

1.0 PURPOSE

1.1 Incora Supplier Quality Flow Down Requirements to Subtier Sources.

2.0 SCOPE

2.1 This document applies to USA, Canada and EPG Only. This document applies to all purchasing and sales personnel responsible for the flow down of Quality Requirements for Hardware & Electro-Mechanical products.

2.2 This document is published on incora.com external website – ensure that revision is updated and kept up to date online.

3.0 RESPONSIBILITY

3.1 USA, Canada and EPG Only, all purchasing and sales personnel responsible.

4.0 RELATED DOCUMENTS

4.1 Operational Procurement - Sourcing and RFQ Method number 3169

5.0 PROCEDURE

5.1 Supplier Quality Flow Down requirements are defined by the various numbered “WQR” clauses. These apply only when the specific clause number is called out on the Purchase order.

5.2 Flow Down Requirements – To assure conformance to all Purchase Order requirements, seller shall adhere to requirements and flow down to seller’s subtier sources, when such sources are used by seller for procurement of products for Incora.

Date	Author	Description of most recent changes
14-MAY-2024	Konrad Ciechanowski	Added a new 2.2 paragraph. Update to hyperlink in WQR15.
Owner	Name: Shonarie Nuccio Asim Ajmeri	Role: Director of Operational Procurement Senior Supplier Quality Manager
CONFIRM CURRENT ISSUES FROM BUSINESS MANAGEMENT SYSTEM PRIOR TO USE PRINTED COPIES ARE UNCONTROLLED		

SUPLLIER QUALITY FLOW DOWN REQUIREMENTS**WQR1 Quality System Approval**

“The supplier shall perform activities in furtherance of this order in accordance with their third party certified quality management system – AS9100 – AS9120 – ISO 9001”

“If the supplier does not hold quality management system third party certification they shall, unless otherwise agreed, meet the quality requirements stated on the purchase order.” For Bearing Manufacturers an industrial or automotive certification may be acceptable.

WQR2 Right of Entry

Incora, Incora customers, government representative or applicable regulatory agencies shall have the right to survey seller’s facilities, with suitable notification to review all processes, subcontractors, contracted parts, procedures and records that are applicable to Incora.

WQR3 Traceability

Certifications provided shall be in English. Seller must ensure that all certifications (Manufacturers Certificate of Conformance, Test Reports, Process Certs, Raw Material etc.) for a part is traceable to one another by either a lot number, date code, heat number, job or work order number or material P.O. number. Applicable specification and part revision level must be present on certifications and test reports. All certifications must be legible. Changes or amendments to any certification paperwork must identify the authorizing party via signature, initial, stamp, or any other similar method, along with amendment date.

WQR4 Nonconformances

No known nonconformance shall be shipped to Incora without written authorization from Incora Quality. The product shall be held at the supplier pending instruction from Incora. If nonconforming product is found by the supplier after shipment to Incora the supplier shall notify Incora within 48 hours of the discovery.

WQR5 Multiple Lots

Multiple lots shall be bagged separately and identified. No commingling of lots is allowed under any condition.

WQR6 Packaging

Seller must assure that all product shipped is adequately packed and/or packaged to prevent damage, contamination, the introduction of Foreign Object Debris (FOD) and/or deterioration. Unless otherwise specified on the purchase order, seller must use best commercial practices (such as described under ASTM-D-3951) to prevent damage, contamination and/or deterioration to all products during transit. No loose fill material (i.e. foam peanuts) shall be used in the packaging of products. Product which is sensitive to ozone and UV, must be packaged in black Mylar bags. Shelf life items must also be packaged appropriately for protection.

- WQR7 Labels**
Supplier shall provide bar codes on the packing slip and outer container label per Incora Bar Code Specification (posted on the Incora web site).
Data fields required but not limited to: Incora Purchase Order Number, Incora Ordered Part Number, Quantity shipped, and Lot Number. Number of boxes shipped does not have to be bar coded but needs to be located with the above information.
Font required is 3 of 9 (Code 39) type, human readable characters printed below each bar code.
The outer container label shall have the bar code printed on it or a white label with black print attached with the bar code information on it. Size of the bar code information shall be .375 inch minimum in height and must be placed without blocking any information.
- WQR8 Deleted**
- WQR9 Record Retention**
Seller shall retain quality records for a minimum of 10 years. Fasteners identified as safety critical, quality records shall be retained for 30 years. Records shall be made available to Incora for review upon request. Incora must be notified prior to the destruction of any quality records. Bearing Manufacturers refer to WQR37.
- WQR10 Calibration**
Tools and equipment used in the final acceptance of manufactured product shall be calibrated in accordance with ANSI Z540-1 or ISO 10012-1 or TS/ISO 16949.
- WQR11 Statistical Process Control Sampling**
The Seller shall identify the statistical techniques, including sampling plans in establishing, controlling and verifying process capability and product characteristics. Documented procedures shall be established and maintained to implement and control the application of these statistical techniques.
- WQR12 Foreign Object Debris (FOD)**
Seller shall establish, document, and maintain a process to control and eliminate Foreign Object Debris (damage) (FOD) and/or contamination during seller's (or seller's sub-tier sources) manufacturing, assembly, test and inspection operations.
- WQR13 Hazardous Material**
Seller shall furnish a label on product that indicates hazardous material and type (Ex: cadmium, lead, hexavalent chromium, polybrominated biphenyls (PBB), and polybrominated diphenyl ethers (PBDE)), or any chemical known to cause cancer.
- WQR14 Mercury Free**
The equipment and/or supplies furnished under this Purchase Order shall contain no metallic mercury or mercury compounds, no mercury bearing instruments or equipment which could cause mercury contamination shall be used in the manufacture, fabrication, assembly or testing of such equipment and/or supplies, and reasonable steps shall be taken to ensure that such equipment and/or supplies are not contaminated with mercury or mercury compounds.
- WQR15 Incora Purchase Order Terms and Conditions**
Incora Purchase Order Terms and Conditions apply to all items shipped. The latest version can be found at, <https://www.incora.com/resources/terms-conditions/>

