

SUPPLIER REQUIREMENTS

Scope:

The following quality requirements define the suppliers' responsibilities for ensuring conformance to Metaltech Purchase Order requirements.

These requirements have been implemented with the objective of receiving defect free products with the correct documentation on the scheduled delivery date.

Failure to comply with these services may result in the suppliers' product being rejected and can adversely affect the suppliers' quality rating within Metaltech.

If the supplier deems a Sub-Tier supplier is required to support, due to capacity, machine issues, unknowns, then permission to use Sub-Tier suppliers is to be sought and gained before processing forward.

If permission is granted by Metaltech on Sub-Tier usage, then the supplier shall flow down all relevant Purchase Order requirements, including, when applicable, the use of customer approved special process sources to any Sub-Tier suppliers involved in the manufacture of Metaltech products.

Sub-Tier suppliers are required to comply with all the specified Purchase Order requirements. The supplier is responsible for ensuring that any work performed by a Sub-Tier supplier is in accordance with Metaltech's Purchase Order requirements.

Metaltech reserves the right to audit Sub-Tier suppliers or reject them.

Supplier to ensure they abide to QD01 T&Cs and QD07 Code of Conduct, printed across our PO's or located on our website.

<https://www.metal-tech.com>

Quotations and Communication:

Lead times and delivery dates to be advised within the quotation.

Order acknowledgements to be sent within 48 hours for confirmed delivery dates. Any change to these dates must be communicated in advanced of the delivery date.

Ethical Business Practices:

Reference QD07 Code of Conduct located on the website:

<https://www.metal-tech.com>

Metaltech expect this to be flowed down to any Sub-Tier or supplier being used.

Product Safety and Conformance:

Suppliers will ensure their products and services meeting current REACH and RoHS regulations. Confirmation through QD12.

Suppliers shall support product safety and conformance by ensuring robust management of special requirements, critical items, and key characteristics.

Suppliers shall communicate to Metaltech any concerns with product safety. If there is a concern at the suppliers' premises regarding product safety during the manufacture of the product, the supplier shall notify its own employees of the concern and whenever possible mitigate the concern.

Revision Control:

The supplier must ensure the drawing, revision and PO information conforms with their process control. The supplier is responsible to contact Metaltech's Commercial team with any discrepancies.

Certificate of Conformity:

Each shipment shall be accompanied by a Certificate of Conformity (C of C) certifying that the product meets the requirements of the Purchase Order and specifications referenced on the drawing and/or Purchase Order. At minimum, the C of C shall contain the following information:

1. Suppliers name and address
2. Metaltech's Purchase Order number
3. Product description
4. Part number
5. Part revision
6. Quantity
7. Statement certifying product compliance
8. Date code(s) or lot number(s) if applicable
9. Signature and date by authorised representative

Raw Material and Special Processes

Certifications:

Raw material (Aluminium, steel, peak etc) and special processes (Paint, plating, chemical conversions etc) shall conform to specifications and standards specified on the drawing and/or Metaltech's Purchase Order.

The supplier shall provide documented evidence of this conformity including a list of each material element or test result in the test report. The applicable material/special process conformance certificate shall contain the following information:

1. Suppliers name and address
2. Purchase Order number
3. Part number including revision
4. Quantity
5. Material / special process type and specification including revision (type / grade / class / physical and chemical properties etc)
6. Lot number (manufacture / heat / batch number)
7. All raw material to be supplied with a certified mill cert
8. Signature and date by an authorised representative

Certifications MUST accompany the goods.

Quality:

The parts and materials supplied are expected to be defect free. Known issues must be declared before shipment or the commencement of a service and deviation approval gained from Metaltech. Any deviations in process, product, quality or long-term reliability will not be accepted.

Metaltech will issue a Supplier Alert Notice (SAN) upon identifying defective parts and materials during our inspection process.

Rejected parts or materials must be collected or transport organised within **10 working days of notification**, if parts or materials are not collected within this period, Metaltech reserves the right to dispose of the defective parts or materials.

The supplier is to ensure that the purchased material / process / product meets the performance requirements of the Purchase Order, engineering drawing, and referenced specifications.

Products shall not be cracked, chipped, broken or otherwise damaged beyond the limits of the original part specification.

Product shall be free of scratches, sharp edges, loose, blistered, or foreign matter, and other evidence of poor quality that may render the product unsuitable for the purpose intended.

Effective corrective action is required following a SAN, and the supplier shall ensure containment actions are in place to prevent re-occurrence.

A full 8D (SAN) must be provided to Metaltech within **10 working days**. Metaltech reserves the right to recover costs and charges from the supplier associated with defective goods received.

