



Supplier Quality Requirements (MIBSQR001) Issue 3
Effective: 01/08/2021

1. Scope

This document is applicable to all Suppliers when referred to within the purchase order / contract and / or agreement and defines the restrictions and quality system requirements when goods and services are procured by Metric Imperial Bolt Ltd. All suppliers must be approved to supply products and services.

2. Process Restrictions

Any process restrictions will be identified on the purchase order / contract and / or agreement.

3. Quality Requirements

Unless otherwise stated on the purchase order, the following quality system requirements apply.

3.1 Quality System Requirements

The supplier shall have a quality management system that complies with International Organisation for Standardisation ISO9001 – Quality Management System Requirements. Independent certification / registration is not required.

3.2 Record Retention

The supplier shall maintain verifiable objective evidence of all inspections and tests performed, results obtained and dispositions of non-conforming articles. These records shall be identified to associated articles, including heat and lot number of materials, unit or lot serialisation. These records shall be made available to Metric Imperial Bolt Ltd at no extra cost upon request and shall be retained in a safe, accessible location for a period of 10 years after date of delivery or as defined in the contract. The suppliers records associated with the manufacture of serialised or lot controlled articles will provide for continued traceability of serial numbers or lot number identification through all phases of manufacture, commencing with raw material and continuing through final acceptance of the end item. Records held for the required retention period shall not be destroyed without Metric Imperial Bolt Ltd's written concurrence.

3.3. Inspection System

The supplier shall develop inspection procedures and maintain records of inspection. Records shall include evidence of inspection for all attributes of product supplied to Metric Imperial Bolt Ltd, demonstrate that the product has been inspected and / or tested during all stages of manufacture, identify the name of the individual (e.g. use of stamps etc.) who certified the results and where applicable include the results of the inspection or test. Any proposed changes to product and / or process definition, changes of suppliers or manufacturing location shall be communicated to the Group Operations Director of Metric Imperial Bolt Ltd. Metric Imperial Bolt Ltd. reserve the right to require its approval of the product, process, manufacturing location or change of supplier before the supplier forwards the product.

3.4. Travelers / Route Cards

The supplier shall maintain a traveler / route card or equivalent control mechanism that directs procedures appropriate for the control of quality and configuration management through all stages of the production process.

3.5 Non-conforming Product

The supplier shall assure that product that does not conform to specified requirements is not shipped to Metric Imperial Bolt Ltd. The supplier is also required to notify a Director of Metric Imperial Bolt Ltd within 24 hours of discovering any non-conformance that could potentially affect product that has previously been shipped to Metric Imperial Bolt Ltd.

3.6 Calibration System

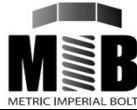
The supplier shall have a documented calibration system that provides measurements which are traceable to international or national measurement standards.

3.7 Product and Material Traceability

The supplier shall ensure that materials and lots thereof are identified and segregated from all other materials and lots at all times. Records for materials shall indicate type, applicable serial numbers, lot numbers, heat numbers, batch code, cure date etc.

3.8 Certificate of Compliance – Products

The supplier shall provide a certification with each shipment to attest that the parts, assemblies, sub-assemblies or detail parts conform to the order requirements. Certification must contain the following: Metric Imperial Bolt Ltd.'s order number, line number, part number, name & address of manufacturing or processing location, suppliers lot, heat, batch, date code and / or serial number (if applicable), quantity & unit of measurement (each, box, gallons etc.), be signed & dated by an official of the supplier.



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3.8.1 Certificate of Compliance – Raw Materials

The supplier will include with each shipment the raw material manufacturer's test report (e.g. mill test report) that states that the lot of material furnished has been tested, inspected and found to be in compliance with the applicable material specifications.

3.8.2 Certificate of Compliance – Calibration

The supplier shall submit for each item calibrated, one reproducible record of actual calibration results, including applicable graphic & tabular data. Records shall be traceable to the individual item tested, by part number, serial number and Metric Imperial Bolt Ltd.'s order number for the items shipped. The supplier's calibration certificate shall include a unique calibration tracking number, tolerance range and when applicable environmental conditions for each parameter calibrated. The certificate shall also state the operating error per specification, the degree of correction of out of tolerance condition and remaining uncorrected out of tolerance condition, if applicable.

