

**General requirements are applicable to all Purchase Orders**

1. The supplier shall establish, maintain, and make available to KI, Kaney, Inc. DBA Kaney Aerospace, Inc.; BVR Technologies Co.; Ardekin Precision; Kaney Aerospace Repair Station) KI's customers, the FAA, or the government, documentation that describes the design, inspection plans, work instructions, test plans and results, control process and equipment procedures that directly affect the quality of the parts ordered by KI.
2. The supplier shall guarantee that the personnel making and inspecting the parts are qualified to perform these tasks. Training records and experience information shall be made available to KI upon request.
3. Supplier shall maintain calibration for all inspection, measuring and test equipment traceable to a national standard (ISO 10012, MIL0STD-45662A, ISO/IEC 17025, or ANSI/NC SL Z540) or as specified by the purchase order, where traceable to a national standard is not applicable.
4. Control of Quality. The supplier will maintain a system that complies with the specifications of AS9100, ISO9001, or the Quality system as approved via the KI supplier approval process. Compliance to their own specifications does not relieve the supplier of the responsibility to furnish acceptable supplies or services.

Supplies are required to retain all documentation for a minimum of 10 years from PO delivery date and retain inspection records indefinitely. The supplier must notify KI when records reach the retention period time limit for disposition by KI. The supplier must notify KI if they become unable to maintain quality records for the required time period.

5. All parts and assemblies shall comply with the current revision (based on ECN effectivity disposition) of all KI documentation.
6. Report of Discrepancy – Deviations from drawings, specifications, or procurement requirements must be submitted to KI Buyer for deviation consideration on KI's discrepancy material report form (DMR). The disposition must be approved by KI Quality before shipment, unless otherwise directed by KI. One reproducible copy of the approved DMR must accompany each affected shipment (forms are available upon request).

**NOTIFICATION OF ESCAPE** – If a Supplier finds any non-conformance which has any effect on delivered product, the Supplier shall submit a disclosure report to KI within 24 hours. The disclosure report shall include the following information:

1. Description of the non-conformance.

2. Part number and Traceability numbers which identifies the non-conforming parts (e.g. Serial number, Lot or Batch number).
3. Delivered quantity.
4. Containment efforts taken and immediate corrective action proposal.

In addition, the Supplier shall report root cause and corrective action to KI as soon as possible or within mutually agreed time frame.

7. Supplier shall obtain approval from KI's Quality Assurance Manager and KI may require KI customer approval using customer form before changes to product, significant change to process, change to sub-tier supplier, manufacturing location changes, and quality organization changes are made. For manufacturing locations changes, the supplier must notify KI at least 3 months in advance.
8. The applicable areas of the supplier's facility and all applicable records for the parts on the purchase order are subject to inspection at the supplier's facility and at any other level of the supply chain by KI and KI's customers, including regulatory authorities.
9. Supplier shall provide a signed and dated Certificate of Conformance (C of C). The C of C shall include the supplier's letterhead and be signed by a company manager or designee. Each signature must have in print the name and company position of the signer. The C of C shall have, as applicable, the date of issue, the quantity shipped, the KI purchase order number, the manufacturer's part number and revision level, the KI part number and revision level, and a testament of conformance to meeting all of the KI purchase order instructions, purchase order requirements, drawings, specifications, and special process requirements. These documents are necessary in the protection against counterfeit parts, as described in D-19360

All Electronic Components, off the shelf material, processes, and raw materials supplied to KI for the item delivered, must be traceable to the Original Manufacturer, and acquisition traceability as identified on the Purchase Order or Bill of Materials. Copies of these certifications and acquisition traceability ARE REQUIRED to accompany all shipments from Distributors. Authorized/Franchised Distribution sources, if identified by the Manufacturer, may waive this requirement only if all documents are maintained and available upon request. These documents are necessary in the protection against counterfeit parts, as described in D-19360.

Parts and Assemblies delivered to KI shall not include Restocked Electrical Components without prior approval.

- 10.** Supplier shall provide packaging and preservation in accordance with the best commercial packaging methods to ensure against surface scratches, denting, and damage to assemblies, moisture protection and for safety in handling during the shipping process.
- 11.** Supplier shall be responsible for assuring that all of their sub-tier suppliers or products and/or services have in place the appropriate quality assurance and traceability programs necessary to meet KI requirements. A list of these sub-tier suppliers shall be made available to KI Quality Assurance upon request.
- 12.** Chemical and Physical Test Reports: All purchase orders for chemicals must be accompanied by one legible and reproducible copy of all chemical and physical test reports. The report must contain the signature and title of conform to specifications. The purchase order number must be included on the report.
- 13.** Product Identification and Traceability: The Seller shall maintain documented procedures for identification of product from receipt and during all processes of production and delivery. Traceability shall be maintained by the supplier to specific lots, including materials types and shall make this information available to KI upon request.
- 14.** First-Article Inspection: KI requires that all First Articles are fully compliant to AS9102. First-article samples must be accompanied by the supplier's first-article inspection report, showing results of "actual measurements, tests, and applicable drawings notes". New Parts (the first time a supplier is building a specific part) shall require ALL characteristics and notes. Updated parts (subsequent builds or a specific part by the same supplier) to a new configuration has the same requirements, however it may consist of only a delta first article or verification of changed characteristics and notes unless otherwise noticed. In the event of a break in production exceeding 2 years, a new complete FAI will be required. The first article samples are to be tagged or otherwise identified. Material certifications for any raw material used and certification for all outside processes must also be submitted with FAI report.
- 15.** For Suppliers Using Materials: The supplier shall send a random sample of material to an independent laboratory for each material supplier annually to verify suppliers' certifications. This applies to materials suppliers used for KI products. This sample must be from each material type received from the material supplier within the year. The supplier must reconcile any discrepancies between the independent analysis and the suppliers' certification and notify KI of any issues.
- 16.** Identification of Shelf Life Material: Supplier must identify each item, package, or container of shelf life material with its cure or manufacture date, expiration date, and any special storage and handling conditions in addition to the standard identification requirements. The supplier must certify that a minimum two thirds of the useable shelf life is available at time of delivery.

