WECO

Guidelines for Suppliers

Quality & EMS

PREPARED BY: _____

NOEL JESURATNAM / VP TECHNOLOGY & INNOVATION

APPROVED BY: _____

MICHEL ALARY/ PRESIDENT & CEO

REVISION LOG

REVISION LEVEL	REVISION DATE	PAGES AFFECTED	DESCRIPTION OF CHANGE
0	11 April 2018	All	Initial issue
1	7 May 2018	All	Minor updates to PPAP process
2	13 Dec 2021	All	Updates on documentation requirements
3	01 Nov 2022	All	EMS requirements
4	06 March 2023	10-11	Update of first samples submission quantity

Table of Contents

1. Foreword

A company is judged by the performance of its products and services. Important criteria for this, alongside a marketable price, are permanent quality, promptness, and service, as well as support for the customer when problems arise.

From the company's perspective, five important conditions must be met:

- consistent implementation of a systematic quality management
- constant promotion of quality awareness by the management at all levels
- proof of constant customer satisfaction
- securing profitability through prevention of faults and controlled works processes in all areas
- continual improvement.

Only satisfied customers whose success is based on the quality of our – and also your – work and services secure good corporate results over the long term.

Quality management is an important instrument for securing the quality of work and services.

The quality assurance measures and methods currently applied are summarized in this supplier manual. Our common goal must be to achieve continual improvement of the quality level (CIP).

This supplier manual represents a guideline for cooperation between the WECO and its suppliers. It is a component of the contracts. The suppliers must ensure that subcontractors comply with the guidelines in this manual.

2. Supplier qualification

2.1 Approval and assessment of suppliers

WECO keeps a list of suppliers who in the past have proven the ability to fulfill our expectations. All materials for prototypes and for series parts, as well as all services, are only purchased from suppliers, who are on the list of approved suppliers (Approved Vendor List).

Suppliers on this list are audited per established supplier audit plan. Audit requirements are based on supplier commodity and supplier performance. Typical reasons for a supplier audit could be insufficient series quality, logistical problems, or commodity class requires periodic follow up audits. The type and frequency of audits depend on performance results.

New suppliers are added to the list of approved suppliers if the assessment performed by Purchasing and Quality is positive, and the supplier is certified to any of the following standard:

1. ISO 9001
2. IATF 16949

Supplier audit plan details will be defined at the time of Production Part Approval Process (PPAP).

WECO will examine the supplier processes if individual cases require it. Typical reasons can be the introduction of new products, production starts after technical changes, or insufficient series quality of the supplier.

The supplier must allow WECO access to check whether the supplied products, the process, the product, and the services correspond to the specific requirements.

WECO's customers reserve the right to participate in audit activities of suppliers.

2.2 Supplier selection

A supplier for a certain product or service can only be selected from the "List of approved suppliers".

2.3 Supplier development

WECO shall work with its suppliers based on ISO 9001. WECO is prepared to support its suppliers, to provide necessary information and to define its expectations clearly. Supplier meetings serve as the exchange of knowledge and experience.

In order to fulfill the requirements of ISO 9001, the supplier's quality management system must be oriented towards preventing rather than discovering faults. For this reason, it is necessary to use development and process expertise to prevent deviations from the requirements. If risks or deviations are recognized (as a result of FMEA, capability examinations, etc.), fault prevention methods must be used during the planning of procedures, equipment, processes and tools, which minimize or prevent these risks. These fault prevention methods must also be applied during the problem solving (see chapter 4.6).

3. Samples

3.1 Requirements for prototypes

Prototypes are parts that are not typically produced on series tools. These parts are manufactured by the manufacturer using all the technical and production supplies available according to the provisional diagram requirements. They must be fully functional. The supplier of the prototype must keep in close contact with WECO's engineering. If requested, the prototype supplier must also provide WECO with all the data available from manufacturing the prototype for planning the production procedures and the manufacture of the production tools. The manufacturer must conform to all defined requirements, which aids the assessment of the prototype parts. All critical characteristics must be manufactured corresponding to the specifications; rework is permitted. Evidence of conformity with the required specifications must be provided by the manufacturer in writing. The assessment of prototypes is the responsibility of Engineering Development, Process Engineering and Quality at WECO.

Prototypes must be clearly marked as such with proper identification (labels / stickers).

3.2 Samples of raw materials and other purchased parts

Raw materials and all purchased parts are frequently retail or catalog goods. The specifications must be agreed upon with the corresponding WECO department. The supplier provides WECO with a first sample test report along with all relevant data and the safety datasheet. The manufacturer must conform to all defined requirements, which aids the assessment of the material. Evidence of conformity with the required specifications must be provided by the manufacturer in writing. The assessment of samples is the responsibility of the WECO Engineering department and the WECO Quality Department.

