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Approved By: Emerita Tucker, Supervisor, Purchasing Rohit Kalra, Manager, Quality Engineering	

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## Special Notes Codes Clauses S0001 - S0075

### 1. Purpose and Scope

#### Purpose

To document and control the revision of those contractual and internal quality requirements that are required to be flowed down to suppliers and subcontractors.

#### Scope

This instruction is applicable to those internal clauses related to the quality requirements that are published on purchase requisitions, purchase orders and on the Internet for supplier and subcontractor access. This document is **not** intended to define or control the usage of clauses.

### 2. Definitions

N/A

### 3. Responsibilities

It is the responsibility of the Purchasing Supervisor or assigned designee to update Internet web page upon approved changes.

### 4. Authority

Changes are required to be submitted through standard document change request process and must be approved by the Purchasing Supervisor or assigned designee and the Supplier Quality Manager or assigned designee.

### 5. Clauses

#### **S0001 SQUARE AND PARALLEL**

Vendor to furnish blocks to finished dimensions, square to 0.002 and parallel within 0.005 T.I.R. finish to be 125.

#### **S0002 SAE-AMS-H-6875\_\_\_\_\_, H-1025**

Heat-treat per SAE-AMS-H-6875\_\_\_ to condition H-1025.

#### **S0003 CURE 4 QUARTERS**

Cure date to be within four (4) quarters at the time of delivery to VACCO Industries.

#### **S0004 CURE 8 QUARTERS**

Cure date to be within eight (8) quarters at the time of delivery to VACCO Industries.



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**S0005 TO HARDWARE STANDARDS**

Furnish complete per VACCO hardware standards and the purchase order.

**S0006 COMMERCIAL INSPECTION**

VACCO to inspect to commercial requirements only.

**S0007 LOCKING DEVICES**

When locking devices (patch, inserts, etc) are required clause 601 of the purchasing notations manual (VI-PNM101B-09/10/12) will apply prior to applying the locking device and prior to slotting as applicable. To arrange for source call the buyer to make the schedule.

**S0008 ARTWORK**

Vendor to furnish artwork proofs for approval prior to production.

**S0009 GOVERNMENT SOURCE INSPECTION**

Government source inspection is required prior to shipment from your plant. Upon receipt of this purchase order promptly notify the government representative who normally services your plant, so that appropriate planning for government inspection can be accomplished. On receipt of this purchase order, promptly furnish a copy to the government representative who normally services your plant or, if none, to the nearest army, navy, air force or defense supply agency inspection office. In the event the representative or office cannot be located, notify VACCO Industries' purchasing department immediately.

**S0010 ZINC PHOSPHATE**

Phosphate coat all parts per MIL-DTL-16232, REV G, TYPE Z, CLASS 3. Mask seat areas with VACCO supplied spring loaded tooling during sand blasting. The threaded stud holes are to be masked prior to phosphate coating.

**S0011 SAE-AMS-H-6875 \_\_\_\_\_, H-1150**

Heat-treat per SAE-AMS-H-6875\_\_\_ to condition H-1150.

**S0012 PROPRIETARY DRAWINGS**

Drawing(s) when furnished with an order are proprietary to which VACCO Industries retains the exclusive rights and must be returned to VACCO Industries upon completion of the order.



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### **S0013 HEAT TREAT 912 AND 913**

When heat treatment is required; clauses 912 and 913 of the purchasing notations manual (VI-PNM101-03/07/12) will apply.

### **S0014 TRACEABILITY TO MILL CERT**

Supplier to furnish certification of physical and chemical test reports, containing all other test results as required by the material specifications with traceability back to the original mill/melt certifications.

### **S0015 IN-PROCESS INSPECTION**

VACCO will advise the supplier of the in-process inspection points for which in-process inspection is required.

### **S0016 TRACEABILITY**

The materials supplied must be identifiable by lot number, material type and specification traceable to records of acceptance. Fabricated parts shall be identified to the lot of material used.

### **S0017 COMPONENT DATE CODE LIMITS**

Minimum shelf life for components and materials shall be three (3) years, unless otherwise specified. Materials and components date code earlier than three (3) years to the date of delivery required by the purchase order will not be accepted at VACCO Industries.

### **S0018 ELECTROSTATIC DISCHARGE (ESD) PROTECTION**

Protection from electrostatic discharge (EDS) damage shall be provided to all Class I, II or III ESD susceptible devices in accordance with the manufacturer's requirements. The protection level provided by the original manufacturer shall extend through all procurement handling, storage, packaging and shipping cycles.

