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## **K&S Aerospace Components Ltd Supplier / Sub-Contractor Quality Terms and Conditions**

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Purchase Orders contain the following terms and conditions that references the required purchasing and quality terms that K&S Aerospace Components Ltd requires of its suppliers and / or sub-contractors.

### **Certificate of Conformity**

A signed Certificate of Conformity shall accompany each shipment (unless consumables) and shall contain the following information:

Supplier Name: Purchase Order Number, Date, Part Number, Revision, Quantity, Authorised Signatories. If material is being shipped the following information shall also be on the Certificate of Conformity;

Description of Material e.g., Spec Number; Revision and size.

Material identification e.g., Heat number, Lot number, Origin Mill, type of material and composition.

### **Quality System**

The supplier / sub-contractor shall maintain an effective Quality Management System. This provides a means of ensuring that products conform to specified requirements.

### **Product Safety**

At K&S Aerospace Components Product Safety is essential. K&S Aerospace Components Ltd have set principles to continually improve the approach to Product Safety. Suppliers / Sub-Contractors will ensure that all personnel within their company and Sub-Tier Suppliers personnel who are involved directly or indirectly in processes relating to K&S Aerospace Components Ltd Purchase Orders are aware of the importance of Product Safety, including accountability, continual improvement and conforming products.

### **Rights of Access**

K&S Aerospace Components Ltd authorised representatives may carry out visits to the Suppliers/ Sub-Contractors site. Representatives shall be afforded to all facilities involved in the order and to all applicable records, and verification of parts and materials being used.

### **Identification, Traceability and Control of Quality Records**

All records relating to the process and/or manufacturing processes shall have correctly maintained records and traceability throughout all processes carried out. This includes testing and inspection. Knowledge of how to know when a process has been completed shall be apparent and traceable. Inspection and calibration system (where required) shall be established, retained and made available on request for verification by K&S Aerospace Components Ltd, our Customers and Regulatory Authorities. Retention period for all orders shall be for a minimum of 9 years unless otherwise specified by our Customers or Regulatory Authorities.

### **Non-Conforming Product**

The supplier shall obtain prior written approval from K&S Aerospace Components Ltd prior to the supply of any Non-Conforming Product. K&S Aerospace Components Ltd shall have the right to reject, require correction / rework or accept with concession. No replacements or corrections of defective products / materials shall be used by supplier unless agreed in writing by K&S Aerospace Components Ltd. All reworks / rejections of Non-Conforming Products shall be noted on the delivery paperwork with all copies of the Non-Conformance sent to K&S Aerospace Components Ltd prior to delivery, including a Root Cause Analysis and Corrective / Preventative Action.

### **Sub-Tier Suppliers / Sub-Contractors**

No products or materials under this Purchase Order shall be procured or services rendered by an additional Sub-Contractor without prior written approval from K&S Aerospace Components Ltd. When the supplier sub-contracts a process or requirement to a Sub-Tier Supplier the applicable requirements must be flowed down to that supplier. The Supplier is not relieved of the responsibility for assuring all works performed or supplied by the Sub Tier Supplier are in accordance with specification requirements, even with the prior approval given by K&S Aerospace Components Ltd.

### **Special Processes**

Any special processes completed must have the relevant certification. Including, NDT Testing, X-Ray, Heat Treatment. All certificates and inspection reports must be available to K&S Aerospace Components Ltd and Customers and Regulatory Authorities. Where requested all certifications shall be included with the C of C / Delivery Paperwork. The Supplier and any Sub-tier Supplier must be approved by K&S Aerospace Components Ltd and/or Customer approval before any process can be completed that is considered as a Special Process.

### **Change of Circumstances**

The Supplier / Sub-Contractor shall inform K&S Aerospace Components Ltd of changes to its Certifications,

Registration and Accreditation status and any other changes that may affect the Quality, such as change of location or a change in Senior Management.

### **Responsibility of Property**

Any parts / materials / tooling / drawings and specifications that K&S Aerospace Components Ltd sends to the Supplier / Sub-Contractor shall be segregated, labelled and kept in a suitable environment for that Material / Product or tooling. Any drawings and / or specification supplied by K&S Aerospace Components Ltd is private and confidential and will not be passed on to any third party unless the explicit written consent has been received by K&S Aerospace Components Ltd. The supplier assumes the risk of and shall be responsible for any loss or damage to any of the above listed that has been provided. K&S Aerospace Components Ltd property (where required) is to be returned in the state received, except for reasonable wear and tear that has happened in the duties in which it was intended.

### **Prevention of Counterfeit Parts and Unapproved Parts**

The Supplier shall implement and control processes to prevent the use of Counterfeit and unapproved Parts and their inclusion in any products delivered to K&S Aerospace Components Ltd. The Supplier shall inform K&S Aerospace Components Ltd if counterfeit parts or Unapproved Parts have been suspected or detected and the corrective actions that were taken.

### **FAI- First Article Inspection**

Where and when required the Supplier must supply a FAIR ( First Article Inspection Report) to K&S Aerospace Components Ltd. The information that may be required will include, Material Certs, Testing Certificates, Dimensional Measurements and photos. All FAIR will be required to be signed and reviewed by an Authorised person including a Quality Manager or Inspector.

### **Packing**

The Supplier shall prepare the goods to prevent damage and deterioration. Charges for preparation, packing and delivery charges are included in the price, unless separately specified on the order.

### **Shipment and Delivery**

Shipment or deliveries as specified in the order, shall be in strict accordance with the quantities without shortage or excess; unless has been written notification from the Supplier and consent from K&S Aerospace Components Ltd. The Supplier shall take all necessary action to maintain all delivery schedules and shall promptly notify K&S Aerospace Components Ltd of any anticipated or actual delivery date issues. This must be discussed and agreed by both Supplier and K&S Aerospace Components Ltd.

### **Supplier Awareness**

Suppliers / Sub-Contractors will ensure that all personnel within their company and Sub-Tier Suppliers personnel who are involved directly or indirectly in processes relating to K&S Aerospace Components Ltd Purchase Orders are aware of:-

- Their contribution to Product Safety
- Their contribution to product or service conformity
- The importance of Ethical Behaviour.

Last Reviewed Date: 06/07/2021

Reviewed By: L. Hatch

Position: General Manager

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