

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 This document shall remain in effect until superseded by E Craftsmen at which time, a revision will be provided to all affected suppliers.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

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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.
05	Supplier shall provide a Certificate of Conformance (CofC). When raw material, surface finish specifications (special process) are on the drawing, additional CofC's shall be provided, with traceability to product CofC.
06	Supplier shall not make any changes to design or construction, including material substitutions, without written authorization from E Craftsmen.
07	Materials supplied by E Craftsmen shall be used only on E Craftsmen products and any unused shall be returned.
08	Supplier shall provide product test and/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 shall be prior 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 applicable records (manufacturing, inspection, test) indefinitely (destruction must be authorized by E Craftsmen).
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 raw materials and/or components to Original Equipment Manufacturer (OEM), when they are explicitly defined.