

CPPP-2000 REV 0 Supplier Requirements
TW Metals Corporate Procedure
Page 1 of 5

Revision: 0

Revision Date: 03/31/21

Superseding: None

I. PURPOSE

To ensure supplier compliance to the requirements contained within TW Metals purchase orders.

II. SCOPE

These requirements apply to all TW Metals vendors and subcontractors.

III. REFERENCE DOCUMENTS To latest active revision

TW Metals Quality Assurance Manual

TW Metals Corporate Procedures

AS9100

ISO 9001

AS6174

NAS 412

IV. RESPONSIBILITIES

A. TW Metals:

It is the responsibility of TW Metals to provide the subcontractor with product requirements by specification or other standards. These requirements may be invoked whole or in part by reference within the TW Metals purchase order.

B. Subcontractor:

It is the responsibility of the subcontractor to provide product or services purchased by TW Metals in accordance with the requirements of the TW Metals purchase order and to ensure its employees are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior. The supplier will notify the buyer of any exception to the purchase order prior to shipment to the buyer or the buyer's customer. Failure to comply with the requirements detailed in TW Metals' purchase order (PO), TW Metals' PO terms and conditions (T's & C's), and/or the requirements detailed in this document shall be cause for rejection.

V. REQUIREMENTS

A. The subcontractor shall provide legible and accurate test reports or certifications for each heat or lot of material. These shall be original manufacturer's certifications without any altering with the intent to change or obscure data or information, which shall include, as a minimum; those reporting requirements identified by the specification, standard and / or purchase order. In addition, when required by material specification, standard or purchase order, the following shall be supplied:

1. Revision level, amendments and changes to specification at the time of receipt of the purchase order
2. Chemical analysis when required by the material specification, standard or purchase order will include chemical analysis performed including those elements not required to be reported.
3. Mechanical properties when required.
4. Additional certifications or inspections as required by TW Metals purchase order.
5. Manufacturer's logo and typed name of the responsible test authority. Unsigned EDI test reports are acceptable as they are electronically signed documents. All other reports must be signed by the test authority

CPPP-2000 REV 0 Supplier Requirements
TW Metals Corporate Procedure
Page 2 of 5

Revision: 0

Revision Date: 03/31/21

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6. Produced on 8.5" X 11" white paper printed in black ink in a type size that is suitable for reproduction and electronic transmission or provide EDI transmission or internet access of test reports and certifications.
 7. The country of origin of the finished mill product and country of melt source
 8. No weld repair and mercury free statement.
 9. Certification statement of compliance to the purchase order requirements and specifications
 10. NAFTA (North American Free Trade Agreement) status of the product supplied
 11. Product compliance status to the Buy American Act and Balance of Payments Program (DFAR BAA) DFAR 252.225-7001.
 12. Product compliance status to the Buy American Act FAR 52.225-1 (FAR BAA)
 13. Product compliance status to the Trade Agreements Act (TAA)
- B. Distributors in addition to sections V.A.1 through 8 shall provide a certificate of compliance that certifies the material supplied complies with all ordered specifications, standards, and purchase order requirements.
- C. Fabricators and Processors in addition to sections V.A.1 through 8 shall provide a certificate of compliance that certifies the material or service supplied complies with all ordered specifications, standards, drawings, and purchase order requirements. If the mechanical properties of the materials have been altered in any way, a certificate of test shall be supplied to validate the converted properties of the material.
- D. Revised or corrected test reports and certifications shall be provided to all TW Metals receiving facilities listed on the original purchase order. Revised and corrected test reports and certification shall be clearly marked as such.
- E. The supplier shall notify the buyer immediately upon discovery of nonconforming product that has shipped or is about to ship to TW Metals or their customers.
- F. The supplier shall notify TW Metals of changes to product or processes that affect product quality or the known or intended use, changes of suppliers, changes of manufacturing facility location. The supplier shall obtain approval prior to initiation of these changes.
- G. The supplier shall flow-down to sub-tier suppliers the requirements of the TW Metals purchase order, TW Metals' PO T's & C's, and the requirements detailed in this document, including key characteristics.
- H. When referenced in the purchase order the supplier shall flow-down to their subcontractors any FAR/DFAR clauses.
- I. Compliance to ISO 9001 or AS 9100, most current revisions
- J. Compliance to AS6174 Counterfeit Material
- K. Supplier is to have a FOD prevention program in compliance with NAS 412

VI. RIGHT OF ACCESS

- A. The right of access by the purchaser, their customer, and regulatory authorities to all facilities involved in the order and all applicable records is granted by the supplier to the purchaser.

VII. COMPLIANCE WITH LAWS

This document is maintained as a Controlled Document only in the TW Metals computer system. Once printed, this document immediately becomes Uncontrolled and is subject to change at any time and without notice.

