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1. **Documentation** – All products, materials, services, and processes supplied or provided to Polymet shall be accompanied by an appropriate Certificate of Conformance (C of C), Certificate of Analysis (C of A), Test Report, or Certificate of Calibration, etc. The supplier shall be responsible for maintaining and supplying this certification documentation as objective evidence of meeting purchase order and drawing/specification requirements. The supplier shall provide an appropriate certificate for each lot (shipment) of product supplied to Polymet. All products must be identified and traceable to material test reports through heat/lot numbers. Failure to provide proper certification may result in payment being withheld until proper certification has been received.

Each Certificate of Conformance, Analysis, or Test shall be legible and include the following:

Polymet purchase order number, Supplier's name and address, material designation, Polymet drawing or specification inclusive of revision level (if applicable), quantity shipped, and any other requirements specified on the purchase order.

Statement that product, material, service, or process conforms to the purchase order requirements, and signature of authorized quality representative and date. In lieu of an authorized quality representative, a company official with title listed may also provide the signature required.

Polymet Supplied Raw Material - For Polymet Supplied Material, a certification shall be provided with the shipment stating the material type, the heat/lot number, and the quantity received as it appears on the purchase order. Material substitutions are prohibited without written consent by Polymet.

2. **Record Retention** – Supplier shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of ten (10) years. Supplier shall notify Polymet prior to destruction. Supplier shall provide Polymet, its customers, and regulatory authorities with access to all applicable records.

Internal audits and non-conformances shall be retained for a minimum of five (5) years, unless otherwise stated in the contract.

Suppliers that generate non-destructive testing records on products are required to provide those records to Polymet facility with shipment of the product.

3. **Changes** – Polymet shall have the right at any time to make changes in his order. If any such changes cause an increase or decrease in the cost, or the time required for the performance, an equitable adjustment shall be made, and this order shall be modified in writing accordingly. Supplier agrees to accept any such changes subject to this paragraph. The Supplier shall notify the Polymet purchasing representative of changes that affect the operational proficiency of a facility; alterations in upper management or organization restructuring; alterations in the business name, location or ownership; processing capabilities,

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and any other pertinent changes that could hinder the capacity to conduct customary business activities or the quality of products and services.

Supplier shall not accept verbal changes to the Specifications, Drawings or Purchase Order requirements without supporting documentation.

4. **Special Process Approval** - Heat treating, electroplating, non-destructive testing, etc., are considered special processes and require approval by Polymet prior to use. The Certificate of Conformance shall include the specification number and revision of all special processing performed. Special processes, once approved, may not be changed without Polymet approval of the changes.

5. **Non-conforming products, processes, or service** – Processes, products, or service that depart from drawing, specification, or maintenance requirements shall be properly identified, segregated, and controlled to prevent unauthorized use or delivery to Polymet or other designated destinations.

The Supplier may request concession consideration for non-conforming material that cannot be reworked to fully conform to drawing or purchase order requirements. The concession shall be complete and accompanied with supporting information such as: dimension(s) affected, drawing locations(s), photographs, sketches, chemistry, physical analysis for material deviations, etc. The Supplier shall use its own appropriate non-conforming material disposition form and submit to Polymet for approval.

The Supplier shall provide prompt notification Polymet if non-conforming product or process escapes are identified after shipment to Polymet has taken place. The notification shall include part numbers, traceability (lot, serial, manufacturer numbers), ship dates, quantities, and a description of the nonconformance. This applies to any nonconformance that departs from the drawing, specifications, purchase order requirements, etc. Once the initial notification is complete, the supplier shall initiate the corrective action process.

6. **Corrective Action** – If non-conforming product escapes to Polymet, the supplier shall take corrective action immediately. Acceptance of a purchase order obligates the Supplier to perform, upon request, a corrective action investigation when discrepant material is received at Polymet. A written report shall be furnished, within the stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy. Polymet will review corrective actions and track completion of the action plan with the supplier.
7. **Preservation & Packaging** – Unless special packaging is required per the Polymet purchase order, the Supplier shall use best commercial practices for preservation and packaging of products supplied to Polymet. Each package shall be identified with the purchase order number, ship date, and item description of the contents.
8. **Foreign Object Debris (FOD)** - Supplier shall comply with NAS412 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective

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FOD prevention program through a Continual Improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

9. **Prevention of Counterfeit Parts** – Polymet recognizes the use and supply of counterfeit parts and materials are serious global issues. Acceptance of this purchase order obligates the Supplier to only send authentic parts or authentic materials. Supplier shall provide written notification to Polymet if the Supplier becomes aware or suspects that it has furnished counterfeit materials or parts to Polymet. Any product/material that cannot be verified as authentic with manufacturer will not be returned to the Supplier, but will be treated as counterfeit and government oversight will make the final disposition.
10. **Fraud and Falsification** – The recording of false, fictitious, or fraudulent statements or entries may be punishable as a felony under Federal Statute.
11. **Corrective Action** – Acceptance of this Purchase Order obligates the supplier to perform, upon request, a Corrective Action investigation when discrepant material is received at Polymet. A written report shall be furnished, within a stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy.
12. **Additional Compliance** – Suppliers of Polymet shall comply with the latest revisions of Regulatory Compliance requirements as applicable; specifically, Conflict Minerals, REACH, RoHS, Prop 65 (California). If not in compliance the supplier shall notify Polymet prior to accepting a contract for delivery of any products.
13. **Acceptance of Authority Media (e.g. Stamps, Electronic Sign-off, Manual Sign-off, etc.)** – Supplier shall ensure the means are defined to document the status of outputs with respect but not limited to conformity, configuration, monitoring, measurement requirements and identification throughout processing as necessary.
14. **Export/Import (ITAR)** - Suppliers to Polymet shall be responsible for obtaining all necessary International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR) export approvals and for maintaining compliance with all export control requirements. If it is not clear whether this provision applies, contact the Polymet purchasing representative. All Polymet documents and / or technical data, electronic or otherwise furnished by Polymet as a provision of the purchase order shall be returned to Polymet upon completion or termination of the purchase order, or at the purchaser's discretion.
15. **Approved Suppliers** - As required, Polymet Approved Suppliers are responsible for maintaining a list of their approved suppliers, and shall have it available upon request for review by Polymet. Information shall include name, address, parts or services provided, part numbers (if applicable), and other pertinent information requested by Polymet.
16. **Right of Entry / Surveillance** – Supplier will provide Polymet, Polymet's customers, and regulatory agencies access and right of entry to Supplier's facilities at all reasonable times to

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determine and verify the quality of work, materials, and technical records associated with purchase orders.

- 17. Source Inspection** – If explicitly required on the purchase order, Polymet will conduct a source inspection at the Supplier’s facility. The inspection shall be performed by the Supplier and shall be witnessed by Polymet. The sample size will be determined by Polymet. If a less than 100% inspection is required, Polymet will choose the sample products to be inspected. The Supplier shall have available and present upon request, documented evidence of in-process and/or final inspection data. Prior to shipment, all required documentation must be signed by a Polymet Quality representative or an appointed person designated by Polymet’s Quality Manager.
- 18. Quality Management System (QMS) Requirements** – All suppliers must maintain a quality system that complies with the requirements of ISO 9001 or AS 9100, unless otherwise directed by Polymet. Immediate notification is required in the case of non-compliance to QMS (e.g. loss of 3rd party accreditation).

NATURE OF CHANGE FOR THIS ISSUE:

Revision B: Add updates for latest AS9100 Revision.

Revision C: Major revision to address outdated terminology, additional AS9100 requirements, grammatical amendments, new document formatting.