



Purchasing Quality Terms and Conditions

1. Personnel performing special processes must be qualified and/or certified per applicable specifications.
2. Suppliers are requested to be in conformance with AS9100, ISO 9001, Nadcap or equivalent.
3. The applicable revision level of drawings will be listed on the purchase order to the supplier if supplier is manufacturing product.
4. Process specifications shall be performed to the latest revision. Revision levels shall be listed on the certificate of conformance.
5. First Articles are required for first time fabrication / processing and / or new suppliers. Inspection is to be performed and certified prior to release of product or service.
6. Test reports are required for raw materials. All services/products require a certificate of conformance, as applicable. All products shall have full traceability to original manufacturer/mill. Raw material must comply with the U.S. Dodd-Frank Act concerning "Conflict Minerals". Raw materials shall come from conflict free regions.
7. Test methods used for calibration services shall meet national standards (NIST). Calibration suppliers shall include test method, NIST traceable number, and frequency and acceptance criteria on the certificate of conformance.
8. If nonconforming product occurs as a result of supplier's services, the supplier shall notify Sinclair and Sons in order to make applicable arrangements for the nonconforming product.
9. If supplier makes any changes to its product or processes that would affect product purchased by Sinclair and Sons, Sinclair and Sons shall be notified prior to the change. Supplier shall also notify Sinclair and Sons of any changes to management or facility.
10. Sinclair and Sons, their customer and/or regulatory authorities shall have the Right of Access to the supplier's facility, at any level of the supply chain, involved in the order and to and to all applicable records.
11. If supplier needs to subcontract any part of the order to another supplier, all required information shall be flowed down to the subcontractor, including any key characteristics, if applicable. Subcontract work shall not be allowed unless prior approval is obtained by Sinclair and Sons.
12. Suppliers shall retain records in accordance with AS9100 for a minimum of 10 years. Disposition of records shall be defined within the Supplier's Quality Management System.



13. Suppliers shall maintain an internal audit system and provide results if requested. Suppliers shall ensure the internal audits include review of acceptance authority media controls.
14. Suppliers shall maintain a process to control acceptance authority media, including controls for application error, application untimely use, application misrepresentation and application training deficiencies. Suppliers shall communicate these controls to their employees as well as their supply chain.
15. Suppliers shall incorporate a counterfeit parts program to ensure counterfeit parts are not used and if found, do not get back into the supply chain.
16. Supplier shall have a FOD Awareness program.
17. Suppliers shall ensure that persons are aware of: Their contribution to product or service conformity, product safety and the importance of ethical behavior.
18. Supplier receiving digital data for manufacturing must meet the requirements of Sinclair's DPD/MBD Quality Process or similar DPD/MBD program. Proof must be submitted to Sinclair and Sons.
19. Verification by Sinclair and Sons shall not absolve the supplier of the responsibility to provide acceptable product, nor preclude subsequent rejection.
20. Sinclair and Sons will interact with the suppliers via email, telephone and / or site visits. Supplier performance will be reviewed on a regular basis by reviewing quality and on-time delivery. If it is determined that the supplier is not meeting Sinclair's requirements for on-time delivery or quality, a corrective action request may be submitted for the supplier.