



**Terms and Conditions for Providers of Products, Processes, or Services**

External providers of products, processes, or services to NTI are required to adhere to the following terms and conditions:

- 1) External providers are required to flow down all applicable requirements herein described to all sub-tier suppliers down the supply chain to the point of manufacture.
- 2) National Technology, Inc., its customer, and regulatory authorities have right of access to supplier's as well as sub tier supplier's manufacturing facilities, certificates, and quality records as needed.
- 3) Provider shall notify NTI in writing of any process / product changes that could impact form, fit, or function and obtain NTI approval. Provider shall also notify NTI in writing of any significant organizational or facility changes.
- 4) All correspondence regarding purchase orders must be directed to the Purchasing Agent. All verbal communication affecting purchase orders shall not be binding until confirmed in writing with the Purchasing Agent.
- 5) Provider agrees to supply product or service as described in the Purchase Order. When applicable, non-standard requirements will be documented on the PO. Non-standard requirements may include:
  - Required competence or qualification of persons
  - Required use of customer designated or customer approved external providers of product, service, or process
  - Required testing, inspection, and verification
  - Required statistical techniques for product acceptance
  - Required test specimens provided for approval, inspection, verification, investigation, or auditing
  - Required verification / validation by NTI or its customer at the external providers' premises
  - Other special requirements, critical items, key characteristics, applicable statutory / regulatory requirements
- 6) Each shipment must be accompanied by a Packing Slip. Packing Slips must include PO number, quantity ordered, quantity shipped, quantity back ordered, and lot numbers as applicable.
- 7) Certificates of Compliance must be provided where appropriate. Providers of raw laminate must make available manufacturer's test reports for each lot delivered to NTI.
- 8) Product and materials shall be packaged using best commercial practices to prevent damage, deterioration, and degradation.
- 9) Perishable material must be clearly identified with date of expiration and have at least 2 months shelf life remaining at delivery.
- 10) Providers are required to prevent the use of counterfeit parts by exclusive use of original or authorized manufacturers, authorized distributors, or other approved sources.
- 11) Providers shall have a process in place to assure FOD (Foreign Object Damage / Debris) free products are delivered to NTI.
- 12) NTI does not tolerate, engage in, or support Human Trafficking, Forced Labor, or unlawful Child Labor through its activities or the activities of its suppliers.
- 13) Hazardous materials shall be clearly identified, and the supplier shall supply Safety Data Sheets with or before the first delivery.
- 14) NTI takes pride in its reputation for quality, service, safety, and ethical behavior. We recognize our external providers as partners in maintaining that reputation and expect their commitment to the same.
- 15) NTI monitors the performance of providers. Failure to achieve 85% On-Time Delivery and 85% Quality Acceptance may result in removal from the Approved Supplier List. Corrective Action Requests should be resolved within 4 weeks.
- 16) NTI favors providers with 3<sup>rd</sup> party QMS certification. Providers agree to make applicable certificates available as appropriate.
- 17) Providers agree to keep all quality & manufacturing records for 10 years prior to disposition. The method of disposition shall be determined by the provider. Records must be stored electronically with backup stored outside of the facility or hard copy stored in a fireproof cabinet.
- 18) Certificates of Calibration must be traceable to NIST standards and in accordance with manufacturer specifications.
- 19) Calibration services and other service providers are required to notify NTI whenever out of specification conditions are found.