

Appalachian Tool & Machine, Inc.

Terms and Conditions

Contents

Article	
1	Definitions
2	Terms and Conditions
3	Payment Terms
4	Warranty
5	Transportation and Delivery
6	Termination
7	Dispute Resolution
8	Buyer's Property
9	Intellectual Property, Proprietary Information, and Indemnity
10	Quality Assurance / Inspection and Test
11	Records and Retention Requirements
12	Changes
13	Miscellaneous
Appendix	

	Record Retention Requirements
2/17/2016	2/28/2019

Terms and Conditions

ARTICLE 1 - DEFINITIONS

As used throughout this Agreement:

Buyer – the party contracting with Seller for Goods and/or Services and identified as Appalachian Tool & Machine, Inc. or “ATM”.

Seller – the party contracting with Buyer to perform the work hereunder (supplier to the Buyer, ATM).

Agreement – these terms and conditions or purchase orders or purchase agreements issued to Seller referencing these terms and conditions, and any supply agreements, specifications, statements of work, or other papers referenced in such purchase orders or purchase agreements.

Goods – all products contracted for and supplied by Seller under this Agreement, including all components, raw materials, and intermediate assemblies thereof.

Services – those services contracted for and supplied by Seller under this Agreement and as may further be described in purchase orders, purchase agreements, statements of work, specifications, or other papers included in this Agreement.

ARTICLE 2 – TERMS AND CONDITIONS

All APPALACHIAN TOOL & MACHINE, INC. PURCHASE ORDERS are subject to the terms and conditions herein as well as any additional specifications listed on the purchase order.

Acceptance of the offer represented by this Agreement is expressly limited to the terms of this Agreement. Notwithstanding any references in this offer to Seller's quotation, this Agreement is not in response to or in acceptance of such quotation, and any references to or attachment of Seller's terms and conditions, is disregarded by Appalachian Tool & Machine, Inc. (ATM) and hereby rejected.

Either Seller's written acknowledgement or Seller's full or partial performance under this Agreement, whichever occurs first, will constitute acceptance of this Agreement. Any acceptance of this Agreement by Seller is limited to acceptance of the express terms of the offer set forth in this Agreement. Any proposal for additional or different terms is rejected unless accepted in writing by the Buyer.

ARTICLE 3 – PAYMENT TERMS

Payment shall be based upon, and any discount and late payment periods shall begin to run from the later of the dates:

- Buyer receives acceptable products, and
- Buyer receives an acceptable invoice, or
- Specified by Buyer for delivery of the products. Buyer shall have the right to offset any claims or amounts due to Seller under this order or otherwise against any claims or amounts owed by Seller to Buyer by reason of this order or otherwise.

ARTICLE 4 – WARRANTY

Seller warrants that all products delivered under this order shall be merchantable and free from defects in workmanship and material, including packaging and shall comply with the terms of this order and all applicable specifications, drawings, or samples supplied in connection herewith and to the extent such items are not manufactured pursuant to detailed designs furnished by Buyer, shall be free from defects in design and suitable for the intended purposes. In the event of any such defect, or failure to comply with the terms of this order of such specifications, drawings and samples, Buyer, at its option, may require Seller either (1) to replace the defective items; (2) to correct such defect or failure wholly or in part; or (3) if Buyer directs either no such action or partial action of either type, to comply with any such requirement of Buyer and repay an equitable reduction in the price to Buyer forthwith to the extent it has previously been paid to Seller by Buyer. Such optional right of Buyer shall not be construed to negate, replace or limit, but shall be additional to any rights of Buyer arising at common law or by virtue of otherwise applicable laws or regulations. The aforesaid warranties and the foregoing remedies are in addition to all other warranties to which Buyer is entitled by law or otherwise and do not constitute a waiver of any rights of Buyer, expressed or implied. This warranty shall run to Buyer, its customers and users of its products and shall survive inspection and acceptance under Article 10.

ARTICLE 5 – TRANSPORTATION AND DELIVERY

- Transportation charges on products, delivered destination, must be prepaid whenever possible.
 - No parcel post insurance charges will be allowed unless authorized in writing by Buyer.
 - Unless otherwise stipulated on the face of the purchase order, (1) Goods covered by this purchase order shall be shipped "F.O.B. Seller's Plant,"
 - Buyer insures all Goods for which it accepts risk of loss while such Goods are in transit. Therefore, Seller shall not declare any insurance value on such Goods shipped via any carrier.
- Time and rate of deliveries are of the essence of this order. Unless otherwise agreed to in writing by Buyer, Seller shall not make material commitments or production arrangements in excess of the quantity or in advance of the time necessary to meet the Buyer's delivery schedule.