Samples must be clearly marked as such with labels and stickers.

4. Advanced Product Quality Planning / APQP

Advanced product quality planning is the basis for avoiding potential faults and for continuous improvement. The APQP process covers the steps from development through to series production. It requires a multi-disciplinary team that includes key functional departments such as Sales, Development, Production Planning, Production, Purchasing, and Quality Assurance.

Normally, APQP is carried out in cooperation with the supplier's interdisciplinary team and the progress is regularly checked. However, if WECO does not participate, this process is the responsibility of the supplier and must be authorized and signed off by WECO Quality. The APQP can lead to the creation of Process Control Plan, which defines and determines the most important characteristics, and how they are checked, assessed, and documented during series production.

4.1 Specifications and requirements

WECO offers all the required information and technical data for enquiries and orders. This does not include catalog and retail goods without specific requirements.

This data comprises this quality guideline, all current WECO drawings, WECO specifications and the technical delivery conditions, along with other instructions and standards, which describe the required quality features.

In addition, relevant data must be provided by the supplier, if it is responsible for the engineering and development. These are approved by WECO, where necessary.

During the individual advanced production quality planning stages, the supplier must constantly examine the technical data for completeness, accuracy and validity, and immediately report any

deviations. In the event of subsequent changes, it must ensure that its relevant departments have all the current data and that these agree to all documentation, production and quality instructions.

4.2 Basic requirements and measures for early fault recognition

In order to be able to recognize possible sources of faults early, targeted preventative measures must be implemented before series production starts. The occurrence of faults during production also has to be recognized early so that immediate measures to prevent them can be implemented. Where applicable, preventative measures must be extended to other comparable products and processes. For this reason, we demand comprehensive and documented planning and realization of appropriate measures before series start according to priority, also with the announcement of planning for further product development.

4.3 Analysis of possible faults

In order to prevent a breakdown in quality during series production and to rationalize the testing costs as much as possible, an analysis of potential faults and their consequences (FMEA = failure mode and effect analysis) must be performed. A design FMEA is required for parts, where the supplier is responsible for the design.

A process FMEA must be performed by the supplier for all parts before the production of tools and equipment. This must consider and assess all factors that impact on the production process. Corresponding measures to secure the process must be implemented for any weak points discovered. Upon request, the customer must be provided with evidence of FMEA at any time. Furthermore, we expect (if possible) the use of fault tree analysis. The FMEAs must be constantly updated and, if necessary, demonstrated, by the supplier.

4.4 Producibility assessment

The producibility assessment judges whether a requested part can be manufactured under series production conditions as described and required in drawings and specifications.

The producibility assessments must be performed by the supplier in cooperation with the responsible WECO department (as required). The producibility assessments are required for new products, changes to processes and for larger increases in volume.

In particular, stipulated tolerances must be ensured from statistical perspectives, as well as the function and stress of the component. Proposals made by the supplier regarding necessary changes or additions to drawings and specifications are carefully assessed by WECO and implemented as defined by a continual improvement of product quality, process safety and economic production.

The following methods can be used for the manufacturability assessment:

- Process system FMEA
- Process capability analysis
- Design of experiments (D.O.E.)
- Checklists – producibility assessment (Advanced Product Quality Planning and Control Plan (APQP).

4.5 Measuring devices, measurements and testing devices

The supplier is responsible for the use of appropriate measuring and testing devices (including software and programs) for satisfactory process monitoring. The supplier and WECO agree the measuring methods and devices to be used. In order to guarantee safety for production and the dispatch of

faultless parts, all measuring and testing devices listed in the control plan must be approved and their capability demonstrated.

It is incumbent on the supplier to provide standard measuring devices. Special tests and the procurement of the corresponding measuring devices must be agreed with WECO. The measuring methods and devices proposed by the supplier and agreed by WECO must be included in the control plan.

If production tools, molds or similar equipment other than measuring or testing devices are used, these must be examined and approved and documented in the same way,

4.6 Statistical methods and processes for process control

Based on the FMEA analysis results, a test plan must be prepared, in which both the test qualities and the extent of the sample, the test frequency and testing device are defined. It must also contain information about the statistical investigations which take place before the start of series production and for testing the current production. It must also contain the type of quality control card to be used at the testing location. If necessary, the test plan must be checked by WECO employees. We expect SPC xbar/R or xbar/S-charts and control charts to be used for all production processes where statistical evidence is necessary or required. We also expect process parameters, which can negatively affect the qualities of the product, to be monitored, documented and optimized accordingly.

