



**NW2038 SUPPLIER QUALITY FLOW DOWN REQUIREMENTS WORK
INSTRUCTION**

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1.0 PURPOSE

1.1 Wesco Aircraft Supplier Quality Flow Down Requirements to Subtier Sources.

2.0 SCOPE

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2.1 This document applies to USA, Canada and EPG Only. This document applies to all purchasing and sales personnel responsible for the flow down of Quality Requirements for Hardware & Electro-Mechanical products.

3.0 PROCEDURE

3.1 Supplier Quality Flow Down requirements are defined by the various numbered “WQR” clauses. These apply only when the specific clause number is called out on the Purchase order.

3.2 Flow Down Requirements – To assure conformance to all Purchase Order requirements, seller shall adhere to requirements and flow down to seller’s subtier sources, when such sources are used by seller for procurement of products for Wesco Aircraft.



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QUALITY REQUIREMENTS

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WQR1 **Quality System Approval**

“The supplier shall perform activities in furtherance of this order in accordance with their third party certified quality management system – AS9100 – AS9120 – ISO 9001”
“If the supplier does not hold quality management system third party certification they shall, unless otherwise agreed, meet the quality requirements stated on the purchase order.” For Bearing Manufacturers an industrial or automotive certification may be acceptable.

WQR2 **Right of Entry**

Wesco Aircraft, Wesco Aircraft customers, government representative or applicable regulatory agencies shall have the right to survey seller’s facilities, with suitable notification to review all processes, subcontractors, contracted parts, procedures and records that are applicable to Wesco Aircraft.

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WQR3 **Traceability**

Certifications provided shall be in English. Seller must ensure that all certifications (Manufacturers Certificate of Conformance, Test Reports, Process Certs, Raw Material etc.) for a part is traceable to one another by either a lot number, date code, heat number, job or work order number or material P.O. number. Applicable specification and part revision level must be present on certifications and test reports. All certifications must be legible. Changes or amendments to any certification paperwork must identify the authorizing party via signature, initial, stamp, or any other similar method, along with amendment date.

WQR4 **Nonconformances**

No known nonconformance shall be shipped to Wesco Aircraft without written authorization from Wesco Quality. The product shall be held at the supplier pending instruction from Wesco. If nonconforming product is found by the supplier after shipment to Wesco the supplier shall notify Wesco within 48 hours of the discovery.

WQR5 **Multiple Lots**

Multiple lots shall be bagged separately and identified. No commingling of lots is allowed under any condition.

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WQR6 **Packaging**

Seller must assure that all product shipped is adequately packed and/or packaged to prevent damage, contamination, the introduction of Foreign Object Debris (FOD) and/or deterioration. Unless otherwise specified on the purchase order, seller must use best commercial practices (such as described under ASTM-D-3951) to prevent damage, contamination and/or deterioration to all products during transit. No loose fill material (i.e. foam peanuts) shall be used in the packaging of products. Product which is sensitive to ozone and UV, must be packaged in black Mylar bags. Shelf life items must also be packaged appropriately for protection.

WQR7 **Labels**

Supplier shall provide bar codes on the packing slip and outer container label per NW9304 Wesco Aircraft Bar Code Specification (posted on the Wesco Aircraft web site).

Data fields required but not limited to: Wesco Aircraft Purchase Order Number, Wesco Aircraft Ordered Part Number, Quantity shipped, and Lot Number. Number of boxes shipped does not have to be bar coded but needs to be located with the above information.

Font required is 3 of 9 (Code 39) type, human readable characters printed below each bar code.

The outer container label shall have the bar code printed on it or a white label with black print attached with the bar code information on it. Size of the bar code information shall be .375 inch minimum in height and must be placed without blocking any information.

WQR8 **Deleted**

WQR9 **Record Retention**

Seller shall retain quality records for a minimum of 10 years. Fasteners identified as safety critical, quality records shall be retained for 30 years. Records shall be made available to Wesco for review upon request. Wesco must be notified prior to the destruction of any quality records. Bearing Manufacturers refer to WQR37.

WQR10 **Calibration**

Tools and equipment used in the final acceptance of manufactured product shall be calibrated in accordance with ANSI Z540-1 or ISO 10012-1 or TS/ISO 16949.

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WQR11 **Statistical Process Control Sampling**

The Seller shall identify the statistical techniques, including sampling plans in establishing, controlling and verifying process capability and product characteristics. Documented procedures shall be established and maintained to implement and control the application of these statistical techniques.

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WQR12 **Foreign Object Debris (FOD)**

Seller shall establish, document and maintain a process to control and eliminate Foreign Object Debris (damage) (FOD) and/or contamination during seller's (or seller's subtier sources) manufacturing, assembly, test and inspection operations.

