnished to Seller in connection with the order, together with all copies or reproductions then in Seller's possession or control.

### **II. DOCUMENTATION AVAILABILITY**

All drawings, specifications and other pertinent data shall be available at the Seller's plant for use of G-Force's and/or the authorized inspector at all reasonable times.

### **III. DEFECTIVE WORK**

If any of the supplies are found to be defective in material, workmanship or otherwise not in conformity with the requirements of the order, G-Force shall, in addition to any other rights, have the right to:

- (a)** reject the supplies and rescind the order as to the rejected supplies, or
- (b)** reject the supplies and require their correction by Seller, or
- (c)** accept the supplies and deduct from the amount due to Seller the cost of remedying such defects.
- (d)** If G-Force elects **(b)** above Seller shall, at no expense to G-Force, promptly replace the rejected supplies with supplies acceptable to G-Force in accordance with G-Force's instructions or G-Force may:

1. replace or correct such supplies and charge Seller the cost occasioned thereby, or
2. terminate the order for default.

### **IV. REJECTIONS**

If any of the supplies are found to be defective in material or workmanship or otherwise not in conformity with the requirements of the purchase order at any time within one year after delivery, G-Force, in addition any other rights which it may have under warranties or otherwise shall have the right to reject and return such supplies at the Seller's expense (*including G-Force's handling charges*) or to require that such supplies be corrected or replaced promptly with satisfactory materials or workmanship. If G-Force so rejects the supplies or if Seller, when requested by G-Force, fails to proceed promptly with the replacement or correction thereof, G-Force either may terminate this order for default or may replace or correct such goods and in either event may charge Seller the cost or damage occasioned G-Force thereby.

## **V. SUPPLIER CORRECTIVE ACTION REQUEST**

Supplier shall address any Supplier Corrective Action Request (SCAR) issued by G-Force and/or its customers within 30 days of issue. Any unanswered SCAR shall have a follow up, 45 days from initial issue, with a copy of original SCAR forwarded to supplier. Second notice shall have 15 days suspense from date of second issue. If supplier fails to answer second request, this shall be justification for supplier to be removed from supplier/vendor list.

## **VI. NOTIFICATION OF NON-CONFORMING PROCESS OR PRODUCT**

If the Seller, while performing any process in connection with work being done for G-Force, experiences a process non-conformance or a product non-conformance, the Seller shall notify G-Force of the nonconformance and if any such non-conformance may have an impact on product already sent to G-Force.

## **VII. SUPPLIER PERFORMANCE RATING**

G-Force Manufacturing monitors the performance of its suppliers based on the following criteria:

- a. Conformity of the provided processes, products, or services to stated requirements;
- b. On-time delivery;
- c. Response to Supplier Corrective Action Requests (SCAR).

On-time delivery will be scored by comparison of the actual delivery of conforming product against the delivery schedule set forth in the purchase order. Notwithstanding the FOB point herein, delivery shall be deemed to have taken place only when the supplies have been received on dock at G-Force facility or other destination as specified in the purchase order.

## **HANDLING, PACKAGING, SHIPPING AND DELIVERY REQUIREMENTS**

### **VIII. PACKING AND SHIPPING**

Unless otherwise provided, no charge shall be made by Seller for containers, crating, boxing, storage, or other packaging requirements. All supplies shall be packed, packaged, marked, and otherwise prepared for shipment in accordance with sound commercial practice to meet requirements for obtaining lowest transportation rates or as otherwise specified. Seller shall mark containers or packages with necessary loading and shipping information and, also with the purchase order number and address of consignor and consignee. An itemized packing slip must accompany each shipment.

### **IX. RIGHT OF ENTRY**

G-Force, G-Force's customers and/or their authorized representatives and any regulatory agencies shall have the right to send representatives (*right of entry*) to the Seller's facility to perform surveillance and periodic surveys and to participate in inspection and test to determine compliance with the requirements of this order. Without additional charges the seller shall make his facilities available for these activities and provide all reasonable support for the safety and convenience of these representatives during their stay at the

Seller's facilities. Payment shall not be deemed a waiver of inspection or the right to reject supplies and seek damages.

### **SPECIAL REQUIREMENT CODES**

#### **425 SHELF LIFE - date of shipment**

The products listed on this purchase order shall have a minimum of 80% shelf life remaining upon receipt at G-Force. The shelf life of the product, designated in years, months, or days, shall be calculated from the "date of shipment from the original manufacturer" of the product.

#### **427 SHELF LIFE – date of manufacture**

The products listed on this purchase order shall have a minimum of 80% shelf life remaining upon receipt at G-Force. The shelf life of the product, designated in years, months, or days, shall be calculated from the "date of original manufacture" of the product.

#### **428 SHIPMENTS – TEMPERATURE CONTROL (Specific Requirement Will Be Identified In PO)**

Per the referenced specification, temperature-controlled items shipped must have objective evidence that required temperature has been maintained throughout shipment. The evidence must be available to G-Force inspection upon receipt.

#### **430 DELIVERY**

Delivery shall be made both in quantities and at times specified in this order. G-Force will not be liable for payment for articles or supplies delivered to G-Force exceeding the quantities specified. Articles or supplies shipped to G-Force in advance of the times specified may be returned to Seller at Seller's expense unless otherwise noted on the Purchase Order.

#### **435 EARLY DELIVERY**

Early delivery is acceptable.

#### **440 GOVERNMENT PACKAGING**

Government packaging required in accordance with MIL-STD-129 "*Marking for Shipment and Storage*" in effect as of the date of this purchase order.

#### **500 QUALITY PROGRAM**

Seller shall establish and maintain a quality program in accordance with AS9100 (current revision) which is acceptable to G-Force Quality Assurance for all product offerings associated with this procurement including hardware, software, processed materials and services. Third party certification or registration is not required.

