W.H. Bagshaw suppliers are required to meet all our quality requirements. Our standard requirements include:

1. **Quality Management System**: Suppliers must have a documented and implemented quality management system. Registration to AS9100D:20xx or similar standards may be required.

2. **Corrective Action Request**: Acceptance of this purchase order obligates the seller to perform a corrective action investigation upon request when the buyer receives discrepant material. A written report detailing specific and conclusive measures to prevent the recurrence of the discrepancy must be provided.

3. **Hazardous Materials**: Suppliers must provide all information related to hazardous materials. Safety Data Sheets (SDS) for all identified items must be submitted when required on a purchase order.

4. **Managing Process Change**: Suppliers must notify W.H. Bagshaw of any intended process changes. This requirement must be extended to the suppliers' supply chain.

5. **Purchase Order Change**: Any supplier-initiated changes to the accepted purchase order must be communicated, via email, to W.H. Bagshaw.

6. **Specifications**: Suppliers must produce products according to the material and process specifications listed on the product print.

7. **Non-Conforming Product**: Suppliers must ship only products that meet specifications. Non-conforming products require written deviation approval before shipment. W.H. Bagshaw's consent to ship non-conforming products does not relieve the supplier of its responsibilities.

8. **Record Retention**: Unless specified otherwise, records must be maintained for seven years and be retrievable upon request. A record constitutes all documentation related to a W.H. Bagshaw purchase order.

9. **Packaging**: All items must be packaged to prevent damage during shipment and subsequent storage at W.H. Bagshaw. Each package must weigh 30 pounds or less.

10. **Supply Chain Management**: Suppliers must identify and manage their supply chain. It is the supplier's responsibility to ensure that sub-suppliers meet W.H. Bagshaw's requirements.

11. **Traceability**: Product traceability is mandatory for all products shipped to W.H. Bagshaw. Suppliers must provide unique identification for products.

12. **Counterfeit Parts**: Counterfeit parts are parts whose origin, material, source of manufacture, performance, or characteristics are misrepresented. Counterfeit parts are treated as non-conforming material. Suppliers must ensure that only new and authentic materials are used unless written approval is granted by W.H. Bagshaw. The supplier must immediately notify W.H. Bagshaw in the event of suspect counterfeit parts being delivered to W.H. Bagshaw. The supplier will be held accountable for all costs related to counterfeit parts and may be subject to litigation.

14. **Limited Shelf Life**: Materials with limited shelf life must indicate the date of manufacture, lot/batch number, and applicable specifications on the container.

1.0 **Scope**

A W.H. Bagshaw supplier is defined as any entity providing products or services that contribute to the offerings sold by W.H. Bagshaw. The requirements outlined in this document apply to all external suppliers of W.H. Bagshaw. We expect our suppliers to uphold the same commitment to "Quality in Every Step" that we adhere to. This philosophy should be evident in the products and services supplied. This document specifies the requirements necessary to ensure adherence to this quality philosophy.

2.0 **Organization**

W.H. Bagshaw employs a continuous improvement approach for all processes and expects the same commitment from its suppliers. Our goal is to create a lean supply chain that minimizes costs while upholding a high level of quality.

W.H. Bagshaw reserves the right to conduct on-site audits as deemed necessary to verify the conformance of the supplier's quality management system and to assess the effectiveness of corrective or preventive actions related to non-conforming products. W.H. Bagshaw may review all relevant documentation pertaining to products manufactured for us. Audits may include a review of manufacturing processes and documentation to ensure compliance with the purchase order and the requirements outlined in this document.

W.H. Bagshaw is required to comply with Defense Federal Acquisition Regulation Supplement (DFARS) requirements when applicable. These requirements will be passed down to the supplier as specified in the W.H. Bagshaw purchase order.