### **S0019 PRINTED CIRCUIT BOARDS**

The supplier shall assure that the materials, manufacture, testing and packaging of Printed Circuit Boards or Printed Wiring Boards supplied to VACCO Industries are in accordance with all the requirements of MIL-PRF-31032, Printed Circuit Board/Printed Wiring Board general and detailed specification, including solderability. Conformance test data shall be provided for each lot shipped to VACCO Industries.



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**S0020 SOLDERABILITY OF EXTERNAL LEADS, PINS & TERMINALS**

External leads, pin and terminals of all components shall be tested and comply with the solderability requirements specified in MIL-STD-202, method 208, including aging requirements.

**S0021 100% INSPECTION**

100% inspection by the supplier is required.

**S0022 MANNED SPACE FLIGHT**

For use in manned space flight. Materials, manufacturing and workmanship of the highest quality standards are essential to astronaut safety.

If you are able to supply the desired items with a quality which is higher than that of the items specified or proposed, you are requested to bring this fact to the immediate attention of the purchaser. This clause will be inserted in all subcontracts and purchase orders for such items down to the lowest tier.

**S0023 VVC-EP-505**

When electro-polish is called for by the blueprint per VVC-EP-505 only use REV A, PARA 4.3.

**S0024 SUBSAFE**

“Subsafe” items on this purchase order are designated as subsafe materials to insure hull integrity.

**S0025 SUPPLIER INSP REPORT**

The supplier’s inspection report is required to be received with the shipment at VACCO Industries.

**S0026 DELETED**

**S0027 VACCO SOURCE INSPECTION**

VACCO source inspection is required. Contact the buyer to arrange inspection time. Any dimensions that apply prior to any type of plating or coating must be inspected and accepted prior to that plating or coating taking place.

**S0028 SYS 21**

Acceptability of screw threads ordered on this purchase order on shall be determined based on system 21.



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### **S0029 THREAD SYSTEM 22**

Acceptability of screw threads ordered on this purchase order on shall be determined based on system 22. VACCO Industries source inspection is required.

### **S0030 FITTINGS MARKINGS**

Supplier to tag or bag items with part number and revision, original mill heat number, purchase order number, item number and heat lot number if applicable. All permanent markings to be done at VACCO Industries.

### **S0031 AMS-5643N**

Physical test reports per AMS-5643N, dated 1 Jan 1992 shall include both hardness and tensile properties.

### **S0032 PRELIM CERT REVIEW**

Preliminary certification review and approval

All certifications (certification of conformance and test reports) must be submitted to VACCO Industries for approval prior to shipment. They must be either e-mailed or generally mailed, to the attention of the buyer to process for approval.

### **S0033 FRAUDULENT STATEMENT**

The federal statement notification requirements are here by passed down to our suppliers. "The recording of false, fictitious or fraudulent statements or entries on this document may be punishable as a felony under federal statutes."

### **S0034 NO DIMENSIONAL**

No dimensional inspection required.

### **S0035 CALIBRATION**

Supplier to calibrate the tools/gauges designated on this purchase order in accordance with ANSI/NCSL z540-1. Certification must specify direct N.I.S.T. traceability. If reconditioning is necessary, additional authorization is required prior to proceeding.

### **S0036 MIC READINGS**

Furnish inspection sheet on gauge measurements (mic readings).



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### **S0037 CHANGE CONTROL**

VACCO Industries believes documentation change control is essential for continued quality and reliability, accordingly, once a product is qualified for production and released the supplier cannot change the part/product, process, or location of manufacture without written approval from VACCO Industries. Should the supplier wish to make changes, or foresee the need for changes due to capacity, material supply or process improvement goals, the VACCO Industries' buyer must be contacted to assess potential impact and to have a review made for consideration.

### **S0038 BURRS AND WORKMANSHIP**

Inspection will be performed per VACCO Industries: VI-GWS-951, "General Workmanship Standard".

### **S0039 MFG/MILL TEST REPORTS**

Manufacturer/mill test reports supplier shall furnish photocopies of the original manufacturer/mill physical and chemical test reports containing all acceptance test results required by the material specification. In addition to quantitative chemical and mechanical properties, the material test reports shall include the class, form, condition (heat treated, annealed, forged, cold/hot finished, hot/cold drawn, etc.), grade, type and finish, as applicable, of the material supplied. The manufacturer/mill test reports must be on the manufacturer/mill's letterhead and must contain the name of the company representative.

Transcription of mill test report data by suppliers other than the mill is prohibited unless the original manufacturer/mill test report is attached.

