

**PURCHASE PROCESS****Requirements for suppliers**

Metal Team expects its suppliers to provide products and services at a level that guarantees continuity of production and the highest quality of the final product. Metal Team informs suppliers about its requirements by posting a link to this document in quotation request and order to suppliers. Requirements and expectations for the Metal Team supplier:

1. All requirements and necessary documents for the ordered goods and services will be presented in the order form prepared by the purchasing specialist.
2. For suppliers responsible for the supply of materials and services intended for further processing, approval of the conformity of the final products is required (input material for MT)
3. In case of specialized orders, MT may require confirmation of qualifications of the personnel responsible for the execution of a given order.
4. The preferred form of contact with suppliers is e-mail, telephone contact is allowed. Requirements for suppliers are posted on the XXX website, and a link to the document is placed on the order form.
5. Deliveries made to MT are supervised and measured. In case of any objections to quality, timeliness of deliveries, lack of response to submitted comments, etc., we reserve the right to withhold order.
6. If part of the order is carried out in cooperation with external suppliers, the organization requires access to the documentation of the processes carried out in cooperation.
7. In order to ensure access to documentation and quality control records of completed orders, as well as to conduct audits and verification of products and processes, we reserve the right to enter the premises of the supplier and sub-supplier for ourselves and our clients.
8. MT may require access to the entire technological documentation or sequence of operations of critical elements or key features. If there are any objections to the supplier's process, MT reserves the right to interfere with the supplier's technology. The Supplier is obliged to maintain and archive technical and quality documentation related to MT orders after completion for the period:
  - \* for aviation and arms production 10 years (unless otherwise agreed)
  - \* for other parts 1 year unless otherwise stated on order.
9. MT requires suppliers to control their products using adequate, technically efficient and legalized tools.
10. In the event when it was requested at the offer stage, MT will require the use of statistical techniques such as CP, CPK within delivery.
11. MT obliges its suppliers to:
  - \* implementing and maintaining a quality management system; in the event of loss of certification, supplier must immediately inform Metal Team.
  - \* use suppliers or cooperators designated by Metal Team.

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- \* notifying the Metal Team about processes, products or services that do not meet the requirements. Metal Team reserves the right to manage them.
- \*immediately inform Metal Team if there is a suspicion that counterfeit material may have entered the supply chain. Supplier must isolate such material and provide compatible replacement..
- \*inform MT of change in the production process or services affecting the quality of the product or change production location, supplier is also obliged to obtain consent from MT.
- \* provide samples for design approval and inspection.

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