



# SUPPLIER TERMS & CONDITIONS

## Purpose

These requirements ensure that all products and services supplied meet the quality, delivery, and compliance standards necessary to support our ISO 9001:2015 Quality Management System.

### 1. Quality System Requirements

- - Supplier must maintain a Quality Management System appropriate for the goods or services provided, if suppliers do not have a QMS in place it must demonstrate effective controls.
- - ISO 9001:2015 certification is preferred; non-certified suppliers must demonstrate effective controls.

### 2. Product & Service Conformity

- - All products/services must meet PO requirements, drawings, specifications, and referenced standards.
- - No substitutions, deviations, or changes are permitted without prior written approval.

### 3. Notification of Changes

Suppliers must notify Metal Professionals, in writing at least thirty (30) days in advance of any planned or unplanned changes. No changes may be implemented without prior written approval from Metal Professionals.

- - Materials, processes, or equipment
- - Manufacturing location
- - Key personnel affecting quality
- - Any issue impacting delivery or quality
- - Any nonconforming product already shipped or in process

Metal Professionals reserves the right to **approve, reject, or request validation activities** (such as requalification, first article inspection, or additional documentation) before authorizing any change.

### 4. Nonconforming Material

- - Supplier must prevent shipment of nonconforming product.
- - If nonconformance is discovered, immediate written notification is required.
- - Supplier must provide containment, corrective action, and root cause analysis.
- - Supplier may be responsible for associated costs (rework, scrap, downtime).

### 5. Documentation Requirements

Each shipment must include required documentation, such as:

- - Certificate of Conformance (COC)
- - Material certifications
- - Special process certifications
- - Inspection or test reports (when specified)

Documentation must reference the PO number and part number.

### 6. Right of Access

We, our customers, and regulatory authorities, may access supplier facilities, processes, and applicable records for audit or verification activities with reasonable notice.

### 7. Traceability & Records

- - Supplier must maintain traceability of materials and processes.
- - Records must be retained for a minimum of 10 years unless otherwise specified.

### 8. Delivery & Packaging

- - Shipments must identify PO number, part number, revision level, and quantity.
- - Packaging must protect the product during transport.
- - Supplier must notify us immediately of any delivery delays.

### 9. Control of Subcontractors

- - Supplier must flow down applicable requirements to their subcontractors.
- - Supplier remains responsible for the conformity of all outsourced processes.

### 10. Performance Monitoring

Suppliers will be evaluated on:

- - Quality performance
- - On-time delivery
- - Responsiveness
- - Corrective action effectiveness

Poor performance may result in corrective actions or removal from the approved supplier list.

### 11. Legal, Ethical & Regulatory Compliance

Supplier must comply with all applicable laws, regulations, ethical standards, and environmental requirements, including providing required documentation (e.g., W-9, certifications, compliance statements).