

PURCHASE ORDER NOTES

By acceptance of our orders, supplier agrees to the following:

RIGHT OF ACCESS. Right of access to all facilities at any level of the supply chain involved in the order and applicable quality records shall be given to the purchaser, their customer, and regulatory agencies.

RECORD RETENTION. Supplier shall maintain records on file for calendar year + 10 years from date of shipment.

ORDER CONFIRMATION. Supplier agrees to provide a purchase order confirmation within 48 hours of receipt noting any and all discrepancies regarding product availability, lead time or price. Without confirmation or notification of variance, Kaas Tailored will assume supplier has agreed to the terms of Kaas Tailored purchase order and payment will be processed accordingly. Supplier shall send confirmations to Kaas Tailored via e-mail (kaas.purchasing@kaastailored.com).

NONCONFORMING MATERIALS. Supplier shall notify Kaas Tailored in writing within 24 hours of discovery, if any non-conforming product or material has been shipped or delivered to Kaas Tailored. Notification shall include a clear description of the discrepancy; parts affected (Serial Number, lot number or manufacturing date, as applicable), quantity, and delivery date(s). Supplier shall support Kaas Tailored with additional data, and parts if necessary, to resolve customer concerns. Supplier shall obtain written approval from Kaas Tailored prior to shipping any known non-conforming products or materials.

CHANGES IN PROCESS, PRODUCT, OR LOCATION. Supplier shall notify Kaas Tailored, in writing, of any changes to the product or process definition, change in suppliers or change in manufacturing facility location no later than at PO confirmation. Kaas Tailored's written approval of changes effecting product or process definition including supplier, is required prior to delivery of any goods.

PO FLOW DOWN. Supplier agrees to flow down any and all requirements in the PO to their sub-tier suppliers.

COUNTERFEIT PARTS. Supplier shall have in place a documented program to avoid, detect, mitigate, disposition and disclose counterfeit parts and materials. Suppliers shall also flow down counterfeit parts programs requirements to their sub-tiers.

IMPLEMENTATION OF A QUALITY MANAGEMENT SYSTEM. When specifically requested by Kaas Tailored in writing, Supplier will maintain a quality system in compliance to recognized Quality Management Systems and/or approved by Kaas Tailored.

CONTRIBUTION TO PRODUCT OR SERVICE CONFORMITY, PRODUCT SAFETY, AND ETHICS. Suppliers shall ensure persons are aware of their contribution to product or service conformity and safety, and the importance of ethical behavior.

COMPETENCE. Suppliers shall ensure that employees and people working on its behalf are competent and trained.

SPECIAL PROCESSES. Supplier and their subcontractors must use only customer-approved special processors, approved manufacturers and manufacturers' authorized distributors, as specified in the contract or engineering drawings.

SUPPLIER PERFORMANCE. Kaas Tailored will monitor Suppliers based on Quality, Delivery, and/or Service. Suppliers will be issued NCR's and SCAR's as warranted. Suppliers that demonstrate systemic issues with late shipments or non-conformances will be escalated to management as needed. Suppliers that fail to perform in these areas may receive further Corrective Actions and may be considered for removal from Kaas Tailored's Approved Vendor List.

PART ID. All parts and packages must be part marked per drawing. When not specified in the drawing, identity with applicable part #, revision level, purchase order # and manufacture date to provide traceability to manufacturing process and raw material. The location of part marking may be on any non-decorative surface. Small parts or parts with cosmetic finish concerns may be identified with a label on each package (i.e. plastic bag).

LOT ID. The seller shall keep multiple raw material lots segregated and clearly identifiable at delivery.

AGE CONTROL. Materials or articles having definitive age degradation characteristics (shelf life) shall be identified with a manufacturing date, shelf life, expiration date and storage condition requirements. Product must be shipped to Kaas Tailored with a minimum of 75% of its certified shelf life remaining, unless otherwise specified by the PO requirements.

CERTIFICATE OF CONFORMANCE. If a Certificate of Conformance is required per the PO, the following information is required:

- I. The Kaas Tailored Purchase Order number.
- II. Part number.
- III. Revision level.
- IV. Quantity.
- V. Shelf Life, when applicable.
- VI. Lot number(s).
- VII. A statement that certifies compliance to the drawing / specification.
- VIII. The applicable chemical / physical and/or mechanical test data is on file and available for Kaas Tailored and/or Kaas Tailored's customer review.
- IX. Signature, date and title of the seller's responsible representative.

DIGITAL PRODUCT DEFINITION (DPD). When Digital Product Definition (DPD) data is utilized in manufacturing, inspection, and/or sub-tier flow down of product definition; supplier shall have a quality system to control DPD data to the extent necessary to fulfill program requirements per Section 6.0 of KPS-004 (available upon request). Supplier must obtain Kaas Tailored DPD capability approval prior to supplying parts, materials, or services. (Aerospace Use Only)

Any disagreements to these requirements must be communicated in writing to Kaas Tailored Purchasing (kaas.purchasing@kaastailored.com)