

**GRIND ALL, INC.**

***Minimum Requirements for Suppliers***

Grind All, Inc. has defined the minimum requirements for suppliers based on the requirements of our Quality Management System. We are placing these minimum requirements on all of our present and future suppliers.

Please read the following, sign one copy and return it to us via fax or mail and keep a copy for your records. Thank you for your cooperation.

Whether you are a supplier selected by us or are customer-designated, you must agree to the requirements defined herein.

Below are **basic** requirements that we expect our suppliers to meet (in addition to the requirements specified in the purchasing documents):

- Materials, products, and services meet the specified requirements (per purchasing documents, prints and/or specifications).
- Deliver on-time
- Give Grind All the authority to automatically return defective material or products at your expense.
- Replace defective goods or issue a credit memo without undue delay.
- Notify Grind All when problems arise related to quality, quantity, delivery or price.
- Request an amendment when the specified products or material requirements cannot be met.
- Notify us of a planned increase in price, including the justification.
- Meet our customers' "flowed-down" requirements (will be specified on the purchasing documents)
- Maintain records which are created to support compliance with manufacturing and test activities performed on behalf of Grind All, Inc. These records must be legible, identifiable, and retrievable and made available for review for a minimum of 15 years by Grind All, Inc., Grind All, Inc. customers and any Regulatory authorities in accordance with contract or regulatory requirements.
- Notify Grind All, Inc. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location, and obtain Grind All, Inc. approval
- Allow Right of Access by Grind All, Inc., their customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- If Grind All's production or delivery schedules are adversely affected due to late delivery, poor quality or shortage, a Corrective Action Request will be issued. A response is required within the time specified on the CAR form.
- Controls to quarantine and report suspect or detected counterfeit parts
- Generate and maintain a suitable Quality Management System
- Ability to provide test samples for inspection/verification, investigation or auditing.
- Ensures employees are aware of their contribution to product conformity, safety and importance of ethical behavior.
- If required will use Grind All designated or approved external suppliers (per Grind All P.O.)
- Supplier is able to provide verification of methods, processes and equipment.

When suppliers fail to meet these requirements, they will be placed on a Probationary Status for the next three shipments. If problems occur within the probationary period, Grind All's purchasing personnel will try to assist you in resolving the problem(s) and reestablishing a mutually beneficial relationship.

For customer-specified suppliers, we will report any problems to both the customer and to you and will expect an expeditious and satisfactory resolution.

Supplier Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supplier's representative: \_\_\_\_\_ Title: \_\_\_\_\_

Grind All representative \_\_\_\_\_ Date: \_\_\_\_\_