Statements on test reports must be positive and unqualified. Disclaimers such as "to the best of our knowledge" or "we believe the information contained herein is true" are not acceptable. All test reports provided to VACCO Industries shall be legible and capable of reproduction. If the material is purchased from a distributor, a certification of conformance from the distributor which meets the requirements of clause 702 of the PNM101B must accompany the manufacturer/mill test report.

### **S0040 CHEM-PHYS TEST REPORTS**

Material test reports with chemical and physical test data for the raw material is required for this purchase order.

### **S0041 APPROVED SUPPLIER/VENDOR LIST NOT REQUIRED**

Note: Use Of Approved Supplier Not Required.

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V.P. QUALITY

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**S0042 SPECIAL USE VARIANCE**

Supplier is not referenced as "Approved" on the VACCO ASL so usage has been approved by VACCO management

\_\_\_\_\_  
V.P. QUALITY

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DIRECTOR, SUPPLY CHAIN

**S0043 EARLY SHIPMENT**

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Note: Supplier may ship only ten (10) days earlier  
Then the required delivery date.  
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**S0044 BURRS 10X**

All hardware to be free of burrs including lock wire holes at 10x power magnification.

**S0045 DCMA Flowdown Review**

DCMA review of purchase order.

\_\_\_\_\_  
DCMA QAR

**S0046 PREFERRED INSPECTION**

The item(s) on this line item require the supplier to furnish inspection and test data along with calibration certifications of the equipment used, to be submitted with the shipment.

**S0047 CUSTOMER DIRECTED SOURCE**

This purchase order has been placed with a customer directed source.

**S0048 DOMESTIC SPECIALTY METALS / DFARS COMPLIANT**

The material furnished on this purchase order must be from domestic melt billet. The following DFARS apply to the purchase order:  
DFAR 252.225-7008: Restriction on acquisition of specialty metals.  
DFAR 252.225-7009: Restriction on acquisition of certain articles containing specialty metals.  
DFAR 252.225-7012: Preference for certain domestic commodities.  
For ball and roller bearings supplier, only  
DFAR 252.225-7016: Restriction on acquisition of ball and roller bearings, shall apply.  
Supplier C of C to include the statement: "Parts and material submitted on this order meet applicable DFARS requirements."



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### **S0049 FIRST ARTICLE REPORT**

Whenever the supplier fabricates a part number or a part number revision for the first time, the supplier shall complete a first article report in accordance with AS9102 on the first conforming article. This report shall contain the actual values of all drawing and other contractual requirements, including all drawing notes and methods used for verification.

This report shall be maintained by the supplier and copies shall be made available to VACCO Industries.

### **S0050 VACCO FIRST ARTICLE INSPECTION**

VACCO source inspection of the first acceptable article is required at your facility prior to continuing your production run. Notify the buyer at least forty-eight (48) hours in advance of the time the article(s) are to be inspected. Inspection documents, specifications, drawings and the purchase order covering the item(s) on this order shall be available for VACCO witnessing at your facility.

### **S0051 FURNISH COMPLETE**

Supplier to furnish item(s) on this purchase order complete per engineering drawing and/or purchase order requirements.

### **S0052 DELETED**

### **S0053 AGE CONTROLLED MATERIAL**

The supplier is required to submit with each shipment a certificate attesting conformance of elastomeric/organic materials/parts listed on/or used in the performance of the purchase order. Age controlled materials shall be identified and packaged in accordance with the applicable procurement specification.

Other age sensitive materials such as adhesives; sealants; coating materials; and potting compounds, etc. shall as a minimum be identified on each container or certification for material used in processes with the following:

- 1) MANUFACTURER'S NAME
- 2) BATCH NUMBER
- 3) STORAGE TEMPERATURE
- 4) COMPOUND/ SPEC NUMBER
- 5) DATE OF MANUFACTURE
- 6) SHELF LIFE





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**S0054 CUSTOMER APPROVED PROCESSES**

When processes are to be performed only by customer approved suppliers the quality engineer will enter the sources on the requisition to flow down onto the purchase order. The quality engineer will review and sign off the purchase order prior to release to the supplier.

\_\_\_\_\_  
Q.E. SIGNATURE

\_\_\_\_\_  
DATE

**S0055 SUBCONTRACT MANAGEMENT**

The supplier shall contact the buyer for information on VACCO approved suppliers for subcontracting for raw material or processing.

**S0056 GOVERNMENT PROPERTY**

This is government-owned property and shall be controlled in accordance with FAR part 45.