- No variations in the quantity specified herein will be accepted as compliance with this order, except by prior written agreement. Buyer reserves the right to return excess shipments at Seller's expense
- Goods shipped to Buyer in advance of or later than shipping date specified on delivery schedule may be rejected or returned to Seller at Seller's expense.
- Buyer will pay no charges for unauthorized transportation. Any unauthorized shipment, which results in excess transportation charges, must be fully prepaid by the Seller.
- If Seller does not comply with the stated delivery schedule, Buyer may require delivery by the fastest way. The charges resulting from this mode of transportation must be fully prepaid and the Seller must absorb the full cost of the shipment.

ARTICLE 6 – TERMINATION

- **Termination For Convenience** - Buyer may terminate all or any part of this Agreement for convenience at any time after notice specifying the extent of termination and the effective date. After receipt of notice of termination, unless otherwise directed by Buyer, Seller shall immediately: (i) stop work as directed in the notice; (ii) place no further subcontracts or orders for materials, services, or facilities, except as necessary to complete the continued portion of the Agreement; and (iii) terminate all subcontracts to the extent they relate to work terminated.
- After termination, Seller shall submit a final termination settlement to Buyer in the form prescribed by Buyer. In the event that Buyer wrongfully terminates this Agreement under paragraph (i), in whole or in part, such termination becomes a termination for convenience under this paragraph (ii). In no event shall Buyer be liable for lost or anticipated profits, or unabsorbed indirect costs or overhead, or for any sum in excess of the total Agreement price. Seller's termination claim shall be submitted within ninety (90) days from the effective date of the termination.
- **Termination For Delay / Default** - In the event Seller for any reason anticipates any difficulty in complying with the required delivery date or any of the other requirements of this Agreement, Seller shall promptly notify Buyer in writing. In the event of a delivery delay, non-delivery or any other default by Seller in meeting its obligations under this Agreement, Buyer may terminate this Agreement without further compensation to Seller. For Services, Buyer may procure, upon such terms and from any source or service provider as it shall deem appropriate, supplies or services similar to those terminated, in which case Seller shall continue performance of such order to the extent not terminated and shall be liable to Buyer for any excess costs for Buyer's procurement of such similar supplies or services. If Buyer has made any progress payments under this Agreement, Seller shall refund to Buyer any such payments immediately upon termination.

ARTICLE 7 – DISPUTE RESOLUTION

Either party may at any time seek from a court of competent jurisdiction any equitable, interim or provisional relief to avoid irreparable harm or injury including claims related to a party's

proprietary or intellectual property rights. Sought relief may not be construed to modify or displace the ability of the parties to effectuate any termination contemplated by this Agreement.

ARTICLE 8 – BUYER’S PROPERTY

- Property paid for or furnished by Buyer, including, without limitation, tools, jigs, dies, plates, molds, fixtures, material, equipment, drawings, designs and other information and things shall be deemed to be Buyer’s property and shall be used exclusively for performance by Seller of this Order. Such property, and whenever practical, each individual item thereof, shall be plainly marked or otherwise adequately identified by Seller as property of Buyer, shall be safely stored separate and apart from Seller’s property and shall be subject to examination by Buyer. Seller shall maintain such property in proper condition and shall not encumber or dispose of such property.
- At Seller’s expense, Seller shall keep such property insured for Buyer’s account against risk of loss or damage while such property is in Seller’s possession, in an amount equal to the replacement cost with loss payable to Buyer. Seller will furnish Buyer a copy of the insurance policy on request. Such property shall be subject to removal by Buyer from Seller’s facility after completion or termination of this order or of the portion hereof relating to such property, or at any time prior thereto upon the issuance of a change order reimbursing Seller for reasonable costs incurred as a result of such early removal. In the event that Buyer requests removal, Seller shall prepare such property for shipment and shall redeliver the same to Buyer in the same condition as originally received by Seller, reasonable wear and tear expected.

