



# Cover Letter

Attention: Quality Assurance Management Representative

Subject: Supplier Quality Survey and Quality Clauses

Dear Valued Supplier,

In order to maintain our AS9100 Requirements we are requesting that you respond to the following Supplier Survey and return to the attention of the undersigned by email or fax (information below) at your earliest convenience. Please also include copies of any 3<sup>rd</sup> party certification your company may possess.

This letter is being sent to provide you a copy and notify your company of recent changes to our Supplier Quality Clauses as defined on form "SQC 8.4.3 Rev C". These Quality Clauses are in effect as of 11/1/2015 and apply to all Purchase Orders issued from this date.

Please be advised that the revision of this document is subject to change, and it is the Supplier's responsibility to ensure your company has a copy of the current revision of this document as specified on each Purchase Order contract issued by Wilcox Machine Co. It is required you sign and return this letter acknowledging you have received these Quality Terms and Conditions, Form "SQC 8.4.3 Rev C", immediately upon receipt.

If you have any questions or concerns, please contact Josh Casner at (562) 927-5353.

Please scan and email acknowledgement to [j.casner@wilcoxmachine.com](mailto:j.casner@wilcoxmachine.com)

Respectfully,

Josh Casner

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## ACKNOWLEDGEMENT

As a representative of \_\_\_\_\_, I acknowledge receipt of  
(Supplier's Company Name)

Wilcox Machine Co. Quality Clauses, Form SQC 8.4.3 Rev C

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



|          |                 |                                     |                 |  |                 |  |
|----------|-----------------|-------------------------------------|-----------------|--|-----------------|--|
| Attempt: | 1 <sup>st</sup> | <input checked="" type="checkbox"/> | 2 <sup>nd</sup> |  | 3 <sup>rd</sup> |  |
|----------|-----------------|-------------------------------------|-----------------|--|-----------------|--|

**Company Information**

|          |  |             |  |        |  |
|----------|--|-------------|--|--------|--|
| Company: |  | Mgmt. Rep.: |  | Phone: |  |
| Address: |  | Email:      |  | Fax:   |  |
|          |  | Commodity:  |  |        |  |

|              |                                 |                                 |                                  |  |                                   |        |  |
|--------------|---------------------------------|---------------------------------|----------------------------------|--|-----------------------------------|--------|--|
| Current QMS: | AS9100 <input type="checkbox"/> | AS9003 <input type="checkbox"/> | ISO9001 <input type="checkbox"/> | AC7004 / Nadcap <input type="checkbox"/> | ISO17025 <input type="checkbox"/> | Other: |  |
|--------------|---------------------------------|---------------------------------|----------------------------------|--|-----------------------------------|--------|--|

|                  |  |                       |  |               |  |                  |  |
|------------------|--|-----------------------|--|---------------|--|------------------|--|
| Total Personnel: |  | Production Personnel: |  | QA Personnel: |  | Other Personnel: |  |
|------------------|--|-----------------------|--|---------------|--|------------------|--|

| Item | If a third party registration certificate is available, please attach and disregard questions 1 - 20  | Yes | No | N/A |
|------|---|-----|----|-----|
| 1.   | Do you have a quality manual?   |     |    |     |
| 2.   | Do you have quality procedures?   |     |    |     |
| 3.   | Are work instructions prepared for each job?  |     |    |     |
| 4.   | Do work instructions include quality criteria?  |     |    |     |
| 5.   | Are all applicable documents available to employees responsible for product quality?  |     |    |     |
| 6.   | Are all applicable documents supplied to your suppliers?  |     |    |     |
| 7.   | Is inspection documented? Receiving <input type="checkbox"/> 1 <sup>st</sup> Piece <input type="checkbox"/> In-Process <input type="checkbox"/> 1 <sup>st</sup> Article <input type="checkbox"/> Final <input type="checkbox"/> Sampling <input type="checkbox"/> |     |    |     |
| 8.   | Is the inspection status clear on all items?  |     |    |     |
| 9.   | Is raw material controlled?   |     |    |     |
| 10.  | Are suppliers controlled by survey or quality history data?   |     |    |     |
| 11.  | Are tools that are used for verification of product and/or product acceptance calibrated?   |     |    |     |
| 12.  | Are calibration procedures used for in-house calibration?   |     |    |     |
| 13.  | Are calibrated tools to the N.I.S.T.?   |     |    |     |
| 14.  | Are customer furnished materials properly inspected, stored, and identified?  |     |    |     |
| 15.  | Are quality records maintained on file for customer review as applicable?   |     |    |     |
| 16.  | Do your customers have right of entry to their jobs in your facility?   |     |    |     |
| 17.  | Has an internal audit been performed within the past year?  |     |    |     |
| 18.  | Are corrective actions documented, logged, and reviewed for effectiveness?  |     |    |     |
| 19.  | Are inspection stamps used? Accept <input type="checkbox"/> Reject <input type="checkbox"/> Other:  |     |    |     |
| 20.  | Do employees at your facility have documented training?   |     |    |     |

|          |  |  |  |  |
|----------|--|--|--|--|
| Remarks: |  |  |  |  |
|----------|--|--|--|--|

|               |  |        |  |       |  |
|---------------|--|--------|--|-------|--|
| Completed By: |  | Title: |  | Date: |  |
|---------------|--|--------|--|-------|--|