**S0057 ITEM LOT/HEAT NUMBER INDIVIDUALITY**

Supplier to provide each purchase order line item from one lot/heat. In the event that this is not possible, notify VACCO Industries' purchasing department immediately for disposition.

**S0058 AGE-SENSITIVE MATERIAL**

Materials and/or articles having age degradation characteristics must include: Manufacturer's recommended expiration date, shelf life, cure date, retest date, compound number, etc. (as applicable) so as to indicate useful life of the material and special storage requirements must be defined. Material shall have no less than eighty percent (80%) of its shelf life remaining at time of delivery to VACCO.

**S0059 FAA INSPECTION**

FAA Inspection Will Be Performed At VACCO.

**S0060 OBSOLETE****S0061 GIDEP ANNOUNCEMENTS**

If a GIDEP (Government-Industry Data Exchange) announcement is issued on any products on this order an immediate response from you will be required.



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### **S0062 BOEING CLAUSE H101**

Prior Approval For Foreign Sources.

Seller shall not offer to subcontract or otherwise procure any item or part thereof, ordered hereunder, to or from any foreign subcontractor, supplier or other source without the prior written approval of the buyer. Buyer expressly reserves the right to all industrial benefits and other offset credits arising in respect of and all applications to co-production or similar obligations of, all procurements from foreign sources of any items or parts thereof ordered hereunder, including the right to direct the manner in which each such procurement is effected and to require the provision of such information, in such form, as may be required to enable the buyer to obtain the benefits thereof.

All options or similar commitments obtained by the seller, in respect of its procurement of any item or part thereof ordered hereunder, to procure additional quantities there for to fulfill anticipated requirements buyer may have therefore shall be subject to the provisions hereof.

### **S0063 ITAR OR EAR**

The data attached/enclosed may contain information subject to the ITAR or EAR. This information may not be exported, released, or disclosed to foreign nationals without first complying with the export license requirements of the ITAR and EAR. Articles described herein are either patented or proprietary - partial copying or reproduction of this article and attachments are prohibited without prior consent.

### **S0064 BURST DISC**

The VACCO drawing (84617-2) calls out for a material thickness to be .020 +,-.0005. The material supplier is to provide objective evidence in the form of an inspection record with its certifications to Research Metals with the material, showing that the material was inspected (min 6 places around the sheet) to the drawing.

Requirements prior to shipping to research metals.

Research Metals is to provide these same certifications when they ship the product to VACCO Industries.

### **S0065 F.A.I.R. PER AS9102**

Supplier shall furnish a first article inspection report per AS9102 documenting physical and functional processes to verify that prescribed production methods have produced an acceptable item as specified by engineering drawings, planning, purchase order, engineering specifications and/or applicable design documents. First article requirement can be met by supplying a copy of previous qualifying first article report provided the manufacturing process has not changed.



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### **S0066 DPAS (15 CFR 700)**

This is a rated order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulations (15 CFR 700). A **DX** rating is assigned to those programs of the Highest National Priority.

A **DO** rating is assigned to those programs that are vital to National Defense. A rated order shall be accepted or rejected, in writing within 10 days for a **DX** rated order, and 15 days for a **DO** rated order.

### **S0067 COUNTERFEIT WORK**

(a) For the purpose of this clause, work consists of those parts delivered under this contract that are the lowest level of separately identifiable items (e.g., articles components, goods and assemblies). "Counterfeit work" means work that is or contains items misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved work that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable.

(b) Seller Agrees And Shall Ensure That Counterfeit Work Is Not Delivered To VACCO Industries.

(c) Seller shall only purchase products to be delivered or incorporated as work to VACCO Industries directly from the original component manufacturer (OCM)/original equipment manufacturer (OEM), or through an OCM/OEM authorized distributor chain. Work shall not be acquired from independent distributors or brokers unless approved in advance in writing by VACCO Industries.

(d) Seller Shall Immediately Notify VACCO Industries With The Pertinent Facts If Seller Becomes Aware of or Suspects That It Has Furnished Counterfeit Work. When Requested By VACCO Industries, Seller Shall Provide OCM/OEM Documentation That Authenticates Traceability Of The Affected Items To The Applicable OCM/OEM.

(e) Seller shall consult with the OCM/OEM or authorized distributor / franchise to confirm that the authorized distributor / franchise has been authorized by the OCM/OEM to sell the specific item being procured, prior to issuing a purchase order. If not procuring from the OCM/OEM, the seller shall provide evidence from the OCM / OEM that the supplier used was indeed authorized by the OCM/OEM. For example, an OCM/OEM list of authorized distributors on OEM/OCM letterhead or website would suffice. If OCM / OEM does not have an authorized list of distributors / franchises, documented evidence shall be provided stating such.



