



# PMA SUPPLIER QUALITY REQUIREMENTS

## QS100.006

## Revision H

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**REVISION SUMMARY**

<b>Revision</b>	<b>Change Description</b>	<b>Rev Date</b>	<b>Approved</b>
A	Initial release.	12/20/11	W. Cunningham
B	See historical files.	4/6/12	W. Cunningham
C	See historical files.	12/7/12	W. Cunningham
D	See historical files.	11/6/13	D. Johnston
E	See DCR 46	8/8/14	J. Nelson
F	See DCR 356	6/19/15	M. Ginn
G	See DCR 709	9/9/15	M. Ginn
H	See DCR 880. Complete overhaul of the document to improve clarity and consistency in verbiage. Key changes: section 5.2 defining minimum flow down; section 5.3 limiting special processing to NADCAP or OEM approved; added section 6.1 on data interpretation; simplified section 6.3 and defined sample size requirements; section 7.2 to require communication of rework conducted yet removed the "return to vendor" form. Updated the format to match other Wencor specifications, updated the addresses and document title.	7/29/2016	M. Ginn



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## 1.0 Scope

The requirements found herein apply to all Suppliers of Wencor, LLC PMA products made to a Wencor (Cage Code 26647 or 0FWK8) drawing. It is the Supplier's responsibility to flow down all applicable sections of this specification to sub-tier Suppliers used in the manufacture of product.

### 1.1 Order of Precedence

In the event of conflicting contractual requirements, the order of precedence is as follows:

- A. Purchase Order
- B. Engineering Drawing
- C. Applicable Engineering Specification
- D. QS100.006 PMA Supplier Quality Requirements (this document)

## 2.0 General Requirements

The Supplier shall monitor and measure all aspects of the product to verify compliance with contractual requirements. Failure to meet these requirements will negatively impact the Supplier's quality rating and may result in a supplier corrective action request (see Section 7.3).

### 2.1 Right of Access

The Supplier shall grant facility access to Wencor representatives to verify that parts, processes and records conform to specified requirements. This includes the witnessing of source inspections and tests as called out in the purchasing documents. The same rights are reserved for Wencor Customers, Regulatory Agency, e.g. FAA, and/or US Govt. The Supplier shall provide the equipment, facilities, and personnel necessary for Wencor representatives to verify compliance.

*Note: Wencor may request to see manufacturing plans for audits, corrective actions, CSI parts, or other specific concerns. Wencor understands that in some cases these control plans may be proprietary and will ensure Supplier's proprietary data is maintained confidential.*

### 2.2 Quality Management Systems (QMS)

The Supplier shall maintain a documented QMS that is compliant with the latest revision of AS9100 for the processes/services provided for Wencor.

### 2.3 Training and Employee Qualifications

The Supplier shall ensure that all personnel performing activities affecting the quality of products/services are trained and competent to perform each process task. Competency also includes ensuring employees have the visual acuity to conduct the necessary inspections. Training records shall be maintained and, where applicable record: the specification, revision level, date of training and effectiveness review.

### 2.4 Communication Requirements

The Supplier shall notify Wencor Supplier Quality (pmaquality@wencor.com) of any significant business changes/events in a timely manner (or as specified). Notification shall include the effective date with associated details. Examples of required notification include:

- A. Certification changes resulting in loss of accreditation shall be communicated within five (5) business days of receiving notification of the change or finding.
- B. Discovery that nonconforming products have been shipped. The Supplier shall provide written notification within one (1) day. Notification shall include P/N's, traceability (lot, serial, and

- manufacturer numbers), ship dates, quantities and a description on the nonconformance.
- C. Anticipated changes to frozen processes shall be communicated prior to implementing change.
- D. Intention to use a non-US sub-tier for all manufacturing shall be communicated prior initiation of work.
- E. Change in location of facilities, or change in place of manufacturing.
- F. Change in ownership, name, senior company management, or change in quality leadership
- G. System or special process certification status including suspensions or disapprovals.
- H. Termination of business activity.

