



16730 East Johnson Drive
Industry, CA 91744

QP-7.4.3
Supplier Purchase Order Provisions

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NC

West Coast Lockwasher Co., Inc.

Quality Procedure *QP-7.4.3* *Supplier Purchase Order Provisions*

QP-7.4.3 Approval

On File

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On File

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SUPPLIER PURCHASE ORDER PROVISIONS – REQUIREMENTS

1. PURPOSE

1.1 General

West Coast Lockwasher Co., Inc. (WCL) established this Quality Procedure (QP) in order to document the flow down of additional requirements listed in the purchase order to suppliers for products and/or services to be procured.

1.2 Application

This QP applies to all WCL's procurement documents issued to suppliers that provide products and/or services that are either modified to achieve compliance to, or manufactured in accordance with drawings and specifications to be used in, or for the processing of products eventually sold by WCL.

1.3 Responsibility for Implementation

- a) WCL Management Team
- b) Quality Department
- c) Operations Department
- d) Applicable Suppliers

2. PROVISIONS

2.1 General

The following numbered purchase order provisions are a requirement of the procurement document when expressly specified by provision number.

In the event that a provision cannot be met, WCL's Quality Department shall be notified immediately prior to processing of the purchase order.

P1 Quality Managements Systems

Supplier shall maintain an International Organization of Standards (ISO), Aerospace Standard (AS) or Military Standard-equivalent quality management system acceptable to WCL for the items covered herein. Widely recognized government or industry quality management system standards should be used as guidelines.

P2 Changes Notification

Supplier shall notify WCL of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain WCL approval.

P3 Flow Down of Requirements

Supplier shall flow down all WCL requirements of the procurement document to the supply chain.

P4 Quality Planning

Supplier shall plan and develop the processes needed for product realization. As appropriate, the supplier shall determine, at a minimum, the requirements for approval of product, procedures and equipment.



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P5 Qualification of Personnel

Personnel performing work affecting conformity to product requirements shall be competent on the basis of appropriate education, training, skills and experience. When applicable, supplier shall only use certified personnel. Supplier shall maintain the expected level of competence, training and awareness for all work performed for WCL.

P6 Sampling Plans

When utilizing sampling inspection as a means of product acceptance, the sampling plan shall be justified on the basis of recognized statistical principles and appropriate for use (e.g.: matching the sampling plan to the criticality of the product and to the process capability). Acceptable Quality Levels (AQL) shall be $A_c = 0$; $R_e = 1$

P7 Identification and Traceability

Where traceability is a requirement, the supplier shall control the unique identification of the product. Where appropriate, the supplier shall identify the product by suitable means throughout product realization maintain the identification of the configuration in order to identify any differences between the actual configuration and the procured configuration.

All items manufactured under the applicable purchase order shall be traceable to raw materials used. Traceability and inspection records shall be available upon request. Identification of raw materials used, shall include, as applicable, but not limited to, lot numbers, material types, specifications number, etc. In any case, supplier shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials used is included.

P8 Control of Monitoring and Measuring Equipment

The supplier shall maintain a calibration system in compliance with ANSI/NCSL Z540, ISO 10012 or the equivalent.

WCL shall be notified when the equipment is found not to conform to requirements. The supplier shall assess and record the validity of the previous measuring results and shall take appropriate action on the equipment and any product affected.

P9 Preservation of Product

The supplier shall preserve the product during internal processing and when delivery to WCL in order to maintain conformity to requirements.

As applicable, preservation shall include identification, handling, packaging, storage and protection. Preservation of product shall also include, where applicable in accordance with product specifications and applicable statutory and regulatory requirements, provisions for:

- Cleaning
- Prevention, detection and removal of foreign objects
- Special handling for sensitive products
- Marking and labeling including safety warnings
- Shelf life control and stock rotation
- Special handling for hazardous materials



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P10 Nonconforming Product

Supplier shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. A documented procedure shall be established to define the controls and related responsibilities and authorities for dealing with nonconforming product.

P11 Nonconforming Product Disposition

Supplier shall make certain that reworked product which does not conform to product requirements has no adverse effect on safety, performance, interchangeability or reliability, and within applicable requirements.

Product dispositioned for scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

Supplier shall not use dispositions of use-as-is or repair, unless specifically authorized by WCL's Quality Department, if the nonconformity results in a departure from the contract requirements.

When applicable, upon disposition of nonconforming product, involved parties shall be notified within 72 hours. Involved parties can include WCL's Quality Department, supply chain and regulatory authorities.

P12 Corrective Action

When applicable, the supplier shall eliminate the causes of nonconformities in order to prevent recurrence. Supplier shall determine and implement actions needed, and reviewing the effectiveness of the corrective action taken.

P13 Certificate of Conformance

Supplier shall provide a Certificate of Conformance with each shipment including, when applicable, certifications issued by sub-tier suppliers. The certifications and test reports supplied as evidence of purchase order fulfillment must be in English and, at a minimum, shall contain:

- The products and/or services supplied
- WCL purchase order number
- Part number
- Identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data
- Quantity
- Traceability number (e.g., lot number, heat number, job number, etc.)
- When applicable, test/inspection parameters
- Signature and date from an authorized supplier representative acknowledging that supplied products and/or services met all applicable requirements

P14 Records Retention

Unless otherwise stated, supplier shall control the records established to provide evidence of conformity to requirements and retain them for a minimum period of 10 years. Records shall remain legible, readily identifiable and retrievable. A documented procedure to define the



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controls needed for the identification, storage, protection, retrieval and disposition of records shall be established.

P15 Right of Access

Supplier's system shall include right of access by WCL, their customer and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

P16 DFARS Compliance

Supplier is subject to the requirements of DFARS 252.225-7003, 252.225-7008, 252.225-7009 and 252.225-7010.

A statement certifying compliance to DFARS 252.225-7003, 252.225-7008, 252.225-7009 and 252.225-7010 shall be included for each shipment of item delivered. This statement may be included as a part of the Certificate of Conformance. The statement shall identify the material or item by lot, date of manufacture, and/or serial number, revision date and/or grade, as applicable.

DFARS requirements may be found at <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm>

P17 First Article Inspection

The supplier shall use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements. This process shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, manufacturing process changes, tooling changes). First article inspection shall be accomplished in accordance with the requirements of AS9102.

P18 Source Inspection

WCL and/or its customers or government representatives will inspect the products submitted on the applicable purchase order at the supplier's facility.

Source inspection acceptance by WCL and/or its customers or government representatives shall not constitute final acceptance of the items procured, nor shall it relieve the supplier of their responsibility to furnish acceptable product.

Supplier shall notify WCL Quality Department 48 hours in advance when order is ready for source inspection.

3. REVISION HISTORY

Revision	Date	Revision Record
NC	29-NOV-2010	Initial issue.