17. Product Obsolescence Requirements: As an approved KI supplier, you are required to notify KI if a part listed on this order or any of its material components, are planned of obsolescence by you or your sub-tier suppliers. All efforts must be made to keep KI informed of the future viability of the item(s) listed on this order.
18. All material and/or processes must be performed to the latest revision of the specification including superseding specifications. All material and/or process certifications must show the revision of the applicable specification.
19. The supplier shall employ appropriate measure to ensure that Foreign Object Debris (FOD) is controlled to prevent damage or degradation of deliverable product (reference D-11780).
20. The supplier shall ensure that personnel are aware of their contribution to product or service conformity, their contribution to product safety, and the importance or ethical behavior.
21. Calibration supplier personnel must have an annual vision test, corrected or uncorrected for at least one eye and performed by a licensed optometrist or ophthalmologist, that is equivalent to – or performed to – the minimum vision requirements of Snellen 14/18, (20/30), or Jaeger 2. They must also have completed a one-time color perception test. Records must be retained for a minimum of 10 years and must be available upon request.
22. For Electronic Part Distributors the supplier shall have a counterfeit electronic part detection/prevention program in place (see D-19360).
23. For raw material providers the supplier shall have a counterfeit detection/prevention program in place (see D-19360).
24. Special Process suppliers shall be NADCAP approved for the special process they are to perform.
25. KI, KI's customer, and regulatory agencies have the right of entry to any place necessary including the plant of the supplier to determine and verify the quality of contracted work, records, and material.

**The following quality requirements will be applicable only when they are identified on the purchase orders;**

**Q001:** Not used

**Q002:** For Electronic Parts: Items shall be shipped in electrostatic dissipative packaging and labeled as Electrostatic Discharge (ESD) sensitive items. If the device is not deemed ESD sensitive by the manufacturer, the devices may be shipped in the original manufacturing packaging. Items removed from the original manufacturing packaging shall be placed in electrostatic protective packaging for shipment.

**Q003:** Functional Test Reports: If functional test reports are required per the purchase order, the shipment must be accompanied by a legible and reproducible copy of the actual test results identifiable with the test parameters and products submitted. These reports must contain the signature and title of the authorized representative for the agency performing the test and must conform the specific requirements.

**Q004:** Printed Circuit Boards: A potted micro section reflecting complete manufacturing processes performed must be included with each lot of new date coded boards for all military orders only. All selective gold or gold plated boards shall be individually bagged so as not to be scratched, nicked or corroded from normal handling or storage. The packing material shall be anti-static and contaminate free.

**Q005:** The supplier shall have legible identifying marks on each part.

**Q006:** A test specimen (e.g. production method, number, storage conditions) shall be submitted for design approval, inspection, investigating or auditing. The purchase order will describe the test specimen requirements.

**Q007:** For a flow down from KI's customer to the supplier that requires special consideration including key Characteristics, the requirements shall be detailed on the purchase order.

**Q008:** Not used

**Q009:** For Purchase orders for material for Collins Aerospace/UTC end product the following requirements apply to the supplier and their sub-tier supplier(s):

1. The supplier must conform to ASQR-01
2. Only Special Process suppliers on the UTAS/Collins Aerospace "80/85" report shall be used (note that the 80/85 report available at the UTAS/Collins Aerospace supplier portal).
3. When purchasing metals, electronics, or hardware the distributor used must be listed on the UTAS/Collins Aerospace Qualified Distributors List (QDL) (not that the QDL is available at the UTAS/Collins Aerospace supplier portal).
4. The body of the KI purchase order must state "Collins Aerospace end product" (or words to that effect).



**Q010:** For Government Contracts: Suppliers shall comply with the requirements of Department of Defense Federal Acquisition Regulations Supplement (“DFARS”) 252.225-7014, “Preference for Domestic Specialty Metals” Alternate I (Apr2003). The supplier shall also flow this requirement to their supply chain as necessary.

**Q011:** For Purchase Orders for material for General Electric (GE) end product the following Requirements apply to the supplier and their sub-tier supplier(s):

1. Is S-1005 is a requirement on the Purchase order from GE, the supplier must conform to S-1005.
2. If S-1007 is requirement on the Purchase order from GE, the supplier must conform to S-1007.
3. Special Process suppliers must be NADCAP approved for the process they are to perform.
4. The body of the KI purchase order must state “GE end product” (or words to that effect).