



## Purchase Order Addendum: Additional Purchasing Information

The following purchasing information is being communicated to suppliers of ADDMAN Engineering LLC, in conjunction with ADDMAN Engineering LLC purchase orders, to ensure compliance with the requirements of AS9100D, section 8.4 and to meet or exceed our customers' requirements of quality, safety and service.

Purchasing information is communicated to ADDMAN Engineering LLC suppliers via the following methods, as appropriate. Exceptions may be communicated via purchase order details or other media as appropriate.

On the Purchase Order:

- Purchase Order number
- Ship to address
- Description of product being ordered and product/part number (where appropriate)
- Quantity
- Material specification requirements (where appropriate)
- Any additional written information which clearly defines any *special requirements*
- Requirements for approval of product, processes, and equipment (where appropriate)
  - ADDMAN Engineering LLC requires that Certificates of Conformance be provided with all raw material purchases, even if not stated on the Purchase Order
- Requirements for qualification of personnel (where appropriate)
- Quality Management System requirements (where appropriate)

On a **Work** Order or Outsource Order accompanying the product (applicable to outsourced processes only):

- Identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.
- Requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance, and related instructions for acceptance by ADDMAN Engineering LLC, and as applicable critical items including key characteristics.
- Requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection/verification, investigation or auditing
- Record retention requirements

**General** requirements for all suppliers:

1. Control of Drawings & Specifications: The Supplier shall ensure that the drawings and specifications are the relevant revision status specified on the Purchase Order. The Supplier shall comply with any special requirements requested by ADDMAN Engineering LLC regarding the control of drawings and specifications.
2. Quality/Inspection System: Supplier shall maintain a quality/inspection system that will ensure all goods and services conform to contract requirements whether manufactured or processed by Supplier or procured from Sub-Tier Suppliers.
3. Reporting Discrepancies: Discrepancies, omissions, and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or engineering data will be brought to the attention of ADDMAN Engineering LLC for resolution.
4. Special Processes: Supplier shall provide certifications for all special processes and nondestructive test results performed with each shipment. The certificate shall identify the processor, process used, controlling specification & revision, and the results of test or measurement performed. Supplier used shall be a ADDMAN Engineering LLC and/or Customer approved source for said Processes. These include operations subject to process controls such as: Welding, NDT, **heat** treatment, etc. The Supplier shall be approved as per above to perform specific required Special Processes or use Special Process vendors acceptable to ADDMAN Engineering LLC and ADDMAN Engineering LLC's customer.

5. Material Substitution: Unauthorized material substitutions are not permitted without ADDMAN Engineering LLC's written consent.
6. Changes in Process, Product or Location: Supplier shall notify ADDMAN Engineering LLC of intended or actual changes that may affect the quality of delivered goods and services. This includes: Changes to the Quality Management System, the Equipment, Facility Location, Processes, or Natural Disasters.
7. Workmanship Quality: Manufactured product shall be free from burrs, and sharp edges. Cosmetic issues caused by manufacturing or special processes must be identified. Supplier is responsible for the cost of product damaged due to mishandling by the supplier.
8. Nonconforming Products and Materials: Supplier shall obtain ADDMAN Engineering LLC's prior written approval with respect to the disposition of any nonconforming products or materials supplied, that does not meet engineering drawing or documents under contract or Purchase Order. In the event that nonconforming materials are present, and the materials are deemed acceptable or useable by the Supplier, it is still the responsibility of the Supplier to Inform ADDMAN Engineering LLC so that a determination can be made for the use of said materials. ADDMAN Engineering LLC has the right to reject parts and withhold payment if non-conforming parts are shipped without notification. Supplier is responsible for the total cost of product rejected due to non-conformance by the supplier.
9. Right of Access: ADDMAN Engineering LLC, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements.
10. Record Retention: Supplier shall maintain records of inspections, tests, and process controls called for by the contract or Purchase Order. Unless specified elsewhere in contracts, customer flow down requirements or attachments, these documents shall be on file, stored and protected in such a manner that they remain legible, readily identifiable, and readily available to ADDMAN Engineering LLC for no less than 7 years.
11. Letter of Disclosure: When a nonconformance is determined to exist, or is suspected to exist on goods and/or services already provided to ADDMAN Engineering LLC under Purchase Order Contract, Supplier shall provide written Post Delivery Notification Letter or Letter of Disclosure.
12. Counterfeit Parts: The Supplier shall certify that only new and authentic materials are used in products or goods delivered to ADDMAN Engineering LLC and that the products/goods delivered contain no Counterfeit Parts.
13. Foreign Object Debris/Damage: Supplier is required to establish and maintain a Foreign Object Debris/Damage (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks. Parts supplied shall be free from oil, grease or any other FOD unless part requires said oil in order to avoid corrosion.
14. Supplier Corrective Action: Supplier shall, on request, provide statements of corrective action on nonconformities or failures of Supplier's goods or services.
15. Packaging and Handling: As a minimum, the Supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration, and physical damage during shipment. If required, oil must be placed on certain material to prevent corrosion. In addition, when materials delivered are lot-controlled and multiple material lots are shipped, each lot shall be separately packaged and identified.
16. Flow down to Sub-tier Suppliers: Suppliers shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the purchase order either specifically or by reference.
17. ITAR and EAR: Supplier is responsible for compliance with any applicable export control laws and regulations with respect to any defense articles, defense services, or EAR-controlled items provided by it to ADDMAN Engineering LLC. In particular, the release of ITAR- or EAR-controlled technology, technical data, or software source code by the supplier to a Foreign Person (including a Foreign Person employee or another Foreign Person for the purpose of Off-Shore Procurement) is defined as an export under the ITAR (22 C.F.R. §§ 120.17 and 124.13) and EAR (15 C.F.R. § 734.2(b)) and is subject to the licensing requirements of the ITAR and EAR, as applicable. Supplier will obtain any authorizations required for the export of any defense articles, defense services, or EAR-controlled items provided by ADDMAN Engineering LLC, including for the release of any ITAR- or EAR-controlled technology, technical data, or software source code to any Foreign Person in or outside of the United States.
18. Integrity and Confidentiality: Suppliers shall hold all information received from ADDMAN Engineering LLC in confidence and no third-party request for information will be authorized unless approved, in writing, by

ADDMAN Engineering LLC. The Supplier shall communicate with their personnel their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.

The following quality requirements are required when indicated by clause number on the purchase order document.

- I Calibration System: All Inspection Measuring & Test Equipment used by the Supplier during in-process and final inspection to make a compliance evaluation shall be calibrated to the AS9100 Standard traceable to NIST.
- II Certificate of Conformance: Supplier's acceptance of ADDMAN Engineering LLC's purchase order certifies that the materials and processes supplied under the purchase order shall be or have been controlled and inspected in accordance with ADDMAN Engineering LLC's purchase order and they meet the specified order requirements, referenced specifications and drawings.

Supplier must provide a Certificate of Conformance for all orders, lots, verifying that all products and lots meet those requirements. All products, lots and serial numbers must be clearly identified and labeled and must be traceable to and linked to the Certificate of Conformance.

For calibration related certifications the serial numbers must be listed on the certificate of conformance along with other applicable information in regard to the calibration process. Date of calibration and date due as provided in the purchase order must be listed as well.