



## Quality Assurance Requirements for Purchase Orders

### Scope:

This document explains the specific supplier quality assurance requirements that apply when noted on specified Subcontract/Purchase Orders. These requirements are supplemental to those set forth in any other contracted document. The provisions indicated herein are an integral part of the applicable Purchase Order.

### Quality Assurance Clauses: The following clauses apply when referenced on the Purchase Order.

1.	<b>Right of Entry</b> – During Purchase Order performance, West Coast Gasket (WCG) or its representatives, WCG’s customer, or regulatory authorities reserve the right to visit the supplier’s facilities to monitor the items being manufactured for WCG. The representative may audit the product, production/manufacturing process, the quality management/inspection system, and all applicable records to determine compliance with quality and/or Purchase Order requirements. Whenever possible, advance notification of such visits will be made to avoid schedule disruption. This right shall also extend to the supplier’s subcontractors. The supplier will be notified in advance of such visit by WCG.
2.	<b>Calibration System</b> – The supplier shall establish and maintain a system of adequate calibration of inspection and test equipment in accordance with ISO-10012, ISO-17205, ANSI/NCSL-Z540 or equivalent. Records of calibration shall be made available to WCG upon request. Seller of calibration services shall provide certification that such services were accomplished utilizing standards traceable to National Institute of Standards and Technology.
3a.	<b>Quality Management System (AS9100)</b> – Supplier shall establish and maintain a quality management system that complies with the latest version requirements of AS9100 and is certified by a recognized certified accreditation body.
3b.	<b>Quality Management System (ISO9001)</b> – Supplier shall establish and maintain a quality management system that complies with the latest version requirements of ISO9001 and is certified by a recognized certified accreditation body.
3c.	<b>Quality Management System (MIL)</b> – Supplier shall establish and maintain a quality management system that complies with MIL-Q-9858.
3d.	<b>Quality Management System (Distributors)</b> – Supplier shall establish and maintain a quality management system that complies with the latest version requirements of AS9120.
3e.	<b>Inspection System</b> – Supplier shall establish and maintain an inspection system that complies with MIL-Q-45208.
4.	<b>Corrective Action</b> – Acceptance of the Purchase Order obligates the supplier to submit corrective action reports (CAR) on WCG form 0012 or equivalent on all discrepancies, which occur at the buyer’s or their customer’s facilities. Reports shall as a minimum include cause of discrepancy, correction taken to remove discrepancy, and action taken to prevent recurrence on all future shipments. Initial reports with containment plan shall be provided within 48 hours. Final reports shall be submitted to WCG within five (5) business days of supplier's receipt of request for corrective action.
5.	<b>Record Retention</b> – The supplier and supplier’s sub-contractors shall maintain verifiable objective evidence of all inspections and tests performed, results obtained and dispositions of non-conforming articles. These records shall be made available to WCG, our customer or regulatory authorities including the U.S. Government upon request at supplier’s location for a period designated by the referenced sub-clause listed below. In lieu of this requirement, the supplier may submit the aforementioned records to the Buyer at time of delivery. <b>5a.</b> 10 Years   <b>5b.</b> 11 Years   <b>5c.</b> 25 Years
6.	<b>Source Inspection</b> – WCG source inspection is required. Contact the buyer to arrange inspection time.
7.	<b>Supplier First Article Inspection</b> – The supplier must provide a first article inspection report with the shipment.
8.	<b>WCG First Article Inspection</b> – The supplier shall provide production representative samples as requested and await approval before shipping the remainder of the order. Manufacture of the remainder prior to first article approval is at the risk of the supplier.
9.	<b>ITAR</b> – The data provided may include information subject to the ITAR or EAR. This information may not be