3.9 Responsibility for Product Conformance

Acceptance of product by Metric Imperial Bolt Ltd shall not be used by the supplier as evidence of effective control of quality and shall not absolve the supplier of responsibility for conforming products or preclude subsequent rejection by Metric Imperial Bolt Ltd customers.

3.10 Foreign Object Damage

For articles, particularly components & assemblies susceptible to foreign object damage, the supplier shall ensure articles are free from foreign objects & foreign object damage resulting from processing or assembly & packaging operations.

3.11 Right of Entry

The supplier shall afford the right of access to representatives of Metric Imperial Bolt Ltd, Metric Imperial Bolt Ltd. customers and any Regulatory Authority. They shall have access to the supplier and all other facilities involved in the order where they shall have access to all procedures, practices, processes, associated documents and records related to quality assurance, quality control and configuration control.

3.12 Standards and Specifications

The standard / specification number and revision level to be used will be stated on the Metric Imperial Bolt Ltd. purchase order.

3.13 Competence and Training

The supplier shall ensure that all personnel performing activities on Metric Imperial Bolt Ltd product have been suitably trained. Personnel performing assigned tasks must be qualified on the basis of appropriate education, training, skills or experience. The supplier shall ensure that records of training are maintained and are available upon request.

3.14 Preservation of Product

The supplier is responsible for ensuring that the packaging is adequate to protect the product during transportation (both internally between operations and externally to Metric Imperial Bolt Ltd), handling and storage. Packaging containers shall be appropriate for the size, weight and fragility of the product being packed. The supplier shall label the exterior of the package to ensure adequate identification of precautions needed to ensure the integrity of the product being shipped.

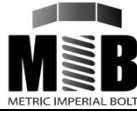
3.15 Sub Tier Supplier Control

The supplier is responsible for ensuring that the applicable requirements of the purchase order / contract and / or agreement are imposed on lower level suppliers for the procurement of raw material or process services being used in the manufacture of products or services being provided.

4.0 Confidentiality

4.1 Confidential Information

Confidential information means any information, data, documents, property or materials which are disclosed by Metric Imperial Bolt Ltd to the supplier, including (without limitation) any information or materials, any text, graphics, spreadsheets, macro, software, ideas, inventions, know-how, designs, drawings, diagrams, specifications, formulae, schematics, methods, techniques, plans, instructions, processes, procedures, structures, research and development,



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test data, results, models, prototypes, samples, prices, costs, statistics, business, financial or customer information and any other information relating to Metric Imperial Bolt Ltd or any other person's business, products, services, technology, plans, capabilities and activities which is marked with a trade mark or trade name of the company or otherwise marked as proprietary or confidential or any information, the nature of which makes it obvious that the information is proprietary or confidential.

4.2 Obligations

The supplier undertakes to: Keep the Confidential Information secret and confidential, Not disclose the Confidential Information to anyone unless permitted by Metric Imperial Bolt Ltd, Use the Confidential Information solely and exclusively for the Purpose of Disclosure, or for any other purpose expressly authorized in writing by Metric Imperial Bolt Ltd and not for any other purpose or for the benefit of any other person, firm or organization, Not copy, record, publish or distribute, in whole or in part, any Confidential Information without the prior written consent of Metric Imperial Bolt Ltd, Disclose Confidential Information only to such officers and employees of the company as are strictly necessary for the Purpose of Disclosure and subject to such officers and employees having obligations to preserve confidentiality in their contract of employment.

4.3 Ethics and Compliance Programme

Commensurate with the size and nature of the business, the supplier must have management systems, tools and processes in place that ensure compliance with applicable laws and regulations, promote an awareness of and a commitment to ethical business practices. These management systems must facilitate the timely discovery, investigation, disclosure (to Metric Imperial Bolt Ltd. and others as appropriate) and implementation of corrective actions for violations of law. Training must be provided to all employees regarding compliance requirements.