

Quality Requirements for Purchase Orders

1. General:

- 1.1. AYECKA's quality assurance representatives may conduct audits and reviews for the purpose of certifying/verifying supplier's quality system.
- 1.2. AYECKA, its customers for the product subject to the order and the relevant authorities will be entitled to free access to the relevant production facility and to review all documentation relevant to the order all in accordance with supplier's Quality Manager.
- 1.3. The supplier is responsible of transferring all the quality requirements of the order to his suppliers and/or subcontractors employed by him for the purpose of executing the order and to verify upon receipt of items from them. Work may not be transferred to another supplier or subcontractor without prior approval from AYECKA's Quality Manager.
- 1.4. The supplier will perform measurements and analysis of the results for key characteristics of critical items defined by AYECKA Project or Quality Manager.
- 1.5. AYECKA reserves the right to perform an acceptance test at supplier's premises. Before shipping the products, the supplier will perform inspection and testing of the specified in the order. The supplier must present all production paperwork used in the production process of the product(s), its testing equipment and all quality records for the purpose of verifying the test results and the acceptance inspection. The supplier will retain all quality records for at least 10 years, unless otherwise requested by AYECKA's Quality Manager.
- 1.6. Special processes will be performed only by suppliers approved by the AYECKA's Quality assurance or by AYECKA's customer. The supplier will be responsible for validating the special processes in accordance with the requirements of the applicable standards or in accordance with the requirements of the end customer. Even when performed by subcontractors defined by AYECKA, the responsibility for the quality of the product, tests and documents lies with the supplier. In case AYECKA's requires as listed in the order or its appendices, accompanying test samples (coupons) will be provided with the parts after the tests have been performed. One will be sent to AYECKA and one will be kept by the supplier. The retention period of the samples is 10 years unless otherwise required. If required in the order and its appendices or in a drawing of a process for releasing hydrogen embrittlement or a heat treatment process – a report and a treatment graph will be provided with the parts.
- 1.7. FOD prevention activities are carried out during the production, final testing and packaging stages of the product and supplier will document this in the quality records. The supplier will ensure that production is carried out in a manner that prevents foreign bodies or particles from entering the supplied product. When supplying the product, the supplier will declare that the product is free of foreign bodies that may cause damage. The supplier will investigate and document any incident of FOD (Foreign Body Defects) and ensure that the cause of the defect is eliminated.
- 1.8. The supplier will maintain a calibration system for measurement and testing equipment that meets the requirements of ISO 10012-1. Equipment for measurement and testing will be calibrated by a laboratory accredited to ISO 17025.
- 1.9. Inspection equipment designed and manufactured by the supplier or its sub-contractors shall be subject to AYECKA approval before being used to inspect the items covered by the order.
- 1.10. The supplier must maintain a quality management system in accordance with the requirements of AS9100D/ISO 9001-2015 or AS9120 for distributors, or meets the quality requirements of AYECKA and has been certified by AYECKA to perform the specific work. If required by the order, the supplier must comply with quality system requirements in accordance with additional and other specific standards as details in the purchase order.

- 1.11. Performance Indicators: Supplier's performances are monitored internally by AYECKA's Quality Manager. The supplier is required to meet quality scores and delivery times above 85%. If the supplier does not meet the defined goals, a request for an improvement plan will be forwarded to the supplier.**
- 1.12. Supplier employees associated with the execution of the order will be aware of their contribution to the product's quality, product's safety and ethical behavior.**
- 1.13. All production and inspection operations will be performed exclusively by employees who have been certified by the supplier according to predefined criteria in the supplier's quality procedures requirements and applicable standards.
- 1.14. It is the supplier's responsibility to conduct professional and quality training in order to maintain the competence of the employees performing the work and to ensure that only qualified and competent employees perform the work.

2. Certificate of Conformity

- 2.1. All items will be accompanied by a Certificate of Conformity (COC), attesting that all materials, processes and finished products supplied as part of the purchase order comply with the applicable specifications/drawings. A Certificate of Conformity must contain all identifying items of the supplied product: purchase order number, SKU, items description, specification/drawing number and edition, quantity and serial number if required.

