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## **STANDARD TERMS AND CONDITIONS**

### **Quality System:**

Supplier shall maintain a quality system acceptable to Alloy Metal Products. The quality system shall also address any applicable statutory or regulatory requirements. The supplier's quality system is subject to review by Alloy Metal Products during the purchase order/contract duration.

### **Right of Entry:**

Supplier grants the right for representatives of Alloy Metal Products, their prime contractor, and regulatory agencies access to their facilities involved with the order, including equipment, product, procedures, and records of a job at any stage of production. Such surveillance by Alloy Metal Products, customers or regulatory agency will be performed only with the knowledge of, and jointly with, a representative of Alloy Metal Products. All Subcontracting will provide Alloy Metal Products, the same rights as stated above.

### **Proprietary Information:**

All drawings, planning, etc. issued with the purchase order/contract are considered proprietary and are to be kept confidential and protected from disclosure unless authorized by Alloy Metal Products. Their use is only authorized to fulfill the purchase order requirements and will be returned as required.

### **Material Control:**

All material or standards furnished by Alloy Metal Products require strict accountability. The supplier must maintain positive individual lot integrity and traceability to the material supplied. All unused or non-conforming material must be returned to Alloy Metal Products. Serial numbers when required will be assigned by Alloy Metal Products. The assigned serial number cannot be hanged or replaced. Serial numbers will be recorded on all documentation.

### **Processing:**

- a) Certification is required for all processing. Special processes shall only be performed by approved sources and may require approved techniques as specified by the purchase order/contract. Serial numbers as required will be recorded on all documentation.
- b) Alloy Metal Products must be notified of any change(s) in product(s) used in the direct manufacture and / or process used in the production of finished product(s). Where required approval from Alloy Metal Products must be given prior to shipment.
- c) If any sub-contractors are to be used the supplier must notify Alloy Metal Products prior to production. Alloy Metal Products has the right to accept or reject any sub-contractor.
- d) When sub-contractors are approved for use it is the suppliers responsibility to flow down to sub-tier suppliers all applicable requirements in the form of purchasing documents, specifications, key characteristics if required, certification needs and any special process or quality requirements.

### **Inspection Requirements:**

Supplier is responsible for verifying all dimensions and/or features associated with the purchase order/contract requirements. Acceptance and rejections must be indicated on certification or packing slip. Supplier must immediately notify Alloy Metal Products when discrepancies in either the process or product are discovered, or suspected to have occurred, which may affect parts delivered or that are scheduled to be delivered. All nonconforming parts must be returned to Alloy Metal Products clearly marked as non-conforming or out of specification. Returning non-conforming parts does not constitute acceptance by Alloy Metal Products. The supplier may receive a request for corrective action; in such cases a written response is required with cause, corrective and preventive actions. The corrective action response must be returned within fourteen days. Suppliers must maintain a system to control and calibrate inspection measuring and test equipment required to verify compliance to the purchase order/contract. At a minimum calibration standards traceable to N.I.S.T. are required with traceable calibration certifications maintained and available for review. First article reports, material certifications or special process certifications, when required by the purchase order/contract shall be submitted with the product. Supplier will ensure all parts are free of foreign objects during manufacturing, inspection and shipping.

**Alloy Metal Products Supplied Tooling:**

Supplier shall be responsible for protection, care, usage and return of any Alloy Metal Products supplied tooling or measuring equipment. At the end of contract or purchase order all tooling must be returned to Alloy Metal Products.

**Records and Data Retention:**

Quality records, special process data and certifications must be legible and retained for at least seven years unless specified otherwise by the purchase order/contract. In the event of sub-contractor use, the supplier is responsible for storage and maintenance of all records.