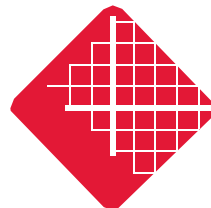


# Supplier Quality Manual

## Quality Assurance Procurement Requirements



**QAPR 001 | REV G**  
**Effective Sept 2019**



**Ward Leonard**

## **1.0 Introduction**

This manual shall provide the Quality Assurance Procurement Requirements in which suppliers must comply when providing materials and/or services with Ward Leonard CT, LLC.

Forms and Supplier Documentation can be found at [www.wardleonard.com/support/supplier-information.php](http://www.wardleonard.com/support/supplier-information.php)

## **2.0 General Requirements**

### **2.1 Specification Revision Levels**

Specifications referenced on the purchase order and drawings shall be to the latest revision unless otherwise specified.

### **2.2 Document Clarifications**

All communications from the Supplier to the Buyer shall be through the applicable Purchasing/Planning Representative at Ward Leonard.

### **2.3 Supplier Quality Assurance System**

The Supplier shall establish, implement and maintain an inspection system that assures all delivered materials and/or services meet the requirements of the purchase order, drawings and specifications.

The Quality System shall comply with Mil-I-45208, Mil-Q-9858 and/or ISO 9001, and for DoD FAR 52.246-2 Inspection of Supplies, with the Measuring and Test Equipment system meeting the requirements of Mil-STD-45662, ANSI/NCSL Z540 and/or ISO 10012.

### **2.4 Records and Retention**

A system shall be established and maintained for the control of records. Records shall be maintained by the Supplier for a minimum of ten (10) years at which time the Supplier is to notify Ward Leonard of the expired retention, and allow the buyer the option of forwarding the records to Ward Leonard for further retention.

Inspection and Test records shall provide traceability of specific products, and indicate the acceptance of the product from receipt of raw material through the finished product.

Inspection and Test records shall indicate the number of observations, sampling plan, any deficiencies found and quantity, number of parts accepted and rejected, and the disposition of the nonconformance.

Ward Leonard Electric retains the right to review and/or request copies of all documentation. The Supplier shall submit the documentation within 24 hours, including, but not limited to Raw Material Certifications, Special Process Certifications, Inspection/Test Data and Certificates of Conformance.

### **2.5 Source Inspection**

Ward Leonard and its customers reserve the right to conduct inspections and tests on parts supplied, and/or to surveil the supplier's facility.

## **2.0 General Requirements (cont).**

If a source inspection is invoked, the Supplier must provide 72 hours advance notice to the Buyer to permit scheduling of the source inspection.

If a Government Source Inspection is delegated and/or invoked, furnish a copy of the purchase order to the Government Representative who normally services your plant, or to the nearest Army, Navy, Air Force or Defense Supply Agency office. In the event the representative or office cannot be located, the applicable Buyer at Ward Leonard shall be notified.

### **2.6 Certificate of Compliance**

Items submitted to Ward Leonard shall conform to the requirements of the purchase order. The Supplier shall submit the Certificates of Compliance per the requirements of the Ward Leonard Purchase Order.

The Certificate of Compliance shall contain at a minimum the following:

- W** Supplier's Name
- W** Ward Leonard Purchase Order Number
- W** Ward Leonard Part Number and Revision Level
- W** Quantity
- W** Lot Number and/or Serial Number
- W** Original Signature and Date of Suppliers Quality Representative
- W** Cure Date and Expiration Date on all Shelf Life Sensitive Materials
- W** Mercury and Asbestos Free Statement (see below)
- W** Physical and Chemical Properties (if required by the Purchase Order)
- W** Statement of Conformance: ex. Certify that the product or service has met all the requirements of the Purchase Order, Drawings and Specifications to the prescribed revision levels
- W** Special Process Certifications when required on Purchase Order or by Specification

#### **2.6.1 Bearings**

All Certifications for bearings must state the foreign or domestic location where the bearing are manufactured, as well as the lubricant used, along with the requirements outlined in 2.6 of this manual.

#### **2.6.2 Mercury Free Statement**

All certifications shall contain a statement that mercury has not been purposely used in the manufacture, fabrication, assembly or testing of any materials furnished. In lieu of certificate statements per purchase orders, a yearly Mercury and Asbestos Free Certification can be submitted (Ward Leonard form P10).

## 2.0 General Requirements (cont).

### 2.6.3 Magnesium Certifications

All certifications shall contain a statement that magnesium has not been purposely used in the manufacture, fabrication, assembly or testing of any materials furnished, and that the products supplied contain less than 6.0% magnesium. In lieu of certificate statements per purchase orders, a Yearly Magnesium Certification may be submitted (Ward Leonard form P11).

