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SUPPLIER QUALITY REQUIREMENTS	WCEP 211 / Rev IR

1. PURPOSE AND SCOPE

These Supplier Quality Requirements establish the minimum quality management system, technical, and manufacturing requirements for suppliers providing products and services to West Cobb Engineering & Tool Co., Inc. (WCE).

These requirements are supplemental to, and must be read in conjunction with WCE's Purchase Order Terms and Conditions (WCEP-208, current revision). All suppliers must comply with both documents. For commercial, legal, and contractual matters, refer to WCEP-208 (Purchase Order Terms and Conditions).

It is the Supplier's responsibility to obtain and comply with the latest revisions of both WCEP-208 and WCEP-211 at the time of Purchase Order receipt.

Current versions are available at www.westcobbengineering.com or upon request from WCE Purchasing Department.

2. INFORMATION FOR SUPPLIERS

Suppliers shall ensure their understanding of the following requirements and shall communicate these requirements to sub-tier suppliers:

2.1 Technical Requirements

1. The processes, products, and services to be provided including the identification of technical data
2. Design and development controls when applicable
3. Special requirements, critical items, or key characteristics as identified on drawings or Purchase Orders

2.2 Approval Requirements

As applicable to customers' requirements, the approval of:

- a) Products and services
- b) Methods, processes, and equipment
- c) The release of products and services

2.3 Personnel Competence

- a) Competence requirements, including any required qualification of personnel
- b) Training and certification requirements for personnel performing special processes
- c) Ensuring that persons are aware of:
 - Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior

2.4 Communication and Interaction

- a) Supplier's communication and interactions with WCE
- b) Notification requirements for various situations (see Section 9)
- c) Control and monitoring of the supplier's external providers' performance

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2.5 Verification and Validation

- Verification or validation activities that WCE, or WCE's customer, intends to perform at the Supplier's location
- Test, inspection, and verification requirements (including production process verification)
- The use of statistical techniques for product acceptance and related instructions for acceptance by WCE

2.6 Quality Management System Requirements

- The need to implement a Quality Management System (QMS) appropriate to the products/services provided
- Use customer-designated or approved suppliers, including for outsourced processes, when specified
- Flow down applicable requirements to sub-tier suppliers

2.7 Specific Obligations

- Notification to WCE of nonconforming processes, products, or services and obtain approval for their disposition (see Section 5)
- Prevention of counterfeit products or use of counterfeit processes (see Section 12)
- Notification to WCE of changes to processes, products, or services, including changes to suppliers or location of manufacture, and obtain WCE's approval (see Section 6)
- Provision of test specimens for design approval, inspection/verification, investigation, or auditing when requested
- Retention of documentation with a retention period as specified (see Section 4)

2.8 Right of Access

The right of access by WCE, WCE's customer, and regulatory authorities to the applicable areas of Supplier facilities and applicable documented information, at any level of the supply chain.

3. QUALITY MANAGEMENT SYSTEM (QMS) REQUIREMENTS

3.1 General QMS Requirements

Suppliers shall maintain a documented quality management system appropriate to the complexity and criticality of the products and services provided. At a minimum, the QMS shall address:

- Management responsibility and authority
- Document and record control
- Purchased product control
- Process control
- Inspection and testing
- Control of nonconforming products
- Corrective and preventive action
- Internal quality audits
- Training and competency

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3.2 Registration/Certification Requirements

WCE reserves the right to review and approve Supplier's Quality Management System. Standard QMS requirements include:

- a) Suppliers providing **special processing** must maintain a system for validating processes similar to that of a NADCAP program, or other system as required by Purchase Order
- b) **Customer directed sources** must operate in accordance with approved specifications and standards as dictated and controlled by the customer(s) in question
- c) Suppliers initially approved for use via **certification** (ISO 9001, AS9100, ISO 17025, AS9120, etc.) must notify WCE of any changes to that certification, including:
 - Suspension or withdrawal of certification
 - Changes in scope of certification
 - Changes in certification body
 - Expiration of certification

3.3 Process Validation

Special processes (heat treat, welding, plating, coating, NDT, etc.) that cannot be fully verified by subsequent inspection and testing shall be validated prior to use and revalidated at planned intervals. Validation shall demonstrate the process achieves planned results consistently.

3.4 Supplier's Sub-tier Management

Suppliers shall maintain a system for qualifying, monitoring, and controlling their sub-tier suppliers. Suppliers are responsible for the quality of all products and services provided by their sub-tier suppliers.

4. RECORD RETENTION AND MAINTENANCE

4.1 Retention Period

Unless otherwise specified by West Cobb Engineering & Tool, the Supplier shall maintain all records that provide objective evidence of compliance to WCE Purchase Order requirements for a **minimum of ten (10) years** after the last delivery of products and/or services on the Purchase Order.

