

Wonder Machine Form		Supplier Quality Requirements	
Number 8.4SQR	Approved By: Jeannine Woyansky		Revision: C

1.0 SCOPE

This document establishes requirements for Wonder Machine supplier quality systems. These requirements are in addition to those set forth in any contract or purchase order.

2.0 GENERAL QUALITY SYSTEM

The supplier shall maintain an effective quality management system in accordance with the requirements of ISO9001 or equivalent that provides a means of ensuring that outputs conform to specified requirements.

Wonder Machine shall be notified in writing when any changes are made to the quality system that may affect product quality.

The supplier's quality system shall provide for procedures which will ensure that the latest applicable drawings, specifications, and instructions required by the contract or purchase order are used for fabrication, inspection, and testing.

The quality system shall be maintained so as to ensure that all products and services offered for acceptance are subjected to all of the examinations and tests required to prove conformance to contract or purchase order requirements.

3.0 RIGHT OF ENTRY

Wonder Machine, its customers, and regulatory authorities reserve the right to have unlimited access to the supplier's and relevant sub-tier supplier's facility and applicable documented information, at any level of the supply chain, as necessary.

4.0 DOCUMENTATION

Upon request, the supplier shall grant Wonder Machine access to quality system documentation.

The supplier is responsible for the control of Wonder Machine and its customers' proprietary documents and for ensuring that they are controlled in order to preclude their use for other than Wonder Machine work. Documented information no longer needed for Wonder Machine work shall be deleted, shredded, or otherwise destroyed.

The supplier is responsible for acquiring copies of industry or government documents and/or standards available from commercial sources. Any problem obtaining these documents should be brought to the immediate attention of Wonder Machine prior to acceptance of work.

5.0 CONTROL OF RECORDS

The supplier shall retain production documentation and quality records for a period of 10 years minimum after payment. This documentation must include all Material Certifications, Work Orders, Special Process Certifications, Test Reports, Inspection Reports, and Shipping Documentation. After the designated retention periods, records must be deleted, shredded, or otherwise destroyed.

The supplier is responsible for ensuring that records remain legible, readily identifiable, and retrievable.

Unless otherwise specified, all documents used to demonstrate product conformance must be provided in English.

6.0 TRAINING

The supplier is responsible for training and/or certification of all personnel performing work affecting product quality.

7.0 IDENTIFICATION AND TRACEABILITY

The supplier shall maintain traceability of product and materials through all stages of production/processing.

8.0 NONCONFORMING PRODUCT

The supplier shall ensure that nonconforming product is identified and controlled to prevent its unintended use or delivery.

The supplier shall obtain written approval from Wonder Machine prior to the supply of any nonconforming product.

The supplier shall notify Wonder Machine of any nonconforming product discovered after delivery.

9.0 COUNTERFEIT PARTS PREVENTION

As applicable, the supplier shall plan, implement, and control processes, appropriate to the supplier and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to Wonder Machine.

10.0 CHANGES TO PRODUCT, PROCESS, OR SERVICES

The supplier shall notify Wonder Machine and obtain approval of any changes to product, process, or services that may affect product quality. This includes changes to suppliers or location of manufacture.

11.0 MATERIAL TEST REPORTS

When a material certification is required by purchase order, the supplier shall furnish a certified material mill test report for each lot or heat of material showing the material description, including (as applicable), the material name, alloy, type, grade, and/or condition, the mill name, the lot or heat number, the applicable material specification, and the actual chemical and physical properties obtained from the lot/heat.

12.0 SPECIAL PROCESSES

- Special Processes must meet the following requirements:
- Process to be performed per the purchase order requirements, including specifications noted
 - Process to be performed by trained and/or qualified personnel
 - Process must be monitored and controlled
 - Process equipment must be validated and calibrated per acceptable industry methods
 - Process must be validated and periodically re-validated to ensure purchase order and applicable specifications are met.
 - Records showing conformity to purchase order and specification requirements are to be maintained for a minimum of 10 years and are to be available for review by our organization. Records are to be submitted to our organization upon request.
 - Supplier must supply a certification with each shipment that includes (as applicable) purchase order number, part number, quantity processed, job number, test data per purchase order and/or specification requirements, and a statement that the process was performed per the applicable specification.

13.0 PRESERVATION OF PRODUCT

The supplier shall ensure that items shipped are effectively preserved, protected, and packaged to guard against damage, degradation, or loss during shipment.

The supplier shall implement production and packaging practices that ensure detection and removal of foreign objects and debris.

14.0 ETHICAL BEHAVIOR

Suppliers are expected, in all of their activities, to maintain high ethical standards, acting with integrity, trust, respect, honesty and teamwork and to operate in full compliance with applicable laws, rules and regulations.

15.0 DIRECT AND SUB-TIER SUPPLIER FLOW DOWN

The supplier shall flow down the applicable requirements to their direct and sub-tier external providers, to ensure that requirements are met.