



Taber Extrusions, LLC  
Quality Assurance Department  
915 S. Elmira Avenue  
Russellville, AR 72802  
Telephone (479) 968-1021

Date: February 12, 2021

Re: Requirements for Ethical behavior, Counterfeit Material prevention, and certain other Quality requirements.

Good afternoon. I am reaching out today to communicate with you in regard to certain Quality requirements which Taber requires from its external providers, per its adherence to AS9100.D. Please review the requirements below and ensure that appropriate measures have been taken within your organization.

*These requirements are generally applicable to vendors/suppliers of products incorporated into our final product, including related testing, calibration, or training services. These requirements are subject to future verification via survey or audit.*

1. Approval of products and services: where applicable, raw material providers are subject to verification to Taber's own Internal specification, which in some cases exceed those of standard specifications. Current revisions of these requirements can be provided to our vendors upon request:
  - Taber PR-2, cast ingot/billet hard alloy purchasing specification (2xxx/7xxx)
  - Taber PR-3, cast ingot/billet soft alloy purchasing specification (5xxx/6xxx)
2. Test inspection and verification: Certifications will be verified annually for each raw material supplier. Currently, billet is the only product of this nature. Raw material verification will be done by an external laboratory and conformance is defined each element being within  $\pm 10\%$ .
3. Implementation of formal QMS: Required compliance to ISO 9001:2015 at a minimum, certification is preferred and may be verified as a condition of approval.
4. Approval for disposition of non-conforming products: Notification is required of any non-conformity. Written approval from Taber is then required for any product which does not meet established specification or requirements.
5. Notification of changes to processes, products, or service: Taber requires notification in the event of process, recipe, key equipment changes, changes to external providers, or change of manufacturing location.
6. Flow down of requirements including Customer requirements: may be required in the event of special identification requirements or RoHS compliance.
7. Record retention requirements: Required retention period is ten (10) years.
8. Counterfeit parts prevention: Vendors must take all necessary steps to prevent the use of Counterfeit material. These measures should align with AS6174 or your own internal procedure.

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9. Provision of samples for approval, verification, investigation, or auditing: workmanship samples may be requested for approval on a case-by-case basis.
10. Competence: A defined procedure for training and competency should be implemented as part of your QMS. Moreover, personnel should only perform work for which they have been specifically trained and approved to perform.
11. Interactions with Taber: where applicable, it is requested that vendors proactively provide updates on lead times, especially when they are lengthened, and status updates on long open and/or late orders.
12. Vendor Control and Monitoring: Taber will periodically monitor/ assess its vendors for product and service conformity, and on- time delivery performance.
13. Verification and Validation at your site: Taber reserves the right to request periodic audit or surveys of the QMS implementation at your site, commensurate with risk.
14. Design and Development control: no specific requirements
15. Special requirements, critical or key characteristics: no specific requirements
16. Use of statistical methods: use is encouraged as applicable to show improvement and/or capability.
17. Customer directed sources: no specific requirements
18. Right of entry: Per our Customers' requirements, Taber requires, upon request, right of access by Taber, our Customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain.
19. Contribution to product safety and conformity: Taber requires vendors to ensure that all personnel are aware of their contribution to product safety and conformity.
20. Ethical behavior and its importance: Taber requires ethical behavior of its business partners commensurate to that which is expected of its own employees. Please reference the "Quality Ethical Rules" attachment.

Please review the above, the Quality Ethical Rules detailed below, and the attached copy of our Alloy specific Purchasing specification (if applicable). Please do not hesitate to contact me with any questions or concerns. My e-mail address is [chernandez@taberextrusions.com](mailto:chernandez@taberextrusions.com)

With Best Regards,

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A handwritten signature in blue ink, appearing to read "Crystian D. Hernandez".

Crystian D. Hernandez  
Quality Manager  
Taber Extrusions LLC



## Quality Ethical Rules

The following "Quality Ethical Rules" summarize the expectations which Taber has of its own associates as well as its supply chain; feel free to use them to distribute or train your personnel as needed:

1. I will only perform work for which I have been specifically trained and approved to perform. (If unsure, I will ask my supervisor.)
2. I will not ask or direct someone to perform work in which they have not been trained and approved.
3. I will never falsify records - ever.
  - I will only enter complete and accurate data /observations on any manufacturing, maintenance or quality record.
4. I will never make a false or inaccurate statement or data entry regarding product quality or worked performed.
5. I will never provide false statements or data to anyone whose duty it is to enter and document company records.
6. I will only sign, stamp or accept work which I have completed accurately and in accordance with the correct data, parts, tools, processes and procedures. Stamp or signature is a personal guarantee of the quality and accuracy of work/ perform or witness.
7. I will always control my assigned stamps and system passwords to preclude unauthorized use.
8. I will only work to approved procedures and work instructions.
  - If my work instructions/ procedures are inaccurate or incomplete - I am empowered to stop the process, notify my supervisor and ensure all issues are resolved before proceeding.
9. I will only use properly calibrated tools.
10. I must comply with all regulations and requirements applicable to my job.
11. I will never circumvent the established requirements
12. I will never provide false statements or data to anyone whose duty it is to enter and document company records
13. I will never let business pressures drive a behavior that results in non-compliance.

Moreover, Taber Extrusions, through its parent company NMLP, actively maintains a *Code of Conduct* which is applicable to National Material L.P., its divisions, subsidiaries and affiliates. Further information on this *Code* is available upon request.