4.2 Types of Records to Retain

Records to be retained include, but are not limited to:

1. Certificates of conformance and compliance
2. Test reports and inspection records
3. Material certifications and traceability records
4. Special process certifications (heat treat, plating, welding, etc.)
5. Calibration records for measuring and test equipment
6. First Article Inspection Reports
7. Nonconformance reports and corrective action records
8. Training and qualification records
9. Process validation records

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4.3 Record Accessibility

Upon request, the Supplier shall be capable of retrieving and delivering required records to WCE within **forty-eight (48) hours** from time of request by WCE.

Records may be maintained in electronic or paper format, provided they are:

- Legible and readily retrievable
- Protected from damage, deterioration, or loss
- Retained in a secure location

4.4 Notification Before Destruction

Prior to discarding, transferring to another organization, or destruction of such records, the Supplier shall notify WCE's Purchasing Department in writing and give WCE the opportunity to gain possession of the records.

4.5 Sub-tier Applicability

These record retention requirements are applicable to records generated by Supplier's sub-tier sources. Supplier shall flow down these requirements and ensure sub-tier compliance.

4.6 Audit Rights

Audit rights shall be available to WCE on all performance-related reports and other records

5. NONCONFORMING PRODUCT

5.1 Definition

Nonconforming products are any product that does not meet Purchase Order requirements, including specifications, drawings, industry standards, or quality requirements.

5.2 Supplier Costs and Responsibilities

For nonconforming products supplied to WCE, including those that reach a WCE customer, the Supplier must cover all costs to correct the nonconformance including:

- a) Assessment costs
- b) Administrative costs to process the nonconformance
- c) Inspection, sorting, and re-inspection costs
- d) Rework or repair costs incurred by WCE
- e) Scrap and replacement costs
- f) Expedited shipping costs
- g) Customer chargebacks or penalties resulting from the nonconformance

5.3 Notification of Suspected Nonconformances

If Supplier suspects that nonconforming material may have been inadvertently shipped to WCE, **Supplier must immediately notify WCE**. If prior notice is received, arrangements may be made to manage defective material and potentially reduce impact.

5.4 WCE's Rights

- a) WCE's acceptance of product documents shall not relieve Supplier from complying with any requirements of the Purchase Order

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- b) WCE may reject any work or material which does not conform to the Purchase Order requirements
- c) WCE reserves the right of final approval of product, procedures, processes, and equipment
- d) WCE may, at its option:
 - Return nonconforming products for full credit
 - Require replacement at no cost to WCE
 - Perform rework/repair and charge Supplier for all costs
 - Accept with concession at a reduced price
 - Scrap at Supplier's expense

5.5 Nonconforming Product Disposition

Supplier shall not deliver nonconforming product to WCE without prior written authorization. Any request for deviation or concession must:

- a) Be submitted to WCE Quality Assurance in writing before shipment
- b) Include detailed description of the nonconformance
- c) Include justification and risk assessment
- d) Include proposed corrective action to prevent recurrence
- e) Receive written approval from WCE (and customer if required) before shipment

5.6 Containment and Root Cause Analysis

When significant or repeat nonconformances occur, Supplier shall:

- a) Implement immediate containment actions
- b) Conduct root cause analysis using appropriate methodology (8D, 5-Why, Fishbone, etc.)
- c) Implement corrective actions to prevent recurrence
- d) Verify effectiveness of corrective actions
- e) Provide documented corrective action reports to WCE when requested

6. PRODUCT AND PROCESS CHANGE NOTIFICATION

6.1 Notification Requirement

Supplier **must notify WCE in writing** and **obtain WCE approval** prior to implementing any changes to:

- a) Product design or configuration
- b) Manufacturing processes or process parameters
- c) Materials or material suppliers
- d) Sub-tier suppliers for critical items
- e) Manufacturing location or facility
- f) Inspection or test methods
- g) Tooling that affects form, fit, or function

6.2 Notification Timeline

Changes must be communicated to WCE **at least thirty (30) days** prior to implementation, or as soon as known if less than 30 days.

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6.3 Change Documentation

Change notifications shall include:

- Detailed description of the change
- Reason for the change
- Expected implementation date
- Impact assessment (quality, delivery, cost)
- Validation/verification plan
- Part numbers and Purchase Orders affected

6.4 Approval Process

Supplier shall not implement changes until receiving written approval from WCE. WCE may require:

- First Article Inspection (FAI) after the change
- Additional testing or validation
- Customer approval (for customer-directed changes)
- Trial production runs

6.5 Unauthorized Changes

Products manufactured with unauthorized changes may be rejected and returned at Supplier's expense.

