



835-6th Street South  
Kirkland, WA 98033

# Supplier Quality Requirements

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The quality requirements as indicated are an integral part of each purchase order. All QR's prefixed as "STD" apply to all PO's (whether called out in the PO text or not). All other QR's apply as indicated in the table below or in the PO text. Materials received, which do not conform to the provision as indicated, will be subject to rejection, or the head of Quality Assurance or his delegate may deem such other measures as necessary.

Supplier	Sheet, Strip, Coil, Tube	QR-7, QR-9, QR-16, QR-18, QR-29, QR-30, QR-32, QR-33, QR-34
	Tools and Equipment	QR-6 (If supplied device comes calibrated, Calibration notes apply)
	Chemicals	QR-7, QR-9, QR-14, QR-16, QR-34
	Product with a shelf life (Ink, film, etc.)	QR-9, QR-14, QR-16, QR-34
	Shop Supplies	QR-16
Service Provider	Special Process (ex. Heat treat, NDT, etc.)	QR-7, QR-9, QR-11, QR-16
	Mechanical/Metallurgical Testing	QR-7, QR-9
	Calibration	QR-9, QR-16, QR-22

### QR-1 BUYER SOURCE INSPECTION

Buyer inspection for conformance to contract requirements will be accomplished at source. Sufficient notice must be given to Buyer to provide the necessary means for such inspection. Source inspection at Seller's plant does not relieve Seller of compliance with all requirements of the purchase order. Buyer reserves the right of final acceptance at his facility. Source inspection may be performed by Buyer, Buyer's Customer(s), and/or their representative.

### QR-2 GOVERNMENT SOURCE INSPECTION

Government inspection is required prior to shipment from your plant. Upon receipt of this order promptly notify the government Representative who normally services your plant so that appropriate planning for Government inspection can be accomplished. Government Source inspection at the Seller's plant does not relieve the Seller of the requirements of this purchase order and Buyer reserves the right of final acceptance at his facility.

### STD-QR-3 SPECIAL PROCESSING, SUB-TIER APPROVAL AND CERTIFICATIONS

For all items except commercial off-the-shelf items, each special process such as X-ray, Dye Penetrant, Mag Particle, Welding, Plating, Heat Treating, etc., shall have Buyer's approval of the processing facility. Each shipment of parts, including first articles, shall include three copies of the certifications covering the applicable special processes and referencing controlling specification and issue to which process was completed. When required, only qualified personnel shall perform inspection.

### STD-QR-4 SUPPLIER'S QUALITY CONTROL SYSTEM AND RIGHT OF ENTRY

The Supplier's Quality Control system is subject to approval and periodic review by the Buyer's Quality Assurance Department. Buyer reserves right of entry for the Buyer, its customer and regulatory agencies to all facilities and processes involved in the order and to all applicable records.

### STD-QR-5 GOVERNMENT REVIEW OF QUALITY CONTROL, INSPECTION AND MANUFACTURING PROCESSES

If a Government contract number is referenced, this purchase order entitles the Government to review the Quality Control and/or Inspection system and Manufacturing processes. Government review of Quality Control and/or inspection system and Manufacturing processes at the Seller's plant does not relieve Seller of the requirements of this purchase order and Buyer reserves the right of final acceptance at his facility and/or the right to review Seller's Quality Control and/or inspection system and Manufacturing Processes at Seller's facility.

### QR-6 SELLER'S DRAWING, CATALOG, ETC.

Seller to furnish 2 legible copies of drawing or catalog fully descriptive of items being supplied on this order. Copies to be forwarded with or before shipment of items purchased. These items shall be furnished at no cost to the Buyer.

### QR-7 PHYSICAL AND CHEMICAL TEST REPORT

Physical and Chemical Test Reports, obtained by the Seller from the mill, for material on this order must be furnished with shipment. Test reports must meet requirements of noted specifications and must be furnished with each shipment and must be positively identifiable with material.

