



Your Manufacturing Partner

Terms and Conditions

1. The Purchase Order will specify all quantities and delivery date requirements and any other applicable documents necessary to fulfill the Purchase Order requirements
2. The current Manufacturing Sketch supplied with any Purchase Order, when applicable, will provide any special instructions, dimensional requirements, process requirements, and any other relevant technical data and/or requirements.
3. Seller must use only the approved and accepted requirements indicated on the Purchase Order
4. Quality Management System is as stated on the supplier's survey document
5. Certification and/or Certificate of Compliance requirements are specified on the Purchase Order
6. When the purchase order requires a certificate of compliance, the C of C must be signed by the supplier's authorized representative, (name and title printed), and state that the product meets all applicable specification and purchase order requirements and all records will be made available to Olympic Tool upon request. The C of C shall provide traceability to all raw material and special processes utilized, when applicable.
7. Standard hardware suppliers, (MS, NAS, AN, etc.) shall supply Olympic Tool with a certificate of compliance indicating the original hardware manufacturer and list the lot / batch number. When required by the specification the original hardware manufacturer shall be listed in the QPL and / or procurement section of the specification.
8. Hardware suppliers and/or distributors are required to maintain on file all manufacturing and processes certifications and made available for review by Olympic Tool upon request. This may be accomplished by maintaining on site at the supplier or by flow down of this requirement to their sub tiers
9. The supplied certifications shall provide the complete chain of ownership and shall not have customer names removed or redacted



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10. All products shall be furnished in accordance with the latest drawing and / or specification unless otherwise specified on the Purchase Order. All certifications must indicate all applicable revisions. When the Purchase Order or drawing lists a specification that has been superseded or canceled the supplier must contact Olympic Tool for authorization to use any superseding and/or substitute specification.
11. Serial Numbers are required on certifications when listed on the Purchase Order.
12. Class A and Class B critical parts require the Mill Heat Number and the Original ingot Identifier.
13. Calibration System requirement for Subcontracted Calibration is ANSI/NCSL Z 540.3. Calibration sources, other than the OEM, shall be certified to ISO 17025.
14. All Non-Conforming Product or Non-Conforming processed material will be Identified with red color and tagged. Packing slips shall identify that the shipment contains Non-Conforming Product or Non-Conforming processed material, and the quantity of Non-Conforming Product or Non-Conforming processed material contained in the shipment.
15. Olympic Tool & Machine will be notified of any defective product prior to shipping.
16. Notify Olympic Tool & Machine of any changes in product and/or process, changes of suppliers, changes of the manufacturing facility location and when required obtain approval from Olympic Tool & Machine.
17. Flow down to the supply chain the applicable requirements including Olympic Tool & Machine requirements.
18. Supplier flow down to sub tier suppliers shall include (but is not limited to)
 - The Purchase order requirements (if applicable)
 - Any Key Characteristics (if applicable)
 - DFARS requirements (if applicable)



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- Flight Safety information (if applicable)
19. The Record retention requirement for all Purchase Orders issued by Olympic Tool and Machine is a minimum of 7 years unless otherwise stated. These records must be available for review by Olympic Tool and/or their customers if requested. All Flight Safety and/or Critical designated Purchase Orders require retention of all records, including but not limited to all shop travelers, test records and calibration records and approvals for 50 years. These records must be available for review by Olympic Tool and/or their customers if requested.
 20. All material, special processing and subcontracted services are subject to approval by Olympic Tool & Machine Receiving Inspection.
 21. All procedures, processes and equipment shall be approved by Olympic Tool & Machine and /or its customer when required by the purchase order, drawing or associated specifications.
 22. Right of Access shall be granted to Olympic Tool & Machine their customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
 23. For any special tools, fixtures and gages that are supplied by Olympic Tool & Machine, a visual check of the provided tooling must be performed by the user prior to each use.
Note: Each use is defined as being prior to any tool or gage being used on any individual part.
All Boeing owned special tools shall be maintained per Boeing document D590-11059-1. If the supplier does not have access to this document contact the Olympic buyer and a copy will be provided.
 24. Olympic Tool requires sellers to have the necessary competence to perform all requested work on the purchase order. By accepting the purchase order. the seller certifies that the required competence is available at the sellers company.
 25. Shipping requirements are the responsibility of the supplier unless otherwise specified on the Purchase Order. The product shall be adequately packaged to



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prevent damage during shipment. Bare surfaces which are subject to corrosion shall be protected with a corrosion inhibitor.

26. When required, Government Source Inspection requirements will be specified on the Purchase Order as follows;
“Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the government representative who normally services your plant so that appropriate planning for government inspection can be accomplished.”
27. Critical Characteristics for government Prime contracts will be identified with the statement, THIS IS **THE** CRITICAL CHARACTERISTIC
28. Government Prime contracts for Critical Safety Items will comply with [QE-STD-1](#).
29. Suppliers performing operations containing Critical Characteristics on Government Prime contracts will have Form OL-493 SUPPLIER SELF AUDIT accompany the purchase order to the supplier. The completed form will be returned to Olympic Tool & Machine with the completed product.
30. Unless prohibited in the Olympic purchase order, suppliers may choose to offload, but shall ensure the capability of all offload sub-tiers and the quality of all products meet Olympic purchase order requirements.
31. The supplier shall perform only those special processes for which the supplier is approved by Olympic Tool’s customers to perform. If the supplier chooses to outsource a special process, the supplier shall only use sub-tier suppliers that are approved by Olympic Tool’s customer for the specific special process. The Olympic purchase order shall reference who the customer is. Specific approvals include, but are not limited to, the requirements of the following;
 - D1-4426 The Boeing Company
 - QPS-101 Bell Helicopter
 - Document 200 Goodrich



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In the event of any uncertainty when choosing a supplier for an outside process contact Olympic Tool for direction.

