

As a supplier to Taylor Manufacturing, it is understood that your organization agrees to meet the following terms and conditions as part of the purchase order.

### Applicable to all suppliers:

- A. **CHANGES:** Supplier is required to notify of any changes to a product and/or service being purchased and to obtain approval of such change from an authorized Taylor MFG manager or designee. The supplier shall immediately notify Taylor MFG and explain any circumstances, including labor dispute, which may delay the timely performance of the Purchase Order and shall continue to notify Taylor MFG of any significant changes in delivery status.
- B. **CORRECTIVE ACTION:** Taylor MFG may require specific actions where timely and / or effective corrective actions to a supplier issue(s) are not achieved. These actions may include but are not limited to any or all the following: withholding payment until the issue is resolved, removal of the supplier from Taylor MFG's Approved Supplier List, and legal actions.
- C. **RIGHT OF ACCESS:** Taylor MFG, their customers, and regulatory authorities retain the right to access all supplier facilities involved in the aerospace order and to all associated / applicable records.
- D. **SUB-TIER FLOWDOWN:** All purchasing requirements shall be flowed down to sub-tier suppliers or subcontractors.
- E. **ETHICS:** The Supplier shall ensure its employees, contractors, subcontractors and sub-tier suppliers act ethically and abide by all applicable laws and regulations.

### Applicable to suppliers of products and/or raw materials:

- F. **TEST REPORTS AND CERTIFICATIONS:** Documented information such as Test Reports, Material Certifications, and / or Certificates of Conformity shall accompany orders when this requirement is called out by Taylor MFG on its purchase order.
- G. **QUALITY SYSTEM:** Supplier's quality system must comply with either ISO 9001 or AS9100/IA9100. Certification is not required unless called out on the Taylor MFG purchase order.
- H. **QUALITY RECORDS:** Material providers shall retain records related to this purchase order for a minimum of ten years.
- I. **NON-CONFORMING PRODUCT (NOTICE OF ESCAPE):** Suppliers shall immediately notify the Taylor MFG buyer when discrepancies in the Supplier's process or product are discovered or suspected, which may affect parts or assemblies the Supplier intends to deliver to Taylor MFG.
- J. **PACKAGING & MARKING:** Items must be packed/package to prevent handling and shipping damage. Packages shall be clearly marked for identification.
- K. **FOREIGN OBJECT DEBRIS:** Supplier shall take steps to mitigate contamination by foreign object debris (FOD) throughout the manufacture, assembly, test, and shipping processes. In addition, packaging materials will be taken into consideration when mitigating FOD; packaging materials that generate particles, fibers, or other debris are not acceptable.
- L. **COUNTERFEIT CONTROL:** No counterfeit or suspect counterfeit parts may be sold or shipped to Taylor MFG. These requirements shall be flowed down to all sub-tier suppliers used by the supplier in the fulfillment of this purchase order.
- M. **SOURCE INSPECTION:** Taylor MFG may inspect the materials, items, parts, components and associated records included in this order at the seller's facility prior to shipment. If notified by Taylor MFG of source inspection, the supplier shall provide facilities, equipment, and assistance as necessary to perform source inspections. Source inspection may include the participation of Taylor MFG's customer, and/or representatives of regulatory agencies, if required. The seller shall provide notice of not less than five days to the cognizant buyer to permit scheduling of source inspection.

### Applicable to Special Process Providers

*"Special processes" are those processes where the output cannot be verified through traditional inspection, testing or other means. Special process outputs typically can only be verified by destroying the product (destructive testing) or through a method outside of the capability of the company. In some cases, the special process output cannot be verified at all.*

- N. Providers of special processes, such as but not limited to plating, coatings, welding, soldering, bonding, non-destructive testing (NDT), or any other special process identified on the Taylor MFG PO, shall be approved by Taylor MFG in advance.

- O. All providers of special processes must define the review and approval of the process, including approval of facilities & equipment, personnel qualification, procedures for implementing and monitoring the process, and requirements for documented information to be maintained.
- P. Where called out on the Taylor MFG purchase order or contract, the processor may also be required to hold current Nadcap accreditation for the special process(es) subject to the order.
- Q. A Certificate of Conformance or equivalent process certificate, signed by an authorized agent of the provider shall be included with the shipping documentation, including process specification (including revision) and process traceability information (name of processor, date of processing, lot number, batch number, etc.).

**Applicable to calibration and/or test laboratories:**

- R. Providers of calibration or test services shall be accredited to ISO 17025 by an ILAC member accreditation body, unless the laboratory is the original equipment manufacturer (OEM) or a calibration source officially authorized by the OEM.