Olympic Metals

AS9100D Supplier Communication Letter

Date: July 2, 2019

TO: Vendor or Supplier

Olympic Metals tracks supplier performance based upon quality, delivery, and provision of required certificates/test reports, as applicable, and maintains supplier data accordingly. If suppliers fail to meet Olympic Metals' requirements for quality, delivery, terms and conditions (including those stated herein), Olympic Metals' personnel will resolve such issues using means appropriate to the nature and severity of problems encountered. Resolution may involve correction, Corrective Action, or disqualification of the supplier(s) from use, depending on the nature and severity of the issues.

To become and remain a supplier to Olympic Metals, please read, acknowledge, and accept the following Olympic Metals' supplier requirements, which will remain applicable until further notice:

- Suppliers must use special process sources that are approved by Olympic Metals' customers, where specified. Suppliers must abide by Olympic Metals' customers' supplier approval requirements, which are identified in Olympic Metals' Purchase Orders, or in other written statements of requirement, when applicable.
- Suppliers are required to notify Olympic Metals of nonconforming product when it is discovered at suppliers' locations and in cases where release to Olympic Metals has occurred, if applicable. Olympic Metals' management and/or customer representative must review and disposition such nonconforming product according to established Olympic Metals' or its customer specifications and procedures.
- Suppliers are required to prevent the use of counterfeit materials or parts.
- Suppliers must prevent of the use of raw materials containing conflict minerals in any materials, items, or finishing processes per the Dodd-Frank Act, Section 1502. This includes Cassiterite, Columbite-tantalite (tantalum), Wolframite, and Gold.
- Suppliers are required to notify Olympic Metals of changes in product and/or process, changes of suppliers, and changes of manufacturing facility location. Olympic Metals' management and/or customer representative must review and approve proposed process changes before they are implemented, where required by Olympic Metals' customers and specified by Olympic Metals.
- Suppliers are required to provide right of access by Olympic Metals' management, customers, and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- Suppliers are required to maintain all applicable records for a minimum retention period of **15 years**.
- Where Olympic Metals or its customer intend to perform verification at the suppliers' premises, Olympic Metals shall state the intended verification arrangements and method of product release in the purchasing information.
- Suppliers are required to flow down to the supply chain the applicable requirements including Olympic Metals' customer requirements.
- Suppliers are responsible to take Corrective Actions when Olympic Metals or their customers flow down corrective action requirements in cases when it is determined that suppliers are responsible for the nonconformity. Actions may be documented using Olympic Metals' Action Forms, their customer's forms, or the suppliers' form, as appropriate. Suppliers are required to respond to Corrective Action requests in a timely manner.
- Corrective Actions must demonstrate root cause analysis, action implementation, and verification of action effectiveness. Should actions prove ineffective, alternate actions may be requested or suppliers may be disqualified from further use.
- Supplier of calibration services or calibrated equipment are required to provide certificates of calibration bearing traceability to the National Institute of Standards and Technology (NIST), reporting "as found" information and "adjustment" information, as applicable and measurement data.

The above terms and requirements pertain to each Olympic Metals' Purchase Order and purchasing contract; acknowledgement and acceptance of the above terms and requirements will be evidenced by suppliers' acceptance of Olympic Metals' Purchase Orders or purchasing contracts. The following requirements additionally apply to suppliers of special processes.

Pertaining to suppliers of special processes (e.g., welding, heat treating, plating, finishing, etc.)**:**

Olympic Metals requires suppliers of special processes to provide evidence of process validation according to the requirements of AS9100D and ISO 9001:2015, 8.5.1.2. Evidence of validation could include a third-party registration to ISO 9001, AS9100 or similar standard that requires validation of special processes. Alternatively, suppliers of special processes may provide a letter or other evidence of process validation (e.g., from aerospace customers). (A response written in the space provided below may also be acceptable; please sign, date, and return via email.)

Evidence of process validation must demonstrate conformity to the following requirements (excerpted from AS9100/ISO 9001, 8.5.1.2):

For processes where the resulting output cannot be verified by subsequent monitoring or measurement, the organization shall establish arrangements for these processes including, as applicable:

a) Definition of criteria for the review and approval of the processes.

b) Determination of conditions to maintain approval.

c) Approval of facilities and equipment.

d) Qualification of persons.

e) Use of specific methods and procedures for implementation and monitoring the processes.

f) Requirements for documented information to be retained.