32. All Olympic Tool supplied material that is rejected during manufacturing shall be returned to Olympic Tool. The rejected material shall be tagged. The tag shall indicate the defect, root cause, root cause corrective action, root cause corrective action verification plan, and the verification plan results.
33. For shelf-life materials, Olympic Tool reserves the right to refuse any material that does not have at least 80% of the shelf life remaining
34. **Digital Product Definition (DPD) requirements**
 - If a supplier receives, downloads, or uses DPD geometry in any format, supplied by Olympic Tool, the supplier SHALL:
 - Conform to Boeing Document D6-51991 "Quality Assurance Standard for Digital Product Definition at Boeing suppliers."
 - Obtain both Boeing and Olympic Tool approvals as a DPD- capable supplier.
 - If the supplier uses any sub-contractors and provides DPD geometry in any format to these sub-contractors, the supplier shall:
 - Impose Boeing Document D6-51991.
 - The supplier is responsible for their own subcontractors' conformance.
 - Comply with all applicable export laws.
 - A copy of D6-51991 and associated documents are available through Olympic Tool.
35. Any communication between the buyer and seller which alters the purchase order and associated engineering requirements shall require a purchase order amendment. The seller shall not deviate from the purchase order and associated engineering requirements based upon verbal communications or emails. Any deviation must be documented on the purchase order.
36. Suppliers are required to establish and maintain a FOD prevention program. The supplier's FOD program shall be based upon Boeing document D6-85622. If the supplier does not have access to the Boeing document the supplier shall base



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their FOD program upon AIA NAS412, "Foreign Object Damage/Foreign Object Debris (FOD) Prevention". This document may be obtained from Aerospace Industries Association of America at 1000 Wilson Boulevard, Arlington, VA 22209 or <http://www.aia-aerospace.org>.

- Additional help in developing a FOD program can be found as follows;

- IAQG/SCMH Section 3.4 is published through the International Aerospace Quality Group (IAQG). Copies of this handbook are available through the IAQG web-site:

<http://www.sae.org/iaqg/handbook/scmhtermsfuse.htm>

37. Raw material suppliers and fabricators utilizing their own material shall supply OLYMPIC TOOL AND MACHINE with the original mill certifications.
38. All raw material supplied or used to fabricate product, including standard hardware, shall comply with **DFARS 252.225-7008 and 7009**. Mercury or mercury compounds shall not be intentionally added or come in direct contact with material or product. The supplier shall state compliance on certifications and / or C of C. This requirement shall be flowed to the supplier's sub-contractors.
39. Suppliers providing raw material or product manufactured from raw material that was not supplied by Olympic shall meet the following requirements;

Plate (>0.187)	You can cut the length and width, but the raw material order must be the same gage thickness as specified on the Olympic purchase order or drawings referenced by the purchase order.
Sheet (Up to 0.187)	You can cut the length and width, but the raw material order must be the same gage thickness as specified on the Olympic purchase order or drawings referenced by the purchase order as specified on the Olympic purchase order or drawings referenced by the purchase order.
Bars (Round)	The length may be cut but the raw material ordered must be the same diameter as specified on the Olympic purchase order or drawings reference by the purchase order. If it is tubing it must also have the same wall thickness.



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Bars (Square and Rectangular)	The length may be cut but the raw material ordered must be the same width and thickness as specified on the Olympic purchase order or drawings referenced by the purchase order.
Forged Block	The length can be cut but the raw material ordered must be the same width and thickness as specified on the Olympic purchase order or drawings referenced by the purchase order.

Any deviations from the above requirements must be approved by Olympic through an amended purchase order.

40. The seller shall implement a counterfeit material avoidance and detection system consistent with AS5553 and AS6174 as applicable. Material is defined as, raw material, parts, and electronics
41. Once approved the seller's ability to remain on the Olympic approved supplier list is based upon the seller maintaining an acceptable quality and delivery metric. Quality shall be a minimum of 98.8% acceptable and delivery shall be 92.5% minimum on time. The supplier may obtain their current rating by contact the Olympic purchasing agent noted on their purchase order.
42. The seller acknowledges that the articles, materials, or services provided under the Olympic purchase order are being purchased for installation or use on an aviation product.
43. The seller shall provide timely notification to the buyer of known nonconformance escapements.
44. Olympic Tool wants our suppliers to be aware of their contribution to our product and services conformity, to be aware of their contribution to product safety and ensure that all our suppliers conduct their business for Olympic Tool in an ethical manner.
45. **WARNING**—Information Subject to Export Control Laws

The purchase order and its accompanying documents may contain information subject to the International Traffic in Arms Regulation (ITAR) or the Export Administration Regulation (EAR) of 1979. This information may not be exported,



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released, or disclosed to Foreign Nationals outside the United States without first complying with the export license requirements of the ITAR and/or the EAR. A violation of the ITAR or EAR may be subject to a penalty of up to 10 years imprisonment and a fine of \$100,000 under 22 USC 2778 or section 2410 of the Export Administration Act of 1979. Include this notice with any reproduced portion of this document

46. TECHNICAL DATA/TECHNOLOGY LEGEND – U.S. SUPPLIERS

The following applies to all Olympic purchase orders, as applicable:

“EXPORT CONTROLLED – The technical data or software is subject to the International Traffic in Arms Regulations (22 C.F.R. Parts 120-130). Export, re-export or retransfer contrary to U.S. law is prohibited.”

~Or~

“EXPORT CONTROLLED - The technology or software is subject to the Export Administration Regulations (15 C.F.R. Parts 730-774). Export, re-export or retransfer contrary to U.S. law is prohibited.”

When the supplier sub-contracts any work they shall flow down the above requirement.