

A. General requirements applicable to all Purchase Orders.**Note: Exceptions shall be noted on the PO.**

1. Robert M. Hadley Co., Inc. is an affirmative action employer and abides by the regulations referenced below. Accordingly, the EEO and the NLRA language below must be entered in any purchase order, contract, or subcontract that we enter with your company. As our supplier, you are also required to abide by these regulations.

- a. 41 CFR. Section 60-1.4(a) (7), 60-250.4 as amended (41 CFR 61-300) and 60-741.4, if applicable.
- b. 29 CFR Part 471, Appendix A to Subpart A, if applicable.

2. Quality System.
Mil-I-45208 or equivalent industry Quality standard.

3. Supplier Inspection of Supplies.
The supplier shall provide and maintain an inspection system and shall submit products that are in conformity with Purchase Order requirements. Measuring and Test equipment used for inspection and acceptance of products shall be calibrated IAW ANSI NCSL Z-540.1 and traceable to NIST standards, or equivalent industry calibration standard.

4. Certificate of Conformance.
Each shipment shall be accompanied by a legible and reproducible certification bearing a signature of the supplier's authorized representative. Certification shall state that items were produced in conformance with the requirements as specified in the purchase order.

5. RMHco, Customer, Government or Regulatory Surveillance – Right of Access
RMHco, its customers, Government or regulatory agency personnel reserves the right of conducting quality audits, review of records, witnessing and/or conducting inspections and tests, for assuring items supplied meet the Purchase Order requirements, to all facilities involved in the Purchase Order.

6 Design or Process Change.
The supplier shall not implement any changes to drawings or specifications supplied by RMHco without written approval from RMHco. For products controlled by supplier or for functionally disclosed items, all changes to the design, parts, materials, suppliers, or fabrication methods or processes since the last shipment, shall be approved by RMHco.

7. Nonconforming Materials.
Items that are not in conformance with the requirements of this Purchase Order shall not be shipped without the prior approval of RMHco. All items rejected by RMHco and which are subsequently resubmitted by the supplier shall bear a particular indication of such resubmission on those items and on the shipping document. Reference shall be made to the RMHco rejection documents and evidence given that the causes for rejection have been corrected.

8. Change of Manufacturing Facility.
The supplier shall notify RMHco when operations being performed in producing this order are moved to another facility, having a separate street and/or city address. Supplier shall also notify RMHco when operations are being performed by a supplier sub-tier.

9. Revision Control.
Unless otherwise specified, drawing, specifications and other relevant data shall be in accordance with the latest revisions.

10. Deleted

11. Corrective Action.
When required, supplier shall provide corrective action response within 30 days upon issuance or as noted on the RMHco corrective action request.

12. Prohibited Materials*.
All construction and finishes containing zinc, pure cadmium or un-plated brass are prohibited. Tin plating and finishes shall have GREATER THAN 3% lead content.
*Exceptions shall be requested by the supplier and/or as noted on RMHco Purchase Order.

13. Limited-life Materials.
Limited-life materials shall be identified by either the date at which the useful life was begun or until which date the useful life will be expended, and which environmental conditions are applicable.

14. Records Retention.
Supplier shall maintain manufacturing and inspection records for a minimum of 15 years from the close of the Purchase Order, and requires RMHco's written permission for the destruction of such records at any time following the above stipulated retention period.

15. Personnel Certification.
Supplier shall ensure its personnel are qualified to perform their required tasks and responsibilities.

16. Counterfeit Electronic, Parts and Materials Avoidance.
Suppliers shall ensure materials supplied are procured only through Original Equipment Manufacturers (OEMs)/Original Component Manufacturers (OCMs) or their franchise dealer or distributors unless pre-approval has been granted by RMHco.

17. Preservation and Packaging.
Unless otherwise specified, the supplier shall use good commercial practices for preservation and packaging of materials supplied to RMHco.

18. Foreign Object Damage (FOD) Control.
Suppliers shall ensure products supplied to RMHco are free of foreign debris. An appropriate FOD prevention program shall be established and as a minimum, include personnel awareness training.

19. Supplier shall flow down to their suppliers the applicable requirements of this Purchase Order.

20. Magnet Wires. Magnet wires shall be manufactured and certified in accordance with MW-1000 or as specified on the Purchase order. Certification shall include wire manufacturing date information and shall not exceed one (1) year from date of manufacture.

See page 2 for Sections B and C

B. Special Clauses. When specified by number, the following clauses are a requirement of the Purchase Order.

1. RMHco Source Inspection.

RMHco inspection is required prior to shipment from supplier's plant. RMHco must be notified at least 24 hours in advance of when the item is ready for source inspection. The extent of RMHco source inspection is noted below:

- a. In-process Inspection or test
- b. Final Inspection or test
- c. In-process and Final Inspection or test

2. Government Source Inspection.

Government inspection is required prior to shipment from supplier's plant. Upon receipt of an RMHco order, the supplier shall promptly notify the government representative who normally services the supplier's plant, for coordination with and the scheduling of government inspection on-site at supplier's facility. Notify buyer immediately in the event the government representative or office cannot be located.

3. Raw Materials.

- a. Chemical and physical test results shall be submitted. Purchased raw materials which are required of satisfying the documented specification shall be accompanied by a detailed analysis report.
- b. Records of detailed results of chemical and physical analyses and certification or raw materials that satisfy specification requirements identified in the manufacture of articles purchased on RMHco's purchase order shall be maintained by the supplier.

4. Inspections Performed.

Evidence of specific tests or inspections shall be furnished to RMHco. Inspection records shall be maintained by the supplier, adequate to ascertain the quality level of production processes.

5. First Article Inspection

First Article Inspection Report (FAIR) is required. FAIR per AS9102 or RMHco approved equivalent shall be shipped with the items ordered.

6. Lot Traceability.

Supplier shall provide lot traceability for materials supplied. Traceability information shall be indicated on the Certificate of Compliance.

- a. Materials supplied may be from multiple lots. However, materials shall be segregated and identified.
- b. Materials shall be from a single lot.

7. Certificate of Compliance for Lead Content.

Materials with tin plating and finishes shall have GREATER THAN 3% lead content. The supplier shall provide a written Certificate of Compliance with each shipment of product, which attests that the product, and each sub-tier supplier's product met this requirement.

- a. Supplier shall provide a certificate of analysis showing greater than 3% lead content.

8. Fabrication. Additional requirements.

- a. Subcontracting. Items ordered on this purchase order shall not be subcontracted without written approval from RMHco.
- b. Certificate of Conformance. In addition to A.4, Supplier shall provide certifications for materials purchased (e.g. sheet metal, bar stock, hardware), and for any special processes (e.g. plating) performed.
- c. Material and process substitution are not allowed without written approval from RMHco.

C. Calibration. Applies to calibration services. Calibration shall be performed in accordance with ANSI NCSL Z-540.1 and traceable to the NIST standards.

- a. Supplier shall promptly inform buyer when an Out of Tolerance condition is observed.
- b. A certificate of calibration shall be provided and signed by the supplier's authorized personnel.