



TECHMETALS

ENGINEERED METAL FINISHING & PERFORMANCE COATINGS



Techmetals Visitor Requirements

From the Desk of:

*Phillip Brockman, President
Techmetals, Inc.*

Call: (937) 253-5311
www.techmetals.com

In working with our customers to ensure all security measures are being followed at Techmetals, Inc., we offer you the following requirements to enter our facilities:

- Techmetals is registered with the Directorate of Defense Trade Controls (DDTC). We also have customer specific and government type security clearances for work we perform which entails the utmost confidentiality. Our customers and governmental agencies require Techmetals to follow strict requirements when guests visit our facilities. Techmetals is not permitted to have any non-U.S. residents or those that hold dual citizenship enter our facilities at any time without prior approval (preferably 60 days prior to visit), an approved plan for the visit and written approval from our security team. Upon arrival to Techmetals, a copy of a valid passport held by those individuals that are non-U.S. residents or those that hold Dual Citizenship is required. Submitting your passport is only a step in our security process and does not mean limited or any access will be given. It is the first step to attain approval from our Security team and will be necessary for each visit. Techmetals may change or deny access at any time.
- Upon arrival at Techmetals and before entering our facilities, each individual must show a form of photo identification such as a valid driver's license, passport or a government issued ID and fill out entry paperwork provided by Techmetals.
- Electronic devices, unless written pre-approval is obtained from our security team, are NOT permitted to enter our buildings. This includes, but is not limited to, mobile/cell phones, computers/laptops/tablets, cameras, PDA's, any sort of USB devices, smart watches, iPods and iPads. The approved device(s) will be subject to verification by the security team when you arrive at our facilities.
- In the event an electronic device is approved to be brought on site, there is no guarantee of internet access. The need for internet access must be addressed and arranged prior to your visit. Access is granted by the Techmetals Security Team.
- Due to the nature of our business, it is our policy to restrict access to the shop floor unless an individual is properly dressed. Standard safety protocol will be followed if you are visiting the shop floor. Normal attire is acceptable with the following restrictions: no open toed shoes, shorts or sleeveless shirts are permitted on the shop floor. You will also be required to wear steel toed shoes, safety glasses, and possibly hearing protection while you are on the shop floor. We can provide steel toe safety shoe covers, with advanced notice.

Please help Techmetals abide by these rules and also understand that we are complying with our customer's confidentiality standards and governmental regulations. You can expect that Techmetals will take every precaution to protect the confidentiality of every customer's information. We appreciate your cooperation.

If you are unable to comply with these requirements please notify us so that we can make other arrangements.