

INSTRUCTIONS

The following **Supplier Purchase Order Conditions (SPOC)** are applicable when referenced on E Craftsmen Purchase Orders for materials and subassemblies.

These SPOC requirements are in addition to the requirements stated on the Purchase Order (PO), including Terms and Conditions.

It is the responsibility of the supplier to retain this reference document. This document shall remain in effect until superseded by E Craftsmen at which time, a revision will be provided to all affected suppliers.

Contact **E Craftsmen Purchasing** for clarification of any of the following requirements.

SPOC

REQUIREMENT

01	Supplier shall maintain manufacturing and test records for 3 years.
02	Supplier shall maintain manufacturing and test records for 7 years.
03	Supplier shall maintain raw material traceability records for 7 years. This traceability shall extend to identification of specific lots of raw materials used in the manufacture of batches of finished parts.
04	Supplier shall provide a Certificate of Conformance for dimensions.
05	Supplier shall provide a Certificate of Conformance (CoC) for all drawing features, tests, and notes. When raw material and surface finish specifications (special process) are on the drawing, CoC's shall be provided, with traceability to product CoC.
06	Supplier shall not make any changes to design or construction, including material substitutions, without written authorization from E Craftsmen.
07	Supplier shall return all unused consigned raw material to E Craftsmen.
08	Supplier shall provide product test or process verification.
09	Supplier shall maintain a system for positive control of perishable and limited shelf-life sensitive materials.
10	Supplier shall flow down to the supply chain all applicable requirements specified on the E Craftsmen drawing and purchase order when outsourcing any processes. External providers shall be controlled and monitored. Sub-tier suppliers for special process shall be approved by EC.
11	Supplier shall maintain manufacturing and test records for 25 years.
12	Supplier shall maintain manufacturing and test records for 40 years.
13	Supplier shall maintain manufacturing and test records indefinitely (<i>kept for full length of useful legal and business life – destruction must be authorized by E Craftsmen</i>).
14	Supplier processes, especially where the resulting output cannot be verified by subsequent monitoring or measuring, shall be validated, controlled, and documented, as applicable.
15	Supplier shall provide traceability for materials and/or components to Original Equipment Manufacturer (OEM).