



AS9100D SUPPLIER - VENDOR FLOW DOWN REQUIREMENTS

The supplier requirements below apply to all suppliers to Van Damme Helicopters Inc. (VDH), providing raw materials, manufactured components. Acceptance of a Purchase Order from Van Damme Helicopters Inc. 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 Van Damme Helicopters Inc. and must flow down these requirements to any Sub-Tier Suppliers. Note that these requirements correspond with the requirements of VDH's customers and with the requirements of AS9100D, Clause 8.4.3.

- a) **The processes, products, and services to be provided including the identification of relevant technical data (specifications, drawings, process requirements, and work instructions):** Refer to Van Damme Helicopters Inc. Purchase Order, Drawings, Appendix, and/or Acknowledgement provided by Supplier.
- b) **The approval of: products and services, methods, processes and equipment, the release of products and services:** Each shipment must be accompanied by one legible copy of a statement of conformance unless otherwise noted in the Purchase Order. A Certificate of Conformance (C of C) supplied with the shipment must provide at a minimum: Supplier name, part number, purchase order number, quantity of parts, Lot or Batch Number(s), and title and name of authorized Supplier representative. Traceability for raw materials is required and shall be retained and, if requested, provided to Van Damme Helicopters Inc.
- c) **Competence, including any required qualification of persons:** Supplier will ensure that employees and people working on its behalf are competent and trained in accordance with the requirements of AS9100D.
- d) **The external providers' interactions with Van Damme Helicopters Inc.:** In addition to the other requirements recorded with this document, Suppliers shall hold all information received from Van Damme Helicopters Inc., in confidence and no third-party request for more information will be authorized unless approved, in writing, by Van Damme Helicopters Inc.
- e) **Control and monitoring of the external providers performance to be applied by Van Damme Helicopters Inc.:** Van Damme Helicopters Inc. will score Suppliers based on Quality and Delivery (Service if applicable). Suppliers that fail to perform in these areas may receive Corrective Actions and may be considered for probation or removal from the Van Damme Helicopters Inc. Approved Products & Vendors List.
- f) **Verification of validation activities that the organization, or the customers, intends to perform at the external provider's location:** Van Damme Helicopters Inc., its customers, and regulatory authorities reserve the right to perform verification and/or validation activities at the Supplier's locations.
- g) **Design and development control:** Van Damme Helicopters Inc. provides build to print Suppliers with product specifications to be used for the manufacture of Van Damme Helicopters Inc. proprietary products. Suppliers must provide products that are in compliance with such specifications. Compliance with these specifications and traceability compliance must be assured and documented before shipment.
- h) **Special requirements, critical items, or key characteristics:** As per the requirements of AS9100D, Suppliers are 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 and measurement.
- i) **Test, inspection, and verification (including production process verification):** The Vendor shall maintain a quality/inspection system that shall ensure all goods and services conform to contract requirements whether manufactured or processed by the Supplier or procured from Sub-Tier Suppliers.
- j) **The use of statistical techniques for product acceptance and related instructions for acceptance** by Van Damme Helicopters Inc.: The Supplier shall use a sampling plan for product acceptance, consistent with industry-accepted standards unless otherwise specified or agreed upon in writing by Van Damme Helicopters Inc.
- k) **Notify the organization of non-conforming processes, products, or services and obtain approval for their disposition:** Van Damme Helicopters Inc. will not accept Suppliers products that do not meet Purchase Order or Specification requirements. Supplier product discovered after shipment by the Supplier to be nonconforming shall be immediately disclosed to Van

Damme Helicopters Inc., upon discovery, including but not limited to; quantity shipped, date shipped, and the extent of the nonconformance. Suppliers that receive notification of nonconforming products from Van Damme Helicopters Inc. shall take appropriate action to contain the nonconforming condition and prevent it from occurring again. The Supplier will be notified if formal Corrective Action is required to be submitted to Van Damme Helicopters Inc.

- l) **Prevent the use of counterfeit parts:** To prevent the purchase of counterfeit or suspect/unapproved products, and to ensure product identification and traceability (and for other reasons), Suppliers will institute controls that include the requirement of Material Certificates, Certificates of Conformity, and/or other supporting documentation as appropriate. Material and part substitutions are not allowed.
- m) **Notify the organization of changes to processes, products, or services including changes of their external providers or location of the manufacturer and obtain the organization's approval:** Suppliers will notify Van Damme Helicopters Inc. of intended or actual changes that may affect the quality of delivered good and services.
- n) **Flow down to external providers applicable requirements including customer requirements:** Suppliers shall flow down to Sub-Tier Suppliers the applicable requirements as required by the Purchase Order either specifically or by reference.
- o) **Retain documented information, including retention periods and disposition requirements:** Unless otherwise specified on the Purchase Order, the latest specification revision in effect at the time a lot of raw materials/parts was originally manufactured or processed shall apply. In the event a document has been superseded, the latest revision of the superseding document shall apply. All certifications, test reports, and inspection reports, as well as receiving inspection, in-process inspection, final inspection, and calibration records shall be retained for a minimum of seven years, unless otherwise specified by Van Damme Helicopters Inc. These records will be made available to Van Damme Helicopters Inc., its customers, or a regulatory agency upon request. After seven years, all documentation must be destroyed in a method that ensures data/information is unusable. If the business relationship between the Vendor and Supplier ends prior to seven years, Van Helicopters must be contacted regarding final disposition.
- p) **prevent Foreign Object Debris:** Suppliers are required to establish and maintain a Foreign Object Debris (FOD) prevention program that employs appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, during operations and normal daily tasks.
- q) **Ensure that persons are aware of: their contribution to product or services conformity; their contribution to product safety; the importance of ethical behavior:** Suppliers must be committed to the highest standards of ethics and business conduct. Suppliers must comply with the law, honor commitments, act in good faith, and be accountable. Suppliers must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Suppliers must 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. Suppliers will avoid involvement in activities that may be perceived as a conflict of interest. Suppliers 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. Suppliers will support product safety by ensuring robust management of special requirements, critical items, and key characteristics. If there are concerns to product safety, Suppliers will communicate them to Van Damme Helicopters Inc. If there is a concern at the Supplier's premises with respect to safety during the manufacture of product, Suppliers will notify its own employees of the concern and whenever possible, mitigate the concern. Suppliers will ensure that employees and people working on its behalf are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.