

Purchase Order Addendum: Additional Purchasing Information

The following purchasing information is being communicated to suppliers of 3rd Dimension, in conjunction with 3rd Dimension purchase orders, to ensure compliance with the requirements of AS9100D, section 8.4.

Purchasing information is communicated to 3rd Dimension suppliers via the following methods, as appropriate. Exceptions may be communicated via purchase order details or other media as appropriate.

On the Purchase Order:

- Purchase Order number
- Ship to address
- Description of product being ordered and product/part number (if applicable)
- Quantity
- Material specification requirements (if applicable)
- Any additional written information which clearly defines any *special requirements*
- Requirements for approval of product, processes, and equipment (where appropriate)
 - In general, 3rd Dimension requires that Certificates of Conformance be provided with all raw material purchases, even if not stated on the Purchase Order
- Requirements for qualification of personnel (where appropriate)
- Quality Management System requirements (where appropriate)

On a Work Order accompanying the product (applicable to outsourced processes only):

- Identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.
- Requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance, and related instructions for acceptance by 3rd Dimension, and as applicable critical items including key characteristics.
- Requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection/verification, investigation or auditing
- Record retention requirements
 - As a policy, 3rd Dimension does not have suppliers retain records on its behalf. Any records requirements will be defined on the Work Order, and submitted by the supplier to 3rd Dimension (who will then control record retention).

General requirements for all suppliers:

- Supplier must:
 - Notify 3rd Dimension of nonconforming product
 - Obtain 3rd Dimension approval for nonconforming product disposition
 - Notify 3rd Dimension of changes in product and/or process, changes of supplier, changes of manufacturing facility and, where required, obtain 3rd Dimension approval
 - Flow down to the supply chain the applicable requirements including customer requirements
- Supplier shall provide right of access by 3rd Dimension, 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.