

1. External provider shall maintain a QMS (including where applicable a third-party certification) that satisfies both K2 Aero and its customer's requirements. quality management system such as AS9100, ISO9001; AS9120; ISO /IEC17025, NADCAP accreditations, prime customer approval.....
2. External Provider shall responsible correctly flow down applicable requirements indicated on K2 Aero purchase order and contact K2 Aero for any uncertain requirements for clarification, Obtain the approval of: products and services; methods, processes, and equipment; the release of products and services when applicable or requested by K2 Aero
3. The external provider shall be responsible for the conformity of all their externally provided processes, products, and services, including from sources defined/ approved by the primer customer, shall be responsible for their external providers apply appropriate controls to their direct and sub-tier external providers.
  - Ensure the conformity of the special requirements, critical items, or key characteristics, test, inspection, and verification (including production process verification when requested by purchase order. Apply the statistical techniques for product acceptance and related instructions for acceptance when required
  - External provider shall identify and manage the risks associated to ensure that requirements are met; prevent the use of counterfeit parts, Take steps to predict and prevent the introduction of counterfeit parts into the supply chain and notify K2 Aero of any alleged occurrence of counterfeit products
4. The external provider shall ensure compliance to all applicable regulations related to export controls (i.e. Canadian Controlled Goods, US ITAR and US EAR, as well as applicable national export controls) when applicable to the purchase product or service; External provider shall has procedure in place for FOD control, where quality assurance mandates that everything is in its proper place and workers are kept safe, and the presence of this debris, Foreign Object Damage.
5. **Control of Changes**  
External provider shall notify K2 Aero:
  - The change in their manufacturing or processing capability & top management
  - The change in manufacturing location, the change of the processing and service scope
  - Unsatisfactory audit results that will affect the Quality Management System certification such as, but not limited to: (Prime customer approval, NADCAP, and AS & ISO accreditation, any applicable Regulatory Authorities accreditation)
6. External provider shall ensure that their process owner is aware of:
  - their contribution to product or service conformity.
  - their contribution to product safety.
  - the importance of ethical behavior.

7. **Use of Sub –tier Suppliers**  
Supplier shall not sub-contract K2 Purchase Orders without having written consent
8. **Record Retention**  
The records must be retained for a period of not less than (10) years from completion of purchase order unless otherwise specified in the purchase order. The supplier must impose this requirement on their sub-tiers.
9. **Packing**  
External provider must package products in such a way that they are protected from physical damage and the environment.
10. **Right of Entry**  
External provider agrees to grant access to our organization, our customers and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain involved in the order and to all applicable records.
11. **Product with limited shelf life.**  
All products that have limited shelf life shall be supplied with the minimum of 75% of shelf life remaining, unless conformed with K2 Aero before shipping.
12. **Confidentiality**  
External provider agrees to maintain confidentiality of and not use and disclose drawings, specifications, technical information or any other data supplied by K2 Aero
13. **Non-Conforming Products/Services**  
External provider must promptly notify K2 Aero in writing, when a product or services has been released and subsequently found not to conform to Purchase Order requirements.( Maximum 3 working days after the discrepancy is determined)
14. **Policy Requirements**  
External provider shall comply with all regulations including but not limited to, Health & Safety, Customs, International Traffic in Arms, Canadian Controlled Goods Registration program and Transportation when applicable