

The following requirements are applicable to all suppliers who provide products or services

Definitions	PE: Precision Engineering LLC	QMS: Quality Management System
	PO: Purchase Order	Supplier: Seller of goods or services ( <i>vendor, subcontractor, etc.</i> )
General Terms & Code of Conduct	<ul style="list-style-type: none"> <li><b>Terms &amp; Conditions:</b> Can be accessed at <a href="https://www.precisionengineering.com/suppliers/">https://www.precisionengineering.com/suppliers/</a> <i>Includes but not limited to: Purchase T&amp;C, Code of Conduct, Conflict Minerals, and Anti-Human Trafficking policies.</i></li> <li><b>Laws/Regulations:</b> Supplier shall comply with all laws, rules, and regulations applicable to their own obligations. (<i>For orders related to government contracts, also see "Supplier Requirements – Additional".</i>)</li> <li><b>Qualification &amp; Awareness of Personnel:</b> Supplier must employ competent personnel to ensure PE's requirements are met. Supplier must ensure that their employees are aware of their contribution to product or service conformity, their contribution to product safety, their responsibilities involving information security requirements, and the importance of ethical behavior.</li> </ul>	
General Documentation <i>Include with shipment, as applicable</i>	<p>PRODUCT ORDERS:</p> <ul style="list-style-type: none"> <li>Packing Slip - <i>Required with every shipment</i></li> <li>Include PO #, part #, supplier's name</li> <li>Provide traceability - <i>include lot #, as applicable</i></li> </ul> <p>SERVICE ORDERS:</p> <ul style="list-style-type: none"> <li>Statement of the work performed</li> </ul>	<p>WHEN APPLICABLE OR WHEN SPECIFIED ON PO:</p> <ul style="list-style-type: none"> <li>Certificate of Compliance</li> <li>Country of Origin</li> <li>ROHS/REACH certification*</li> <li>Material Certification (<i>e.g., mill certs, etc.</i>)</li> <li>Safety Data Sheet (SDS)</li> </ul>
Record Retention	Supplier shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of three (3) years ( <i>non-Aerospace</i> ) and (10) years ( <i>Aerospace</i> ), as applicable. Supplier shall provide PE, PE's customers, and/or regulatory authority access to all applicable records, upon request.	
Flow Down Req's	Supplier shall apply applicable controls to their direct and sub-tier external providers, to ensure that requirements are met.	
Conflict Minerals	Precision Engineering is committed to meeting applicable legal requirements of the US conflict minerals rules and requires its suppliers to comply with their own obligations in support of PE's efforts to comply. Reference <a href="https://www.oecd.org/corporate/mne/GuidanceEdition2.pdf">https://www.oecd.org/corporate/mne/GuidanceEdition2.pdf</a>	
*RoHS and REACH	<p>In absence of specific requirement(s), ROHS/REACH compliance is preferred.</p> <ul style="list-style-type: none"> <li>If PO states RoHS and/or REACH is required, then product must be compliant.</li> <li>Provide documentation on Packing Slip and supply a ROHS/REACH certificate of compliance, as applicable.</li> </ul>	
Shelf Life	<p>If a product has a shelf-life:</p> <ul style="list-style-type: none"> <li>Documentation must include original manufacture date, expiration date, and lot number;</li> <li>Product must have at least 80% remaining life.</li> </ul>	
Counterfeit Parts	Counterfeit parts are a serious issue, worldwide. Acceptance of the PO obligates the Supplier to only send authentic parts. Any product that cannot be verified as authentic to its manufacturer will be treated as counterfeit. The item(s) <u>will not</u> be returned to the Seller; rather, governmental oversight may be final determination.	
Preservation and Packaging	<p>Unless special packaging requirements are referenced in the PO, the Supplier shall:</p> <ul style="list-style-type: none"> <li>Use best commercial practices for preservation and packaging of articles;</li> <li>Identify each package with the PO number, date shipped, and packing slip number.</li> </ul>	
Changes/ Deviations <small>(Reference Code 900 on Supplier Additional Req's)</small>	<p>Supplier shall not accept verbal changes to specifications, drawings, or PO requirements.</p> <p>Any change or deviation from established drawings, specifications, or other requirements must be approved by PE, <u>in writing</u>, prior to shipment.</p>	
Nonconformances & Corrective Action	At PE's request - If PE or its customer receives nonconforming product or service, Supplier will perform a corrective action investigation and promptly submit a completed Corrective Action Report to PE.	
Right of Access <small>(Reference Code 401 on Supplier Additional Req's)</small>	<p>To assure that materials, supplies, &amp;/or services acceptably meet procurement requirements, PE reserves the right to:</p> <ul style="list-style-type: none"> <li>Conduct periodic audits of Supplier's Quality Assurance inspection system;</li> <li>Witness and/or conduct inspections and/or tests;</li> <li>Review corrective action activities and other records that reflect on product or service quality.</li> </ul>	
Environmental	Supplier is expected to work with PE in implementing strategies to reduce environmental impact.	
Information Security	Supplier is expected to maintain the integrity and confidentiality of any information, data, product, and/or other material of a sensitive, confidential, proprietary, and/or restricted nature, in whatever its form.	