WQR16 Return Policy

Incora reserves the right to return product, within a reasonable time frame, if it does not meet the requirements of the purchase order or drawing.

WQR17 Country of Origin

Seller shall declare the country of origin on the Manufacturer's Certificate of Conformance, Certificate of Origin, or on another document. Seller must ensure that all country of origin declarations for a part with each shipment is traceable to one another by either a lot number, date code, job or work order number or material P.O. number. Seller must notify Incora of any changes to the country of origin declarations. Lot control processes must be established to ensure the accuracy of the country of origin declarations, and seller must provide proof of origin upon request.

WQR18 Deleted**WQR19 Deleted****WQR20 Deleted****WQR21 Deleted****WQR22 AS9102 First Article Electronic Submission**

A first article is required and must be submitted using Netinspect.

First Article shall be required on the first production run per AS9102 with Balloon Drawing.

All additional revisions due to engineering, design and/or specification change, then a Delta AS9102 is required. A new FAIR is required if there is a lapse in production over 24 months or 2 years.

WQR23 Shelf Life

On certifications for product having a limited or specified shelf life, Seller shall indicate the expiry date/cure date and when applicable, any special storage or handling conditions.

Expiry date/cure date must also appear on all packaging. The remaining shelf life at time of delivery shall not be less than 80% of total life unless otherwise specified on the Purchase Order.

WQR24 Drawing

Seller must supply the drawing (print) with the part.

WQR25 First Article

A documented first article is required. First article shall be required on the first production run per AS9102. All additional revisions due to engineering, design and/or specification change then a Delta AS9102 is required.

WQR26 Source Inspection

Incora source inspection is required. Inspection shall be conducted at the Seller's facility and shall be requested and accomplished prior to shipment. When the items on the Purchase Order are ready for inspection, notify the Incora Quality Manager so that coverage can be arranged. Drawings, specifications and other pertinent data shall be made available to the Incora Quality Representative at time of inspection.

WQR27 FAA Form 8130-3 Required

FAA Form 8130-3 is required for items identified on this purchase order.

WQR28 FAA TSO Certification Required

FAA TSO certification is required for items identified on this purchase order (i.e. TSO C-148, TSO C-149, TSO C-150, etc.).

WQR29 FAA PMA Required

FAA PMA approval is required for items on this purchase order.

WQR30 CPK

The items on this purchase order have been identified as critical fasteners and must be: Certified to $>$ or $=$ Cpk 1.33 of identified dimensions (shank, head and outside diameter as applicable) prior to coating.

- IF Cpk is less than 1.33 and the last point on the control chart is in control, the lot will be accepted based on the approved acceptance sampling plan.
- If Cpk is less than 1.33 and the last point on the control chart has gone out of control, but is within specification, the lot will be accepted based on the approved acceptance sampling plan, but process corrective action needs to be taken.

Note: Use the ANSI/ASQ Z1.4 for the sample size, however, utilize C=0, Accept on Zero and Reject on One for the identified dimensions (shank, head and outside diameter as applicable).

Or

Perform 100% inspection on the identified dimensions (shank, head and outside diameter as applicable).

WQR31 ESD

The Seller shall provide safeguards for all Electrostatic Discharge (ESD) sensitive components and assemblies. ESD components and assemblies shall be packaged and transported in electrostatic shielding containers. All ESD containers or cushioning materials must have the mechanical characteristics to properly protect parts against damage. All ESD packaging containers must have an ESD caution label affixed to the outer surface.

WQR32 100% Inspection Required

Seller shall perform 100% inspection of all characteristics or specified characteristics on all products covered by the Purchase Order. Records of sellers 100% inspection results, showing actual range of values, shall accompany each delivery of product(s).

WQR33 Product Serialization

Serial numbers for all items on the purchase order shall be assigned by Incora or the applicable Supplier and shall be recorded on all documentation by the Seller. The assigned serial numbers shall not be altered or replaced without prior written authorization from Incora.

