ROCHESTER STEEL TREATING WORKS, INC.
962 EAST MAIN STREET
ROCHESTER, NEW YORK 14605
PHONE: (585) 546-3348

Purchase Order General Terms and Conditions

1. **Quality Management System**: Has the elements of a quality management system such as customer resolution and corrective action processes.

2. **Nonconforming Notification**: If a product nonconformance is discovered prior to shipment that does not affect form, fit or function, a request for wavier may be submitted in writing. Product shall not be shipped without written approval from RSTW. If a nonconformance is discovered after shipment to RSTW, notification is required within 48 hours of discrepancy and the proposed action taken to prevent a reoccurrence.

3. **Right of Access**: RSTW, our customers and regulatory authorities reserve the right of access to the supplier's facility for the purpose of audit and inspection of documented information. Should this become necessary, reasonable notice will be given to the supplier prior to visitation.

4. **Counterfeit Parts**: Supplier shall take every precaution to prevent the use of counterfeit parts.

5. **Conformity to Requirements**: All products or services shall conform to requirements as stated on the RSTW PO. Certificates of Conformance shall be provided by the supplier as applicable.

6. **Record Retention**: Product or Service inspection records, test reports and other documentation indicating conformance to RSTW purchase order must be retained by the supplier for a minimum of 10 years from the date of shipment or implementation of service.

7. **Handling, Preservation and Packing**: The supplier shall ensure that the products provided are protected from damage during inspection, packing and shipping operations. Product found to be damaged upon receipt shall be subject to rejection.

8. **Changes to Product or Service**: The supplier shall notify RSTW of any changes to product or service that effects the requirements listed on RSTW's purchase order in writing.

9. **Foreign Object Detection (FOD):** The supplier shall have a fully implemented FOD prevention program to ensure that no foreign objects are contained with their products.

10. **Ethical Behavior**: The supplier shall ensure the ethical behavior of business practices when dealing with RSTW.

11. **Product Safety**: The supplier shall take 'product appropriate' actions for product safety.

12. **Flow Down Requirements as per AS9100D**:
    a. Your organization shall be responsible for the conformity of all externally provided processes, products and services.
    b. Your organization shall ensure, when required, that customer-designated or approved external providers, including process sources are used.
    c. Your organization shall identify and manage the risks associated with the external provision of processed, products, and services as well as the selection and use of external providers.
    d. Your organization shall require that external providers apply appropriate controls to their direct and sub tier external providers, to ensure that requirements are met.
    e. Your organization shall determine the controls to be applied to externally provided processes, products, and services when:
        i. Products and services from external providers are intended for incorporation into the organization's own products and services.
        ii. Products and services are provided directly to the customer by external providers on behalf of your organization.
        iii. A process, or part of a process, is provided by an external provider as a result of a decision by your organization.
    f. Your organization shall determine and apply criteria for the evaluation, selection, monitoring of performance, and reevaluation of external providers, based on their ability to provide processes or products and services in accordance with requirements. The organization shall retain documented information of these activities and any necessary actions arising from the evaluations.
    g. Your organization shall:
        i. Define the process, responsibilities, and authority for the approval status decision, changes of the approval status, and conditions for a controlled use of external providers depending on their approval status.
        ii. Maintain a register of its external providers that includes approval status and scope of the approval.
        iii. Periodically review external provider performance including process, product and service conformity, and on-time delivery performance.
        iv. Define the necessary actions to take when dealing with external providers that do not meet requirements.
        v. Define the requirements for controlling documented information created by and/or retained by external providers.
    h. Your organization shall ensure that externally provided processes, products, and services do not adversely affect the organization's ability to consistently deliver conforming products and services to its customers.
    i. Your organization shall:
        i. Ensure that externally provided processes remain within the control of its quality management system.
        ii. Define both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output.
        iii. Take into consideration the potential impact of the provided processes, products,

and services on the organization's ability to consistently meet customer and applicable statutory and regulatory requirements.

iv. Take into consideration the effectiveness of the controls applied by the external provider.

v. Take into consideration the results of the periodic review of external provider performance.

vi. Determine the verification, or other activities, necessary to ensure that the externally provided processes, products, and services meet requirements.

j. Verification activities of externally provided processes, products, and services shall be performed according to the risks identified by your organization. These shall include inspection or periodic testing, as applicable, when there is high risk of nonconformities including counterfeit parts.

k. When externally provided product is released for production use pending completion of all required verification activities, it shall be identified and recorded to allow recall and replacement if it is subsequently found that the product does not meet requirements.

l. When your organization delegates verification activities to the external provider, the scope and requirements for delegation shall be defined and a register of delegations shall be maintained. Your organization shall periodically monitor the external provider's delegated verification activities.

m. When external provider test reports are utilized to verify externally provided products, your organization shall implement a process to evaluate the data in the test reports to confirm that the product meets requirements. When a customer or organization has identified raw material as a significant operational risk, your organization shall implement a process to validate the accuracy of test reports.

n. Your organization shall ensure the accuracy of requirements prior to their communication to the external provider.

o. Your organization shall communicate to external providers its requirements for:

i. The processes, products, and services to be provided including the identification of relevant technical data.

ii. The approval of products and services.

iii. The approval of methods, processes, and equipment.

iv. The approval of the release of products and services.

v. The approval of competence, including any required qualification of persons.

vi. The approval of the external providers' interactions with your organization.

vii. The approval of control and monitoring of the external providers performance to be applied by your organization.

viii. The approval of verification or validation activities that your organization, or its customer, intends to perform at the external providers premises.

ix. The approval of design and development control.

x. The approval of special requirements, critical items, or key characteristics.

xi. The approval of test, inspection, and verification.

xii. The approval of the use of statistical techniques for product acceptance and related instructions for acceptance by your organization.

xiii. The approval of the need to use customer-designed or approved external

providers, including process sources.

xiv. The approval of the need to flow down to external providers applicable requirements including customer requirements.

xv. The approval of the need to provide test specimens for design approval, inspection/verification, investigation or auditing.

13. **For Only Nadcap Work:** Martensitic & Precipitating Hardening materials will be processed to AMS guidelines unless directed by the customer otherwise.