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PO Supplemental Requirements	Effective date: November 11, 2020		

### PURPOSE

The purpose of this procedure is to provide supplementary purchase order requirements for Critical Suppliers to West Penn Testing Group.

This procedure is applicable to services performed at all WPTG facilities listed in the Corporate QMS Tier 1 Manual.

### DEFINITIONS

Critical Subcontractor minimum requirements;

- Meets the requirements of MIL-I-45208 (latest revision) or ISO-9000 series and a calibration system in accordance with MIL-STD-45662 (latest revision) or ISO-10012.
- Where Prime approval of special processes is required, the subcontractor shall maintain current approval. A copy of the approvals shall be submitted to WPTG.
- The subcontractors special process (Chemical cleaning, Heat treat, NDT, etc.) shall have qualified technicians and procedures as applicable to perform the operations.
- The subcontractor shall furnish certificates of conformance documents with submittal of material and/or supplies.
- All items of this purchase order are subject to monitoring by WPTG, its clients or regulatory agencies. Access shall be permitted to any area required to verify the quality of contracted work.
- Prior approval of rework is required.
- No part of this purchase order shall be subcontracted without prior approval of WPTG. Subcontractors are to be qualified and approved prior to use. WPTL will be provided with the original certificate of compliance from the subcontractor.
- Quality assurance systems, inspection systems and manufacturing processes are subject to review, analysis and verification by WPTG and its customers.

### RELATED DOCUMENTS:

Q 6.1 Issues and Approval of a Purchase Order

Q 6.2 Supplier Maintenance

WI 6.2.1 Supplier Performance Rating

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## PROCEDURE

### Supplier Approval

All Suppliers of products and services critical to our testing and inspection operation must first be approved by the Quality Department of WPTG.

Under no circumstances can a Supplier subcontract any work without the express approval of WPTG. Subcontractors are to be qualified prior to use. WPTG will be provided with the original certificate of compliance from the subcontractor.

All suppliers, after the initial approval are subject to periodic evaluation based one or more of the following:

- Supplier Performance Rating per Procedure WI 6.2.1.
- Performance to corrective / preventative action issued to supplier
- Changes to the Supplier's system capabilities.
- Periodic audit.

### Right of Access

West Penn Testing, its customers and regulatory agencies have the right of entry to determine and verify the quality of work, records, materials and any property that is associated with WPTG's purchase order.

Where specified in the purchase order, WPTG or it's representative shall be afforded the rights to verify at the Supplier's premises and the Sub-Tier's premises that subcontracted product conforms to specified requirements.

### Foreign Object Contamination

All suppliers are required to prevent foreign objects from contaminating material(s).

Where required, specific FOD requirements will be communicated to the supplier via the purchase order or additional specification requirements.

### Terms and Conditions

It is the Supplier's responsibility to understand and comply with the terms and conditions specified on the purchase order and all other applicable requirements.

Suppliers shall not guess or interpret requirements including but not limited to drawings, specification or condition of supply if conflict or confusion exists. Contact WPTG to initiate the process of clarification.

WPTG purchasing personnel are the only authorized people to issue or revise purchase orders.

### Process Changes

Supplier shall provide in writing advance notification to WPTG of any changes(s) to tooling, facilities, materials or processes at Supplier's or Supplier's Sub-Tier facility that could affect WPTG's contracted product. This includes, but is not limited to, fabrication, assembly, handling, testing, facility re-location or introduction of new sub-tier supplier.

### Control of Records

Customers must comply with record retention requirements of ISO 17025 and/or AS9100.

Quality records shall be kept for a minimum of ten years after delivery of the last item on the purchase order. Additional WPTG purchase specifications may impose stricter record retention

Unless Red Stamped CONTROLLED, this procedure is considered **uncontrolled** when printed. The procedure on the corporate server in the CONTROLLED location shall be considered the official parent document.

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requirements.

Records / data stored by electronic means shall have a secure back-up system.

It is the WPTG's supplier's responsibility to flow down these requirements for control of records to their supplier.

Identification and Traceability

All material shall be identified in accordance with applicable purchase order requirements, specifications requirements, drawing requirements and contractual requirements.

WPTG Property

WPTG may provide to Supplier customer samples, equipment, standards, tools, etc. These supplied goods shall be subject to receiving inspection in accordance with Supplier's procedures. WPTG supplied goods shall be stored in a segregated area to prevent unauthorized use and adequately protected against damage and degradation.

Preservation of Product:

Supplier shall pack the products to prevent damage and deterioration taking into account method of shipment, location of shipment and destination of receipt, as well as time associated with shipment.

Product received from Supplier in a damaged condition due to improper packaging will be rejected.

Product received from Supplier with shelf life shall not have more than 25% of the life elapsed at time of receipt at WPTG or the product will be returned to the Supplier.

Control of Nonconforming Product:

The Supplier shall establish and maintain a documented nonconformance system to ensure that product that does not conform to specified requirements is prevented from unintended use or delivery.

The Supplier's system shall provide for identification, documentation, evaluation, segregation to the extent practical, disposition and for notification of nonconforming product to WPTG.

The responsibility for review and authority for disposition of nonconforming product shall be defined by WPTG.

The Supplier shall ship product with an open nonconformance only with written approval from WPTG.

Sub-Tier Flow Down:

The Supplier shall ensure that all applicable technical and quality requirements, including key characteristics, are flowed down to sub-tier suppliers, sellers and manufactures through the Supplier's procurement documents.

Flow down information shall include applicable quality system provisions, relevant drawings, specifications, documentation, and certification requirements.

The Supplier is responsible to evaluate and approve sub-tier suppliers to ensure their capabilities to produce quality product and maintain process control, unless directed by WPTG to use a specific supplier source.

Sub-Tier supplier compliance and conformance to WPTG's purchase order requirements is the

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responsibility of the Supplier.

Code of Conduct / Ethical Behavior

WPTG strives to achieve and maintain the highest possible standards of corporate integrity and ethical behavior. WPTG’s suppliers will conduct their business in a lawful manner and in compliance with the same high standards of integrity and ethics.

Safety

Supplier will use all reasonable and appropriate safety precautions in the performance of this Agreement and any additional safety requirements required by West Penn Testing Group. If Supplier fails to provide such safety precautions, Supplier acknowledges and agrees that Supplier committed a material breach of the Agreement and West Penn Testing Group may unilaterally terminate the performance and the Agreement.

REVISION HISTORY

**Revision 7: November 11, 2020 C. Belli**

Added Code of Conduct / Ethical Behavior and Safety sections.

**Revision 6: October 23, 2018 C. Belli**

Removal of section titled “Eye Exams” that was not deleted in the Revision 5.

Previous revisions are listed on prior documents.

APPROVAL

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Approved By: C. Belli, Quality Manager

Date: 11/11/2020