

Quality Codes

QC1 – WESTFIELD HYDRAULICS INSPECTION AT DESTINATION:

Articles defined in this Purchase Order are subject to inspection at destination and will not be accepted by *Westfield Hydraulics, Inc.* if the supplier fails to submit the certification, documentation, test data, and/or reports specified in the purchase order. Notwithstanding the inspection rights granted to Purchaser under the clause entitled “Quality System Requirements”, representatives of Purchaser, Purchaser’s customer, and regulatory authorities, if required, shall be granted the right of access to all the Seller’s facilities, including sub-tier suppliers, at reasonable times for the purposes of reviewing applicable records to the Purchase Order.

QC2 SPECIAL PROCESSING:

Each shipment must include a report/certification that includes the name and address of the processing source as well as a statement verifying that all required process certifications and chemical/physical test reports, as directed on the PO, have been provided with the shipment as required, and are on file at supplier's facility.

In addition the supplier must reference the *Westfield Hydraulics, Inc.* PO and part number on their certification. All employees who are involved with special processes should possess a valid certification of training in the related processes.

QC3 – GOVERNMENT SOURCE INSPECTION REQUIRED:

Government inspection is required prior to shipment from your plant. Upon receipt of the order, promptly notify and furnish a copy of the order to the government representative who normally services your plant so that appropriate planning for government inspection can be accomplished. If you do not have a regular government representative, contact your nearest Army, Navy, Air Force, or defense supply agency inspection office. In the event a representative or office cannot be located, notify the *Westfield Hydraulics, Inc.* purchasing agent immediately.

QC4 – WESTFIELD HYDRAULICS SOURCE INSPECTION:

Westfield Hydraulics, Inc. source inspection must be conducted at your facility prior to shipment. When the PO items are ready for inspection, notify the *Westfield Hydraulics, Inc.* purchasing department so that a mutually agreeable inspection time can be arranged. Drawings and/or other pertinent data as required by PO must be available to the *Westfield Hydraulics, Inc.* quality representative at the time product is presented.

QC5 – CERTIFICATE OF COMPLIANCE:

Supplier shall provide a certification with each shipment to attest that the parts, assemblies, or subassemblies conform to the order requirements. Certification must contain the following: customer’s order number; part number and revision; name and address of manufacturing or processing location; manufacturer’s lot, heat, batch, date code, and/or serial number (if applicable); quantity and unit of measurement; and be signed and dated by an authorized company representative. The applicable material test results, process certifications, and inspection records shall be presented upon *Westfield Hydraulics, Inc.* request. Supplier shall perform inspection, as necessary, to determine the acceptability of all articles under this order. All articles submitted by supplier under this order are subject to final inspection at *Westfield Hydraulics, Inc.*

QC5A – CERTIFICATE OF COMPLIANCE RAW MATERIAL

Supplier will include with each shipment, the raw material manufacturer’s test report that states that the lot of material furnished has been tested, inspected, and found to be in compliance with the applicable material specifications. The test report will list the specifications, including revision level, to which the material has been tested and/or inspected, and the identification of the material lot to which it applies.

When the material specification requires quantitative limits for chemical, mechanical, or physical properties, the test reports will contain the actual test and/or inspection values obtained

QC5B – DOMESTIC MATERIALS:

Material certifications and associated test reports must be furnished to *Westfield Hydraulics, Inc.* for all designated domestic "specialty metals" per DFARS 252.225-7008 and DFARS 252.225-7009, should clearly state that all materials are melted in the United States or another qualifying country per DFARS 252.225-7002 (e.g. Australia, Belgium, Canada, Denmark, Egypt, Germany, France, Greece, Israel, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom, and Northern Ireland).

QC5C – MATERIAL SAMPLE REQUIRED:

A material sample must be furnished to *Westfield Hydraulics, Inc.* with the first shipment of the product, unless otherwise specified. The size of the sample shall be determined by *Westfield Hydraulics, Inc.* or the material specification. The sample shall be cut or molded from the same material lot as the product supplied. In addition the supplier must reference the PO and part number on their certification.

Note: If the sample does not pass its material specification tests, the product supplied with the sample shall be considered unacceptable and may be returned to the supplier.

QC6 – SAMPLING INSPECTION:

Sampling inspection may be performed to accepted industry standards, or to *Westfield Hydraulics, Inc.* approved sampling plan.

QC7 – 100% INSPECTION REQUIRED:

Supplier shall perform 100% functional, electrical, dimensional inspection, as appropriate, on finished good to ensure integrity of the item/lot.