### 2.6.4 Polychlorinated Biphenyls Prohibition

Supplier shall not employ equipment or use material that is known or suspected of containing polychlorinated biphenyls.

### 2.6.5 Brass and Copper Black Oxide Coated Threaded Fasteners Prohibition

Supplier shall not use brass or copper black oxide coated threaded fasteners when installing or replacing threaded fasteners in the accomplishment of any work required by this Order.

## 2.7 Special Processes

All Special Processes shall meet the requirements as noted below with certificates of compliance per section 2.6. Listed below are the Special Processes and typical requirements for Ward Leonard products:

**W** Welding and Brazing shall be per NAVSEA S9074-AR-GIB-010/278, MIL-STD-278, NAVSEA S9074-AQ-GIB-010/248, MIL-STD-248

**W** Nondestructive Testing shall be per MIL-NAVSEA T9074-AS-GIB-010/271

◆ Heat Treating

**W** Soldering per J-STD-001

◆ Plating

**W** Electro-Static Discharge shall conform to MIL-STD-1686

## 2.8 Non-Conforming Material

The Supplier has the responsibility to establish and maintain a system that ensures that products found nonconforming are segregated and identified, and a disposition is implemented to prevent the use of nonconforming materials.

The Supplier MUST obtain written authorization using form QS 0064 - Supplier Deviation Request prior to shipment (form QS 0064 available at [www.wardleonard.com/support/supplier-information.php](http://www.wardleonard.com/support/supplier-information.php)). Nonconforming material shipped without approval will be rejected and returned to the Supplier at the Supplier's expense.

Ward Leonard Electric reserves the right to return nonconforming product as received, or during the manufacturing process. The Supplier shall be responsible for all associated costs for rework, scrap, sorting, inspection and/or testing, but it is not limited to these costs.

MRB authority is not delegated to the supplier unless specifically noted on the Purchase Order. Written authorization shall be obtained prior to shipment (see 2.8 above).

## 2.9 Corrective Action

Supplier Corrective Actions (CAR) shall be required for nonconforming materials, reduction in overall quality rating, nonadherence to the requirements of Ward Leonard procedures, and external audit findings. CAR's will be issued at the discretion of Ward Leonard..

## **2.0 General Requirements (cont).**

Suppliers shall perform a root cause and corrective action, and complete Ward Leonard's Corrective Action Form to be submitted to Ward Leonard by the date designated.

Extensions to the response date are required; however, if extensions are needed, they must be requested by the Supplier in writing to Ward Leonard's Quality Assurance department.

### **2.10 First Article Inspection**

The supplier is required to inspect 100% of all dimensions as noted on the drawing for the first three production units manufactured. The three parts must be marked as "first article" samples, and submitted to Ward Leonard along with the variable data of the 100% inspection.

The variable data inspection report shall include the dimensions checked, the upper and lower specification limits, the actual values obtained from the three samples and the type of inspection equipment used.

### **2.11 Packaging & Markings**

**2.11.1 Markings** All materials shall be marked per print. If a Purchase Order carries a DPAs rating, mark in accordance with MIL-STD-130 latest revision.

**2.11.2 Packaging** All items shall be packaged to afford adequate protection against contamination, corrosion, deterioration and physical damage. All machined surfaces must be protected from rust with anti-corrosion protection.

**2.11.3 ESD packaging** All Class 1, 2 and 3 products shall be packaged per MIL-STD-1686.

### **2.12 Qualified Products List Certification**

The Supplier of qualified products shall supply with each shipment, two (2) legible and reproducible copies of certification stating the product is a qualified product under the applicable Government or Buyer specification requirements, and that the approval is current. If the qualified product is incorporated into the prime item, the certification must attest to this fact and designate the Suppliers Name and Approval Number.

## **3.0 Deliverables**

When noted on the Purchase Order or Terms and Conditions, or when required by this manual, all materials received must include Test Reports and/or Inspection Data, Test Data and a Special Process Certification with the shipment.

## **4.0 FAR Requirements**

### **4.1 Compliance & Flowdown**

Many Ward Leonard purchases are related to government contracts, requiring our company to flow down government requirements, such as FAR and DFAR clauses, to our suppliers. In the absence of mutual agreement to the

## **4.0 Far Requirements (cont)**

contrary, Ward Leonard expects that suppliers will obtain the specifications, fully meet these requirements, and in-turn flow them down to sub-tier suppliers as necessary.

The following is a list of the key elements of common FAR clauses; this is not to be construed as a complete listing or as the complete requirement.

