

**Shipping Instructions**

- A. The following instructions apply only to Purchase Orders with a ship via code other than Freight Prepaid (FRTPPD)
- B. For Purchase Orders with ship via code Freight Prepaid (FRTPPD) & FOD Destination, the Seller is responsible for covering all freight charges and insurance.
- C. Accutite Shipping Instructions
  - a. (180 LBS OR LESS) ship VIA UPS GROUND:
    - i. # 982689 Signal Hill CA / Grand Prairie TX
    - ii. # 4E429Y Winston Salem NC
  - b. (OVER 180 LBS) contact Accutite for shipping instructions
- D. Delivery of goods or material and performance of work shall be made pursuant to the schedule set forth on this order.
- E. Buyer shall not be liable for material commitments or production arrangements made in advance of the time necessary to meet the delivery or work schedule.
- F. In the event shipment is to be made by common carrier, at or prior to the time of shipment, Seller shall send Buyer a "Notice of Shipment" which shall state the number of the purchase order, the kind and amount of merchandise, and the route by which the shipment is being made unless changed by written instruction of Buyer prior to shipment.
- G. Seller shall be liable to Buyer for any difference in freight charges or damages to merchandise arising from its failure to comply therewith.
- H. Buyer and Seller mutually agree to assist each other in obtaining documents and other information necessary for the prosecution of claims against carriers.
- I. Vendor should apply their shipping terms & conditions to any and all shipments that qualify for free shipping based either on weight and/or dollar amount.
  - a. If shipment does not qualify for free shipping, see section C. Shipping Instructions.
- J. Vendor is responsible for overnight shipment if the original confirmed delivery date is not met (UNLESS authorized by buyer)
- K. Buyer reserves the right to cancel this purchase order without liability if delivery is not made within the time specified, or, if no time is specified, within a reasonable time.
- L. In the event the three shipping instructions mention in section C cannot be met, the supplier will be responsible for contacting the Accutite buyer for further instructions.

A) Revision Control

- a. Product supplied must match all drawings, specifications and/or reference documents provided with our purchase order unless otherwise specified.

A) Inspection and Testing

- a. When requested on our purchase order, inspections and tests must be performed prior to shipment of product to Accutite Fasteners, Inc.

B) Non-conforming Product Notification

- a. If a nonconformance is discovered prior to shipment that does not affect form, fit, or function, a request for waiver may be submitted.
- b. All such requests must be made in writing.
  - i. Under no circumstances shall shipment be made without written approval from Accutite Fasteners, Inc.
- c. If a nonconformance is discovered subsequent to shipment, the supplier is required to notify Accutite Fasteners, Inc. within 48 hours of the discovery.

C) Right of Access

- a. Accutite Fasteners, Inc., as well as our customers and regulatory authorities, reserve the right of access to our suppliers' facilities at any level of the supply chain for the purpose of audits and inspections. If such access is necessary, reasonable notice will be given to the supplier prior to visitation.

D) Traceability

- a. Lot traceability is required for products provided per this purchase order.
  - I. It is mandatory to provide or maintain for future retrieval the unique lot/control number assigned by the manufacturer to the production lot provided.
  - II. This lot number must be traceable to all raw materials, processing and testing results and available upon request by Accutite.
    - i. Cert Packages: Unless specified on individual lines of this order, items are considered commercial/off-the-shelf and only require a Certificate of Conformance. (See Section F for C of C requirements)
    - ii. All documents must be legible and written/translated to the English language.
  - III. Commingled lots will be rejected.

E) Certificate of Conformance

- a. Vendors shall provide a certificate of conformance with each shipment which states that the product supplied meets all drawing specification and purchase order requirements. The C of C shall include the part number(s) listed on the Accutite Fasteners purchase order, the production lot number(s), and the signature of an authorized representative of the vendor.
- b. If a specific manufacturer has been requested on Accutite's purchase order, that specified manufacturer must be used and the C of C must state that that manufacturer has been used.

F) Handling, Preservation and Packing

- a. The supplier shall ensure that the products supplied are protected from damage during production, inspection, packing and shipping operations.
- b. Products found to be damaged upon receipt shall be subject to rejection.

- G) Flow-Down of Requirements
  - a. Suppliers are required to flow down the requirements of this purchase order to sub-tier suppliers and special processors.
- H) Flow-Up of Requirements
  - a. Items requested may be used for aerospace, medical or transportation industries. No restrictions by vendors.
- I) DFARS Clause 252.225-701, RoHS, and REACH
  - a. When the purchase order, part number, and/or description specifies DFARS, RoHS, and/or REACH requirements, parts must comply with the requirements detailed in their respective government regulations.
- J) The Dodd-Frank Act
  - a. Accutite supports the goals presented by the Dodd-Frank Act. Parts must comply with the requirements detailed in this Act, or notification of non-compliance must be given prior to shipment of this order.
- K) Shipping Tolerance
  - a. The allowable quantity variance for this purchase order is  $\pm 10\%$ . Any deviation from this variance must be approved by Accutite Fasteners' Purchasing Department prior to shipment.
- L) Record Retention
  - a. Product inspection records, test reports and other documentation indicating conformance to Accutite Fasteners, Inc. purchase orders must be retained by the supplier a minimum of 10 years from the date of shipment.
  - b. If a third-party supplier is to be used, these requirements must be flowed down to said third party supplier.
  - c. Notification must be given to Accutite 30 days prior to the destruction of any records.
- M) Mercury and Mercury Compounds
  - a. The supplier is responsible for ensuring that the products supplied did not come into contact with mercury or mercury compounds during manufacturing or subsequent processing.
- N) Ozone Depleting Substances
  - a. The supplier is responsible to ensure that ozone-depleting substances were not used during the manufacturing or processing of the material supplied on this purchase order.
- O) Counterfeit Parts Prevention
  - a. For the purposes of this clause, "Work" consists of those parts delivered under this contract that are the lowest level of separately identifiable items (e.g. articles, components, goods, and assemblies). "Counterfeit Work" consists of "Work" that is or contains items misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also included approved "Work" that has reached a design life limit or has been damaged beyond possible repair but is altered and/or misrepresented as acceptable.
  - b. The Seller agrees and shall ensure that Counterfeit Work is not delivered to Accutite Fasteners, Inc.
  - c. The Seller shall only provide products to be delivered or incorporated as Work to Accutite Fasteners, Inc. directly from the original manufacturer, or through the manufacturer's authorized distributor chain. Work shall not be acquired from independent distributors or brokers unless approved in advance in writing by Accutite Fasteners, Inc.
  - d. The Seller shall immediately notify Accutite Fasteners, Inc. with the pertinent facts if the Seller becomes aware or suspects that it has furnished counterfeit work. When requested by Accutite Fasteners, Inc., the Seller shall provide documentation from the manufacturer that authenticates traceability of the affected items to the applicable manufacturer.
- P) Suppliers to maintain quality management system compliant to ISO 9001, and calibration system compliant to ANSI Z540, ISO 10012, or ISO17025.
- Q) Suppliers to ensure that persons are aware of their contribution to product or service conformity, product safety, and importance of ethical behavior by complying with all PO requirements.
- R) Supplier to notify AFI of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization's approval.