## 2.5 Prohibited

The following are prohibited:

- A. **Unauthorized Processing** – The Supplier shall not perform any special process (Section 5.3) not specified by the Wencor drawing.
- B. **Unauthorized Rework/Repair** – The Supplier shall not perform rework or repair operations on characteristics that may affect the fit, form, or function of the product unless specified by the PO. This includes repairing holes in castings, forgings or other materials by plugging or bushing. See special processing (Section 5.3).
- C. **Unauthorized Deviation** – Neither Suppliers nor sub-tier Suppliers at any level are authorized to approve any deviations from the Wencor Purchase Order and accompanying data. Any/all deviations must be approved per Section 7.4.
- D. **Improper Material Submittal** – Submission of material having known defects/problems.
- E. **Improper Material Re-submittal** – Resubmission of material without material being clearly identified as resubmitted material. (See RTV process Section 7.2)
- F. **Unauthorized Material and Information Transfer** – No Supplier shall buy, sell, trade, or transfer Wencor, LLC owned/supplied drawings, data, material, parts, or tooling for purposes other than the performance of Wencor business, without prior written approval.
- G. **Reclaimed Material** – No Supplier shall use reclaimed material without prior written approval.
- H. **Counterfeit parts** – As defined in AS5553 and AS6164.
- I. **Asbestos Contamination** – Parts may not contain asbestos, as defined in FED-STD-313.
- J. **Mercury Contamination** – Parts may not contain or have come in direct contact with Mercury.
- K. **Unapproved Part Marking** – No Supplier shall provide part marking or numbering that is false, misleading or different than what is allowed per engineering drawing or specification.
- L. **Other** – See also Section 5.1 (Foreign Object Debris), 8.2 (REACH) and 8.3 (Conflict Minerals).

## 3.0 Documentation & Record Requirements

Quality Records is the term used in this document to denote the documented information which demonstrates process/product conformity to requirements.

### 3.1 Record Retention

- Supplier shall retain Quality Records for a minimum of 10 years.
- Supplier shall retain Critical Safety Parts' Quality Records for a minimum of 25 years.
- In the event that Wencor requests additional or missing Quality Records, the Supplier shall make the records available within 48 hours (2 business days).

### 3.2 Certification Packet Requirements

The Supplier shall supply certification documentation as evidence of compliance to the Wencor purchase order requirements for the specific product(s) provided.



- A. Quality records shall be in English
- B. Blank/missing fields are unacceptable
- C. Quality inspection stamps shall be fully legible
- D. All certification documents shall bear a clear trace reference to Wencor P/N and/or P.O.
- E. Each certificate (dimensional, material, process, etc.), shall be clearly traceable to the Wencor part number and/or P.O. and applicable serial numbers

**3.2.1 Required Certifications**

At a minimum the following documentation is required for each shipment:

Documentation Type	First-Time Buy (PO ending in FB or QF)	Repeat Buy
Certificate of Conformance	Yes	Yes
FAI Report (AS9102)	Yes	As required
Documentation Approval prior to Shipment (Including photos of part marking & labeling)	Yes*	As required*
Dimensional Inspection Report	Yes	As required**
Material Certs	Yes	Yes
Special Process Certs	Yes	Yes
Test Reports (per A.T.P. or Drawing)	As required on P.O./Dwg	As required on P.O./Dwg
Sub-tier component/ machining C of C	Yes	Yes

\* Supplier shall submit certification pack/shipping documents to Wencor for approval prior to shipment. Submission shall be via email to [pmaquality@wencor.com](mailto:pmaquality@wencor.com).

\*\* If SPC inspection method is selected, control charts are required each shipment (see Section 6.3.2).

