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WYMAGANIA DLA DOSTAWCÓW WALDREX
REQUIREMENTS FOR WALDREX SUPPLIERS

WJ-01

WYDANIE/ REVISION: 12	OPRACOWAŁ/ PREPARED BY		PEŁNOMOCNIK ZARZĄDU DS. SYSTEMU JAKOSCI/ MANAGEMENT BOARD REPRESENTATIVE FOR QUALITY SYSTEM	ZATWIERDZIŁ/ APPROVED BY	ZATWIERDZIŁ/ APPROVED BY
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2. SHEET OF MODIFICATIONS

Designation modifications Validity date	Points/pages affected by the modification	Reason for modification	Introduction method
Issue 01/20.07.2005	The whole document	Implementation of ISO 9001:2000	New revision
Revision 02/05.08.2009	The whole document	Implementation of AS 9100 rev. B	New revision
Modification A/09.10.2012	Page 5	Improvement after the Bureau Veritas audit AUDIT REPORT No. 5630474/2012, OFI 05 Vaclav Honejsek.	Exchange of page
Revision 03/19.07.2013	The whole document	Document update	New revision
Revision 04/21.01.2014	Point 9	Document update	New revision
Revision 05/06.02.2017	The whole document	Adding a footer to the document: PRINTED COPIES ARE NOT SUBJECT TO UPDATING. And a provision has been added to point 6.1: Cooperation with a supplier who does not have a certified QMS or whose certificate does not meet the requirements of WALDREX or a WALDREX customer - requires the supplier to send a plan for adapting to the QMS requirements and is supervised by the Waldrex Quality Assurance Department until the required certificate is obtained.	New revision
Revision 06/13.03.2017	The whole document	The provision in point 7.2. regarding the period of record retention has been expanded: Quality records shall be retained as follows: - Records subject to export control: 15 years - For Safran Transmission Systems Poland: 50 years - For all other parts: 10 years	New revision
Revision 07/ 16.08.2017	The whole document	Document update due to AS9100 D revision change.	New revision
Revision 08/02.10.2017	Point 4	The following provision was introduced: “The organization requires external providers to implement appropriate control measures over their direct and indirect external providers, in order to ensure compliance with applicable requirements.” corrective action in response to a nonconformity identified during internal audit N/03/2017.	New revision
Revision 09/09.05.2018	Point 6.4	Added point 6.4 Information for external suppliers. Corrective actions following the Bureau Veritas audit, NCR no. 5.	New revision
Revision 10/17.12.2018	The whole document	Document update based on the flow of requirements from 01/ESCO, 03/ESCO instructions for suppliers of the main customer.	New revision
Revision 11/29.12.2022	Point 3, 7.1, 7.2, 9.1, 14.8, 18, 20	Addition of AS13100 requirements, Instruction 31 (Quality requirements for PWR tooling department suppliers), ASQR-01 rev.13 Changes introduced in blue font.	New revision
Revision 12/29.06.2025	Point 6.7, 8, 9.1.3, 14.8	Update of ASQR-01 rev.15, 01/ESCO rev.K, AS13100 rev. A requirements	New revision

3. CONTENTS

4. PURPOSE OF THE REQUIREMENTS

This document defines the WALDREX WJ-01 Supplier Requirements. The provisions of the requirements are intended to provide a detailed definition of the conditions imposed on WALDREX suppliers.

5. SUBJECT OF REQUIREMENTS

The subject is the definition of the WJ-01 Requirements for WALDREX Suppliers.

6. SCOPE OF APPLICATION

6.1 This document applies to WALDREX suppliers who receive orders and deliver finished products, materials or services. The scope of requirements may apply to suppliers in full or to a limited extent (depending on the subject of delivery).

6.2 The supplier is obligated to comply with the current edition of the WJ-01 document and other requirements referenced in the order, including requirements from the WALDREX customer.

6.3 If there is any conflict between the requirements of the order (agreement, contract) and the provisions of these requirements, the requirements of the order (agreement, contract) apply.
If there is any conflict between the Requirements for WALDREX Suppliers and the requirements of WALDREX customers, the supplier shall always apply the more restrictive requirements.

6.4 WALDREX reserves the right for itself, its client, and regulatory authorities to enter the supplier's premises and sub-suppliers involved in the order, to access records and documents related to the order, as well as to conduct audits and verification of products and processes.