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	exported, released, or disclosed to foreign nationals without first complying with the export license requirements set forth by ITAR/EAR. Articles described herein are either patented or proprietary – partial copying or reproduction of this article and attachments are prohibited without consent.
10.	<b>Certificate of Conformance (C of C)</b> – The supplier shall provide a C of C with each shipment to WCG. The C of C must be dated and signed by the responsible company representative certifying that the supplied material meet all purchase order, specification, and drawing requirements from the buyer. Certifications must include: WCG PO#, Part Number, Revision Level, Material type with relevant specifications, Serial/Lot #s (where applicable), Quantity Shipped, Cure Date, and Shelf Life (when requested/applicable).
11.	<b>Certificate of Origin</b> – The supplier shall state the country of origin on the C of C.
12.	<b>Basic Test Reports</b> – Functional and/or qualification test results listing all parameters tested and actual readings taken during these test are required with the delivery of the material covered by this PO. These reports shall reference the part number, revision level, PO, and test specification.
13.	<b>Chemical/Physical Test Reports</b> – The supplier shall provide with the shipment one (1) legible copy of all test data required by the applicable specification for materials supplied, materials in parts or assemblies, or testing performed. Reports shall include positive identification to the specifications required by the purchase order or applicable drawing, the requirements and the results obtained. The report shall indicate acceptance by the supplier’s designated quality representative verifying compliance to the requirements.
14.	<b>Non-Destructive Test Reports</b> – The supplier shall furnish one (1) copy of the certified test report for all NDT testing (penetrant, magnetic particle, radiographic, ultrasonic, etc) performed on this purchase order. The test report shall be signed and dated by an authorized representative of the organization, which actually performed the tests. The test report shall include a complete description of the test, spec, type, and acceptance criteria along with the certified technician who performed and/or evaluated the tests. All items requiring NDT need to be accompanied with an NDT stamp.
15.	<b>Limited Shelf Life Materials</b> – The supplier shall provide with each shipment the required storage conditions, shelf life (as applicable), the date of manufacture (DOM), and the lot number. This information shall be shown on the packing slip and/or the C of C. The required shelf life for the purchase order shall be stated on the purchase order. Failure to comply with this provision may result in material rejection.
16.	<b>Raw Material Certifications</b> – The supplier shall provide material certifications issued by the supplier, the material manufacturer, or by the supplier’s sub-tier source(s) that actually provided the products or material delivered on this purchase order. The certification shall state the material call out, relevant specification, type, class, grade, lot number and/or date code. Certifications shall contain the signature and title of the authorized supplier representative.
17.	<b>Traceability</b> – The supplier shall establish and maintain traceability of all detail and or subassembly components delivered on this contract. Data which provides traceability of each component to the raw material from which it was made, including all processing, testing and inspection operations performed during manufacturing operations shall be maintained. The lot traceability number shall be noted on the certificate of conformance provided with each delivered lot. If more than one manufacturing lot is delivered, parts will be segregated by lot and identified accordingly to assure lot traceability is maintained.
18.	<b>Single Lot Traceability</b> – All material supplied on this purchase order shall be from the same manufacturer’s facility and from a single lot date code.
19.	<b>100% Inspection Required</b> – 100% inspection shall be performed on each product supplied under this purchase order for all product characteristics, including drawing notes. Records of inspection results showing actual values shall be maintained by the supplier and one (1) copy of each record shall be included with the shipment.
20.	<b>Statistical Process Control (SPC)</b> – The supplier may furnish a Statistical Process Control Plan (SPC) and Record with each shipment as objective evidence of product compliance to purchase order requirements. SPC plans shall meet minimum documentation requirements. Characteristics will have a Cpk index number if variables charting is being performed, or a, p, c, u value if attribute charting. The SPC Plan and Record is subject to acceptance by WCG.
21.	<b>Special Process Certification</b> – When an item requires a special process per drawing or purchasing document, a

