

NAA Quality Terms and Conditions (QT&C)

This document describes National Aluminum and Alloy's (NAA) expected requirements and/or Quality Terms and Conditions (QT&C) for purchased products and/or services that have a direct affect on the quality or timeliness of conformity of NAA product. The following communicates NAA QT&C to external providers:

- The NAA Purchase Order (PO) names and/or describes the processes, products and services the company (NAA) desires to be provided.
- The NAA PO for metals, calibration services, or measuring devices, requires that the external provider give evidence of approved and accepted:
 - products and/or services;
 - methods, processes and production equipment; and,
 - the release of products and services to NAA; with or by an attached or accompanying signed certification (such as, when applicable, a materials test report (MTR); a certificate of conformance to specifications (C of C), or a certificate of accuracy (C of A)). All raw material products shall have full traceability to original manufacturer/mill.
- The NAA PO for services will, when applicable, specify what level of competence or qualification or certified training is required for the purchased service, including any required qualification of service personnel.
- NAA controls and monitors receipt of providers' product and/or service by inspecting the external providers' product and or service and checking/verifying the provider's timely and accurate delivery of what was ordered on the NAA PO (we call this monitoring supplier performance). NAA will communicate with the supplier when a supplier's performance is not acceptable.
- Order Fulfillment with Process specifications shall be performed to the latest revision. Revision levels shall be listed on the certificate of conformance.
- Inspection is to be performed and certified (approved and released) prior to release of (shipment of) product or service.
- Test methods used for calibration services shall meet national standards (NIST). Calibration suppliers shall include test method, name of device used for the test/calibration, the as-found condition of the submitted device, the supplier's NIST traceable number(s), the final adjusted status, the level of accuracy of calibration (certainty), and planned frequency (next due date) and acceptance criteria on the certificate of conformance that is returned with submitted devices.
- If nonconforming product occurs as a result of supplier's services, the supplier shall notify NAA in order to make applicable arrangements for the nonconforming product.
- If supplier makes any changes to its product or processes that would affect product purchased by NAA, then NAA shall be notified prior to the change. Supplier shall also notify NAA of any changes to management or facility. NAA, their customer and/or regulatory authorities shall have the right of entry to the supplier's facility, at any level of the supply chain, involved in the order and to and to all applicable records.
- Subcontract work shall not be allowed unless prior approval is first obtained from/by NAA. If supplier needs to subcontract any part of our order to another supplier, all required information shall be flowed down to the subcontractor, including any key characteristics, if applicable.
- Suppliers shall retain production related records for a minimum of 7 years.
- Suppliers shall maintain an internal audit system and provide results if requested. The audits shall include assessing the risk of counterfeit product.
- Supplier shall have and practice a Foreign Object Debris (FOD) Awareness program.