

Quality System:

Is there a current Quality Manual? Yes ___ No ___ Revision _____ Date _____

Your Quality Program is derived from which of the following:

Mil-Q-9859 ___ Mil-I-45208 ___ FAR 21 ___ FAR 145 ___ ISO 9000 ___ Other _____

Has your company ever obtained PMA for parts you manufacture? Yes ___ No ___ N/A ___

Does your company supply to the US Government? Yes ___ No ___

Can your company provide source inspection? Yes ___ No ___

Are Certificates of Conformance provided with all shipments? Yes ___ No ___

Records of traceability are kept for ___ years, and (will be provided/are available for review) when requested.

(Please Circle)

Will shipping cost be paid by the supplier for warranty returns? Yes ___ No ___

Are you approved by any of the following: Lockheed ___ Boeing ___ McDonald ___ C.A.S.E. ___

(Please provide copies of approvals)

NADCAP ___ J.A.A./F.A.A. ___ Other ___

Is your Quality System accredited to ISO-9000 or similar? Yes _____ No _____

If YES, You may skip page 3 of this questionnaire, and please send a copy of your certificate along with this survey to the fax number indicated below.

If NO, please complete this entire survey.

SURVEY COMPLETED BY: _____
(Signature)

Name /Title: _____ Date: _____

Return completed survey to: **Herndon Products, Inc.**
Supplier Quality Assurance
Fax: 314-739-5344

This section to be completed by Herndon Products

Approved: ___ Disapproved: ___ Signature: _____ Date: _____

Notes: _____

SUPPLIER SELF EVALUATION

Certification/Traceability		Yes	No	N/A
1.	Does your Certification of Conformance (C of C) with each shipment contain the following:			
a.	- Manufacture Certification of Conformance			
b.	- Part Number			
c.	- Condition of Part			
d.	- Revision Level (if requested)			
e.	- Name of Manufacturer			
f.	- Lot and Batch Number			
g.	- Cure Dates			
h.	- Herndon P.O. Number			
i.	- Authorized Signature			
Procurement		Yes	No	N/A
2.	Is there a formal documented process that is the basis of the procurement system?			
3.	Is a current list of approved suppliers on file?			
4.	Is there a documented process used to approve a supplier?			
5.	Is there a process by which new suppliers Quality Systems are approved?			
6.	Are purchases made only from approved sources?			
7.	Do your purchase orders specify specific customer and/or other special requirements?			
Receiving Inspection		Yes	No	N/A
8.	Does Receiving Inspection check incoming shipments to the purchase order requirements?			
9.	Are inspected items identified and segregated from items awaiting inspection?			
10.	Are all parts clearly identified to show inspection status?			
Material Control		Yes	No	N/A
11.	Are non-conforming products properly segregated?			
12.	Is there a method for disposing of non-conforming material?			
13.	Are life limited products controlled with data kept on file?			
14.	Life limited materials are shipped with _____ % life remaining.			
15.	Is lot identity maintained for all applicable parts?			
16.	Is lot/batch segregation maintained with recall capabilities by lot/batch?			
17.	Is final inspection performed?			
18.	Are test and measurement equipment calibrated at documented intervals?			
Data and Document Control		Yes	No	N/A
19.	Is technical data controlled and disbursed from a central location?			
20.	Is proper documentation regarding interchangeability part numbers from manufacturers supplied with all alternate part numbers?			
21.	Is a system in-place to assure that all drawings and technical data are maintained at current revision levels?			
Quality Process		Yes	No	N/A
22.	Is there a member of management knowledgeable in military and commercial aircraft exercising quality decisions?			
23.	Are written QA procedures maintained current and available to those affected?			
24.	Are documented self audits of the Quality System performed on a scheduled basis with the results reviewed by senior management?			
25.	Do you have a corrective action program in place?			
26.	Are re-audits performed to ensure effective corrective action?			
27.	Does your Quality program achieve the desired results?			
Additional Information: _____				

Completed By:		Title:		Date:

All orders must have certification of conformity to manufacturers, government and/or customer specifications. When specified by Herndon Products Inc. (HPI), seller shall submit with each lot, results of all test required by the procurement specification and all applicable part drawings. When part size or configuration prohibits conventional testing, the seller shall use test coupons of the same material and lot to generate test results. If coupon samples are not adequate, seller shall indicate on test report "Unable to Test" for the applicable specification. Seller shall not mix lots. All cadmium plated parts shall meet the requirements of SAE AMS QQ-P-416A.