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	certificate of conformance shall be supplied for each process and for each shipment. The certificate shall include the processor's name, address, the part number, the applicable drawing revision level, quantity, lot traceability, the process performed, and the applicable specification.
22.	<b>Approved Process Sources</b> – The supplier shall utilize only WCG/customer approved processors or as directed by WCG purchase order for accomplishing special processes. If, due to geographic location, an approved special process source is not available, the supplier shall contact WCG's purchasing department for a specific source for use.
23.	<b>NADCAP Approved Process Sources</b> – The supplier shall utilize only NADCAP (National Aerospace and Defense Suppliers Accreditation Program) approved process suppliers for accomplishing special processes.
24.	<b>Process Control Plan / Failure Mode &amp; Effects Analysis (FMEA)</b> – The supplier shall implement Failure Mode & Effects Analysis (FMEA) or similar tool to use for identifying variation in product / process characteristics, their effects and causes, and to develop solutions that will minimize/eliminate the effects of variation in products delivered on this Contract. The supplier's product FMEA program shall be submitted to WCG for review and approval prior to start of work on the Contract.
25.	<b>FOD Prevention</b> – Parts received must be free of foreign object debris/damage (FOD) or contaminants. The intent of this clause is not necessarily to change manufacturing protocol but to maintain continual awareness of the need to mitigate risk concerning potential contamination and damage to material supplied on this purchase order.
26.	<b>Preservation and Packaging</b> – All parts and material intended for Buyer shall be protected against the usual hazards of ESD, corrosion, contamination, deterioration, or other spoilage at the supplier's facility and in transit. All material intended for Buyer shall be packed with suitable protection so as to prevent damage through handling, during storage at the supplier, in transit, and during storage at Buyer's facility before use. The supplier's handling, preservation, packaging and delivery processes shall contain provisions to prevent FOD.
27.	<b>Quality Flow Down to Sub-Tiers</b> – The supplier must flow down all requirements to their sub-tier suppliers performing work associated with WCG including but not limited to key characteristics, special quality, materials, and processes.
28.	<b>Manned Space Flight</b> – Materials, manufacturing and workmanship of the highest quality standards are essential to astronaut safety. If you are able to supply the desired items with a quality which is higher than that of the items specified or proposed, you are requested to bring this fact to the immediate attention of the purchaser. This clause will be inserted in all subcontracts and purchase orders for such items down to the lowest tier.
29.	<b>Lead Free</b> – Certification is required that the material supplied does not contain, has not been in contact with, or exposed to Lead in any form.
30.	<b>Pure Tin Free</b> – Certification is required that the material supplied does not contain, has not been in contact with, or exposed to Pure Tin in any form.
31.	<b>Mercury Free</b> – Certification is required that the material supplied does not contain, has not been in contact with, or exposed to Mercury in any form.
32.	<b>RoHS/REACH Compliance</b> – The supplier shall certify that materials / chemicals supplied to WCG are RoHS & REACH Compliant.
33.	<b>WEEE Compliance</b> – The supplier shall certify that materials / chemicals supplied to WCG are WEEE Compliant.
34.	<b>Material Specimen Required</b> – The Supplier is required to provide a sample of the raw material used to fabricate the parts furnished on the Purchase Order for testing. Sample size will be determined and conveyed to the supplier upon submission of the purchase order.
35.	<b>Material Safety Data Sheets (MSDS)</b> – The supplier shall include an MSDS with materials or chemicals that contain hazardous materials or require special attention for proper handling.
36.	<b>International Material Data System (IMDS)</b> – To minimize the environmental impact, ELV Directive 2000/53/EC was enacted by the European Commission prohibiting the use of lead, mercury, cadmium, and hexavalent chromium in vehicles, except for certain exemptions published in Annex II of the Directive. Additionally, other legal requirements restrict the use of polybrominated biphenyls (PBBs) and polybrominated diphenyl ethers (PBDEs). The materials specified above shall not be present in components or material supplied to WCG. IMDS has been developed by vehicle manufacturers to collect and manage this data. Suppliers shall submit the