7. CERTIFICATION REQUIREMENTS

7.1 Certification for Processes Performed

For Purchase Orders requiring certification of **processes performed** (heat treat, plating, anodizing, welding, testing, etc.), the certification must include, at a minimum:

- Part number and revision level
- Required specification including revision (Type, Class, Grade, etc.)
- Quantity processed (quantity acceptable / rejected if required)
- Date processed
- Actual process parameters (temperature, time, current, etc.) when required
- Signature and printed name of authorized person attesting to the certification
- Certification on company letterhead or official form
- WCE Purchase Order number
- Process certifications from qualified facilities (NADCAP when applicable)

7.2 Certification for Raw Materials

For **raw material** Purchase Orders requiring certifications, the certification must include, at a minimum:

- Material type (e.g., 1018, 4130, 6061, etc.), including condition (annealed, T6, etc.)
- Required specifications with revisions listed (AMS, ASTM, MIL, etc.)
- Material size and form (bar, sheet, plate, etc.)
- Material heat number / lot number / batch number
- Country of origin (for materials subject to trade restrictions)
- Signature, printed name, and title of authorized person attesting to the results
- Actual chemical composition results when required by specification
- Actual physical/mechanical test results when required (tensile, hardness, etc.)
- Grain size when required by specification
- Mill test reports or certificates of compliance from the original manufacturer
- Traceability to WCE Purchase Order number

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7.3 General Certification Requirements

- Certifications must be legible, complete, and traceable
- Certifications must be provided with the shipment or via email to a WCE Purchasing agent or Quality member.
- Supplier accepts that a Purchase Order is **not considered fulfilled** until all required certifications are provided and meet the requirements as defined by the Purchase Order
- False certifications may result in termination of the Purchase Order and removal from approved supplier list

7.4 Certificate of Conformance (C of C)

When required, Certificates of Conformance must state that products conform to all Purchase Order requirements and must be signed by an authorized company representative.

8. APPROVALS AND QUALIFICATIONS

8.1 Validation of Approvals

Upon receipt of a Purchase Order, Supplier shall validate that their relevant approvals, if required, are in good standing.

8.2 Notification of Status Changes

At any time during the life of the Purchase Order, Supplier shall **immediately notify WCE** if their relevant approvals have been:

- Revoked
- Suspended
- Diminished in scope) Expired
- Otherwise altered

8.3 Sub-tier Supplier Approvals

Supplier shall ensure that all sub-tier suppliers used to satisfy a WCE Purchase Order have required approvals in good standing.

8.4 Categories of Relevant Approvals

Relevant approvals apply to the following categories:

- Prime Customer Controlled Processes** - Supplier qualifications required by WCE's customers (Boeing, Lockheed Martin, Northrop Grumman, etc.)
- Quality Management System (QMS)** - ISO 9001, AS9100, AS9120, ISO 17025, or other quality system registration specified
- Process Approvals** - NADCAP accreditations for special processes (heat treat, non-destructive testing, chemical processing, welding, etc.)
- Government Approvals** - Military specifications (MIL-SPEC), Federal Aviation Administration (FAA) certifications, or other regulatory approvals
- Other Relevant Approvals** - Any approval specifically required by the Purchase Order or applicable specifications

8.5 Consequences of Lost Approvals

If Supplier loses required approvals:

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- a) Supplier must immediately cease work on affected Purchase Orders
- b) WCE may terminate affected Purchase Orders

9. NOTIFICATION REQUIREMENTS

Supplier shall provide **prompt written notification** to WCE for the following situations:

9.1 Quality-Related Notifications

- a) Shipment or suspected shipment of nonconforming products
- b) Potential safety issues or product recalls
- c) Significant process excursions or deviations
- d) Loss or change in required certifications or approvals (see Section 8)
- e) Counterfeit or suspect counterfeit parts discovered (see Section 12)

9.2 Operational Notifications

- a) Changes to products, processes, or suppliers (see Section 6)
- b) Delays or anticipated delays in delivery (as stated in WCEP-208)
- c) Natural disasters, fires, or other events affecting production capability
- d) Change in business ownership, bankruptcy, or significant financial difficulties
- e) Labor disputes that may impact delivery
- f) Cybersecurity incidents involving WCE data (see WCEP-208, Section 14)

9.3 Method of Notification

Notifications should be sent to:

