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REQUIREMENTS FOR WALDREX SUPPLIERS

WJ – 01

ISO 9001:2015/AS 9100 D/ AS 13100

REV: 11	**PREPARED**		**MANAGEMENT REPRESENTATIVE FOR QUALITY MANAGEMENT SYSTEM**	**APPROVED**	**APPROVED**
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SIGNATURE					
DATE	*29.12.2022*			*29.12.2022*	*29.12.2022*

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2. SHEET OF MODIFICATION

Modification mark Effective date	*Pages / points involved by the modification*	*Cause of introduced modifications*	*Form of introduction*
Revision 01/20.07.2005	*Whole document*	*Implementation of ISO 9001:2000*	*Issue of the document*
Revision 02/05.08.2009	*Whole document*	*Implementation of AS 9100 rev. B*	*Issue of the document*
Revision A/09.10.2012	Page *5*	*Improvement after the Bureau Veritas audit AUDIT REPORT No. 5630474/2012, OFI 05 Vaclav Honejsek.*	*Replacing pages*
Revision 03/19.07.2013	*Whole document*	*Document update*	*Issue of the document*
Revision 04/21.01.2014	*Page 9*	*Document update*	*Issue of the document*
Revision 05/06.02.2017	*Whole document*	*Adding a footer to the document:* PRINTED COPIES ARE NOT SUBJECT TO UPDATE *And a new entry has been added to item 6.1: And added the record to point 6.1: Cooperation with a supplier who does not have a certified QMS or its certificate does not meet the requirements of WALDREX or a WALDREX customer - it requires from the supplier sending a plan to adapt to the requirements of the QMS and is supervised by the Waldrex Quality Assurance Department until the required certificate is obtained.*	*Pages replacement*
Revision 06/13.03.2017	*Whole document*	*Adding the following record to point 7.2 concerning the period of time of records storage: "Quality records should be kept accordingly: - if it is subject to export control: 15 years, - for Safran Transmission Systems Poland: 50 years, - for other parts for the period: 10 years".*	*Pages replacement*
Revision 07/ 16.08.2017	*Whole document*	*Document update due to the change of AS9100 D revision.*	*Pages replacement*
Revision 08/02.10.2017	*Point 4*	*Adding the following record: "The organization requires from external suppliers taking appropriate control measures against their direct and indirect external suppliers to ensure conformity with the requirements". Corrective actions to nonconformity from internal audit N/03/2017.*	*Pages replacement*
Revision 09/09.05.2018	*Point 6.4*	*Added point 6.4 Information for external suppliers. Corrective actions after Bureau Veritas audit., NCR no. 5.*	*Pages replacement*
Revision 10/17.12.2018	*Whole document*	*Document update based on the flow of requirements from 01/ESCO, 03/ESCO instructions for the main customer's suppliers.*	*Pages replacement*
Revision 11/29.12.2022	*Pkt. 3, 7.1, 7.2, 9.1, 14.8, 18, 20*	*Adding requirements AS13100, Instruction 31 (Quality requirements for PWR tool department suppliers), ASQR-01 rev.13 Changes made in blue font.*	*Pages replacement*

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3. CONTENTS

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4. PURPOSE OF THE REQUIREMENTS

The document defines the Requirements for *WALDREX* Suppliers WJ-01. The provisions of the requirements aim to define in detail the conditions which are set for *WALDREX* suppliers.

5. SUBJECT TO THE REQUIREMENTS

The subject is determining Requirements for Suppliers WALDREX WJ-01.

6. SCOPE OF APPLICATION

6.1 The document is applicable to *WALDREX* suppliers who receive orders and deliver finished products, materials or services. The scope of requirements may apply to suppliers in full or to a limited extent (depending on what is the subject of deliveries).

6.2. The supplier is obliged to use the current revision of the document WJ-01 and other requirements referred in the order, including the requirements of the *WALDREX* customer.

6.3 If there is any conflict between the requirements of the order (agreement, contract) and the provisions of these Requirements, then the requirements of the order (agreement, contract) apply.

If there is any conflict between the Requirements for WALDREX Suppliers WJ-01 and the *WALDREX* Customer Requirements, the supplier should always apply those requirements which are more restrictive.

6.4 *WALDREX* reserves for itself, for its customer and for the supervisory authorities the right to enter the supplier's and sub-suppliers premises, involved in the order, and access to records and documents in the scope of orders, as well as to carry out audits and verify products and processes.

