

Woolf Aircraft Products, Inc.

Vendor Quality Requirements

Authorization for Release: _____



03.28.18

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 Requirements

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1. Purpose

This document defines the minimum quality requirements for Vendors 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 Vendors that furnish products, materials, processes, or product related services to Woolf Aircraft Products, Inc.

3. Responsibility

Each Vendor is required to ensure that the requirements outlined in this document flow down to any sub-tier supplier or subcontractor. The Vendor is also required to have a sub-tier control program in place for their sub-tier contracts.

4. Procedure

4.1 Requirements in Conformance with AS9100 Rev D 8.4.3

4.1.a

Work shall be performed to information specified on purchase order. All relevant data shall be pulled from the purchase order (revisions, specifications, special instructions). Any deviations from these documents are not permitted without prior approval in writing from Woolf Aircraft Products, Inc.

4.1.b

If specified on purchase order, specific methods of approval for products and services shall be utilized. This may include specific methods, processes or equipment. The release of products or services that have specific approval instructions shall be in conformance with purchase order instructions.

4.1.c

If purchase order requirements dictate that prior qualification of personal is required (example; certified welder, NDT Inspector etc.) then the supplier shall provide certifications of qualification for personal if requested by Woolf Aircraft Products, Inc. The use of non-qualified personal shall not be used without prior written authorization from Woolf Aircraft Products, Inc.

4.1.d

Vendor responsibility includes (but not limited to) providing Woolf Aircraft Products, Inc. with products and services of the highest quality with adherence to all laws, regulatory bodies and ethical standards of the aerospace community.

4.1.e

If requested by a vendor, Woolf Aircraft Products, Inc. will provide feedback in regards to performance (quality & delivery). Currently Woolf Aircraft Products, Inc.'s goals are 95% OTD and 98% Quality for vendors.

4.1.f

If required Woolf Aircraft Products, Inc. reserves the right to verify or validate activities preformed at the vendor.

4.1.g

If required then design and development control activities will be approved by Woolf Aircraft Products, Inc. in writing.

4.1.h

If technical documents (blueprint, specification or purchase order) callout special requirements, critical items or key characteristics then the vendor will be responsible for verification or validation of those activities.

4.1.i

Products and services will be tested, inspected and verified prior to delivery to Woolf Aircraft Products, Inc. Methods to be used are industry standard unless otherwise noted on purchase order.

4.1.j

The use of statistical techniques for product acceptance will be allowed with prior written authorization from Woolf Aircraft Products, Inc.

4.1.k

A registered quality management system is preferred but when one does not exist the vendor shall fill out a Woolf Aircraft Products Specific vendor survey form.

4.2 Further Requirements

4.2.a

If required by Woolf Aircraft Products, Inc. the vendor shall use specifically designated sources to procure from.

4.2.b

The vendor shall notify Woolf Aircraft Products, Inc. if any products or services are found to be nonconforming.

4.2.c

The vendor shall make every attempt feasible to not allow any counterfeit parts to enter the product stream. Any suspect counterfeit parts will be segregated and Woolf Aircraft Products, Inc. shall be notified.

4.2.d

If the vendor is working to a “fixed” process that is approved by Woolf Aircraft Products, Inc. then any changes such as location, vendors or equipment changes shall be approved prior in writing by Woolf Aircraft Products, Inc.

4.2.e

Woolf Aircraft Products, Inc. may flow down specific customer requirements on a purchase order. This will be constituted as relevant data and be controlled per paragraph (a) of this document.

4.2.f

If Woolf Aircraft Products, Inc. requires test specimens then that requirement will be noted on the purchase order.

4.2.g

A requirement for documentation retention time is listed on the Woolf Aircraft Products, Inc.’s purchase orders.

4.2.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 vendors to disclose whether “Conflict Minerals” defined as Tin, Tantalum, Tungsten, or gold are used to manufacture their products originated the Democratic Republic of Congo (“DRC”) or certain adjoining countries, as defined in the Act.