Quality Issues: WCE Quality Assurance

Quality Manager: Rodney.dotson@westcobbengineering.com

Phone: 770-489-7370

Delivery Issues: WCE Purchasing

Purchasing Manager: Amado.tinahui@westcobbengineering.com

Phone: 770-489-7370

Purchasing Agent: Monny@westcobbengineering.com

Phone: 770-489-7370

10. RIGHT OF ENTRY AND INSPECTION

10.1 Access Rights

WCE, its customers, and regulatory authorities (including but not limited to FAA, DCMA, and other government agencies) reserve the right to enter Supplier's facilities at any level of the supply chain to:

- a) Verify compliance with Purchase Order requirements
- b) Witness tests, inspections, and manufacturing processes
- c) Audit quality systems, procedures, and records
- d) Investigate nonconformances or quality issues
- e) Review manufacturing processes and capabilities
- f) Validate traceability and material certifications
- g) Perform source inspection prior to shipment
- h) Assess implementation of corrective actions

10.2 Notice Requirements

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Supplier shall provide reasonable access during normal business hours. WCE will provide advance notice when practicable, typically:

- Planned audits/surveys:** Minimum 5 business days' notice
- Source inspection:** 2-3 business days' notice
- Nonconformance investigations:** As soon as possible, potentially same-day for critical issues

10.3 Cooperation Requirements

Supplier shall:

- Provide access to relevant areas of the facility
- Make knowledgeable personnel available for interviews
- Provide access to relevant records and documentation
- Provide a suitable work area for inspectors/auditors
- Cooperate fully with inspection and audit activities
- Not charge WCE for access or inspection activities

10.4 Confidentiality

WCE and its representatives shall maintain confidentiality of Supplier's proprietary information observed during facility access, except as required by law or customer requirements.

10.5 Sub-tier Access

Supplier shall flow down these right-of-entry requirements to sub-tier suppliers and facilitate access when requested by WCE or its customers.

10.6 No Waiver of Rights

WCE's exercise or non-exercise of inspection rights does not relieve Supplier of responsibility to provide conforming products or constitute acceptance of nonconforming products.

11. FIRST ARTICLE INSPECTION (FAI)

11.1 When FAI is Required

First Article Inspection shall be performed, and an FAI Report shall be submitted when:

- Specifically required by the Purchase Order
- First production of a new part number
- Change in design affecting form, fit, or function
- Change in manufacturing process, method, or source
- Change in manufacturing facility or location
- After a production break of two (2) years or more
- After a significant nonconformance requiring corrective action
- When requested by WCE or WCE's customer

11.2 FAI Standards

FAI shall be performed in accordance with:

- AS9102 (Aerospace First Article Inspection Requirement) - latest revision
- Customer-specific requirements when identified on the Purchase Order
- Industry standards applicable to the product

11.3 FAI Documentation

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FAI Report shall include, at a minimum:

- AS9102 Form 1 (Part Number Accountability)
- AS9102 Form 2 (Product Accountability)
- AS9102 Form 3 (Characteristic Accountability and Verification)
- All supporting objective evidence (test reports, material certs, etc.)
- Ballooned drawing showing all measured characteristics
- Signature of authorized inspector

11.4 FAI Submission and Approval

- FAI Report must be submitted to WCE Quality Assurance **prior to production shipment**
- Products shall not be shipped until FAI is **approved in writing** by WCE
- WCE may require customer approval of FAI for customer-critical items
- Incomplete or inadequate FAI Reports will be rejected and require resubmission

11.5 FAI Validity

Approved FAI remains valid unless one of the conditions in Section 11.1 occurs, which would trigger a new FAI requirement.

11.6 Partial FAI

For running changes or minor modifications, WCE may authorize a partial FAI covering only the characteristics affected by the change.

12. COUNTERFEIT PARTS PREVENTION

12.1 Definitions

"Counterfeit Work" means work that is or contains unlawful or unauthorized reproductions, substitutions, or alterations that have been knowingly mismarked, misidentified, or otherwise misrepresented to be an authentic, unmodified part from the original manufacturer, or a source with the express written authority of the original manufacturer or current design activity, including an authorized aftermarket manufacturer.

Unlawful or unauthorized substitution includes used work represented as new, or the false identification of grade, serial number, lot number, date code, or performance characteristics.

"Suspect Counterfeit Work" means work for which credible evidence (including, but not limited to, visual inspection or testing) provides reasonable doubt that the work is authentic.

12.2 Prohibition

Supplier shall **not deliver Counterfeit Work or Suspect Counterfeit Work** to West Cobb Engineering & Tool under this Purchase Order.

