

## Quality Terms & Requirements

### 1.0 General

- 1.1 Supplier is required to flow down to sub-tier supplier's applicable requirements in purchasing documents, including key characteristics where required.
- 1.2 Alert Tubing Fabricators Inc. (hereafter referred to as "ATF") reserves the right of access, for ourselves, our customer, and regulatory authorities to all supplier's facilities and records involved in this order.

### 2.0 Record Retention

- 2.1 Supplier shall maintain record of purchase orders placed by ATF, and all associated documents, for ten (10) years minimum. Supplier will notify ATF if records are to be scheduled for destruction.

### 3.0 Ethical behavior

- 3.1 Supplier shall not engage in unethical behavior in the fulfillment of purchase orders or activities related to the fulfillment of the purchase order, including but not limited to providing fraudulent documents, supplying counterfeit parts, unethical business practices, and the breaking of federal, state, and local laws.
- 3.2 Counterfeit parts shall be defined as: an unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorize manufacturer. Note: Examples of a counterfeit part can include the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.

### 4.0 Product safety

- 4.1 Supplier shall handle, store, and ship product in a manner that will ensure that the product will not be damaged, compromised, or that material traceability will be lost, including but not limited to part to part damage, impact/drop damage, and corrosion damage. Machined parts will be inspected for burrs and sharp edges, which is subject for rejection.
- 4.2 Material will be used on a "first-in first-out" basis and shelf life sensitive controls maintained.

### 5.0 Product realization

- 5.1 Supplier shall notify ATF of any nonconforming product that occurs in the fulfillment of the purchase order. When ATF has provided material for service, all nonconforming product shall be returned to ATF, labeled and segregated, unless otherwise specified. Supplier shall contact ATF for disposition of any nonconforming product.
- 5.2 Supplier shall notify ATF in writing of any and all proposed changes to the product, processes and/or tools used to make the product, or drawings defining the product prior to implementing a change.
- 5.3 Supplier shall inform ATF prior to any major industrial change, including but not limited to plant location, transportation method, and major supplier changes.
- 5.4 Tools used for monitoring and measuring must be calibrated to verify their continued accuracy and the results of such inspections must be recorded.
- 5.5 Parts must be free of foreign object debris at shipment to ATF.