



Issue 10 September 2024

SUPPLIER QUALITY REQUIREMENTS

This document describes the General Quality Conditions expected from our suppliers and forms part of our Purchase Order Requirements

**Manufacturing Suppliers Quality Systems must comply with either ISO9001 or AS9100/EN9100
Distribution Suppliers Quality Systems must comply with either ISO9001 or AS9120/EN9120**

Suppliers not certified to ISO9001 are expected to have a Quality system that meets the Requirements of the Standard.

1. EN/AS/ISO9100, 9120 OR 9001 LOT TRACEABLE CERTIFICATE OF CONFORMANCE DULY SIGNED IS A REQUIREMENT OF THE ORDER AND MUST BE SUPPLIED WITH ALL GOODS UPON DELIVERY

2. Certificate of Conformance required with goods upon delivery.

3. BAE Release Required.

Points 1, 2 and 3 and any additional certification requirements will be as specified on our individual Purchase Orders

4. Supplier is to maintain a Documented Quality System to ensure effective management and control of product, processes, traceability of products, customer and design drawings and specifications and must meet current ISO9001 System Requirements.

5. K. Lacey Purchase orders including any amendments are valid in writing only, verbal instructions will not be given.

6. Any non-conforming product will not be accepted unless approved and agreed in writing.

• Non-conforming product shall be immediately shipped back to the supplier from K. Lacey to resolve as applicable between the buyer and supplier representative.

7. Any changes to supplier or manufacturer as noted below which may affect the integrity of the product or service being supplied must be advised in writing.

- a. Company Name
- b. Change of Ownership
- c. Capability,
- d. Quality System Status
- e. Product
- f. Key Processes/Systems
- g. Key Personnel
- h. Inspection Techniques
- i. Manufacturing Location.
- j. Product or Service with a discontinuation date within 18 months.



8. FAIR (First Article Inspection Reports) will be required (AS 9100 / AS9120) in the following circumstances.
- New Product Build
 - Change in Manufacturer, manufacturer new site, methods of manufacture/ machining etc
 - Change in design affecting fit, form or function
 - Change to raw material
 - Part has previously been rejected
 - Lapse in production of 2 years or more, or as specified by customer
 - For aerospace products FAIRS must be completed in accordance with AS9102 requirements

9. All relevant Purchase Order requirements to be flowed down as applicable to any sub tier suppliers to ensure compliance throughout the supply chain

10. The Supplier, and their sub-tier suppliers as applicable, shall comply with all export-import control laws and regulations including, but not limited to, the U.S. Export Administration Regulations (EAR) and the U.S. International Traffic in Arms Regulations (ITAR) to the extent applicable to the Supplier and to respective activities under the Purchase Order.

The Supplier is required to advise if any items are subject to US Export Regulations i.e., ITAR (International Traffic in Arms Regulations) or EAR (Export Administration Regulations). Suppliers supplying ITAR Controlled items must be able to demonstrate compliance with ITAR procedures.

11. Product supplied is ROHS compliant, noncompliance to be agreed in writing.

12. Product supplied is REACH compliant, noncompliance to be agreed in writing.

13. Acceptance of this purchase order by the supplier is agreement granting Rights of access by K. Lacey Ltd, its customer and regulatory bodies to all areas of the facilities including those of 2nd tier suppliers and associated records applicable to this purchase order.

- Efforts shall be made to give a minimum of 2 weeks for request of access to facilities.
- Where critical needs demand immediate actions, communication shall be made to facilitate and accommodate all participants.

14. To prevent delivery of counterfeit parts, any electronic components supplied must have manufacturer lot numbers and date codes clearly shown on the packing list and the product and be purchased from an authorized source. The supplier must have a policy in place to control the risk of counterfeit parts entering the supply chain. Acceptance of our Purchase order confirms compliance that only new and Authentic materials are used in goods delivered to K. Lacey

15. Suspect unapproved products (SUP).

- The supplier accepts that it shall not supply goods, separately identifiable items, or components of goods that are an unauthorized copy or substitute of an original equipment manufacturer or original component manufacturer.
- Failure to meet the requirement of an "Approved Part" as defined in FAA Advisory Circular 21-29D and any updated version thereof, or are otherwise counterfeit, shall be deemed non-conforming, and the supplier shall disclose the source of the counterfeit good to the buyer and cooperate with buyer with respect to any investigations or remedial actions undertaken by the buyer or regulatory bodies.



16. Supplier must ensure all items are adequately packed for damage free delivery. Goods received as damaged caused by insufficient packaging will be subject to rejection and return at Supplier cost.

17. Unless otherwise agreed in writing a minimum 80% SHELF LIFE (if applicable) shall remain at time of supply, shelf-life information, and manufacture dates to be shown on delivery documentation.

18. Measurement and test equipment shall be identified and periodically calibrated traceable to national standards.

19. All personnel performing work shall be competent based on education, training, skills, and experience relevant to tasks undertaken.

20. Supplier personnel shall be made aware of their contribution to the products or services conformity and to product safety through its lifecycle within the organisation and their sub-tier suppliers.

21. Record Retention.

- Manufacturing, purchasing and quality records for (AS9100 / AS9120) 40 years
- Manufacturing, purchasing and quality records for (ISO 9001) 10 years

22. An FOD (Foreign Object Detection) process must be maintained to assure the prevention, detection, and removal of foreign objects during design, manufacture, assembly or shipment of product. Work areas must be maintained and controlled to minimise the risk of FOD incidents.

23. The Supplier shall implement and maintain the following policies, and ensure awareness is raised within their organisation and flow down requirements through the supply chain.

- a. Business Ethics and Code of Conduct
- b. Anti-slavery
- c. Anti-Bribery & Corruption
- d. Environmental
- e. Business Continuity
- f. Equality, Diversity and Inclusion
- g. Product Safety
- h. Cyber Security
- i. GDPR

24. The supplier shall determine all products that fall within the CPR requirements and ensure that all delivered goods to purchasers' premises are CE marked and supported with the Declaration of Performance.