

***Unless otherwise specified on Kadon Aerospace's Purchase Order, all requirements of Section 1 apply.***

## **1.0 Kadon Aerospace Standard Supplier Requirements**

- 1.1** Kadon Aerospace's Purchase Order provides information on the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions).
- 1.2** **Control of Drawings & Specifications.** The Supplier shall ensure that the drawings and specification are the relevant revision status specified on the Purchase Order. The Supplier shall comply with any special requirements requested by Kadon Aerospace regarding the control of drawings and specification.
- 1.3** **Reporting Discrepancies.** Discrepancies, omissions, conflicts, and the need for clarifications or interpretations of any nature encountered by Supplier in respect of furnished drawings or specifications will be brought to the attention of Kadon Aerospace for resolution. Should Supplier fail to contact Kadon Aerospace to resolve conflicts or inconsistencies, Supplier will be solely responsible for errors resulting from said conflicts or inconsistencies. Where documents are referenced, the version in effect at the time of order placement shall apply.
- 1.4** **Certificate of Conformance.** Supplier's acceptance of Kadon Aerospace's purchase order certifies that the materials and processes supplied under the purchase order shall be or have been controlled and inspected in accordance with Kadon Aerospace's purchase order and they meet the specified order requirements, referenced specifications and drawings. Supplier must provide a Certificate of Conformance for all orders and lots, verifying that all products and lots meet those requirements. All products and lots must be clearly identified and labeled and must be traceable to and linked to the Certificate of Conformance. This shall include all materials or work performed by any sub-tier suppliers. Raw material must be accompanied by the manufacturer's material certificate containing complete and unbroken traceability to the original mill certification or a material test report.
- 1.5** **Record Creation.** Records may be in the form of any type of media, such as hardcopy or electronic media, and shall be documented using permanent methods, remain legible, readily identifiable, and retrievable.
- 1.6** **Record Retention.** Applicable Retention Policy will be specified on the Purchase Order.
  - **Retention Policy A:** Supplier shall keep quality records of subcontracted processes and work for a minimum of 30 years. All records maintained by supplier shall be kept securely with access restricted to Kadon Aerospace, except that outside organizations identified in Section 1.16 have right of access. In the event of company closure or other organizational changes, Kadon Aerospace must be notified and provided an opportunity to obtain records prior to disposal.
  - **Retention Policy B:** All quality records of work performed in the course of subcontracted processes shall be provided to Kadon Aerospace with the parts.
  - **Retention Policy C:** Supplier shall keep quality records of subcontracted processes for a minimum of 7 years. All records maintained by supplier shall be kept securely with access restricted to Kadon Aerospace, except that outside organizations identified in

Section 1.16 have right of access. In the event of company closure or other organizational changes, Kadon Aerospace must be notified and provided an opportunity to obtain records prior to disposal.

- 1.7 Calibration System.** All gauges and instruments used to verify product shall be calibrated using standards whose accuracies are NIST traceable.
- 1.8 Sampling Plan.** Supplier shall use a sampling plan for product acceptance, consistent with typical industry standards, unless otherwise specified or agreed upon in writing by Kadon Aerospace Shop.
- 1.9 Workmanship Quality.** Supplier is required to make employees aware of their contribution to product conformity, their contribution and responsibility to product safety, and the importance of ethical behavior. Manufactured product shall be free from burrs, and sharp edges.
- 1.10 Packaging and Handling.** As a minimum, the Supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration and physical damage during shipment. Electrostatic sensitive products shall be packed in an Electrostatic Discharge (ESD) protective bag. Suppliers are also responsible for handling damage that occurred at their location. Use of staples, paperclips, or other potential sources of Foreign Object Damage / Foreign Object Debris is prohibited in packaging.
- 1.11 Identification and Traceability.** Supplier shall establish and maintain a system that provides traceability of material and product to the Kadon Aerospace PO number. The traceability system must identify, as applicable:
- the raw material heat lot used in the production of any product
  - acceptance records of the production material
  - all product manufactured from a given lot of material
- 1.12 Disposition of Nonconforming Product.** Supplier shall obtain Kadon Aerospace's prior written approval with respect to the disposition of any nonconforming products or materials supplied, that does not meet engineering drawing or documents under Purchase Order.
- 1.13 Training & Competence.** Supplier shall ensure that employees and people working on its behalf are competent and trained in accordance with applicable requirements. Supplier's employees need to be aware of: a) the need to prevent the use of counterfeit parts, b) their contribution to product or service conformity, c) their contribution to product safety, and d) the importance of ethical behavior.
- 1.14 Material Substitution.** Unauthorized material substitutions are not permitted without Kadon Aerospace written consent.
- 1.15 Counterfeit Parts.** The Supplier shall certify that only new and authentic materials are used in products or goods delivered to Kadon Aerospace and that the products/goods delivered contain no Counterfeit Parts.
- 1.16 Right of Access.** Kadon Aerospace, its customers, and regulatory authorities shall be granted the right of access to all Supplier and sub-tier Supplier facilities and records involved in fulfilling the Purchase Order requirements to ensure conformance with the requirements. Kadon Aerospace shall give reasonable notification to the Supplier prior to the on-site inspection. The on-site inspection may include surveillance of the Supplier's facilities,