#### **501 QUALITY CONTROL SYSTEM**

Seller shall establish and maintain a Quality Control System acceptable to G-Force and in conformance with MIL-I-45208A.

**505 COMPETENCE (Specific Requirement Will Be Identified In PO)**

Seller shall ensure operations related to this purchase order are performed only by operators with the required competence. Seller shall retain documented information as evidence of required competence. Evidence of required competence shall be available to G-Force upon request.

**510 FINAL INSPECTION AND ACCEPTANCE**

All supplies furnished hereunder must conform strictly to the specifications set forth on the face of this order. Final acceptance will be performed at G-Force Manufacturing.

**525 PART/MATERIAL IDENTIFICATION**

Identification shall be in accordance with the applicable engineering documents. Identification shall include but not be limited to the following:

1) Part identification number as shown on the Engineering document and/or purchase order (Unless the product is made to a "Manufacturing Part Number" in accordance with the purchase order requirements).

2) Part revision/modification/configuration level if required by engineering drawing.

**Must be included on certification documents**

3) Manufacturing date

4) TSO, PMA, Cage code data as applicable

5) Serial number, lot, batch and/or heat number (if applicable) **must be included on certification documents.**

6) Aircraft control number as applicable by contract requirement.

**526 SERIAL NUMBERS are required.**

**527 TRACEABILITY**

Maintain serialization and traceability of material. Apply serial number or lot/batch number to parts or materials and accompanying documentation.

**529 INLET PROTECTION**

Protective covers, plugs and/or material must be installed on ducts, lines, tubes, vents, and electrical connectors or connections for protection from contamination and physical or electro-static discharge type damage.

**540 PROCESS VERIFICATION (FIRST ARTICLE INSPECTION)**

First article inspection shall be performed by supplier at supplier's facility prior to first shipment. First Article Inspections must meet the requirements of SAE AS9102. The actual findings of the dimensional characteristics are to be recorded by the supplier and a copy of record included with the first shipment.

**546 PROCESS VERIFICATION (FIRST ARTICLE INSPECTION) by Supplier and G-Force Quality Representative**

First article inspection shall be performed by supplier and G-Force Quality Control Representative(s) at supplier's facility prior to first shipment. First Article Inspections must meet the requirements of SAE AS9102. Actual findings of dimensional

characteristics are to be recorded by the supplier and a copy of record included with the first shipment of the P.O. requirements.

**550 CERTIFICATE OF CONFORMANCE**

The Seller shall submit with each shipment a certification stating that the supplies have passed the inspection and test as specified in this purchase order and conform to all requirements of this purchase order.

**555 CERTIFICATE OF CONFORMANCE**

Each shipment shall be accompanied by a signed certification indicating that the material or product meets the requirements of all applicable drawings, specifications, standards, and purchase order.

**556 PACKING SLIP/CERTIFICATION/REPORTS**

Each packing slip, certification and test report must be marked with the ordered part number, purchase order number, lot/batch numbers and serial numbers (*if applicable*). Failure to comply can result in the rejection of the material/product.

**560 CERTIFICATE OF ANALYSIS**

Supply a detailed analysis, specifying the **chemical** composition in compliance with the applicable specification, with each shipment.

**565 CERTIFICATE OF ANALYSIS**

Seller shall supply a detailed analysis and/or test report specifying the **chemical, physical and functional conformance** to the applicable specifications with indication of final inspection acceptable with each shipment.

**572 TEST DATA**

Supply one copy of final inspection acceptance test data with each shipment and one additional copy to the buyer. In those instances when test data is not generated, such as diagnostic testing, your letter of certification stating product has successfully passed all required testing, and signed by the individual who performed and/or verified the testing of the product is acceptable.

**595 PASS THROUGH (GULFSTREAM AEROSPACE)**

Seller providing product or service for an item that is ultimately for Gulfstream Aerospace shall adhere to the following: "Work to be accomplished in performance of this purchase order is directly related to a Gulfstream Aerospace Company purchase order and must be accomplished in accordance with process specifications and meet Gulfstream Aerospace Company Quality Requirements as listed on this purchase order.

**599 FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.853(a), Appendix F, Part I, Para (a)(1)(i)
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review



by G-Force Quality Assurance.

**599a FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.853(a), Appendix F, Part I, Para (a)(1)(ii)
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review by G-Force Quality Assurance.

**599b FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.853(a), Appendix F, Part I, Para (a)(1)(iv)
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review by G-Force Quality Assurance.

**599c FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.853(a), Appendix F, Part I, Para (a)(1)(v)
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review by G-Force Quality Assurance.

**599d FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.853(a), Appendix F, Part I, Para (a)(2)(ii)
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review by G-Force Quality Assurance.

**599e FLAMMABILITY CODE REQUIREMENTS:**

- The material must meet the requirements of title 14 code of federal regulations, federal aviation regulations (FAR) 25.856(a), Appendix F, Part VI
- Compliance statement must accompany and be referenced on the certification of compliance with each shipment.
- Records of compliance must be maintained by the supplier and available for review by G-Force Quality Assurance.

**599f FOR ANY DRESS COVERING/ORGANIC MATERIAL SUCH AS:**


Leather, fabric, cork, and wood

- Materials having flame retardant applied must have a statement on the certificate of conformance referencing the type of flame retardant and application method.

- Materials without flame treatment must have “No Fire Retardant Applied” stated on the certificate of conformance.

- End -

### REVISION HISTORY

Revision	Date	Approval	Description
Initial Release	2018-01-22		Original
A	2020-08-01	W Gaskin	Corrections to Code 599
B	2023-01-25	W Gaskin	Extensive Edits Throughout
C	2023-04-05	W Gaskin	Extensive Edits Throughout