12.3 Sourcing Requirements

Supplier shall **only purchase products** to be delivered or incorporated as work to West Cobb Engineering **directly from:**

- The Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEM), **OR**
- Through an OCM/OEM authorized distributor chain

12.4 Alternative Sources

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Supplier may use another source **only if**:

- a) The foregoing sources (OCM/OEM or authorized distributors) are unavailable, **AND**
- b) Supplier's inspection and other counterfeit risk mitigation processes will be employed to ensure the authenticity of the work, **AND**
- c) Supplier obtains the **advance written approval of WCE**

12.5 Risk Mitigation Processes

Supplier shall maintain counterfeit risk mitigation processes in accordance with:

- a) Industry recognized standards (such as AS5553, AS6081, or AS6496), and
- b) Any other specific requirements identified in the Purchase Order

Risk mitigation processes shall include, at a minimum:

- Training of personnel on counterfeit part recognition
- Visual inspection for signs of remarking, resurfacing, or alteration
- Testing and verification procedures when using non-authorized sources
- Traceability to authorized sources
- Quarantine and reporting procedures for suspect parts

12.6 Notification Requirement

Supplier shall **immediately notify WCE** with the pertinent facts if Supplier becomes aware that it has delivered Counterfeit Work or Suspect Counterfeit Work. Notification shall include:

- a) Description of the parts affected
- b) Quantity and date codes of parts affected
- c) Purchase Orders and shipments affected
- d) Source of the parts
- e) Actions taken to quarantine and investigate

12.7 Authentication Documentation

When requested by WCE, Supplier shall provide OCM/OEM documentation that authenticates traceability of the affected items to the applicable OCM/OEM.

12.8 Investigation Cooperation

Supplier, at its expense, shall provide reasonable cooperation to WCE in conducting any investigation regarding the delivery of Counterfeit Work or Suspect Counterfeit Work under this Purchase Order.

12.9 Precedence

This clause applies in addition to and is not altered, changed, or superseded by any quality provision, specification, statement of work, regulatory flow down, or other provision included in this Purchase Order addressing the authenticity of work.

12.10 Flow Down Requirement

Supplier shall include these counterfeit prevention requirements (Sections 12.1 through 12.10) in lower tier subcontracts for the delivery of items that will be included in or furnished as work to West Cobb Engineering.

13. PRODUCT IDENTIFICATION AND TRACEABILITY

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13.1 Product Identification

All products shall be clearly and permanently identified with, at a minimum:

- Part number
- Serial number or lot number (when required)
- Supplier's name or identification code
- Date code or manufacturing date (when required)

13.2 Identification Methods

Identification shall be applied by methods that:

- Do not adversely affect the form, fit, or function of the product
- Remain legible throughout manufacturing, storage, and normal use
- Comply with applicable specifications and customer requirements
- Use approved marking methods (laser etching, stamping, labeling, etc.)

13.3 Traceability Requirements

When specified by Purchase Order or applicable specifications, Supplier shall maintain complete traceability from finished product back to:

- Raw material heat/lot/batch numbers
- Manufacturing date and processing records
- Inspection and test records
- Supplier and sub-tier supplier sources

13.4 Material Traceability

For materials where traceability is required:

- Each piece shall be marked with heat/lot number or traceable identification
- Material certifications shall include heat/lot number
- Markings shall remain with the material through all operations
- Commingling of different heats/lots shall be prevented unless authorized

13.5 Packaging and Labeling

All packages shall be clearly labeled with:

- WCE Purchase Order number
- Part number and revision
- Quantity
- Supplier name and address
- Serial numbers or lot numbers (when applicable)
- Date of shipment
- Any special handling or storage requirements
- Country of origin

13.6 Preservation of Identification

Supplier shall ensure that identification is preserved through all manufacturing, inspection, storage, handling, and shipping operations.

14. FOREIGN OBJECT DEBRIS (FOD) PREVENTION

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14.1 FOD Program Requirement

As applicable, Supplier shall maintain an active Foreign Object Debris (FOD) prevention program to ensure products are free from contamination by foreign objects.

14.2 FOD Awareness

Supplier shall make employees aware of:

- What constitutes FOD (loose hardware, metal shavings, wire, cloth, paper, tools, personal items, etc.)
- The potential consequences of FOD in aerospace and critical applications
- The importance of cleanliness and housekeeping
- FOD prevention and detection methods

14.3 FOD Prevention Practices

Supplier shall implement FOD prevention practices including:

- Tool and parts accountability (shadow boards, tool control systems)
- Clean work area maintenance
- Use of FOD-free rags and cleaning materials
- Proper storage and handling of products
- Restriction of unnecessary items in production areas
- Use of caps, plugs, and protective covers for openings
- Final FOD inspection prior to packaging

14.4 Packaging and Shipping

Products shall be cleaned and free from FOD before packaging. Packaging and shipping boxes or containers shall be:

- Clean and free from debris
- New or in good condition (no tears, contamination, or previous markings that could cause confusion)
- Appropriate for the product to prevent FOD introduction during transport

14.5 Special Requirements

For products destined for critical applications (flight hardware, life-support equipment, etc.), enhanced FOD controls may be required as specified in the Purchase Order.

