



SPECIALIZED WELDING & FABRICATIONS LTD.

## **SPECIALIZED WELDING AND FABRICATIONS LTD. STANDARD PURCHASE ORDER TERMS AND CONDITIONS**

1. Suppliers are required to retain all records and forward copies with all goods shipped & to supply objective evidence including the identification of relevant technical data (e.g. specifications, drawings, process requirements, work instructions, certificate of conformity, test reports, inspection and verification, statistical records, and control charts).
2. Suppliers are required to have (or implement) a Quality Management System.
3. Supplier communications with SWF will be formalized through email.
4. Suppliers need to prevent the use of counterfeit parts.
5. Notify SWF when using customer-designated or approved external providers, including process sources (e.g., special processes).
6. Suppliers are required to notify SWF of non-conforming processes, products, or services, including changes of their external providers or of location of manufacture and where required, to obtain approval of same.
7. Suppliers are required to notify SWF of changes in product or service and/or process definition, and where required, to obtain approval of same.
8. SWF reserves right of access by our representative, our customer, and regulatory authorities to the applicable areas of the facility and to applicable documented information, at any level of the supply chain.
9. Be aware that SWF monitors on-time delivery and supplier performance on an ongoing basis.
10. SWF will identify on our PO any special requirements, critical items, or key characteristics.
11. SWF requires the supplier to flow-down to sub suppliers applicable requirements in the purchasing document, and to provide test specimens for design approval, inspection / verification, or auditing when required.
12. SWF requires suppliers to make their personnel aware of their contribution to product or service conformity; their contribution to product safety, the importance of ethical behavior.
13. Suppliers are responsible for approval or qualification of product, procedures, process equipment or personnel at supplier's premises. Suppliers also need to ensure their employees are aware of their contribution to product or service conformity, product safety, and the importance of ethical behavior.
14. SWF requires the supplier to confirm all pricing and delivery details with 24 hours after receipt of purchase order. Failure to do so means that the supplier accepts our pricing as correct and no changes can be made after this time.
15. All suppliers must provide a packing slip at time of delivery to be signed by our Receiver. Failure to provide a packing slip could delay payment.
16. All supplier invoices and packing slips must show a SWF Purchase Order number to be approved for payment.
17. SWF reserves the right to cancel this order if shipment is not made or received as promised.
18. This purchase order shall **NOT** be billed at higher than quoted prices.

**NOTE: Specialized Welding and Fabrications Ltd. has been designated as SWF in the above document.**

Company: \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_