SUPPLIER CODE

VENDOR & SUPPLY CHAIN HANDBOOK

The standards we hold ourselves to — and the standards we ask of every partner who supplies material, processing, or services to Artifact Fabrication.

INSIDE THIS CODE

This handbook is organized into ten sections. Each one opens with why the topic matters to us, then lists the specific expectations we hold our suppliers to. Panels marked **"Quick Check"** summarize the must-dos at a glance.

HOW TO READ THIS DOCUMENT

Nothing in this code replaces the terms of a specific purchase order. Where a PO, drawing, or specification states a different requirement, the PO governs. Everything else in these pages applies to every order, every time.

SECTION 01

INTRODUCTION & SCOPE

Artifact Fabrication is a precision metal fabrication company operating a fully paperless, technology-driven shop with end-to-end traceability. Our customers — including those in regulated and defense-adjacent industries — trust us because every part we ship can be traced back through every process, every material lot, and every supplier. That chain of trust starts with you.

// PURPOSE OF THIS CODE

This Supplier Code defines the baseline expectations for any company that supplies Artifact Fabrication with raw material, hardware, outside processing (plating, coating, heat treat, etc.), tooling, or services that touch our products. It exists so that both sides know exactly what "good" looks like before the first PO is issued.

// WHO THIS APPLIES TO

- **Material suppliers** — sheet, plate, bar, tube, extrusion, and hardware distributors and mills.
- **Outside processors** — finishing, coating, heat treating, and other special-process vendors.
- **Service providers** — calibration labs, testing houses, tooling makers, and logistics partners whose work affects product conformity.
- **Sub-tier suppliers** — you are responsible for flowing applicable requirements of this code down to your own suppliers.

// WHAT YOU CAN EXPECT FROM US

A supplier code is a two-way commitment. In return for meeting these standards, Artifact Fabrication commits to:

CLEAR REQUIREMENTS

Complete POs with current-revision drawings, specs, and flow-downs — delivered digitally, not buried in fine print.

PROMPT PAYMENT

Payment per agreed terms, and a direct point of contact if an invoice question ever arises.

HONEST FEEDBACK

Objective performance data, timely disposition of nonconformances, and a fair corrective-action process.

SECTION 02

RESPONSIBLE SOURCING

Where material comes from matters as much as what it measures. We expect our supply chain to be built on legal, ethical, and verifiable sources — full stop.

// ETHICAL LABOR

- ☐ No forced, bonded, or child labor anywhere in your operations or your sub-tier supply chain.
- ☐ Compliance with all applicable wage, hour, and workplace-safety laws in the jurisdictions where you operate.
- ☐ A workplace free of harassment and unlawful discrimination.

// MATERIAL ORIGIN

- ☐ **Country of origin** must be identified on material certifications for all raw material.
- ☐ **Domestic-source requirements** (e.g., DFARS specialty metals or Buy American provisions) apply when flowed down on the PO — do not substitute foreign-melt material on these orders under any circumstances.
- ☐ **Conflict minerals** — where tin, tantalum, tungsten, or gold (3TG) are present in supplied goods, suppliers must source from smelters that do not fund armed conflict and must support reasonable inquiry into origin upon request.

// ANTI-COUNTERFEIT

- ☐ Purchase material and hardware only from authorized mills, franchised distributors, or the original manufacturer.
- ☐ Maintain unbroken documentation from the original source to our dock.
- ☐ Immediately notify us if suspect, fraudulent, or counterfeit material is discovered in any lot connected to our orders — quarantine it and do not ship.

QUICK CHECK — SOURCING

- ■ Certs show country of origin
- ■ DFARS / Buy American flow-downs honored when on the PO
- ■ Authorized sources only — no brokers without prior written approval
- ■ Suspect material quarantined and reported, never shipped

SECTION 03

ENVIRONMENTAL RESPONSIBILITY

Metal fabrication is resource-intensive by nature. We work to run an efficient, low-waste operation, and we favor suppliers who do the same. These expectations are practical, not performative.