WQR13 **Hazardous Material**

Seller shall furnish a label on product that indicates hazardous material and type (Ex: cadmium, lead, hexavalent chromium, polybrominated biphenyls (PBB), and polybrominated dipenyl ethers (PBDE)), or any chemical known to cause cancer.

WQR14 **Mercury Free**

The equipment and/or supplies furnished under this Purchase Order shall contain no metallic mercury or mercury compounds, no mercury bearing instruments or equipment which could cause mercury contamination shall be used in the manufacture, fabrication, assembly or testing of such equipment and/or supplies, and reasonable steps shall be taken to ensure that such equipment and/or supplies are not contaminated with mercury or mercury compounds.

WQR15 **Wesco Aircraft Purchase Order Terms and Conditions**

Wesco Aircraft Purchase Order Terms and Conditions apply to all items shipped. The latest version can be found at, <https://www.wescoair.com/resources/terms-and-conditions>

WQR16 **Return Policy**

Wesco Aircraft reserves the right to return product, within a reasonable time frame, if it does not meet the requirements of the purchase order or drawing.

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WQR17 **Country of Origin**

Seller shall declare the country of origin on the Manufacturer's Certificate of Conformance, Certificate of Origin, or on another document. Seller must ensure that all country of origin declarations for a part with each shipment is traceable to one another by either a lot number, date code, job or work order number or material P.O. number. Seller must notify Wesco Aircraft of any changes to the country of origin declarations. Lot control processes must be established to ensure the accuracy of the country of origin declarations, and seller must provide proof of origin upon request.

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WQR23 Shelf Life

On certifications for product having a limited or specified shelf life, Seller shall indicate the expiry date/cure date and when applicable, any special storage or handling conditions. Expiry date/cure date must also appear on all packaging. The remaining shelf life at time of delivery shall not be less than 80% of total life unless otherwise specified on the Purchase Order.

WQR24 Drawing

Seller must supply the drawing (print) with the part.

WQR25 First Article

A documented first article is required. First article shall be required on the first production run per AS9102. All additional revisions due to engineering, design and/or specification change then a Delta AS9102 is required.

WQR26 Source Inspection

Wesco Aircraft source inspection is required. Inspection shall be conducted at the Seller's facility and shall be requested and accomplished prior to shipment. When the items on the Purchase Order are ready for inspection, notify the Wesco Aircraft Quality Manager so that coverage can be arranged. Drawings, specifications and other pertinent data shall be made available to the Wesco Aircraft Quality Representative at time of inspection.

WQR27 FAA Form 8130-3 Required

FAA Form 8130-3 is required for items identified on this purchase order.

WQR28 FAA TSO Certification Required

FAA TSO certification is required for items identified on this purchase order (i.e. TSO C-148, TSO C-149, TSO C-150, etc.).

WQR29 FAA PMA Required

FAA PMA approval is required for items on this purchase order.

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WQR30 CPK

The items on this purchase order have been identified as critical fasteners and must be:
Certified to $>$ or $=$ Cpk 1.33 of identified dimensions (shank, head and outside diameter as applicable) prior to coating.

- IF Cpk is less than 1.33 and the last point on the control chart is in control, the lot will be accepted based on the approved acceptance sampling plan.
- If Cpk is less than 1.33 and the last point on the control chart has gone out of control, but is within specification, the lot will be accepted based on the approved acceptance sampling plan, but process corrective action needs to be taken.

Note: Use the ANSI/ASQ Z1.4 for the sample size, however, utilize $C=0$, Accept on Zero and Reject on One for the identified dimensions (shank, head and outside diameter as applicable).

Or

Perform 100% inspection on the identified dimensions (shank, head and outside diameter as applicable).

WQR31 ESD

The Seller shall provide safeguards for all Electrostatic Discharge (ESD) sensitive components and assemblies. ESD components and assemblies shall be packaged and transported in electrostatic shielding containers. All ESD containers or cushioning materials must have the mechanical characteristics to properly protect parts against damage. All ESD packaging containers must have an ESD caution label affixed to the outer surface.

WQR32 100% Inspection Required

Seller shall perform 100% inspection of all characteristics or specified characteristics on all products covered by the Purchase Order. Records of sellers 100% inspection results, showing actual range of values, shall accompany each delivery of product(s).

WQR33 Product Serialization

Serial numbers for all items on the purchase order shall be assigned by Wesco Aircraft or the applicable Supplier and shall be recorded on all documentation by the Seller. The assigned serial numbers shall not be altered or replaced without prior written authorization from Wesco Aircraft.



