

Current Revision

Approvals

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H3X Technologies Inc.

410 S. Arthur Ave.

Louisville, CO 80027



President: Eric Maciolek

Production Manager: Chris Palazzolo

L2-QP014 Supplier Quality Manual

**Size
A**

**Cage Code
8VDF5**

**Document Number
L2-QP014**

**Revision
02**

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Revision History

Revision	Date	Change Description	Prepared By
01		Initial release	RD
02	03 June 2026	Removed language specifying “internal use only”	RD

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1 Purpose

- 1.1 This manual defines H3X supplier controls for product and service delivery when not dictated by other H3X order documentation.

2 Scope

- 2.1 The requirements outlined in this manual shall apply to all flight pedigree products and services performed on flight pedigree products unless otherwise specified on the purchase order or in other technical documentation provided. The pedigree shall be specified on the Purchase Order.
- 2.2 In the event of requirements conflict between other H3X order documentation, the order of precedence shall be:
1. Purchase Order (L4-F016)
 2. Drawings and other directly provided Technical Documentation
 3. Supplier Terms & Conditions
 4. This standard (L2-QP014)

3 Requirements

Within the scope of this document, the following are required for all Purchase Orders:

- H3X Procurement shall provide requirements for the provision of products, processes, or services through the purchase order, attached technical data, and referenced specifications and standards, as applicable. Testing, inspection, and validation shall be included in these requirements.
- H3X Procurement shall specify Quality Codes on the purchase order per L4-F002 to flow down quality requirements.
- Suppliers shall refer questions and requests to the H3X Procurement team member identified on the Purchase Order.
- H3X shall monitor Supplier on-time delivery, quality performance, responsiveness, and competitiveness.
- Suppliers shall request approval from H3X Engineering for intended changes when the change may affect the fit, form, or function of the product or service.
- Supplier shall implement and maintain a Quality Management System (QMS) capable of meeting flowdown requirements.
- Suppliers shall apply controls to prevent the use of counterfeit product or fraudulent services.
- Suppliers shall notify H3X if any sub-tier supplier provides counterfeit product or fraudulent services.
- Supplier shall maintain documentation pertaining to H3X orders for a minimum of ten (10) years after delivery unless otherwise directed by the Purchase Order.
- Documentation must remain on file and available for review by H3X, our customer and/or a designated representative or responsible regulatory agency for the specified period.

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- Suppliers shall allow H3X, its customer and/or a designated representative or responsible regulatory agency, access to any location, including sub-tier suppliers, where operations pursuant to a H3X purchase order are being executed or where there are records stored applicable to product processed for H3X.
- Suppliers shall ensure that all persons doing work under their control that could affect the provided products or services are competent.
- Suppliers shall retain appropriate documented information as evidence of competence, including third-party certifications as applicable.
- Suppliers shall ensure that all persons doing work under the organizations control are aware of:
 - their contribution to product or service conformity
 - their contribution to product safety
 - the importance of ethical behavior
- Suppliers shall package product for shipment in keeping with good commercial practice, unless otherwise instructed by Purchase Order requirements. Packaging shall be adequate to preclude damage, loss, or corrosion of product shipped. Supplier shall identify the outer container or pallet with the applicable PO number, part number, lot number, and/or serial number. Shipper/pack slip are to be included with the order. Lot number and serial numbers nomenclature is specified in the engineering drawing.
- Material Safety Data Sheets (MSDS) shall be supplied with shipments of any product that contains polymers, solvents, reducers, adhesives or other materials prone to outgassing volatile organic compounds (VOC's).

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