


TITLE:	<b>MTTM Supplier Manual</b>			
ID:	Work Instruction	322	Rev -	
OWNER:	Quality	REVISED:	08/06/2020	

## 1. Scope

The Mi-Tech Tungsten Metals, LLC. (MTTM) Supplier Manual provides contact information and terms and conditions for suppliers. It also provides information on MTTM supplier management, purchase order interpretation guidance, and general workmanship requirements.

Many order-specific requirements shall be provided directly on the purchase order. When the purchase order and the requirements below directly conflict, the purchase order shall take precedence.

## 2. Contact Information

*Note, please check the MTTM website at [www.mttm.com](http://www.mttm.com) for the latest version of the MTTM Supplier Manual in case the contact information has been updated. Contact information on the purchase order supersedes the guidance below.*

For issues with MTTM purchase orders, please contact the following team members:

Issue	Contact
Acknowledgements, schedule updates, expedite or shipping questions	Production Coordinator, Michelle Webb ( <a href="mailto:mwebb@mttm.com">mwebb@mttm.com</a> )
Quality issues, disposition of nonconformances	Quality Director, Pete Evans ( <a href="mailto:pevans@mttm.com">pevans@mttm.com</a> )
Questions on human resource provisions and requirements	Director of Human Resources, Nicole Latham ( <a href="mailto:nlatham@mttm.com">nlatham@mttm.com</a> )
Technical concerns, PO requirements, Engineering questions	Senior Manufacturing Engineer, Mike Muhl ( <a href="mailto:mmuhl@mttm.com">mmuhl@mttm.com</a> )

For escalation, please contact the Master Scheduler, Todd Patton, at [tpatton@mttm.com](mailto:tpatton@mttm.com).

## 3. Quality Provisions

Contact Pete Evans, MTTM Quality Director, at [pevans@mttm.com](mailto:pevans@mttm.com), for questions or clarification on any of the clauses below.

As applicable, suppliers shall meet the following general quality requirements and shall flow down these requirements to relevant sub-tier suppliers. The supplier shall:

- 3.1. Implement policies and practices to prevent and identify counterfeit parts
- 3.2. Implement a quality management system
- 3.3. Notify MTTM of changes to the supplier's location of manufacture and changes to quality management or top management
- 3.4. Notify MTTM of nonconforming processes, products, or services and obtain approval for their disposition prior to delivery
- 3.5. Notify MTTM of changes to processes, products, or services, including changes to sub-tier suppliers, and obtain MTTM's approval
- 3.6. Use MTTM and customer-designated or approved suppliers, including process sources (special processes)
- 3.7. Flow down applicable requirements, including regulatory, statutory, MTTM, and MTTM's customer requirements, to sub-tier suppliers
- 3.8. Provide access to MTTM, MTTM's customers, and regulatory authorities to the applicable areas of the facility and to applicable documented information, at any level of the supply chain
- 3.9. Ensure persons under their authority are aware of:
  - 3.9.1. Their contribution to product or service conformity
  - 3.9.2. Their contribution to product safety
  - 3.9.3. The importance of ethical behavior

Suppliers shall ensure that employees are trained, competent, and qualified to applicable certifications, such as NADCAP. Any special competency requirements from MTTM outside of applicable certifications shall be documented in the purchase order.

Suppliers may conduct sample inspection of product using a relevant industry standard as a foundation. The sampling plan shall be available to MTTM on request.

Relevant documented information shall be retained for 5 years minimum unless otherwise specified on the purchase order. After 5 years, documented information may be destroyed (paper – shredded, electronic files, permanently deleted).

#### 4. Human Resources Provisions

Contact Nicole Latham, Director of Human Resources, at [nlatham@mttm.com](mailto:nlatham@mttm.com), for questions or clarification on any of the clauses below.

As applicable, suppliers shall meet the following requirements and shall flow down these requirements to relevant sub-tier suppliers.