3.0 **Documented Information**

Suppliers are required to maintain records per W.H. Bagshaw's requirements. Inspection data must be retained and made available upon request. Additionally, a complete quality history of each product must be accessible upon request, including all verification documents generated during the manufacturing, processing, or procurement of the product or process under a W.H. Bagshaw purchase order. These documents must be maintained for a period of 7 years.

3.1 **Certificate of Conformance**

The supplier must provide a certification with each shipment, confirming conformance to the required process and/or specification. This certification must include all relevant certifications for products or services used in supplying W.H. Bagshaw products, including, but not limited to, raw materials, heat treatment, plating, coating, and passivation. Sub-supplier certifications must also be sent to W.H. Bagshaw for products under a W.H. Bagshaw purchase order. Each supplier certification must include the following:

i. The supplier's name and address
ii. The inspector's name, signature, title, and date
iii. The material type
iv. Traceability information on each page of the certification
v. Chemical and physical analysis for raw materials
vi. The country of origin and country of melt for raw materials
vii. The required specification and its revision

4.0 **Operation**

4.1 Requirements for Products and Services

The supplier is responsible for conducting a contract review for each purchase order received from W.H. Bagshaw. This review should include the identification of applicable standards, specifications, and prints. When a purchase order specifies the revision level for a standard, specification, or print, the supplier must ensure they are using the same revision as noted on the purchase order.

All products supplied to W.H. Bagshaw must be inspected according to an agreed-upon inspection plan. If no such plan has been established, the supplier must develop, implement, and maintain an inspection procedure to ensure that the product meets W.H. Bagshaw’s requirements. The supplier must also allow W.H. Bagshaw the right to verify, on the supplier’s premises, that products under a W.H. Bagshaw purchase order conform to all specified requirements. W.H. Bagshaw's verification does not relieve the supplier of the responsibility to provide acceptable products, nor should it be used as evidence of effective quality control by the supplier.

4.2 **Control of externally provided processes, products, and services**

The supplier must identify and manage their entire supply chain, including raw material suppliers and any suppliers involved in providing components or processes for W.H. Bagshaw products. Suppliers are expected to impose W.H. Bagshaw’s requirements on their supply chain, as necessary, to ensure that all products supplied to W.H. Bagshaw meet the specified requirements.

4.2.1 **NADCAP requirement for special processes**

A special process is any process that can affect a part’s physical integrity or material properties. These processes include, but are not limited to, heat treatment, plating, coating, and passivation. When applicable, the supplier must use a NADCAP-certified provider for any special processes performed for W.H. Bagshaw. W.H. Bagshaw must be notified if the supplier loses NADCAP accreditation or if there are any findings from an audit conducted by the NADCAP organization.

4.2.2 **Identification and Traceability**

Suppliers must ensure adequate product traceability and establish documented methods for the unique identification of products. This includes but is not limited to, unique lot or order numbers, product markings, and product labeling.

a. Lot numbers must provide traceability throughout all stages of production by the supplier, including shipment to W.H. Bagshaw.

b. W.H. Bagshaw reserves the right to conduct on-site audits or request relevant documentation to verify compliance with traceability requirements.

c. Traceability information must include, and begin with, an individual raw material heat number or its equivalent.

d. A material lot must not contain more than one heat number unless written approval is obtained from W.H. Bagshaw.

e. Material lots must not be mixed with other material lots to ensure traceability.

4.2.3 **Preservation**

All preservation requirements must be finalized before the initial shipment of product from the supplier. Materials used in or incorporated into W.H. Bagshaw products must comply with governmental and safety regulations regarding restricted, toxic, and hazardous materials. A Safety Data Sheet (SDS) must be submitted for all items as defined by applicable regulations. The SDS must be provided to

W.H. Bagshaw for approval prior to the shipment of any product. W.H. Bagshaw will request an SDS on the purchase order, when required.