- 2) **Inspection System, Inspections and Right of Access**
Seller shall maintain as a minimum, an inspection system that is compliant to MIL-I-45208A. All goods delivered to HPI are subject to inspection and test at all times. HPI, their customers and regulatory authorities shall have right of access to inspect at the source, purchased products and applicable records. When required, HPI shall notify supplier and shall specify a minimum of 2 days notification. When government source inspection is required at a supplier's facility, HPI will include on the purchase order the need to have inspection performed by the Government Procurement/Inspection Agency who normally services the supplier's facility.
- 3) **Pricing:**
Prices on the purchase order are fixed and cannot be increased except by written authorization of the HPI Co. purchasing representative pursuant to the terms of the order.
- 4) **Delivery:**
Seller's promised delivery schedule represents seller's contractual obligation. Seller will use its best efforts to meet the HPI Co. required delivery schedule.
- 5) **Packaging:**
Commercial packaging is normally acceptable for shipment to HPI unless otherwise specified on purchase order. Seller is responsible for selecting packaging methods and material which provide adequate protection at minimum cost. Each P.O. item must be packaged and identified separately, and shall include serial number, lot number and cure date as applicable.
- 6) **Packing Slip:**
Seller must provide legible packing slips in duplicate in a conspicuous and easily accessible place on the inside of the shipping container. The packing slip must state the purchase order number, item number, and part number as shown on the contract. All associated paperwork (i.e., certification, test reports, etc) must be located with the packing slip.
- 7) **Invoicing:**
Goods purchased hereunder are for resale. No sales or use taxes shall be applied. All invoices should be in duplicate and furnished at time of shipment. Part number and P.O. number must appear on all invoices.
- 8) **Warranty:**
Seller warrants that all goods furnished hereunder will conform to the requirements of the contract and such goods will be merchantable, fit for their intended purposes and free from all defects in materials.
- 9) **Termination:**
HPI may terminate the contract for its convenience, in whole or part, should the need arise due to conditions such as failure of seller to meet contractual obligation and/or cancellation of requirement by HPI's customer.
- 10) **Changes:**
HPI Co. may at any time exclusively by a written order signed by it's authorized representative, make changes within the general scope of the contract which affects the designs or specifications, method of shipment, packaging, place of inspection, or delivery schedules. Any increase or decrease in the cost of, or the time required for performance of this contract due to changes, an equitable adjustment shall be made to the contract price, delivery schedule or both, and the contract shall be modified in writing accordingly. Any claim by seller for adjustment under this article must be an authorized Herndon Products purchasing representative.
- 11) **Returns:**
HPI Co. has the right to return materials that fail to meet inspection, surveillance and test requirements. Material failing the aforementioned requirements will be returned to the seller, at the seller's expense. HPI Co. shall contact seller for authorization.

**Request for Taxpayer
 Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	City, state, and ZIP code		
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number								

or

Employer identification number								

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.



MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION
SALES/USE TAX EXEMPTION CERTIFICATE

FORM
149
(REV. 11-2009)
THIS FORM IS TO BE GIVEN TO THE SELLER BY THE PURCHASER

Caution to seller: In order for the certificate to be accepted in good faith by the seller, the seller must exercise care that the property being sold is exempt. When a purchaser is claiming an exemption for purchases of items that qualify for the full manufacturing exemption and other items that only qualify for the partial manufacturing exemption, the seller must make certain the correct amount of tax is charged for each item purchased.