### STD-QR-8 CERTIFICATE OF COMPLIANCE – GOVERNMENT

If Government contract number is referenced, on each shipment of items covered by this purchase order, Seller shall submit a Certificate of Compliance with a reference to applicable specifications which shall constitute a representation by Seller that:

#### MATERIALS:

Materials used are those which have been specified by Buyer, and that the items delivered were produced from materials for which the Seller has on file Chemical and/or Physical Analysis reports and/or any other required evidence of conformance of such items to applicable specifications.

#### PROCESSES:

Processes used in the fabrication of items delivered were in compliance with applicable specifications and issues as referenced in, or furnished with this purchase order.

#### SPECIFICATIONS:

Seller has complied with all other requirements and specifications and issues applicable to the items delivered.

#### REQUIREMENTS:

All requirements referenced totally or in part by this purchase order and/or drawing are within specified tolerance.

### QR-9 CERTIFICATE OF COMPLIANCE - COMMERCIAL

Seller shall furnish Certificate of Compliance with reference to applicable specification and/or purchase order requirement with all articles delivered.

### QR-10 FIRST ARTICLE APPROVAL

Inspection and acceptance by the Buyer's Quality Control is a requirement of this purchase order prior to production run authorization. The first article submitted must have first been accepted by the Seller's Quality Control and must conform to all requirements of this purchase order. The Seller shall identify the first article sample as such and include the purchase order number, part number and name. All characteristics and notes applicable to purchase order and drawing