**3.2.1.1 Certificate of Conformance (C of C)**

The C of C may be a separate document, or included as part of the shipping declaration/packing slip text. The C of C shall contain the following:

- A. Supplier name and address
- B. Statement that parts conform to the P.O.
- C. Wencor P.O. and line item number (if more than one line)
- D. Original manufacturer's name and part number (when the Supplier is not the manufacturer)
- E. Wencor part number and revision level
- F. Shipped quantity (by lot)
- G. Date of shipment and/or date of QA approval
- H. Authorized signature of quality representative or company official
- I. Supplier job, lot, or equivalent tracking number(s) unique to the production lot and traced through underlying certifications
- J. Manufacturing country of origin (if not manufactured in U.S.A.)
- K. Applicable serial numbers
- L. Date code and shelf life, when applicable
- M. DFARS compliance statement (see Section 8.4), when applicable
- N. Statement of delegated inspection authority, when applicable

**3.2.1.2 Material & Special Process Certifications**

Material and special process certifications must state the material or process as specified in the design requirements, and must list the test results. Suppliers shall review material certifications, special process certifications, and test reports for compliance to Wencor design requirements.



Materials/Items that are shelf life limited shall have the following information on the material certificates:

Material or Item	Certification Data required
Elastomers, rubbers, synthetic rubbers	Cure date; batch number; compound or specification
Adhesives, sealants, paints, coatings	Batch date; compound or specification; expiration date
Lubricated bearings or bearing lubricant	Lubrication date; lubrication specification or compound; percent of fill
Miscellaneous item, shelf life limited	Manufacture date; life limiting compound

### 3.2.2 First Article Inspection Report (FAIR) Requirements

The FAIR shall include:

- A. The complete dimensional report (layout) of all features listed on the drawing. Each line item must include the dimension specified on the drawing with the corresponding tolerance, the measurement result, how measured (including gage used), and be traceable to the inspector.
- B. The certification for all special features (that are not on the dimensional report), including certifications for all materials and processes.
- C. A FAIR for each of component part in an assembly.
- D. All in-process dimensions or requirements specified by the Wencor drawing. For example: Include values for features noted as "dimensions apply before coating."
- E. FAIR shall include packaging requirements.
- F. The inspector's printed name and signature.

## 4.0 Production Planning

### 4.1 Contract Review

The Supplier shall perform and **record** a thorough contract review that covers (but is not limited to) purchasing, quality, engineering and manufacturing requirements. The Supplier shall notify Wencor purchasing for resolution when any requirement is identified that cannot be met. This review shall be repeated when a specification is revised that pertains to an open order.

### 4.2 Manufacturing Plans (aka Router, Traveler, Control Plan, etc.)

The Supplier shall develop a **revision controlled** Manufacturing Plan (including software) prior to start of production. This plan shall define the steps and processes to be employed in the manufacture of the part/assembly. The Manufacturing Plan shall include the following as a minimum:

- A. Processing sequence of each main processing step
- B. Equipment to be used at each step (e.g. Mill)
- C. Any subcontracted procurements including the identification of sub-tier Suppliers
- D. Inspection requirements (both in-process and final inspection) including specified gages, test methods, or acceptance test plans as applicable

### 4.3 Critical Safety Items (CSI)

All CSI parts require a **frozen process** (ES300.076) and controls. Before, or at the time of the first production run of CSI parts, the Supplier shall allow Wencor to review process controls and manufacturing plans.

Once approved, the Supplier's manufacturing and inspection process shall remain frozen. If the frozen process must be changed, for any reason, these changes must be reviewed and approved by Wencor prior to implementation.

*Note: CSI parts are identified on the print (see ES600.011).*



#### 4.4 Configuration Management

The Supplier shall maintain a document and record control process. The Supplier shall maintain and control all revisions of Wencor purchase orders, drawings and specifications. When a new revision is released, the Supplier shall notify all required personnel of the changes and the old revision destroyed or controlled.

##### 4.4.1 Parts Manufactured to Non-Wencor Drawing

The Supplier shall validate and document the process to ensure that the final product will comply with the current revision of all Wencor design requirements when parts are manufactured according to something other than the Wencor drawing.

