

## Clarendon Specialty Fasteners Inc. Terms and Conditions for Suppliers

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1. All invoices and packing lists must clearly reference Clarendon Specialty Fasteners Inc. PO number.
2. All material is to be clearly marked and identified with both part number and, when applicable, the lot number.
3. When purchase order states that manufacturer's certifications or test reports are required, material received without required documentation will not be accepted without a written approval from Clarendon Specialty Fasteners Inc.
4. If purchase order indicates that new surplus material is acceptable, parts are to be shipped with vendor's C-of-C or documentation stating material is new surplus and non-traceable.
5. All purchasing requirements shall be flowed down to sub-tier subcontractors and sub-suppliers.
6. All material should be adequately packed to protect from damage during transit and handling.
7. Requirement for qualification of personnel will be noted when necessary.
8. Vendors are required to have a documented and operational quality management system and/or procedures. Personnel must also have awareness of their contribution to product conformity, product safety, and ethical behavior.
9. When appropriate, the purchase order may include requirements for identification and revision status of specifications, drawings, process requirements, inspection & verification instructions and other relevant data.
10. When appropriate, the purchase order will identify any specific requirements for design, testing, and test specimens.
11. Supplier will have a system for inspection, verification, use of statistical techniques for product.
12. Immediate notification is required upon discovery of any nonconforming product that has been shipped to Clarendon Specialty Fasteners Inc. or any changes to product that may affect quality and suitability.
13. When appropriate, the supplier is to obtain Clarendon Specialty Fasteners Inc. approval for the disposition of nonconforming product. (e.g. when Clarendon has supplied raw materials)
14. The supplier is to obtain approval from Clarendon Specialty Fasteners Inc. prior to any changes in product and/or process definition, changes in suppliers, and/or change the manufacturing facility location.
15. The supplier shall flow down the supply chain the applicable requirements including our customers' requirements.

When applicable, product inspection records, test reports, and other documentation related to Clarendon Specialty Fasteners Inc.'s purchase order must be retained by the supplier for a minimum of 10 years. Unless a special request is made, documented information may be destroyed after 10 years. Supplier also agrees to co-operate in a timely manner in resolving any CAR (Corrective Action Request) initiated by Clarendon Specialty Fasteners Inc. Supplier agrees to provide right of access to Clarendon Specialty Fasteners Inc., our customer, and any regulatory authorities, to the applicable areas of all facilities, at any level in the supply chain, involved in the order and to all applicable records.

16. Suppliers specifically warrant that they will supply only Approved Non-Counterfeit products. Any parts appearing to be unapproved or suspicious, and therefore possibly counterfeit, will be rejected and the situation resolved based on most current AS9120 guidance.

As applicable, Clarendon Specialty Fasteners Inc. uses a lot sampling system from ANSI/ASQ Z1.4-2003 (R2013). Should a received and inspected lot result in rejection of the entire lot we will contact the supplier for acceptable replacements or request an RMA within 10 days of the received shipment. Subsequently the vendor will not charge a restocking fee for parts that fail to meet applicable drawings/specifications/standards.

**Effective 1/24/2018**