4.6.1 Preliminary process capability

Studies for provisional process capability are performed in order to obtain early information about new or changed processes in respect of the customer requirements.

A constant quality performance can only be achieved through a statistically capable and long-term constant process. Non-capable processes lead to avoidable fault costs. Therefore, preliminary process capability studies must be made and documented before series start of all important and critical characteristics. A preliminary process is judged capable if the Ppk value (preliminary process capability index) > 1.67. All qualities of the produced parts must correspond to WECO's requirements.

Processes, which do not correspond to the requirements, must be made capable by removing the systematic influences. If rework has to be carried out, this must be documented in the control plan and works instructions. Once the process has been improved, all previous tests must be repeated in order to confirm that the improvements are effective. The capability study must be carried out on at least 100 parts, which have been produced using one setting.

Since qualitative features only provide limited information, they are not suitable for preliminary process capability tests. Qualitative features derived from the production start can be used to set priorities for process improvements and for creating control plans, but never for calculating the preliminary process capability.

4.6.2 Process capability

Process capability can only be determined if the process is subject to statistical controls, that means if all systematic influences have been removed and only accidental factors impact on the process. A process is judged capable if the Cpk value (process capability index) ≥ 1.33. If this value is not achieved, a 100% test must be performed in respect of the non-capable quality and then sorted until a capable process is achieved.

4.7 Packaging planning

The selection of the packaging affects the product quality and must therefore be tested during the manufacturability assessment and before reaching the offer.

The supplier must ensure appropriate packaging, taking into consideration the various methods and routes of transport, as well as preventing quality risks as a result of environmental influences. It must ensure that all parts arrive without damage or depreciation.
In addition, follow-ups for the shipment must be carried out in order to verify that the selected packaging guarantees a constant quality of the product upon receipt by the customer.
If the customer detects any failure, then improvement is required.

4.8 Quality assurance for parts from sub-contractors

It is incumbent upon the supplier that its subcontractors fulfill all WECO requirements relevant to its part. The required information must be passed on by the supplier.

The supplier must guarantee the effectiveness of its suppliers' quality management systems corresponding to the principles and regulations such as ISO 9001. A documented corrective action plan must exist for all faults.

It is also incumbent upon the supplier that its suppliers monitor the quality of their products by implementing the following measures:

- Use of control plans / FMEAs
- Ensuring that all products used and services provided correspond to the applicable specifications and that traceability is guaranteed.
- Introducing corrective measures (e.g., by using the 8 D process) and the availability of corresponding records
- First samples must be delivered in series packaging (packaging used for series productions).

5. Production Part Approval Process (PPAP)

5.1 Submission of first samples

Before proceeding with series production, initial samples must be submitted to WECO with all relevant supporting data for review and approval. A PPAP needs to be completed in the following cases:

- First series delivery of a new part
- New tools or modification of existing approved tools
- Change in approved material
- Change in approved manufacturing process
- Change in product design (drawing change) / requirements
- Change in manufacturing location

All first samples must be produced using the processes and tools to be used for subsequent series production.

The quantity of the first samples to be produced per suppliers is in accordance with the table below, unless otherwise instructed by WECO, it's considering the minimum of quantity required for one (1) test order for each type of WECO's production process, this standard is applicable for any supplier of plastic, ceramic and metal parts manufacturing, WECO will confirm it at the time of the request.

This standard makes an exemption for plating suppliers, the identification of the first samples to be produced will be determined by the supplier himself according to his process capability and

performance studies based on the volume in (Kg) per barrel and per metal item, consequently the quantity in terms of parts is variable from one metal item to another according to the plating standard process and devices.

	WECO Product Group	WECO Manual Process (pcs)	WECO Semi-Automatic Process (pcs)	WECO Automatic Process (pcs)
Plastic	Plastic Moldings	300	500	750
Ceramic	Ceramic blocks	100	200	N/A
Metal	Screws	3000	5000	7500
	Terminal Bodies & Wire protectors (assembly process)	N/A	N/A	5000
	Terminal Bodies	1500	2500	3750
	Contact Springs	3000	5000	7500
	Pins	2500	N/A	25.000
	Tabs	1000	2000	N/A
	Current Bars	1000	2000	N/A
	Mantle Terminals	1000	2000	N/A
	Nuts	1000	2000	N/A
	Washers	1000	2000	N/A

WECO reserves the right to review the production process and first samples at supplier location.
In case of rejection of the first parts submission, a re-submission should be required with specific requirements.

