



長榮航太科技股份有限公司 EVERGREEN AVIATION TECHNOLOGIES CORP.

Supplier Manual	Doc.	4SP-00071	Rev.	07
	Issued	Aug/11/2023	Page.	1/4

The purpose of this handbook is to define the requirements for conducting business activities with Evergreen Aviation Technologies Corp. (hereinafter called EGAT) to ensure that our suppliers can continue to improve, avoid producing product quality problems and shipping problems, and provide the lowest cost and first-class service. Strictly complying with the specific requirements described in this manual will not only reduce the risk of the supply chain, ensure product and service compliance and product safety, but also help EGAT and suppliers to further enhance their market competitiveness and ensure that we continue to cooperate successfully.

1 Scope

The requirements of this manual apply to all finished product suppliers, material manufacturing suppliers (raw materials and components), and other applicable outsourcing processes. If you have any questions about the suitability of the contents of the manual, please consult with your EGAT partner directly.

2 Duties

- 2.1 The supplier is responsible for reviewing, understanding and communicating with relevant personnel to meet the requirements in this manual. At the same time, suppliers should meet the other requirements in the purchase contract and order. Suppliers should try to get all references documents to ensure full compliance with all applicable requirements.
- 2.2 Suppliers shall ensure that personnel recognize the importance and impact of products and services that meet the requirements, their contribution to product conformity and safety, and the importance of ethical behavior.
- 2.3 EGAT will maintain this manual and record changes to the quality requirements in the manual. The version of the supplier's manual can be found on EGAT's website or through EGAT's procurement department.

3 EGAT's Quality Policy

EGAT employees promise to provide internal and external customers with products and services that exceed their expectations. We work together to continuously drive continuous improvement to achieve world-class quality.

4 Mandatory Certificates:

[] OEM Certificate of Conformity [] Other Equivalent : _____

(Per EGAT's requisition)



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EVERGREEN AVIATION TECHNOLOGIES CORP.

Supplier Manual	Doc.	4SP-00071	Rev.	07
	Issued	Aug/11/2023	Page.	2/4

- 4.1 The Seller shall ensure that only new and authentic materials are used in products delivered to EGAT. The Seller may only purchase parts directly from Original Component Manufacturers (OCMs), OCM authorized (franchised) distributors, or authorized aftermarket manufacturers. Use of product that was not provided by these sources is not allowed by EGAT. Counterfeit parts control training shall be conducted for procurement inspection, and related personnel. When the counterfeit parts are found, seller shall notify and regulate the counterfeit parts as the nonconforming parts (Ref. AS9100D 8.1.4)
- 4.2 The Seller shall supply full supply chain traceability including copies of Electrical, Electronic, and Electromechanical (EEE) part Manufacturer Certificates of Conformance (CoC).
- 4.3 All Seller shipments shall be consistent with the following statement: NO ARTICLES (OR CONSTITUENT PARTS THEREOF) ORDERED BY EGAT SHALL CONTAIN ANY FEDERAL AVIATION ADMINISTRATION PARTS MANUFACTURER APPROVAL (FAA-PMA) MARKING AND THE ACCOMPANYING PAPERWORK SHALL NOT CONTAIN ANY FAA-PMA MARKINGS.
- 5 When there are special requirements and key items (including safety parts), EGAT will indicate on the order or contract. Key Characteristic (K.C.) remarks are displayed on the drawing when key characteristic are involved. The supplier should strengthen the review to confirm the risk of the process and formulate control measures.(Ref. AS9100D 8.1.3)
- 6 Seller shall not has any improper transfer of benefits (including gift or business entertainment, but not limited to)(Ref. AS9100D 7.3)
 - 6.1 Without prior approval of the management, no gifts or business entertainment shall be provided to us and to those in the EGAT, ensuring that all business gifts and business entertainment are legal and that the other employer is aware of it.
 - 6.2 Seller shall not provide valuable items, including cash, bribes, gifts, entertainment, or kickbacks to the EGAT personnel who directly or indirectly make purchases, transactions, or other business activities. At the same time, it is forbidden to provide advice, positions, or other similar duties to employees (including their family members and important family members) involved in procurement transactions.
- 7 Seller shall not employ the workers who are in below legal age, forced, prisoners,



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EVERGREEN AVIATION TECHNOLOGIES CORP.

Supplier Manual	Doc.	4SP-00071	Rev.	07
	Issued	Aug/11/2023	Page.	3/4

workers who sign a slave contract, other workers who are subject to any form of coercion, or violating other applicable laws and regulations to conduct illegal human trafficking. Seller shall comply with local regulations concerning labor safety and environmental protection which included the relevant regulations in other countries that EGAT specify, and the relevant provisions of the Labor Law.(Ref. AS9100D 4.4)

- 8 The remaining validity period of goods should be more than 2/3 of the shelf life from the day of shipping. (Apply to parts with shelf life limited)
- 9 Order Number: Order Number mandatory on ALL shipping documents, labels, and correspondences.
- 10 Order / Invoice Changes: NO deviations permitted without prior concurrence.
- 11 Shipping Instruction: When the shipment is ready for pick up, we will advise the shipping instruction.
- 12 Packing List: Place two originals inside the box and one original in the pouch and affix it to the shipment.
- 13 Invoice: Mail two originals to the BILL TO address specified in the order.
- 14 When special process is required to be performed, the seller or its subcontractors to obtain and maintain compliance with NADCAP and approval by End-User (ex. Boeing D1-4426 or GE-AE GT-193).
- 15 Export Control Classification
Seller shall provide the item's Export Control Classification Numbers (ECCNs), as well as the ECCNs of any component or parts thereof if they are different from the item's ECCN. Information on ECCNs can be found in the Export Administration Regulations (EAR) located on the Bureau of Industry and Security website at <http://www.bis.doc.gov/> Seller Shall provide information regarding the listing of products on the United States Munitions List (USML). Information on the USML can be found in the International Traffic in Arms Regulations (ITAR) located on the U.S department of State website at <http://www.pmddtc.state.gov/index.html>.
- 16 Material source as Conflict Minerals from Democratic Republic of Congo (DRC) or the Surrounding Countries is Unacceptable.
- 17 Seller shall label shipping or storage containers of ozone - depleting substance and products that contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as applicable:



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Supplier Manual	Doc.	4SP-00071	Rev.	07
	Issued	Aug/11/2023	Page.	4/4

Warning

Contains * _____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

Warning

Manufactured with * _____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

* Seller shall insert the name of the relevant substance(s).

Definition. "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as--

- (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
- (2) Class II, including, but not limited to hydrochlorofluorocarbons.

- 18 Representatives of the EGAT/or end user and/or the Federal Aviation Administration may inspect and evaluate seller's facilities' systems, data, equipment, personnel and all completed articles that have been installed on the aircraft. (Ref. AS9100D 8.4.3)
- 19 Seller shall establish a business continuity plan/process to ensure continued production and delivery to EGAT in the event of a major disruption (labor strike, work stoppage, power outage, earthquake, fire, flood, mandatory evacuation, workforce unavailability due to disease outbreak, ransomware attack, etc.).