

Following are the terms and conditions (quality requirements) of every purchase order issued by Embee Processing and shall remain in effect without expiration. Additional conditions may apply in accordance with our customers' requirements and will be stated on the actual purchase order. Should you have any questions or require clarification, regarding any of the following, please do not hesitate to contact us directly.

- 01 **RIGHT OF ENTRY** – You are required to grant Embee Processing, and/or our customers and/or regulatory authorities access to your facility, and those of your sub-tiers involved in the fulfillment of this order and applicable records to ensure compliance with all applicable specifications and laws.
- 02 **REVISION LEVEL** – All processing/service associated with Embee Processing purchase orders must be performed in accordance with the latest specification revision unless otherwise specifically requested.
- 03 **NONCONFORMING PRODUCT** – You are required to notify Embee Processing of any nonconforming product as result of your process/service. Nonconforming product must not be further processed without written authorization.

Immediate notification must be made of any process or product discrepancy discovered after delivery must be made in writing to prevent further processing and/or delivery of nonconforming product.

- 04 **DISCREPANCIES** – You are required to notify Embee Processing when there is a discrepancy in piece count or any other information or data that may have an effect on your ability to satisfy the purchase order.
- 05 **PROCESS CHANGES** – You are required to notify Embee Processing of changes in product and/or process definition and, where required, obtain Embee Processing approval prior to any further actions.
- 06 **SUB-TIER CONTROLS** – You are required to flow down all applicable purchase order requirements, including key characteristics, to sub-tier suppliers when applicable. Embee Processing must have previous knowledge and approval of all (sub-tier) suppliers used for our product.
- 07 **DOCUMENTATION** – You are required to provide documented proof of processing (process certification, physical and/or chemical test result, etc.) with each and every shipment/order, as well as all applicable Department of Transportation (DOT) documentation and MSDS/SDS information.
- 08 **RECORDS** – You are required to retain process records, certifications and test reports for a minimum of 7 years. After that time, you may dispose of the records in any manner you choose. The same requirement applies to copies of Certificates of Compliance, etc. forwarded with shipments. These records must be made available for review by request of Embee Processing, our customers and regulatory authorities in accordance with contract or regulatory requirements.
- 09 **TRACEABILITY** – Certificates of Conformance or Process Certifications must identify the Part Number, Revision or Issue, Purchase Order Number, Quantity, Serial Numbers (if applicable), Embee Processing Job Ticket Number, all relevant Specifications with Revisions and Material Heat Number when known; contain the name, title, date and signature of the issuer.
- 10 **HANDLING** – Product must be handled, stored and packaged to prevent damage or deterioration. This includes appropriate FOD controls.
- 11 **CALIBRATION SOURCES** – You are required to comply with the latest revision of ANSI/NCSS Z540-1, ISO 10012, ISO 17025 or equivalent. All certificate(s) of calibration must reflect compliance.
- 12 **FOREIGN MATERIAL SOURCE** – Raw material may only be procured from known and reliable sources inside the USA or Canada and/or countries listed on the Bilateral Airworthiness Agreement (BAA) to ensure no foreign/counterfeit materials or conflict minerals enter the supply chain. Reference QMS REQUIREMENT below.

- 13 For APPROVED PROCESS SUPPLIERS – You have delegated process and inspection authority to ensure all applicable process and material specifications are met and documented accordingly. You are further required, upon request, to demonstrate and provide evidence of your processes to planned results and establish arrangements for the processes including:
- Define criteria for review and approval of the process(es)
 - Determine conditions to maintain approval
 - Approval of facilities and equipment
 - Qualification of personnel
 - Use of specific methods and procedures for implementation and monitoring process(es)
 - Requirement for record retention
- 14 QMS REQUIREMENT – You must meet the minimum quality management controls for the product or service provided and associated risk:
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| Special Processors: | NADCAP and/or (our) Customer Approval |
| Machining Suppliers: | TPED QMS review (preferred ISO, may impose 100% Inspection) |
| Material Suppliers: | ISO9001 and/or BAA and/or (our) Customer Approval
and/or AS6174 and/or Consumer Protection Act HR4173,
Section 1502 |
- 15 CONTRIBUTION TO OUR QMS – It is imperative that you and your personnel are aware of your contribution to the conformity of the product and service you provide; their contribution to product safety and the importance of ethical behavior as it ultimately affects the conformity of the product(s) we provide to our customers and all of our continued business.
- 16 DELEGATED INSPECTION AUTHORITY– TPED does not grant Delegated Inspection Authority. You are required to ensure the products and/or services provided meet all applicable specifications and are documented accordingly. Verification upon receipt at Embee Processing will be performed as required
- 17 To the extent applicable, **this contractor and subcontractor shall abide by the requirements of 41 CFR §60-1. (a), §60-300.5(a) and §60.741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.**
- 18 To the extent applicable. The requirements of the Notification of Employee Rights Under Federal Labor Laws; Final Rule 29 CFR Part 471, Appendix A to Subpart A, are incorporated by reference.
- 19 **You must comply with the AS/EN/JISQ 9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements (also known as Quality Inspection Stamping).**