ARTICLE 9 – PROPRIETARY INFORMATION (INTELLECTUAL PROPERTY), AND INDEMNITY

- **Scope of Disclosure and Information to be Protected** – The “Proprietary Information” which is subject to this agreement is all information and data, regardless of form or method of communication, disclosed by Buyer to Seller in connection with or related to (a) discussions about (i) Seller becoming a supplier to ATM or (ii) potential long term sourcing relationships between Buyer and Seller, and includes, but is not limited to, the fact that such discussions are taking place, or (b) any and all requests for quote received at any time by Seller from Buyer.
- **Duty to Protect** – Unless, and until authorized in writing by Buyer, the Seller shall protect Proprietary Information from disclosure. Copies or reproductions, in whole or in part, of Proprietary Information, or Seller’s documents which incorporate Proprietary Information must be marked by Seller with an appropriate legend indicating the information is proprietary to and the property of ATM and/or its customer(s) – owner of the Proprietary Information (i.e. GE Aviation, etc.).
 - All Seller information or data supplied by Seller to Buyer shall not be proprietary unless agreed separately in writing.
 - Seller agrees that it will require its employees to execute contracts of employment or other nondisclosure agreements assuring the Seller the ability to comply fully with this article.

- **Separate Proprietary Information Agreement** – The requirements stipulated under this Article (9) may be superseded by a separate Proprietary Information Agreement as required by ATM’s customer(s) and/or regulatory authority. When required, an agreement signed by the Seller and Buyer must remain current (not greater than 3 years) and on file.
- **Indemnity** – Seller hereby agrees to defend and indemnify and to save and hold harmless Buyer, its agents, customers, successors and assigns from and against any and all suits, claims, liabilities, loss, damage, demands, costs and expenses (including reasonable attorney’s fees) for any personal injury and property damage arising out of or claimed to have arisen out of or in connection with or by reason of any act or omission or any breach of warranties, expressed or implied, by Seller, its agents, employees or assigns and for actual or alleged infringement of any patent, copyright or trademark, arising out of or claimed to have arisen out of or in connection with the use or sale by Buyer, its agents, customers, successors and assigns, of the goods purchased hereunder, provided, however, Buyer shall notify Seller of any suit, claim or demand involving such infringement and shall permit Seller such opportunity as it is afforded by applicable laws, rules or regulations to participate in the defense thereof. If an injunction is issued as a result of any such infringement, Seller agrees to refund to Buyer the amount paid to Seller hereunder. Seller shall, upon request, provide product liability insurance naming Buyer as an insured, in form and limits acceptable to Buyer.

ARTICLE 10 – QUALITY ASSURANCE / INSPECTION AND TEST

Seller shall be responsible for the specific quality, performance, productivity provisions, and documentation requirements, if any, set forth in this Agreement. In addition to product inspection and approval, Buyer reserves the right to require approval of procedures, processes, and equipment. Seller shall be responsible for imposing the applicable quality assurance requirements on its suppliers.

- **Right of Access** – Buyer, Buyer’s customer, and regulatory authorities shall have the right to conduct quality audits and to perform or witness inspections or tests, and to all applicable records of the Goods or Services furnished hereunder at Seller’s facility (or elsewhere, including all levels of the supply chain) at any time during manufacture and prior to shipment, at no charge to Buyer, or Buyer’s customer. In accordance with 14 CFR 145.223 any Seller that accepts parts, which are regulated by the Federal Aviation Administration (FAA) must provide facility access to the FAA for surveillance of these parts.
- **Qualified Personnel** - The Seller agrees to use only experienced, trained and qualified employees in the performance of its obligations under this Agreement and all Services performed must be of first class quality and workmanship.
- **Right of Inspection** – Notwithstanding Buyer’s right to audit in paragraph (1) above, all Goods and Services supplied under this Agreement shall be received subject to Buyer’s right of inspection, count, testing, acceptance and/or rejection per the technical specifications. Payment for Goods and/or Services delivered hereunder shall not constitute acceptance thereof, and all payments against documents shall be made with a reservation of rights by Buyer for defects in Goods and/or Services, including, without limitation, defects apparent

on the face thereof. The making of, or failure to make, any inspection or acceptance of the Goods or Services shall in no way impair Buyer's right to reject nonconforming Goods or Services or to avail Buyer of any other remedies to which it may be entitled.