// LEGAL COMPLIANCE

- [ ] Hold and maintain all environmental permits required for your operations.
- [ ] Handle, store, and dispose of hazardous materials, coolants, and process chemicals in accordance with applicable law.

// MATERIAL EFFICIENCY & WASTE

- [ ] Segregate and recycle metal scrap by alloy family wherever practical.
- [ ] Nest, cut, and process material to minimize drop and remnant waste on orders where you control the layout.
- [ ] Favor recyclable and returnable packaging; avoid single-use packaging where a durable alternative exists.

// RESTRICTED SUBSTANCES

- [ ] When the PO or drawing invokes RoHS, REACH, or a customer-specific restricted-substance list, supplied goods and processes must conform, and supporting declarations must be available on request.
- [ ] Notify us before making any change to coatings, platings, lubricants, or chemistries used on our parts — even a "green" substitution requires our approval first (see Section 08).

QUICK CHECK — ENVIRONMENTAL

- Permits current, chemicals handled lawfully
- Scrap segregated and recycled where practical
- RoHS / REACH honored when invoked on the PO
- No chemistry or coating changes without written approval

SECTION 04

QUALITY & INSPECTION

Artifact Fabrication is certified to ISO 9001:2015, and our quality system extends to purchased product — what you supply is inspected, documented, and scored the same way our own work is.

// YOUR QUALITY SYSTEM

- ☐ Maintain a documented quality management system appropriate to what you supply. ISO 9001 (or AS9100 / NADCAP for special processes) is preferred; if uncertified, you must demonstrate equivalent controls on request.
- ☐ Notify us in writing within 10 business days if a quality certification is suspended, withdrawn, or allowed to lapse.

// DOCUMENTATION REQUIRED WITH EVERY SHIPMENT

SUPPLY TYPE	REQUIRED WITH SHIPMENT
Raw material	Mill test report with chemical & mechanical properties, spec & revision, heat/lot, country of origin.
Hardware & COTS items	Certificate of Conformance traceable to the manufacturer's lot.
Outside processing	Certificate of Conformance citing the process spec, revision, and class/type; test results where the spec requires them.
Calibration services	Calibration certificate with standards traceable to NIST, as-found / as-left data, and due date.

Shipments arriving without required documentation may be held or rejected until documents are complete.

// FIRST ARTICLES & INSPECTION

- ☐ When the PO requests a first article, provide a dimensional inspection report keyed to the drawing with the first shipment.
- ☐ Product must conform to the drawing revision stated on the PO — if your file shows a different revision, stop and ask before cutting.
- ☐ We may perform source inspection at your facility with reasonable notice; our customers and regulators retain right of access where flowed down.

// NONCONFORMING PRODUCT

- ☐ **Never ship known nonconforming product without written authorization** — request a deviation or waiver first; many are answered same-day.
- ☐ If an escape is discovered after shipment, notify us within 24 hours with the affected POs, quantities, and lots.
- ☐ Answer corrective action requests (SCARs) with containment in 48 hours and root cause / corrective action in 10 business days.

SECTION 05

TRACEABILITY

Full traceability is one of the reasons customers choose Artifact Fabrication. Every part we ship links back to its material heat, its processes, and its certifications inside our ERP. Your documentation is a load-bearing part of that chain.

// LOT & HEAT TRACEABILITY

- ☐ Material must be identified with heat/lot numbers that match the accompanying certs — on the tags, on the packing slip, and on the paperwork.
- ☐ Do not mix heats or lots within a single line item without identifying and certifying each one.
- ☐ Outside processors must preserve our part identification and lot integrity through their process — parts leave your dock traceable to the same lot they arrived in.

