**SUPPLIER STANDARDS**

**Performance**

The successful performance of our suppliers is important to High Tech Machinists. Therefore individual supplier performance is monitored and tracked for on time delivery and quality. Suppliers will be contacted in writing if they are under performing.

**Quality System**

*High Tech Machinists* quality system conforms to the following quality management system standards: ISO 9001 and AS9100. Although we do not require our suppliers to be ISO 9001 or AS9100-D certified, we do expect their quality system to be similar in capacity to these standards. In this way, suppliers that are not certified with ISO 9001 or AS9100 could be subject to a quality system audit by *High Tech Machinists*. Suppliers are entirely responsible for providing defect-free products through the implementation of an appropriate, effective quality system.

**Corrective Action Process**

If the supplied product is found to be defective or nonconforming, the supplier is contacted and a request for corrective action may be issued. When a request for corrective action is issued, a supplier response is expected within five business days of the request.

**Certifications**

When certification of compliance/conformance has been requested for a shipment, is to be included with the material in an easily accessible location. Shipments that are sent without proper certification paperwork will not be processed until the document(s) have been received.

**Deviations**

Deviating from product specifications on *High* *Tech Machinists* purchase orders or blueprints is generally not acceptable. If the supplier cannot comply with any specifications of the purchase order, please contact our Quality Department *immediately*.

**Product/Process Changes**

When changes are made to a product or process, *High Tech Machinists* will be notified as soon as possible for approval.

**Nonconforming Product**

Notify High Tech Machinists of nonconforming product as soon a nonconformance is discovered. In addition suppliers must obtain High Tech Machinists approval for nonconforming product disposition.

**Right of Access**

If requested, access may be required by *High Tech Machinists*, our customer, and/or regulatory authorities to all facilities and records at any level of the supply chain involved in product orders.

**Record Retention**

Suppliers must obtain and keep records of compliance to requirements including, at minimum, material certifications, plating certifications and/or inspection data, unless otherwise specified. Records shall be retained for a minimum of 3 years, unless a longer period is specified on our purchase order.

**Change of Manufacturing Location**

High Tech Machinists will be notified in writing either by email or letter if there are any changes of manufacturing location and, where required, obtain High Tech Machinists’ approval, and flow down to the supply chain the applicable requirements including customer requirements.

**Flow Down of Requirements**

Requirements detailed on *High Tech Machinists* purchase orders, including the above-mentioned standards, must flow down to any sub-tier suppliers that may be used.

**On-Time Delivery**

Late deliveries are commonly unacceptable. The delivery period is intended to be 3 days early, and zero days late. In some cases, early delivery is acceptable and should be noted on the purchase order. The due date shown on our purchase orders is the date the shipment is expected to be at our location. Please contact *High Tech Machinists* as soon as possible to inform us of any expected variation to the intended delivery schedule.

**Labeling**

A legible packing slip must accompany every order and must be attached to the shipment in a manner that protects it from any potential damage during transit. The package identification will require easy visibility of the packing slip, since the shipment will NOT be processed without an accessible packing slip. Each packing slip must show the purchase order number, product identification, and quantity contained in the shipment in order for the contents to be received at our location.

**Packaging**

Suppliers are responsible for packaging product to ensure product integrity, protection and preservation during shipping and handling. Unless packaging instructions are specified in the purchase order, all goods shall be packaged by the supplier in accordance with good commercial practice in a manner sufficient to ensure arrival in a condition free of damage and deterioration.

**Preferred Carriers**

The requested shipping method is always shown on our purchase order. Typically, we expect a supplier to ship collect unless the freight is included. Parcels should ship via UPS Collect. If the shipping method requested on the purchase order could cause damage or other quality issues with the shipment, contact *High Tech Machinists* to discuss and determine if an alternate method is preferred.