Q10 REQUIREMENTS APPLICABLE TO ALL APPROVED SUPPLIERS

Q10A Quality Management System – Seller shall have implemented a quality management system. Compliance with ISO9001 and/or AS9100, and/or NADCAP accreditation (when applicable) is preferred.

Q10B Quality and Delivery Rating – Seller is responsible for correcting any negative trends in product Quality or Delivery that are identified by the Buyer's Supplier Performance Rating System. Seller must maintain a Quality Rating of at least 90 percent and a Delivery Rating of at least 85 percent. Sellers who fail to maintain these levels of performance will be requested to take the necessary actions needed to resolve the root causes. Seller is encouraged to conduct an internal assessment and implement actions deemed appropriate to prevent further degradation in performance and possible formal corrective action.

Q10C Seller's Documented Inspection System – Seller shall maintain a documented inspection system. Seller shall perform or have performed the inspections and tests required to substantiate product conformance to drawing, specification and purchase order requirements. Records of all inspections shall be maintained. Seller shall use calibrated equipment to assure that products conform to requirements. Seller shall maintain a positive system for identifying the inspection status of product. If the Seller's system is found to be deficient by the Buyer, the Seller will be responsible for bringing the system into compliance.

Q10D Calibration – Seller shall maintain a calibration system in compliance with the requirements of ANSI/NCSL Z540-1-1994, "Calibration Laboratories and Measuring and Test Equipment– General Requirements" or equivalent.

Q10E SSOW – Seller shall comply with the Quality Assurance requirements specified in the Subcontractor Statement of Work (SSOW) or in the body of the purchase order for the product or service supplied.

Q10F Employee Awareness – Seller shall ensure that persons doing work under the organization's control are aware of

a) their contribution to product or service conformity;
b) their contribution to product safety;
c) the importance of ethical behavior.

Q10G Quality Records –Seller shall maintain procedures for identification, collection, indexing, filing, storage, and retention of quality records. Quality records include reports, test data, inspection records, and process data for all operations, special processes, inspections, and tests performed by the Seller to document the quality of the Seller's deliverable product(s) or services. Quality records shall be legible and identifiable (all pages) to the product involved. Inspection and test data records shall include pass/fail criteria and a description of any nonconformances found. All quality records shall be retained for a minimum of five (5) years and shall be safely stored to ensure recovery in the event of a natural catastrophe. Upon completion of the retention period, the Seller shall contact Werco for disposition requirements prior to the destruction or disposal of any quality records. These requirements equally apply to Seller sub-tier suppliers

Q10H Certificate of Conformance – Each shipment must contain a Certificate of Conformance by the Seller confirming that all applicable drawings, specifications and purchase order requirements have been met. All COC's must contain the following information at a minimum:

a) Company Name and Address
b) Date
c) Purchase Order Number
d) Part Number and Revision
e) Quantity
f) Serial Number(s)/Lot Number(s) (if applicable)
g) Signature and Title of an Authorized Company Official
h) Specifications to be met as listed on the purchase order (as applicable)
i) Statement of compliance to applicable specifications

Q10I Seller Process, Products, or Services Change Control - The Seller shall notify the Buyer of changes to processes, products, or services, including changes or their external providers or location of manufacture, and obtain the Buyer's approval.

Q10J Lower Tier Suppliers - The Seller is responsible for the performance of his lower tier suppliers and shall maintain a system to assure that all purchased materials, equipment, and services conform to order requirements, including:

a) Selection of qualified suppliers
b) Pass down of order requirements
c) Quality surveillance process and product verification of procured items and services, including detail review of all material test reports, inspection and test data, and personnel and procedure qualification documentation received from all lower-tier suppliers to assure that all applicable codes, specifications and standards invoked in the purchase order requirement have been fully met for the products and services provided by the lower tier suppliers
d) Effective Information feedback and correction of non-conformances

Q10K Buyer Access to Seller's Facility - The Seller's (and Seller's lower tier suppliers) systems, facilities, personnel, equipment and documentation associated with the product or service being procured at any level of the supply chain shall be subject to audit, in-process surveillance, and/or source inspection by the Buyer, Buyer's Customer, and/or Government Representatives at no additional cost. The Seller will receive advance notification of the date planned for audit.

