

The supplier requirements below apply to all Suppliers and sub-tier suppliers to Klinger IGI (KIGI) providing materials and services. Acceptance of a Purchase Order from KIGI binds the supplier to the Terms and Conditions listed in the Purchase Order and the requirements listed in this document. The Supplier is not authorized to outsource any portion of the Purchase Order requirements unless specifically authorized by KIGI and will flow down these requirements to any sub-tier Suppliers. Note that these requirements correspond with the requirements of KIGI's customers and with the requirements of AS9100, Clause 8.4.3.

- a) KIGI'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).
- b) Each supplied order must be accompanied by a legible copy of a Certificate of Analysis (C of A) or Certificate of Compliance (C of C). Material certifications must show quantitative analysis of each element and physical testing as required by specifications referenced. Traceability for Raw Material is required and must be retained and provided to KIGI with product. Final acceptance of product will be at KIGI after receiving inspection.
- c) Supplier will ensure that employees and people working on its behalf are competent and trained in accordance with the requirements of AS9100, where applicable.
- d) In addition to the other requirements recorded within this document, Suppliers will hold all information received from KIGI in confidence and no third-party request for information is authorized unless approved, in writing, by KIGI.
- e) KIGI will measure Supplier's performance based on Quality, Delivery, and/or Service. Suppliers will be issued corrective actions as warranted. Supplier late shipments and corrective actions will be reviewed for escalated action at Management's discretion. Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for probation or removal from KIGI's approved supplier list.
- f) KIGI and its customers reserve the right to perform verification and/or validation activities at the Supplier's premises.
- g) KIGI does not currently use external providers for design and development.
- h) The Supplier is responsible for the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement.
- i) All gauges and instruments used to verify product will be calibrated using standards whose accuracies are NIST traceable and all calibration certifications will specifically state this traceability. Supplier will maintain a quality / inspection system that ensures all goods and services conform to contract requirements, whether manufactured or processed by the Supplier or procured from sub-tier suppliers, and that fully complies with the requirements of AS9100.
- j) If required, the Supplier will use a sampling plan for product acceptance that complies with a recognized industry standard, unless otherwise approved by KIGI.

k) KIGI requires our suppliers to:

Maintain a quality system in compliance to a recognized quality standard, unless waived by KIGI.

Use customer-specified sources when required by KIGI or its customers.

Notify KIGI of nonconforming processes, products, or services and obtain approval for their disposition. KIGI will not accept Supplier products that do not meet Purchase Order requirements. Suppliers that receive notification of nonconforming product will take appropriate action to contain the nonconforming condition and prevent reoccurrence.

Prevent the purchase of counterfeit or suspect / unapproved products and ensure product identification and traceability, by instituting controls that include the requirement of Material Certificates, Certificates of Conformance, and/or other supporting documentation as appropriate. Material and part substitutions are not allowed.

Notify KIGI of any change in ownership, management, location, approval status, product, or process that affects KIGI's product or services and are subject to re-evaluation and approval.

Flow down to sub-tier suppliers the applicable requirements as required by the purchase order, either specifically or by reference.

Provide test specimens for inspection / verification, investigation and/or auditing purposes, when requested by KIGI or its customers.

Unless otherwise specified on the Purchase Order, the latest specification revision in effect at the time the lot of raw material/parts was originally manufactured or processed shall apply. In the event a document has been superseded, the latest revision of the superseding document will apply. All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspections, final inspection, and calibration records will be retained for a minimum of 12 years, unless otherwise specified by KIGI. These records will be made available to KIGI, its customers or regulatory agency upon request.

l) KIGI and its customers reserve the right to perform an on-site inspection of the Supplier's facility or visit the facility. KIGI will 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. The Supplier will furnish, at no cost, the necessary data as required by the applicable Purchase Order, specifications, and inspection instructions to facilitate the on-site inspection.

m) The Supplier will be committed to the highest standards of ethics and business conduct, and will comply with the law, honor commitments, act in good faith, and be accountable. The Supplier will not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices and avoid involvement in activities that may be perceived as a conflict-of-interest. The Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and Suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information.

The Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety, the Supplier will communicate them to KIGI. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, the Supplier will notify its own employees of the concern and, whenever possible, mitigate the concern. The Supplier will ensure that employees and people working on its behalf are aware of their contribution to product or service conformity and product safety, and the importance of ethical behavior.

- n) Supplier must advise KIGI no less than 3 days prior to the promised ship date if a PO will not ship and/or be delivered on time. Should Supplier miss the promised ship date, Supplier shall be responsible for all freight and delivery charges to KIGI, expediting as necessary to meet the delivery date; however, that penalty may be waived by KIGI at its discretion when its use of the late materials is not expected to generate a subsequent complaint and/or penalty to KIGI (i.e., stocked item).
- o) Charges in excess of the cost of materials which were not previously acknowledged and approved by KIGI will not be accepted.
- p) Supplier will acknowledge KIGI PO with price, promised shipment date, and delivery means and date within 24 working hours of receipt of a PO. Acknowledgment shall neither modify nor make inferior these flow down requirements.