Where a Sub-Tier supplier is responsible for the nonconformance, you will be responsible to ensure a full 8D (SAN) is carried out and supplied within the 10 working days.

The supplier is responsible for ensuring through their Quality department that the goods/services must be checked with relevant inspection equipment prior to despatching to validate all dimensions/treatments are conforming to drawing specifications and/or PO.

Supplier Performance:

Metaltech will monitor and record the performance of suppliers based upon a number of key performance indicators relevant to the business. Where poor performance is identified, the supplier shall be informed, and corrective actions agreed.

Continued poor performance will affect the ability of the supplier to gain new business or may result in a de-selection.

Foreign Object Debris: (FOD)

The supplier shall ensure that products delivered to Metaltech are free of FOD. Metaltech encourages all suppliers to incorporate a FOD prevention program to identify and eliminate foreign object entrapment areas and paths through which foreign objects may migrate into deliverable products.

Delivered products to Metaltech must be clean and free from any material / debris, such as machined chips, burrs, grinding dust, forming materials, corrosion, oil, and other foreign material on surfaces to prevent FOD entrapment.

Nonconforming Material:

The supplier shall maintain a fully documented nonconforming material control system. Nonconforming or suspect material shall be identified and segregated to prevent unintended use or delivery.

The supplier shall not ship any product which deviates from drawings, specifications, or other procurement requirements without the express written approval of Metaltech, in instances where nonconforming product may have been shipped, the supplier shall promptly notify Metaltech.

Packaging and Handling:

Suppliers shall ensure that required documentation is included with shipments and that the correct material is provided and properly marked, identified, and packaged. Packaging shall be in accordance with best commercial practices. Packaging must be done in a manner that protects against potential damage from shipping, FOD, corrosion, moisture, deterioration, contamination or damage by processing, handling, and storage at supplier's facility or in transit to Metaltech or any Sub-Tier supplier.

Packaged on suitable pallets / or boxes and if custom crates are provided, these must be used. If custom crates are heavily damaged on receipt, and unusable, notification to Metaltech to be within **1 working day**.

Finalise:

All suppliers are to adhere to all requirements that have been validated within this documentation. Any defects will be logged and monitored, the supplier will be informed to ensure rework or replacement is processed within an effective timeframe. In most cases, the supplier is to arrange and collect goods.

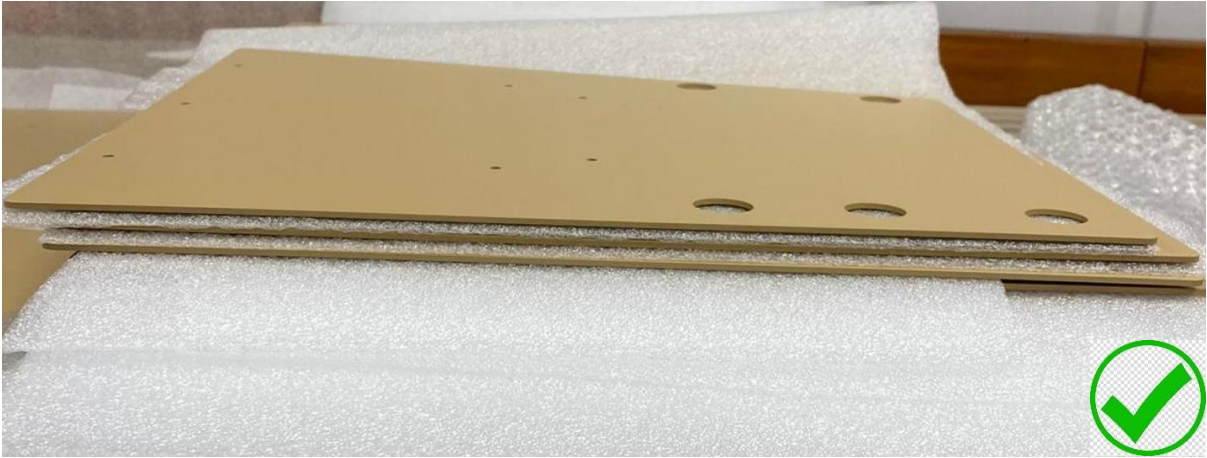
Any concerns, please contact Metaltech at your earliest opportunity.

Continue to page 8 for packaging criteria standards.

Continue to page 9 for visual criteria standards.

Any parts deemed non-conforming will be rejected back.

Accepted / Not Accepted Packaging Methods



Any parts deemed non-conforming will be rejected back.

Accepted / Not Accepted Visual Standards