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### **S0068 PROCUREMENT SOURCE PROHIBITION**

No Material from Western Titanium, Inc. and/or Mach-2 Metals will be acceptable to VACCO Industries.

**S0069 EXECUTIVE ORDER 13496:** Notification of Employee Rights Under Federal labor laws: the supplier shall certify that it complies with the final rule at 29 CFR part 471 implementing executive order 13496: notification of employee rights under federal labor law, and that it posts the notice found at appendix A to subpart A of that final rule.

### **S0070 PRIOR REVIEW OF MARKINGS**

Supplier to provide digital photographs of all required part, material, or packaging labels and markings for review prior to shipment of parts or material to VACCO Industries.

### **S0071 PENETRANT MATERIALS**

All penetrant materials provided are to be in compliance with AMS-2644.

### **S0072 NON DESTRUCTIVE TESTING EQUIPMENT CALIBRATION**

Calibration of Non Destructive Testing equipment is to be done in accordance with VI-CAL-123.

### **[Website version]**

### **S0073 ADDITIONAL MANDATORY MATERIAL TRACEABILITY REQUIREMENTS**

Supplier is required to purchase extra raw material to provide a test sample to VACCO Industries.

One sample per heat lot used to produce parts for VACCO must be shipped with the first shipment of the parts made in the same heat lot per given contract as a test coupon. This requirement applies to each and every contract number on the VACCO purchase order, which means that if the contract number changes or the material heat lot number changes, a new sample will be required.

It is permissible to make multiple lots of parts, dash numbers, or even different part numbers from the same heat lot of material, as long as the date, heat lot, and PO number of the original submission are referenced on the C of C for subsequent shipments. Records adequate to account for all use of the original heat lot must be maintained. A copy of the traceability record must be maintained with un-used material and updated as material is issued.



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The test sample is to be 8" +/- 0.25" long, by the dimensions of the stock supplied by the mill or distributor to make the parts. For example, if parts are made from 1" diameter rod, then the test sample should be 8" long by 1" in diameter (1" x 8"); if the parts are made from 1" x 1.5" x 48" pieces cut by the mill or distributor from 1" thick, 8" wide, and 84" long hand-forged bars, the sample dimensions should be 1" x 1.5" x 8".

The samples must be marked by legible metal impression stamp to include the original heat number and VACCO part and purchase order numbers, and be traceable through all production and conversion steps to the original heat number.

The original heat number is defined as the original cast slab, billet, or ingot number from the original melter.

Intermediate production and conversion steps include conversion to re-forging, rolling, drawing, or other intermediate stock, extrusion, conditioning, pickling, testing and inspections, and all other steps necessary to bring the material to the final condition, at which point it is supplied as machining stock. Each converter must provide documentary proof of conversion of a specific quantity to specification requirements.

Sheet material less than or equal to 0.1875" thick, wire or rod less than or equal to 0.1875" diameter, weld wire and rod, and fasteners made to military or commercial standard are exempt from this requirement.

**(WDS - PO Print version)**

Supplier to provide 8" of additional raw material from the same heat lot number used to manufacture the detail part(s) called out on this purchase order. This material sample must be legibly marked with the required information and be traceable through all production and conversion steps. This sample must be shipped to VACCO with the first production part shipped to VACCO. For additional detailed requirements, see the Special Note Code Clause S0073 at the following website

<http://www.vacco.com/vacco/about/purchasing/purchasingindex.html>

Sheet material less than or equal to 0.1875" thick, wire or rod less than or equal to 0.1875" diameter, weld wire and rod, and fasteners made to military or commercial standard are exempt from this requirement.



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## **S0074 RESTRICTION ON CERTAIN FOREIGN PURCHASES (JUN 2008)**

FAR 52-225-13

(a) Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of the Treasury, the Contractor shall not acquire, for use in the performance of this contract, any supplies or services if any proclamation, Executive order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States.

(b) Except as authorized by OFAC, most transactions involving Cuba, Iran, and Sudan are prohibited, as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Persons at <http://www.treas.gov/offices/enforcement/ofac/sdn/>.

### **S0075 OEM/OCM Certificate**

(a) The seller shall provide the manufacturing certificate of conformance from the OCM/OEM for the product sold.

(b) More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR Chapter V and/or on OFAC's website at <http://www.treas.gov/offices/enforcement/ofac>.

(c) The Contractor shall insert this clause, including this paragraph (c), in all subcontracts.