3. Quality requirements for packaging, machining, springs, castings and gears:

- 3.1. Certificate of analysis of the raw material from the original manufacturer, which complies with the drawing requirements (in case the raw material was not provided by AYECKA).
- 3.2. The audit report will include:
 - 3.2.1. Visual inspection 100%
 - 3.2.2. Functional examination – if applicable.
 - 3.2.3. Statistical sampling will be performed in accordance with the desired quality level AQL – 1.5% as defined in the table ZERO ACCEPTANCE NO. SAMPLING PLANS/SQUEGLA acceptance no. 0. In case an abnormality/non-conformity is discovered in 1 or more parts, a 100% audit must be performed.
 - 3.2.4. Critical dimensions will be 100% inspected. The report will include the test equipment used to perform the test, including the serial number of the measuring tool. The drawings must be marked with the numbered balloons matching the numbering in the inspection report. A copy of the numbered drawing will be handed over to AYECKA along with the rest of the required documentation.
 - 3.2.5. In case special requirements by the end customer which are different from AYECKA's, the end customer's requirements will be forwarded to the supplier along with the order and the supplier will have to comply with these requirements in full.

4. Quality requirements for plastic products

- 4.1. Certificate of Analysis of the raw material from the original manufacturer, consistent with the specification/drawing requirements. Documentation should include batch number and traceability to the purchase order.
- 4.2. An audit report that will include:
 - 4.2.1. Visual inspection 100%
 - 4.2.2. Dimensional and functional inspection (if applicable), statistical sampling. Will be performed in accordance with the desired quality level AQL – 1.5% as defined in the table ZERO

ACCEPTANCE NO. SAMPLING PLANS/SQUEGLA acceptance no. 0. In case an abnormality/non-conformity is discovered in 1 or more parts, a 100% audit must be performed.

- 4.2.3. The report will include the required size, acceptable size range as well as the item description, SKU, purchase order number, drawing number and edition. For parameters marked as critical on the drawing or in other documentation, the entire batch must be tested. The report will include the list of test equipment used to perform the tests, their serial number and calibration date. The drawings must be marked with the numbered balloons matching the numbering in the inspection report. A copy of the numbered drawing will be handed over to AYECKA along with the rest of the required documentation.

5. Wiring and cabling:

- 5.1. Braids and cables are manufactured according to the IPC 620 CLASS 3 standard. Each braid must be marked with serial number or batch number (week and year) that identifies it and the manufacturer's code.
- 5.2. Each connector will be supplied with suitable plastic cap or will be wrapped in plastic to prevent entry of foreign objects and protect it against damage.

6. Items with limited shelf life/chemicals:

- 6.1. Items with a limited shelf life will be accepted with a Certification of Conformity which will include information on the date of manufacture, batch, product expiration and any relevant technical information related to the shelf life of the item supplied. The item supplied will include technical information, warnings and safety data sheets – MSDS on each package. At the time of shipment, the material must not exceed 25% of its total shelf life.

7. Quality requirements for welded parts:

- 7.1. A Certificate of Conformity that will include a description of the part number, specification/drawing number and edition, purchase order number and quantity. The certificate of Conformity will also define the welding parameters and the wire with which the welding was performed.

8. Parts transferred to processes:

- 8.1. Process inspection report as required in the drawing/specification/standard – The edition of the specification must be specified.
- 8.2. Visual inspection 100%
- 8.3. The documentation must include parameters regarding process control, process findings data, the required range and the obtained range.
- 8.4. Regarding heat treatment, the process graph must be attached. Traceability to HEAT NO. and part number must be specified.
- 8.5. The process must be performed according to the process tag passed to the provider.
- 8.6. Processes must only be performed by subcontractors approved by AYECKA's customer – the one ordering the product.
- 8.7. If required by the customer in the order or its appendices, accompanying test samples (coupons) will be provided with the parts. After the tests are performed, one set of samples will be sent along with the product and one will remain in the operator's hands to be kept for 10 years.
- 8.8. If required in the order and its appendices or in the drawing/tag for a hydrogen embrittlement process or a thermal treatment process – a treatment report and graph will be provided with the parts.

