

	PURCHASE ORDER REQUIREMENTS		
ISSUE DATE:	REV. DATE: 02/04/2021	Reference Document Number R-830-002	Rev: 2021035

In Accordance with AIS Aerospace and our AS9100D Certification, the following requirements are applicable to all purchase orders received by our suppliers:

POR-A: Quality Management System; All Suppliers must implement a Quality Management System, preferably to include, but not limited to; ISO AS9100. Other Quality Management Systems may be approved by AIS Aerospace.

POR-B: Requirement Flow Down; The supplier will flow down to their sub-tier supplier(s) all applicable requirements for work being performed, including this and other applicable Purchase Order Requirements (POR).

POR-C: Certificate of Conformance (CofC); CofC, Test Reports and/or Certificates of Analysis are required with each applicable shipment and will include:

- a) Supplier Identification
- b) Date of Manufacture and Expiration
- c) Certification for any special processes

POR-D: Traceability; Product will be identified with a manufacturer's date code, serial number, lot number, and/or equivalent, to insure traceability to production records and material records.

POR-E: Shelf-Life Requirement; All material with expiration date conformance must meet a minimum of 75% shelf-life unless otherwise stated on the POR and approved by AIS Management.

POR-F: Counterfeit Parts; Per AS9100, Will not be accepted, including used, non-authentic, or suspect counterfeit parts that may be mis-labeled, relabeled and/or refurbished...

POR-G: Nonconforming Product; Supplier will notify AIS Aerospace immediately upon discovery of any nonconforming product pertaining to our purchase order and obtain approval for disposition related to the nonconforming product.

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POR-H: Right of Access; The supplier will provide “Right of Access” of its facilities to AIS Aerospace, our customers, and/or regulatory authorities. Access will include all facilities and quality records related to our purchase order(s). The supplier will be notified if the access is needed.

POR-I: Record Retention/Disposal; All quality records will be maintained for a minimum of 10 years and available for review upon request. When the retention period has expired, all information will be disposed of in a manner that it cannot be copied, read or re-produced.

POR-J: Personnel Contribution; AIS Aerospace reserves the right to require and request evidence of External Providers ensuring that their personnel are aware of:

- a) Their contribution to product or service conformity
- b) Their contribution to product safety
- c) Take appropriate Foreign Object Debris (FOD) measures.
- d) The importance of ethical behavior

POR-K: Supplier Performance; All supplier’s quality control, on-time delivery, and other pertinent performance metrics are periodically monitored and evaluated by AIS Quality Management Representative(s) and the AIS Management Review Team. AIS Supplier Questionnaire is required to be completed by suppliers, returned to AIS Aerospace and will be placed on file for future reference. Suppliers are expected to have effective communication with AIS Aerospace and its personnel.