

**1.0 General Requirements**

The Supplier/Seller shall verify all purchase orders issued by Tape Innovations upon receipt and resolve any discrepancies before acting on the purchase order. The Supplier/Seller shall be responsible for the conformance of all items from each tier of its suppliers and shall ensure requirements stated in the purchase order are flowed down to its suppliers. Any conflict between this document and purchasing documents, purchasing documents will take precedence.

**Supplier Ethics and Behavior Requirement:**

- The supplier must be committed to the highest standards of ethics and business conduct and strive to comply with the law, honor commitments, act in good faith, and be accountable.
- The supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices.
- The supplier and its employees will avoid involvement in activities perceived as a conflict of interest.
- The supplier will respect the legitimate proprietary rights and intellectual property rights of customers and suppliers and take proper care to protect sensitive information, including confidential, proprietary, and personal information.
- The supplier will support product safety by ensuring robust special requirements, critical items, and crucial characteristics when needed.
- The supplier will communicate to its customers and employees any concerns concerning product safety.
- The supplier will notify its employees if there is a concern concerning safety during the product's manufacture and, whenever possible, mitigate the problem.
- The supplier will ensure that their employees may perform their work in a harassment-free work environment.

**The supplier will ensure that employees and people working on its behalf are aware of:**

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

**2.0 Supplier Quality Assurance Requirements**

Unless specified in the purchase order, all the Supplier Quality Assurance Requirements below apply to all purchase orders.

**TQ1 Quality System**

The supplier shall have and maintain a documented quality system according to one of the following; ISO 9001 (latest revision), AS9100 (latest revision), or Tape Innovations approved equivalent. The quality system shall be subject to audit and approval by Tape Innovations or its customer.

**TQ2 Supplier Quality Survey & Approved Supplier List**

All suppliers must complete and return the CF 602-1 Supplier Quality Survey when set up as vendors at Tape Innovations. Acceptance by Tape Innovations of the completed survey will allow the vendor to the Tape Innovations Approved Supplier List. In addition, periodically, Tape may send out CF 602-1 Supplier Quality Survey for updated information.

**TQ3 Certificate of Conformance**

The supplier shall **provide a Certificate of Conformance with each shipment**. The certificate shall contain as a minimum: (1) an identification of the material shipped, (2) a statement that the material conforms to purchase order requirements, specification, and that all supporting data is on file at the supplier's facility for review, (3) purchase order number, (4) the signature and title of an authorized agent

for the supplier, (5) any lot/batch code if applicable, and (6) shelf life if applicable, (7) ROHS compliance if applicable, (8) the supplier shall provide a copy of any test report required by the purchase order.

**TQ4 First Article Inspection Report (FAIR or FAI) For Build to Print Parts**

A supplier furnishing build-to-print part will include a First Article Inspection Report with the first shipment to Tape Innovations. Tape Innovations will require a new First Article Inspection Report - FAI for any of the following: 1) a design or process change made that affects fit, form, or function of the item; (2) An item not produced in the last two years; (3) A change in facilities utilized to make the item; (4) Initial First Article rejection for re-inspection of those characteristics affected.

The First Article Package shall consist of the documented inspection results for each drawing note and dimension, raw material certifications, and special processing certifications as applicable. The Seller's format is acceptable unless specified differently on the purchase order.

**TQ5 Record Retention by Seller**

Supplier shall control and retain records and documents created by and acquired to comply with the purchase order for a period of **(10) ten years** unless otherwise noted on the purchase order.

**TQ6 Foreign Object Debris/Damage (FOD) Prevention**

Tape Innovations suppliers shall have a documented FOD program/ or equivalent using NAS 412 as a guideline. The FOD program shall ensure the completion of work without adding foreign object debris, trash, and damage to deliverable items.

**TQ6 Counterfeit Parts**

Seller shall establish and maintain a Counterfeit Parts Prevention and Control Plan using Industry AS-5553 and SAE AS6174 as a guideline. The purpose shall be to prevent and ensure will not deliver any counterfeit parts/materials to the Buyer.

**TQ7 Flow Down Purchase Order Requirements to Sub-Tier Suppliers.**

Seller shall flow down to sub-tier suppliers the applicable requirements stated in the purchasing document, including key characteristics and specifications.

**TQ8 Shelf Life**

The shelf life of items supplied shall have a minimum of 50% of its shelf life remaining. Material certification shall accompany each item with a shelf life and indicate the shelf-life dates.

**TQ9 Calibration of Measuring and Test Equipment**

Seller shall have a calibration system that completes calibration of all inspection, measuring, and test equipment per the requirements specified in ANSI-Z540 or ISO 10012.

**TQ10 Changes to Quality System, Product, Process, Suppliers, and Location**

Seller shall notify Tape Innovations verbally and in writing within ten days of any of the following: Change in its quality system status; loss of third party registrar's certification status; and change in Seller's quality organization.

Seller shall notify and get approval for any process changes or changes to the product formulations before shipping the product to Tape Innovations.

Seller shall also notify Tape Innovations verbally and in writing within 90 days of any sale, relocation, or transfer of Seller's manufacturing operations.

**TQ11 Language**

Upon request by Tape Innovations, Seller shall provide records, reports, specifications, drawings, inspection and test results, and other documentation in English.

**TQ12 Buyer-Furnished, Seller-Manufactured or Sell-Owned Tooling**

Supplier / Seller shall include written procedures in their documented quality system to control, maintain, and calibrate special tooling, jigs, inspection, test equipment, and other devices used in the manufacturing process.

**TQ13 Nonconforming Product**

Tape Innovations must obtain prior approval before shipping any nonconforming material back and subject to return at the supplier's expense.

**TQ14 Corrective / Preventative Action**

When deemed necessary, Tape Innovations may require Root Cause/Corrective Action for nonconformities identified with materials, parts, or services provided.

**TQ15 Applicable DFARS**

When required, applicable DFARS will be referenced in the Purchase Order and must be complied with and flowed down to any sub-tier suppliers.

**TQ16 Allow Right to Access**

When required, Tape Innovations will be allowed access to the relevant areas of all facilities, at any level of the supply chain involved in the order and to all applicable records.

**TQ17 Conflict Minerals**

Tape Innovations is committed to pursuing responsible procurement practices, and we encourage our supply chain to source and purchase materials from socially responsible suppliers and refrain from purchasing materials from known conflict sources. The Securities and Exchange Commission (SEC) has imposed the Dodd-Frank Wall Street and Consumer Act to restrict the use of conflict minerals. Conflict minerals include Tungsten, Gold, Tin, or Tantalum (and its derivatives) mined from the Democratic Republic of Congo or adjoining countries. This Act of Congress requires publicly traded companies to report any product containing conflict minerals. Tape Innovations expects you, as our supplier, to perform a due diligence review effort to determine potential conflict mineral sources. We require that you do not knowingly supply products to Tape Innovations containing conflict minerals from any excluded sources.