

**Common Terms and Conditions Guide**  
**Section 4 – Additional General Provisions**

**Clause Number: 4004**  
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**Additional General Provisions (Labor Hour/Time and Material Contract/ Cost Reimbursement Contract Under Government Prime Contract/Contract Labor)**

The following terms and conditions are in addition to the terms and conditions in GP3, The Boeing Company General Provisions (Labor Hour/Time and Material Contract) or GP4, The Boeing Company General Provisions (Cost Reimbursement Contract Under Government Prime Contract). In some cases, they modify or supplement terms and conditions with the same or similar titles as in GP3 or GP4.

1. INSPECTIONS

Seller will keep records evidencing inspections and their results and will make these records available to Buyer and the Government, where applicable, during contract performance and for four years after final payment.

2. BUYER'S USE OF DATA AND INFORMATION

(This article applies only if this contract is issued under a Government prime contract or subcontract.)

Seller agrees that any data such as drawings, instructions, or information furnished to Buyer in connection with this contract will be free from confidential, proprietary, or restrictive-use markings, other than statutory patent, copyright, U.S. Government security notices, or properly applied restrictive legends permitted by appropriate FAR, Department of Defense FAR Supplement (DFARS), or NASA FAR Supplement clauses incorporated herein. Buyer, its agents, or its assignees may duplicate or use such documents in connection with the manufacture, use, or disposition of the material furnished under this contract and may remove, obliterate, or ignore any such marking as may be on such documents unless such markings are specifically permitted by applicable FAR, DFARS, or NASA FAR Supplement clauses. Except as may be otherwise provided in this contract, all information and data disclosed or furnished to Buyer in connection herewith will be deemed to be disclosed or furnished as part of the consideration for this contract, and Seller agrees not to assert any claims (except claims for patent infringement) by reason of any use, duplication, or disclosure thereof.

3. PRECEDENCE

(A) All documents and provisions in this contract shall be read so as to be consistent to the extent practicable. In the event various parts of this contract are inconsistent, the following order of precedence shall apply: (i) prime contract flowdowns, (ii) special provisions, (iii) the general provisions in GP1, (iv) specifications, (v) all other attachments and documents incorporated by reference.

(B) Buyer's specifications will prevail over any subsidiary documents referenced therein. Seller will not use any specification in lieu of those contained in this

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contract without the written consent of Buyer's Authorized Procurement Representative.

4. **SUBCONTRACTING.** This article applies only if this contract is a subcontract under a U.S. Government prime contract.

(A) If this is a labor hour/time and material contract,

(1) Seller agrees that no subcontract placed under this contract will provide for payment on a cost-plus-a-percentage-of-cost basis.

(2) Seller will award all subcontracts in excess of \$2,500 on a competitive basis to the maximum extent possible. Suppliers' quotes, including quotes from unsuccessful bidders, will be made available to Buyer upon request and will be retained as supporting documentation in accordance with the requirements of the Records and Audit article of this contract..

(B) If this is a cost reimbursement contract under a government prime contract, Seller agrees that no subcontract placed under this contract will provide for payment on a cost-plus-a-percentage-of-cost basis.

5. **REPRESENTATIONS AND CERTIFICATIONS**

This article includes representations and certifications that Buyer generally is required to obtain from Seller in order to comply with various provisions of its Government contracts. They have been stated in such a way as to allow Seller's acceptance of this contract to serve as representations and certifications that will present no bar to Buyer's award of this contract. If, upon receipt of a solicitation that precedes a contract that will incorporate these terms and conditions, Seller believes it is not prepared to make these representations and certifications, it will so notify Buyer as part of its response to the solicitation.

By the acceptance of this order, Seller makes the following representations and certifications:

(A) **Certification of Nonsegregated Facilities**

(i) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

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- (ii) Seller certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. Seller agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.
- (iii) Seller further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will -
  - (a) Obtain identical certifications from proposed subcontractors before the award of contracts under which the subcontractor will be subject to the Equal Opportunity clause;
  - (b) Retain the certifications in the files; and
  - (c) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods).

Notice to Proposed Subcontractors of Requirement for Certifications of Nonsegregated Facilities. A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**(B) Previous Contracts and Compliance Reports**

Seller represents that:

- (i) It has participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 301 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114.
- (ii) It has filed all required compliance reports.
- (iii) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained.