6.5 *WALDREX* has the right at any cooperation time to withhold an approval of the supplier in case of objections to the quality, timeliness of deliveries or nonresponse to the *WALDREX's* recommendations.

6.6 *WALDREX* requires from external suppliers to take appropriate control measures against their direct and indirect external suppliers to ensure conformity with the requirements.

7. RELATED DOCUMENTS

7.1 NORMATIVE REFERENCES

- ISO 9001:2015
- AS 9100 D
- AS13100
- AS9146 (FOD)

7.2 APPLICABLE DOCUMENTS

- AQAP 2120, AQAP 2130 (if applicable)

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- ASQR 01 (if applicable)
- SQOP 01-01 (if applicable)
- 01/ESCO (if applicable)
- 03/ESCO (if applicable)
- Instruction no. 191 (if applicable)
- REACH requairements (if applicable)
- confidentiality agreements (NDA)
- legal documents (if applicable)
- Instruction 31 (Quality requirements for PWR tool department suppliers)

7.3. STANDARDS SUPPLY

The supplier is responsible for asking *WALDREX* to send the current requirements of standards, procedures and instructions. The Supplier is responsible for obtaining commercially available standards, such as PN, BN, AMS, etc.

8. DEFINITIONS AND TERMINOLOGY

MATERIAL - any object of purchases made by the company (except for the purchase of fixed assets), i.e. raw materials, semi-finished products, finished products and others, such as equipment for production areas, offices, etc.

DIRECTLY PRODUCTION MATERIAL - the material from which a finished product is made, or a part of a finished product.

INDIRECTLY PRODUCTION MATERIAL - material used to manufacture the product, which during the production process remains in the product by transferring in whole or in part its physical properties to the product.

AUXILIARY MATERIAL - any material other than the directly and indirectly production material, which according to the technological process is necessary to manufacture the product.

CORRECTION - it is the removal of nonconformities in such a way that the product meets the requirements of the drawing / standards.

REPAIR - this is the removal of nonconformities by bringing the product into conformity through an additional process approved by *WALDREX* or a *WALDREX* customer.

COMPLAINT - not reported, unaccepted nonconformity of a product or detected during inspection, control, assembly at *WALDREX* or at the *WALDREX* customer.

SUPPLIER - Supplier / Subcontractor of materials and services.

SPECIAL PROCESSES - processes whose results can not be verified by subsequent non-destructive inspections and testing, or those which incorrect performance may be revealed only when the product is used by the customer.

9. GENERAL REQUIREMENTS

9.1 The Supplier's Quality Management System requirements depend on the qualifications of the service, material and customer to whom the material will be sent in the product.

01/ESCO: 4.1.1 Suppliers who receive orders for which the end customer is one of the P&W Poland Group companies, are required to have a Quality Management System according to AS/EN 9100 or equivalent, certified by an approved certification body.

01/ESCO: 4.1.2. The supplier is obliged to have evidence that his sub-suppliers in the supply chain for orders of the P&WP Company have a defined and documented QMS according to AS/EN 9100 and meet the

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requirements of the P&WP Company and the Customer of the final product.
Below is a table of supplier certification requirements according to AS13100 (if applicable).

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Table 2 - QMS certification requirements

ORGANIZATION TYPE	QMS APPROVAL (MINIMUM REQUIREMENT)
Type 1: Make to Print and Type 2A: Design and Manufacture. Manufacture, inspect, test, and certify the conformance of semi-finished and/or finished products (installed on aerospace engines or a component of such a product) to proprietary engineering drawings whether customer design, or organization design.	9100 registration.
Type 2B: Design only. Contracted Design Responsible Organization/Partner/Supplier Tasks Organizations.	As defined by Customer's requirements.
Type 3: Distributor.	9120 registration.
Type 4: Special Process (2.3). As part of an Organizations manufacturing scope and/or Special Process Houses.	Nadcap or Customer's requirements.
Type 5: Raw Material. Manufacture, inspect, test, and certify the conformance of Raw Material to proprietary engineering specifications.	ISO 9001 registration.
Production Shop Assist Only. Offload of planned manufacturing operations.	Per Organizations Requirements based upon scope of work, unless specified by the customer.
External Calibration or Laboratory Service Provider.	ISO/IEC 17025 or National Equivalent, e.g., UKAS, COFRAC, NIST.
Industry Standard Part or Industry Standard Raw Material Manufacture.	ISO 9001 registration.
Castings and Forgings Produced to a Proprietary Design.	9100 registration.

