

**CP49-7.4.2-005 REV 4 Supplier Requirement, General**  
**TW Metals Corporate Procedure**

Revision: 4 Revision Date: 08-01-2007 Superseding: Rev 3 03-08-07

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I. PURPOSE

To ensure supplier compliance to the requirements contained within TW Metals purchase orders.

II. SCOPE

This requirement applies to all TW Metals subcontractors

III. REFERENCE DOCUMENTS

TW Metals Quality Assurance Manual, revision in effect on the date of this Procedure  
ISO 9001:2000, 7.4.2  
AS9100 Rev A, 7.4.2  
AS9120, 7.4.2  
TW Metals purchase orders and the attendant specifications and requirements

IV. RESPONSIBILITIES

A. TW Metals:

It is the responsibility of TW Metals to provide the subcontractor with product requirements by specification or other standards. These requirements may be invoked whole or in part by reference within the TW Metals purchase order.

B. Subcontractor:

It is the responsibility of the subcontractor to provide product purchased by TW Metals in accordance with the requirements of the TW Metals purchase order. The supplier will notify the buyer of any exception to the purchase order prior to shipment to the buyer or the buyer's customer.

C. Compliance:

Failure to comply with this requirement shall be cause for rejection.

V. REQUIREMENTS

- A. The subcontractor shall provide legible and accurate test reports or certifications for each heat or lot of material which shall include, as a minimum, those reporting requirements identified by the specification, standard and / or purchase order. In addition when required by material specification, standard or purchase order the following shall be supplied:
1. Revision level, amendments and changes to specification at the time of receipt of the purchase order
  2. Chemical analysis when required by the material specification, standard or purchase order will include chemical analysis performed including those not required to be reported.
  3. Mechanical properties when required.
  4. Additional certifications or inspections as required by TW Metals purchase order.
  5. Manufactures logo and typed name of the responsible test authority, unsigned EDI test reports are acceptable as are electronically signed documents, all other reports must be signed by the test authority
  6. Produced on 8-1/2 X 11 inch white paper printed in black ink in a type size that is suitable for reproduction and electronic transmission or provide EDI transmission or internet access of test reports and certifications.
  7. The country of origin of the finished mill product and country of melt source
  8. No weld repair and mercury free statement.
  9. Certification statement of compliance to the purchase order requirements and specifications

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- 10. NAFTA (North American Free Trade Agreement) status of the product supplied
- R** 11. Product compliance status to the Buy American Act and Balance of Payments Program (DFAR BAA) DFAR 252.225-7001.
- R** 12. Product compliance status to the Buy American Act FAR 52.225-1 (FAR BAA)
- R** 13. Product compliance status to the Trade Agreements Act (TAA)
  
- B. Distributors in addition to sections V.A.1 through 8 shall provide a certificate of compliance that certifies the material supplied complies with all ordered specifications, standards, and purchase order requirements.
  
- C. Revised or corrected test reports and certifications shall be provided to all TW Metals receiving facilities listed on the original purchase order. Revised and corrected test reports and certification shall be clearly marked as such.
  
- D. The supplier shall notify the buyer immediately upon discovery of nonconforming product that has shipped or is about to ship to TW Metals or their customers.
  
- E. The supplier shall notify TW Metals of changes to product or processes that affect product quality or the known or intended use. The supplier shall obtain approval of changes.
  
- F. The supplier shall flow-down to sub-tier suppliers the requirements of the TW Metals purchase order, including key characteristics where required.
  
- G. When referenced in the purchase order the supplier shall flow-down to their subcontractors the requirements of DFAR 252.225-7014 and Alternate I.
  
- H. Compliance to ISO 9001:2000 or AS 9100

**VI. RIGHT OF ACCESS**

- A. The right of access by the purchaser, their customer and regulatory authorities to all facilities involved in the order and all applicable records is granted by the supplier to the purchaser.