6.5 WALDREX reserves the right to suspend a supplier’s approval at any stage of the cooperation in the event of concerns regarding product quality, delivery performance, or lack of response to WALDREX’s corrective actions or recommendations.

6.6 WALDREX requires external suppliers to implement appropriate control measures for their direct and indirect external suppliers to ensure compliance with requirements.

6.7 The Supplier is responsible for delivering a compliant product/process. Any inspections, approvals, training, assistance, or advice provided by P&WP and end customers do not in any way limit the Supplier's liability.

7. RELATED DOCUMENTS

7.1 REFERENCE DOCUMENTS

ISO 9001:2015
AS 9100 D
AS13100
AS9146 (FOD)

7.2 APPLICABLE DOCUMENTS

AQAP 2120, AQAP 2130, (if applicable)

ASQR 01, (if applicable)
SQOP 01-01, (if applicable)
01/ESCO, (if applicable)
03/ESCO, (if applicable)
Export Control Requirements for Suppliers (PWP) (if applicable)
REACH requirements (if applicable)
Non-Disclosure Agreements (NDA),
Legal Documents (if applicable),
Instruction 31 (Quality Requirements for PWR Tooling Department Suppliers)

7.3. PROVISION OF STANDARDS
The supplier is responsible for requesting current standards, procedures, and instructions from WALDREX.
The supplier is responsible for obtaining commercially available standards, such as PN, BN, AMS, etc.

8. DEFINITIONS AND TERMINOLOGY
MATERIAL - any item purchased by a company (excluding purchases of fixed assets), i.e., raw materials, semi-finished products, finished products, and other items such as production, offices equipment, etc.
DIRECT PRODUCTION MATERIAL - the material from which a finished product or a part of a finished product is made.
INDIRECT PRODUCTION MATERIAL - a material used in the production of a product, which remains in the product during the production process by transferring all or part of its physical properties to the product.
AUXILIARY MATERIAL - any material other than direct and indirect production material, which is necessary for the production of the product according to the technological process.
CORRECTION - the removal of nonconformities so that the product meets the requirements of the drawing/standard.
REPAIR – This is the removal of a nonconformity by bringing the product into conformity through an additional process approved by WALDREX or a WALDREX customer.
COMPLAINT – An unreported or unacceptable nonconformity of a part or one detected during inspection, control or assembly at WALDREX or a WALDREX customer.
SUPPLIER – A supplier/sub-supplier of materials and services.
SPECIAL PROCESSES – Processes whose results cannot be verified by subsequent non-destructive inspections and testing, or whose incorrect execution may only become apparent during the customer's use of the product.
SPECIAL PROCESS SUPPLIER: A supplier that exclusively provides special processes for P&W products (i.e., is not a production parts supplier). A supplier that performs a process controlled by P&W/P&WC laboratory inspection, requiring source qualification approval.

9. GENERAL REQUIREMENTS

9.1 The requirements of the supplier's quality management system depend on the qualification of the service, the material, and the customer to whom the material will be shipped in the product.

9.1.1 Suppliers who receive orders for which the end customer is a P&W Polska Group company are required to have a Quality Management System according to AS/EN 9100 or equivalent, certified by an approved certification body.

9.1.2 The supplier is required to have proof that its sub-suppliers in the supply chain for P&WP orders have a defined and documented QMS compliant with AS/EN 9100 and meet the requirements of P&WP and the customer for the final product.

9.1.3 Actions to address risks and opportunities - Reference to AS13100 requirements

The ordering party and P&WP's Supplier Quality Department must be informed of any significant changes described in AS13100 point 6.1.3.

Below is a table of supplier certification requirements under AS13100 (where applicable)

Table 2 - QMS certification requirements

Organization Type	QMS Approval (Minimum Requirement)
Type 1: Make to print Type 2A: Design and manufacture Manufacture, inspect, test, and certify the conformance of semi-finished and/or finished products (installed on aerospace engines or a component of such a product) to proprietary engineering drawings whether customer design, or organization design. Includes castings and forgings produced to a proprietary design.	9100 registration.
Type 2B: Design only Contracted design responsible organization/partner/supplier tasks organizations.	As defined by customer's requirements.
Type 3: Distributor	9120 registration.
Type 4: Special process As part of an organization's manufacturing scope and/or special process houses.	Nadcap or customer's requirements.
Type 5: Raw material Manufacture, inspect, test, and certify the conformance of raw material to proprietary engineering specifications.	ISO 9001 registration or customer requirements.
Production shop assist only. Offload of planned manufacturing operations.	Customer defines requirements
External calibration or laboratory service provider.	ISO/IEC 17025, or the standards are traceable to national standards, e.g., UKAS, COFRAC, NIST.