*Note: Where Supplier uses their own internal part numbers, the equivalence shall be documented and provided to Wencor, either by means of providing Wencor with the drawings, or by means of a First Article Inspection Report equating each attribute of the Wencor drawing with the Supplier part number.*

#### 5.0 Product Realization

##### 5.1 Part Cleanliness & F.O.D. Prevention

The Supplier shall maintain a Foreign Object Debris/Damage (F.O.D.) prevention program. The Supplier shall ensure that all parts supplied are free of any debris or foreign objects, and/or contamination throughout product realization, including shipping.

##### 5.2 Sub-Tier Suppliers

The Supplier shall approve, manage and monitor selected sub-tier Suppliers ensuring that they comply with the applicable portions of this Quality Specification. Any change in sub-tier Supplier requires a partial FAI for affected features per AS9102. At a minimum, the Supplier shall flow down the following portions of this specification:

- A. Right of access – Section 2.1
- B. Prohibited items – Section 2.5
- C. Record retention – Section 3.1
- D. Traceability – Section 5.5

##### 5.3 Special Processes & Processors

A special process is defined as a manufacturing process controlled by an industry specification standard. The Supplier shall utilize NADCAP or OEM approved sub-tier sources for each special process required by the Wencor design.

##### 5.4 Part-Marking & Identification

Parts shall be identified per the requirements on the Wencor drawings and/or specifications unless specifically stated otherwise on the purchase order. Exceptions are made for marks required on fasteners, the outer shipping box, lot number, and the cage codes 26647 or 0FWK8. See Section 2.5K for prohibited practices.

##### 5.5 Traceability

Items shall be segregated into lots and each lot shall be clearly identified to maintain lot integrity. The Supplier shall package each lot ensuring that no mixing of lots occurs at any time.

If a lot is split; traceability to the original lot must be maintained.

## **6.0 Lot Inspection at Supplier**

### **6.1 Inspection Data Interpretation**

The significant digit is one decimal place beyond the tolerance specified by the engineering drawing. If accurate data can be collected two decimal places beyond the drawing tolerance, that number is rounded into the significant digit (0-4 rounds to zero, 5-9 rounds to one).

*Example: If the upper tolerance limit is 1.505; a result of 1.5051 is out of tolerance.*

### **6.2 Inspection Requirements**

***The Supplier is responsible for 100% verified conformance for all items delivered to Wencor.*** All features specified on the Wencor or Dixie Aerospace drawing and/or specification must be controlled by the manufacturer. Features classified as key or critical characteristics, per ES600.011, require a heightened level of quality control.

The Supplier shall manufacture product to the revision level of the drawing and specifications provided at the time of the P.O.

*Note: If updated drawings and/or specifications are sent by Wencor before delivery is made, Wencor requests that the Supplier incorporates the updated requirements, or advises if this is not possible.*

#### **6.2.1 Inspection Tools**

The Supplier shall utilize measuring instruments that are accurate to 1/10<sup>th</sup> of the specified tolerance. When 1/10<sup>th</sup> is not possible the accuracy shall be at least 1/4<sup>th</sup> of the tolerance.

All inspection equipment used for final product acceptance shall be controlled within a tool calibration system.

*Note: When Wencor-owned measurement and test equipment is loaned to a Supplier, the Supplier is responsible to ensure that the calibration status is maintained. Loaned measurement and test equipment must be returned in the same condition the Supplier received it. Any modification or repairs must be approved by Wencor.*

#### **6.2.2 Inspection Records**

The Supplier shall retain all inspection measurements and results with the production lot record (or accessed readily by other means e.g. electronically) and clearly traced to the lot/job number.

Inspection records shall contain the following:

- A. Part number, lot, and serial information that apply to the product.
- B. Measurement equipment used, as applicable. If visual inspection write "visual" or something similar.
- C. Measurement results and any statistical calculations. For serialized parts, this data shall be traceable to each part.
- D. Date of inspection.
- E. Inspector name with signature, stamp, or identifying mark.