9. FAI Review:

- 9.1. For aerospace/military customers the process will be performed in accordance with AS9102 Customer Requirements. FAI testing will be performed prior to delivery of the first production units to demonstrate compliance with the order and applicable specifications. Continued production of series units without FAI approval will be at the sole responsibility of the supplier.
- 9.2. FAI will be performed by the supplier prior the start of series production for the first time or if two or more years have passed since the last serial production. The content of the FAI will be agreed between AYECKA's quality manager and the supplier's quality manager in writing.
- 9.3. The reports will be submitted on AYECKA's and /or customer's forms in accordance with the agreement reached between the quality managers of both sides.
- 9.4. AYECKA's quality assurance manager must be informed upon completion of the FAI and supplier must wait for his guidance. If all requirements have been met, the supplier will submit the FAI report along with the first production run delivery. In accordance with the requirements of the AS9102 standard, a FAI is required whenever there is a change in location, design, method or manufacturing process or two years have passed since the previous production.
- 9.5. FAI for products in the aerospace/military sector will be performed for 1 item, unless otherwise requested. For non-aerospace/military products the FAI will be performed for a batch of 5 units.
- 9.6. DELTA FAI will be carried out if a material change is made to the product or a substantial change in technology, the content of which will be agreed upon between AYECKA's quality manager and the supplier's quality manager. A change of the supplier of the raw material or the subcontractor of special processes or supplier/manufacturer of rigids, requires a DELTA FAI.

10. Marking:

- 10.1. The parts will be marked as required in AYECKA's drawing or in the detailed specifications and according to the applicable standard.

11. Unsuitable product control

- 11.1. The supplier will not make any changes to the manufacturing process that would result in a deviation from the drawing/specification requirements.
- 11.2. If the supplier wants to make any changes to the process, he must contact AYECKA's quality manager in writing, accompanying by a detailed explanation, and act in accordance with his instructions.
- 11.3. A supplier interested in receiving approval for a deviation from the product characteristics will submit a written request on the MRB (Material Review Board) form. The request will be discussed with the customer if required.
- 11.4. Usable parts must be clearly separated from defective parts, accompanied by a rejection tag that indicates the nature of the problem in a precise and detailed manner.
- 11.5. Items that exceed specification/drawing requirements will be identified in the inspection reports.

12. Corrective action:

- 12.1. In the event that a discrepancy is discovered regarding quality or compliance with delivery dates at AYECKA or the customer's premises, a complaint report will be sent to the supplier.
- 12.2. It is the supplier's responsibility to investigate the nonconformity and submit a report to the AYECKA quality manager that will include proof of root cause analysis and corrective action including a date for completion of the activities and a date for testing effectiveness.
- 12.3. The report will be forwarded to AYECKA within 14 working days at the latest.
- 12.4. The supplier will monitor any non-conforming product discovered in its facilities.

13. Items from catalogs and off-the-shelf products (COTS):

- 13.1. Each item will be provided with a COC from the supplier and the item's manufacturer, with traceability between the documents.
- 13.2. The purchased materials will be accompanied by a certificate of analysis (COA) from the manufacturer, with traceability between the production batch of the material and the actual batch in the package and an MSDS report.
- 13.3. Unless otherwise specified, all active components supplied to AYECKA will have a production code that does not exceed 24 months from the date of supply and passive components for a period of 5 years. If there is a deviation beyond the above-mentioned production date, the customer's approval must be obtained.
- 13.4. All items with a limited shelf life will be valid for at least 6 months from the date of delivery.
- 13.5. Obsolete (OBS) components or any unusual component will be noted in the order.

13.6. Avoiding and reducing the purchase of counterfeit items/component

In order to reduce the risk of supplying counterfeit electronic materials and components, the supplier must meet the following requirements:

- 13.6.1. The supplier must maintain a method that ensures traceability along the supply chain of the components supplied.
- 13.6.2. The supplier must attach to the order all documents proving the traceability of the purchase.
- 13.6.3. The traceability of the purchase will include: details of those involved in the supply chain, from the original component manufacturer to the direct source from which the component was purchased by the supplier. If the supplier is not an authorized distributor of the required manufacturer, appropriate paperwork must be provided to prove the supply chain from the manufacturer to the end customer.
- 13.6.4. The supplier must attach to each shipment the original certification of conformity (COC) issued by the component manufacturer.
- 13.6.5. The supplier must maintain records including the date code, batch number and any other documentation attached to the purchase order and invoice.
- 13.6.6. The supplier must attach an original certification of inspection (COI) to each delivery in case required by the order.

