

## Visiting Technical Plating, Inc.

In working with our customers to ensure all security measures are being followed at Technical Plating, Inc., we offer you the following requirements to enter our facility:

Technical Plating is registered with the Directorate of Defense Trade Controls(DDTC/ITAR) and has customer specific and government type security clearances for work we perform which entails the utmost confidentiality. Our customers and governmental agencies require Technical Plating to follow strict requirements when guests visit our facility. Technical Plating is not permitted to have any non-U.S. residents to enter our facility at any time without prior approval (preferably 60 days prior to visit), an approved plan for the visit, and written approval from our management. Upon arrival to Technical Plating, a copy of a valid passport held by those individuals that are non-U.S. residents is required. It is the first step to attain approval from our management and will be necessary for each visit. Technical Plating may change or deny access at any time.

Upon arrival at Technical Plating, and before entering our facility each individual must show a form of photo-identification, such as a valid driver's license, passport or a government issued ID and fill out entry paperwork provided by Technical Plating, which includes a non-disclosure agreement and waiver of liability that must be signed before entry is approved.

Electronic devices, unless pre-approval is obtained from our management, are NOT permitted to enter our plant. This includes, but is not limited to, mobile/cell phones,

computers/laptops/tablets, cameras, PDA's, any sort of USB devices, smart watches, iPods and iPads. The approved device(s) will be subject to verification by management when you arrive at our facility.

In the event an electronic device is approved to be brought onsite internet access is not guaranteed. The need for internet access must be addressed and arranged prior to your visit. Access is granted by Technical Plating management.

Due to the nature of our business, it is our policy to restrict access to the plant floor unless an individual is properly dressed. Standard safety protocol will be followed if you are on the plant floor. Normal attire is acceptable with the following restrictions: no open toed shoes, shorts or sleeveless shirts, or hanging clothing/jewelry are permitted on the shop floor and long hair should be put up. You will also be required to wear safety glasses, and possibly hearing protection while you are on the plant floor.

Please help Technical Plating abide by these rules and also understand that we are complying with our customer's confidentiality standards and governmental regulations. You can expect that Technical Plating will take every precaution to protect the confidentiality of every customer's information and we appreciate your cooperation.

If you are unable to comply with these requirements please notify us so that we can make other arrangements.

Technical Plating, Inc. 8760 Xylon Avenue N Minneapolis, MN 55445 800.700.8760