

TERMS AND CONDITIONS

Dear Supplier,

In order to continuously improve the quality of the services and projects we carry out, we set out below the conditions you agree to comply with during the performance of any service we contract from you:

- Carry out the work and/or product in accordance with what is agreed in the contract or purchase order.
- Comply with all requirements specified in the drawings, terms and conditions and/or documentation provided, carrying out the work in accordance with current technical standards.
- Meet the agreed deadlines.
- Not subcontract the performance of the contracted services to a third party without prior notice and authorization from SINGULAR AIRCRAFT, S.L.
- Have human resources with the appropriate competence to perform the service, and keep available the documentation evidencing this.
- All personnel shall be trained in the instructions, policy and requirements provided by the customer.
- Provide the necessary means for carrying out the contracted work when so established in the conditions.
- Immediately inform SINGULAR AIRCRAFT, S.L. of any circumstance that alters the planned work schedule, delivery deadlines or the quality of the work to be performed.
- Be up to date with its tax obligations, Social Security, its own employees and third parties.
- Carry out verification and establish adequate quality controls to ensure the conformity of the product or service supplied to SINGULAR AIRCRAFT, S.L.
- Health and safety regulations must be correctly complied with.
- Undertakes to maintain the strictest confidentiality regarding any information accessed as a result of the work performed, accepting the NDA document and complying with current Personal Data Protection legislation.
- The invoice will be validated by the responsible manager at SINGULAR AIRCRAFT, S.L., once it has been verified that the work has been carried out correctly and all related documentation has been received (quality certificates, reports, etc.).
- The material to be supplied shall be new unless otherwise agreed.
- When the material to be supplied has a limited shelf life, the supplier must provide it with the applicable specification, manufacturing date and shelf life or expiration date. It must have a minimum remaining shelf life of 6 months.
- Material must be shipped to the buyer/customer with the documents specified for each item. For repaired components, the supplier must indicate in the accompanying document (Form 1 or equivalent, CoC, etc.) the work performed (repaired, maintained) and the maintenance data used (reference manual, directive, service bulletin, etc.), including their reference and revision.
- The customer shall have the right to verify compliance with the requirements set out in the Contract / Purchase Order by carrying out quality inspections and audits at any time and in all areas dedicated to the contract / purchase order.
- The Customer, NQAR (military authority) or Civil Authorities shall have the right of access to all facilities involved in the Contract / Purchase Order and all applicable requirements. The necessary arrangements will be agreed with the customer, NQAR or civil authorities.



- All invoices submitted to SINGULAR AIRCRAFT, S.L. for payments related to this order must reference the order number indicated. Compliance with this requirement is essential in order to proceed with the corresponding payments. Likewise, the order number must be indicated on all material shipments.
- Personnel from SINGULAR AIRCRAFT, S.L. or the customer, the Aeronautical Authority, the Quality Management representative, or any other person designated by SINGULAR AIRCRAFT, S.L. shall have free access to the supplier's facilities to witness tests, review documentation or any other practice deemed necessary by the SINGULAR AIRCRAFT, S.L. quality management department.
- The supplier shall keep on file, for a minimum of ten (10) years from the shipment of the items, the test and inspection documents, as well as the control data covering the final product of this order.
- The supplier is required to comply with environmental requirements.
- The supplier's need to:
 - Implement a quality management system.
 - Use external providers approved or designated by the customer, including process supply sources (e.g., special processes).
 - Notify the organization of nonconforming processes, products or services and obtain approval for their disposition.
 - Prevent the use of counterfeit parts (see clause 8.1.4 of standard 9100).
 - Notify the organization of changes in processes, products or services, including changes to its external providers or production location, and obtain the organization's approval.
 - Flow down applicable requirements to external providers, including customer requirements.
 - Provide test specimens for design approval, inspection/verification, investigation or audit.
 - Retain documented information, including retention periods and requirements for its disposition.
- It must be ensured that personnel are aware of:
 - Their contribution to product or service conformity.
 - Their contribution to product safety.
 - The importance of ethical behavior.
- The Quality Policy is attached to this document and is also available on the company website.

Note: if, due to circumstances at your company, you are unable to comply with the requirements listed above, please let us know immediately so that we can find the most suitable solution for both parties. We remain at your entire disposal for any questions or clarifications.

These terms and conditions remain in effect indefinitely unless otherwise agreed by both parties.

Kind regards,

In _____, on this ____ day of _____,
20____.

RECEIVED & ACCEPTED BY SUPPLIER

(Signature and stamp)

MANAGER

Singular Aircraft, S.L.