- **Notice of Nonconformity** – The Seller agrees to notify the Buyer of any discovery that nonconforming or suspect nonconforming material has been shipped to the Buyer within 24 hours of such discovery. Seller must obtain Buyer's approval for the disposition of nonconforming product.
- **Quality System** – Seller certifies that it shall provide and maintain quality control, inspection, and process control systems in accordance with Buyer's, or Buyer's customer's, then current specification for supplier quality product requirements, as applicable (i.e. GE Aviation S-1000 and S-1002; S-485; or Supplier Quality Requirements Manual, or other quality requirements as specified). ATM may accept the Seller's active third party registration / certificate of compliance to applicable international standards (ISO, AS, etc.) as evidence of an acceptable quality system in addition to other applicable specification requirements noted herein.
- **Material Traceability** - When required, traceability documentation must meet the requirements of AS9100 Section 7.5.3. Seller shall maintain a method of item traceability that ensures tracking of the supply chain back to the manufacturer of all materials being delivered per this Agreement. This traceability method shall clearly identify the name and location of all of the supply chain intermediaries from the manufacturer to the direct source of the product for Seller, and shall include the manufacturer's batch identification for the item(s) such as date codes, lot codes, serializations, or other batch identifications. When requested by Buyer, Seller shall provide OEM documentation that authenticates traceability of the affected items to the applicable OEM.
- **Counterfeit Goods** – For purposes of this Article, "Goods" consist of those parts deliverable under this Agreement that are the lowest level of separately identifiable items (e.g., articles, components, goods, and assemblies). "Counterfeit Goods" means Goods that have been misrepresented as having been designed and/or produced under an approved system or other acceptable method. Counterfeit Goods include, but are not limited to (i) Goods that are an illegal or unauthorized copy or substitute of an Original Equipment Manufacturer (OEM) item; (ii) an item that does not contain the proper internal or external materials or components, or is not manufactured in accordance with the OEM design; (iii) Goods that are used, refurbished, or reclaimed but that Seller represents as being new; (iv) Goods that have not successfully passed all OEM required testing, verification, screening, and quality control, but that Seller represents as having met those requirements; (v) a Good with a label or other marking intended, or reasonably likely, to mislead a reasonable person into believing a non-OEM Good is a genuine Good when it is not.
 - Seller warrants and certifies that Goods delivered pursuant to this Agreement, unless otherwise specifically stated on the face of the Purchase Order, shall (i) be new, (ii) be and only contain materials obtained from the OEM or an authorized OEM reseller or distributor, (iii) not be or contain any Counterfeit Goods, and (iv) contain only authentic, unaltered OEM labels and other markings. Seller shall provide to Buyer the OEM's certificate of conformance for any Goods acquired from an authorized OEM reseller or

distributor. Goods shall not be acquired from independent distributors or brokers unless specifically authorized in writing by Buyer.

- Seller shall immediately notify Buyer of the pertinent facts if it knows or suspects that it has provided Counterfeit Goods.
- In the event Goods delivered under this Agreement constitute Counterfeit Goods, Seller shall at its expense promptly replace such Goods with genuine Goods conforming to the requirements of this Agreement. Notwithstanding any other provision of this Agreement, Seller shall be liable for all costs relating to the removal or replacement of Counterfeit Goods, including without limitation Buyer's or Buyer's customer's costs of removing such Counterfeit Goods, reinserting genuine Goods, and any testing necessitated by the reinstallation of any Goods after Counterfeit Goods have been exchanged. Buyer reserves the right to turn over suspected Counterfeit Goods to US Governmental authorities (Office of Inspector General, Defense Criminal Investigative Service, Federal Bureau of investigation, etc.) for investigation and reserves the right to withhold payment for the suspect items pending the results of the investigation. The remedies available under this Article are in addition to any other remedies Buyer may have available to it in law or in equity, or in any other provisions in this Agreement.
- This paragraph (7) applies in addition to any other on, specification, or statement of work included in this Agreement addressing the authenticity of Goods and Services. To the extent such provisions conflict with this paragraph (7), this paragraph prevails.
- Seller shall flow the requirements of this Article 10, paragraph 7 to its subcontractors and suppliers at any tier for the performance of this contract.

