

TechShop Purchase Order Terms and Conditions

All purchase orders issued, by TechShop, to suppliers of raw materials, special processes or “off the shelf” components purchased for incorporation into product are subject to the following Terms and Conditions where applicable:

1. Approved/Certified Suppliers

Suppliers shall maintain a Quality Management System in accordance with ISO9001 minimum requirements, AS9100 is preferred.

- 1.1.** If a supplier does have a registered ISO9001 or AS9100 QMS and / or NADCAP certification, they will be considered to have a QMS which meets TechShop’s requirements to be approved.
- 1.2.** The supplier shall notify TechShop’s Quality Manager of any changes which may impact product or process quality within 24 business hours (not to exceed 5 calendar days). Significant changes include but are not limited to changes in Top Management, Quality Leadership, locations, changes in registration, additions or changes to the scope of the QMS, renewals or revocations.

2. Authority

All changes or agreements between a supplier and TechShop after acceptance of an original Purchase Order shall be documented by either cancellation and re-issue of the same or a revision/amendment to the existing P.O. Undocumented changes are non-binding by either or both parties.

3. Right of Access

TechShop senior management reserves the right of access by the organization, their customer and regulatory authorities to the applicable areas of facilities as well as to applicable documented information regarding the product/process being supplied.

4. Product Quality Documentation/Certification

4.1. Raw materials suppliers:

Suppliers (distributors or mills) must provide a copy of the actual Material Test Report showing a minimum of, the originating mills name and location, material type, size, shape, specification(s) including revision level indicated on the P.O., Heat Lot or Batch number, chemical analysis results, mechanical properties and any other pertinent information as required by customer or industry specifications.

4.2. “Off the Shelf”/Catalog Item Suppliers:

Shall supply a minimum of a Certificate of Conformance stating as a minimum and as applicable, Suppliers Name, Suppliers Address, TechShop P.O. and line number, Part or Item number and Revision (as applicable), batch/Heat number (as applicable), quantity of product released for shipment, authorized name and title of the suppliers representative issuing the C of C, date the C of C was issued, and a statement of product conformance.

4.3. Special Process Certifications:

When customer drawings, specifications or purchase orders indicate the need to have a special process performed on product, a Certificate of Conformance shall be issued for each special process performed. The C of C shall indicate, as a minimum, Suppliers Name, Suppliers Address, TechShop P.O. and line number, Part or Item number and Revision (as applicable), batch/Heat number (as applicable), quantity of product released for shipment, authorized name and title of the supplier’s representative issuing the C of C, date the C of C was issued, and a statement of product conformance.

5. Code of Conduct

- 5.1.** TechShop holds itself to ethical, moral and legal business standards by conducting business professionally and with honesty, transparency and integrity.
- 5.2.** TechShop “Gift Policy”. TechShop does not make or accept “gifts” or payments of more than nominal value to obtain preferential treatment, nor does TechShop permit its employees to solicit gifts or benefits in order for suppliers to gain business opportunities.
- 5.3.** TechShop requires its sub tiers to adhere to the same high standards when conducting business. TechShop complies with all local, federal, regulatory laws and / or regulations and expects its suppliers to do the same when conducting business.

6. Material Safety Data Sheets

When dealing with harmful, hazardous or potentially harmful materials, the supplier shall furnish TechShop with a Material Safety Data sheet as applicable.

7. Quality Documentation / Records Retention

Suppliers are required to maintain quality documentation and or records for a minimum of **7** years or as explicitly expressed in the Purchase order through TechShop Quality Clauses. Records maintained digitally shall be backed up and stored at an offsite facility. Quality Documentation and/or Records must be readily available and legible.

8. Age Controlled Materials

Any materials supplied to TechShop that per manufacturer indications have a "Shelf Life" or expiry date, shall be furnished to TechShop identified with manufacture lot number, cure date, expiration date and other pertinent information as applicable. Such furnished materials shall have a remaining shelf life of at least 75% remaining from the time of shipment.

9. Change Control

Suppliers shall not make any changes to the approved PO for the product or service they are providing to TechShop without an amended purchase order. When special processes are performed requiring an approval from TechShop's customers, the applicable "Tech Plan" shall be submitted by TechShop to the customer for approval. Upon approval of the Tech Plan, the process is considered to be "frozen" and the supplier must not deviate from such approval without submittal of a revised Tech Plan and signed approval. Processes which may require Tech Plan approval are, but not limited to, anodize, heat treatments, passivation, dry film lubricants, plating, magnetic or fluorescent penetrant inspection, etc.