CPPP-2000 REV 0 Supplier Requirements
TW Metals Corporate Procedure
Page 3 of 5

Revision: 0

Revision Date: 03/31/21

Superseding: None

- A. TW Metals requires their vendors (sellers) warrant that materials or services furnished under TW Metals Purchase orders comply with all applicable state laws (and with regulations, order, and standards thereunder, including but not limited to: The Fair Labor Act; equal opportunity clauses required by law; The Occupations Safety and Health Act of 1970; The Civil Rights Act of 1964; The U.S. Department of Transportation regulations governing transportation of hazardous material, Dodd – Frank Act Section 1502, and any amendments thereto. The seller agrees to give the buyer (TW Metals) all certificates, notices and reports required or needed in such connection and label all materials furnished hereunder as required by such applicable legislation, regulations, orders or ethics.

VIII. PACKING OF SIZES AND MULTIPLE HEAT / LOT SHIPMENT IDENTIFICATION REQUIREMENTS

- A. All materials must be bundled, skidded, or boxed by the same size, grade and specifications. Multiple heat or lot numbers when packed in the same shipping container, lift, or bundle shall be physically separated and identified one from the other.
- B. Identification tags and packing lists as a minimum shall contain the following information:
 - 1. TW Metals Purchase order
 - 2. Size
 - 3. Grade
 - 4. Specification
 - 5. Manufacturer or supplier as applicable
 - 6. Heat or lot number
 - 7. Total number of pieces per heat or lot number
 - 8. Total quantity per heat or lot number

IX. PACKING LIST REQUIREMENTS

- A. As a minimum packing list shall contain the following information:
 - 1. TW Metals purchase order number
 - 2. Size
 - 3. Grade
 - 4. Specifications
 - 5. Total number of pieces per shipping container
 - 6. Total Quantity per shipping container
 - 7. A tally of individual lengths per heat lot number per shipping container
 - 8. Total quantity per heat / lot number per shipping container
- B. Requirements for material not identified by heat / lot identification.
 - 1. As a minimum packing lists for materials not identified by heat or lot identification shall contain those requirements described in IX. A. 1 through 6.

X. DOCUMENT DISTRIBUTION, TEST REPORTS, CERTIFICATIONS, AND PACKING LISTS

- A. Distribution of documents for TW Metals Purchase Orders:

Purchase orders may be identified by the purchase order number. This number will be an 8-digit number with an alpha prefix of M, B, or D.

- 1. One copy mailed to the receiving branch
- 2. One copy with the bill of lading

CPPP-2000 REV 0 Supplier Requirements
TW Metals Corporate Procedure
Page 4 of 5

Revision: 0

Revision Date: 03/31/21

Superseding: None

3. One copy inside of the shipping container or securely attached to a bundle, the container must be clearly marked with the location of the documents within the container.

B. Distribution of documents for Material Processing:

Material Processing orders are identified by an MP prefix followed by 8 numeric digits.

1. One copy mailed to the receiving branch or district
2. One copy with the bill of lading
3. One copy placed inside the shipping container or securely attached to a bundle. The container must be clearly marked with the location of the document within the container.

C. Distribution of documents for TW Metals Purchase Orders shipping directly to the customer:

TW Metals Purchase Orders are identified by a B or a D prefix followed by 8 numeric digits.

1. One copy mailed to the applicable buyer
2. One copy with the bill of lading
3. One copy placed inside the shipping container or securely attached to a bundle. The container must be clearly marked with the location of the documents within the container.

XI. Supplier Product Records Control

- A. Supplier shall maintain retention of records pertaining to the product for a minimum period of Ten (10) years or that required by contract or regulatory authority.

Those records are:

1. Buyers purchase orders pertaining to the product
2. Records of test results pertaining to the product
3. Specifications, drawings or design information including electronic provided to the supplier by the buyer by reference or in whole pertaining to the product
4. Training records or certifications of persons performing inspections or tests pertaining to the product
5. Inspection documents pertaining to the product including production documents where evidence of inspection is recorded.

B. Record Retrieval and Provision:

Supplier shall be capable of retrieving and providing records to the buyer pertaining to the product within a reasonable amount of time. Reasonable amount of time is defined as:

1. Records for the current year and three years past provided within 1 business day
2. Records prior to three years past the current year shall be provided with 5 business days.

C. Record Disposition:

Buyer or customer owned proprietary specifications, drawings or design information including electronic, shall not be released to a third party without prior written consent of the owner or buyer. Upon notification the supplier shall dispose of the documents as directed by the owner or buyer.

XII. Customer Issued Property

- A. The organization shall exercise care with TW Metals or TW Metals' customer issued property. The organization shall identify, verify, protect and safeguard customer property. If any customer property is

CPPP-2000 REV 0 Supplier Requirements
TW Metals Corporate Procedure
Page 5 of 5

Revision: 0 Revision Date: 03/31/21 Superseding: None
lost, damaged or otherwise found to be unsuitable this shall be reported to the customer and records maintained. Customer property can include tooling, and or intellectual property including customer furnished data used for design, production and/or inspection.

XIII. Approval

Director of Quality and Compliance

Date	Revision History