// RECORDS

- ☐ Retain quality records (certs, inspection results, process records) for a minimum of **7 years**, or longer where the PO specifies.
- ☐ Provide legible copies of retained records within 5 business days of request.
- ☐ Obtain our written approval before disposing of records tied to our orders ahead of the retention period.

// DIGITAL DOCUMENTS

- ☐ We operate paperless: send certs and CoCs as searchable PDFs to the address on the PO, referencing our PO number and part number in the file or subject line.
- ☐ Physical copies in the box are welcome but do not replace the digital submission.

> QUICK CHECK — TRACEABILITY
>
> - Heat/lot on tags, packing slip, and certs — and they match
> - No mixed lots without separate certs
> - Records held 7+ years, produced within 5 business days
> - Digital PDF certs referencing our PO number

SECTION 06

EXPORT CONTROL & DATA SECURITY

Artifact Fabrication is ITAR-registered and maintains CMMC Level 1 compliance. Some of the work we place with suppliers involves export-controlled technical data. When it does, the obligations below are not optional — they are federal law.

// WHEN ITAR APPLIES

- POs involving ITAR-controlled data will be clearly identified. If a drawing or spec is marked export-controlled and your PO doesn't mention it — or vice versa — stop and call us before proceeding.
- Suppliers performing manufacturing on ITAR-controlled articles must be registered with DDTC or confirm eligibility with us before accepting the order.
- Controlled technical data may only be accessed by U.S. persons unless a specific authorization exists. No exceptions, including foreign-national employees.
- Do not export, re-export, or transfer controlled data or articles — including uploads to foreign-hosted servers or cloud tools — without written authorization.

// PROTECTING OUR DATA

- Drawings, models, specs, and pricing we share are confidential. Use them solely to fulfill our orders.
- Store our technical data on access-controlled systems; do not forward it to sub-tiers without our written approval.
- Report any suspected loss, breach, or unauthorized disclosure of our data within 24 hours of discovery.
- On request, or when our business relationship ends, return or destroy our technical data and confirm in writing.

NOT SURE WHETHER SOMETHING IS CONTROLLED?

Ask before you act. A five-minute phone call is free; an export violation is not. Treat unmarked technical data associated with a defense-related order as controlled until we confirm otherwise.

SECTION 07

LEAD TIME & DELIVERY

Our production schedule is built in our ERP down to the operation level. A supplier date isn't a suggestion — it's a foundation other commitments are built on. We would always rather have an honest longer lead time than an optimistic date that slips.

// QUOTING

- ☐ Quote lead times you can actually hold, measured from PO receipt — not from "when material lands."
- ☐ State material availability assumptions and price-validity period on every quote.
- ☐ Flag long-lead or allocated materials at quote time, not at order time.

// DELIVERY PERFORMANCE

- ☐ Our on-time delivery expectation is **95% or better**, measured against the PO due date with an early window of 5 days unless the PO says otherwise.
- ☐ Deliver complete. Unauthorized partial shipments or over/under-shipments beyond the PO's stated tolerance may be rejected.
- ☐ Delivery performance and quality acceptance rates are tracked in our ERP and reviewed periodically; sustained performance is how suppliers earn a larger share of our work.

// WHEN A DATE IS AT RISK

- ☐ **Tell us the moment you know** — not the day before the due date. Early notice lets us re-sequence work and protect our customer commitments.
- ☐ Provide a recovery date and what's driving the slip. We'll work the problem with you.
- ☐ Repeated silent misses are treated far more seriously than communicated delays.

// EXPEDITES

- ☐ When we ask for an expedite, give us a real answer — "no" is acceptable; "yes" that becomes "no" later is not.
- ☐ Any expedite fees must be quoted and approved before work proceeds.

SECTION 08

COMMUNICATION

Almost every supply-chain problem we've ever had traces back to information that arrived late or not at all. Clear, fast, written communication is a core requirement of working with us — and you'll get the same in return.

