



615 Distribution Dr.
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TERMS AND CONDITION

These requirements apply to all suppliers:

- Q1. **Right of Entry** – The buyer, the buyer’s customer and their customers or any applicable regulatory agency shall have right of access to all facilities involved in the order and to all applicable records.
- Q2. **Quality System** – The supplier shall maintain a quality system meeting the requirements of the ISO 9001 family of standards unless otherwise agreed to by SBS Precision Sheet Metal.
- Q3. **Notification of Nonconforming Product** – The supplier shall immediately notify SBS Precision Sheet Metal when it is suspected or known that nonconforming material has been delivered. The notification must include a clear description of the actual or suspected nonconformance.
- Q4. **Notification of Inability to Ship** – The supplier shall notify SBS Precision Sheet Metal as soon as it has been determined that supplier is not able to ship as specified.
- Q5. **Changes in Product Definition** – The supplier shall notify SBS Precision Sheet Metal of any changes in product definition prior to shipment of the product.
- Q6. **Use of Customer Approved Special Process Sources** – The supplier shall use and direct sub-tier suppliers to use SBS Precision Sheet Metal or SBS Precision Sheet Metal customer’s designated suppliers as instructed on SBS Precision Sheet Metal’s purchase order.
- Q7. **Packaging & Preservation** – The supplier shall ensure that packaging and preservation is adequate to prevent damage or deterioration during shipment to SBS Precision Sheet Metal.
- Q8. **Records** – Supplier shall retain and maintain quality records associated with product shipped to SBS Precision Sheet Metal from deterioration for a minimum of ten years unless otherwise specified by purchase order.
- Q9. **Hazardous Material** – The supplier shall furnish applicable Material Safety Data Sheets for products designated by industry, state, or federal agencies as hazardous materials.
- Q10. **Domestic Specialty Metals** – Raw materials shall not be procured from foreign agencies or produced in non-domestic mills unless previously approved by SBS Precision Sheet Metal. Specialty metals identified in DFARS Clause 252.225-7014 which have been melted outside the United States, its possessions, or Puerto Rico are prohibited and must be approved by SBS



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Precision Sheet Metal prior to shipment. If approval is granted, an independent laboratory analysis may be required.

- Q11. **Certificate of Conformance** – The supplier shall submit 1 copy of the Certificate of Conformance with each shipment.
- Q12. **OEM's Certificates of Analysis** – Mill or product certificates denoting chemical and physical properties shall accompany each lot/shipment.
- Q 13. **MEASURING AND TEST EQUIPMENT**
Seller shall be responsible for validating the accuracy and stability of tools, gages, and test equipment used to demonstrate that items conform to the Purchase Order. Traceability of calibration equipment and gages shall be to the National Institute of Standards and Technology (NIST) which is in conformance with ANSI/NCSL-Z-540-1 or ISO 10012:2003 unless stated otherwise in the Purchase Order.
Documented schedules shall be maintained to provide for periodic calibration to adequate standards. Objective evidence of calibrations shall be recorded and made available for Buyer review.
- Q14. **NONCONFORMING MATERIAL**
Decisions to accept nonconformance's (variances from Buyer drawings and specifications) detected at Seller's facilities must be made by Buyer, unless otherwise specified by the Purchase Order. Shipment of nonconforming items must be accompanied by a Buyer-Approved Supplier Discrepancy Report. The Supplier Discrepancy Report must be disposition by the Quality Engineer prior to shipment.
Seller shall provide for control, segregation, and identification of non-conforming material detected at Seller's facilities.
Seller does not have MRB authority without express written authorization of the Buyer. Seller must request MRB authority by submitting MRB board members' resumes and positions currently held.



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Q15. COUNTERFEIT PARTS PREVENTION

At a minimum, Seller shall have a counterfeit parts prevention plan that incorporates the following:

1. Assesses potential sources of supply to determine risk of receiving counterfeit parts.
2. Maintains a register of approved suppliers, including the scope of the approval, to minimize the risk of counterfeit parts supply.
3. A documented process to specify contract/purchase order quality requirements to minimize the risk of being provided counterfeit parts.
4. A documented process to assure detection of counterfeit parts prior to formal product acceptance. The rigor of the verification process shall be commensurate with product risk.
5. A documented process to assure that all occurrences of counterfeit parts are reported, as appropriate, to internal organizations, customers, government reporting organizations (e.g., GIDEP), industry supported reporting programs (e.g., ERAI), and criminal investigative authorities.

Q16. SHELF LIFE

Each shipment of material with a finite shelf life shall be accompanied by documentation to determine expiration date based on the OEM method for determining useful life (date of manufacture, date of shipment or expiration date as applicable). Product that has a shelf-life requirement shall be marked with this information, and shall have 75 percent remaining total available shelf life from the initial date of certification when received by the Buyer. The latest SDS/MSDS for all chemical shall be supplier to Buyer upon request.

Q-17. PROHIBITED MATERIALS

The following materials shall not be contained in any deliverable product except where specified on drawing by note or material specification: Verification will be required; such as a C of A or XRF testing results included with documentation packet. These apply to parts procured as applicable.

- Cadmium or zinc in the construction or surface finish [(cadmium alloys or zinc alloys (e.g. brass)];
- Pure, unalloyed cadmium or alloys containing 5 percent by weight or greater cadmium not completely over-plated by a Buyer approved material.
- Pure, unalloyed zinc or alloys containing 10 percent by weight or greater zinc not completely over-plated by a Buyer approved material.
- Zinc greater than 1% (weight/weight) unless dry film lubricant or a specific zinc alloy is present and expected.
- Magnesium or Selenium except internal to hermetically sealed devices.
- Unalloyed tin with less than 3 percent (by weight) alloy material.



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- Corrosive solder fluxes (Type RA, etc.) unless detailed cleaning procedures are specified, along with appropriate verification methods to ensure removal of residue contaminants.
- Mercury or compounds of mercury.
- All radioactive materials including uranium, potassium, radium, thorium, and/or any alloy thereof.
- Incompatible dissimilar metals shall not be used in conjunction with each other unless specified in drawings or specifications'.
- Vinyl and Polyvinyl chloride (PVC) shall not be used as wire insulation or in any other product usage.
- No silicone is allowed on exterior component surfaces. If silicone is used internally by design, the product shall be hermetic to not introduce silicone contamination.

Q-18 AUDIT FINDINGS

If a Supplier has quality system conformance audit findings that have a potential or direct impact on product being produced for delivery to SBS, the supplier must notify SBS of the findings.

Q-19 PRODUCT SAFETY AWARENESS

Seller shall establish a communication method that ensures all personnel are aware of their contribution to product safety. This method shall establish a frequency of communication that is appropriate to the organization and this communication will occur annually at a minimum. Seller shall maintain records of this communication.

Q-20 PRODUCT OR SERVICE AWARENESS

Seller shall establish a communication method that ensures all personnel are aware of their contribution to Product or Service Conformity. This method shall establish a frequency of communication that is appropriate to the organization and will occur annually at a minimum. Seller shall maintain records of this communication.



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