#### **6.2.3 First Article Inspection (FAI)**

Wencor reserves the right to be present at the time of the first article inspection. This includes in process inspections such as inspection of castings, or dimensions before coating. The Supplier shall clearly identify the article (via label, product separation, etc.) on which the FAI was performed.

The Supplier shall complete and submit a FAIR per SAE AS9102 for the reasons below.

- A. First production run of a new part or assembly
- B. A change in the design affecting fit, form or function of the part
- C. A change in: manufacturing source, process, inspection method, location of manufacture, tooling or materials that can potentially affect fit, form or function
- D. A change in N-C program or translation to another media that can potentially affect fit, form or function
- E. A natural or man-made event, which may adversely affect the manufacturing process
- F. A lapse in production for two or more years
- G. As specified by Wencor

#### **6.2.4 Hidden Features**

If inspection of a feature requires destructive testing, is a hidden feature, or has other significant complications, the Supplier must provide acceptable proof, based on control of process or statistical methods, that the feature meets the requirements. Fulfilling this requirement may include requirements for third party verification.

#### **6.2.5 Visual Inspection Requirements**

Obvious blemishes (e.g., stains, discoloration, corrosion, dings, pits, scratches, etc.) are not permitted. Visual inspection must be performed per requirements of PS300.014.

### **6.3 Inspection Methods**

Each feature is to be inspected according to one of the following three options.

#### **6.3.1 Option 1 – 100% Inspection**

The Supplier shall inspect 100% of all characteristics of the product and all parts in the lot.

#### **6.3.2 Option 2 – SPC Method**

The Supplier shall meet the minimum requirements below when using Statistical Process Control.

- A. Critical Characteristic  $\geq 2.00$  Cpk
- B. Key Characteristic  $\geq 1.67$  Cpk
- C. Standard Characteristic  $\geq 1.33$  Cpk
- D. If any feature is found to be outside the specification then 100% inspection and sort is required for the nonconforming feature (C=0)
- E. Control charts shall be provided to Wencor on each shipment

#### **6.3.3 Option 3 – Sampling Plan**

The Supplier shall conduct 100% inspection until process stability has been established. The number of parts required to establish stability is at the discretion of the Supplier. Once process stability has been established, a sampling plan may be used.

*Note: Any part with a Wencor or Dixie Aerospace drawing that signifies the part as "Safety Critical" shall require the Supplier to submit their sampling plan to Wencor for review and approval.*

The Supplier shall meet the minimum sample size identified in the table below. If any feature is found out of tolerance then 100% inspection and sort is required for the nonconforming feature (C=0). This table is based on Zero Acceptance Number Sampling Plans, 5th edition, by Nicholas Squeglia AQL 1.0 (Key) and AQL 2.0 (Standard).

Production Size	Sample Size with C=0		
	Standard Characteristic	Key Characteristic	Critical Characteristic
2-8	5	100%	100%
9-15	5	13	100%
16-25	5	13	100%
26-50	5	13	100%
51-90	7	13	100%
91-150	11	13	100%
151-280	13	20	100%
281-500	16	29	100%
501-1200	19	34	100%
1201-3200	23	42	100%
3201-10000	29	50	100%

*Note: If the Supplier wishes to use an alternate inspection plan they shall submit that plan to Wencor for consideration, and obtain written confirmation of acceptance of that plan prior to implementation.*

**6.4 Special Inspection Requirements**

**6.4.1 Non-Destructive Testing (NDT)**

The Supplier shall provide certification and recorded results for any NDT. Any artifacts from NDT such as x-ray film are to be retained with the quality records for the lot. When NDT is specified on the drawing, the Supplier shall inspect and report 100% of the lot.

**6.4.2 Gears and Splines**

The Supplier shall measure and certify all measurements of gears or splines. A copy of the results shall be included with the certification of the lot.

**6.4.3 Fasteners**

Fasteners are subject to the requirements of the Fastener Quality Act (Public Law 101-592). When a procurement specification is specified in the drawing notes, the inspection requirements detailed by the procurement specification override the requirements of Section 6.3 of this document.