9.2

01/ESCO, 4.1.3. Conformity of the Supplier's QMS with the ASQR-01 specification and this instruction should be documented by creating a conformity matrix. In the event of a change to the revision of the documentation, the Supplier is obliged to implement the introduced changes within 60 days from the date of revision change.

9.3. The buyer asks the potential supplier whether he has the properly required certified Quality Management System and requests its confirmation with a copy of the certificate.

Cooperation with a supplier who does not have a certified QMS or its certificate does not meet the requirements of *WALDREX* or a *WALDREX* customer - depends on the qualifications of the

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service, material and the Customer to whom the material/service will be sent in the product. The obligation to have a certified QMS and approval for special processes are obligatory for suppliers in the production of aviation parts (PMC).
The potential supplier must present its readiness to comply with *WALDREX* requirements.

9.4 The supplier is obliged to inform the buyer placing the order and the *WALDREX* Quality Assurance Department about:

- re-certification and sending a copy of the current quality certificate after its renewal,
- loss of quality certificates/approvals of P&W Polska and its Customers,
- major nonconformity found by external auditors (certification bodies, other UTC companies),
- an important change in the Supplier's QMS (change of management in the area of quality, change in the company's Management Board).
- change in the area of the certificate (change of the certification body, validity date, inclusion in the consolidated certificate, etc.),
- change that may affect the quality and/or product (fit, form and function),
- change of company name, company owner,
- loss of quality control capability (e.g. failure of a special/approved measurement tool).

10. DOCUMENTATION REQUIREMENTS

10.1 The supplier is obliged to: return - on request - the documentation owned by *WALDREX*.

10.2. The supplier is obliged to implement a documented periodic review of standards and specifications defined by the customer.
It is required to document the analysis of the impact of changes to the process, product and staff. The time for implementing the changes is 60 days from the date of revision change.

10.3. The supplier is obliged to keep and archive production documentation for *WALDREX* in the scope of: the manufacturing process (drawing, technology, process instructions, etc.) and control (quality records - a traveller ticket, material certificates, quality certificates, etc.).
Quality records should be kept appropriately:
- subject to export control: 15 years,
- for others: 10 years.
Quality records should be kept for the above-mentioned periods, counting in full calendar years, starting from January 1 of the year following the preparation of the document. After the above-mentioned archiving times, the supplier is obliged to obtain Waldrex's written consent in order to destroy (or return) the quality records regarding production.

10.4 If there is a traceability requirement in the documents received from *WALDREX* (the ability to trace the history of the product), this requirement must be met.

10.5 Changes to documentation (e.g. instructions, traveller tickets, test reports, shipping documents, CofC) should be dated and signed, electronically signed, stamped by the person authorized to introduce changes, using a permanent method. The change should be introduced

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in such a way that the original information is readable and recoverable after the change.

When filling in forms, in the fields not applicable, should enter: "N/A" or "N/D" or a dash "-". Does not apply to computer-filled forms with cells locked for editing.

11. PRODUCT REQUIREMENTS

The order placed with the Supplier is the basic document defining the requirements for the delivered product to WALDREX and customers. This means that it may waive / change the requirements contained in the drawings, instructions, and accompanying documents.

12. CUSTOMER COMMUNICATION

Changes that may affect quality must be documented and the customer must be informed before implementing them.

13. INFORMATION FOR SUPPLIERS

WALDREX communicates to suppliers via the form of ***Order*** its requirements regarding:

- processes, products/services which will be delivered, including identification, relevant technical data (e.g. specifications, drawings, process requirements, instructions),
- approvals; products/services, methods, processes, equipment, product/service release,
- competence requirements for personnel,
- connections with the organization,
- principles of monitoring and measuring the activities of suppliers used by the organization,
- verification and validation planned by the organization and its customers at the supplier's premises,
- control of design and development,
- special requirements, critical parts, key characteristics,
- tests, inspections and verification (including verification of the production process),
- using the statistical methods for product acceptance and related instructions for acceptance by the organization,
- the needs: to implement a quality management system; to use of external suppliers designated by the customer, including process sources (including special ones); to inform the organization about nonconformities of processes/products/services and obtaining approval; to prevent using "counterfeit" parts; to inform the organization about changes in processes, products/services, suppliers, locations; to obtain the organisation's approval for changes, to provide to sub-suppliers relevant requirements, including customer requirements; to provide a sample for design approval; control/verification, investigation or audit; to maintain documented information, including archiving and destroying periods,
- **to enable performing audits by the organization, its customers, authorities and access to areas, documents at every stage of deliveries (AS 9100 8.4.3),**

