

Purchasing Information, Terms and Conditions

Supplier to *A & A Machine & Dev. Co., Inc* shall provide the following additional information as needed or when requested.

1. When the Supplier wants to change the product, process, procedures, equipment or specifications, it must acquire *A & A Machine & Dev. Co., Inc*, approval before changing product design, content, specifications, process requirements, technical data or requirements.
2. When required, Suppliers shall provide evidence of qualification of personnel when requested by *A & A Machine & Dev. Co., Inc*.
3. Suppliers and Sub-Suppliers to *A & A Machine & Dev. Co., Inc* shall maintain a quality management system compliant to a minimum of ISO 9001 unless waived in writing in advance by *A & A Machine & Dev. Co., Inc* management.
4. The Supplier shall provide the identification, and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data when requested by *A & A Machine & Dev. Co., Inc*.
5. The Supplier shall notify *A & A Machine & Dev. Co., Inc*, of nonconforming product when found in its facility (ies) or if found at another customer from the same lot number.
6. Notify *A & A Machine & Dev. Co., Inc*, of nonconforming product for disposal at *A & A Machine & Dev. Co., Inc* facilities.
7. Suppliers shall notify *A & A Machine & Dev. Co., Inc*, of changes in product and or process, changes of the Supplier's raw material suppliers, changes of manufacturing facility location(s), and obtain *A & A Machine & Dev. Co., Inc*, approval in writing when wanting to implement the change.
8. Supplier shall notify *A & A Machine & Dev. Co., Inc*, and appropriate regulatory authorities should they find counterfeit materials or product that were intended or delivered.
9. When informed by *A & A Machine & Dev. Co., Inc*, the Supplier shall deliver technical test specifications, records, verification records, number of products reviewed, and any audit or investigation reports when product compliance testing records must be retained. As a minimum, records must be retained (10) years unless notified differently by *A&A Machine & Dev. Co., Inc*.
10. *A & A Machine & Dev. Co., Inc*, its Customer(s) and regulatory authorities retain the right to access all applicable Supplier organization's manufacturing areas and suppliers and be given the authority to review product validation or quality records with 24-hour notice.
11. The Supplier is to flow down to their supply chain the applicable *A & A Machine & Dev. Co., Inc* requirements including final customer requirements.
12. When *A & A Machine & Dev. Co., Inc* issues a Corrective Action Request (CAR) to a Supplier, the CAR is to be responded to within (30) days. Failure of the Supplier to submit a valid CAR within (30) days to *A & A Machine & Dev. Co., Inc*, will allow us to withhold payment until the CAR properly addresses the issue and is returned to *A & A Machine & Dev. Co., Inc*.
13. Supplier will ensure persons working on *A & A Machine & Dev. Co., Inc* products/materials are aware of:
 - a. Their contribution to product conformity,
 - b. Their contribution to product safety, and
 - c. The importance of ethical behavior.

14. Conflict Minerals Policy

A & A Machine & Dev. Co., Inc strives to be a good corporate citizen. We are committed to ensuring the health, safety and protection of people who come into contact with our products and business, and we require high social, environmental and human rights standards among our suppliers. Managing our obligations in relation to Conflict Minerals is a part of our corporate responsibility.

A & A Machine & Dev. Co., Inc is proactively supporting development and governance of conflicting minerals. Our commitment includes the following:

A & A Machine & Dev. Co., Inc is working towards ensuring that our products do not contain Conflict Minerals that have been sourced from mines that support or fund conflict within the Democratic Republic of Congo or adjoining countries. We are committed to:

- identifying which *A & A Machine & Dev. Co., Inc* products are impacted and targeting our efforts accordingly
- not buying products and materials containing Conflict Minerals directly from Conflict Mines
- asking our suppliers to work towards ensuring that any Conflict Minerals contained in the products and materials supplied to *A & A Machine & Dev. Co., Inc* originate from Conflict Free sources
- contributing to conflict-free trade by encouraging our suppliers not to discriminate against legitimate sources of Conflict Minerals

In addition, we are committed to engaging with our suppliers and customers regarding their disclosure obligations