PURCHASER/SELLER	PURCHASER'S NAME Herndon Products, Inc.	SELLER'S NAME
	DOING BUSINESS AS NAME (DBA) Herndon Products, Inc.	DOING BUSINESS AS NAME (DBA)
	ADDRESS 3801 Lloyd King Dr.	ADDRESS
	CITY, STATE, ZIP O'Fallon, MO. 63368	CITY, STATE, ZIP
	PRODUCT OR SERVICES PURCHASED EXEMPT FROM TAX Fasteners, hardware, electronics & related components	
PURCHASER'S TYPE OF BUSINESS Wholesale distribution		

RESALE: EXCLUSION FROM SALES/USE

Purchases of Tangible Personal Property for RESALE: *Retailer's State Tax ID Number* 18459382 *Home State* Missouri
(Missouri Retailers must have a Missouri Tax ID Number)

Purchases of Taxable Services for RESALE (see list of taxable services in instructions): *Retailer's MO Tax ID Number* _____
(Resale certificate cannot be taken by seller in good faith unless the purchaser is registered in Missouri)

Purchases by Manufacturer or Wholesaler for Wholesale: *Home State:* _____
(Missouri Tax ID Number is not required)

Purchases by Motor Vehicle Dealer: *Missouri Dealer License Number* _____
(Only for parts that will be used on vehicles being resold)(Form 149T is required for tire and battery fees)

MANUFACTURING FULL EXEMPTIONS: (These exemptions apply to state and local sales and use tax.)

INGREDIENT / COMPONENT PART

MANUFACTURING MACHINERY, EQUIPMENT AND PARTS

MATERIAL RECOVERY PROCESSING

PLANT EXPANSION

RESEARCH AND DEVELOPMENT OF AGRICULTURAL BIOTECHNOLOGY PRODUCTS AND PLANT GENOMICS PRODUCTS AND PHARMACEUTICALS

DESCRIBE PRODUCT OR SERVICES PURCHASED EXEMPT FROM TAX

SALES/USE TAX

MANUFACTURING PARTIAL EXEMPTIONS: (These exemptions apply to state tax (4.225%) and local use tax, but not local sales tax. The seller must collect and report local sales taxes imposed by political subdivisions.)

RESEARCH AND DEVELOPMENT

MANUFACTURING CHEMICALS AND MATERIALS

MACHINERY AND EQUIPMENT USED OR CONSUMED IN MANUFACTURING

MATERIALS, CHEMICALS, MACHINERY, AND EQUIPMENT USED OR CONSUMED IN MATERIAL RECOVERY PROCESSING PLANT

DESCRIBE PRODUCTS OR SERVICES PURCHASED EXEMPT FROM STATE TAX AND LOCAL USE TAX, BUT SUBJECT TO LOCAL SALES TAX

UTILITIES /ENERGY AND WATER USED OR CONSUMED IN MANUFACTURING (MUST COMPLETE BELOW)

PURCHASER'S MANUFACTURING PERCENTAGE _____ %

PURCHASER'S METHOD OF CALCULATION

SQUARE FOOTAGE USE ANALYSIS

OTHER _____

ENERGY ACCOUNT NUMBER(S) _____

OTHER SALES/USE EXEMPTIONS:

AGRICULTURAL COMMON CARRIER LOCOMOTIVE FUEL AIR AND/OR WATER POLLUTION CONTROL MACHINERY, EQUIPMENT, APPLIANCES AND DEVICES.

OTHER _____

SIGNATURE:

UNDER PENALTIES OF PERJURY, I SWEAR OR AFFIRM THE INFORMATION ON THIS FORM IS TRUE AND CORRECT AS TO EVERY MATERIAL MATTER. I also declare under penalties of perjury that I employ no illegal or unauthorized aliens as defined under federal law and that I am not eligible for any tax exemption, credit or abatement if I employ such aliens.

AUTHORIZED SIGNATURE (PURCHASER OR PURCHASER'S AGENT) 	TITLE V.P. Finance	DATE 0 5 / 2 1 / 2 0 1 0
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MO 850-1528 (11-2009)