**WMC Internal Use Only**

|    |   | Yes | No | N/A |
|----|---|-----|----|-----|
| 1. | Are there any perceived risks that would lead to OTD issues? <i>*Note any concerns below.</i>   |     |    |     |
| 2. | Is this supplier a "sole supplier" per current ASL? <i>*Note any concerns below.</i>  |     |    |     |
| 3. | Is this supplier approved? Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Conditional <input type="checkbox"/> <i>*Note explanation below.</i> |     |    |     |

|          |  |  |  |  |
|----------|--|--|--|--|
| Remarks: |  |  |  |  |
|----------|--|--|--|--|

|               |  |        |  |       |  |
|---------------|--|--------|--|-------|--|
| Completed By: |  | Title: |  | Date: |  |
|---------------|--|--------|--|-------|--|



### General Quality Clauses

The Supplier must notify Wilcox Machine Co. if any of the following requirements cannot be achieved before acceptance of a Wilcox Machine Co. purchase order.

|              |  |
|--------------|--|
| <b>QA 1</b>  | Machining and/or manufacturing suppliers must furnish a certificate of conformance with the product being shipped. If the supplier purchases material or performs processing on the products ordered, then the supplier must furnish material and processing certifications. Manufacturing plans, inspection reports and documents related to the products purchased must remain on file with the supplier and be available upon request. The record retention requirements for suppliers states that records must be retained for 10 years minimum unless extended retention times are required by Wilcox Machine or its customers, these additional retention times will be noted on Wilcox Machine purchase orders when required. |
| <b>QA 2</b>  | Documented first article inspection reports shall be submitted to Quality prior to the beginning of production. The supplier assumes all financial responsibility for material, rework and/or replacement when production of parts is begun without first article inspection approval from Wilcox Machine.   |
| <b>QA 3</b>  | AS9102 First Article Inspection required.  |
| <b>QA 4</b>  | If this purchase order contains requirements for the approval of product and services, methods, processes, and equipment and/or requirements for the competence or qualifications of the personnel used to fulfill this order, they must be adhered to, or arrangements must be made with Wilcox Machine before accepting contract. If specific approvals exist for the release of products and services they will be listed on Wilcox purchase order, these must be adhered to, or arrangements must be made with Wilcox Machine before accepting contract. See the Wilcox Machine purchase order for the specific approvals that are required.   |
| <b>QA 5</b>  | Wilcox Machine requires machining and/or manufacturing suppliers to have a quality management system in accordance to AS9003, AS9100, or ISO9001. Wilcox Machine may make conditional exceptions based on supplier survey information or applicable customer requirements.   |
| <b>QA 6</b>  | Wilcox Machine has documented the identification and revision status of the applicable specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data on the suppliers purchase order. See the purchase order for specific details related to the applicable specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data.   |
| <b>QA 7</b>  | Wilcox Machine has documented the applicable requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance, and related instructions for acceptance by the organization, and as applicable critical items including key characteristics on the suppliers purchase order. See the purchase order for specific details related to the applicable requirements for design, test, inspection, verification (including production process verification), use of statistical techniques for product acceptance, and related instructions for acceptance by the organization, and as applicable critical items including key characteristics.   |
| <b>QA 8</b>  | Wilcox Machine has documented the applicable requirements for test specimens for design approval, inspection/verification, investigation and/or auditing on the suppliers purchase order. See the purchase order for specific details related to the applicable requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection/verification, and investigation or auditing.   |
| <b>QA 9</b>  | The supplier must notify Wilcox Machine of nonconforming product by phone, email or fax when a nonconformance has been identified. The supplier must obtain Wilcox Machine's approval of the supplier's disposition of nonconforming material.   |
| <b>QA 10</b> | The supplier must notify Wilcox Machine of changes in the product and/or process, changes of suppliers, and/or changes of the manufacturing facility location. The supplier must obtain Wilcox Machine approval in writing to change any contract requirement. If Wilcox agrees to the change, only customer-designated or approved suppliers, including process sources (e.g., special processes) may be used.  |
| <b>QA 11</b> | The supplier must flow down to its supply chain the applicable Wilcox Machine requirements including customer requirements.  |
| <b>QA 12</b> | The supplier shall use industry standard, commercially reasonable efforts to prevent and or remove foreign objects that might be considered a potential source of Foreign Object Damage (FOD) from all Wilcox Machine products prior to shipment.  |
| <b>QA 13</b> | In addition to Wilcox Machine's right of access, the supplier agrees to right of access for Wilcox Machine customers, and regulatory authorities to the applicable areas of all facilities at any level of the supply chain, involved in the order and to all applicable records in the performance of this contract.  |
| <b>QA 14</b> | Suppliers are required to notify quality prior to transferring any work to a new facility. Wilcox Machine will determine (prior to the transfer) if the supplier may perform the transfer of work.   |
| <b>QA 15</b> | Any delay in shipment for any reason has to be conveyed to Wilcox Machine quality by phone, email or fax as soon as the delay is known by the supplier.  |
| <b>QA 16</b> | Requirements for the supplier to comply with executive order E13224. Supplier shall not engage in any transaction of any type with persons or businesses or organizations who commit, threaten to commit or support terrorism.   |
| <b>QA 17</b> | All information in the contract must be held in confidence by the supplier and no third-party request for information will be authorized unless instructed in writing by a Wilcox Machine representative. When ITAR and/or government rated data is noted on the purchase order, the US government restrictions must be followed. If you have any questions concerning ITAR or government rating notify the company buyer. All concerns must be answered prior to you accepting this order.  |
| <b>QA 18</b> | All processing suppliers that use conflict materials (Tin, Tantalum, Tungsten, and Gold) must ensure that these materials come from a conflict-free source per the Dodd Frank act section 1502 when specified on this order.   |
| <b>QA 19</b> | Wilcox Machine monitors all suppliers' performance on an ongoing basis Wilcox tracks on-time delivery (OTD) and product conformity (PC) from all suppliers. Wilcox has established a minimum performance threshold of 95% product quality and 90% OTD. If minimum performance is not achieved by the supplier, supplier will be contacted by Wilcox Management to notify supplier of unacceptable performance. If the unacceptable OTD & PC performance continues, corrective action will be requested by Wilcox Management. (Effective as of 2020)  |