	required IMDS data to WCG IMDS mailbox 143147. For more information visit <a href="http://www.mdsystem.com">http://www.mdsystem.com</a> .
37.	<b>Domestic Specialty Materials (DFARS)</b> – Any specialty metals incorporated in articles delivered under this order must be melted in the United States, its possession or in a qualifying country as defined in the DFARS 252.225-7008-7014 Alternate 1. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries.
38.	<b>Facility Relocation / Process Change Notification</b> – The supplier shall not change any processes or relocate any WCG approved production, manufacturing, and/or processing facilities during performance of the work specified by the purchase order. WCG shall be notified in writing of any such intended changes prior to performance against the purchase order and afforded an opportunity to examine and approve changes for compliance with quality requirements/drawing specifications.
39.	<b>Dodd-Frank Compliance (Conflict Minerals)</b> – The term “conflict minerals” is defined as columbite-tantalite (coltan), cassiterite, gold, wolframite, tantalum, tin, tungsten, and any other mineral or its derivatives. The rule requires tracing of conflict minerals through supply chains to determine and disclose whether the raw materials originate at mines in the Democratic Republic of the Congo (DRC) or its nine adjoining countries. The law requires U.S. manufacturers and retailers to monitor their supply chains in an effort to curtail human rights abuses in Africa where the raw materials are mined. We require our suppliers to engage in due diligence of their supply chains to understand and report the content of their parts supplied to WCG.
40.	<b>No MRB Authority</b> – Material Review Board (MRB) authority is not delegated to suppliers without expressed written approval by WCG. All deviations from drawings, specifications, or other purchase order requirements must be reported for authorization for shipment.
41.	<b>Limited MRB Authority</b> – The supplier is authorized to conduct material review and disposition nonconforming products identified by the supplier using the following disposition alternatives: rework to applicable requirements, scrap, or return to (the supplier's) sub-tier source for rework or replacement (RTV).
42.	<b>Full MRB Authority</b> – The supplier is authorized to conduct material review and disposition all ‘Minor’ nonconformance’s found on products that are under the supplier's proprietary engineering design authority and control. ‘Minor’ nonconformance’s are defined as nonconformance’s which do not adversely affect product health or safety, performance, interchangeability, reliability, maintainability, effective use or operation, or weight or appearance when a factor. ‘Major’ nonconformances are defined as nonconformances other than ‘Minor’ that cannot be completely eliminated by rework or reduced to a ‘Minor’ by repair. All WCG specified requirements are defined as ‘Major’ and disposition of products with ‘Major’ nonconformances is the sole prerogative of the WCG Review Board (MRB). The supplier's authority to disposition products with ‘Minor’ nonconformance’s is contingent on the supplier having an established and documented material review system, which provides for a technically competent Material Review Board (MRB) chaired by a responsible member of the Supplier's Quality organization. The Supplier's MRB System shall include: a. feedback of product nonconformance information to the Supplier's product design function; b. analysis to determine ‘root cause’ of individual product nonconformance’s; c. implementation of positive corrective action; d. verification of corrective action to ensure effectiveness in eliminating recurrence of nonconforming products; e. evaluation and reporting of nonconformance trends to management.
43.	<b>Counterfeit Parts</b> – The supplier represents and warrants that only new and authentic materials are used in products delivered to WCG and contain no counterfeit parts. Supplier shall only purchase authentic parts/components directly from the Original Equipment Manufacturer (OEM) or through the OEM’s authorized distribution chain. If the supplier is not the OEM or a franchised or authorized distributor, the supplier confirms by acceptance of this purchase order that each product supplied to WCG has been procured from the OEM or a franchised or authorized distributor of the OEM. Supplier shall flow the requirements of this provision to its subcontractors and suppliers at any tier for the performance of this purchase order. Supplier shall make OEM documentation available that authenticates the traceability of the components to the applicable OEM.
44.	<b>WCG Supplied Material (Labor Only)</b> – WCG to furnish the material and/or tooling for this order. Supplier shall ensure that material/tooling supplied by WCG is free from shipping damage prior to commencing work. All

	material/tooling must be exclusively used for WCG and identified/segregated as WCG property. Supplier assumes responsibility for total value of material, parts, etc., when scrapped as a result of damage due to vendor processing or handling. Supplier is responsible for the proper use and handling of all material/tooling provided by WCG. Any damage to said materials/tooling will be the supplier's responsibility if no shipment damage is reported to WCG. Any damage thereto must be reported immediately to WCG quality assurance. All material/tooling furnished with this order shall be returned to WCG with the last shipment thereof unless otherwise directed by WCG.
<b>45.</b>	<b>Over/Under-shipments</b> – No over/under shipments are allowed on this order without prior written authorization from WCG buyer.
<b>46.</b>	<b>Other Requirements</b> – Any other requirement referenced on the purchase order.