

## VENDOR REQUIREMENTS

Amherst Tool is registered to quality management systems of ISO 9001, AS9100 and ISO 13485. As part of our conformity to these standards and regulations we must inform you of your obligations as our vendor.

The following requirements apply to all Purchase Orders:

1. **CERTIFICATE OF CONFORMANCE** – When required by our Purchase Order, a certificate of conformance shall accompany each shipment signed by a Quality representative, stating the product supplied is in full conformance with Amherst Tool purchase order, including configuration and required test specifications, and that all raw material conforms to the applicable specifications. Inspection and test data, physical and chemical analysis and in-process inspection data, as appropriate, shall be retained on site for review by Amherst Tool upon request. The C of C shall be legible and include the following at minimum: Amherst Tool Purchase Order number, part number, revision letter (if applicable), quantity, and lot number or batch number (if applicable). If applicable the C of C shall also include the specific description of process performed to the latest revision in effect at the time of shipment.
2. **PHYSICAL AND CHEMICAL TEST REPORTS** – For raw material shipments, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and traceable to the material to include the raw material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment, unless otherwise requested), results of all testing requirements, the mill name and heat number; and any other requirements specified on the Purchase Order.
3. **PACKAGING** – Unless otherwise specified in the Purchase Order, the vendor must use best practices to package items for protection and preservation for delivery to Amherst Tool.
4. **CHANGES** – Vendor must notify Amherst Tool of changes to processes, products, or services, including changes to the Vendor's external providers or location of manufacture, and obtain Amherst Tool's approval prior to implementation of any change that would affect the ability of the purchased product or service to meet specified purchase requirements.
5. **EXTERNAL PROVIDERS and FLOW DOWN** – Vendor must use customer-designated or approved external providers, including process sources; and flow down to external providers applicable requirements including customer requirements, special requirements, critical items or key characteristics of customer requirements.
6. **RECORD RETENTION** – Vendor shall retain all records pertaining to the requirements of the Purchase Order for a minimum of 10 years. Vendor shall notify Amherst Tool prior to destruction and shall allow Amherst Tool access to all applicable records.
7. **DISCREPANCIES** – Vendor disclose any deviations from supplied drawing or specifications to Amherst Tool immediately. Deviations will not be approved without written confirmation from Amherst Tool. Rework is not permitted unless written approval is obtained from Amherst Tool. Vendor and/or any of their Vendors/Subcontractors DO NOT have authority to disposition 'USE AS IS', 'REWORK', or 'REPAIR'. These dispositions, as well as any deviations and/or requests for waivers, must be submitted to Amherst Tool for approval prior to implementation.

8. CORRECTIVE ACTION REQUEST – Vendors are notified immediately of quality problems with the issuance of a Vendor Discrepancy Report. Corrective action may be requested with response required within 15 days. Vendors may also be contacted if late delivery issues result in problems at Amherst Tool.
9. ACCESS RIGHTS - Vendor is required to provide right of access to Amherst Tool, our customers and/or regulatory authorities to the applicable areas of all facilities, at any level of the supply chain involved in our order, and to all applicable records. This may be for purposes of survey, audit or general visit related to purchase.
10. SURVEILLANCE - Amherst Tool reserves the right to perform periodic audits of Seller’s Quality Assurance system, and to witness and/or conduct inspections and tests to ensure materials or supplies meet the procurement document requirements; review corrective action activities and other records that impact hardware or service quality.
11. SPECIALTY METALS – DFARS 252.225-7014 Preference for Domestic Specialty Metals (Apr 2003) applies to this order if specialty metals are being furnished, unless otherwise specified. Contact Amherst Tool for clarification if necessary.
12. EXPORT/IMPORT CONTROLS (ITAR) - Drawings or specifications provided to vendor constitute Technical Data within the definition of the U.S. International Traffic in Arms Regulations (ITAR) and are subject to the export control laws of the United States. Transfer of this Technical Data by any means to a foreign person or foreign entity, whether in the United States or abroad, without a prior export license or other approval from the U.S. Department of State, is prohibited.
13. DPAS REQUIREMENT - Vendor is required to comply with the Defense Priorities and Allocations System (DPAS) in fulfilling purchase orders that pertain to defense-related contracts. We will specify a priority rating of DX (highest) or DO (lowest) on these purchase orders to inform you of your requirements. Rated orders take precedence over all unrated orders, as necessary, to meet required delivery dates. Vendors receiving rated orders must give them preferential treatment as required by DPAS 15 CFR Part 700.
14. COUNTERFEIT PARTS PREVENTION – Vendor shall have controls in place to reduce and mitigate the risk of submitting counterfeit products to Amherst Tool in compliance with AS9100 section 8.1.4. Vendors shall procure product from reliable sources, assure authenticity of procured product, and control any product identified as counterfeit to prevent release. Any questionable items should be referred to Amherst Tool immediately.
15. APPROVED VENDORS - Amherst Tool uses approved vendors as part of our commitment to our operating system. Updates to approval status are based on several factors including vendor performance. We have implemented a vendor performance evaluation system to track quality of product and timeliness of delivery from our vendors. We monitor vendor performance and request vendor action as determined necessary.
16. EMPLOYEE AWARENESS – Vendor is required to ensure that personnel are aware of their contribution to product conformity and product safety and the importance of ethical behavior.