**(C) Affirmative Action Compliance (applicable if Seller has 50 or more employees)**

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Seller represents that:

- (i) If required to do so by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), it has developed and has on file a written Affirmative Action Compliance Program at each of its establishments, or
  - (ii) In the event such a program does not presently exist, and this contract is for \$50,000 or more, that it will develop and place in operation such a written Affirmative Action Compliance Program within 120 days from the award of this contract.
- (D) Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Seller certifies that, to the best of its knowledge and belief, it is not presently debarred, suspended, proposed for debarment, or ineligible from entering into contracts with the Executive Branch of the Federal Government.

- (E) Clean Air and Water Certification
- (i) Seller certifies that at the time it submitted its proposal none of the facilities to be used in the performance of this contract were listed on the Environmental Protection Agency (EPA) List of Violating Facilities.
  - (ii) Seller further certifies that subsequent to submittal of its proposal and prior to award of this contract it has not received any communication from the Administrator, or a designee, of the EPA, indicating that any facility that Seller proposes to use for the performance of this contract is under consideration to be listed on the EPA List of Violating Facilities
  - (iii) Seller will include a certification substantially the same as this certification, including this paragraph (iii), in every nonexempt subcontract.

6. RECORDS AND AUDIT. This article applies only if this is a cost-type contract.

- (A) Until three years after final payment, Seller will maintain, and Buyer will have the right to examine and audit, books, records, documents, and accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this contract.
- (B) Before making each payment under this contract, Buyer may require Seller to submit vouchers, receipts, payroll information, and labor and material releases.

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7. SECURITY REQUIREMENTS FOR ACCESS TO PREMISES OWNED OR CONTROLLED BY BUYER OR THE GOVERNMENT. This article applies only if this contract requires Seller to work on facilities owned or controlled by Buyer or Buyer's customer.

All employees, agents, and representatives of Seller or its subcontractors who are expected to enter premises owned or controlled by Buyer or the Government are required to provide Buyer's Security personnel with proof of citizenship. Examples of original documents that are considered satisfactory are US Birth Certificates, US Passports, Certificates of Naturalization, Alien Registration Receipt Card (with photograph), and/or other evidence of citizenship satisfactory to Buyer before being allowed access to Buyer's premises. All such employees, agents, and representatives are bound by the provisions of the United States Criminal Code relating to espionage and sabotage and will conform to the standards and requirements established by the Government and Buyer's Security. Seller will submit the name and birth certificate and/or other satisfactory evidence of citizenship of each such employee, agent, or representative prior to the time for reporting for work. Selected positions and assignments of Seller's employees may require a security clearance.

8. SAFEGUARDS. This article applies only if this contract requires Seller to work on facilities owned or controlled by Buyer or Buyer's customer.

If this contract requires work to be performed on property owned or controlled by Buyer or the Government, Seller will provide suitable and adequate protection of the work, property adjacent to the work, and persons in the immediate vicinity of the work.

9. BADGING REQUIREMENTS FOR FOREIGN PERSONS

(A) An employee of Seller who is not a U.S. citizen and does not have a permanent-resident-alien "green" card on his or her person may not be admitted to Buyer's or Buyer's customer's facilities for purposes of performing work without special arrangements.

(B) If foreign persons are to be used for work at Buyer's or Buyer's customer's facilities, advance notice must be provided to Buyer's Authorized Procurement Representative at least three weeks prior to the scheduled need for access to Buyer's or Buyer's customer's facilities.

(C) The following specific information must be provided for each such foreign national:

