

# Woolf Aircraft Products, Inc.

## Supplier Quality Requirements

Authorization for Release: Heidi Greggo

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### Revision History

Revision	Date	Author(s)	Description
0.0	03.28.18	Gary Butler	Initial Release
0.1	01.16.19	Heidi Greggo	Modified to New Format
0.2	10.11.19	Heidi Greggo	Added Requirement 4.2.h
0.3	08.31.21	Heidi Greggo	Expanded requirements 4.e, 4.f and added 5.i, 5.j, 5.k

## 1. Purpose

This document defines the minimum quality requirements for Suppliers of Woolf Aircraft Products, Inc. to ensure that externally provided process, products, and services conform to Customer, Statutory, and Regulatory requirements.

## 2. Scope

This document applies to all Suppliers that furnish products, materials, processes, or product related services to Woolf Aircraft Products, Inc.

## 3. Responsibility

Each Supplier is required to ensure that the requirements outlined in this document flow down to any sub-tier supplier or subcontractor used to fulfill a contract for Woolf Aircraft Products, Inc. Additionally, the Supplier is required to have a supplier control program in place for their respective sub-tier contracts.

## 4. Requirements in Conformance with AS9100, Rev D, Section 8.4.3

- 4.a Work shall be performed as specified by the Purchase Order. All relevant data (revisions, specifications, special instructions, etc.) shall be applied and adhered to as stipulated in the contract. Deviations from these documents are not permitted without prior approval in writing from Woolf Aircraft Products, Inc.
- 4.b If identified on the Purchase Order, specific methods of approval (including the use of processes or equipment) for products and services shall be utilized. The release of products or services that have specific approval instructions shall be in conformance with instructions set on the Purchase Order.
- 4.c If Purchase Order requirements dictate that a prior qualification level of personnel is required (example; certified welder, NDT Inspector etc.), the Supplier shall provide certifications of qualification for personnel when requested by Woolf Aircraft Products, Inc. The use of personnel who have not obtained qualification is not permitted without the prior written authorization from Woolf Aircraft Products, Inc.
- 4.d Supplier responsibility includes (but is not limited to) providing Woolf Aircraft Products Inc. with:
- products and services of the highest quality
  - observation of, and adherence to, all laws and regulatory bodies
  - maintaining and promoting the ethical standards of the aerospace community
- 4.e If requested by the Supplier, Woolf Aircraft Products, Inc. will provide Quality and Delivery Satisfaction Reports using monthly performance metrics. Woolf Aircraft Products, Inc.'s Supplier Quality Objectives are as follows:
- 95% On Time Delivery (OTD)
  - 98% Quality Rating

- 4.f Woolf Aircraft Products, Inc. reserves the right to verify and/or validate activities performed by the Supplier. All sub-tier suppliers must allow Woolf Aircraft access to survey or review Digital Product Definition quality assurance and configuration management systems.
- 4.g If required, design and development control activities will be approved by Woolf Aircraft Products, Inc. in writing.
- 4.h If technical documents (blueprints, specifications, Customer Purchase Order, Quality notes, etc.) entail special requirements, critical items, or key characteristics, then the Supplier will be responsible for verification or validation of those activities.
- 4.i Products and services will be tested, inspected, and verified prior to delivery to Woolf Aircraft Products, Inc. Industry standard methods are to be used in all validation activities, unless otherwise noted on the Purchase Order.
- 4.j The use of statistical techniques for product acceptance will be allowed with prior written authorization from Woolf Aircraft Products, Inc.
- 4.k It is preferred that a Supplier has achieved a certification to a registered Quality Management System, but in the event that a third party certification to a Quality System is not practical, the Supplier shall complete a Woolf Aircraft Quality Survey in order to be considered for contract award, and added to the Approved Supplier Database.

## 5.0 Additional Requirements

- 5.a If required by Woolf Aircraft Products, Inc. the Supplier shall use specifically designated sources for procurement.
- 5.b The Supplier shall notify Woolf Aircraft Products, Inc. if any products or services are found to be nonconforming.
- 5.c The Supplier shall make every attempt feasible to prohibit counterfeit parts from entering the product stream. Any suspect counterfeit parts will be segregated, and Woolf Aircraft Products, Inc. shall be notified.
- 5.d If the Supplier is working to a “fixed” process that is approved by Woolf Aircraft Products, Inc., then any changes such as location, sub-tier supplier, process, or equipment shall be approved prior in writing by Woolf Aircraft Products, Inc.
- 5.e Woolf Aircraft Products, Inc. may flow down specific Customer Requirements on a Purchase Order. Deviations to Customer Requirements are not acceptable. Any Customer Requirements must also be flowed down to the Supplier’s sub-tier suppliers, if applicable.
- 5.f If Woolf Aircraft Products, Inc. requires test specimens then that requirement will be noted on the Purchase Order.

- 5.g A requirement for documentation retention time is listed on the Woolf Aircraft Products, Inc.'s Purchase Orders.
- 5.h Woolf Aircraft Products, Inc. is compliant to the Dodd-Frank Act, Section 1502 for Conflict Minerals and has no reason to believe that the minerals used in production may have originated in the covered countries or may not be from scrap or recycled sources. Woolf Aircraft Products, Inc. requires Suppliers to disclose whether "Conflict Minerals" defined as Tin, Tantalum, Tungsten, or gold that are used to manufacture their products originated the Democratic Republic of Congo ("DRC") or certain adjoining countries, as defined in the Act.
- 5.i If the nature of business between a Supplier and Woolf Aircraft Products, Inc. may involve the need for Woolf to share Confidential or Sensitive information, Woolf Aircraft Products Inc. will require the Supplier to enter a Non-Disclosure Agreement.
- 5.j Purchase Orders that are subject to the Defense Priorities and Allocation System (DPAS) will be indicated in the Purchase Order notes by Woolf Aircraft Products, Inc. DPAS rated orders are given the highest priority level, as they are mandated by the government to ensure the timely availability of industrial resources to meet national defense and emergency preparedness requirements.
- 5.k Prior to accepting a contract directed by the Department of Defense, Suppliers who perform this work (subject to NIST SP 800-171 security requirements in accordance to DFARS 252.204-7012) shall represent that the organization has:
- Completed within the last 3 years, and will maintain (at minimum) a current basic NIST SP 800-171 DoD Assessment for all covered contractor information systems related to its business with Woolf Aircraft Products, Inc.
  - Submitted or will submit the information required by paragraph D of DFARS 252.204-7020 to the government for posting to the United States Government Supplier Performance Risk System (SPRS)