

The Supplier requirements below apply to all Suppliers and sub-tier Suppliers to Tab Hardware providing materials, products and services. Acceptance of a Purchase Order from Tab Hardware binds the Supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by Tab Hardware and must flow down these requirements to any sub-tier Suppliers. Note that these requirements correspond with the requirements of Tab Hardware, our customers and with the requirements of AS9120.

Q1. Agreement Acceptance:

Tab Hardware Purchase Order provides information regarding the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions).

Q2. Identification and Revision:

Suppliers shall maintain the identification and revision status of the Buyer's specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.

Q3. Certificate of Conformance:

Each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise noted in the Purchase Order. A certificate of conformance (C of C), supplied with the shipment must provide at a minimum: Supplier name, part number, purchase order number, quantity of parts, engineering revision, serial numbers (if applicable), and title and signature of authorized Supplier representative.

Q4. Material and Process Certifications:

Each order shall be accompanied by one legible copy of a Certificate of Compliance (CofC). Material certifications shall show quantitative analysis of each element and physical testing as required by specifications referenced. Traceability for Raw Material is required and shall be retained and provided to Tab Hardware with product. Final acceptance of product shall be at Tab Hardware after receiving inspection. Certification of heat treatment must show the type of treatment and specifications, hardness range, percentage of parts tested, tensile test results (as applicable by part), type of test performed, specifications and any other information required by the drawing/specifications. The laboratory performing a test shall be identified and any certifications signed by tester and the name of the heat treat Supplier must be listed.

Q5. Competency and Training:

Suppliers shall ensure that employees and people working on its behalf are competent and trained in accordance with the requirements of AS9120, where applicable.

Q6. Supplier Interactions and Nondisclosure:

In addition to the other requirements recorded within this document, Suppliers shall hold all information received from Tab Hardware in confidence and no third-party request for information shall be authorized unless approved, in writing, by Tab Hardware.

Q7. Supplier Performance Monitoring:

Tab Hardware will score Suppliers based on Quality and On-Time Delivery. Suppliers will be issued corrective actions as warranted, and Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for conditional status or removal from Tab Hardware's Approved Supplier List.

Q8. Verification and Validation Activities:

Tab Hardware and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.

Q9. Test, Inspection, and Verification Including Production Process Verification):

For Purchase Orders to calibration service providers, all gauges and measuring equipment must be calibrated using standards traceable to the National Institute of Standards and Technology (NIST). All provided calibration certifications must specifically state this traceability. Suppliers will maintain a quality and/or 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, and that fully complies with the requirements of AS9120.

Q10. Quality System Requirements:

Supplier's Quality Management System (QMS) shall be in accordance with ISO 9001, AS9100, AS9120, ISO 17025, requirements or equivalent unless otherwise approved by Tab Hardware.

Q11. Customer Designated Sources:

When required by Tab Hardware or by their customers, Suppliers will use customer specified sources flowed down on the Purchase Order.

Q12. Notification of Nonconformance:

Supplier product discovered after shipment by the Supplier to be nonconforming to any engineering drawing and/or Purchase Order requirement shall be immediately disclosed to Tab Hardware upon discovery, including but not limited to quantity shipped, date shipped, and the extent of the nonconformance. Suppliers that receive notification of Nonconforming product shall take appropriate action to contain the nonconforming condition and prevent it from re-occurrence. The Supplier must obtain buyers written approval for nonconforming product disposition. The Supplier will be notified if formal Corrective Action is required to be submitted to Tab Hardware. The response shall be submitted within 1 week of issue or a time frame agreed upon between Tab Hardware and the Supplier.

Q13. Prevention of Counterfeit Parts:

Suppliers shall have a system in place to detect and prevent the use of counterfeit, suspect counterfeit, unapproved, or suspect unapproved parts.

Q14. Notification of Process Changes:

Suppliers must notify Tab Hardware in writing of changes in ownership, product and/or process, suppliers, and manufacturing/distribution facility location.

Q15. Customer Requirements Flow Down:

Suppliers shall flow-down to Sub-Tier Suppliers all applicable requirements as required by the Purchase Order either specifically or by reference.

Q16. Test Specimens or Samples:

When requested by Tab Hardware or its customers, Suppliers will provide test specimens for inspection/verification, investigation and/or auditing purposes.

Q16. Documented Information & Record Retention:

Unless otherwise specified on the Purchase Order, the latest revision of part, process, or material shall apply. All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspection, final inspection, and calibration records shall be retained for a minimum of ten years, unless otherwise specified by Tab Hardware. These records will be made available to Tab Hardware and their customers, or regulatory agency upon request.

Q17. Right of Access:

Tab Hardware and their customers reserve the right to perform a routine visit or an on-site inspection of the Supplier's facility, if necessary. Tab Hardware will give reasonable notification to the Supplier prior to the visit or on-site inspection. The on-site inspection may include a surveillance audit of the Supplier's facilities, operations, and Quality Management System (QMS). The Supplier shall furnish, at no cost, the necessary data as required by applicable drawings, Purchase Order, specifications, and inspection instructions to facilitate the on-site audit.

Q18. Awareness:

Suppliers will ensure personnel working on their behalf are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

Q19. Supplier Corrective Action:

In response to Corrective Action Requests, Suppliers shall advise Tab Hardware of root cause determination, corrective action taken to prevent recurrence of reported problems and/or discrepancies, and effectively dates of the planned corrective action(s). Suppliers shall maintain a corrective action system that determines the effectiveness of such corrective actions, and that prevents shipment of nonconforming articles without prior approval from Tab Hardware.

Q20. Foreign Object Debris (FOD) Prevention:

Suppliers are required to establish and maintain a Foreign Object Debris (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.

Q21. Packaging and Shipping:

Suppliers shall package products to prevent damage during shipment. Protective insulating material including double box method should be used when necessary to ensure that procured articles are free from damage during transit. The protective abilities of the shipping package/box shall not be degraded by over packing.

Q22. Conflict Minerals:

Suppliers agree to not knowingly supply products that contain "Conflict Minerals" (tin, tantalum, tungsten and gold) from the Democratic Republic of the Congo ("DRC") and adjoining countries, as described in section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "ACT").