

NOTE: Changes to this document requires the new document revision to be uploaded to the TDGO website, www.teledynemarine.com/dgo, to replace the obsolete version located under the SUPPLIERS Tab.

On occasion, TDGO will loan out gages, tooling or fixtures to our suppliers. Control of these equipment records throughout the process is paramount and requires commitment by all parties. In the pursuit of creating and maintaining equipment control, record integrity and availability the following terms and conditions serve to ensure reliability of all equipment and related documentation.

Terms and Conditions

1. All requests for gages, tooling or fixtures shall be made through your TDGO Procurement Agent using this form.
2. TDGO has the authority to recall equipment if needed.
3. Equipment shall be returned as soon as possible to prevent unnecessary delays of shipments.
4. The usage log shall be filled out in its entirety. It shall be returned to TDGO with the loaned equipment.
5. Any incident that could jeopardize equipment integrity (i.e. dropping, knocking or mishandling) shall be reported to the Procurement Agent and the equipment immediately returned to TDGO.
 - a. If equipment is damaged it is the responsibility of the supplier to pay for the costs to calibrate, repair, or replace. The Procurement Agent shall notify and receive approval from the supplier regarding the costs and generate appropriate credit memo.
6. All equipment returned to TDGO shall be packaged and shipped in a manner which prevents damage.
7. The supplier will be notified of any concerns after the receipt of the equipment, and its inspection at TDGO.

By signing this document, you have agreed to comply with the above terms and conditions. Any questions regarding the terms and conditions shall be addressed with TDGO prior to signing.
Please return the signed agreement to the procurement agent.

Supplier Information

Supplier Name: _____

Equipment Size/Description: _____

Equipment ID Number: _____

Quantity of uses to date: _____

Calibration due date: _____

Usage Cycle _____

(i.e., 500 uses or 1 year)

Quality Representative (Printed)

Date

Quality Representative (Signed)

Usage Log

Purchase Order	TDGO P/N	Work Order*	Date	Employee No./Name	Qty.	Qty. to Date	Remarks

*Record if applicable