Q20 INSPECTION AND IDENTIFICATION REQUIREMENTS

Q20A Source Inspection at the Seller's Facility – Buyer inspection/test is required prior to shipment from the Seller's facility. Seller shall have performed all evaluations necessary to verify that the product being supplied meets the purchase order requirements prior to notifying the Buyer of readiness for source inspection. Seller shall notify Buyer in advance of the date when the material will be ready for Buyer inspection/test. Seller shall withhold shipment pending necessary action by the Buyer's Quality organization. Seller shall provide and supply all records, facilities, personnel and assistance for the Buyer's Quality organization to perform the following:

a) Review of all records relating to items supplied on the purchase order,
b) Workmanship and dimensional evaluation of items supplied on the purchase order,
c) Witnessing of testing required on the purchase order.

Final acceptance of all items furnished on this purchase order shall be at the Buyer's facility. Inspection at source by the Buyer or Buyer's Customer, including the Government, shall not constitute final acceptance, nor shall it relieve the Seller of the responsibility of furnishing acceptable products, documentation and/or services.

Q20B First Article Inspection (FAI) – The first part fabricated shall be given a complete inspection (and test, if applicable) to verify that the Seller's manufacturing processes (and design, if applicable) yield a part that complies with Buyer specifications, drawings and purchase order. A Seller that passes FAI shall be approved for production. The FAI requirement shall not apply to subsequent purchase orders of the same part, providing there has been no change in the manufacturing processes, design (if applicable), materials, or there has been a lapse in production of no more than one year. Exceptions shall require Buyer approval. Similar parts may also be exempt from FAI subject to Buyer review and approval.

The FAI shall be conducted by the Supplier at the Supplier's facility, or at the Buyer's facility, if so required. Supplier shall prepare and complete an inspection check sheet listing every drawing or specification attribute, the actual measurement of each and the inspection media used. The check sheet shall include verification of functional characteristics. A copy of the completed inspection (and test) check sheet shall accompany the first article part when delivered. The first article part and its accompanying check sheet shall be so identified. Supplier shall not ship any production parts until the first article part has been accepted by Buyer's Quality Assurance organization.

Q20C Seller Provided Data – Seller shall furnish with each shipment a complete data package for all analyses, inspections, examinations, demonstrations and tests performed that substantiate the deliverable product is fully compliant with the requirements of the Purchase Order and referenced documentation (i.e. specifications, drawings, Buyer/Seller commercial standards, etc.). The data package shall include actual measurements taken of quantifiable requirements, or pass/fail indications of examinations/demonstrations that are non-quantitative in nature. The person performing the verification shall sign the data record. The drawing or specification governing the product may be annotated to show the measurements taken or inspections/examinations performed where a data sheet or test procedure is not a requirement of the Purchase Order.

Q20D Item Returned to Vendor for Rework or Repair – Seller is requested to include with the returned item results of any failure analysis they elect to perform to determine cause. Please Note: 1) When the returned item failure is documented on a Nonconformance Material Report that has been assigned as the Seller's responsibility, that failure will negatively affect the Seller's quality approval rating. Seller failure analyses that identify the root cause of the failure was not caused by the Seller will have the responsibility re-assigned, thereby improving the Seller's quality rating. 2) Part revisions stated in the purchase order are for reference only, unless otherwise specified. 3) Any rework or repair of the returned item that would change the as-built/received configuration must be approved in advance.

Q20E Identification of Parts – In the absence of a specific drawing, specification, or purchase order identification instructions, Seller shall individually identify materials, parts, or products furnished on this purchase order. Identification shall be by means of a tag or identification on the container including the following information

a) Purchase order number
b) Purchase order part number
c) Quantity enclosed

Q20F Buyer-Furnished Material – Seller shall inspect, upon receipt, all materials or parts furnished to Seller on this purchase order. Inspection, as a minimum, shall include quantity, damage, corrosion, deterioration and compliance to any applicable purchase order requirements. Seller shall provide written notification to Buyer through the Buyer's Procurement Organization of any discrepancies pending written disposition by the Buyer's Quality Organization.