9.2 Compliance of the Supplier's QMS with the ASQR-01 specification and this requirements should be documented by creating a compliance matrix. If the documentation revision changes, the Supplier is obligated to implement the changes within 60 days of the revision change date.

9.3 The buyer will inquire about the potential supplier's compliance with the required certified Quality Management System and request a copy of the certificate.

<u>Collaboration with a supplier who does not have a certified QMS or whose certificate does not</u>

meet the requirements of WALDREX or the WALDREX customer - depends on the qualification of the service, material and the customer to whom the material/service will be shipped in the product. A certified QMS and approval for special processes are mandatory for suppliers in the production of aircraft parts (PMC).
The potential supplier must demonstrate willingness to comply with WALDREX requirements.

9.4 The supplier is obligated to inform the purchasing buyer and the WALDREX Quality Assurance Department about:
- re-certification and sending a copy of the current quality certificate after its renewal,
- loss of quality certificates/approvals of P&W Polska and its Customers,
- major nonconformity identified by external auditors (certification bodies, other UTC companies),
- significant change to the Supplier's QMS (change of quality management, change in the company's management),
- change in the certificate scope (change of certification body, expiration date, inclusion in a collective certificate, etc.),
- change that may affect quality and/or the product (fit, form, and function),
- change of company name or company owner,
- loss of quality control capability (e.g., failure of a special/approved measuring tool).

10. DOCUMENTATION REQUIREMENTS
10.1 The supplier is obligated to: return documentation owned by WALDREX upon request.

10.2 The supplier is obligated to implement a documented periodic review of standards and specifications defined by the customer.
Documentation of the conducted analysis of the impact of changes on the process, product, and personnel is required. The time to implement changes is 60 days from the date of the change revision.

10.3 The supplier is obligated to maintain and archive production documentation for WALDREX, including: the manufacturing process (drawing, technology, process instructions, etc.) and control (quality records – shop traveler, approvals, quality certificates, etc.).
Quality records must be retained as follows:
for those subject to export controls: 15 years,
for others: 10 years.
Quality records should be retained for the above periods, counted in full calendar years, starting from January 1st of the year following the document's preparation.
After the expiration of the retention period, the supplier is required to obtain written consent from WALDREX to destroy (or return) the quality records related to production.

10.4 If traceability (the ability to trace the product's history) is required in documents received from WALDREX, this requirement must be met.

10.5 Changes to documentation (e.g., instructions, shop travelers, test reports, shipping documents, CofCs) should be recorded with the date and signature, electronic signature, and stamp of the person authorized to make the changes, using a permanent method. The change should be made in such a way that the original information is legible and retrievable after the change.

When completing forms, enter "N/D" or "N/A" or a dash "–" in the inapplicable fields. This does not apply to computer-completed forms with cells locked for editing.

11. PRODUCT REQUIREMENTS
The order submitted to the Supplier constitutes the primary document defining the requirements for the product supplied to WALDREX and Customers. This means that the customer may waive/change requirements contained in drawings, instructions, and accompanying documents.

12. COMMUNICATION WITH THE CUSTOMER
Changes that may impact quality must be documented, and the customer must be informed before they are implemented.