14. Packing

- 14.1. The supplier will ensure that the items are packaged so that they will not be damaged during transportation, production and storage.
- 14.2. The parts will be packaged in a way that prevents corrosion and mechanical damage.
- 14.3. The following details will be listed on each package:
 - 14.3.1. Supplier's name
 - 14.3.2. AYECKA's purchase order number
 - 14.3.3. Product's SKU according to AYECKA's purchase order
 - 14.3.4. Quantity of products in the package
- 14.4. As part of the packing process, the supplier will verify that there are no foreign objects inside the packaging.
- 14.5. Items sensitive to static electricity (ESD) will be packaged in protective silver-coated bubble wrap, which includes protection against static discharge.
- 14.6. Components sensitive to moisture or humidity will be packaged in such a way as to prevent damage resulting from moisture.
- 14.7. Metal parts that are susceptible to rust will be oiled before packaging.

- 14.8. Coated parts will be wrapped appropriately (brown paper) to prevent staining of the coating and corrosion.
- 14.9. Rubber items according to specifications will be packaged according to MIL-B-131 TYP1 CLASS 2.
- 14.10. Each bag will be heat sealed and will bear a sticker with the following information:
 - 14.10.1. Item's description
 - 14.10.2. Material specification number
 - 14.10.3. Number of items in the bag
 - 14.10.4. Expiration date
 - 14.10.5. Production date
 - 14.10.6. Production batch number

15. SPC data + SPC control

- 15.1. A copy of the supplier's statistical process control (SPC) data, control records and process capability data, relating to the production process of those production series, must be attached to the shipment. For parameters defined as critical or KC, the process capability data CP,CPK, PP and PPK must be greater than or equal to 1.67.
- 15.2. Features controlled in SPC do not require final inspection but the results of CP,CPK, PP and PPK will be recorded in the inspection report and noted in the certificate of conformity (COC).
- 15.3. When the process capability results are less than 1.67, it is the supplier's responsibility to submit a process improvement plan to AYECKA's quality assurance manager and to perform a batch sorting while recording 100% detailed measurement results.

16. Circuits assembly

- 16.1. Circuits assembly orders require compliance with J-STD-001 CLASS3 IPC610-CLASS3 standards. All employees performing the assemblies will be IP610 latest edition certified.
- 16.2. The serial number will be affixed on the components side (CS), in a designated place in a 7-digit series unless otherwise requested by AYECKA or the customer:
 - 16.2.1. DD/YY/XXX, where:
 - 16.2.2. DD indicate the week of the year
 - 16.2.3. YY indicate the last two digits of the year
 - 16.2.4. XXX is the serial number starting from 001
- 16.3. An accompanying tag with all the details must be attached to each shipment

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18. Source inspection:

- 18.1. Orders are subject to review or inspection in supplier's premises prior to shipment.
- 18.2. The supplier will provide AYECKA's representatives with all necessary testing means to prove compliance with the requirements.
- 18.3. The supplier will notify the quality/purchasing manager at least 3 working days before the scheduled date.
- 18.4. The supplier must notify AYECKA of the start date of production in order to coordinate the inspection dates.

19. Fungi resistance

- 19.1. In the case of rubber items, the supplier will also attach a certificate of conformity of the item to the fungus resistance test in accordance with MIL-STD-819 METHOD 508.1 standard.

20. Quality requirements for raw materials:

- 20.1. A certificate of analysis of the raw material from the original manufacturer, consistent with the drawing/order requirements, will be attached to the shipment. The documentation should include: the batch number and the analysis report with traceability to the purchase order/drawing.
- 20.2. Packaging and transportation of overseas goods must be in a manner that ensures by 100% the prevention of damage/scratches to the raw material.
- 20.3. Raw material will be supplied from one smelting batch only.

21. Returning of non-compliant goods

- 21.1. Goods that do not meet the order requirements and the supplier had been notified, it is his responsibility to collect them for further processing.
- 21.2. In case the supplier has not collected the goods within 48 hours of receiving the notice, the goods will be sent via a forwarder and the supplier will be charged for the shipping expenses.

22. RoHS compliance (when required in the order/drawings):

- 22.1. Materials and processes must comply with the RoHS standard.
- 22.2. The quality reports of the process manufacturer and raw materials/auxiliaries must contain a declaration of compliance with the RoHS standard.

23. Contract survey

- 23.1. Upon receipt of the order from AYECKA and conducting a contract survey, the supplier is required to carefully verify the completeness and validity of the production documents, compliance with quality requirements attached to the order and examination of the processes and special requirements that appear in the documentation accompanying the order.
- 23.2. Contract survey for coatings work – it is the supplier's responsibility to identify the type of coating according to applicable standards, raw material, material's hardness as defined in the drawing as well as special requirements that appear in the drawing and in the documentation received with the order.

Approved by AYECKA's QA

January 2025