



To whom it is concerned:

Brain Trust Mfg. tracks supplier performance based upon quality, delivery, and provision of required certificates/test reports, as applicable, and maintains supplier data accordingly. If suppliers fail to meet Brain Trust Mfg.'s requirements for quality, delivery, terms and conditions (including those stated herein), Brain Trust Mfg. personnel will resolve such issues using means appropriate to the nature and severity of problems encountered. Resolution may involve Supplier Correction, Corrective Action, or disqualification of suppliers from use, depending on the nature and severity of the issues.

To become and remain a supplier to Brain Trust Mfg., please read, acknowledge, and accept the following supplier requirements, applicable until further notice:

Suppliers must use special process sources that are approved by Brain Trust Mfg.'s customers, as required. Suppliers must abide by Brain Trust Mfg.'s customers' supplier approval requirements, which are identified in Brain Trust Mfg. Purchase Orders, or in other written statements of requirement, when applicable.

Suppliers are required to notify Brain Trust Mfg. of nonconforming product when it is discovered at suppliers' locations and in cases where release to Brain Trust Mfg. has occurred, if applicable. Brain Trust Mfg.'s Point Of Contact and/or affected Brain Trust Mfg. customer representative must review and disposition such nonconforming product according to established Brain Trust Mfg. or customer procedures.

Suppliers are required to notify Brain Trust Mfg. if evidence of Suspect/Counterfeit product has influenced the product or process provided to Brain Trust Mfg. immediately upon evidence being discovered. Procedures and actions are to be in place to protect from the influence of Suspect/Counterfeit Product prior to acceptance of a Brain Trust Mfg. Purchase Order. If A supplier is suspected of not disclosing counterfeit product, Brain Trust Mfg. may withhold payment for services supplied until disposition is determined. If such action is warranted, Brain Trust Mfg. Will notify the supplier within a timely manner.

Suppliers are expected to perform ethically to industry standards for any given product or process. If evidence suggests otherwise, Brain Trust Mfg. reserves the right to deny acceptance of product or services provided.

Suppliers are required to notify Brain Trust Mfg. of changes in product and/or process, changes of suppliers, and changes of manufacturing location. Brain Trust Mfg.'s Point of Contact and/or affected Brain Trust Mfg.'s customer representative must review and approved proposed process changes before they are implemented, where required by Brain Trust Mfg.'s customers and specified by Brain Trust Mfg.

Suppliers are required to provide right of access by Brain Trust Mfg.'s management, Brain Trust Mfg.'s customers, and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records

Suppliers are required to maintain all applicable records for a minimum retention period of 10 years.

Where Brain Trust Mfg. or its customer, intend to perform verification at the suppliers' premises, Brain Trust Mfg. shall state the intended verification arrangements and method of product release in the purchasing information.

Suppliers are required to flow down to the supply chain the applicable requirements including, Brain Trust Mfg.'s customer requirements.

A significant percentage of Brain Trust Mfg.'s subcontracted processing is subject to ITAR restrictions. Do not disseminate Brain Trust Mfg. information, including Brain Trust Mfg.'s customer information, to personnel outside of your immediate facility or personnel within your facility that do not require the information to fulfill Brain Trust Mfg. PO requirements.

Suppliers are responsible to take Corrective Actions when Brain Trust Mfg. or its customers flow down corrective action requirements, in cases when it is determined that suppliers are responsible for the nonconformity. Actions



Title:

Supplier Requirements

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may be documented using Brain Trust Mfg. Action Forms, Brain Trust Mfg.'s customer's forms, or supplier forms, as appropriate. Suppliers are required to respond to Corrective Action requests in a timely manner. Corrective Actions must demonstrate root cause(s) analysis, action implementation, and verification of action effectiveness. Should actions prove ineffective, alternate actions may be requested or suppliers may be disqualified from use.

Finally, suppliers of calibration services or calibrated equipment is required to provide certificates of calibration bearing traceability to the National Institute of Standards and Technology (NIST), reporting "as found" information and "adjustment" information, as applicable and measurement data.

The above terms and requirements pertain to each Brain Trust Mfg. Purchase Order and purchasing contract; acknowledgement and acceptance of the above terms and requirements will be evidenced by suppliers' acceptance of Brain Trust Mfg.'s Purchase Orders or purchasing contracts. The following requirements additionally apply to suppliers of special processes.

E-mail Address: sales@braintrustmfg.com

Thank you for your cooperation in this matter.

Sincerely,

Sean Wanek
Lotki Vo. Marr
Aaron Hoagland

The Co-Founders of Brain Trust Mfg. Ltd.