



4324 Fortune Place  
 Melbourne FL 32904  
 Phone: 321-951-7411  
 Fax: 321-951-1180

#### TERMS AND CONDITIONS

##### 1. 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 seven 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 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.
- Q13. **Key Characteristics & Control of Special Processes** – Flow down of key characteristics and Special Processes must be to the latest pertinent specifications.