**VII. COMPLIANCE WITH LAWS**

TW Metals requires their vendors (sellers) warrant that materials or services furnished under TW Metals Purchase orders comply with all applicable state laws (and with regulations, order, and standards thereunder, including but not limited to: The Fair Labor Act; equal opportunity clauses required by law; The Occupations Safety and Health Act of 1970; The Civil Rights Act of 1964; The U.S. Department of Transportation regulations governing transportation of hazardous material and any amendments thereto. The seller agrees to give the buyer (TW Metals) all certificates, notices and reports required or needed in such connection and label all materials furnished hereunder as required by such applicable legislation, regulations, orders or ethics.

**R VIII. PACKING OF SIZES AND MULTIPLE HEAT / LOT SHIPMENT IDENTIFICATION REQUIREMENTS**

- R** A. All materials must be bundled, skidded, or boxed by the same size, grade and specifications. Multiple heat or lot numbers when packed in the same shipping container, lift, or bundle shall be physically separated and identified one from the other.
  
- B. Identification tags and packing lists as a minimum shall contain the following information:
  - 1. TW Metals Purchase order

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2. Size
3. Grade
4. Specification
5. Manufacturer or supplier as applicable
6. Heat or lot number
7. Total number of pieces per heat or lot number
8. Total quantity per heat or lot number

**IX. PACKING LIST REQUIREMENTS**

- A. As a minimum packing list shall contain the following information:
  1. TW Metals purchase order number
  2. Size
  3. Grade
  4. Specifications
  5. Total number of pieces per shipping container
  6. Total Quantity per shipping container
  7. A tally of individual lengths per heat lot number per shipping container
  8. Total quantity per heat / lot number per shipping container
- B. Requirements for material not identified by heat / lot identification.
  1. As a minimum packing lists for materials not identified by heat or lot identification shall contain those requirements described in IX. A. 1 through 6.

**X. DOCUMENT DISTRIBUTION, TEST REPORTS, CERTIFICATIONS, AND PACKING LISTS**

- A. TW Metals purchase orders. Purchase orders may be identified by the purchase order number. This number will be an 8-digit number with an alpha prefix of **M**.
  1. One copy mailed to the receiving branch
  2. One copy with the bill of lading
  3. One copy inside of the shipping container or securely attached to a bundle the container must be clearly marked with the location of the documents within the container
- B. Distribution of documents for material processing orders are identified by an **MP** followed by a two digit numeric branch or district designator followed by 8 numeric digits used internally.
  1. One copy mailed to the receiving branch or district
  2. One copy mailed to Corporate Purchasing
  3. One copy with the bill of lading
  4. One copy placed inside the shipping container or securely attached to a bundle, the container must be clearly marked with the location of the document within the container.
- C. Distribution of documents shipping directly to the customer, identified by a B or a D followed by a two digit numeric branch or district designator followed by 8 numeric digits used internally.
  1. One copy mailed to the applicable buyer
  2. One copy with the bill of lading
  3. One copy placed inside the shipping container or securely attached to a bundle the container must be clearly marked with the location of the documents within the contain

**XI. Supplier Product Records Control**

- A. Supplier shall be capable of retention of records pertaining to the product for a period required by contract or regulatory authority or as required by the purchase order. Those records are:
  1. Buyers purchase orders pertaining to the product

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2. Records of test results pertaining to the product
  3. Specifications, drawings or design information including electronic provided to the supplier by the buyer by reference or in whole pertaining to the product
  
  4. Training records or certifications of persons performing inspections or tests pertaining to the product
  5. Inspection documents pertaining to the product including production documents where evidence of inspection is recorded.
- B. Record Retrieval and Provision  
Supplier shall be capable of retrieving and providing records to the buyer pertaining to the product within a reasonable amount of time. Reasonable amount of time is defined as
1. Records for the current year and three years past provided within 1 business day
  2. Records prior to three years past the current year shall be provided as agreed upon between the buyer and the supplier.
- C. Record Disposition  
Buyer or customer owned proprietary specifications, drawings or design information including electronic, shall not be released to a third party without prior written consent of the owner or buyer. Upon notification the supplier shall dispose of the documents as directed by the owner or buyer.

XII. Approval

Manager of Compliance  
March 08, 2007