

Wichita Machine Products Supplier Quality Requirements, (2019)

The following requirements apply based on the Purchase Order received from Wichita Machine Products (WMP)

PERSONNEL. Personnel performing special processes must be qualified and/or certified per applicable specifications. Other qualifications may be stated on the Purchase Order if applicable.

SHIPMENT/DELIVERY. Shipments or deliveries, as specified in a WMP Purchase Order, shall be in accordance with quantities and schedules. It is recommended that the Supplier notify WMP of any anticipated delay and make other arrangements. Supplier shall prepare and package product for WMP to prevent damage and deterioration during shipping.

MATERIALS FURNISHED BY WICHITA MACHINE PRODUCTS. All materials furnished by WMP, including prints, tooling, etc. are to be returned with the product upon completion of the order. Other arrangements may be made. Supplier must notify WMP for disposition of nonconforming product.

SUBCONTRACTING/APPROVED SUPPLIERS. Suppliers are requested to be in conformance with AS9100 or equivalent. Supplier must notify WMP of any changes to facility location and management. Prior to subcontracting or moving subcontracted orders, WMP must be contacted for approval. Suppliers may only use WMP-approved, or their WMP customer-approved, suppliers. All applicable requirements in the WMP Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. When subcontracting, WMP must be provided with the same rights and protection as contained in this document.

RIGHT OF ACCESS. Supplier shall allow WMP representatives, WMP customers, and regulatory agencies right of entry into the entire supply chain's facilities and to all records related to WMP contracted orders.

QUALITY. Purchasing information to the supplier will include the applicable revision level of drawings and processing specifications. If not listed, the processing must be made to the latest revision of the processing specification or contact WMP at the number listed below. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.

INSPECTION AND TEST EQUIPMENT. Supplier shall maintain inspection and test equipment to assure calibration traceable to National Institute of Standards and Technology (NIST) or other known national or international standard. Calibration records must be maintained and accessible to WMP.

FOREIGN OBJECT DAMAGE. Supplier shall control/prevent foreign object damage or contamination during manufacture of WMP products.

RECORDS. The Supplier shall maintain records of work performed for WMP. Records shall include the certificate provided to WMP as well as all records that substantiate the certificate. These records are to be maintained for a minimum of 10 years.

CERTIFICATIONS. Supplier must provide certificate of conformance that ensures that all requirements of ordered material or a specification have been met. Certifications must reflect that all applicable material or manufacturing and process specifications called for on the engineering drawing have been met. The specifications must be listed on the certification.

INSPECTION. Inspection is to be performed and certified prior to release of product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if required by WMP on the Purchase Order. Any other format used must be compliant with AS9102 and approved by WMP prior to use.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST). Certificates of Calibration must be provided.

CHANGES. If supplier makes any changes to its processes that would affect product or service purchased by WMP, WMP must be notified prior to the change for approval.

COUNTERFEIT PARTS PROGRAM. Supplier is requested to protect WMP from counterfeit parts being shipped.

PERSONNEL COMMUNICATION. Supplier is required to communicate with their personnel regarding the following:

- Their contribution to product or service conformity to requirements
- Their contribution to product safety
- The importance of ethical behavior

SUPPLIER EVALUATION. Suppliers are evaluated based on their performance to WMP requirements including on-time delivery. The risk associated with using a supplier is assessed per the requirements of WMP.

ACCEPTANCE AUTHORITY MEDIA. Suppliers are requested to control the use of Acceptance Authority Media (stamps, signatures, electronic signatures, initials, etc.) to prevent application errors, untimely use misrepresentation and training deficiencies.

Questions should be directed to Jeremy McAsey, President, Wichita Machine Products, (316) 522-7401.