

Air Source One Aerospace, LLC
Supplier Quality & Compliance Requirements

Revision 10/23/2025



These requirements describe how Air Source One Aerospace LLC (referred to as “Air Source One” or “we”) expect their suppliers (“Supplier”) to conduct business with respect to product quality, regulatory compliance, and ethical practices. By accepting a purchase order, providing products or services, or otherwise engaging in business with Air Source One, the Supplier agrees to comply with these requirements.

Supplier Quality and Compliance Requirements

1. Scope of Supply

Suppliers must provide the products, services, and processes defined in the purchase order, meeting all referenced drawings, standards, specifications, and technical requirements.

2. Approvals

Suppliers must obtain written approval before:

- Delivering products or services;
- Using special methods, processes, or equipment;
- Releasing products or services, including required certifications and test data.

3. Personnel Competence

Personnel performing work that affects product quality or safety must be qualified through appropriate education, training, or experience.

4. Communication

Suppliers must communicate promptly with the purchasing organization, respond to inquiries, and report any changes or nonconformances immediately.

5. Performance Monitoring

Supplier performance is evaluated based on quality, delivery, responsiveness, and documentation accuracy. Repeated nonconformance may result in corrective actions or removal from the approved supplier list.

6. Right of Access

Air Source One, its customers, and regulatory authorities reserve the right to access supplier facilities and documentation to verify product and process conformity.

7. Quality Management System

Suppliers shall:

- Maintain a suitable quality management system;
- Use approved or customer-designated sources for special processes;
- Report nonconforming products or services and obtain disposition approval;
- Implement processes to prevent counterfeit or unapproved parts;

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- Notify Air Source One in advance of any changes to materials, processes, suppliers, or manufacturing locations;
- Flow down these requirements to sub-tier suppliers;
- Retain quality records for at least 10 years (or as specified) and dispose of them securely thereafter.

8. Awareness and Ethics

Suppliers must ensure employees understand their role in:

- Maintaining product/service conformity and safety;
- Acting ethically, avoiding conflicts of interest, complying with anti-bribery laws, and reporting concerns.

9. Customer-Specific Requirements

When specified in the purchase order, suppliers must comply with all customer-specific requirements, including documentation, labeling, and regulatory obligations.

10. Delivery Documentation

Each shipment must include complete, accurate, and traceable documentation such as:

- Certificate of Conformity (C of C);
- Test or inspection reports;
- Authorized release certificates;
- Material and traceability records.

11. Mandatory Reporting

Suppliers must promptly report any defects, unairworthy conditions, or safety-related issues to Air Source One and applicable authorities.