All shelf limited items are required to have a minimum of 75% shelf life remaining unless authorized by buyer.

Any changes in process, product, or services shall require advanced notification and approval by Specialty Adhesives, Inc. Some aerospace customers and government agencies require approval of changes per contract or law.

When the need to outsource work occurs (using sub-tier suppliers), Specialty Adhesives, Inc. must be notified in advance, including changes in sub-tier suppliers and changes in location of manufacture prior to making the change. This requirement applies to Specialty Adhesives, Inc. and the suppliers contracted by Specialty Adhesives, Inc. provide products. Specialty Adhesives, Inc., and aerospace customer requirements must flow down to any supplier’s sub-tier suppliers, including any key characteristics.  Products must be to the applicable issue of customer specifications.

All orders or lots require a certificate of conformity, test reports, or authorized release certificate, as applicable to show that verification has occurred and the lot meets all requirements. Identification and traceability for each lot must be maintained and linked to the Certificate of Conformance, test report, or authorized release certificate. Records must be retained for at least

seven years.

When nonconforming product occurs, Specialty Adhesives, Inc. is to be immediately notified for appropriate controls and disposition. Root cause analysis and timely, effective corrective actions are required when Specialty Adhesives, Inc. determines the supplier is responsible for the root cause of a problem.

Specialty Adhesives, Inc., its aerospace customers, and government authorities have the right of access to all facilities involved in processing of Specialty Adhesives, Inc. orders and all applicable documents and records. Specialty Adhesives, Inc., its aerospace customers, and aerospace customer’s representative and government authorities intend to perform verification activities at supplier’s premises when warranted and to assure product and services conform to specified requirements. Advance notification will be provided. This requirement must flow down to all levels down the

supply chain.

Verification by Specialty Adhesives, Inc. or its customer shall not be used as evidence of effective control of quality and shall not absolve the supplier of the responsibility to provide acceptable product or service, nor shall it preclude subsequent rejection by Specialty Adhesives, Inc. or its customer.

Specialty Adhesives, Inc. will not utilize counterfeit parts, unapproved, or suspected unapproved parts, and must do everything possible with its suppliers and sub-tier suppliers to prevent the use of counterfeit parts, unapproved, and suspect unapproved parts.

Your employees, as a External Provider of Specialty Adhesives, Inc. , shall be made aware of their contribution to product and service quality, their contribution to product safety, and the importance of ethical behavior.

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