- 4.1. Compliant to 41 CFR 60-1.4, Equal opportunity clause.
- 4.2. Compliant to 41 CFR 60-300.5, Equal opportunity for veterans.
- 4.3. Compliant to 41 CFR 60-300.44, Required contents of affirmative action programs [for veterans].
- 4.4. Compliant to 41 CFR 60-741.5, Equal opportunity for workers with disabilities.
- 4.5. Compliant to 41 CFR 60-741.44, Required contents of affirmative action programs [for workers with disabilities].
- 4.6. Compliant to 29 CFR 471 Appendix A to Subpart A, Text of Employee Notice Clause.

MTTM is a covered federal contractor or subcontractor and must comply with certain affirmation action efforts. Pursuant to 41 CFR 60-300.44 and 41 CFR 60-741.44, MTTM is providing you written notice of our affirmative action efforts on behalf of protected veterans and individuals with disabilities. Please contact the MTTM Director of Human Resources, Nicole Latham, to review the affirmative action plan.

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#### 5. MTTM Supplier Management

MTTM evaluates suppliers on delivery on a scale from 0-4 and quality on a scale from 0-4. The two values are combined, averaged over the past month, and compared to the table below:

Cumulative Rating	Category
> 7.0	A
> 6.0 to 7.0	B
> 5.0 to 6.0	C
≤ 5.0	D

Category “C” suppliers are monitored closely. Category “D” suppliers are notified of the “D” rating and placed on probation for review by MTTM management. Poor performance may result in a corrective action request.

For delivery, there is an evaluation system for supplier acknowledgements and one for no acknowledgement. Unless otherwise specified, Mi-Tech prefers to receive a supplier acknowledgement for each order. If the supplier acknowledges a ship date from their facility, the receiving date at Mi-Tech is compared against the supplier acknowledgement plus shipping transit time. If there is no acknowledgement, the receiving date at Mi-Tech is compared against the PO due date. The value from 0-4 is based on the following table:

Days Past Due	Score
0	4
1 to 5	3
6 to 10	2
Over 10	0

Note that late DPAS orders will receive a delivery rating penalty.

For quality, points may be lost from 4 for the following conditions:

- Nonconforming product
- Missing, incomplete, or inaccurate documentation
- Missing material
- Inappropriate packaging that results in or risks part damage

Periodically, suppliers shall receive a “Supplier Review” that evaluates the supplier’s performance over a longer period. This review also refreshes certifications and other approvals.

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## 6. Purchase Order Interpretation

MTTM has many customers with different requirements. Some common items are listed below:

- ITAR – orders with an ITAR rating shall meet all ITAR requirements, including handling by and disclosure to foreign nationals.
- DFAR – orders with a DFAR callout shall meet the requirements of the DFAR regulation.
- DPAS – orders with a DPAS rating shall meet DPAS requirements, including the prioritization of the order to make sure that it is on time. Late delivery on DPAS rated orders will result in a more severe delivery rating in the MTTM system.

### 7. General Workmanship and Packaging Requirements

Suppliers that perform services on MTTM products shall ensure that:

- Parts are clean and free of foreign objects or debris
- Parts are free of burrs or other sharp edges
- Parts are free of nicks, chips, dings, dents, or other visual damage

MTTM tungsten products are heavy; small amounts of part movement around the container can cause substantial damage to other parts or the container.

Suppliers should mirror the packaging technique exhibited by the parts sent from Mi-Tech. Packaging may be reused if it is in good condition. If the packaging is damaged and the supplier does not have a similar viable alternative, contact Mi-Tech for additional packaging supplies.


Suppliers that package and ship MTTM products shall ensure that:

- Parts are not free to move independently around the package
- Coated or plated parts do not contact each other
- Coated or plated parts do not contact cardboard or other rough surfaces directly
- Parts without a coating or plating may be in contact only if parts are bound together

Contact MTTM with any packaging and shipping questions or concerns.

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### 8. Approval

Name	Title	Signature	Date
AJ Bir	CEO and President		8/28/20