Q20G Inspection Results for Items with Key Characteristics – Seller shall furnish with each shipment a report of all measurements made during product acceptance. As a minimum, the report shall include actual recorded dimensional readings for all key characteristics specified on the drawing.

Q20H Material Control – When material is worked or heat treated, resulting in changes to its mechanical properties, the mechanical properties shall be re-determined and the material shall be uniquely re-identified to provide traceability to the final heat treatment and mechanical properties certified for that material. Material Certificate of Conformance with the heat lot number and the heat treat certification is required; all other information will need to be available upon request. Furnace charts shall be retained by the supplier, unless otherwise specified, as Objective Quality Evidence for audit purposes.

Q30 WORKMANSHIP REQUIREMENTS

Q30A Mechanical Workmanship - Seller shall comply with the following workmanship requirements, if not otherwise specified in the drawing, parts list, specification, etc.:

a) Neatness and thoroughness of wiring, welding, machining, and assembly of parts, subassemblies, and assemblies shall be maintained.
b) Surfaces shall be clean and free of smudges, scratches, rusting or other marks detracting from a new appearance. Touchup of minor imperfections shall be accomplished prior to acceptance.
c) There shall be no foreign matter left inside the product that might detract from the intended operation, function or appearance of the item.
d) There shall be no sharp corners that could cause injury.
e) Screw assemblies and bolts shall be fastened using applicable American National Standards Institute (ANSI) or military standards (MS), without over tightening, based on their dimensions, material, and type of application.
f) Screws, nuts and bolts shall show no evidence of cross threading, rusting, mutilation or detrimental or hazardous burrs. There shall be a minimum of one and half screw threads protruding beyond the nut when tightened.

Q30B Welding – Seller shall comply with the welding requirements of AWS or equivalent, including the qualification of weld operators and inspectors, unless otherwise specified in the purchase order or accompanying documents. Inspection of all welds shall be visual without aid magnification. The Seller shall conduct periodic inspections to assure conformance to the acceptance criteria of AWS standards or their replacement or commercial equivalent. The Buyer shall have the option to perform an inspection of components, subassemblies or any other part referenced on the purchase order prior to painting, at the Seller's facility, to assure conformance to the same acceptance criteria.

Q40 MATERIAL, TOOLING, CALIBRATION AND PROCESS CONTROLS

Q40A Age Sensitive/Shelf Life Material – Material identified on this purchase order is considered to be age sensitive. Seller shall provide the following data up on delivery:

a) Manufacturing date
b) Shelf life and/or expiration date
c) Cure date for rubber products.

Material must have at least 75% of its shelf life remaining at the time of shipment.

Q40B Material Safety Data Sheet – Material Safety Data Sheets (MSDS) are required for each shipment on this purchase order.

Q40C Chemical and Physical Test Reports – Physical and Chemical test reports of raw material used on this order by the Seller or any sub-tiers shall be submitted to the Buyer. Physical and Chemical tests include, but are not limited to, the heat lot number and the heat treat certification.

Q40E Tool Control – Buyer-supplied inspection tooling and/or gages shall be periodically proved for accuracy. This action shall occur at the Buyer's plant or at a Buyer-approved facility. If an outside lab is used, a certified report of each tool and/or gage shall be sent to the Buyer's Procurement Organization. Any tooling or gage furnished to the Seller by the Buyer shall not be altered, reworked or modified without written approval of the Buyer. Buyer shall be immediately notified of damage or loss.

Q40F Calibration – A certificate, report, or data sheet attesting to the date, accuracy of the standards used, and the environmental condition under which the results furnished were obtained must be supplied for each item calibrated under this purchase order. This report or certificate must attest to the fact that the accuracy of the standards used in obtaining the results has been compared at planned intervals with the NIST, WWVB, has been derived from accepted valued of Natural Physical Constants, or has been derived by the ratio-type of self-calibration techniques. The accuracy of the standards must be at least four times the accuracy of the equipment being calibrated.