10. Supplier Required Notifications

Suppliers are required to notify TechShop Quality and Purchasing Representatives of any product suspected to be or confirmed to be non-conforming within one (1) business day from the discovery. Sub tiers who perform a process using TechShop supplied material or components (i.e. semifinished machined components or complete using TechShop supplied material shall return ALL TechShop supplied material/components. Any parts determined by the sub-tier shall be CLEARLY identified as non-conforming and returned to TechShop.

11. Tools, gages and Test equipment

Suppliers are required to maintain a system for periodic inspection and calibration of instruments, tooling and test equipment used in the analysis of product. System must use equipment traceable to NIST (National Institute of Standard Technology). The system shall be in accordance with ISO10012, ISO 17025 or ANSI/NCCL Z540-3. Supplier shall have a positive recall system in place when equipment is determined to be out of tolerance and could compromise the quality of finished products.

12. Qualification of Inspection/Verification Personnel

Personnel who are responsible for Inspection and/or Verification of product shall successfully undergo an annual eye examination. Records shall be maintained. Personnel shall meet the following criteria in at least one eye:

- a. Snellen 14/18 or Jaeger #2 at not less than 12 inches.
- b. If correction is required, the corrected vision equipment (eyeglasses, contact lenses) shall be used during the inspection/verification process.
- c. Personnel requiring any changes to the vision correcting eyewear shall be re-examined.

13. Packaging and Preservation

Packaging of product shall be effective against damage in transit.

- a. Bars, extrusions and tubes shall be packaged in wooden crates, boxes or banded groups to prevent bending, twisting deformation. They shall be identified with a minimum of Heat or Lot number and shall be shipped with a copy of the TechShop Purchase order and certificate of the raw material.
- b. Components, finished or semi-finished, shall be supplied in packaging to prevent metal to metal contact when possible or practicable, in cases where individual or segregated packaging is not practicable, methods may include group packaging when components are small and lightweight and where metal to metal contact is unavoidable. For example, dowel pins, screws, nuts, washers etc.
- c. Machined components other than mentioned previously should be packaged in individual boxes, cushioned envelopes, mesh protectors, egg crates, etc.

14. Shipping Requirements

Parts shall be shipped via the carrier and method indicated on the TechShop Purchase Order. Any changes in shipping address, method or carrier shall be performed on an acknowledged, revised PO.

15. Product acceptance

Acceptance of materials or services shall be conducted by means of Quality Assurance activities at TechShop International or as otherwise indicated on the PO. Parts sent to national suppliers will be returned to TechShop for Final acceptance. Services performed by suppliers internationally may be drop shipped to the customers when instructed on the PO. Non-conforming material may be returned to the supplier at supplier's expense.

16. Non-Conforming Material

Non-conforming raw materials received TechShop shall be documented as such and is subject to a possible return. Components machined by sub tiers which have been determined to be non-conforming shall be documented on a Non-Conformance Report and returned to the supplier for credit. In cases where TechShop has supplied the material to the sub tier, the sub-contractor will be afforded not more than 2% scrap, scrap pieces shall be returned to TechShop identified as non-conforming. Non-conforming components, using TechShop supplied material, shall be documented and a credit shall be issued. Non-conforming parts received with special processes determined to be non-conforming are subject to return to the supplier at their expense for rework.

17. Conflict Mineral Requirements

All materials and components must comply to Section 1502 of the Frank Dodd Wall Street Reform and Consumer Protection Act regarding the sourcing of Tungsten, tantalum, tin and gold from certain mines within the Democratic Republic of Congo (DRC) or adjoining countries defined in the act. All necessary steps must be taken to implement conflict free procurement whenever possible.

18. Approved Special Process Suppliers

When specified in the TechShop PO, by means of applicable Quality Clauses, the supplier shall be NADCAP approved.

19. Special Process Certificate of Conformance

When a special process is identified on the TechShop PO to a sub-tier supplier, that supplier shall issue a Certificate of conformance for each special process performed indicating as a minimum the following information:

- a. Company name and address
- b. The TechShop PO number and Line Item
- c. Part Number and Revision
- d. Quantity of pieces processed
- e. Specification and Revision of the process performed
- f. Date the process was performed
- g. Name, date, signature and Title of a qualified sub-tier representative (typically a member of the Quality organization)

20. Raw material suppliers

Suppliers of raw material shall provide a copy of the material test report (MTR) which includes chemical analysis, mechanical properties, Destructive and NDT results, heat treatment processes. When invoked by Quality Clauses on the PO, the supplier shall include a Supplier/Distributor Certificate of Conformance and meets any additional Quality Clauses flowed down by the TechShop PO.

21. Mercury Free material

Suppliers shall ensure their products are free of mercury and ensure all material test reports have a mercury free statement such as: **"This material was processed without knowingly being exposed to mercury."**

22. Counterfeit Parts

All suppliers of aerospace components, used in the TechShop product must adhere to AS6174 or AS5553 (as applicable) regarding Counterfeit Materials.

