

Supplier No.

12838 Saticoy Street  
P.O. Box 3951  
North Hollywood, California 91605  
Tel: 818/765-8160  
Fax: 818/759-2192  
[www.wkr.com](http://www.wkr.com)

Subject: Application for Whittaker Controls, Inc. Approved Supplier Status

Dear Sir/Madam:

Enclosed please find the Whittaker Controls, Inc. approved supplier application package consisting of the basic documents needed to initiate the approval process.

**It is imperative that the prospective Whittaker Supplier reviews the entire package and provides the requested information in a timely manner**

**Whittaker Controls' procurement team will begin the supplier evaluation process after receipt of all completed questionnaires and certifications.**

By attaining and maintaining an approved supplier status, your company becomes eligible to receive purchase orders either directly from Whittaker Controls or from Whittaker approved suppliers. This creates the potential for a long-term mutually beneficial relationship with Whittaker Controls as a valued member of Whittaker's supplier base.

Also, enclosed are our Standard Terms and Conditions and Quality Clauses. Whittaker Controls Inc. Terms and Conditions are applicable to all Whittaker Purchase Orders. By undersigning the attached "Disclosure of Buyer's Technical Data to Foreign Persons and Foreign Entities" supplier indicates acceptance of Whittaker Control's Terms and Conditions. Retain this information to reference when invoked on purchase orders with your company. Most current version of these documents can be found at [www.wkr.com](http://www.wkr.com) supplier section. Thank you for your time and we look forward to doing business with you.

\_\_\_\_\_  
Signature on file

Matt Butcher  
Manager, Supply Chain

\_\_\_\_\_  
Signature on file

Son Le  
Director,  
Quality Assurance

\_\_\_\_\_  
Signature on file

Ann Sheldall  
Vice President, Contracts

\_\_\_\_\_  
Signature on file

Len Torres  
Vice President,  
Site Operations

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**CHECKLIST AND GUIDELINES**  
**PLEASE REVIEW AND COMPLETE THE SECTIONS BELOW FOR INITIAL AND PERIODIC APPROVAL.**

- Supplier Survey** Complete this sheet to provide the basic information regarding your facility and operational capabilities. Whittaker Controls accepts a current industry-recognized Third Party Certification from the accredited agency as a proof of maintaining an effective Quality System. Ensure that copies of all relevant certifications are provided to Whittaker Controls.
- Quality System Survey** Complete this questionnaire only if your Quality System is not currently certified by the accredited registrar agency. Please answer questions fully and truthfully and enclose all supporting documentation. Failure to do so may result in permanent disqualification and exclusion from future consideration as Whittaker Supplier. Whittaker Controls reserves the right to conduct an on-site audit of your Quality System to verify the accuracy of your responses. Results are used by WC to assess the adequacy of controls for the procured products or services
- Supplier Tax Data and Business Size Certifications** Please complete the form to provide ownership, business size and tax information.
- Confidentiality Agreement** Please review and sign the enclosed Confidentiality Agreement to allow Whittaker Controls to disclose to you proprietary information during the course of business.
- Export Compliance Terms and Conditions.** Please read and sign in the space provided to allow Whittaker Controls to share the export-sensitive information.
- QA Flowdown PO attachment (form QA16-116).** Please review and retain for your reference records. Ensure that you have access to [www.wkr.com](http://www.wkr.com) to obtain the most current version.
- Whittaker's Terms & Conditions** Please review and retain for your reference records. Ensure that you have access to [www.wkr.com](http://www.wkr.com) to obtain the most current version.

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### SUPPLIER FACILITY SURVEY

Supplier Name			<b>Type Of Business</b> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Processor <input type="checkbox"/> Service
Address			
City	State	Zip	
Phone No.		Fax No.	