Q40G Special Process Control Qualification/Records Maintained by Seller – Seller and any sub-tier supplier using special processes (heat treating, welding, painting, plating, non-destructive testing, etc.) shall ensure that the facility performing the special process operation is both qualified to perform and that records of the special process operations are maintained.

Q40H Special Process Control Approval by Buyer – Seller and any sub-tier supplier using special processes (heat treating, welding, painting, plating, non-destructive testing etc.) must have these special processes approved by the Buyer. Seller shall prepare and present special process procedures for Buyer's Quality Organization approval prior to performing any special processes on items to be supplied on this purchase order and no later than sixty (60) days after receipt of this purchase order. Special process procedures shall be in accordance with the appropriate specification as defined by the purchase order, drawing or specification.

Seller shall maintain records verifying that special processes and personnel are certified, or if the Seller is purchasing special processes, subcontractor records are available to ensure that the subcontractor is certified to the applicable specification.

Q40I Directed Approved Processor – Seller's sub-tier supplier(s) must be listed as an Approved Processor or shall use Approved Processors on the Buyer-provided Approved Processor List. Buyer approval of any processor shall not relieve Seller of their obligation and liabilities under this purchase order. Seller shall submit a Certificate of Conformance identifying the Buyers directed source used (refer to Q20E).

Q40J Material Authenticity - Only new and authentic materials are to be used in products delivered to Buyer. No counterfeit or suspect counterfeit parts are to be contained within the delivered product. Parts shall be purchased directly from the OCMs/OEMs, or through the OCM/OEMs Franchised Distributor. Documentation must be available that authenticates traceability to the applicable OCM/OEM. Independent Distributors (Brokers) shall not be used without written consent from Buyer.

Q50 NOTICE OF NON-CONFORMANCE

Q50A Notice of Non-Conformance – Only shipments of supplies and/or services that conform to all requirements will be accepted unless authorized in writing by the Buyer's Quality Organization. The Supplier shall notify Werco of any nonconformances at the earliest possible time and prior to shipment. Any nonconforming materials, parts, or products identified against the purchase order, Buyer's drawing, or any other applicable specification shall be submitted to Werco for review. The Supplier shall include a detailed description of the nonconformance with the notification.

Q60 MILITARY STANDARD HARDWARE

Q60A Military Hardware and Components - Seller expressly warrants that parts furnished on this purchase order conform to the applicable military part specification. Seller shall provide copies of acceptance data from the original manufacturer with each shipment and shall maintain copies of on file.

Q70 PACKAGING REQUIREMENTS

Q70A Preservation, Packaging, and Transportation – Product supplied under this PO shall be suitably packaged and a transportation method used to prevent damage or degradation from contamination, corrosion, handling, shipping and/or extended storage. A packing list shall be provided with the shipment. The list shall contain the following information:

a) Seller's name and address
b) Werco's purchase order number
c) Part number, revision, quantity, and serial number when applicable

REV	CHANGE DESCRIPTION	DATE
I/R	Original Issue	07/01/09
A	Code 1 – Changed AS9100C to AS 9100B	10/23/09
A	Added to end of Code 1, D – " Additionally supplier must: • notify Werco Mfg., Inc. of nonconforming product, • obtain organization approval for nonconforming product disposition, • notify Werco Mfg., Inc. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval, and • Flow down to the supply chain the applicable requirements including customer requirements."	10/23/09
A	Added Code 1; F	10/23/09
A	Added Code 20	10 23/09
A	Changed "WERCO" to "Werco" throughout document	10/26/09
A	Various spelling, grammar and punctuation corrections	10/26/09
A	Changed footer from "Rev Date A" to "Rev A"	10/27/09
B	Changed to meet the requirements of AS9100D	4/11/2018
C	Changed Q50A to be Notice of Non-Conformance instead of Material Review Board and update Q10K to include that Buyer's Customer also has access to seller's facility.	5/22/2018
D	Changed Q10I to read directly from the AS9100D standard	8/20/2024
F	Q50A modified to explicitly state that Werco must be notified of any nonconformance. Updated Q10G to require seller to contact Werco for deposition requirements when they are getting rid of records after 5+ years.	4/8/2026