

General Quality requirements for Suppliers

Version 04 - 2024-10-27

1. PURPOSE and APPLICABILITY

This document defines the general Quality requirements for the supply of goods¹, works and services requested from Suppliers by Telespazio S.p.A.

Office supplies and all goods/works/services which, by their nature, are obviously not usable or integrable in the design, development, provision, monitoring or maintenance of products and services marketed by Telespazio and the infrastructures directly connected to them are excluded from applicability.

The requirements specified below are complementary to those listed in the purchase order and its attachments and in the related terms and conditions (hereinafter, collectively referred to as the "Order"). In the event that the requirements set forth in either the Order or this document conflict, the Order's requirements shall take precedence.

2. QUALITY REQUIREMENTS

Telespazio advises its suppliers to implement a Quality management system compliant with international standards ISO 9001 or EN 9100.

2.1 Prevention of counterfeit parts

The Supplier must implement adequate processes to prevent the use of Counterfeit or suspected counterfeit Parts, and ensure that under no circumstances they are included in the supplies delivered to Telespazio.

If the Supplier ascertains an involuntary delivery of Counterfeit or suspected counterfeit Parts to Telespazio, they must immediately notify it.

2.2 Certificate of Conformity (CoC)

The supplied goods must always be accompanied by a "Certificate of Conformity" (CoC) explicitly stating that they have been manufactured in compliance with the required and/or applicable technical and/or regulatory requirements.

The manufacturer's CoC and any dealer's CoC must always be delivered to Telespazio in paper format together with the goods supplied, even if sent in advance by e-mail in electronic format.

Following the delivery of the goods, they will be subjected to an acceptance check (Incoming Inspection) by Telespazio. The supply will be considered complete and compliant only if, in addition to the material, the conformity documentation has also been delivered and accepted by Telespazio². Otherwise, the goods will be segregated, considered non-compliant because they lack the accompanying documentation.

¹ This includes supplies of goods necessary for the provision of services by the Supplier, even in case of *Contract for services*.

² This also applies to the documentation envisaged in the following § 2.3 and 2.4 and to all the documentation envisaged in the purchase order requirements and in the related "Terms & Conditions".

2.2.1 CoC of the manufacturer

If the Supplier coincides with the manufacturer, each supply must be accompanied by a numbered, dated and signed CoC by an authorized manager of the manufacturer which certifies the conformity of the supply:

- a) In the case of supplies produced to Telespazio's design/specifications, with all the technical specifications and additional applicable contractual, Quality and regulatory requirements specified in the purchase order and in the documentation referred to therein.

The manufacturer's CoC must include at least the following information:

- Reference to the Telespazio purchase order number;
- Manufacturer's Part Number;
- Applicable data for product traceability (quantity, lot, manufacturing date, ...);
- Explicit declaration of compliance with contractual and regulatory specifications and requirements;
- Date, signature of the Supplier.

- b) In the case of COTS supplies (Commercial Off-The-Shelf, i.e. mass-produced and available "on catalogue" on the commercial market), the technical construction documentation or referenced in the manufacturer's catalogues, and the applicable regulatory requirements.

The manufacturer's CoC must include at least the following information:

- Manufacturer's Part Number;
- Applicable data for product traceability (quantity, lot, manufacturing date, ...);
- Explicit declaration of conformity to the technical documentation of the product and to any applicable regulatory requirements;
- Date, manufacturer's signature.

2.2.2 CoC of the dealer

In the event that the Supplier is not the manufacturer but a reseller of products/parts made by others, the latter must join the manufacturer's original CoC with its Certificate of Conformity attesting that the supply complies with the contractual requirements specified in the purchase order and in the documentation referred to there. In these cases, the original CoC of the manufacturer may not even be sent/transmitted provided that the unambiguous references of the original CoC are indicated in the dealer's CoC (name of the manufacturer, number and date of the certificate) and he declares to be able to provide it upon specific request from Telespazio.

In no event shall the Supplier modify the content of the original manufacturer's CoC.

The dealer's CoC must include at least the following information:

- Reference to the Telespazio Order number (if applicable);
- Identification of the manufacturer;
- Manufacturer's Part Number;
- Dealer Part Number (if different from that of the manufacturer);
- Applicable data for product traceability (quantity, lot, manufacturing date, ...);
- Explicit declaration of compliance with contractual requirements;
- Date and signature of the dealer;
- Manufacturer's CoC (enter certificate references or attach).