### **4.2 Conflict Minerals**

The SEC has published rules associated with the disclosure of the source of Conflict Minerals by U.S. publicly traded companies (see the rules at [www.sec.gov/rules/final/2012/34-67716.pdf](http://www.sec.gov/rules/final/2012/34-67716.pdf)).

The rules reference the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas ([www.oecd.org/dataoecd/62/30/46740847.pdf](http://www.oecd.org/dataoecd/62/30/46740847.pdf)), which guides suppliers to establish policies, due diligence frameworks and management systems.

All Suppliers are required to meet 17 CFR PARTS 240 and 249b, or proactively notify Ward Leonard.

### **4.3 Specialty Metals**

**4.2.1** If the requirement for DFAR 252.225-7008 Restriction on Acquisition of Specialty Metals, is listed on purchase order that all parts of this DFAR clause applies including:

**4.2.2** Requirement to flow down the DFAR 252.225-7008 Restriction on Acquisition of Specialty Metals requirements to sub-tier suppliers.

**4.2.3** Confirm, by supplier documentation, that all specialty metals received meet all requirements of the DFAR 252.225-7008 Restriction on Acquisition of Specialty Metals Clause upon receipt of product and prior to shipping to Ward Leonard.

**4.4** DFAR 252.223.7008 MINIMIZING THE USE OF MATERIALS CONTAINING HEXAVALENT CHROMIUM (June 25, 2013) applies to all Ward Leonard products. Suppliers shall not provide any material that contains hexavalent chromium. This Applies to all parts with Chromium plating, including fasteners and commercial off the shelf.

### **4.5 DPAS Rating**

Defense Priorities and Allocations System (DPAS) Regulation implements the priorities and allocations authority of the Defense Production Act. The purpose of DPAS is to assure the timely availability of industrial resources to meet current national defense and emergency preparedness program requirements, and to provide an operating system to support rapid industrial response in a national emergency. 15 CFR 700- Code of Federal Regulation for implementation of DPAS Requirements.

**4.5.1** Ward Leonard flows down the Priority Rating [Rating symbol (DX or DO) + Program ID], within the Purchase order number.

**4.5.1.1 (DX) Highest National Defense Urgency:** All DX rated orders have equal priority, and take preference over DO and unrated orders (based on ship or Aircraft schedule)

**4.5.1.2 (DO) Critical to National Defense:** All DO rated orders have equal priority and take preference over unrated orders (based on ship or Aircraft schedule)

## **4.0 Far Requirements (cont)**

**4.5.2** Program identification symbols indicate which approved program is involved with the rated order. For example, A1 identifies defense aircraft programs and A7 signifies defense electronic programs. The program identification symbols, in themselves, do not connote any priority. Examples: DOA1, DXG2, DON7

**4.5.3** DPAS 15 CFR 700.3 (a) **Rated orders take preference over all unrated orders as necessary to meet required delivery dates. Among rated orders, DX rated orders take preference over DO rated orders.**

### **4.5.4 Customer Notification Requirements**

If a person has accepted a rated order and subsequently finds that shipment or performance will be delayed, the person must notify the Ward Leonard immediately, give the reasons for the delay, and advise of a new shipment or performance date. If notification is given verbally, written (hard copy) or electronic confirmation must be provided within one working day of the verbal notice.

### **4.5.5 Certification Statement**

This is a rated order certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System regulation (15 CFR Part 700). They must be included on flow down on purchase orders throughout the entire procurement chain.

### **4.5.6 Acceptance of Rated Orders**

**Mandatory Acceptance**—A person shall accept every rated order received and must fill such orders regardless of any other rated or unrated order that have been accepted.

**4.5.6.1** A person shall not discriminate against rated orders in any manner, such as by charging higher prices or by imposing different terms and conditions than for comparable unrated orders.

**4.5.6.2** Contractors receiving DPAS rated orders must comply with the following:

**4.5.6.2.1** Must give rated orders preferential treatment over unrated orders

**4.5.6.2.2** All rated orders must be scheduled to the extent possible to ensure delivery by the required delivery date

**4.5.6.2.3** Flow DPAS requirements to all sub-tier suppliers within the supply chain

**4.5.6.2.4** Must be thoroughly familiar with the DPAS regulation and must comply with all.

**4.4.6.3** All rated orders shall be accepted and must be filled regardless of any other rated or unrated orders have been accepted.

### **4.5.7 References**

Department of Commerce Regulation 15 CFR 700 provides rules for DPAS program. DPAS is a contract requirement in accordance with FAR 52.211-15 DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS.