
1.0 Purpose/Scope

1.1 This document is the Suppliers guide to understand Wakefield-Vette (W-V) quality requirements. This document forms a part of the purchase order and contains both standard quality requirements and special quality requirements that shall be met by W-V Suppliers. Where there is a conflict between F-840-006-C and the P.O., the requirements on the P.O. shall take precedence. This agreement shall apply to products and services that are supplied to W-V or its sub-contractors. This agreement is a quality agreement and does not purport to be exhaustive in relation to legal and commercial issues covered under a separate agreement. If a supplier is unable or unwilling to comply with all applicable provisions of this document, they must inform W-V immediately.

2.0 Language

2.1 The Suppliers submissions of records, reports, specifications, drawings, certifications, inspection and test results and other documentation shall be in English

3.0 Standard Quality Requirements

3.1 **Right of Access:** You shall allow review, analysis and verification of your quality management and inspection systems, manufacturing processes, and product by W-V, our customer, our customer's representative, or the government if requested.

3.2 **Conflicting Technical Requirements:** In the event of conflicting technical requirements, the order of priority you should follow is the purchase order, the drawing and then the specification. You shall bring up conflicting requirements to the attention of your sourcing agent or quality representative.

3.3 **Supply Chain Management:** You shall be willing to identify and manage your entire supply chain, which includes ongoing monitoring of sub-contractor quality and delivery performance. It is your responsibility to ensure that W-V requirements are met by your subcontractors.

3.4 **First Article Requirements:** For products manufactured to a W-V drawing (not applicable to COTS, metallic raw materials, non-metallic raw materials, and industry standard hardware), you shall perform First Article Inspection of all drawing and specifications requirements on a sample of the first production lot. You shall complete and submit electronically a new or updated (delta) FAI for the following:

- First time of manufacture (full)
- Revision to the W-V drawing (delta)
- The part has not been manufactured in 2 years (full)
- Change in manufacturing process which may affect fit, form, or function (full)
- Change in plant of manufacture (full)
- Change in tooling: new, replacement or major modification (full)

First Article Inspection reports are to be submitted electronically

3.5 **Managing Change:** You shall notify W-V of any intended significant changes to your process, methods, materials, or product and obtain approval prior to implementation.

3.6 **Material Obsolescence:** You shall notify W-V 6 months prior to obsolescence of any material purchased within last three years.

3.7 **Mercury Contamination:** Material furnished shall not contain functional mercury in any form and shall be free from contamination by presence of mercury

3.8 **Traceability and Serialization:** You shall provide unique identification of product batch number, lot number or if required by drawing, serial number. The batch, lot, and serial number as applicable shall be traceable to all raw material, manufacturing, and inspection records.

3.9 **Inspection:** You shall inspect product to the degree necessary to ensure compliance to all requirements, which may result in higher sampling level plans required by industry sampling plans (e.g. ANSI/ASQ Z1.4). Sampling plans should utilize a 1.0 AQL with zero defects permitted in sample

3.10 **Non-Conforming Product:** You shall only ship product that meets all requirements or obtain a written deviation prior to shipment of any non-conforming product. A copy of the approved deviation is required with shipment. Any non-conforming product shipped to W-V must be clearly identified as non-conforming.

3.11 **Corrective Action:** In the event of a non-conformance that is significant or part of a trend, W-V may request a Root Cause Analysis and Corrective Action. Suppliers shall have a process to manage such requests.

3.12 **Protection Requirements for In-Process, Shipment and Packaging:** You shall comply with all requirements for shipping, packaging, and labeling. In the absence of specific requirements, suitable protection from corrosion, contamination and handling damage shall be provided during manufacturing, in-transit to and from sub-tier suppliers and shipment to W-V

3.13 **ESD Sensitive Items:** When packaging materials that are sensitive to damage from electrostatic discharge (ESD), you shall use ESD protective containers or bags. Identify each container or bag with an ESD warning label and label the external shipping package.

3.14 **Age Control:** You shall assure that any items provided which have a shelf life limitation have at least 5/6 of the shelf life remaining at time of shipment. Shelf life limited material must be identified with Date of Manufacture and Expiration Date.

3.15 **Certificate of Conformance:** You shall provide a Certificate of Conformance (C of C) certifying that product conforms to the requirements of the Purchase Order. The C of C shall accompany each shipment on the P.O. and shall provide:

- a) Suppliers name and address
- b) W-V Part Number and Revision
- c) Suppliers P/N and revision as applicable
- d) W-V Purchase Order number and shipment quantity
- e) Unique traceability number (lot/batch)
- f) Serial number as applicable
- g) Country of Origin
- h) Shelf Life Requirements as applicable
- i) RoHS/Reach/Conflict Minerals statement as applicable
- j) Certifiers title, and signature or stamp and date (electronic signature acceptable)
- k) Statement certifying that articles are conformance to PO, drawing and specification requirements

3.16 **Certification:** You shall submit all applicable certifications for materials and special process, as well as certified test reports if applicable, for each shipment. Certifications shall be in English or translated to English. Translations shall include the name, title, and signature of the authorized representative of the company making the translation.

3.17 **Records:** You shall maintain production and quality-related records for a minimum of 10 years from date of shipment unless a longer period is specified on the purchase order. If you are going out of business or no longer intend to manufacture the part, you shall contact W-V to obtain instructions with respect to records.