QC8 – RECORDS:

The Supplier shall maintain records for review by *Westfield Hydraulics, Inc.* or Customer/Regulatory Agency for a minimum of ten (10) years or the duration of the contract, whichever is longer. Records include material certification, special processing, work order/traveler, test reports, inspection reports and other relevant records, nonconforming records, drawings and revision history, calibration records, first articles and any other applicable records. Suppliers should have complete traceability per AS9100D requirements. If required by purchase order, electronic media for NC programs, test programs or drawings may be required for archive purposes at the direction of the *Westfield Hydraulics, Inc.* buyer.

QC9 – SHELF LIFE ITEMS:

Materials or articles having characteristics subject to degradation with age shall be marked in a manner to indicate the date of manufacture and expiration date in addition to standard identification requirements. ***Suppliers of rubber goods are required to document the cure date of rubber molded goods and the compounding date of uncured rubber.*** Materials identified as requiring age sensitive controls must have 80% of their expected shelf life, from the date of manufacture, at the time of receipt at *Westfield Hydraulics, Inc.* Special storage or handling conditions shall be included when applicable. Safety Data Sheets (S.D.S.) must be provided where there is a danger to health from material being purchased.

QC10 – PACKING / PACKAGING:

The supplier shall be responsible for ensuring that items provided under the Purchase Order are packaged in such a manner that the product/material integrity is preserved, contamination and corrosion are prevented, no physical damage occurs and it prevents damage, deterioration or loss in transit.

The supplier shall label the exterior of the package to ensure adequate identification needed to ensure identity of the product/material being shipped.

The supplier must ensure the handling and shipping methods for proper and on-time delivery without damage to the product/material.

QC10A – ELECTROSTATIC DISCHARGE CONTROL:

Items shall be packaged so as to prevent ESD per IPC-610.

QC11 – QUALITY SYSTEM REQUIREMENTS:

Supplier must be in conformance to one of the following Quality Management Systems: ISO9001/AS9100 (latest revision), NADCAP, MIL-I-45208, ISO 17025 (latest revision). Quality system is subject to verification and approval at all times by *Westfield Hydraulics, Inc.* Quality.

If supplier is not certified to any Quality Management Systems, *Westfield Hydraulics* may audit the supplier facility and/or supplier needs to complete a *Westfield Hydraulics, Inc.* Supplier Survey prior to issuing any Purchase Orders.

QC12 – METROLOGY SYSTEM REQUIREMENTS:

A calibration system in conformance with ISO 17025 & ANSI/NCSL Z540-1 must be maintained that is traceable to the National Institute of Standards and Technology and provides positive identification of calibration status. Adequate process controls, records, and certifications shall also be sufficiently maintained to satisfy purchase order requirements. This Metrology system is subject to verification and approval at all times by *Westfield Hydraulics, Inc.* Quality.

QC13 – NONCONFORMING MATERIAL:

Westfield Hydraulics, Inc. preliminary review is required for all discrepant/nonconforming part(s)/material(s) detected during manufacturing and/or during supplier's inspections. Such part(s)/material(s) shall be segregated and controlled to ensure that no further work is performed until an *Westfield Hydraulics, Inc.* preliminary review disposition is obtained. The *Westfield Hydraulics, Inc.* Supplier Nonconformance Waiver (Form F830-06) **must** be requested through *Westfield Hydraulics, Inc.* Purchasing. If approved, a copy of the completed form must accompany each shipment of related parts.

QC14 – FUNCTIONAL MERCURY:

Each shipment is to be accompanied by one legible and reproducible certification stating that the delivered item does not contain any functional mercury (i.e. mercury that is required for the proper operation of the item), and is free from mercury contamination (i.e. during processing the item has not come in direct contact with mercury or any of its compounds).

QC16 – FUNCTIONAL TEST / INSPECTION REPORTS:

Actual inspection/test reports must be attached to the packing sheet for each shipment. These reports must reference the purchase order number, supplier's name and address, part number, part name and, where applicable, serial numbers, and date and run time of units, including actual results. These reports must be validated by an authorized supplier representative. If equipment of sufficient capacity to inspect/test the articles is not available on-site, the items must be inspected/tested in a laboratory approved by *Westfield Hydraulics, Inc.* In addition the supplier must reference the PO and part number on their certification.

QC17 – FIRST ARTICLE REPORT:

Supplier is required to perform 100% inspection and record the attributes for the first article of this contract/purchase order, and shall be in accordance with AS9100 and AS9102. If the deliverable is an assembly, this inspection shall also include all of the piece parts that make up the assembly. The inspection records and data shall be per AS9102 and shall identify each characteristic and feature required by design data, the allowable tolerance limits, and the actual dimension measured as objective evidence that each characteristic and feature has been inspected and accepted by the supplier's quality and inspection function. When testing is required, the parameters and results of the test shall be recorded in the same manner. The First Article Inspection Report (FAIR) must show evidence of acceptance by the supplier's quality assurance representative.