// RESPONSE-TIME EXPECTATIONS

EVENT	EXPECTED RESPONSE
Purchase order received	Acknowledge within 2 business days
Request for quote	Quote or decline within 5 business days
Delivery date at risk	Notify immediately upon discovery
Quality escape discovered	Notify within 24 hours
Corrective action request (SCAR)	Containment 48 hrs / full response 10 business days
General inquiry from our team	Reply within 1 business day

// CHANGE NOTIFICATION — APPROVAL REQUIRED FIRST

Notify us and receive written approval **before** implementing any of the following on our work:

- Change of manufacturing location or transfer of work to a different facility.
- Change of material source, alloy, temper, or substitution of "equivalent" material.
- Change to a special process, chemistry, coating, or the sub-tier who performs it.
- Change of ownership, name, or key quality/management personnel (notification within 10 business days is acceptable for this item).

// KEEP IT WRITTEN

- Verbal agreements aren't agreements. Confirm any change to price, date, or scope by email referencing the PO number.
- Use the contacts listed on the PO. If you don't know who to call, call anyone — we'll route you.

SECTION 09

BUSINESS CONDUCT

We do business the way we build parts: to spec, on the level, and with nothing hidden. We expect the same character from our partners.

// INTEGRITY

- Comply with all applicable laws, including anti-bribery and anti-corruption laws. No bribes, kickbacks, or improper payments in any form.
- Gifts and hospitality involving our employees must be modest, infrequent, and never tied to a purchasing decision. When in doubt, skip it — our people are instructed to decline.
- Disclose any personal or financial relationship between your personnel and ours that could create a conflict of interest.
- Never falsify, backdate, or misrepresent a certification, test result, or record. This is the fastest possible way to end our relationship — permanently.

// CONFIDENTIALITY

- Treat our drawings, pricing, volumes, and customer identities as confidential, during and after our business relationship.
- Do not reference Artifact Fabrication or our customers in marketing materials without written permission.

// SUBCONTRACTING

- Do not subcontract our work, in whole or in part, without prior written approval.
- Where subcontracting is approved, you remain fully responsible for your sub-tier's quality, delivery, and compliance with this code.

// RAISING CONCERNS

If you become aware of conduct by anyone — including our own employees — that violates this code or the law, report it to Artifact Fabrication management. We do not retaliate against good-faith reporting, and we expect the same protection for your employees.

SECTION 10

COMPLIANCE & ACKNOWLEDGMENT

This code is applied through supplier onboarding, ongoing performance monitoring in our ERP, and periodic reviews or audits. It is a living document — we revise it as our certifications, customers, and regulations evolve, and current revisions are always available on request.

// HOW COMPLIANCE WORKS

- Acceptance of an Artifact Fabrication purchase order constitutes acceptance of this code as then in effect.
- We may request evidence of compliance (certifications, declarations, records) and may conduct on-site assessments with reasonable notice.
- Where gaps are found, our default is collaboration: a corrective plan with a reasonable timeline. Willful or repeated violations — especially involving falsified records, counterfeit material, export control, or labor practices — may result in immediate removal from our approved supplier list.
- Questions about interpreting any requirement should be directed to your Artifact Fabrication purchasing contact before accepting the order.

// SUPPLIER ACKNOWLEDGMENT

We ask each supplier to acknowledge this code once, at onboarding or upon revision. Please have an authorized representative complete the block below and return a copy to your purchasing contact.

ACKNOWLEDGMENT — SUP-L2-229

On behalf of the company named below, I acknowledge receipt of the Artifact Fabrication Supplier Code and agree that our company will comply with its requirements in performing work for Artifact Fabrication LLC.

______________________	______________________
COMPANY NAME	TITLE
______________________	______________________
AUTHORIZED REPRESENTATIVE — PRINT NAME	SIGNATURE & DATE

Artifact Fabrication LLC // ISO 9001:2015 Certified // ITAR Registered // CMMC Level 1 // SAM.gov Registered