#### I. MANAGEMENT ORGANIZATION

Management (Primary)	Position	
Management (Secondary)	Position	
Sales	Position	
Quality	Position	
Quality reports to (position):	Quality Phone:	Quality E-Mail:

#### II. FACILITY

Number of Buildings	Total Mfg Area	Total Employees	Production	Quality	Engineering
Primary Products or Services					
Primary Capabilities:					
Special Processes (check all that apply)					
<input type="checkbox"/> Chemical Processing	<input type="checkbox"/> Coating	<input type="checkbox"/> Surface Treatment	<input type="checkbox"/> Thermal Processing	<input type="checkbox"/> Material Lab	<input type="checkbox"/> NDT

#### III. QUALITY SYSTEM

Current 3<sup>rd</sup> Party Certifications:  ISO9000  AS9100  NADCAP  OTHER \_\_\_\_\_

NONE (COMPLETE QUALITY SYSTEM SURVEY)

Completed by:	Title:	Signature: <i>(e-mail reply address accepted)</i>
Whittaker Controls Approvals		
Purchasing	Accounting	Quality Assurance

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\*\*\* NOTE \*\*\*

Completion of the Quality System Survey is not required if the supplier is 3rd party certified to accepted quality standards.  
See section III of the Supplier Survey and attach a copy of the certificate.

QUALITY SYSTEM SURVEY

QUESTION	YES	NO	N/A	REMARKS
<b>1. Supplier Responsibility</b>				
1.1. Does the supplier have and maintain an inspection system?				
1.2. Is the Inspection System defined in the Quality Manual or other documentation?				
1.3. Does the supplier have and maintain an SPC system?				
1.4. Does the supplier have a procedure for flowing down all customer quality requirements to their sub-tier sources?				
1.5. Does the supplier maintain a documented self-audit program?				
<b>2. Inspection Documentation &amp; Traceability</b>				
2.1. Are written inspection instructions available at all points of use?				
2.2. Are inspection instructions clearly defined and do they specify acceptance and rejection criteria				
2.3. Does the inspection system cover the following areas?				
a. Receiving				
b. In Process				
c. Testing				
d. Final				
e. Packaging & Shipping				
2.4. Does the supplier have procedures which require maintenance of records for all inspection and tests and do these records reflect:				
a. Quantities accepted and rejected				
b. Number and type of deficiencies found				
<b>3. Corrective / Preventive Action and Nonconforming Material</b>				
3.1. Does the supplier have procedures for corrective action / preventive action in all areas?				
a. In-house				
b. Sub-tier suppliers				
c. Response to customer requests				
3.2. Do inspection records for non-conformances reflect adequate corrective/preventive action documentation?				
3.3. Does the supplier have procedures defining the handling and control of non-conforming parts or materials?				
3.4. Do the procedures provide for:				
a. Identification				
b. Segregation to prevent use				
c. Presentation to customer for disposition				
d. Documenting rework and repair procedures				
e. Maintaining records of such dispositions (Including dates, quantities, serial numbers, lot numbers, etc.)				
f. Is the holding area for non-conforming items adequate and properly secured				

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QUESTION	YES	NO	N/A	REMARKS
<b>4. Drawing and Change Control</b>				
4.1. Do supplier procedures control and assure that drawing and specification changes are issued to production and inspection at the time and place of the production / inspection operation?				
4.2. Are there procedures for removing obsolete drawing and specifications from the production and inspection floors?				
<b>5. Measurement and Test Equipment</b>				
5.1. Does a documented calibration procedure exist and is it in accordance with ANSI/ASQC – Q10012, ANSI/NCSL Z540-1?				
5.2. Are standards used for calibration verified periodically by a certified laboratory traceable to NIST?				
5.3. Are all new and reworked inspection gages and tooling calibrated prior to use?				
5.4. Is there an inventory of gages instruments, does it contain the due dates? Is the recall system effective?				
5.5. Are personal tools used, and are they calibrated?				
5.6. Are Whittaker tools calibrated?				
5.7. Is fixturing and assembly tooling identified? Are stickers affixed to the gages?				
5.8. Does the supplier's written procedure cover the actions required on the product when out of tolerance conditions are found on measuring and test equipment?				
5.9. Do Calibration records reflect the following?				
a. Item identity and name				
b. Frequency of calibration				
c. Procedure for calibration				
d. Date calibrated and due date for next calibration?				
e. Person of facility performing the calibration?				
f. Deviation from standard values?				
<b>6. Process Controls &amp; Inspection Status</b>				
6.1. Does the supplier have process control procedures when required by the purchase order?				
6.2. Does the supplier have a system for identifying and maintaining in process inspection status of supplies, such as:				
a. Stamps				
b. Tags				
c. Routing cards				
d. Move tickets				
e. Tote box cards				
f. Shop travelers				
6.3. When stamps are used are they:				
a. Distinctly different from customer or government stamps				
b. Properly controlled				
c. Numbered and traceable to the individual assigned				

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QUESTION	YES	NO	N/A	REMARKS
<b>7. Safety</b>				
7.1. Are employees wearing safety equipment, such as safety glasses in areas as lock wire, use of solder pots, pneumatic, and hydraulic testing, etc?				
7.2. Is equipment turned off after use?				
7.3. Are safety lines painted on the floor around moving machinery and are clear of hazards?				
7.4. Are all containers marked and legible, as to shelf life, contents, purchase order, and date?				
7.5. Are there logs available controlling shelf life and expiration dates of inventory?				
7.6. Is there a listing of all materials in the facility, and does MSDS exist for each of them.				
<b>8. Training</b>				
8.1. Are training records available and reflect the training requirements.				
8.2. Is there a posted list of "Certified Personnel"?				
<b>9. Government and Customer Furnished Material</b>				
9.1. Does the supplier have a procedure for control of government and customer furnished material?				
9.2. Does the supplier inspect government/customer material or equipment upon receipt for damage, completeness, and identification?				
9.3. Will the supplier agree to the proper handling of government material insofar as records, storage, and shipping are concerned?				
<b>10. Qualified Products and Sampling Inspection</b>				
10.1. Does the supplier utilize qualified products listings?				
10.2. Does the supplier utilize sampling inspection techniques?				
10.3. Do they comply with Mil-Std-105? Other?				
<b>11. Source Inspection</b>				
11.1. Will the supplier agree to source inspection? (government or customer)				
11.2. Will the supplier agree to the use of their tools and gages for source inspection?				
11.3. Do supplier purchase orders include requirements for government source inspection?				

\*Please provide inspection stamp impressions in space provided below

Final Inspection Acceptance Stamp	Inspection Rejection Stamp
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**SUPPLIER DATA AND BUSINESS SIZE CERTIFICATION**

PLEASE COMPLETE AND RETURN PAGE 1 OF THIS CERTIFICATION TO: Whittaker Controls, Inc., 12838 Saticoy St., North Hollywood, CA, 91605, Attn: Contracts/Small Business Subcontracting, (FAX 818-759-2190).

<b>Company Name</b>	
<b>Company Address</b>	
<b>Major Product Lines:</b>	
<b>NAICS Code(s):</b>	

**TYPE OF OWNERSHIP:**

- Solely Owned       Partnership       Non-Profit       Corporation
- Affiliate       Subsidiary       Name of Parent Company \_\_\_\_\_

Tax ID No.\* \_\_\_\_\_ Incorporation Date: \_\_\_\_\_ State: \_\_\_\_\_

**\*Please Attach a Signed W-9 Form.**

**BUSINESS SIZE CERTIFICATION**

The undersigned certifies that the above named company maintains a business classification as indicated below. Further, it is understood and agreed that misrepresentation of the supplier's business classification is subject to penalties as prescribed in FAR Clause 52.219.1, "Small Business Program Representations". Additional information regarding business classification definitions is located on page 2 of this form. If your company is owned by, or a division or subsidiary of, another company, the business size of the ultimate parent company is to be applied to your company.

- Large Business
- Small Business Number of Employees: \_\_\_\_\_

**Subcategories of Small Business – Please check all that apply to your small business:**

(NOTE: If your business is considered a Large Business, do not complete).

- Woman-Owned Small Business Concern
- Certified HUBZone Small Business Concern (Please attach SBA Certification Letter).
- Veteran-Owned Small Business Concern
- Service-Disabled Veteran-Owned Small Business Concern
- Certified Small Disadvantaged Business (Please attach SBA Certification Letter).
- Alaska Native Corporations (ANCs) and Indian Tribes that have not been certified by the Small Business Administration as Small Disadvantaged businesses
- Alaska Native Corporations (ANCs) and Indian Tribes that are Not Small Businesses

\_\_\_\_\_  
Signature of Company Officer

\_\_\_\_\_  
Name of Company Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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## SUPPLIER DATA AND BUSINESS SIZE CERTIFICATION

To obtain small business size standards and NAICS classifications, go to Small Business Administration's website at <http://www.sba.gov/size/>.

**SMALL BUSINESS CONCERN** "Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121 (see FAR 19.102). Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity. To obtain small business size standards, visit the Small Business Administration's website at <http://www.sba.gov/size/>

**LARGE BUSINESS CONCERN** A business concern that exceeds the small business size code standards established by the Small Business Administration as set forth in the Code of Federal Regulations, Title 13, Part 121.

**SMALL DISADVANTAGED BUSINESS CONCERN** The term "small business concern owned and controlled by socially and economically disadvantaged individuals" shall mean a small business concern which is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more socially and economically disadvantaged individuals, and whose management and daily business operations are controlled by one or more of such individuals. To certify as a Small Disadvantaged Business Concern, the business, must either be certified as a small disadvantaged business (SDB) concern or have a completed SDB application pending at the SBA or a Private Certifier (see FAR 19.001).

**WOMAN-OWNED BUSINESS CONCERN** A concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means actively involved in the day-to-day-management.

**VETERAN-OWNED BUSINESS CONCERN** A concern which is at least 51 percent owned by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and whose management and daily business operations are controlled by one or more veterans.

**SERVICE-DISABLED VETERAN-OWNED BUSINESS CONCERN** A concern which is at least 51 percent owned by one or more service-disabled veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disabled veteran means a veteran with a disability that is service-connected, as defined in 38 U.S.C. 101 (2,16).

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## SUPPLIER DATA AND BUSINESS SIZE CERTIFICATION

**HUBZONE SMALL BUSINESS CONCERN** HUBZone small business concern" means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

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SBACERTGUID 10-01-04

**ALASKA NATIVE CORPORATION (ANC)**" means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the

Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, *et seq.*) and which is considered a minority and economically disadvantaged concern under the criteria at 43 U.S.C. 1626(e)(1). This definition also includes ANC direct and indirect subsidiary corporations, joint ventures, and partnerships that meet the requirements of 43 U.S.C. 1626(e)(2).

**INDIAN TRIBE** means any Indian tribe, band, group, pueblo, or community, including native villages and native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act (43 U.S.C.A. 1601 *et seq.*), that is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs in accordance with 25 U.S.C. 1452(c). This definition also includes Indian-owned economic enterprises that meet the requirements of 25 U.S.C. 1452(e).

Supplier No.

## CONFIDENTIALITY AGREEMENT

As a condition of doing business with Whittaker Controls, Inc. as an approved supplier, we ask for your written agreement to the following confidentiality terms.

SUPPLIER hereby acknowledges that in conjunction with the purchasing function, Whittaker Controls, Inc. may have supplied or will be supply tooling, equipment, materials, gauges, patterns, designs, drawings, blueprints, sketches, engineering data, technical data, manufacturing data or other proprietary information for use by SUPPLIER in connection with performance of Whittaker Controls' purchase order(s).

SUPPLIER further acknowledges that all such items transmitted, or to be transmitted to SUPPLIER, embody or contain confidential information which is the sole property of Whittaker Controls, Inc. Accordingly, SUPPLIER specifically agrees and represents that SUPPLIER will use such items solely in performing work in connection with the Whittaker Controls' purchase order or bid. In performing such work, SUPPLIER will not disclose any such items or the information contained or embodied therein to anyone other than SUPPLIER's employees engaged in performance of the work. SUPPLIER will not otherwise use Whittaker Controls' tooling, equipment, materials, gauges, patterns, designs, drawings, blueprints, sketches, engineering data, technical data, manufacturing data or other proprietary information, disclose to others or reproduce for any other purpose than performing Whittaker Controls' purchase orders, including, but not limited to, the design, manufacture or repair of parts for third parties or to obtain FAA or other Government approval to do so.

SUPPLIER further represents that upon completion of the work set forth in the purchase order or bid request, SUPPLIER shall have sole responsibility for returning and shall return all such items to Whittaker Controls or shall dispose of such items according to the written instructions of Whittaker Controls. In accordance with Whittaker Controls' Purchase Order Terms and Conditions, we specifically call your attention to Clauses 6 (b) and 6(d) that clearly state Whittaker Controls' contractual requirements. Compliance with Clauses 6(b) and 6(d) is a requirement for doing business with Whittaker Controls. Whittaker Controls' Purchase Order Terms and Conditions can also be downloaded from Whittaker Controls' Supplier Center of its website at [www.wkr.com](http://www.wkr.com).

SUPPLIER understands and agrees that Whittaker Controls will randomly select and audit each SUPPLIER for conformance to the above stated policy. Failure to comply with the above stated policy will be grounds for termination of the business relationship. As a valued supplier to Whittaker Controls, your cooperation will ensure future business opportunities for all.

\_\_\_\_\_  
Supplier Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
City, State and Zip code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Conf-Pol.Ltr 10-01-04

Supplier No.

## **Supplier Annual Certification Regarding Export Control Compliance and Acknowledgement of Meggitt Export Compliance Terms and Conditions**

The following named entities are Business Units of Meggitt-USA, Inc., and are referred to individually and collectively as "Meggitt" in the text below.

Endevco Corp., 30700 Rancho Viejo Road, San Juan Capistrano, CA 92675  
Engineered Fabrics Corp., 669 Goodyear Street, Rockmart, GA 30153  
Meggitt Aircraft Braking Systems Corp., 1204 Massillon Road, Akron, Ohio 44306  
Meggitt Aircraft Braking Systems Kentucky Corp., 190 Corporate Drive, Danville, KY 40342  
Meggitt Airdynamics, Div. of Whittaker Controls, Inc. 2616 Research Drive, Corona, CA 92882  
Meggitt Defense Systems Inc., 9801 Muirlands Blvd., Irvine, CA 92618  
Meggitt Polymer Solutions, P.O. Box 887, 2010 Lafayette Ave., McMinnville, OR 97128  
Meggitt Safety Systems Inc., 1915 Voyager Ave., Simi Valley, CA 93063  
Meggitt Thermal Systems, Inc., 1915 Voyager Avenue, Simi Valley, CA 93063  
Meggitt Thermal Systems – Keith Products Inc., 4554 Claire Chennault, Addison, Texas 75001  
Meggitt Training Systems Inc., 296 Brogdon Road, Suwanee, GA 30024  
Nasco Aircraft Brake Inc., 13300 Estrella Avenue, Gardena, California 90248  
Piher International Corp., 1640 Northwind Blvd. Libertyville Illinois 60048  
Stewart Warner South Wind Corp., 3 Industrial Drive, Troy, IN 47588  
Whittaker Controls Inc., 12838 Saticoy St., North Hollywood, CA 91605  
Wilcoxon Research, Inc., 20511 Seneca Meadows Parkway, Germantown, MD 20876  
Vibro-Meter Inc., 144 Harvey Road, Londonderry, NH 03053

As a supplier to Meggitt you play a critical role in ensuring that controlled technical data and technology is not improperly exported. We wish to emphasize the importance of complying with our Terms and Conditions.

### **DISCLOSURE OF BUYER'S TECHNICAL DATA TO FOREIGN PERSONS AND FOREIGN ENTITIES / REGISTERING WITH THE DIRECTORATE OF DEFENSE TRADE CONTROLS**

Seller shall not disclose or export Buyer's technical data, including but not limited to, design, development, production, manufacture, assembly, operation, repair, testing or maintenance data in the form of blueprints, drawings, photographs, instructions and documentation to any foreign person or foreign subcontractor.