QC18 – CHANGES:

Westfield Hydraulics, Inc. must be notified in writing prior to any proposed changes to controlled design, parts, materials, fabrication methods, or processes that may affect function, interchangeability, or reliability. Facility location and/or ownership changes must also be reported to *Westfield Hydraulics, Inc.* in a timely manner.

QC19 - WORKMANSHIP STANDARDS:

Unless otherwise specified, workmanship standards shall be to best commercial practices.

QC20 – DROP SHIPMENTS FOR PROCESSING:

Unless otherwise specified, the processor shall notify *Westfield Hydraulics, Inc.* of the part number and quantity of materials received from the drop shipper before processing begins. Should the processor use sub-tier processors for additional functions this requirement shall be flowed down to the sub-tier processor(s).

QC21 – INFORMATION SUBJECT TO EXPORT CONTROL LAWS:

This document may contain information subject to the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulation (EAR) of 1979. This information may not be exported, released, or disclosed to Foreign Nationals outside the United States without first complying with the export regulations.

A Foreign National is defined as any person who is not a US citizen, a lawful permanent resident as defined by 8 USC 1101(a)(20), or a protected individual as defined by 8 USC 1324b(a)(3). Foreign Person also means a corporation, business association, partnership, or any other entity that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments, and any agency or subdivision of foreign governments (e.g. diplomatic missions).

QC22 – IDENTIFICATION:

Each part(s)/material(s) delivered under the Purchase Order must be identified with a part number or other identification in agreement with the part(s)/material(s) ordered.

QC23 – LOT TRACEABILITY:

Parts to be delivered must be identified by serial/lot numbers (as specified in the purchase order), part number, and revision. Part(s) shall be traceable to the lots of raw materials used.

When two or more parts are joined in an assembly, manufacturing and inspection records shall identify each part by part number, revision, and if applicable, change number and serial/lot number.

QC24 – FOD PREVENTION PROGRAM:

The Supplier shall maintain a Foreign Object Debris (FOD) control program assuring work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable items or contaminating deliverable items.

Westfield Hydraulics, Inc. shall have the right to perform inspections and/or audits as a method of verification that the Supplier's FOD control program is functional, documented, and effective. The Supplier is strongly encouraged to expand and tailor the FOD program to fit there need.

QC25 – CONTROL OF COUNTERFEIT PARTS:

The Supplier shall have implemented a system for controlling counterfeit parts. The system shall require that all applicable parts (e.g. electrical components and fasteners) are procured from the Original Equipment Manufacturer (OEM) or an OEM-franchised or authorized distributor. If purchase from the OEM, OEM-franchised, or authorized distributor, is not possible or practical, the system shall provide a process for validating authenticity of the purchased parts including applicable certifications, test/inspection results, and all other documentation that provides identification and verification to design, traceability, and acceptable packaging and handling.

The Supplier shall certify in writing that parts are traceable to the Original Equipment Manufacturer (OEM), OEM-franchised, or authorized distributor. Should suspect/counterfeit parts be furnished under the purchase order, these items shall be impounded and destroyed by *Westfield Hydraulics, Inc.* The Supplier shall promptly replace such suspect/counterfeit parts with parts acceptable to *Westfield Hydraulics, Inc.* and the Supplier shall be liable for all costs including, but not limited to, *Westfield Hydraulics, Inc.* internal and external costs.

QC26 – WESTFIELD HYDRAULICS FURNISHED MATERIAL / COMPONENTS:

It is the Supplier's responsibility to inspect *Westfield Hydraulics, Inc.* furnished material/components upon receipt for identification, count, condition, and assurance of the presence of required documentation. Nonconforming material or material not fitting the Supplier's tooling, fixtures, machines shall be identified, segregated, and withheld from further processing and *Westfield Hydraulics, Inc.* shall be notified.

The Supplier shall ensure that handling, preservation, and storage are such that material is protected at all times. *Westfield Hydraulics, Inc.* furnished tooling and/or excess material shall be identified on Supplier packing lists and returned at the completion of the order.

QC27 – EMPLOYEE AWARENESS AND SUITABLE ENVIRONMENT:

In accordance with AS9100, supplier shall ensure that their members are aware of; their contribution to product or service conformity; their contribution to product safety; and the importance of ethical behavior. In addition, the supplier shall ensure that a suitable environment is fostered by management which can be a combination of human and physical factors, such as:

- A. Social (e.g., non-discriminatory, calm, non-confrontational);
- B. Psychological (e.g., stress-reducing, burnout prevention, emotionally protective);
- C. Physical (e.g., temperature, heat, humidity, light, airflow, hygiene, noise).