13. INFORMATION FOR SUPPLIERS
WALDREX communicates its requirements to suppliers via the Order Form, regarding:
- processes, products/services to be supplied, including identification, relevant technical data (e.g., specifications, drawings, process requirements, instructions),
- approval; products/services, methods, processes, equipment, product/service release,
- competency requirements for personnel,
- relationships with the organization,
- principles for monitoring and measuring supplier performance applied by the organization,
- verification and validation planned by the organization and its customers at the supplier's premises,
- control of design and development,
- special requirements, critical parts, key characteristics,
- testing, inspection, and verification (including production process verification),
- the use of statistical methods for product acceptance and related instructions for acceptance by the organization,
- the need to: implement a quality management system; use customer-designated external suppliers, including process sources (including special ones); inform the organization about nonconformities in processes/products/services and obtain approval; prevent the use of "counterfeit" parts; inform the organization about changes to processes, products/services, suppliers, and locations; obtain the organization's consent to changes; communicate relevant requirements to sub-suppliers, including customer requirements; provide samples for design approval; conduct inspections/verifications, investigations, or audits; maintain documented information, including archiving and destruction periods,
- enabling audits by the organization, its customers, and authorities, and access to areas and documents at every stage of delivery (AS 9100 8.4.3),
- ensuring that the organization's personnel are aware of their contribution to product/service compliance, their contribution to product safety, and the importance of ethical behavior.

14. PRODUCT REALIZATION

14.1. Work Transfer Control

The Supplier must obtain written consent from WALDREX if:
- plans to transfer production or part of it (operations) to a sub-supplier,
- plans to change the sub-supplier,
- plans to outsource special processes and/or NDT testing,
- plans to transfer production from one location to another within the same company,
- plans to purchase material from a non-LCS source when LSC is required.

14.2. Defining Product Requirements

The order submitted to the Supplier is the primary document defining the requirements for the product delivered to WALDREX and customers. This means that the Supplier may waive/change the requirements contained in drawings, instructions, and accompanying documents (e.g., SPD, SMD, RCC, QAD).

14.3. Product Requirements Review

The supplier is responsible for defining the process for reviewing the order/contract/scheduling agreement/supplements. The review should be performed by a group of experts from sales, technology, quality, and purchasing. Any discrepancies/ambiguities should be resolved in writing. Records of the review of the above mentioned documents should be maintained and available to the WALDREX representative.

14.4. Identification and Traceability

The supplier is responsible for properly recording and identifying parts according to the assigned serial number from the moment of production until shipment. If parts are marked with FN numbers (as required by the order), these must be listed on the CofC.

If the material (forgings, castings) has FN numbers or other identification numbers assigned by the manufacturer, the supplier manufacturing parts from this material is obligated to maintain full traceability (linking the material's FN number to the part's FN number).

14.5. Customer Property

Due to the obligation to maintain the identification of customer property (material, equipment, intellectual property, etc.), the Supplier is obligated to use the entrusted property only for the fulfillment of specific WALDREX orders.

Note:

The Customer has the right to inspect the entrusted material at the Supplier's premises at any time during the business day and to conduct a physical inventory to verify the information provided by the Supplier.

14.6. Product Protection

a) The Supplier is obligated to protect the product throughout all phases of the manufacturing process.

Protection includes protection during:
- the production process
- storage
- packaging prior to shipment
- transport.

The Supplier is obligated to implement an FOD protection program.

14.7 Inspection and Testing
Requirements regarding the scope of testing and methods are specified in the order, the attached technical documentation, referenced standards, etc.

14.8 Prevention of Counterfeit/Fake Parts
The supplier shall ensure that the parts counterfeit prevention process includes a mechanism for reporting counterfeit parts to the purchasing representative within 24 hours (ASQR-01) or within 3 business days (AS13100) of confirmation.
The Supplier is obliged to implement and control processes (in accordance with AS6174 or AS5553) that are intended to prevent the use of counterfeit or likely counterfeit material/parts and their incorporation into the product delivered to the Customer. At a minimum, these actions should be implemented by:
- conducting documented training on awareness and prevention of counterfeit materials,
- purchasing only from suppliers approved in accordance with internal procedures,
- purchasing directly from manufacturers (and if this is not possible, purchasing from distributors on the UTC Approved Distributor List – for end customers from the UTC group),
- requiring the provision of certificates issued by manufacturers in the case of purchases from distributors,
- verifying the authenticity of the documentation received with the delivery, paying particular attention to:
- the authenticity and completeness of the documentation required by the order,
- the legibility of entries, stamps and seals,
- any unauthorized corrections,
- any additions (e.g., different pen color/shade, different handwriting).
- verifying the labeling of the delivered materials/products for their authenticity.