|  |   |
|--|---|
| <b>QA 20</b>   | Supplier must have a process for training and detection of counterfeit products in order to prevent the use and proliferation of counterfeit products.  |
| <b>QA 21</b>   | Supplier must ensure that all its personnel are aware of their contribution to product or service conformity; their contribution to product safety; and the importance of ethical behavior.   |
| <b>General Quality Clauses combined for Processing suppliers.</b>                  |   |
| <b>PRC-1</b>   | <p>Processing suppliers must furnish processing certifications to Wilcox Machine purchase order requirements and shall not process any parts for which they are not certificated or approved. Acceptable quality management system requirements are AC7004, ISO9001, or AS9100; Wilcox Machine may make conditional exceptions based on supplier survey information or customer requirements. Suppliers must have the ability to ensure the adequacy of the special-process provided and provide Wilcox Machine the required documentation per purchase order requirements.</p> <p>For Processing suppliers <b>QA 6, QA 7, QA 19, QA 20 - QA 21</b> are applicable.</p>   |
| <b>General Quality Clauses combined for Material suppliers.</b>                    |   |
| <b>MAT-1</b>   | <p>Material suppliers must furnish material certifications to Wilcox Machine purchase order requirements and shall not supply material for which they are not certificated or approved. When noted on our purchase orders, raw material supplied must be USA domestic material. Acceptable quality management system requirements are ISO9001, AS9100 or AS9120; Wilcox Machine may make conditional exceptions based on supplier survey information or applicable customer requirements. The Supplier must have the ability to ensure the adequacy of the product provided and provide Wilcox Machine the required documentation per purchase order requirements.</p> <p>For Material suppliers <b>QA 6, QA 8, QA 9, QA 10, QA 11, QA 12, QA 13, QA 15, QA19, QA20 - QA 21</b> are applicable.</p> |
| <b>General Quality Clauses combined for Machining and Manufacturing suppliers.</b> |   |
| <b>MFG-1</b>   | The Supplier must have the ability to ensure the adequacy of the product provided to Wilcox Machine and provide the required documentation per purchase order requirements. For Machining and Manufacturing suppliers <b>QA 1, QA 5, QA 19, QA 20 - QA 21</b> are applicable.   |
| <b>General Quality Clauses combined for Calibration and Testing suppliers.</b>     |   |
| <b>CAT-1</b>   | <p>Calibration and Testing suppliers must furnish calibration/test reports to Wilcox Machine purchase order requirements, and be traceable to the specific equipment or item for which they are calibrating or testing, traceability to NIST and/or other national or international standards must be supplied. ISO9001, ISO 17025, Nadcap testing, ANSI Z540, and/or Nadcap accreditation will be the quality management system requirements; Wilcox Machine may make conditional exceptions based on supplier survey information or applicable customer requirements.</p> <p>For Calibration and Testing suppliers <b>QA 6, QA 8, QA 19 - QA 21</b> are applicable.</p>   |