ARTICLE 11 – RECORDS AND RETENTION REQUIREMENTS

- **General Requirements** – Record retention requirements may vary based on industry, Buyer's customers, or regulatory agencies – including lifetime retention. Such cases will be noted on the purchase order and defined and such requirements will be flowed down via the applicable customer or regulatory specification (i.e. aerospace / defense). Seller shall incorporate the specified record retention requirements into Seller's Seller shall maintain complete and accurate records in connection with its performance under this Agreement, including but not limited to, product verification records, purchase orders or agreements, memoranda of negotiations showing the principal elements of price negotiations. Seller must be able to substantiate charges for labor or services with proper time clock cards, or other similar records. Seller shall retain such records for periods defined in Appendix 1, Record Retention Requirements, after completion of performance under this Agreement.
- **Quality Records** – Seller will maintain Objective Evidence of its conformance with Article 10 paragraph 4 above. Objective Evidence means any statement of fact pertaining to the quality of a product or service based on observations, measurements or tests that can be fully verified. Evidence must be expressed in terms of specific quality requirements or characteristics. These characteristics are identified in drawings, specifications, and other documents that describe the item, process, or procedure. Records must remain legible, readily identifiable, and retrievable for review on site by the Buyer, Buyer's customer, or regulatory agency within a reasonable timeframe upon request (1 day). If requested for

review, these records shall be made available for delivery within 3 working days of notification by the Buyer.

- **Classified Information** – Upon completion of work by Seller under this Agreement, Seller shall return to Buyer any classified information furnished by Buyer, including all reproductions thereof, and Seller shall surrender classified information or materials developed by Seller in connection with this Agreement, unless the information has been destroyed, or the retention of the information is authorized in writing, by Buyer or the government.

ARTICLE 12 – CHANGES

Buyer may, by written notice, make changes within the general scope of this agreement. Such changes may include: (i) drawings, designs or specifications; (ii) technical clarifications; (iii) artwork; (iv) quantity; (v) method of shipment or packing; (vi) quality; (vii) place or time of delivery; or (viii) amount of Buyer's furnished property.

- If any change causes a significant impact on the cost of, or the time required for, performance of any work under this Agreement, an equitable adjustment shall be made in the price or delivery schedule, or both as applicable, in writing. Any Seller claim for adjustment under this article shall be deemed waived unless asserted in writing within twenty (20) days after receipt by Seller of the notice to make the change and may only include reasonable, direct costs that will necessarily be incurred as a direct result of the change.
- Seller shall not proceed to implement any change to the product, procedures, processes, or equipment until Buyer provides for such change in writing.
- Nothing in this section, including any disagreement with Buyer as to the equitable adjustment to be made, shall excuse Seller from proceeding with the Agreement as changed.

Seller shall notify Buyer in writing in advance of any changes of Goods and/or Services, their specifications and/or composition; process changes; plant and/or equipment/tooling changes or moves; transfer of work to another site; and/or sub-supplier changes, and no such change will occur until Buyer has had the opportunity to conduct such audits, surveys and/or testing necessary to determine the impact of such change on the Goods and/or Services and has approved such change in writing.

a. Seller shall be responsible for obtaining, completing and submitting proper documentation regarding

any and all changes, including complying with any written change procedures issued by Buyer.

b. For Goods that require Buyer's source approval, Seller agrees to provide a minimum advance

notice of 180-days to Buyer of any changes to significant processes, including, but not limited to

physical relocation of any manufacturing or quality operations. Within fourteen (14) days of such

notice, Seller will generate a Critical Process Control plan, which is subject to Buyer's review and approval.

