

## QUALITY ASSURANCE POLICY for MATERIAL SUPPLIERS

For East & Westbrook Construction Company, Inc. to reach its goal of a top quality construction project it needs the cooperation of all material suppliers to perform the following:

- All orders must have an East & Westbrook Purchase Order.
- Submittals and shop drawings proving compliance submitted in a timely manner.
- Materials supplied must be as specified.
- All work must be per plans and specifications. In the event a material supplier has a question about the contract documents, they should initiate a Request for Information (RFI) to East & Westbrook for clarification. If needed, East & Westbrook will seek further clarification from the Project Engineer and/or Owner.
- Delivery must be on time as directed.
- Return the signed acknowledgment copy of East & Westbrook Construction Company, Inc's purchase order form in a timely manner.
- Provide job site training of East & Westbrook Construction Company, Inc's personnel if necessary.
- Check field dimensions prior to fabrication of custom-sized materials.
- Adhere to all safety policies at all times.
- Provide SDS (Safety Data Sheets) on all delivered materials.
- All furnished materials are subject to the inspection, testing and review of East & Westbrook project management, East & Westbrook's independent third party testing agency, and/or the Owner's independent third party testing agency.
- Any materials found by test or inspection to not meet project specifications will be replaced in a timely manner so as not to adversely impact the project schedule.