- a. Suppliers shall possess a system for validating components are from approved sources.
- b. Suppliers shall have a system which provides positive identification and traceability of components.
- c. Supplier shall ensure that no counterfeit parts are delivered to TechShop. The suppliers Certificate of Conformance shall serve as objective evidence of compliance to this requirement.

23. General Flow Down requirements

All specifications flowed down to supplier shall be interpreted as the latest revision, it is the supplier's responsibility to ensure revisions they have on file are current. Quality Clauses required to be satisfied will be expressed on TechShop's purchase orders. Order of precedence is defined as TechShop PO's, Drawings and associated specifications, TechShop instructions or process sheets as applicable.

24. Suppliers shall ensure personnel are aware of

- a. Their contribution to product or service conformity.
- b. The importance of ethical behavior.

25. Quality Clauses

Additional, specific, Customer Quality Assurance requirements will be expressed on TechShop P.O. via Quality Clauses. Quality Clauses will be defined in the Appendix of this document.

Supplier Acknowledgement

Company Name: _____

Company Address: _____

Company Representative Name: _____

Position or Title: _____

Signature: _____

Date: _____

Annexes on quality clauses

APPENDIX A QUALITY CLAUSES	
TQC-100	TechShop Terms and Conditions apply to this order
TQC-200	<p>Titeflex invoked G.E. End Use: Sub contractors or sub tier suppliers are required to follow:</p> <ul style="list-style-type: none"> a) GE S-1000, Supplier Quality System Requirements. b) Record retention period shall be 25 years c) Raw material test reports shall indicate S-400, GE approved laboratory and supply evidence in the Material Test Report. d) Titanium must be free from Alpha Case. Testing shall be performed in accordance with S-393 by a G.E. approved source and supported by a statement in the Material Test Report.
TQC-201	<p>Titeflex Record Retention Period Applies: Per QP2100 Rev X, Section 6.18 suppliers must retain quality records for a minimum of 10 years from the date of P.O. fulfillment.</p>
TQC-202	<p>First Article Applies: First Articles shall be performed on SAE AS9102 Forms 1 through 3. FAIRs apply to machined components only. Suppliers shall provide a completed FAIR when product changes revision or there is a 2 year break in the production of components.</p>
TQC-203	<p>Inspection Method Sheet Records Required: The supplier shall furnish with all shipments a copy of the inspection plan used for product acceptance. Inspection sample plans must meet or exceed ANSI/ASQ Z1.4 or customer specific requirements. IMS must provide:</p>

	<ul style="list-style-type: none"> a) Part Number and Revision level b) Inspection Plan Used c) Inspection Method (Gage) d) Inspection Sample size and sample level e) Accept/reject quantities
TQC-204	<p>Raw Material Certifications (Metallic and Non-Metallic materials): The supplier shall supply a copy of the original mill test report per TSI Terms and Conditions Billet 20 which includes but not limited to the following information:</p> <ul style="list-style-type: none"> a) Original Mill/Melt source b) Chemical and mechanical properties c) Material Heat or Lot number d) Each individual bar shall be identified with Heat/Lot in order to prevent inadvertent mixing of material e) Distributor C of C f) Specification of material supplied g) A statement of compliance to DFARS requirements
TQC-205	<p>Special process Test Reports Required: When processes are required by the drawing or PO, special processes shall be in accordance with the certification requirements in TSI Terms and Conditions Billet 19.</p>
TQC-206	<p>Handling requirements per MES-132 current revision as applicable, supplier of machined parts.</p>
TQC-207	<p>KSS 50 applies: Product for Pratt & Whitney End Use: Raw material and special process providers.</p>
TQC-208	<p>PWA-S-**** supplements apply: Raw material suppliers must ensure material certifications include a statement of compliance to P&W supplements.</p>
TQC-209	<p>KSS 22 applies: Approved Material Distributors List: Suppliers of raw materials must be listed in KSS-22</p>
TQC-210	<p>KSS 22-1 applies: Sulfur controls for AMS 5645 & AMS 5646. Requires sulfur content to be less than 0.008%</p>
TQC-211	<p>G.E. Ind. Approval of Tech Plan Required: Supplier is required to submit a Tech Plan (process sheet) to TechShop Quality for submittal and approval by G.E. Once approved, process is considered "FROZEN", any changes in the process will require submittal of a new Tech Plan.</p>

Change Control

Version N°	Approval Date	Change
01	02/Jan/2025	Creating the Document.

Revision Control

Date (Last Review)	Reviewed by
02/Jan/2025	Quality Manager