15. SUB-TIER FLOW DOWN

15.1 Flow Down Requirement

Supplier shall flow down to sub-tier suppliers all applicable requirements from the Purchase Order and these Supplier Quality Requirements, including but not limited to:

- Technical specifications and drawings
- Key characteristics and critical features
- Quality requirements
- Testing and inspection requirements
- Certification and documentation requirements
- Material traceability requirements
- Counterfeit prevention requirements
- Right of entry and inspection (Section 10)

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- i) Notification requirements (Section 9)
- j) Record retention requirements (Section 4)
- k) Cybersecurity requirements (WCEP-208, Section 14) when handling CUI/CDI
- l) Export control requirements (WCEP-208, Section 15)
- m) Business ethics requirements (WCEP-208, Section 16)

15.2 Sub-tier Supplier Management

Supplier shall:

- a) Maintain a list of sub-tier suppliers used for WCE work
- b) Qualify sub-tier suppliers prior to use
- c) Monitor sub-tier supplier performance
- d) Verify sub-tier supplier compliance with flowed-down requirements
- e) Take corrective action when sub-tier suppliers fail to meet requirements

15.3 Supplier Responsibility

Supplier remains fully responsible for the quality and conformance of all products and services provided by sub-tier suppliers. Use of sub-tier suppliers does not relieve Supplier of any obligations under the Purchase Order.

15.4 WCE Approval

When sub-tier suppliers are used for critical items, special processes, or customer-controlled items, Supplier shall obtain WCE approval before using the sub-tier supplier (see WCEP-208, Section 17).

16. DOCUMENT CONTROL AND CORRECTIONS

16.1 Use of Latest Revisions

Supplier shall ensure that the latest applicable revisions of drawings, specifications, and Purchase Order requirements are used throughout all operations.

16.2 Document Control System

Supplier shall maintain a document control system that:

- a) Ensures current revisions are available at points of use
- b) Prevents use of obsolete documents
- c) Identifies and controls changes to documents
- d) Maintains records of document revisions

16.3 Corrections to Quality Records

Corrections to quality records **must** be:

- a) Recorded, dated, and signed in ink or other permanent marking method
- b) Made in a manner that the original data remains legible
- c) Initialed or signed by the person making the correction

Prohibited Methods:

- Use of white-out is prohibited
- Use of correction tape is prohibited
- Obliteration of original data is prohibited

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16.4 Electronic Records

For electronic records, corrections shall:

- Be traceable with audit trail showing who made the change and when
- Preserve the original data
- Include justification for the change when appropriate

17. TRAINING AND COMPETENCY

17.1 Personnel Qualification

Supplier shall ensure that personnel performing work affecting product quality are competent on the basis of appropriate education, training, skills, and experience.

17.2 Training Requirements

Supplier shall provide training or take other actions to achieve the necessary competency for personnel involved in:

- Special processes (welding, heat treating, NDT, etc.) - Training and certification per applicable specifications
- Inspection and testing - Training on requirements, methods, and equipment
- Quality system requirements - Understanding of applicable procedures
- Product safety - Awareness of safety-critical features
- FOD prevention - Awareness and prevention practices
- Counterfeit prevention - Recognition and reporting

17.3 Training Records

Supplier shall maintain records of:

- Training provided
- Qualifications and certifications
- Periodic requalification (when applicable)
- Competency assessments

17.4 Certification Requirements for Special Processes

Personnel performing special processes shall hold current certifications as required by:

- Customer specifications
- Industry standards (AWS for welding, ASNT for NDT, etc.)
- NADCAP requirements (when applicable)
- Purchase Order requirements

18. BUSINESS CONTINUITY AND RISK MANAGEMENT

18.1 Business Continuity Plans

Suppliers providing critical products or services shall maintain business continuity plans to ensure continuity of supply in the event of disruptions.

