

1. Product safety and counterfeit materials

The supplier undertakes to introduce and maintain a process and measures to prevent and integrate counterfeit parts and materials in its supply chain and merchandise management. Appropriate steps to detect and eliminate counterfeit materials must be described.

2. Ethical principles

CirComp GmbH expects from its suppliers the awareness of the importance of ethical behavior and a similar connection to an ethical code of conduct.

3. Test certificate according to DIN EN 10204

If agreed in writing, a test certificate according to DIN EN 10204, preferably according to art. 3.1 Acceptance Test Certificate, shall be enclosed with the deliveries of goods. This means in particular that the quality certificates, test certificates, applicable technical delivery and acceptance conditions as well as data sheets or product specifications are in accordance with the respective valid revisions of the order documents of CirComp GmbH. CirComp GmbH reserves the right to charge a lump-sum fee for test certificates that are not available in time, either physically upon delivery of the goods or sent electronically in advance.

4. Initial sample inspection according to EN 9102

Unless otherwise requested in the order documents, initial sample test reports in accordance with EN 9102 must always be submitted for new parts/modifications. The initial sample test report must be carried out in accordance with EN 9102. The initial sample test report must be presented with a sufficiently large number of sample parts after coordination with the purchasing department. Serial delivery may not be started without written approval by CirComp GmbH.

5. Quality management and continuous improvement

The supplier has an effective quality management system according to ISO 9001, which guarantees a consistently high quality of the products delivered to CirComp GmbH. The supplier undertakes to continuously improve this system.

6. Test equipment

The supplier shall ensure by means of suitable test equipment and a defined process for test equipment monitoring that the test equipment used to prove the product quality has sufficient test equipment accuracy. The supplier shall maintain a system to ensure that defective and expired test equipment and test devices are detected. The same applies to production equipment used as test equipment. Should a piece of test equipment be identified as non-conforming during calibration, the supplier must identify all components measured with this test equipment since the last passed calibration and inform CirComp GmbH about it.

Revision 3

7. Defective products

If, in the course of development, production or inspection of the contractual items, the supplier recognizes that the manufactured products deviate from the specification, it shall inform CirComp GmbH of this without delay and submit proposals for remedial action. The supplier undertakes to inform CirComp GmbH about the detected defects in production, their causes and remedial measures. The supplier must inform CirComp GmbH as far as possible of impending delivery delays, their duration and cause. The notice does not prevent the occurrence of the delay. If defective products are delivered, CirComp GmbH must be informed immediately in writing.

8. Labeling

The packaging units must be labeled as specified in the purchase order or delivery specification so that traceability is ensured. In addition, the inscriptions / product stickers / labels on external as well as internal packaging must at all times be identical and clearly identifiable to the products / materials ordered by CirComp GmbH according to the order documents / any applicable technical delivery and acceptance conditions as well as data sheets or product specifications with the respective valid revision status.

9. Complaint/control of rejected products

If defective goods are delivered without coordination with the quality assurance department of CirComp GmbH, a complaint will be made in the form of a test report/notification of defect, if necessary together with the parts to be complained about, if a defect is detected. In the case of a complaint, the defect must be identified and immediate measures must be taken within 48 hours. A complete, coherent and comprehensive statement must be submitted within 5 working days. Upon request, an 8D report must be processed. 8D reports can be found in the corresponding links on the Internet. In the event of complaints about a delivery lot/batch/batch, CirComp is also entitled to charge the supplier a flat rate for administrative expenses.

10. Change management

The supplier is obliged to inform CirComp GmbH's purchasing department immediately about planned and essential changes that affect the conformity of CirComp GmbH's components. The approval of CirComp GmbH must be obtained before the change is carried out. A modification is always deemed to have been made if the manufacturing and testing process of the initial sample is deviated from. In such a case, the initial sample process must be carried out again. The resulting costs must be clarified with CirComp GmbH in advance.

CirComp GmbH must be notified of changes to the product and/or the process, changes to its suppliers, changes to the location of the production facilities.

The supplier undertakes to provide CirComp GmbH with the latest revisions to its product specifications, data sheets and other applicable documents for its delivered product without delay.

Revision 3

11. Laws, environment and energy

CirComp GmbH is committed to compliance with legal requirements, environmental protection and sustainable use of energy. This commitment also extends to our suppliers. Furthermore, suppliers are committed to passing on all applicable legal and regulatory requirements within their supply chain.

12. Language

All documents shall be provided in German or English. An English version must be provided to CirComp GmbH upon request.

13. Infrastructure and capacities

The supplier guarantees sufficient infrastructures regarding

1. machine capacity
2. competent personnel
3. optimal manufacturing processes

to fulfill its delivery obligation. The supplier shall prepare a capacity plan upon request and submit it to CirComp GmbH.

14. Sub-suppliers

The supplier is fully responsible for products purchased from sub-suppliers. This means that the requirements specified by CirComp GmbH are passed on to the sub-suppliers. The supplier must maintain a qualification and approval process for its suppliers and service providers. If CirComp GmbH specifies sources of supply, suppliers or service providers, these must be used by the supplier accordingly. Deviations from this require written approval from CirComp GmbH.

15. Requirements

15.1 Compliance with requirements

The supplier must comply with the requirements of the order and accompanying documents of CirComp GmbH and ensure to deliver faultless goods according to these requirements or to provide a service in conformity therewith.

15.2 Checking special requirements

The supplier must carefully check the order and accompanying documents of CirComp GmbH and assess the manufacturability of the product or the provision of the service taking into account its production resources. If the supplier is not able to meet the requirements or if the deliveries deviate from the order specification, a written release must be obtained from CirComp GmbH. Special requirements with the identification of key features have to be carefully checked by the supplier and CirComp GmbH has to be informed about feasibility.

Revision 3

16. Statistical evaluation of outgoing goods and non-conformity

The supplier has to carry out statistical evaluation methods in his outgoing goods inspection and provide evidence upon request.

If defects are found in the supplier's incoming goods inspection, the supplier is not allowed to carry out the processing or treatment of the materials. If requested by CirComp GmbH, the supplier must return faulty or defective materials immediately. If, contrary to this, processing is nevertheless carried out, the costs incurred by CirComp GmbH (reworking or new production) will be charged to the supplier. In this case a special release according to chapter 17 has to be requested.

17. Special release

Deliveries of defective products are only permitted after CirComp GmbH has issued a special release in writing. If a special release has been issued for a delivery, a paper copy of this must be enclosed with the delivery documents.

18. Supplier evaluation

CirComp GmbH maintains a system for supplier evaluation. CirComp GmbH expects such a system or similar from its suppliers. If an external supplier of the supplier is not classified as an A-supplier or first-class supplier according to the described supplier evaluation system, the supplier must present a suitable plan of action within a notified period of time in order to be classified as an A-supplier or first-class supplier again. CirComp GmbH has to be informed about the presented corrective measures.

19. Control of externally outsourced processes

The supplier has to define how he will ensure that the procured products meet the specified requirements of CirComp GmbH. For this purpose, the supplier has to introduce a process for the control of outsourced processes. The type and scope of the monitoring applied to the supplier and the procured product must depend on the influence of the procured product or the level of risk criticality on the product realization or on the end product.

20. Retention period documents / records

The supplier must archive and keep all documents and records in accordance with the currently valid version of EN 9130, but at least for a period of 15 years.

The supplier must archive and retain all aviation-related documents and records in accordance with the currently valid version of EN 9130, but at least for a period of 40 years after delivery of the product.

If the supplier has other periods, the documents and records must be sent to CirComp GmbH after expiration of their defined period.

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