

# AIRCRAFT DUCTING REPAIR INC.

## PURCHASING/SUPPLIER EXPECTATIONS

The following expectations apply to every Supplier contracting with Aircraft Ducting Repair Inc. (ADR). These expectations constitute the operating principles and procedures Suppliers shall adhere to when performing work for ADR. Acceptance of an ADR Purchase Order is the Supplier's agreement to abide by these expectations and it is their responsibility to ensure compliance is maintained throughout the process. These expectations are a supplement to and do not replace or alter any purchase agreement terms and conditions. If questions arise concerning these expectations it is the Supplier's responsibility to resolve them prior to Purchase Order acceptance or further processing.

1. The final approval of the product, processes, services, procedures and equipment are at the sole discretion of ADR.
2. Only properly trained/qualified/approved personnel shall be permitted to perform special processes as required by the Purchase Order.
3. Purchase order requirements and these expectations shall be flowed down to all sub-contractors.
4. When directed by the PO, the Supplier shall use ADR designated external providers including process sources.
5. ADR reserves the right to audit the Supplier's Quality Management System for the following:
  - a. System for maintaining and validating special processes.
  - b. Supplier approval based on certification to a recognized standard (ISO9001, AS9100, NADCAP etc.) shall notify ADR whenever a certification change occurs.
  - c. Suppliers used by ADR as directed by its customer, shall operate in accordance with ADR's customer standards/procedures.
6. Unless otherwise noted on the Purchase Order, the Supplier shall have access to and use the most current specification, drawing or other relevant technical data.
7. ADR maintains the right to specify or approve a specific design, test, inspection procedure, use of statistical techniques for product acceptance any applicable special requirements or critical items and key characteristics.
8. The Supplier is responsible for:
  - a. Designing and implementing a Quality Management System.
  - b. Notifying ADR of any non-conforming processes, products or services.
  - c. Approval for non-conforming product disposition shall be obtained from ADR prior to further use/shipment.
  - d. Notifying ADR of changes to processes/procedures pertaining to products. Changes of a facility location or a sub-tier supplier.
  - e. Preventing the procurement and use of counterfeit parts.

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- f. Transmission to sub-tier suppliers all applicable requirements of the Purchase Order.
  - g. Retention of all records pertaining to the Purchase Order for no less than 10 years.
  - h. Ensuring personnel requiring certification possess a current certification for the process being performed. The certification shall be made available to ADR upon request.
9. ADR, its customers and any relevant regulatory agencies retain the right to access the Supplier's and its sub-tier supplier's facilities involved in executing the Purchase Order and to all records associated with it to determine compliance with PO and these expectations.
10. Suppliers providing calibrations services shall:
- a. Equipment calibration shall be carried out under suitable environmental conditions.
  - b. Maintain certification to ISO17025, ISO10012, ANSI Z540-1 (or equivalent) or otherwise be approved by ADR.
  - c. Identify the calibration standards used.
  - d. Ensure calibration standards used are traceable to the N.I.S.T.
  - e. Provide the "as found" and "as left" status on the work record.
11. Employees at all Supplier tiers shall be made aware of:
- a. The importance of ethical behavior and honesty.
  - b. Their responsibility for ensuring the product or service conforms to the PO requirements.
  - c. Their contribution to product safety.

Should any questions or inability to comply with these expectations arise, contact Aircraft Ducting Repair Inc.'s Purchasing Department for clarification/resolution prior to further processing.

We appreciate your cooperation in implementing these guidelines.