



Donaldson Company, Inc.

# Purchase Order Requirements Aerospace & Defense

## Aerospace & Defense Purchase Order Requirements

### Key Elements

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- Certificate of Conformance
- Specification revision levels – i.e. MIL, ASTM, etc
- Notification of Non-Conformance
- Material Review Board Authority
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- Quality
- Part, Process, and/ or Point of Manufacturing Changes / Deviations
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### Environmental Concerns:

Warning statements for products manufactured with ozone depleting chemicals, as required by the Clean Air Act of 1990, section 611, 40 C.F.R., part 82, should not be applied to the parts or items. All such statements are to be included in a separate writing such as the bill of lading, shipment papers, or any other proper notification that complies with the listed regulation. Fire suppression systems, and chemicals or chemical compounds shall have the warning applied directly to the package. Please visit [www.epa.gov](http://www.epa.gov) for current Laws & Regulations

### Mercury Control:

Items supplied shall not contain functional mercury or be contaminated externally by metallic mercury or mercury compounds. Functional mercury is that mercury or mercury compound required for proper operation of the items delivered under contract. Supplier must notify Donaldson Company before shipment if mercury is suspected or if mercury is knowingly induced in the manufacturing process.

### Certificate of Conformance:

Supplier to complete and submit a Certificate of Conformance with each shipment, in the following commodity areas:

- Raw Material
- Media
- Components Parts

Supplier to download and submit the Certificate of Conformance form which can be found by visiting <https://www.donaldson.com/en-us/about-us/suppliers/> and clicking on the link for Aerospace & Defense Requirements. Supplier may use their standard form if it includes all elements of the Donaldson provided document. Please check with the plant buyer prior to using alternate formats. Certifications with missing revision levels may be subject to rejection.

**Specification revision levels – i.e. MIL, ASTM, etc.**

Products supplied under purchase orders shall be produced in accordance with the latest revision status of specifications and standards referenced in the data package. The only exceptions to this rule are as follows:

- The purchase order or other relevant documents specify usage of an earlier version
- The latest revision issued adversely affects cost, delivery, or performance of the goods produced.

All exceptions to the latest revision of the specification not specified on the purchase order must be submitted to Donaldson procurement in writing for approval.

**Notification of Non-Conformance:**

Supplier shall provide written notification to Donaldson Company plant buyer within one business day when a non-conformance is determined to exist or is suspected to exist, on product already shipped to Donaldson Company.

Notification to include the following minimum requirements:

- Donaldson Part Number
- Donaldson Purchase Order Number
- Description of the non-conformance
- Quantity and dates delivered
- Suspect/affected date code, lot number and/or serial number, when applicable

Donaldson Company personnel will follow the nonconformance process to document this supplier notification of non-conformance.

**Material Review Board Authority:**

Authority to review and accept or reject product is the sole responsibility of Donaldson Company Inc, quality and design personnel in accordance to the approved Donaldson Company drawing as noted on the purchase order. Communication regarding the disposition of non-compliant product will be communicated using the non-conformance process or the SPPAP system as noted in the DSQM (Donaldson Supplier Quality Manual). The DSQM is located at online at <https://www.donaldson.com/en-us/about-us/suppliers/>

**Counterfeit/Used Parts:**

- SELLER agrees and shall ensure that Counterfeit Parts are not delivered to Donaldson.
- Counterfeit parts consist of those parts delivered under this Contract that are the lowest level of separately identifiable items (e.g., articles, components, goods, and assemblies).
- "Counterfeit parts" means parts that contain items misrepresented as having been designed and/or produced under an approved system or other acceptable method.
- In the event that part delivered under this Contract constitutes or includes Counterfeit parts, SELLER shall, at its expense, promptly replace such Counterfeit parts with genuine parts conforming to the requirements of this Contract.
- SELLER shall be liable for all costs relating to the removal and replacement of Counterfeit parts

**Product Safety:**

The state in which a product is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.

As defined and required per AS9100 Aerospace Standard:

- SELLER agrees and shall ensure planning, implementation, and control of the processes needed to assure product safety during the entire product life cycle, as appropriate to the organization and the product.
- SELLER agrees and shall ensure that persons are trained and aware of their contribution to Product Safety.

**Foreign Object Damage (FOD) Prevention:**

As defined and required per AS9100 and AS9146 Aerospace Standards:

- SELLER agrees and shall ensure planning, implementation, and maintain documentation of a FOD Prevention Program as determined applicable to products and/or services provided to Donaldson Company Inc. The FOD Prevention Program, when applicable, shall conform to the requirements of AS9146.
- SELLER agrees and shall ensure that persons are trained and aware of their contribution to Product Safety.