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18.2 Risk Assessment

Suppliers should periodically assess risks to their operations that could impact WCE, including:

- Single points of failure (equipment, personnel, facilities)
- Supply chain vulnerabilities
- Financial risks
- Natural disaster and emergency preparedness
- Cybersecurity threats

18.3 Notification of Business Disruptions

Supplier shall **immediately notify WCE** of any events that could disrupt supply, including:

- Facility damage (fire, flood, etc.)
- Equipment failures affecting critical operations
- Labor disputes
- Loss of key subcontractors or material sources
- Financial difficulties or ownership changes
- Loss of critical certifications or qualifications

18.4 Contingency Plans

For critical items, WCE may require Supplier to maintain:

- Backup equipment or facilities
- Safety stock of materials
- Alternate subcontractors or material sources
- Geographic diversity in supply chain

19. CALIBRATION AND MEASURING EQUIPMENT

19.1 Calibration Requirements

All measuring and test equipment used to verify product conformance shall be:

- Calibrated at planned intervals or prior to use
- Calibrated against measurement standards traceable to international or national standards
- Identified with calibration status
- Protected from adjustments that would invalidate calibration
- Protected from damage and deterioration

19.2 Calibration Records

Calibration records shall include:

- Equipment identification
- Calibration procedure reference
- Calibration date and next due date
- As-found and as-left readings
- Calibration standard identification and traceability
- Environmental conditions (when applicable)
- Technician identification

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19.3 Out-of-Tolerance Equipment

When measuring equipment is found to be out of calibration:

- Assess the validity of previous measurement results
- Notify WCE if suspect products have been shipped
- Identify and quarantine potentially affected products
- Take appropriate corrective action

20. CONFLICT MINERALS STATEMENT

20.1 Background

The Customers of West Cobb Engineering & Tool Co., Inc. are required to report to the SEC their use of 3TG conflict minerals (gold, tantalum, tin, tungsten) necessary to the functionality or production of a product manufactured or contracted to be manufactured; and must disclose related product and supply chain information to determine whether any of their products contain conflict minerals mined in the Democratic Republic of Congo (DRC) or an adjoining country. This requirement is also flowed down to their sub-tier contractors, such as WCE.

20.2 WCE Support

WCE supports our customers by supplying information relevant to this requirement. WCE reports the use of these 3TG minerals necessary to the functionality or production of a product manufactured or contracted to be manufactured when requested.

20.3 Supplier Requirements

All suppliers to West Cobb Engineering who provide 3TG resources used within or assist in the manufacture of products must:

- Perform sufficient due diligence on the origin, source, and supply chain of 3TG materials in accordance with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas
- Be willing and able to supply sufficient evidence in the sourcing of 3TG materials upon request
- Complete Conflict Minerals Reporting Template (CMRT) when requested by WCE
- Maintain records of conflict minerals sourcing and supply chain due diligence
- Notify WCE of any changes in conflict minerals status

20.4 Reporting Timeline

When requested, Supplier shall provide conflict minerals information within thirty (30) days of request.

21. ENVIRONMENTAL AND HAZARDOUS MATERIALS

21.1 Hazardous Materials

Supplier shall provide Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS), for any hazardous materials supplied to WCE.

SDS shall:

- Be current and compliant with applicable regulations
- Be provided with first shipment or prior to shipment
- Be updated whenever formulations changed) Be in English

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21.2 Restricted Substances

Supplier shall comply with all applicable restrictions on hazardous substances, including:

- RoHS** (Restriction of Hazardous Substances) - When specified
- REACH** (Registration, Evaluation, Authorization and Restriction of Chemicals) - When specified
- Customer-specific material restrictions
- California Proposition 65 requirements

21.3 Material Declarations

When required by Purchase Order, Supplier shall provide material declarations or compliance statement certifying products meet applicable substance restrictions.

22. SHIPPING AND PACKAGING REQUIREMENTS (QUALITY ASPECTS)

While commercial shipping requirements are covered in WCEP-208, Section 5, additional quality-related shipping and packaging requirements are specified here:

22.1 Packaging for Quality

Supplier shall package products to:

- Prevent damage during shipment and handling
- Prevent contamination or deterioration
- Maintain cleanliness levels required by specifications
- Protect identification markings and labels
- Prevent mixing or commingling of different parts or lots

22.2 Electrostatic Discharge (ESD) Protection

Electronic components and assemblies shall be packaged in ESD-protective materials when required by:

- Component sensitivity levels
- Customer specifications
- Industry standards (ANSI/ESD S20.20)

22.3 Shelf-Life Items

For items with limited shelf life:

- Packaging shall be clearly marked with manufacturing date and expiration date
- Supplier shall ship items with maximum remaining shelf life
- Minimum acceptable shelf life at receipt (if specified) shall be met
- Storage requirements shall be clearly marked on packaging

22.4 Special Packaging

When specified, Supplier shall provide:

- Moisture barrier bags with desiccant
- Humidity indicator cards
- Nitrogen-purged containers
- Temperature-controlled shipping
- Shock-indicating devices

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23. CONTINUOUS IMPROVEMENT

23.1 Performance Metrics

WCE may establish performance metrics for suppliers, including:

- On-time delivery performance
- Quality performance (PPM defect rates, rejection rates)
- Responsiveness to corrective action requests
- Cost improvement initiatives

23.2 Supplier Performance Reviews

WCE may conduct periodic supplier performance reviews. Suppliers with performance issues may be required to:

- Develop and implement improvement plans
- Provide more frequent reporting
- Submit to more frequent audits
- Participate in continuous improvement initiatives

23.3 Cost Reduction

Suppliers are encouraged to propose cost reduction ideas and process improvements that maintain or improve quality while reducing costs.

