



**SPECIAL NOTES TO SUPPLIERS OF PRODUCTS OR SERVICES THAT
DIRECTLY IMPACT THE DELIVERABLE PRODUCTS OF LEE'S GRINDING**

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- a) **RIGHT of ACCESS** - Suppliers and their sub-tier suppliers, are to provide access to their Facilities and Quality Records by Lee's Grinding, Inc., our customers and/or Regulatory Authorities, for the purposes of verifying progress on, and the status of, any work being performed against this Purchase Order.
- b) **DRAWINGS & SPECIFICATIONS** - Applicable issues (revision levels) of all Drawings, Standards and/or Specifications provided by Lee's Grinding, Inc. to the supplier for the performance of this Purchase Order are to be returned to Lee's Grinding, Inc. at the completion of this order. The supplier is responsible for providing these documents to their sub-tier suppliers as applicable to the performance of this order.
- c) **MATERIAL PROVIDED BY LEE'S GRINDING, INC.** - Material traceability requires that all scrap parts and excess material be returned to Lee's Grinding, Inc. at the completion of this order.
- d) **RECORD RETENTION** - Unless otherwise specified, Suppliers and their sub-tier suppliers will retain on file all data relative to the manufacture or processing of this purchase order for a period of not less than five (5) years after final shipment, and records will be available to Lee's Grinding personnel, our customers and/or Regulatory Authorities.
- e) **NON-CONFORMING MATERIAL** - Material with a non-conformance that cannot be reworked into a conforming condition must be documented and submitted for review and disposition by Lee's Grinding and/or its customers Material Review Board. Suppliers shall not ship non-conforming material without receipt and completion of Lee's Grinding and/or its customers MRB disposition unless authorized in writing by MRB or Quality.
- f) **SUSPECT MATERIAL** - Suppliers shall immediately notify Lee's Grinding when it is suspected or known that non-conformances exist or have been delivered. This notification is to be followed by a letter providing all detailed information concerning shipped product, the cause of the non-conformance, and the appropriate corrective action taken to preclude recurrence.
- g) **CORRECTIVE ACTION REQUEST** - Responses to requests for corrective action must be received within the time noted on the request. Failure to provide corrective action responses in a timely manner will result in reduction of supplier approval status. Continued failure will result in the removal as an approved supplier.
- h) **MATERIAL HEAT LOT CONTROL** - All same sized materials or components used to fulfill the requirements of this Purchase Order must maintain heat number traceability and therefore must not be combined. Co-mingling of same size material of different heat lots is NOT allowed.
- i) **FOREIGN OBJECT DAMAGE (FOD) PREVENTION** – Suppliers shall establish and maintain an effective Foreign Object Damage (FOD) Prevention Program (ref: MIL-STD-980 or similar). The program shall be proportional to the sensitivity of the design and application of the purchased product as well as the FOD generating potential of the manufacturing process.

6/10/2009