**Sub-tier control and management of Special Processes:**

- The supplier to notify Donaldson Company when a sub-tier supplier is required to perform any outside processing. (i.e. soldering, cleaning, X-ray, welding, magnetic particle and penetrate inspection, heat treating, plating, machining, etc.)
- Suppliers using sub-tier suppliers must have their sub-tier suppliers approved by Donaldson Company.
- Prior to production and award of subcontract business, supplier is to ensure that all Donaldson Company requirements for quality and part print agreement are communicated to the sub-tier supplier, including but not limited to the SPPAP quality requirement as noted on
- Suppliers documented quality system shall provide for the review of purchase order to ensure applicable requirements are flowed down to sub-tiers, including specific information regarding key characteristics. Specific information to include manufacturing planning, inspection and test instruction, as applicable, for key characteristics.
- Supplier to notify Donaldson Company when their sub-tier supplier is found to be non-compliant to Donaldson Company specifications, disapproved by supplier and/or government/industry data exchange program (GIDEP) alert is required.
- Supplier shall have a sub-tier supplier management program that determines the capability of sub-tier suppliers, prior to issuance of a purchase order.

**Quality:**

- Registration to the current revision of ISO 9001 is preferred, in addition to any applicable sections of AS9100 and 17025 labs for automotive. Suppliers failing to provide certification documentation will meet with a Strategic Supply Management Team representative to develop an action plan for registration and compliance. It is the on-going responsibility of the Supplier to provide Buyer with an up-to-date copy of their ISO certificate and must notify Buyer of any change in status.
- Compliance is mandatory to the Donaldson Supplier Quality Manual (DSQM) and any quality system elements spelled out in the request for quote and/or the purchase order are mandatory. The DSQM is located at online at <https://www.donaldson.com/en-us/about-us/suppliers/>. This document will provide complete quality requirements and information regarding SPPAP (Supplier Purchase Part Validation Process) submittals.
- Rejected parts will be shipped to Seller, freight collect, on Seller's preferred carrier. If Buyer requests replacement of defective product, Seller agrees to expedite replacement product to support Buyer's requirements. Buyer will issue debit memo to Seller and re-issue a purchase order for replacement product. Debit memo will include original freight costs from rejected order.

**Part, Process, and/or Point of Manufacturing Changes:**

- The Supplier is obligated to inform Donaldson Company Inc. in advance of any changes to their manufacturing processes on any Donaldson Company Inc. component or material. Before the changes can take place, the Supplier must receive agreement from Donaldson Company Inc. to the changes and the impacts associated with the changes including the opportunity for Donaldson Company Inc. to make a last time buy.
- Any changes / deviation to product, process, or certification (including all sub-tier suppliers) must be communicated in writing through the Global Procurement using the Supplier Change / Deviation Request Notification (SCR) Form found at <https://www.donaldson.com/en-us/about-us/suppliers/>. The changes must be assessed and validated prior to any change to ensure conformance with Buyer and/or Buyer customer's requirements.
- Supplier action(s) will only occur following a formal DCI Procurement authorization and agreement on what steps need to be implemented and a review of the potential price impact associated with the change. The Supplier shall bear the risk of all expenses for any action taken without receiving Donaldson approval.
- All changes will require a SPPAP submittal, unless otherwise communicated. The Donaldson Commodity Buyer will initiate this process.
- This excludes off-the shelf/commercially available product whose characteristics and/or performance requirements are not defined by a Donaldson drawing or a Donaldson engineering standard.

**Manufacturing Process Controls:**

Suppliers that use computer-aided-manufacturing (CAM), computer-aided-inspection (CAI) or computer-aided-testing (CAT) software and related digital input/output data for product or article acceptance, shall implement appropriate controls.

**Lot Traceability required:**

Lot traceability is required on a project by project basis and should be confirmed with the Donaldson Commodity Manager.

**Language:**

When information is requested by Donaldson Company, supplier shall make all requests available in the English language.

**Right to Audit/ Right to Entry:**

Buyer, their customers, and regulatory authorities to all facilities involved in the order and all applicable quality records and its customers require the right of entry to its supplier's premises to verify that subcontracted (Sub-tier) product conforms to specified requirements. This right to entry shall occur at reasonable times, with appropriate prior notice. All suppliers must also notify Buyer of any process that is out-sourced or changed.

**Record Retention:**

Supplier shall maintain inspection records of product shipped or processed for DCI, and will transmit to DCI upon request, for a period of **10 years** from date of shipment. At the Expiration of such period, DCI reserves the right to request delivery of such records at no additional cost. All records shall be in the English language unless authorized by DCI.

**Executive Order 13496: Notification of employee rights under Federal Labor Laws**

For Federal wording please visit: <http://www.dol.gov/olms/regs/compliance/E013496.htm>