ARTICLE 13 – MISCELLANEOUS

- **Notice: Government Contracts** – Appalachian Tool & Machine, Inc. will not enter into any subcontract or other business relationship relating to United States Government contracts with any individual or business entity listed by a United States Government agency as debarred, suspended or otherwise ineligible for contracting. The individual or entity that proposes to provide goods or services to Appalachian Tool & Machine, Inc. under this offer/agreement hereby certifies that it is not listed by a United States Government agency as debarred, suspended or otherwise ineligible for contracting.
- **Applicable Law** – Seller shall comply with all applicable Federal, State and Local Laws, rules and regulations and, on request, shall furnish Buyer with such certificates or other evidence of compliance as may be reasonably available from Seller or cognizant authorities.
- **Taxes** – Except as otherwise specifically agreed or required by law, Seller will pay or assume all taxes imposed upon, or in connection with the sale of furnishing products, including all federal, state or municipal excise and personal property taxes on any property in the possession of Seller until its delivery to Buyer, including property described in Article 8 above, whether taxable to Buyer or Seller under applicable state or municipal law.
- **Subcontracting and/or Assignment by Seller** – No contract shall be made by Seller with any other party for furnishing any of the completed or substantially completed products, nor shall Seller sell and/or assigns this purchase order or any part hereof or any monies due or to become due hereunder without the prior written approval of Buyer.
- **Labor Disputes** – Whenever Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance or delivery of this order, Seller shall immediately give notice thereof to Buyer. In the event of delay as a result of such dispute for a period greater than ten (10) days, Buyer may terminate this order in accordance with Article 6 above.
- **Assignment and Change in Ownership** – Assignment. Any assignment or attempt to assign or subcontract Seller's obligations under this Agreement without the advance written consent of Buyer shall be null and void and shall give Buyer the right to terminate this Agreement for default.
 - **Change in Ownership.** If a third party submits a solicited or unsolicited offer to Seller that would result in a Change of Ownership or Control of Seller, as defined below, Seller shall give notice of such offer, including the identity of the offeror, to Buyer as early as commercially practical following Seller's receipt of the offer.
 - Before Seller accepts the offer, it shall give Buyer an opportunity, within a reasonable time, to advise Seller of its impact on performance of this Agreement. If the Change in Ownership and Control occurs, Buyer has the right at its discretion to terminate this Agreement. In the event of such termination, Seller agrees to render full cooperation to Buyer in order to minimize disruption to the Buyer's program.

- Pending termination or in lieu of termination, Buyer may require Seller to provide adequate assurance of performance, including, but not limited to the institution of special controls regarding the protection of Buyer's Property, including all intellectual property and proprietary information.
- For purposes of this sub-paragraph (6), the terms "Change in Ownership or Control" shall mean any of the following: (i) the sale of equity shares controlling 20% or more of the voting rights in Seller or Seller's parent, (ii) the sale, lease, transfer or other disposition of substantially all of the assets of Seller or Seller's parent, (iii) a merger, reorganization, consolidation, share exchange, recapitalization, business combination, liquidation or dissolution or similar transaction, (iv) a tender offer or exchange offer for any of the outstanding shares of capital stock of Seller or Seller's parent, (v) a sale by Seller of the assets relating to the product Seller produces or will produce for Buyer, or (vi) any public disclosure of a proposal or plan or intention to do any of the foregoing.
- **Export and Import Control** – Seller agrees to comply with all applicable government export and import laws and regulations including but not limited to the International Traffic in Arms Regulations ("ITAR," 22 CFR Part 120-130) and the Export Administration Regulations ("EAR," 15 CFR Parts 730-774). If Seller is importer of record, Seller agrees that Buyer will not be a party to the importation of the Goods; that the transaction(s) represented by this Agreement will be consummated subsequent to importation; that Seller will neither cause nor permit Buyer's name to be shown as "importer of record" on any customs declaration; and that, if the Goods must be returned to Seller, Seller agrees to be exporter and to comply with all applicable export regulations.
- **Ensuring that persons are aware of:**
 - Their Contribution to product or service conformity, product safety, and the importance of ethical behavior.

APPENDIX A

Record Retention Requirements

The minimum requirements for record retention are defined below. Refer to Article 11 herein.

Record Type / Description	Minimum Retention Period
Sales records – Purchase orders or agreements, memoranda of negotiations showing the principal elements of price negotiations, labor or services with proper time clock cards, time vouchers.	4 Years unless otherwise specified
Contract Review (when required)	7 years unless otherwise specified

Subcontractor evaluation / performance – quality performance	As long as the supplier is active.
Product compliance with customer requirements (inspection and test records)	5 years unless otherwise specified
Purchase orders – including materials, components, products, and services for use in finished product.	5 Years unless otherwise specified.
Product verification records – traceability, material certs, SPC data, inspection and test results, etc.	5 Years unless otherwise specified.
Nonconforming material records – discrepancy reports, rework, repair, customer disposition,	3 years unless otherwise specified.
Calibration certificates	3 years unless otherwise specified.
Shipping records – identifying consignee address, ship date, products shipped, labeling requirements, transportation mode or carrier.	5 Years unless otherwise specified.
Management Review records – meeting record, input / output documents.	3 years
Corrective / Preventive Actions	3 years
Internal audit reports – including actions taken	3 years
Training records – personnel training records, departmental training records	3 years after termination