**6.4.4 Electronics**

The Supplier shall conduct inspection of electrical parts according to the ATP, the P.O., or as agreed to in writing between the Supplier and Wencor. Section 6.3 may apply to dimensions of electronic assemblies, but does not apply to the electrical functions.

**6.4.5 Specified Test Requirements**

The Supplier shall conduct required testing on 100% of the manufacturing lot (unless sampling is allowed per the Wencor drawing) and provide certification including test results. Required testing is specified by the Wencor drawing, Supplier’s internal test procedures, and/or industry standard.

**7.0 Nonconforming Material (NCM)**

The Supplier authority for disposition of Wencor PMA parts is limited to rework to print and scrap. Nonconforming Material must be identified, documented, and segregated to prevent unintended release or use. The Supplier shall complete containment activities within 48 hours (2 business days).

### 7.1 Supplier Notification of Escape

When an escape of nonconforming material has been identified, the Supplier shall notify Wencor within 1 business day (see Section 2.4).

### 7.2 Return To Vendor (RTV)

When the Wencor Material Review Board (MRB) dispositions parts as RTV, the parts will be returned to the Supplier to either be reworked or scrapped at Supplier's location. Wencor purchasing will be the main point of contact for all RTV correspondence and will arrange financial, shipping, and RMA (Return Materials Authorization) details.

If the Supplier chooses to perform rework they shall provide documentation that describes the type of reworked performed and records showings **100% inspection of any affected dimension.**

### 7.3 Supplier Corrective Action Report (SCAR)

The Supplier may be required to complete a SCAR for any quality or on-time delivery issue. The Supplier shall respond within 30 days unless otherwise notified. The SCAR may be completed on the Wencor SCAR form, or can be in any Supplier format but must contain at least the following elements:

- A. Short term containment plan
- B. Root cause analysis
- C. Long term corrections
- D. Verification of implementation and effectiveness

### 7.4 Waiver

The Supplier may seek Wencor approval of a contractual nonconformance by completing a Wencor "Supplier Request/Waiver" document. It is found at the following location: [www.wencor.com](http://www.wencor.com) → Documentation → PMA Supplier Documentation.

- A. Waiver requests are PO and lot specific and pertain to the features/conditions identified
- B. Handwritten, lined-out, initialed, verbal and/or email authorizations are not permitted to any Wencor requirement including purchase orders, drawings/specification or technical data
- C. An approved waiver shall be identified by Wencor authorized signatures
- D. Segregate the waived items into a separate lot
- E. Include a copy of the approved waiver form with the shipment
- F. As applicable, initiate a root cause and corrective action process

## 8.0 Miscellaneous Requirements

### 8.1 Safety Data Sheets

The Supplier shall provide the current edition of the Safety Data Sheet (SDS) published by the manufacturer on any delivery of hazardous material. Packaging shall be labeled according to the requirements of transport regulatory authority.

### 8.2 REACH Compliance

The Supplier is required to ensure the goods supplied contain less than 0.1% by weight of any Candidate List Substances (CLS), or shall notify Wencor of which CLS's are present if greater than 0.1% by weight. The Candidate List pursuant to Article 59 of REACH (Regulation 1907/2006 on the Registration, Evaluation, Authorization and Restriction of Chemicals) has been published by ECHA at: [http://www.echa.europa.eu/chem\\_data/candidate\\_list\\_table\\_en.asp](http://www.echa.europa.eu/chem_data/candidate_list_table_en.asp)



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### 8.3 Conflict Minerals Compliance

The Supplier shall not knowingly supply to Wencor any product containing Conflict Minerals as defined in *The Dodd-Frank Wall Street and Consumer Act*. Wencor as a Supplier to publicly traded companies, requires Suppliers to perform a due diligence effort to make these determinations. Evidence of compliance shall be provided if requested.

### 8.4 DFARS Compliance

Wencor prefers the use of raw materials meeting the requirements of DFARS Specialty Metals regulations (Berry Amendment). Supplier should indicate on certification if materials are DFARS compliant.