



2820 Amsterdam Road, Scotia, NY 12302  
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[Greno@greno.com](mailto:Greno@greno.com) email  
[www.greno.com](http://www.greno.com)

Dear Valued Supplier

As part of our AS9100 accreditation, we are required to flow down the following requirements to you, as our Supplier. As government contractors, we are obligated to comply with the Protection of Controlled Unclassified Information as per the requirements of DFARS 252.204-7012 and NIST 800-171. It is our requirement by law to ensure our next-tier suppliers are taking measures to comply with these requirements.

We **request that** you implement a quality management system. If you are currently certified to a quality management system, please provide us with a copy of your certificate.

Be advised that we will not accept counterfeit parts, and encourage you in participating in the prevention of counterfeit parts entering the supply chain.

You may need to provide test specimens for design approval, inspection/verification, investigation, or auditing as determined by our Company, our Customer, or Regulatory Body.

Please be advised that your organization is required to retain the following records for 10 years:

1. Calibration Records
2. Inspection Documentation including but not limited to:
  - a. Receiving Inspection
  - b. First Article Records
  - c. In-Process Inspection Records
  - d. Final Inspection Records
3. Certifications for purchased material as requested by our purchasing documents:
  - a. Certificate of Conformity
  - b. Certificates of Analysis, mill certs.
4. Retain quality management system documentation
  - a. Test Reports
  - b. Statistical Records
  - c. Process Control Records
  - d. Inspection and audit records of product at your premises by our organization, our customer, or regulatory authority.
  - e. Please notify our organization 90 days prior to purging records.

Disposition of Records: notify our organization 90 days prior to the destroying of records (paper or electronic) at the end of their retention period.



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### **Required Documentation**

The following documents are required, as part of order fulfillment, as applicable:

- COC
- MTR's (including weld rod if applicable) for all materials used in manufacture
- Data Inspection Sheets
- Outside process documentation (i.e.: stress relief)
- NDT performed
- Country of Origin/Certificate of Origin

### **FOD Training**

Please provide Foreign Object Detection training to your employees.

Should our customer flow down ITAR or DFAR requirements to us, we will flow these requirements to you via our purchase orders.

Right of access by our company, our customer and regulatory authorities to applicable areas of facilities and to applicable documented information, at any level of the supply chain, to be granted on request.

Should our customer visit your premises, please be advised that this will not be accepted or constituted as approval of product. Our organization and/or our customer may subsequently reject product seen at the time of the audit. You are responsible for providing acceptable product.

You are required to flow down requirements from our Purchase Order or Contract and any additional customer requirements to your suppliers and sub-tier external providers. Key characteristics, in particular must be flowed to your suppliers. Documentation showing this must be retained for 10 years.

Please be advised that your organization must use customer-designated or approved external providers, including process sources (e.g., special processes).

You are encouraged to apply appropriate controls to your direct and sub-tier external providers to ensure requirements are met.

You are required to notify us of any nonconforming processes, products, or services and obtain approval for their disposition.

You are required to notify us in a timely manner of changes to processes, product or services including changes of your external providers or location of manufacture, and obtain approval.



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Please ensure that your employees are aware of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

#### **Mandatory DOD Cyber Security Compliance**

All contractors that provide goods and/or services in connection with U.S. Department of Defense (DOD) programs are required by law to comply with Defense Federal Acquisition Regulation Supplement (DFARS) 252.204-7012, which mandates the protection of all Covered Defense Information (CDI) that are “collected, developed, received, transmitted, used, or stored by or on behalf of the contractor in support of the performance”. Of a DOD contract that contains such clause. This obligation is required to be flowed down to all subcontractors (including commercial items suppliers) at every tier.

In addition to protecting controlled technical information, the DFARS clause relies upon the National Archives’ Controlled Unclassified Information (CUI) Registry to broadly include (for example) most export controlled data, cost and pricing data, law enforcement information, and personally identifiable information. The DFARS clause also specifically mandates that companies meet the 110 information technology (IT) security standards detailed in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171r1, and imposes various prompt reporting obligations in the event of a cyber incident.

These requirements, while seemingly detailed will allow for the continued growth of your company’s services with us as we continue to improve our customer relationships and maintain meeting the requirements of AS9100 and DFARS 252.204-7012 & NIST 800-171 compliance.

#### **International Labour Organization’s Fundamental Conventions**

All vendors of Greno Industries must comply with the requirements of the International Labour Organization’s Fundamental Conventions. These conventions cover the level of salary and benefits, working hours, child labor, forced labor, non-discrimination, and freedom of association. More information can be found on the [www.ilo.org](http://www.ilo.org) website.

As a valued supplier, we greatly appreciate your cooperation in complying with these requirements. Together we can continue to build a strong relationship while providing quality customer service and products.

Sincerely,  
Eileen P. Guarino  
CEO



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**Attention Supplier:**

Upon receipt of Greno Industries' Supplier Letter, if you are unable to comply with any of the requirements as described above, please notify the sender immediately, either by email or phone. Otherwise, we will understand you, as our supplier, have accepted these requirements and you agree to comply accordingly.

The most current version of this letter can be found at our website <http://www.greno.com/letters/Supplier-Letter-Rev-006.pdf>.