



Quality Codes for Purchase Orders

QP-012

1.0 APPLICABILITY

This document defines restrictions and quality system requirements applicable when goods and services are procured by Windings Inc.

2.0 ORDER OF PRECEDENCE

Requirements in other sourcing specifications or quality documents referenced on the purchase order take precedence over the requirements in this document.

3.0 RESPONSIBILITIES

Suppliers are responsible for understanding the requirements of all sections of QP-012 and for flowing requirements to all sub suppliers as applicable.

4.0 SAFETY AND ETHICS

Products and services provided to Windings are typically used in mission critical applications where supplier product conformity can have an impact on the safety and well-being of people. It is incumbent upon Windings' suppliers to communicate this to their employees, and to their sub suppliers to ensure the appropriate level of action and control.

All suppliers shall be aware of:

- Their contribution to product and service conformity,
- Their contribution to product safety, and
- The importance of ethical behavior.

5.0 DEFINITIONS

C of C

Certificate of Conformance

COTS

Standard Catalog Hardware often referred to as Commercial-Off-The-Shelf (COTS). A part or material that conforms to an established industry or national authority published specification have all characteristics identified by text description, National/ Military Standard Drawing, or catalog item.

Shall

A verb indicating a requirement.

6.0 TERMS AND CONDITIONS

These requirements apply to all Windings' Purchase Orders and do not replace but supplement the specific Quality Codes.

6.1. A C of C is required with each shipment and shall include:

COTS Products	Non COTS Products	Requirements
X	X	Windings Inc. company name
X	X	Windings' purchase order number
X	X	Supplier's company name
X	X	Shipment quantity
X	X	Standards and specifications with revision levels when applicable
X	X	Signature of authorized supplier representative
	X	Drawing numbers with revision levels when applicable
	X	Special process names/numbers with revision levels when applicable
	X	Fixed process names/numbers with revision levels when applicable
	X	If providing an assembly and/or process, a C of C for all materials and sub level assemblies
X	X	Deviation reference when applicable

6.2. Invoices to Windings shall reference the Windings' Purchase Order.

6.3. Product will be packaged and handled sufficiently to prevent damage and corruption and be clean and free of debris.

6.4. Electrostatic Discharge (ESD) sensitive material shall be packaged to shield against discharge and shall be marked as such.

6.5. Materials with a shelf life shall have a minimum of 50% shelf life remaining at time of receipt by Windings.

- 6.6. When requested, the supplier shall allow Windings personnel and Windings customers to visit or audit the manufacturing facility or sub-tier facility. Same access will be given to government inspectors or other regulatory inspectors (e.g. UL) as necessary.
- 6.7. Supplier is responsible to verify and demonstrate compliance to all contract requirements, including work performed by sub-tier contractors.
- 6.8. Supplier shall identify if a sub-tier will be used and what work will be performed.
- 6.9. Unless otherwise specified by the contract the supplier shall comply with the latest revision of all Industry, National, International, Federal, US Government documents, and drawings and specifications, and is responsible for obtaining copies.
- 6.10. The supplier shall notify Windings prior to the shipment of any nonconforming material/product.
 - 6.10.1. Written authorization from Windings prior to shipping any nonconforming material or product is required.
 - 6.10.2. The written Windings authorization shall accompany all nonconforming shipments.
 - 6.10.3. Supplier In-Process Non-Conformance Report (NCR) QF-017 is available for use:
<http://www.windings.com/resources-65nu/supplier-non-conformance-qf-017-d.docx>
 - 6.10.3.1. Complete the form and send it to the Windings' Buyer.
 - 6.10.4. Nonconforming product shall be identified as such.
 - 6.10.5. Deviation NC numbers shall be noted on the certificates.
- 6.11. For suppliers other than distributors, the supplier shall notify Windings of any proposed changes to material, product structure, processes, or change of manufacturing location a minimum of six months before implementing the proposed change.
- 6.12. Counterfeit Part Control is required to ensure only authentic and conforming product and material are procured from legally authorized sources.
- 6.13. Conflict Minerals shall be applied when sourcing material and the supplier shall comply with the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010.
- 6.14. Supplier shall retain appropriate certificates of compliance and test reports for 20 years from date of shipment.



- 6.15. Supplier's shipment is expected to be within +5/-0% of purchase order quantity, unless prior approval is granted.
- 6.16. Supplier is responsible for cost of customer supplied material consumed beyond original quoted tare.

7.0 SPECIFIC QUALITY CODES

These requirements apply only when specifically listed on the Windings' Purchase Order.

