 Metal Treaters, Inc. PHON PHONE: 651-646-1316

 859 N Prior Ave.

 St Paul MN WEB: www.metaltreaters.com

**Date:**

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AS9100 SUPPLIER FLOW DOWN REQUIREMENTS

As a Supplier to Metal Treaters Inc. (MTI), You agree to comply with the additional terms and conditions listed below with respect to any products or services provided to MTI.

1. **Control of drawings & Specifications:** The supplier shall ensure that the specifications are the relevant revisions status specified on the Requested Purchase Request. The supplier shall comply with any special requirements requested by MTI regarding the control of specification.
2. **Quality/Inspection Systems:** Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers
3. **Reporting Discrepancies:** Discrepancies, Omissions, and the need for clarifications or interruptions of any nature encountered by the Supplier will be brought to the attention of MTI for resolution.
4. **Calibration Systems:** All Inspection Measuring & Test Equipmentused by the Supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the national standard.
5. **Special Processes:** Supplier shall provide certification for all special processes and nondestructive test results performed with each shipment. The certificate shall identify the processor, process used, controlling specifications & revisions, and the result of test or measurement performed.
6. **Material Substitutions:** Unauthorized material substitutions are not permitted without MTI’s written consent.
7. **Changes in Processes, Product or Locations:** Supplier shall notify MTI of intended or actual changes that may affect the quality of deliverable goods and services. This includes: Changes to the Quality Management System, The Manufacturing Line, Facility Location, Processes, or Natural Disasters. Quality data and/or approved design to be available in the English Language.
8. **Limited Shelf Life Terms**: Materials with limited shelf life shall indicate the date of manufacture, lot numb and applicable specification on the container.
9. **Certificate of Compliance**: Suppliers acceptance of MTI’s purchase request certifies that the materials and processes supplied under the purchase request shall be or have been controlled and inspected in accordance with MTI’s purchase request and they meet the specified order requirements.

Supplier must a Certificate of Conformance for all orders and lots, verifying that all products and lots meet those requirements when requested. All products and lots must be clearly identified and labeled and must be traceable to and linked to the Certificate of Conformance.

1. **Non Conforming Products and Materials**: Supplier shall obtain MTI’s prior written approval with respect to the disposition of any nonconforming products or material supplied, that does not meet Purchase Request. In the event that Nonconforming materials are present, and the materials are deemed acceptable or usable by the Supplier, it is still the responsibility of the Supplier to inform *MTI* that a determination can be made for the use of said material*.*
2. **Right of Access:** MTI, it’s customers and regulatory authorities shall be granted the right of success to all Suppliers and sub-tier Supplier facilities and records involved in fulfilling the Purchase Request requirements to ensure conformance with the requirements.
3. **Record Retention:** Supplier shall maintain records of inspections, tests, and process controls called for by the contract of the purchase request. Unless specified elsewhere in the contracts or attachments, these documents shall be on file, stored in such a manner that they remain legible, and ready available to MTI for not less than 7 years.
4. **Letter of Disclosure:** When a nonconformance is determined to exist, or is suspected to exist on goods and/or services provided under Contract, Supplier shall provide Post Delivery Notification Letter or Letter of Disclosure.
5. **Counterfeit Parts:** The Supplier shall certify that only new and authentic materials are used in the products or goods delivered to MTI and that the products/goods delivered contain no Counterfeit Parts.
6. **Foreign Object Debris/Damage:**Supplier is required to establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appreciate housekeeping practices to ensure timely detection and removal of residue/debris generated, during operations and normal daily tasks.
7. **Supplier Correction Action:**Supplier shall, on request, provide statements of corrective action on nonconformities or failures of Suppliers goods or services.
8. **Packaging and Handling:**As a minimum, the Supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration and physical damage during shipment. Electrostatic sensitive product shall be packed in an

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1. **Flow down to Sub-tier Suppliers**: Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase request either specifically or by reference.
2. **Confidentially:** Suppliers shall hold all information received from MTI in confidence and no third-party requests for information will be authorized unless approved in writing by MTI
3. **Competence:** Suppliers shall keep up to date records on the validation of competence of employees producing goods/services for MTI.
4. **Ethics:** Suppliers shall ensure persons are aware of their contribution to product or service conformity and safety and the importance of ethical behavior.

**Supplier Name Phone & Fax Number**

**Address City & State Zip Code**

**Quality Representative Title**

**Signature**

**Web Site Address E-mail Address:**

List the product(s) or service(s) you provide to Metal Treaters, Inc.

**Number of facilities: Number of employees:**

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| --- | --- |
| **Is your organization certified?**  | **Certificate Type:**  |
| **Registrar:** | **Certificate Number:**  |

**\*Fax or email the approved survey along with a copy of your certification to Roni Cousins:**

 **Email:** **RoniC@metaltreaters.com**

 **Phone:** 651-646-1316

**FOR: MTI office use only.**

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| --- | --- | --- |
| **Approved:** | **Conditionally Approved:** | **Not Approved:** |

**Supplier status based on survey: (place an “X” in the appropriate box)**

**Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_