15. SPECIAL PROCESSES AND NDT
The supplier of special processes must meet the following conditions:
- have established periods and scope of periodic inspections, reviews and repairs of machinery and equipment and maintain records of these activities,
- have established periods and scope of periodic inspections of control and measurement equipment and other standards used in the process, and maintain records of these inspections,
- regularly train staff and document this training,
- obtain approval of the above mentioned processes by WALDREX and/or its Customer and obtain consent for any changes to these processes.
The supplier of non-destructive testing (NDT) must have approved staff (before production begins).

16. CONTROL OF NONCONFORMING PRODUCT
16.1 If the Supplier discovers any non-conformities during production, inspection, or testing, corrective action must be taken to eliminate the causes.

16.2 **Non-conforming products must be clearly marked and isolated from other products, protecting them from inadvertent use.** The Supplier must report any non-conformities to WALDREX.

16.3 If the Supplier discovers any non-conformities in products manufactured according to the documentation during production:
- if the non-conformity can be corrected - it may do so without the need to obtain WALDREX's consent. The correction process and post-correction inspection must be **documented.**
- if the nonconformity requires repair - the supplier is obligated to provide WALDREX with an electronic version (to waldrex@waldrex.pl) of the completed form (appendix no. 1) **Notification of Nonconformity from the Supplier, no. W-24,** with a description of the nonconformity, its causes, and the corrective actions taken, within a maximum of 7 days of identifying the nonconformity.

WALDREX will return the received **Notification of Nonconformity** to the supplier, issuing written instructions regarding acceptance, repair method, or rejection of the product.
The repair process and post-repair inspection must be **documented.**
The characteristics affected by the improvement/repair must be verified.

16.4 AN ACCEPTED NON-CONFORMING PRODUCT should be marked with a tag and delivered to WALDREX along with a quality certificate, which must include the supplier's **Notification of Nonconformity** number.

16.5 Marking of Non-Conforming Product
If it is necessary to mark a non-conforming product with a permanent marking, the location and method of marking must be in accordance with the design drawing or the relevant standard.
The decision regarding the Supplier's marking of a nonconforming product will be made by the WALDREX technical services, which reviewed the non-conformity on the supplier's **Notification of Nonconformity.**
If a part manufactured from a semi-finished product supplied by WALDREX is deemed to have an irreparable faulty product, it must be marked and returned to WALDREX.

16.6 If WALDREX detects a nonconformity in a delivery that has not been previously reported, the supplier will receive information on the form **Nonconformity/Claim Card, no. W-26, Appendix 2 to PS-8.3-01.**

Such nonconformity requires analysis and action:
- identification and removal of the causes of the nonconformity and the supplier's failure to detect them,
- implementation of safeguards (preventive measures),
- evaluation of their effectiveness.

If a nonconformity is detected after delivery, WALDREX reserves the right to return the non-conforming parts to the supplier without considering their suitability for correction/ repair, or replacement.

16.7 Complaints
If WALDREX submits a complaint, the supplier is obligated to review it within 14 days (unless otherwise agreed) and take corrective action.

17. SHIPPING DOCUMENTATION, PACKAGING
17.1. Shipping documentation.
Shipping documentation is specified in the order.
INVOICES: The supplier is obligated to send - the original invoice by post to:

WALDREX Spółka z ograniczoną odpowiedzialnością sp.k.
ul. COP-u 5,
39-300 Mielec, Polska

17.2. Packaging.
The products must be packed in such a way that they do not cause mutual damage during shipping and storage.
The supplier should protect the shipment against damage during transport. Transport should comply with generally accepted standards.

18. APPENDICES
Appendix no. 1, Notification of Nonconformity from the Supplier, no. W-24
Appendix No. 2, Nonconformity/Claim Card, no. W-26
Appendix No. 3, Supplier Self-Assessment, no. W-211

19. TRADE SECRET
In accordance with the provisions of the Act of 16 April 1993 on Combating Unfair Competition (Journal of Laws of 2003, No. 153, item 1503, as amended), the supplier is hereby informed of the obligation to maintain trade secrets.

20. SUPPLIER SUPERVISION
WALDREX reserves the right to conduct an audit at the Supplier's premises in the form of:
• a direct visit to the Supplier,
• a Supplier self-assessment by responding to the form submitted Supplier Self-Assessment, no. W-211.

Suppliers are obligated to present to the customer corrective actions resulting from nonconformities identified during each audit and their implementation.