2.3 Compliance with mandatory requirements

The supplied goods must comply with all applicable statutory requirements, including those relating to labeling (in particular, any manufactured article/apparatus/part supplied shall be labelled with the CE mark), packaging, storage and handling, and international transport codes.

If the goods are or contain chemicals, the Supplier is required to guarantee their compliance with the provisions of EC Regulation no. 1907/2006 (REACH Regulation) and subsequent amendments, and in particular is required to fulfill the related information obligations (Safety Data Sheet, SVHC declaration to be delivered together with the product).

The Supplier must also ensure compliance of the goods with Directive 2011/65/EC (RoHS), if applicable.

2.4 Special Processes

Special Processes are those processes whose resulting outputs cannot be verified by subsequent tests, monitoring or non-destructive measurements, and whose shortcomings can only emerge during the use of the product or provision of the service.

In order to ensure the conformity of the final results, they therefore require validation that takes into account at least:

- criteria and methods for the execution and monitoring of the process
- suitability of systems, equipment and consumables necessary for the processing
- criteria for the qualification of the personnel involved
- requirements regarding the documented information that must be recorded

2.4.1 Special Processes Qualification/Certification

For the following Special Processes performed in the scope of supplies to Telespazio:

- welding and brazing
- heat treatments
- gluing
- painting
- surface treatments
- electrical wiring
- forming of composite materials,

Suppliers and any sub-suppliers are required to possess the Qualification or Certification issued by an accredited third-party body (e.g. Nadcap), by a Leonardo Division/Business Unit or by a company recognized in the aerospace sector, according to the applicable international technical standard/norm or, if the process is proprietary, according to the internal reference standard.

Telespazio reserves the right to request both the Qualification/Certification Declaration and the process specification, and to verify their effective implementation.

This requirement does not apply to COTS (Commercial Off The Shelf) supplies, i.e. to products produced in series and available "on catalogue" on the commercial market.

2.5 Limited lifetime materials

Unless otherwise specified in the purchase order, materials with limited life must have, upon receipt by Telespazio, a residual life of no less than 80% of the useful life indicated by the manufacturer. The

date of manufacture and the expiry date must be shown on the product or on the packaging of each individual specimen.

2.6 Nonconformity

A nonconformity is defined as the non-fulfilment of a requirement, that is, a need or expectation that is stated, generally implied (for the purpose of using the good or service) or mandatory.

The Supplier must ensure that nonconformities are adequately identified and managed in order to prevent non-compliant supplies from being accidentally delivered to Telespazio.

In no case the delivery to Telespazio of supplies with ascertained nonconformities is allowed without the prior written authorization of Telespazio.

Should the Supplier be aware of the presence of a nonconformity in a supply already delivered to Telespazio, they must immediately notify it.

2.7 Documented information

Unless otherwise stated in the Order, the documented information (whether in paper or electronic form) relating to the activities carried out for the execution of the Order by the Supplier, must be kept (preventing loss, deterioration or damage) for at least 5 years, and made available to Telespazio or their Customer, if requested.

2.8 Access to the Supplier's premises

The Supplier must guarantee the right of access to Telespazio, their Customer and the authorities in charge of the documented information and areas of the structures applicable to the Order for conducting audits aimed at assessing the organization and compliance of the supply with the requirements of the Order and this document, at any level of the supply chain.

2.9 Sub-suppliers

The Order and Quality requirements applicable to sub-suppliers must be transferred to them by the Supplier. If specified in the Order, the Supplier must use external sub-suppliers appointed or approved by Telespazio or their Customer. Any subsequent change must be notified to Telespazio for approval.

2.10 Supplier Personnel

The Supplier must guarantee, for the execution of the Order, the use of personnel aware of their contribution to *safety*³ and compliance with the supply requirements, and also aware of the importance of an ethical behavior.

2.11 Post-Delivery Notices

The Supplier is required to promptly inform the Customer about any updates and / or changes occurring after the delivery of the products that may affect the functionality, compliance and safety of their use (obsolescence, discontinued production, SW updates, updating of manuals / technical documentation, etc.), by sending the related communications to the address backofficefoc.tlc@telespazio.com.

³ The state in which a product is capable of performing its intended or expected purpose without causing an unacceptable risk of harm to persons or property.