



**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**

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.

**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

#### WQR1 **Quality System Approval**

The supplier shall, as a minimum, maintain an accredited 3<sup>rd</sup> party registration to AS9100 if a manufacturer and AS9120 if a Distributor. If a supplier has less than 50% Aerospace business then ISO9001 is acceptable. 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.

#### WQR3 **Traceability**

Seller shall provide a Certificate of Conformance, with Wesco Aircraft purchase order clearly noted on it, with each shipment. At a minimum, the 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. 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.

Clamps, which are 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 **Procurement Specification Document and Certification Requirements**

When the procurement specification and this purchase order have differing certification requirements, the higher level requirement takes precedence.

### 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 (SPC)**

The Seller shall identify the statistical techniques 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. Records of SPC are to be maintained and available upon request for a minimum of 10 years as stated on WQR9.

### WQR12 **Foreign Object Debris (FOD)**

Seller shall establish, document and maintain a program 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.

D6-85622 applicable to all Boeing Approved Suppliers.

### 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.

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### 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 dimensional and/or structural requirements of the purchase order or drawing.

### WQR17 **Country of Origin**

Country of Origin statement is required on the Manufacturers Certificate of Conformance. If no statement is on the C of C it will be assumed that the product was manufactured and/or assembled in the United States.

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### WQR18 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance, Raw Material Certification, Test Reports and Process Certifications. Distributor Certificate of Conformance and Third Party Test Reports (as applicable). Applicable specification and part revision level must be present on certifications and test reports.

### WQR19 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance, Raw Material Certification, Test Reports and Process Certifications and Distributor Certificate of Conformance (as applicable). Applicable specification and part revision level must be present on certifications and test reports.

### WQR20 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance, Raw Material Certification, Process Certifications and (Distributor Certificate of Conformance as applicable). Applicable specification and part revision level must be present on certifications and test reports.

### WQR21 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance and Raw Material Certification and (Distributor Certificate of Conformance as applicable). Applicable specification and part revision level must be present on certifications and test reports.

### WQR22 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance and (Distributor Certificate of Conformance as applicable). Applicable specification and part revision level must be present on certifications and test reports.

### WQR23 Shelf Life

On certifications for product having a limited or specified shelf life, Seller shall indicate the cure date and when applicable, any special storage or handling conditions. 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.

### WQR24 Drawing

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

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### 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.

### 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).

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**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.

**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 Airbus Approval**

Airbus approval number and release statement of "For Furtherance of Airbus UK" required on the Manufacturers Certificate of Conformance.

**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.



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### 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 subtler sources. Special Processes include but not limited to: NDT, Nonconventional Machining, Heat Treat, Plating/Coating, Welding and Chemical Processing.

### 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.

### WQR40 **Manufacturer's Certificate of Conformance**

Manufacturer's Certificate of Conformance must display revision level of part being furnished.

### 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.

### 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.

### WQR43 **Marking for Electronic Products**

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.

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### WQR45 Date Codes

If 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 Sampling Plans

Supplier may use sampling plans provided the sampling plans are in accordance with Industry, Government and Military standards or Wesco customer designated sampling inspection requirements. For All Boeing product the D18007 User Guide for Statistical Sampling Plans applies. In all cases, inspection requirements identified by engineering drawing or specification take precedence over the inspection requirements defined herein.

### WQR47 Foreign Material

Any and All Foreign Material manufactured or produced by a country that is **not listed** as an FAA recognized Bilateral Country will not be acceptable.

### WQR48 Counterfeit

Supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control Plan using Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines. The process shall be to prevent and control the delivery of counterfeit parts.

### 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.

### WQR50 Packing Slips/Certification

A copy of Suppliers Packing Slips and Certification is required inside and outside of box.

### WQR51 Shipment Weight

Please advise if shipment weight is over 100lbs.

### WQR52 Boeing D590

All Suppliers providing Boeing parts must be approved and listed in Boeing D590.

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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 its 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.

By certifying to the part(s) shipped to Wesco Aircraft shall be considered certifying compliance to this clause.