3.18 **Rework and Repair:** Rework and Repair are distinctly different processes.

- **Rework:** A process where a non-conformance to the drawing, specification or contract requirement can be made to conform using processes equivalent to those originally used in the manufacturing of the product. Suppliers are not required to obtain approval to rework product.
- **Repair:** A process that reduces but does not eliminate a non-conformance, or when a process is used that is NOT equivalent to those originally used in the manufacturing of the product. You shall obtain prior approval from W-V to perform repair work and ship repaired product.

3.19 **Material Declaration and RoHS:** You shall provide a completed IPC 1752-2 form with all initial shipments of product(s) and responsible to submit an updated IPC-1752-2 form whenever there is a material/process change that effects material composition.

3.20 **REACH and Conflict Minerals:** You shall supply product that is Conflict Mineral Free and absent of any chemicals of high concern as defined by the most current standard of REACH Directive EC/1907-2006. All vendors who supply 3TG minerals must be prepared to provide an updated CMRT tracing the minerals back to a smelter whose due diligence practices have been validated by an independent third-party audit program.

3.21 **Counterfeit Part Prevention:** Suppliers that are purchasing parts or materials for inclusion into a product or assemblies delivered to W-V shall establish and maintain a system to prevent the purchase of counterfeit and/or substandard parts. No other material, part, or component other than new and authentic is to be used without prior approval from W-V

3.22 **Contract Manufactures and Flow Down Requirements:** In the event that the supplier is not the manufacturer of the products, in particular if the supplier is an agent, broker, trader, distributor, re-packager or re-labeler, supplier shall enforce the terms and conditions of this agreement on the sub-contractors and/or manufacturer of the products. W-V will also flow down requirements from its customers to suppliers and sub-contractors.

3.23 **Competency:** Supplier will ensure that all employees and people working on its behalf are competent and trained in accordance with the requirements of AS9100D, and or any other requirements set forth by Wakefield-Vette.

3.24 **Ensuring that persons are aware of:** their contribution to product or service conformity; their contribution to product safety; the important of ethical behavior. Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulation applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices.

Supplier will support product safety by ensuring robust management of special requirements, critical items, and key characteristics. If there are any concerns with respect to product safety, Supplier will communicate them to Wakefield-Vette. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, Supplier will notify its own employees of the concern and whenever possible, mitigate the concern.

4.0 Special Quality Clauses

4.1 In addition to our Standard Quality Requirements, Special Clauses may be invoked on individual purchase orders. Our Special Quality Clauses are:

Clause 10: NADCAP Accredited Special Processors Required: You shall only use a processor who is NADCAP accredited for that process and provide the NADCAP accreditation on the process certification. NADCAP accreditation is only required for industry controlled special processes (i.e.

MIL, AMS, ASTM, etc.)

Clause 20: W-V Source Inspection Required: W-V source inspection is required prior to shipment of any item on this PO.

Clause 30: Customer Source Inspection Required: Inspection by W-V customer is required prior to shipment from your plant to W-V. Evidence of customer inspection approval shall accompany shipment

Clause 40: Government Source Inspection Required: Government source inspection is required prior to shipment of any items on this PO

Clause 50: Submit Supplier Inspection Checklist – You shall complete and submit your inspection checklist with each shipment. For each characteristic inspected, the checklist shall indicate the characteristic, the quantity inspected, and the quality accepted/rejected.

Clause 60: 100% Inspection Required: You shall perform 100% inspection of all parts and all drawing characteristics and drawing notes

Clause 70: First Article Inspection per AS9102 Required: You shall submit a first article inspection report and any subsequent update/partial inspection reports in accordance with the requirements of AS/EN/SJAC 9102. All forms are required to be submitted.

Clause 80: Approval Required – Welding/Brazing Procedure: You shall submit your welding/brazing procedures to W-V for review and approval prior to start of any production.

Clause 90: Approval Required – NDT Procedure: You shall submit your NDT procedures to W-V for approval before testing any product.

Clause 100: Restriction on Acquisition of Certain Articles Containing Specialty Metals – DFAR 252.225-7009

Clause 110: FAR/DFARS Flow Down: FAR/DFARS flow down for commercial or non-commercial items apply to this order. This is a rated order certified for national defense use and you are required to follow all the provisions of the Defense Priorities and allocation system (DPAS) regulation.

Clause 120: Approval Req'd – PFMEA: You shall submit your Process Failure Mode and Effect Analysis to W-V for review and approval before starting production. The PFMEA shall identify potential failure modes and address their associated causes. It shall consider all manufacturing operations, including individual components and assemblies. The PFMEA should also include a process flow chart keyed to the PFMEA.

Clause 130: XRF Testing: X-ray fluorescence test report required with shipment

5.0 Revision History

Rev	Date	Section	Paragraph	Summary of change	Changed by
A	3.31.17			Replaces FM40611_Rev A Complete rewrite	Keith Wood
B	2.13.20	Multiple	Multiple	Updated conflict mineral policy, non-conforming material policy. Updated worded in several sections for clarity.	Blake Conley
C	7/13/2020	3.0	3.23 and 3.24	Added paragraphs 3.23 and 3.24 to line up with current AS9100D standards.	Bill Kaiser