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WQR34 Preference for Domestic Specialty Metals (Berry Amendment)

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 252.225-7009. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries. **DFARS** compliance statement must be stated on the manufacturer's certificate of conformance. **Exemption:** This clause would not apply to manufacturers that are "Self Certified". This requires the manufacturer to certify annually that 50% or more of their specialty metals is domestically melted.

WQR35 DFARS

DFARS 252.225-7016 applies. **DFARS** compliance statement must be stated on the manufacturer's certificate of conformance.

WQR36 Deleted

WQR37 Record Retention for Bearing Manufacturers

Seller shall retain quality records for a minimum of 5 years for Industrial and 3 years for Automotive. Records shall be made available to Wesco for review upon request. Wesco must be notified prior to the destruction of any quality records.

WQR38 Special Processes Approval

Special processes shall be performed by sources that are accredited by the National Aerospace and Defense Contractors Accreditation Program (Nadcap). This requirement applies whether the process is performed by the Seller or by Seller's subtier sources. Special Processes include but not limited to: NDT, Nonconventional Machining, Heat Treat, Plating/Coating, Welding and Chemical Processing.

R WQR39 Revision Levels

All material furnished to Wesco Aircraft by the seller and its suppliers must be manufactured to and/or meet the most current revision level of the applicable part standard and its associated specifications at the time the purchase order was issued, unless otherwise specified on the Wesco Aircraft purchase order. Applicable specification and part revision level must be present on certifications and test reports.

WQR40 Deleted

WQR41 Government Orders

Any purchase order noting a US Government Contract number and associated Priority Rating shall be executed in accordance with the Defense Priority and Allocation System Program.



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WQR42 Notification of Changes

Supplier shall notify Wesco Aircraft when changes occur that will affect the Quality System, such as changes of address/location, ownership, company name, Quality Manager, Quality Management System (QMS), or QMS approvals.

R WQR43 Marking for Electro –Mechanical Products

If Electro-Mechanical product supplier shall adequately and permanently mark the product with the part number and, when applicable, the date code.

WQR44 Assemblies

All individual components within the assembly shall be listed on the Manufacturer's Certificate of Conformance along with traceability to the applicable certification.

R WQR45 Date Codes

If Electro-Mechanical product has an age or a date code, parts must be less than 4 years old unless approved by a Wesco Quality Representative. The age or date code must be listed on the Manufacturer's Certificate of Conformance and seller's Certificate of Conformance as applicable. In case of multiple date codes, all date codes and associated quantity must be listed on the Manufacturer's Certificate of Conformance and seller's Certificate of Conformance as applicable. The supplier may hand-write date code, quantity, or any additional information on the Certificate of Conformance as long the changes are accompanied by a signature and/or stamp.

WQR46 Deleted

WQR47 Deleted

R WQR48 Counterfeit

Supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control process. Supplier may use Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines.

WQR49 OEM Use Only

Unless otherwise specified, parts are being purchased for OEM use only. PMA marked parts are not to be supplied unless specifically requested per the Purchase Order.

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WQR53 Preference for Domestic Specialty Metals (Berry Amendment)-Electronic Products

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 252.225-7009. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries, as well as allowable exceptions. **DFARS** compliance statement must be stated on the manufacturer’s certificate of conformance when the deliver product does contain a specialty metal and is not exempt per the clause.

WQR54 Conflict Minerals “The Dodd-Frank Wall Street and Consumer Act”

The Security and Exchange Commission (SEC) has imposed that publicly traded companies report of any product containing Tantalum (and all it’s derivatives), Tin, Tungsten or Gold from the Democratic Republic of Congo, Angola, Burundi, Central African Republic, Rwanda, Tanzania, South Sudan, Uganda and Zambia. Wesco Aircraft is expecting you as a supplier to perform a due diligence effort to make these determinations. *It will be required that you do not knowingly supply any product that contains these minerals from the above listed countries* based on the concerns that the revenues obtained from the mining and transport of conflict minerals aid in financing the ongoing conflict in the Democratic Republic of Congo (DRC) and the surrounding countries.

WQR55 Class 1 Ozone Depleting Chemicals

Seller is prohibited from supplying product that was either manufactured with or contains Class 1 ozone depleting chemicals. Certifying the part(s) shipped to Wesco Aircraft shall be considered certifying compliance to this clause.

R WQR56 Prop 65

This product will be shipped to a California site. As such it must comply with Article 6, Clear and Reasonable Warnings, of the California Code of Regulations for the Safe Drinking Water and Toxic Enforcement Act of 1986 and contain an “on-product warning”. For more information go to www.P65Warnings.ca.gov.