

CARLTON FORGE WORKS

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CODE	SUBJECT	REVISION DATE:
23	PURCHASE ORDER REVIEW	12/19/2005

REVISIONS: 12/19/05 – Revised para. 2; moved content to para. 3
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1. IF, IN THE EVENT THAT DURING THE PURCHASE ORDER REVIEW THE SUB-TIER DETERMINES THAT THE REQUIREMENTS OF THE P.O. OR PROCESS SHEET CANNOT BE MET, THE SUB-TIER MUST (1) NOTIFY CARLTON FORGE WORKS OUTSIDE PROCESSING OR QUALITY/METALLURGY DEPARTMENT AS APPLICABLE, AND (2) PRIOR TO PROCESSING, OBTAIN REVISED P.O. AND/OR INSTRUCTIONS, IN WRITING, STATING SERVICES TO BE PERFORMED THAT ARE WITHIN CAPABILITIES OF THE SUB-TIER.
2. SUB-TIERS ARE RESPONSIBLE FOR OBTAINING **APPLICABLE** SPECIFICATION AND/OR ENGINEERING DRAWING REVISIONS **AS REFERENCED** ON THE CARLTON FORGE WORKS PURCHASE ORDER. SUB-TIERS ARE TO CONTACT CFW OUTSIDE PROCESSING OR QUALITY TO OBTAIN REQUIRED SPECIFICATIONS AND/OR ENGINEERING DRAWINGS; **OR WHEN APPLICABLE, THE SUB-TIER WILL BE REQUIRED TO OBTAIN SPECIFICATION REVISIONS DIRECTLY FROM THE END USE CUSTOMER (e.g. WHEN SPECIFICATION REVISIONS ARE AVAILABLE VIA ELECTRONIC TRANSFER).** WORK ON PURCHASE ORDERS SHALL NOT **BEGIN** UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED AND ADEQUATELY REVIEWED BY THE SUB-TIER.
3. **WHEN A CHANGE ORDER P/O/ IS RECEIVED FROM CFW A COPY SHALL BE SIGNED, DATED AND RETURNED TO CFW IDENTIFYING ACKNOWLEDGEMENT OF REVISED DOCUMENTATION REQUIREMENTS.**
4. IF SUB-TIERS HAVE BEEN FURNISHED WITH A SUPPLIER CODE/NUMBER BY A PRIME CONTRACTOR, THIS NUMBER SHALL APPEAR ON ALL CERTIFICATIONS, AS APPLICABLE. IF SUB-TIERS HAVE BEEN FURNISHED WITH A CONTROLLED STAMP BY A PRIME CONTRACTOR, ALL COPIES OF CERTIFICATIONS SHALL BE STAMPED, AS APPLICABLE.
5. IF YOU DO NOT HAVE A CURRENT CUSTOMER (PRIME CONTRACTOR) APPROVAL IN YOUR POSSESSION THAT AUTHORIZES YOU TO PERFORM PROCESSES AS REQUIRED BY THIS PURCHASE ORDER, CONTACT CARLTON QUALITY PRIOR TO PERFORMING ANY WORK ON THIS PURCHASE ORDER. NOTE: APPLIES TO SPECIAL PROCESSES, METALLURGICAL TESTING, AND MACHINING TO FINAL PART REQUIREMENTS.