24. CORRECTIVE ACTION PROCESS

24.1 Corrective Action Requests (CARs)

When WCE issues a Corrective Action Request, Supplier shall:

- Acknowledge receipt within two (2) business days
- Provide root cause analysis within ten (10) business days
- Implement containment actions immediately
- Provide corrective action plan within ten (10) business days
- Implement permanent corrective actions as agreed
- Provide evidence of effectiveness verification

24.2 Root Cause Analysis Methods

Supplier shall use structured problem-solving methods such as:

- 8D (Eight Disciplines of Problem Solving)
- 5-Why Analysis
- Fishbone (Ishikawa) Diagrams
- Failure Mode and Effects Analysis (FMEA)

24.3 Verification of Effectiveness

Corrective actions shall be verified for effectiveness before closing. Evidence may include:

- Statistical data showing improvement
- Audit results
- Process validation data
- Test results

24.4 Escalation

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Failure to respond adequately to corrective action requests may result in:

- a) On-site containment at Supplier's expense
- b) Increased inspection/oversight
- c) Suspension of new Purchase Orders
- d) Removal from approved supplier list

25. OBSOLESCENCE MANAGEMENT

25.1 Product Discontinuation Notice

Supplier shall provide WCE with written notice of product discontinuation or end-of-life at least:

- a) **Twelve (12) months** in advance for standard products
- b) **Six (6) months** minimum for all other products
- c) As soon as known if less than minimum notice period

25.2 Last-Time Buy Opportunity

Upon notice of discontinuation, Supplier shall:

- a) Provide WCE the opportunity for a final purchase order
- b) State the last date for accepting orders
- c) Provide sufficient lead time for WCE to determine quantities
- d) Honor negotiated pricing for last time buy quantities

25.3 Alternate Products

When discontinuing products, Supplier should:

- a) Propose alternate or replacement products
- b) Provide form, fit, and function analysis
- c) Support qualification of alternates if required

26. QUALITY CLAUSES FOR SPECIFIC INDUSTRIES

26.1 Aerospace Products

For aerospace products, additional requirements may include:

- a) AS9100 certification
- b) NADCAP accreditation for special processes
- c) Traceability to original equipment manufacturer
- d) Flight-worthy certifications
- e) Compliance with specific customer quality requirements

26.2 Defense/Military Products

For defense/military products, additional requirements may include:

- a) Government source inspection (when specified)
- b) Certificate of Conformance to military specifications
- c) Export control compliance (see WCEP-208, Section 15)
- d) Cybersecurity requirements (see WCEP-208, Section 14)
- e) Government accountability and transparency

27. CONTACT INFORMATION

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27.1 Quality Assurance Department

For all quality-related questions, issues, and notifications:

West Cobb Engineering & Tool, Inc.

Quality Assurance Department

7267 Hiram Douglasville Hwy

Douglasville, GA 30134

Phone: 770-489-7370

Email: Rodney.dotson@westcobbengineering.com, or

Brian.waters@westcobbengineering.com

27.2 Purchasing Department

For Purchase Order questions, delivery issues, and commercial matters:

West Cobb Engineering & Tool, Inc.

Purchasing Department

7267 Hiram Douglasville Hwy

Douglasville, GA 30134

Phone: 770-489-7370

Email: Amado.tinahui@westcobbengineering.com, or

Monny@westcobbengineering.com

28. ACKNOWLEDGMENT AND COMPLIANCE

By accepting a Purchase Order from West Cobb Engineering & Tool, Inc., Supplier acknowledges that it has received, reviewed, and agrees to comply with:

1. **WCEP-208** - Purchase Order Terms and Conditions (current revision)
2. **WCEP-211** - Supplier Quality Requirements (current revision)
3. All specifications, drawings, and requirements referenced on the Purchase Order

Supplier certifies that it has the capability, resources, and systems in place to meet all requirements.

29. REVISION HISTORY

Rev	Description	Date	Approver
IR	Initial Release. Split WCEP-208 into WCEP-208, PO Terms and Conditions and WCEP-211 Supplier Quality Requirements.	12/5/2025	RD