

toolcraft products, Inc.

**1265 MCCOOK AVE.
DAYTON, OH**

EXTERNAL PROVIDERS QUALITY TERMS AND CONDITIONS REQUIREMENTS.

TCP = TOOLCRAFT PRODUCTS INC.

- TCP requires that the External Provider shall maintain the proper identification revision status specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.
- TCP reserves the right of final approval of product and services, methods processes and equipment, and the final release of products and services.
- TCP requires that all special processes required by this purchase order must be performed by competent qualified personnel.
- TCP reserves the right to identify the requirements for interaction with our external providers including:
 - 1) The use of interactive documentation
 - 2) The use of email/fax.
 - 3) Documented confirmation methods of all verbal interactions.
- TCP reserves the right to monitor our external providers' performance including:
 - 1) The use of interactive documentation
 - 2) The use of product or service delivered.
 - 3) On time delivery of product or service.
- TCP reserves the right to designate requirements for verification or validation activities that we or our customer, intend to perform at the external providers' premises.
- TCP reserves the right to approve or specify any designs, tests, inspection plans, verifications, criteria for design and development required by our organization from an external provider.
- TCP reserves the right to approve or specify any special requirements, critical items, or key characteristics.
- TCP reserves the right to approve or specify any test, inspection, and verification (including production process verification).
- TCP reserves the right to approve or specify the use of statistical techniques for product acceptance and related instructions for acceptance by our organization.

Written By: Bob Schaeffer	Issue Date: August 28, 2019
Approved By: Mark Newton, Randy Mille, Mike Stoffel	Last Revision Date: N/A
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- TCP reserves the right to require the need from External providers to:
 - 1) Implement a Quality Management System and we reserve the right to review and approve the External Providers Quality Management System
 - 2) Require that the External Provider uses customer-designated or approved external providers, including process sources (e.g., special processes).
 - 3) Require the External Provider to notify our organization of nonconforming product or services immediately upon discovery, and obtain our organizational approval for nonconforming product disposition.
 - 4) Wherever applicable our organization reserves the right to require external providers to show evidence of processes to prevent the use of counterfeit parts.
 - 5) The External Providers are required to: Notify our organization of changes in product and/or process, changes of suppliers, and changes of manufacturing facility locations, our organization reserves the right to approve such changes.
 - 6) All External Providers are required to: Flow down to the supply chain the applicable requirements including customer requirements.
 - 7) TCP reserves the right to require External Providers to provide test specimens for design approval, inspection/verification. Investigation, or auditing.
 - 8) TCP requires that all External Providers are to retain all records associated with the purchase orders for a minimum of seven years or as required by contract. TCP requires the disposition of such documents to be controlled in accordance with the requirements of applicable QMS's.

- TCP reserves the right to access by our representatives, our customers, and any regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

- TCP reserves the right to require and request evidence of External Providers ensuring that their personal are aware of:
 - 1) Their contribution to product or service conformity.
 - 2) Their contribution to product safety.
 - 3) The importance of ethical behavior.

- When TCP customers' requirements flow down to our suppliers, and there is a discrepancy between TCP requirements and our customers' requirements, our customers' requirements supersede TCP's.

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