Q10: Compliant Quality Management System

The supplier shall maintain a quality management system that complies with ISO 9001, AS9100, QS9000, or ISO/TS 16949.

Q20: Registered Quality Management System

The supplier shall be registered to ISO9001, AS9100, QS9000, ISO/TS 16949, or industry equivalent.

Q50: Material Certification

Material certification shall accompany the shipment and include appropriate specifications by the lot or specific heat number, referencing the material type or specification.

Q55: Certificate of Analysis

Certificate of analysis (C of A) shall accompany the shipment and include attributes, measurement/test method, and acceptance criteria with results, specifications by the lot or specific heat number with reference to material type or specification.

Q60: DFARS

The C of C shall reference DFARS compliance.

Material for this order shall be compliant to Defense Federal Acquisition Regulation Supplement (DFARS) 252.225.7009 Restriction on Acquisition of Certain Articles Containing Specialty Metals. Windings QF-003 is available for use: <http://www.windings.com/resources-65nu/dfars-compliance-qf-003-b.docx>

Q70: Full non-AS9102 FAIR

A non-AS9102 full first article is required **and shall accompany the shipment.** The supplier's standard form will be acceptable. All drawing notes and tolerance dimensions must be listed on the FAIR. A ballooned drawing is required.

Q75: Partial/Delta non-AS9102 FAIR

A non-AS9102 partial/delta first article is required **and shall accompany the shipment.** The supplier's standard form will be acceptable. A ballooned drawing is required. The partial/delta FAI addresses only the changes from a baseline part number provided all other characteristics were conforming on the previous FAI and are produced by the original production processes.

Q80: Full AS9102 FAIR

An AS9102 full first article is required **and shall accompany the shipment.**

Q85: Partial AS9102 FAIR

An AS9102 partial first article is required **and shall accompany the shipment.** The partial FAI addresses only the changes from a baseline part number provided all other characteristics were conforming on the previous FAI and are produced by the original production processes.

Q90: Source Inspection

Source inspection is required. Coordinate with Windings prior to production to plan.

Q110: Special Process Certification

This material or product utilizes a special process and shall have a suitable certification of the special process's compliance with drawing, specification's or purchase order requirements. Certified test reports for special processes shall be supplied with the material shipment.

Q120: Serialization

Product serialization is required.

Q135: Boeing's FAA Certificate

The C of C shall include a rubber stamp or a special note replicating the following verbiage, "Seller hereby acknowledges that the parts and/or materials being shipped under this order are intended for use under Boeing's Federal Aviation Administration (FAA) Issued Production Certificate 700."

Q140: Date of Manufacture

The C of C shall include the date of manufacture for the material.

Q150: NADCAP

All special processes for Heat Treat, Non-Destructive Testing, Chemical Processing (including Paint, Primer, and Passivation), Composites, Welding, Coatings, Non-Conventional Machining and Surface Enhancement, and Materials Testing Labs shall be fulfilled by Nadcap certified processors.

Q155: In Process Reports

The supplier shall furnish with each shipment the reports (e.g. run or control charts) for measurements of equipment, environmental conditions or product taken in process. The report shall list the actual recorded readings for any temperature, chemical, electrical, dimensional or mechanical inspection performed in process.



Q160: Final Test Reports

The supplier shall furnish with each shipment a report of tests made during final product acceptance, including the actual recorded readings of any electrical and/or mechanical tests performed.

Q165: Final Inspection Reports

The supplier shall furnish with each shipment a report of actual measurements of drawing dimensions made during final product acceptance.

Q170: Lot/Batch Traceability

All parts, materials and related documents shall be segregated and identified by a manufacturing lot or batch number by the supplier. Documentation shall be maintained on file to permit traceability from the delivered product back through its manufacture and inspection to the procurement records on its basic parts and materials.

Q172: Part Traceability

All parts and related documents shall be segregated and identified by a serial number. Documentation shall be maintained on file to permit traceability from the delivered product back through its manufacture and inspection to the procurement records on its basic parts and materials.

Q175: ITAR

This purchase order is subject to International Traffic in Arms Regulations (ITAR).

Q180: EAR

This purchase order is subject to Export Administration Regulations (EAR).

Q200: Prohibited Materials for Spaceflight

The C of C shall certify all material for this order is free of plating, coatings and claddings composed of pure tin, solder with greater than 97% tin, cadmium, selenium, brass, or zinc.

8.0 Document Change History

Rev	Reason for Revision
G	Updated format and verbiage throughout. Added Safety and Ethics section. Added Q75 and Q85.
H	Updated link in footer.