

General Quality Requirements for Leki Aviation Suppliers & Sub-contractors**Applicability**

By the definition of Leki Aviation it is understood to cover and include Leki Aviation A/S (HQ) and all its affiliates. All suppliers are to fully comply with the stated requirements of the issued Purchase order for all Aerospace related contracts.

Behaviour Policy

Leki Aviation request that all suppliers operate and conduct their business activities in an appropriate manner ensuring that all their employees and supply chain act in an ethical and morally acceptable manner, which includes adherence to national & international laws and regulations. The Bribery Act 2010, which states it is illegal to offer, promise, give, request, agree, receive or accept bribes and requires your approach to reducing and controlling the risks of bribery plus rules about accepting gifts, hospitality or donations. We also require your staff and supply chain to conduct their roles and responsibilities in an ethical manner, which eliminates any form of bullying, misinterpretation, falsifying and behaviour deemed as detrimental to our business activities.

Right of Access

Suppliers shall provide access to their premises and facilities for the personnel of Leki Aviation, our customers and regulatory authorities for co-operation on product, process and other related business issues.

Notification of Organization Changes & NCP

Changes to the supplier's organisation that may affect quality and/or finance, shall be notified in advance to Leki Aviation. These changes may include; Company ownership, company name, manufacturing location, quality approvals, significant changes to process or inspection techniques. Any identified Non-conforming product issues either shipped or in house at the supplier shall be immediately notified to Leki Aviation.

Quality Management System documentation

The supplier shall establish and maintain a clearly documented quality system that provides a means of ensuring that products conform to specified requirements. This system shall control the issue of drawings, specifications, procedures etc. Provision shall be made for the control of obsolete copies and their subsequent archiving and dis-positioning. All records pertaining to quality shall be stored and maintained in a legible form for a minimum of 10 years. Specific projects and/or regulatory bodies may require longer retention periods, and this will be notified in advance to the supplier.

Purchase Order Requirements

The supplier shall adhere to all Purchase order stated special instructions. The PO is the controlling document and will communicate any specific contract, customer requirements. Any such changes communicated to the supplier must be confirmed by a Leki Aviation amended purchase order.

Protection of Leki Aviation & their customer's proprietary information

Leki Aviation will by default not be sharing any proprietary information with the supplier. However, if such is requested by the supplier the information provided must be kept confidential and not disclosed to any third party, or used for own benefit without the prior written agreement of Leki Aviation. The proprietary information can include but is not restricted to all versions of electronic data, drawings and documentation, tooling, customer information and materials.

Sub-contract conditions

Suppliers shall not sub-contract any work awarded by Leki Aviation without the prior written approval from Leki Aviation. When sub-contracting approval is granted the supplier shall ensure where applicable that in the first instance Leki Aviation customer approved suppliers are utilized. The supplier should ensure that subcontractors are evaluated and selected on their ability to meet specified requirements. A list of approved subcontractors shall be maintained. Purchasing documents shall clearly describe the relevant drawings and specifications including issue status and the quality requirements to be applied.

Vendor Responsibilities to Leki Aviation:

All suppliers to Leki Aviation must ensure that their personnel are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- the importance of ethical behaviour