

## Preliminary notes

### Distributor and Scope of Application

This procurement specification is to be adhered to by all suppliers involved in the handling, finishing or delivery of our product as required in the order.

### Reference Document

EN 9100:2018: Quality Management Systems - Requirements for Aviation, Space and Defence Organizations

## General

Please comply with all requirements concerning the order. The accompanying documents include all necessary steps and drawings for the work process.

Please check that the specified requirements are complete and accurate before delivery.

Please only use shipping containers which are able to protect the goods or have been provided by us when returning processed materials or products.

Deliveries which have been sent separately or in several single shipments should under no circumstances be combined. In this case it is absolutely necessary to keep these production batches separated.

## Nondisclosure Agreement

All information concerning order processing is to be treated with strictest confidentiality.

## Access Authorization

The supplier grants right of access to the ordering party, its customers and to the aeronautical authorities in all facilities concerning with the order and to all relevant records.

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## Ethics and Counterfied Items

We assume that the origin of the goods will also be checked from an ethical point of view and that counterfeiting, both of the goods and of the accompanying documents, will be prevented. The goods must conform to the order and must not restrict product safety in any way.

## Retraceability

The goods must be completely traceable.

## Subcontracting

Subcontracting is only permitted after prior approval by us. For any subcontracting the procurement specification demands of this contract are mandatory. In any case we reserve the right to audit the subcontractor.

Only approved sources of supply should be used.

## Inspections

For each delivery, we expect a certificate of compliance to EN 10204-2.1. For the necessity of higher certificates please refer to the particular order.

Customers or customers representatives are entitled to conduct a verification at the location of the supplier in accordance with the agreement concerning the specified requirements of the subtracted items.

## Aviation Specific Requirements

### Incoming Goods Inspection

Your deliveries will be checked periodically. If the deliveries do not meet the specified requirements, we reserve the right to return all goods and to charge a handling fee.

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## Defective products

Defective products and obsolescence must be reported in advance, or it must be obtained a written permission for delivery. If the faults or obsolescence are detected after delivery, we must be informed immediately.

## Initial Samples

New parts have to be delivered with an initial sample test report which includes the proof of compliance with all features.

## Qualification of the Personnel

The personell must have the necessary qualifications.

## Test Results

The result of exams requiring verification (e.g non-destructive examinations) are to be released on request.

## Quality Management System

The supplier maintains a quality management system of at least ISO 9001 or of a superior grade.

## Ordering Informations

The designation or exact identification as well as, the respective speffication, drawings, process requirements, instructions and other relevant technical data are to be stated in the order.

If necessary, requests for development, tests, inspection and examination are given in the order.

## Audits

If necessary, audits will be carried out at the suppliers.

## Archiving

Unless otherwise specified in the order, all order and production related documents must be archived for up to 10 years after the end of the business relationship.

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