The Parties will comply with all U.S. export control laws and regulations. The information which the Parties may wish to disclose pursuant to this Agreement may be subject to the provisions of the Export Administration Act of 1979 and the Export Administration Regulations promulgated thereunder, the Arms Export Control Act, and the International Traffic in Arms Regulations, and the sanctions laws administered by the Office of Foreign Assets Control. The parties acknowledge that these statutes and regulations impose restrictions on import, export and transfer to third countries of certain categories of data, and that licenses from the U.S. Department of State and/or the U.S. Department of Commerce may be required before such data can be disclosed thereunder, and that such licenses may impose further restrictions on use and further disclosure of such data.

If Seller intends to conduct quotation work for this RFQ or purchase order using anyone other than U.S. citizens or permanent resident aliens (i.e., green card holders), Seller must provide advance written notice to Purchaser. In any event, Seller is responsible for compliance with applicable export control laws and regulations.

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## Supplier Annual Certification Regarding Export Control Compliance and Acknowledgement of Meggitt Export Compliance Terms and Conditions

It is important to note that an "export" is not limited to information crossing a country border. An export can also occur when controlled data or hardware is shared in the United States with one or more individuals who are not U.S. citizens or permanent residents. Therefore, it is your responsibility to know the status of any person with whom you are discussing controlled technical information, including your employees and by restricting access to such information to individuals who are U.S. citizens or permanent residents of the U.S. Access to the facilities where controlled hardware or controlled information can be observed and to information systems such as e-mail, shared drives and collaboration tools where such information may be located must be limited to U.S. citizens and permanent residents of the U.S.

**Pursuant to § 122.1(a) of the International Traffic in Arms Regulations (ITAR), any person who engages in the United States in the business of either manufacturing or exporting defense articles or furnishing defense services is required to register with the Directorate of Defense Trade Controls at the U.S. Department of State. For the purpose of this item, engaging in the business of manufacturing or exporting defense articles or furnishing defense services requires only one occasion of manufacturing or exporting a defense article or furnishing a defense service. Manufacturers of defense articles who do not engage in exporting must nevertheless register.**

**As a supplier who may engage in supporting Meggitt in the manufacture of defense articles, you understand that registration with the Directorate of Defense Trade Controls will be required prior to engaging in such support, and you will comply with this requirement.**

Please communicate Meggitt export control compliance terms to your employees.

If you have any questions or concerns relating to Meggitt's export control compliance terms and conditions, please contact the Export Compliance Officer of the Meggitt Business Unit with which you are currently conducting business.

Please direct all other questions to Meggitt Purchasing Department of the Business Unit with which you are currently conducting business.

**Please countersign this letter indicating your acceptance of Meggitt Terms and Conditions and return to:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

Supplier No.

Subject: Gratuities, Gifts and Kickbacks.

Dear Valued Supplier:

Whittaker Controls Inc. adopts the policy of conducting its business affairs fairly and impartially and is committed to complying with the Anti-Kickback Act, 41 U.S.C. Sect 51 (the Act). To ensure our commitment to these principles, we have established a Government Contracts Compliance Program to prevent and detect kickbacks in Whittaker's operations. Whittaker implemented procedures to report to the US government instances where there is a reasonable suspicion that a violation of the Act has occurred. Because the relationships we maintain with our vendors and suppliers are imperative to implementation of this program, all suppliers and vendors must be aware of the following:

1. It is against the company policy for Whittaker Controls employees to solicit business courtesies from vendors or suppliers.
2. Whittaker Controls employees are prohibited from accepting any gratuity or gift of monetary value as an inducement or a reward for favorable treatment.
3. Vendor or Supplier must not make kickbacks to employees or agents of Whittaker Controls.
4. Any vendor or supplier must not employ Whittaker Controls employees whether or not remuneration is received.
5. If you become aware of any violations to this policy, you must report the violation to Whittaker Controls Compliance Officer.

Should you have any further questions, please contact Whittaker Controls, Inc. compliance officer.

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By signing below I, \_\_\_\_\_ acknowledge the awareness of Gratuities, Gifts and Kickbacks requirements as stipulated in the Whittaker Controls Terms and Conditions revision \_\_\_\_\_ and certify that no employee or agent of \_\_\_\_\_ have made kickback to any employees or agents of Whittaker Controls. I also read and understood the requirements of the above letter and will communicate those requirements to employees of abovementioned Company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date