- shall be listed and inspected with inspection findings with first article sample.
- QR-11 BUYER FURNISHED MATERIAL**  
When the Buyer furnishes material, the Seller's System shall provide for the following:
1. Examination upon receipt for transit damage
  2. Verification of quantity
  3. Storage against damage, improper use or disposition
- The Seller must furnish certification that parts used were those furnished by the Buyer and no un-authorized substitution was made.
- QR-12 ACCEPTANCE TEST PROCEDURE**  
Under terms of this contract, the Seller is required to prepare and submit to Purchasing Department for approval by Western Pneumatic Tube Company Quality Assurance an Acceptance Test Procedure for item(s)\_\_\_\_\_of this contract. Written notice of approval is required prior to commencing work scheduled by this contract.
- QR-13 ACCEPTANCE TEST REPORTS**  
Certified Acceptance Test Reports for item(s)\_\_\_of this contract, tested in accordance with Western Pneumatic Tube Company approved Test Procedure must accompany each shipment.
- QR-14 MATERIAL AGE CONTROL CLAUSE**  
Date of manufacture, material expiration date where applicable, lot or batch number and all other information applicable or referenced by purchase order, must appear on each individual container and the associated certifications.
- STD-QR-15 MEASURED DATA REQUIRED**  
Detail inspection records covering all characteristics and listing all actual measurement data is required with each shipment.
- QR-16 PACKAGING AND PRESERVATION**  
The Supplier shall maintain controls to assure accomplishment of preservation, packaging, and shipping requirements of the contract. The use of commercial practices shall not relieve the Supplier of responsibility for packaging in a manner that will insure receipt of supplies at Western Pneumatic Tube Company in an acceptable condition.
- QR-17 QUALIFIED PRODUCTS LIST**  
The supplier certifies these products are traceable to a manufacturer approved for the Qualified Products List. Name the manufacturer.
- QR-18 QUALITY SYSTEM COMPLIANCE REQUIREMENT**  
Compliance to ISO 9001 or AS9100 is required.
- STD-QR-19**  
Supplier is to notify Western Pneumatic Tube Company of any proposed changes to controlled design, parts, materials, product, fabrication methods or processes, and obtain approval prior to change incorporation.
- STD-QR-20**  
Supplier is to notify Western Pneumatic Tube Company immediately on any changes to facility location.
- STD-QR-21**  
Tooling and/or inspection/testing equipment supplied by Western Pneumatic Tube Company is to be used only for the contract for which it has been supplied.
- QR-22 CALIBRATION SYSTEM COMPLIANCE REQUIREMENT**  
Must meet the requirements of ANSI/NC SL Z540.3 and/or ANSI/ISO/IEC 17025. All calibration must use a NIST traceable standard.
- STD-QR-23 FLOW DOWN REQUIREMENT**  
Supplier is to flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.
- STD-QR-24 NONCONFORMING MATERIAL**  
Supplier shall not ship nonconforming material unless authorized by Western Pneumatic Tube Company in writing. Non-conforming material, when approved, shall be clearly identified. Supplier is to notify Buyer's Quality Assurance Department immediately of any known shipment of nonconforming material.
- STD-QR-25 CONTROL OF QUALITY RECORDS**  
Supplier is to control and archive Quality Records relevant to this order for fifteen (15) years from completion of the order. Approval to disposition Quality Records is to be obtained from Buyer in case of facility shutdown or relocation, and prior to destruction of any records.
- QR-26 DFARS**  
**QR-26.1** 252.225-7008: Restriction on acquisition of Specialty Metals  
**QR-26.2** 252.225-7009: Restriction on acquisition of certain articles containing Specialty Metals  
**QR-26.3** 252.225-7010 Commercial Derivative Military Article Specialty Metals Compliance Certificate
- QR-27 DOMESTIC MATERIAL ONLY**  
Material supplied on this purchase order must be certified to be USA melted origin.
- QR-28 AIRBUS ENVIRONMENTAL REACH REQUIREMENTS**  
The supplier shall procure that its own suppliers and the upstream suppliers of its suppliers shall at all times comply with the latest version of the Environmental Requirements for Airbus Suppliers and in particular with REACH.
- QR-29** Material must be free of conflict minerals in accordance with the Dodd Frank Act Section 1502.
- QR-30** Melt source name & country of melt must be reported on manufacturer's test report.
- QR-31** Test certificates per EN10204 Type 3.1
- QR-32** No weld repair statement required on test report
- QR-33** Mercury free statement required on test report
- QR-33.1** Cadmium free statement required on test report
- QR-33.2** Radium free statement required on test report
- QR-33.3** Alpha source contamination free statement required on test report
- QR-34** Provide a safety data sheet with the initial shipment & with the first shipment after a safety data sheet is updated.
- STD-QR-35** The Supplier shall not deliver or furnish any Goods under this order that are "Counterfeit Goods". "Counterfeit Goods" means Goods or separately-identifiable items or components of Goods that: (i) are an unauthorized copy or substitute of an Original Equipment Manufacturer ("OEM") item; (ii) are not traceable to an OEM sufficient to ensure authenticity in OEM design and manufacture; (iii) do not contain proper external or internal materials or components required by the OEM or are not constructed in accordance with OEM design; (iv) have been re-worked, re-marked, re-labeled, or otherwise modified from OEM design but are represented as OEM authentic; (v) are used, refurbished, damaged, or reclaimed but are represented as being new; and (vi) have not passed successfully all OEM required testing, verification, screening, and quality control processes. Counterfeit Goods shall be deemed non-conforming, and in addition to any other rights Buyer may have at law, Seller shall disclose the source of the counterfeit good to Buyer and/or Buyer's Customer(s) and otherwise cooperate with Buyer and/or Buyer's Customer(s) with respect to any investigations or remedial actions undertaken by Buyer or Buyer's Customer(s).
- STD-QR-36** The Supplier shall ensure that all personnel are aware of their contribution to production conformance, their contribution to product safety, and the importance of ethical behavior.
- STD-QR-37** Suppliers are monitored by WPT for quality and delivery performance. The current expected performance has been defined as 95% Quality and 80% On-Time Delivery (OTD). WPT will monitor supplier quality, delivery, general responsiveness, pricing, outstanding issues, and trending. Reports will be issued as necessary. Under-performing suppliers may be issued corrective action requests to address causes contributing to unacceptable ratings.