

SPECIAL NOTES TO SUPPLIERS OF PRODUCTS OR SERVICES THAT DIRECTLY IMPACT THE DELIVERABLE PRODUCTS OF PROTOFAB ENGINEERING

- a) **RIGHT of ACCESS** - Suppliers and their sub-tier suppliers, are to provide access to their Facilities and Quality Records by ProtoFab Engineering, our customers and/or Regulatory Authorities, for the purposes of verifying progress on, and the status of, any work being performed against associated Purchase Orders.
- b) **DRAWINGS & SPECIFICATIONS** - Applicable issues (revision levels) of all Drawings, Standards and/or Specifications provided by ProtoFab Engineering to the supplier for the performance of this Purchase Order are to be returned to ProtoFab Engineering at the completion of this order. The supplier is responsible for providing these documents to their sub-tier suppliers as applicable to the performance of this order.
- c) **MATERIAL PROVIDED BY ProtoFab Engineering**- Material traceability requires that all scrap parts and excess material be returned to ProtoFab Engineering at the completion of this order.
- d) **RECORD RETENTION** - Unless otherwise specified, Suppliers and their sub-tier suppliers will retain on file all data relative to the manufacture or processing of this purchase order for a period of not less than thirty (30) years after final shipment, and records will be available to ProtoFab Engineering personnel, our customers and/or Regulatory Authorities.
- e) **NON-CONFORMING MATERIAL** - Material with a non-conformance that cannot be reworked into a conforming condition must be documented and submitted for review and disposition by ProtoFab Engineering and/or its customers' Material Review Board. Suppliers shall not ship non-conforming material without receipt and completion of ProtoFab Engineering and/or its customers MRB disposition unless authorized in writing by MRB or Quality.
- f) **NON-CONFORMING PRODUCT** - Suppliers shall immediately notify ProtoFab Engineering when it is suspected or known that non-conformances exist or have been delivered. This notification is to be followed by a letter providing all detailed information concerning shipped product, the cause of the non-conformance, and the appropriate corrective action taken to preclude recurrence.
- g) **CORRECTIVE ACTION REQUEST** - Responses to requests for corrective action must be received within the time noted on the request. Failure to provide corrective action responses in a timely manner will result in a reduction of supplier approval status. Continued failure will result in the removal as an approved supplier.
- h) **MATERIAL HEAT LOT CONTROL**- All same sized materials or components used to fulfill the requirements of this Purchase Order must maintain heat number traceability and therefore must not be combined. Co-mingling of the same size material of different heat lots is NOT allowed.
- i) **FOREIGN OBJECT DAMAGE (FOD) PREVENTION** – Suppliers shall establish and maintain an effective Foreign Object Damage (FOD) Prevention Program (ref: MIL-STD-980 or similar) or deburring process of product. The program shall be proportional to the sensitivity of the design and application of the purchased product as well as the FOD/or remnants of material or product generated during the manufacturing process.
- j) **COMPETENCE OF EQUIPMENT AND PERSONNEL**- Supplier will verify that they have the equipment, tooling, personnel, capacity and capability to fulfill the requirements of purchased orders assigned to supplier. In the event that supplier cannot verify the requirements of equipment, tooling, personnel, capacity and capability supplier must notify ProtoFab Engineering within 24 hours after receipt of purchase order.
- k) **CHANGE ORDER**- ProtoFab Engineering (Buyer) may at any time initiate changes by issuing to the seller a written Change Order, that alters, adds to, or deducts from the goods or services of the original purchase order. Any such changes are subject to the Terms of this order and Seller agrees to promptly comply with the terms of any Change Order.
- l) **FLOWDOWN REQUIREMENTS**- Suppliers are required to flow down to sub-tier suppliers all applicable requirements in the purchasing documents, including key characteristics where required. Outsourced calibration is required to be to NIST standard, or national standard, or international standard
- m) **PAYMENT TERMS**- ProtoFab Engineering purchase orders will establish the payment terms for the specified purchase. In the event the supplier fails to meet the agreed upon terms as outlined within the specified purchase order the supplier will be notified of failure of terms and a payment arrangement will be entered into between ProtoFab Engineering and supplier.
- n) **SUPPLIERS CONTRIBUTION TO PRODUCT CONFORMITY**- Supplier shall perform tasks as defined within ProtoFab Engineering purchase orders and special instructions as required. The supplier is responsible for maintaining the agreed time schedule and requirements set forth in the purchase order.
- o) **PRODUCT SAFETY**- Supplier will process and handle product as defined in technical and purchase order requirements.
- p) **ETHICAL BEHAVIOR**- Supplier is required to conduct business in proper ethical behavior and accordingly to best business practices.
- q) **PREVENTION OF COUNTERFEIT PARTS**- **Supplier** shall plan, implement, and control processes, appropriate to ProtoFab Engineering and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product deliver to ProtoFab Engineering
- r) **QUALITY MANAGEMENT SYSTEM**- Supplier with QMS certifications must supply a current certificate to ProtoFab Engineering and in the event of certification changes the supplier shall notify ProtoFab Engineering within 15 days of change. In the event the supplier does not have a certified QMS, the supplier self-audit form will be provided by ProtoFab Engineering to the supplier for their self-audit of their QMS and must be returned within 15days.**Material Distributors**- Providing raw materials to ProtoFab Engineering will verify the chemical and mechanical properties of the material being provided to the industry specifications as defined in the purchase order.

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s) **Supplier delegations**- Material distributors providing raw materials to ProtoFab Engineering shall provide a certificate of conformance that they have verified the chemical and mechanical characteristics of materials being provided to the industry specifications as defined in the purchase order.

t) **Notification of Changes**- The supplier shall notify ProtoFab Engineering of changes to processes, product, or services, including changes of their external providers or location of manufacture.

u) **Climate change**- Supplier QMS shall identify issues that may affect climate change during the fulfillment of orders that may impact products or services.

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