4.2.4 **Control of Changes**

Suppliers must obtain prior written notification and approval from W.H. Bagshaw before making any changes. This requirement must also be extended to the supplier's entire supply chain. Changes include, but are not limited to, alterations in product design, product specifications, purchased parts, materials, service suppliers, manufacturing locations, methods of manufacturing, processing, testing, storage, packaging, preservation, or delivery. Suppliers are encouraged to contact W.H. Bagshaw if there is any uncertainty regarding the need for approval.

5.0 **Control of nonconforming product**

Nonconforming product is defined as any product that deviates from drawing specifications, purchase order requirements, or industry product and process specifications and standards. This includes, but is not limited to: deviations in quantity, appearance, material, metallurgy, packaging, handling, shipping, delivery, cleanliness, and dimensions. Counterfeit parts are classified as nonconforming products.

If nonconforming product is identified by the supplier after shipment to W.H. Bagshaw, the supplier must provide a detailed notification to W.H. Bagshaw. This notification should include a clear description of the non-conformity, affected part numbers and quantities, and delivery dates. If the product is determined to be defective, it will be immediately contained. W.H. Bagshaw and the supplier will collaborate to determine the appropriate corrective actions. The supplier is responsible for any rework or inspection of non-conforming products unless an alternative arrangement has been agreed upon.

5.1 **Corrective Action**

A corrective action request may be issued to the supplier if a nonconformance is detected. This request will be sent via email. The supplier is required to respond to the corrective action request within 30 days. The supplier’s responsiveness to corrective actions will be monitored for both timeliness and effectiveness as part of the evaluation of the supplier's performance.

6.0 **Performance Evaluation**

W.H. Bagshaw evaluates suppliers across several key areas:

i. **Quality** – Product quality is assessed based on adherence to all requirements specified on purchase orders, prints, specifications, and this document. Evaluation may consider the number of quality incidents, including non-conformances, corrective actions, and vendor returns that occur throughout the year.

ii. **Delivery** – Suppliers are expected to deliver the correct material and quantity by the agreed-upon date. Performance evaluation will include metrics such as on-time delivery rates and deviations from agreed quantities.

iii. **Cost** – Supplier pricing, delivery costs, and payment terms will be monitored and factored into the performance evaluation.

iv**. Customer Service** – Suppliers are expected to make every effort to address and resolve reasonable requests from W.H. Bagshaw. The supplier's responsiveness to these requests will be considered in the performance evaluation.

7.0 **Improvement**

W.H. Bagshaw is committed to achieving excellence in manufacturing through effective associating and often reviews other companies for best practices. Suppliers are encouraged to do the same. Best practices are business principles that lead to the most effective actions for achieving optimal results. Suppliers should identify areas for improvement based on performance evaluations. W.H. Bagshaw is a member of the Precision Machined Products Association (PMPA). PMPA offers a wide range of products and services that provides us with a competitive edge in the marketplace and a nearly limitless pool of knowledge.

W.H. Bagshaw recommends the following tools to support continuous improvement:

i. **Kaizen Philosophy**
ii. **5-Why Analysis**
iii. **3D/8D Problem Solving**
iv. **Cross-Functional Team Gap Analysis**
v. **Mistake Proofing**
vi. **6S Principles**
vii. **Standard Work**
viii. **Standard Training**
ix. **Process and Product Audits**
x. **Control of Non-Conforming Material**

7.1 **Nonconformity**

W.H. Bagshaw expects all suppliers to achieve zero defects. This goal is attainable through the implementation of capable processes, statistical process control, and mistake-proof methodologies. When potential causes of nonconformity are identified, the supplier must implement solutions to prevent these issues, ensuring that these solutions are independent of the operator's actions. Additionally, suppliers should conduct a read-across to similar processes, products, and services to eliminate potential nonconformities in other areas.

7.2 **Cost Recovery**

When non-conforming parts or material results in added costs to W.H. Bagshaw, W.H. Bagshaw reserves the right to charge the supplier all reasonable associated costs. All suppliers are required to report any shipments that may not meet W.H. Bagshaw standards.