- (i) Complete name and address of employee
- (ii) Company name and address

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- (iii) Contract number
  - (iv) Detailed description of employee's duties
  - (v) Nationality
  - (vi) Date and place of birth (country of origin)
  - (vii) Passport number and expiration date
  - (viii) Employment authorization and/or work permit number issued by the Immigration and Naturalization Service
  - (ix) Access requirements (i.e., facility locations, building numbers, controlled access areas, automated information systems, etc.)
  - (x) Duration of need for access to Buyer's or Buyer's customer's facilities.
- (D) Buyer's Authorized Procurement Representative will make arrangements for appropriate badging for Seller's foreign national employees, or will notify Seller if unescorted access is denied or delayed.
- (E) Seller agrees that it will not employ for the performance of work at Buyer's or Buyer's customer's facilities any individuals who are not legally authorized to work in the United States.
- (F) Nothing in this clause shall be construed as requiring or encouraging violation of the labor laws of the United States, including without limitation, those pertaining to equal employment opportunity.
10. INDEMNIFICATION, INSURANCE, AND PROTECTION OF PROPERTY. This article applies only if this contract requires Seller to work on facilities owned or controlled by Buyer or Buyer's customer.
- (A) Indemnification Negligence of Seller or Subcontractor. Seller shall indemnify and hold harmless The Boeing Company, its subsidiaries, and their directors, officers, employees, and agents from and against all actions, causes of action, liabilities, claims, suits, judgments, liens, awards, and damages, of any kind and nature whatsoever for property damage, personal injury, or death (including without limitation injury to or death of employees of Seller or any subcontractor thereof) and expenses, costs of litigation and counsel fees related thereto or incident to establishing the right to indemnification, arising out of or in any way related to the Contract, the performance thereof by Seller or any subcontractor thereof or other third parties including without limitation the provision of services, personnel, facilities, equipment, support, supervision, or review. The foregoing indemnity shall apply only to the extent

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of the negligence of Seller, any subcontractor thereof, or their respective employees. In no event shall Seller's obligations hereunder be limited to the extent of any insurance available to or provided by the Seller or any subcontractor thereof. Seller expressly waives any immunity under industrial insurance, whether arising out of statute or source, to the extent of the indemnity set forth in this paragraph.

- (B) Commercial General Liability. If Seller or any subcontractor thereof will be performing work on Buyer premises, Seller shall carry and maintain, and ensure that all subcontractors thereof carry and maintain, throughout the period when work is performed and until final acceptance by Buyer, Commercial General Liability insurance with available limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage combined. Such insurance shall contain coverage for all premises and operations, broad form property damage, contractual liability (including without limitation that specifically assumed under paragraph (A) herein) and goods and completed operations insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for a minimum of twenty-four (24) months after final acceptance of the work by Buyer. Such insurance shall not be maintained on a per project basis unless the respective Seller or subcontractor thereof does not have blanket coverage.
- (C) Automobile Liability. If licensed vehicles will be used in connection with the performance of the work, Seller shall carry and maintain, and ensure that any subcontractor thereof who uses a licensed vehicle in connection with the performance of the work carries and maintains, throughout the period when work is performed and until final acceptance by Buyer, Business Automobile Liability insurance covering all vehicles, whether owned, hired, rented, borrowed, or otherwise, with available limits of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage.
- (D) Workers' Compensation. Throughout the period when work is performed and until final acceptance by Buyer, Seller shall, and ensure that any subcontractor thereof shall, cover or maintain insurance in accordance with the applicable laws relating to Workers' Compensation with respect to all of their respective employees working on or about Buyer premises. If Buyer is required by any applicable law to pay any Workers' Compensation premiums with respect to an employee of Seller or any subcontractor, Seller shall reimburse Buyer for such payment.
- (E) Certificates of Insurance. Prior to commencement of the work Seller shall provide for Buyer's review and approval Certificates of Insurance reflecting full compliance with the requirements set forth in Paragraphs (B) Commercial General Liability, (C) Automobile Liability and, (D) Workers' Compensation. Such certificates shall be kept current and in compliance throughout the period when work is being performed and until final acceptance by Buyer,

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and shall provide for thirty (30) days advance written notice to Buyer in the event of cancellation. Failure of Seller or any subcontractor thereof to furnish Certificates of Insurance, or to procure and maintain the insurance required herein or failure of Buyer to request such certificates, endorsements or other proof of coverage shall not constitute a waiver of the respective Seller's or subcontractor's obligations hereunder.

- (F) Self-Assumption. Any self-insured retention, deductibles, and exclusions in coverage in the policies required under this article shall be assumed by, for the account of, and at the sole risk of Seller or the subcontractor which provides the insurance and to the extent applicable shall be paid by such Seller or subcontractor. In no event shall the liability of Seller or any subcontractor thereof be limited to the extent of any of the minimum limits of insurance required herein.
- (G) Protection of Property. Seller assumes, and shall ensure that all subcontractors thereof and their respective employees assume, the risk of loss or destruction of or damage to any property of such parties whether owned, hired, rented, borrowed, or otherwise. Seller waives, and shall ensure that any subcontractor thereof and their respective employees waive, all rights of recovery against Buyer, its subsidiaries, and their respective directors, officers, employees, and agents for any such loss or destruction of or damage to any property of Seller, any subcontractor, or their respective employees.
- (H) At all times Seller shall, and ensure that any subcontractor thereof shall, use suitable precautions to prevent damage to Buyer property. If any such property is damaged by the fault or negligence of Seller or any subcontractor thereof, Seller shall, at no cost to Buyer, promptly and equitably reimburse Buyer for such damage, or repair or otherwise make good such property to Buyer's satisfaction. If Seller fails to do so, Buyer may do so and recover from Seller the cost thereof.

**11. ELECTRONIC SUBMITTAL OF QUALITY-RELATED DOCUMENTATION**

If Seller has access to the S&C Supplier Portal, it shall, prior to shipment and via the Supplier Portal, provide Buyer contract-required quality-related documentation for Buyer's review and acceptance.

**12. FINANCIAL DATA**

(This article applies only if this contract exceeds \$250,000 and has a period of performance of more than one year.)

If requested, Seller shall provide financial data, on a quarterly basis, or as requested to the Boeing Corporate Credit Office for credit and financial condition reviews. Said data shall include but not be limited to Balance Sheets, schedules of



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accounts payable and receivable, major lines of credit, creditors, Statements of Income (profit and loss), Statements of Cash Flow, firm backlog, and headcount. Copies of such data are to be made available within 72 hours of any written request by Boeing's Corporate Credit Office. All such information shall be treated as confidential.

13. **PATENT RIGHTS, COPYRIGHTS, AND NONDISCLOSURE.** This article applies only if this contract is for contract labor.
- (A) **Definitions.** As used in this contract the term "invention" or "invention or discovery" includes any art, machine, manufacture, design, composition of matter, or any new and useful improvement thereof which is or may be patentable under the Patent Laws of the United States or of any foreign country; and "made," when used in relation to any invention or discovery, shall mean the conception or the first actual or constructive reduction to practice of such invention.
  - (B) **Disclosure.** Whenever an invention or discovery is made by Seller or any of its employees either solely or in collaboration with others, including employees of Buyer, under or relating to this contract, Seller will give Buyer prompt written notice thereof and will furnish Buyer with complete information thereon, including, as a minimum, a complete written disclosure of each such invention and information concerning the date and identity of any public use, sale, or publication of such invention made by or known to Seller or of any contemplated publication by Seller or its employees.
  - (C) **Rights in Inventions.** Rights in any inventions or discoveries made by Seller or its employees under this contract, including title to and rights under any patent application or patent which may issue thereon, will reside solely with Buyer, together with the exclusive power to determine whether or not and where a patent application will be filed and disposition of any rights thereunder. Seller agrees that it will, and warrants that its employees who may be the inventors of any such invention will, execute all documents and do all things necessary or proper to vest in Buyer the rights granted to it under this clause and to enable Buyer to apply for and prosecute any patent application, in any country, covering such invention, where Buyer has the right under this clause to file such application.
  - (D) **Background Patents.** Seller agrees to grant to Buyer a nonexclusive, royalty-free license under any patents owned or controlled by Seller which relate to and are required by Buyer to practice any of the work or the results of the work of Seller or its employees under this contract.
  - (E) **Nondisclosure.** Seller agrees it will not, and warrants that its employees will not, disclose to any third party, without the written consent of Buyer, any invention or discovery made under or relating to this contract or any information acquired from Buyer under this contract, including trade secrets,

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business plans, and confidential or other information which may be proprietary to Buyer.

- (F) Employee Agreements. Seller will obtain patent agreements to effectuate the provisions of this clause from all persons who perform any part of the work under this contract, except such clerical and manual labor personnel as will have no access to technical data.
- (G) Copyrights. Seller agrees to assign to Buyer the copyrights on any works of authorship prepared under this contract and to cause its employees to do the same to the extent that the works of such employees are not considered to be works made for hire for Buyer or Seller under copyright law.

**14. SHIPPING INSTRUCTIONS**

Seller will ship the goods in accordance with the instructions set forth below and the specific routing terms incorporated in this contract.

- (A) Buyer's contract number will be referenced on all shipping documents.
- (B) Notwithstanding article 3(b)(v) in GP1, "Prepay and Add" is not authorized.
- (C) Third Party/Direct Shipments must adhere to the instructions set forth herein and, if Buyer is responsible for the freight costs, must be shipped "Third Party Collect" to Buyer.
- (D) Seller will contact Buyer's Traffic Management Department referenced elsewhere in this contract or Buyer's Authorized Procurement Representative prior to shipping the following types of shipments:
  - (i) Classified Shipments
  - (ii) Electronics
  - (iii) Shipments of hazardous materials, including explosives
  - (iv) Oversize shipments
  - (v) Refrigeration shipments
  - (vi) Shipments exceeding 1000 pounds in gross weight
  - (vii) Shipments requiring special handling or equipment (i.e., air ride equipment, fragile items, heavy haul trailers, etc.)
  - (viii) Same-day or courier deliveries

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- (ix) Counter-to-counter airfreight
- (x) Truckload shipments
- (E) Seller's failure to comply with the shipping instructions in this contract will result in Seller being liable for loss or damage in transit. In addition, excess freight charges and a \$100 administrative processing fee will be debited to Seller.
- (F) Seller will contact Buyer's Traffic Management Department referenced elsewhere in this contract or Buyer's Authorized Procurement Representative with inquiries or requests for special instructions.

**15. PROCESS STANDARDS/SPECIFICATIONS SUPERSESSION LIST (PSSL)**

(This article applies only if this contract incorporates any of Buyer's production design drawings with the following basic part numbers: 1Axxxxx, 1Bxxxxx, 1Dxxxxx, 1Fxxxxx, 1Gxxxxx, 7xxxxxx).

- (A) If any of the process standards/specifications incorporated in this contract have become obsolete, Seller may refer to drawing number 1D80000, Process Standards/Specifications Supersession List, for a list of superseding standards/specifications. Unless specified otherwise elsewhere in this contract, drawing number 1D80000 is Buyer's authorization for Seller to use the listed superseding process standards/specifications. Click [here](#) for the latest revision of this document.
- (B) If an obsolete process standard/specification is not listed in the Process Standards/Specifications Supersession List, Seller shall contact Buyer's Authorized Procurement Representative to submit a Supplier Information Request (SIR) to obtain authorization to use a superseding standard/specification.

**16. CHANGE NOTIFICATION**

- (A) Seller agrees to advise Buyer's Authorized Procurement Representative of any change, initiated by Seller, to the design, form, fit, or function of the goods furnished under this contract. Furthermore, any change involving a substitution of material or changes in Seller's manufacturing and/or acceptance processes will be submitted immediately in writing to Buyer's Authorized Procurement Representative for processing and review. Buyer will, within 15 days after receipt of the written notice, notify Seller of acceptance, rejection, or other status of such changes. In no event will Seller incorporate such changes without Buyer's prior written approval. All goods to be delivered will incorporate all changes and revisions that are approved by Buyer under this clause, commencing with the agreed effectivity of such changes.

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- (B) Nothing contained in this clause will excuse Seller from performing in strict compliance with the terms, conditions, delivery schedule, specifications, or any other provision of this contract.
- (C) Noncompliance with this change notification requirement may result in subsequent rejection of delivered items and actual and/or consequential damages.

**17. AUTHORIZED EQUIVALENT PARTS LIST (AEPL)**

(This article applies only if this contract incorporates any of Buyer's Boeing Expendable Launch Systems production design drawings with the following basic part numbers: 1Axxxxx, 1Bxxxxx, 1Dxxxxx, 1Gxxxxx, 7xxxxxx).

If any of the parts required by a Boeing Expendable Launch Systems drawing are not available, Seller may refer to drawing number 7603938, Authorized Equivalent Parts List (AEPL), to determine if there is an authorized equivalent part. Unless specified otherwise elsewhere in this contract, drawing number 7603938 is Buyer's authorization for Seller to use the authorized equivalent part. If there is no authorized equivalent or if additional clarification is desired, Seller should contact its Boeing procurement representative. Click [here](#) for the latest revision of this document.

**18. ETHICAL BUSINESS CONDUCT**

Seller will ensure that its employees performing under this contract comply with Boeing's Ethical Business Conduct Guidelines. The Guidelines are available at the following Internet address:

<http://www.boeing.com/companyoffices/aboutus/ethics/index.htm>