WQR34 Preference for Domestic Specialty Metals (Berry Amendment)

Any specialty metals incorporated in articles delivered under this order must be melted in the United States, its possession or in a qualifying country as defined in the DFARS 252.225-7009. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries. **DFARS** compliance statement must be stated on the manufacturer's certificate of conformance. **Exemption:** This clause would not apply to manufacturers that are "Self Certified". This requires the manufacturer to certify annually that 50% or more of their specialty metals is domestically melted.

WQR35 DFARS

DFARS 252.225-7016 applies. **DFARS** compliance statement must be stated on the manufacturer's certificate of conformance.

WQR36 **Deleted**

WQR37 **Record Retention for Bearing Manufacturers**

Seller shall retain quality records for a minimum of 5 years for Industrial and 3 years for Automotive. Records shall be made available to Incora for review upon request. Incora must be notified prior to the destruction of any quality records.

WQR38 **Special Processes Approval**

Special processes shall be performed by sources that are accredited by the National Aerospace and Defense Contractors Accreditation Program (Nadcap). This requirement applies whether the process is performed by the Seller or by Seller's subtier sources. Special Processes include but not limited to: NDT, Nonconventional Machining, Heat Treat, Plating/Coating, Welding and Chemical Processing.

WQR39 **Revision Levels**

All material furnished to Incora by the seller and its suppliers must be manufactured to and/or meet the most current revision level of the applicable part standard and its associated specifications at the time the purchase order was issued, unless otherwise specified on the Incora purchase order. Applicable specification and part revision level must be present on certifications and test reports.

WQR40 **Deleted**

WQR41 **Government Orders**

Any purchase order noting a US Government Contract number and associated Priority Rating shall be executed in accordance with the Defense Priority and Allocation System Program.

WQR42 **Notification of Changes**

Supplier shall notify Incora when changes occur that will affect the Quality System, such as changes of address/location, ownership, company name, Quality Manager, Quality Management System (QMS), or QMS approvals.

WQR43 **Marking for Electro –Mechanical Products**

If Electro-Mechanical product supplier shall adequately and permanently mark the product with the part number and, when applicable, the date code.

WQR44 **Assemblies**

All individual components within the assembly shall be listed on the Manufacturer's Certificate of Conformance along with traceability to the applicable certification.

WQR45 **Date Codes**

If Electro-Mechanical product has an age or a date code, parts must be less than 4 years old unless approved by a Incora Quality Representative. The age or date code must be listed on the Manufacturer's Certificate of Conformance and seller's Certificate of Conformance as applicable. In case of multiple date codes, all date codes and associated quantity must be listed on the Manufacturer's Certificate of Conformance and seller's Certificate of Conformance as applicable. The supplier may hand-write date code, quantity, or any additional information on the Certificate of Conformance as long the changes are accompanied by a signature and/or stamp.

WQR46 **Deleted**

WQR47 **Deleted**

WQR48 **Counterfeit**

Supplier shall establish and maintain a Counterfeit Parts Prevention/Avoidance and Control process. Supplier may use Industry Standard AS5553 (Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition) and AS6174 (Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material) as guidelines.

WQR49 **OEM Use Only**

Unless otherwise specified, parts are being purchased for OEM use only. PMA marked parts are not to be supplied unless specifically requested per the Purchase Order.

WQR50 **Deleted**

WQR51 **Deleted**

WQR52 **Deleted**

WQR53 **Preference for Domestic Specialty Metals (Berry Amendment)-Electronic Products**

Any specialty metals incorporated in articles delivered under this order must be melted in the United States, its possession or in a qualifying country as defined in the DFARS 252.225-7009. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries, as well as allowable exceptions. **DFARS** compliance statement must be stated on the manufacturer's certificate of conformance when the deliver product does contain a specialty metal and is not exempt per the clause.

WQR54 **Conflict Minerals "The Dodd-Frank Wall Street and Consumer Act"**

Conflict Minerals defined as Tin, Tantalum (and its derivatives), Tungsten and Gold (3TG) present in the products delivered to Incora shall be sourced responsibly.

It is prohibited to knowingly source from conflict-affected and high-risk areas (CAHRAs), when there is a risk that the revenues obtained from conflict minerals will and financing conflicts or facilitate human rights violations.

Suppliers must complete and deliver the conflict minerals reporting template on an annual basis and provide declarations on delivery for products containing 3TG.

WQR55 **Class 1 Ozone Depleting Chemicals**

Seller is prohibited from supplying product that was either manufactured with or contains Class 1 ozone depleting chemicals. Certifying the part(s) shipped to Incora shall be considered certifying compliance to this clause.

WQR56 **Prop 65**

This product will be shipped to a California site. As such it must comply with Article 6, Clear and Reasonable Warnings, of the California Code of Regulations for the Safe Drinking Water and Toxic Enforcement Act of 1986 and contain an "on-product warning". For more information go to www.P65Warnings.ca.gov.