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– to ensure that the organization's personnel are aware of their contribution to product/service conformity, their contribution to product safety, the importance of ethical behavior.

14. PRODUCT REALIZATION

14.1. Work transfer control

The supplier is obliged to obtain the written consent of *WALDREX*, if:

- plans to transfer the production or its part (operations) to the sub-supplier,
- plans to change a sub-supplier to another,
- plans to commission special processes and/or NDT tests,
- plans to move production from one location to another within the same company,
- plans to purchase material from a non-LCS source when LSC is required.

14.2. Determining the requirements for product

The order placed to the Supplier is the basic document defining the requirements for the product delivered to *WALDREX* and customers. This means that it may waive/change the requirements contained in the drawings, instructions, accompanying documents (eg SPD, SMD, RCC, QAD).

14.3. Review of product requirements

The supplier is required to define the process for the order/contract/ scheduling agreement/supplement review. The review should be performed by a group of experts in the areas of sales, technology, quality and purchasing. Any discrepancies/ambiguities must be explained in writing. Records of the review of the above-mentioned documents should be kept and available for ***WALDREX*** representative.

14.4. Identification and traceability

The supplier is responsible for the correct recording and identification of products in accordance with the assigned serial number from the start of production until shipment. If parts are marked with FN numbers (this is a contract requirement), these must be specified on the CofC.

If the material (forgings, castings) has FN numbers assigned by the manufacturer or other numbers allowing for identification, the Supplier who manufactures parts from this material is obliged to maintain full traceability (linking the FN number of the material with the FN number of the part).

14.5. Property belonging to Customer

In connection with the obligation to preserve the identification of the Customer's property (material, tooling, intellectual property, etc.), the Supplier is obliged to use the entrusted property only for the implementation of specific *WALDREX* orders.

Note:

The customer has the right to check the entrusted material at Supplier at any time during the working day and take a physical inventory by verifying the information sent by the Supplier.

14.6. Preservation of product

a) The supplier is obliged to protect the product at all stages of the manufacturing process.

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The protection includes preservation during:
- the production process
- storage
- packing before shipment
- transport.
The supplier is required to implement a FOD protection program.

14.7. Inspection and testing

Requirements for the scope of tests and methods are included in the order, in the attached technical documentation, in the referred standards etc.

14.8. Prevention of counterfeit/fake parts

The supplier shall ensure that the anti-counterfeiting process includes a mechanism for reporting counterfeit parts to the purchasing representative within 24 hours (ASQR-01 pkt. 8.4.2.1) or within 3 work days (AS13100 pkt. 8.4.2.1) from their confirmation.
The supplier is obliged to implement and control processes which preventing the use of counterfeit material/parts or possibly counterfeit and their use in the product delivered to the Customer. As a minimum, these activities should be implemented through:
- conducting documented training in awareness and prevention of the use of counterfeit material,
- purchases only from Suppliers approved in accordance with an internal procedure,
- purchases directly from the manufacturer ***(and if this is not possible, purchases from distributors being on the UTC List of Approved Distributors - for the end customer from the UTC group),***
- requiring the delivery of certificates issued by manufacturers in the case of purchase from distributors,
- verification of the documentation received with the delivery in terms of its authenticity, paying particular attention to:
- authenticity and completeness of the documentation required by the order,
- readability of records, stamps, rubber stamps,
- made unauthorized corrections,
- made notes (e.g. different color/shade of the pen, different handwriting).
- verification of marking of delivered materials/products in terms of their authenticity.

15. SPECIAL PROCESSES AND NDT

The supplier of special processes must meet the following conditions:
- have fixed period of time and scope of periodic inspections, services and repairs of machines and devices and keep records of these activities,
- have fixed period of time and the scope of periodic control of monitoring and measuring equipment and other standards used for the process and keep records of these checks,
- train staff periodically and document these trainings,
- obtain approval of the above-mentioned processes by *WALDREX* and/or its Customer and each time consent to introduce changes to these processes.
Non-Destructive Testing (NDT) supplier must have approved staff (before the start of production).

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16. HANDLING WITH NONCONFORMING PRODUCT

16.1 If Supplier found any nonconformities during production, inspection or testing, corrective actions should be taken to eliminate the causes of their occurrence.

16.2 **Nonconforming products must be clearly marked and must be isolated from others, protecting them against inadvertent use.** Supplier should report nonconformities to *WALDREX*.

16.3 If the Supplier finds during production any nonconformities in the manufactured products according to the documentation, then:
- *if the nonconformity can be corrected* - he can do this without obtaining the consent of *WALDREX*. The correction process and the control after correction must be **documented.**
- *if the nonconformity requires repair* - the supplier is obliged to provide *WALDREX* with an electronic version (to the e-mail address waldrex@waldrex.pl) of the completed form (appendix no. 1) ***Notification of nonconformity from the supplier, identification no. W-24*** with description of the nonconformity, root cause of their occurrence and corrective actions taken within **7 days** from finding of nonconformity.

WALDREX sends back to the Supplier the received ***Notification of nonconformity*** by issuing written dispositions on the acceptance, method of repair or rejection of the product.
The repair process and the control after repair must be **documented.**
Correction/repair affecting the characteristics must be checked.

16.4 ACCEPTED NONCONFORMING PRODUCT should be marked with a tag, delivered to WALDREX together with a quality certificate on which must be referred the number of the ***Notification of nonconformity from the supplier.***

16.5. Marking the non-conforming product

If there is a need to mark the nonconforming product by permanent marking, the place and method of marking must be in accordance with the construction drawing, or a relevant standard.

The decision about marking the nonconforming product by the Supplier provide the *WALDREX* technical services, which give their opinion on the nonconformity on the ***Notification of nonconformity from the supplier.***

When a part made of a semi-finished product, delivered by *WALDREX*, is found as faulty unrepairable product, it must be marked and returned to *WALDREX*.

16.6 If *WALDREX* detects a nonconformity in the delivery, which has not been previously reported, the supplier will receive information on the form ***Nonconformity/complaint card identification no. W-26, appendix no. 2 to PS-8.3-01.***

Such nonconformity requires analysis and taking actions:
- identifying and eliminating the root causes of nonconformity and not detecting them at the supplier,

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- introducing of protective measures (preventive actions),
- evaluating of their effectiveness.

If nonconformity is found after delivery, *WALDREX* reserves the right to return nonconforming parts to the Supplier, without considering their suitability in order to make correction/repair or replacement.

16.7 Complaints

If *WALDREX* made the complaint, the supplier is obliged to handle it within 14 days (unless otherwise agreed) and take corrective actions.

17. SHIPPING DOCUMENTATION, PACKAGING

17.1. Shipping documentation

The shipping documentation is specified in the order.

INVOICES: The supplier is obliged to send - the original invoice by post to the following address:

WALDREX Spółka z ograniczoną odpowiedzialnością sp.k.
ul. COP-u 5,
39-300 Mielec, POLAND

17.2 Packing

The products must be packed in such a way which do not cause damage to each other during shipping and storage.

The supplier should protect the shipment against damage during transport. Transport should comply with generally accepted standards.

18. APPENDINCES

Appendix no. 1, form template ***Notification of nonconformity from the supplier, identification no. W-24***

Appendix no. 2**,** form template ***Nonconformity/complaint card, identification no. W-26 (PS-8.3-01)***

Appendix no. 3, form template, ***Supplier self-assessment, identification no. W-211***

19. BUSINESS SECRET

In connection with the provisions of the Act of 16 April 1993 on Combating Unfair Competition (Journal of Laws of 2003, No 153, item 1503, as amended), the supplier is informed about keeping the business secret.

20. SUPPLIER SUPERVISION

WALDREX reserves the right to audit the Supplier in the form of:

- a direct visit to the Supplier,
- Supplier's self-assessment by answering the submitted Supplier self-assessment form, identification no. W-211.

Suppliers are obliged to provide the customer the corrective actions as a result of nonconformities found during each form of audit and their implementation.

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