

	<b>Compaero Supplier Requirements</b>	Document ID: QMP-104
		Rev: 2

**The following shall apply to all orders / contracts supplied to Compaero, Inc. In situations where a Purchase Order placed by Compaero contains requirements that conflict with any below the Purchase Order shall govern. Compaero considers itself a supplier (to Compaero) and adheres and follows all conditions below.**

**Any additional requirements contained on a Purchase Order shall apply in addition to the requirements below.**

1. SUPPLIER shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents.
2. SUPPLIER shall establish and maintain records to provide Objective Quality Evidence of conformity to purchasing requirements and of the effective operation of the supplier's quality management system. At a minimum, each record is maintained for at least ten years. Records shall be available for review by Compaero and its regulatory authorities as required. Suppliers are to provide their procedures for controlling relevant records to Compaero's purchasing for review by the Quality department upon request.
3. SUPPLIER shall notify Compaero of nonconforming product or process prior to delivery and await Compaero's approval of supplier nonconforming product or process.
4. SUPPLIER shall maintain Objective Quality evidence of Compaero's approval of supplier nonconforming product. The supplier organization shall take action to determine and eliminate the cause of nonconformities in order to prevent reoccurrence and to provide Objective Quality Evidence to Compaero and/or Compaero's customers, assuring them of the quality of delivered goods.
5. SUPPLIER shall notify Compaero of any changes in the product and/or process used in the manufacture of the product. Compaero reserves the right for approval of the products, the parts used, the materials used, the procedures used, and the equipment used by the supplier in fulfilling the Purchase Order requirements.
6. SUPPLIER shall provide Certificates of Conformity for product delivered, including the parts used, the materials used, the procedures used, and the equipment used in fulfillment of the Purchase Order requirements.
7. SUPPLIER shall ensure material covered on this request is subject to the prohibition of mercurial contamination, and requires a certificate of compliance with the shipment.
8. Compaero, its customers and regulatory authorities, shall be granted the right of access to all supplier and sub-tier supplier facilities and records involved in fulfilling the Purchase Order requirements.
9. SUPPLIER shall have a system in place to deter and prevent Malpractice and Fraud & Falsification (F&F). Examples of Malpractice and F&F include but are not limited to:
  - a. Issuing a procedure or instructions known to contain unauthorized deviation(s) to contractual requirements.
  - b. Knowingly waiving or eliminating a contractual requirement without authority to do so.
  - c. Deliberately accepting unsatisfactory work.
  - d. Intentionally performing unacceptable work.

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- e. Failing to report problems or unsatisfactory conditions in one's own workmanship.
  - f. Verifying by signature that an action was taken, knowing in fact that the action was not taken, or not performing the required checks or verifications to assure the action was taken.
10. SUPPLIER agrees that all Supplier Corrective Action Request (SCARs) shall be answered in a timely fashion. Compaero will work with supplier to ensure enough time is given to ensure an adequate and effective response. Supplier agrees to provide Compaero with additional information or findings when requested as a follow-up measure.