

**DESCRIPTION****CLAUSES**

PURCHASE ORDERS (PO) - TOOLS/ EQUIPMENT CALIBRATION	<ol style="list-style-type: none"><li>1. PLEASE ACKNOWLEDGE ALL PURCHASE ORDERS (PO).</li><li>2. CALIBRATION CERTIFICATION REQUIRED.</li><li>3. CALIBRATION STANDARDS SHALL BE TRACEABLE TO ONE OF THE FOLLOWING: (A) SINGLAS (B) NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY OR OTHER NATIONAL STANDARDS AS AGREED BY AMETEK SINGAPORE (C) ISO 17025 (D) ORIGINAL TOOL MANUFACTURER CALIBRATION CERTIFICATION REPORT.</li><li>4. ANY ADJUSTMENTS MADE TO THE CALIBRATION REPORT MUST BE NOTIFIED.</li><li>5. CALIBRATION LABELS SHALL INCLUDE: CALIBRATION DATE, CALIBRATION DUE DATE, EQUIPMENT IDENTIFICATION, AND CALIBRATION REPORT NUMBER.</li><li>6. CALIBRATION INTERVAL SHALL BE 1 YEAR UNLESS OTHERWISE STATED.</li><li>7. COMMUNICATION WITH AMETEK SINGAPORE SHALL BE PERFORMED IN WRITING, VIA AMETEK SINGAPORE'S PURCHASING DEPARTMENT.</li><li>8. IF ANY INSTRUCTIONS ON THE PO CONTRADICTS WITH THE CLAUSES HEREIN, PO INSTRUCTIONS SHALL PREVAIL.</li></ol>
PURCHASE ORDERS (PO) - SPARES PURCHASE	<ol style="list-style-type: none"><li>1. PLEASE ACKNOWLEDGE ALL PURCHASE ORDERS (PO).</li><li>2. ALL PARTS MUST COME WITH AUTHORISED RELEASE CERTIFICATES. STANDARD PARTS MAY COME WITH CERTIFICATE OF CONFORMANCE (COC). PLEASE REFER TO PO FOR PAPERWORK REQUIREMENTS.</li><li>3. FOR SHELF-LIFE ITEMS, ITEMS MUST HAVE AT LEAST 70% REMAINING SHELF LIFE. IF OTHERWISE PLEASE SEEK ADVICE FROM AMETEK SINGAPORE.</li><li>4. FOR PURCHASE OF EQUIPMENT AND TOOLS, ITEMS MUST COME WITH INITIAL CALIBRATION CERTIFICATION AS APPLICABLE. ANY CALIBRATION PERFORMED MUST ADHERE TO AMETEK SINGAPORE'S CALIBRATION REQUIREMENTS.</li><li>5. VENDOR SHALL HAVE A DOCUMENTED QUALITY SYSTEM. VENDOR SHALL ALSO HAVE A PROGRAM TO PREVENT THE USE OF SUSPECTED UNAPPROVED/COUNTERFEIT PARTS.</li><li>6. ACCEPTANCE OF THE PO DENOTES THAT VENDOR IS AWARE OF ITS CONTRIBUTION TO PRODUCT OR SERVICE CONFORMITY, PRODUCT SAFETY AND THE IMPORTANCE OF ETHICAL BEHAVIOR.</li><li>7. COMMUNICATION WITH AMETEK SHALL BE PERFORMED IN WRITING, VIA AMETEK SINGAPORE'S PURCHASING DEPARTMENT.</li><li>8. IF ANY INSTRUCTIONS ON THE PO CONTRADICTS WITH THE CLAUSES HEREIN, PO INSTRUCTIONS SHALL PREVAIL.</li></ol>
REPAIR ORDERS (RO) - SPARES/ EQUIPMENT REPAIR/ REWORK	<ol style="list-style-type: none"><li>1. PLEASE ACKNOWLEDGE ALL REPAIR ORDERS (RO).</li><li>2. ALL REPAIRED PARTS MUST COME WITH AUTHORISED RELEASE CERTIFICATES. PLEASE REFER TO RO FOR PAPERWORK REQUIREMENTS OR FOR ANY SPECIAL REQUIREMENTS RELATED TO TECHNICAL DATA, APPROVAL OF PRODUCTS, SERVICES, METHODS, PROCESSES AND EQUIPMENT.</li><li>3. VENDOR SHALL HAVE A DOCUMENTED QUALITY SYSTEM. VENDOR SHALL ALSO HAVE A PROGRAM TO PREVENT THE USE OF SUSPECTED UNAPPROVED/COUNTERFEIT PARTS.</li><li>4. IN THE EVENT THE VENDOR CONTRACTS/SUB-CONTRACTS TO A SUB-TIER VENDOR, AN AMETEK SINGAPORE APPROVED VENDOR SHALL BE UTILIZED UNLESS WRITTEN APPROVAL FROM AMETEK SINGAPORE. IN ALL INSTANCES, VENDOR SHALL BE RESPONSIBLE FOR THE QUALITY OF ALL WORK CONTRACTED/SUB-CONTRACTED TO SUB-TIER VENDOR(S) AND ALSO ENSURE THE FLOW DOWN OF ALL CUSTOMER REQUIREMENTS.</li><li>5. ACCEPTANCE OF THE RO DENOTES: (A) THE VENDOR IS CONFIRMING IT HAS SUFFICIENT RESOURCES TO PERFORM THE REPAIR INCLUDING COMPETENT, QUALIFIED PERSONNEL. (B) THE VENDOR IS ALLOWING AMETEK SINGAPORE OR AMETEK SINGAPORE'S CUSTOMERS OR APPLICABLE REGULATORY BODY TO ACCESS THE VENDOR'S OR VENDOR'S SUB-TIER VENDOR'S FACILITY TO INSPECT ANY PRODUCT OR PROCESS PROVIDED BY YOUR COMPANY, AND ALL RELATED DOCUMENTATION. (C) THE VENDOR IS AWARE OF ITS CONTRIBUTION TO PRODUCT OR SERVICE CONFORMITY, PRODUCT SAFETY AND THE IMPORTANCE OF ETHICAL BEHAVIOR.</li><li>6. IN THE EVENT OF A NONCONFORMANCE, AMETEK SINGAPORE SHALL BE NOTIFIED, FOR DISPOSITION.</li><li>7. VENDOR SHALL NOTIFY AMETEK OF ANY CHANGES TO PROCESSES, PRODUCTS OR SERVICES, INCLUDING CHANGES TO EXTERNAL VENDORS OR LOCATION OF VENDORS AND OBTAIN AMETEK SINGAPORE'S APPROVAL.</li><li>8. VENDOR SHALL RETAIN ALL RECORDS FOR A MINIMUM OF 7 YEARS.</li><li>9. COMMUNICATION WITH AMETEK SINGAPORE SHALL BE PERFORMED IN WRITING, VIA AMETEK SINGAPORE'S PURCHASING DEPARTMENT.</li><li>10. IF ANY INSTRUCTIONS ON THE RO CONTRADICTS WITH THE CLAUSES HEREIN, RO INSTRUCTIONS SHALL PREVAIL.</li></ol>