procedures, production methods, processes, and the Supplier's Quality Management System. Supplier shall furnish, at no cost, the necessary data as required by applicable Purchase Orders, specifications, and inspection instructions to facilitate the on-site inspection.

- 1.17 Notification of Nonconformance.** When a nonconformance is determined to exist or is suspected to exist on goods and/or services provided to Kadon Aerospace under contract or Purchase Order, Supplier shall provide written notification of the delivered nonconforming product condition within 24 hours of discovery. The notification must include, to the extent known, all pertinent information concerning the condition (i.e., part numbers, serial numbers, quantities, time frame, affected deliveries, description of condition, etc.), the containment / corrective action taken, and the potential impact of the defect to the function and reliability of the product.
- 1.18 Supplier Corrective Action.** Supplier shall, on request, provide statements of corrective action on nonconformities or failures of Supplier's goods or services.
- 1.19 Flowdown to Sub-Tier Suppliers.** Supplier shall flow-down to Sub-Tier Suppliers the applicable requirements as required by the Purchase Order either specifically or by reference.
- 1.20 Tools and Gages.** Tools and/or gages on loan from Kadon Aerospace remain the property of Kadon Aerospace, and are to be used in the production of Kadon Aerospace parts and order numbers only. These tools, in their entirety, are to be returned upon completion of the order. With the exception of normal wear, the supplier will be charged for all items damaged or lost. The supplier must stop using and return any gage that is past the calibration due date on the calibration sticker.
- 1.21 Confidentiality.** Supplier shall hold all information received from Kadon Aerospace in confidence and no third-party request for information will be authorized unless approved, in writing, by Kadon Aerospace.
- 1.22 Changes in Process, Product or Location.** Supplier shall notify Kadon Aerospace of intended or actual changes that may affect the quality of delivered goods and services. This includes, but is not limited to:
- Changes to the Quality Management System
  - Change in Upper Management, Ownership, or Quality Manager
  - Change in Facility Location
  - Change in Processes
  - Industry focus
  - Change in Third Party Quality System or NADCAP Registration
  - Customer or Regulatory Issued Sanctions
  - Natural Disasters

The supplier shall notify Kadon Aerospace of any changes in its certification, registration, or accreditation within 48 hours of receiving notification of the change. The Supplier shall provide a written statement to Kadon Aerospace Shop that identifies the details of any other significant change that may affect the organization's business or approved quality system within 15 days of the change.

*Section 2 requirements apply **only** when specifically referenced on Kadon Aerospace's Purchase Order.*

## **2.0 Kadon Aerospace Additional Supplier Requirements**

- 2.1 Lot Control.** When multiple material lots are shipped, each lot shall be separately packaged and identified.
- 2.2 Record Updates.** Records containing blank entries shall be considered incomplete unless specifically defined in applicable procedures or work instructions.
- Temporary Changes and Error Correction - The only acceptable method of correcting paperwork is by drawing one straight line through the incorrect portion of the entry. Original data must be legible after the correction. The correct entry should be made by any permanent suitable means adjacent to the incorrect entry, along with the date and the signature of the employee making the correction.