5.2 PPAP Documentation requirements: production process and product approval report by the supplier

Before delivering the first samples, the supplier must ensure that all prescribed qualities correspond to WECO requirements and any related instructions. This must be demonstrated by the production process and product approval report (first sample test reports). These must allow for the fact that parts, which come from multicavity tools, are tested and reported per mold nest. Characteristics which can't be tested by the supplier must be documented by test results from testing institutions. The test reports, product safety datasheets or material datasheets must be included with the first sample.

Quantity of samples to be fully inspected and reported, unless otherwise instructed by WECO, is by default **10 units**.

Unless otherwise authorized or instructed by WECO, the following documents should be part of part approval documentation package submitted prior to shipment of first samples to WECO:

a. WECO PPAP form completed (QSME 105 Appendix C PPAP)
b. Part full inspection report with respect to WECO specifications and drawings (with marked up drawings)
c. Process Failure Mode Effects Analysis (PFMEA)
d. Process Control Plan
e. Manufacturing process flow diagram (high level including incoming material, production, test, rework (if any), shipping, etc.)
f. Material composition data
g. Third party inspection reports for special processes (if applicable)

The following data must be detailed precisely on any test report:

- WECO item number
- WECO item description
- Drawing number
- status/date
- change number (if it is a change)
- the number of tools and mold nests.

5.3 Complying with the agreed sample submission schedule

While we want to receive the parts per agreed schedule, it is also critical to ensure the received parts follow our requirements and specifications. Compliance with the agreed submission schedule will not be granted should there be any non-conformances found. For this reason, we expect the parts to be provided by the agreed time according to the drawings and the agreements. Suppliers should communicate and report any deviations from agreed specifications and requirements to WECO & obtain approval prior to shipment of samples.

5.4 Extent of the first samples

The quantity of first samples required for the PPAP depends on the product category, as described in the table above. If the quantity required differs from the general requirement mentioned above, WECO will confirm it at the time of the request.

5.5 Change management

The supplier shall give WECO advance written notice of changes to his manufacturing process, materials or parts incorporated in his products, any changes of the design of the products, of relocation of production plants, of his sub-suppliers, of modifications made to the methods or facilities for the testing of the products or to other quality assurance measures. The supplier shall give WECO sufficient time to check whether such changes may have a detrimental effect on the Contractual Products. The supplier shall report all changes to WECO including all corresponding measurements performed. In any case, WECO will have to evaluate the change and provide official agreement in writing prior to execution.

5.6 Labeling the parts from multicavity tools

Parts made from multicavity tools must be labeled specifically per mold nest. For important parts, the allocation must also exist for first use. This requirement is valid for initial samples and to series deliveries as well.

5.7 Labeling the raw material

Raw materials must be labeled with a manufacturer's certificate with each delivery, which contains the precise name and evidence of compliance with the agreed specification. All material tests or standards listed in the drawing also have to be listed in the first sample test report.

5.8 Assessing and approval of the first samples for series deliveries

The first sample reports and first samples are verified by WECO in respect of dimension, material, and/or function. If the results correspond with the requirements, approval is typically given for series delivery. Official approval is documented and communicated via signed WECO PPAP warrant (QSME 105 Appendix C PPAP). Supplier is to keep records of all signed PPAP warrants as proof of official approvals for series production.

When disposing of the first samples, the supplier must immediately inform WECO Purchasing Department and WECO Quality of a new production date for corrected first samples. Deviations from requirements, which are not discovered during the first sample tests, can be subject to a Corrective Action Request later. WECO may decide to provide conditional approval for limited series production quantity based on the type of concerns raised from PPAP process.

5.9 Approval with conditions

If approval is conditional, unless otherwise specified, it is assumed that the required corrections will be finished by the supplier before the first series delivery. In addition, we expect written confirmation of the corrections made, stating parts and test report numbers, and any other relevant supporting data to our respective Quality representative before the first series delivery.

5.10 Dispatch of first samples

In principle, the first samples must be dispatched to the quality department for series approval by the method agreed with our Purchasing Department. First sample parts for series approval must be packed and labeled separately and sent separately from other sample deliveries. The first sample test report must be enclosed with the first sample parts. The delivery note must state the number of first samples and the first sample test report number.

5.11 Possible charge with additional test costs for multiple sampling

If additional sampling procedures are required by WECO because of faults, WECO shall charge the extra costs incurred. Per WECO's standard procedure, supplier will be notified of such decisions immediately upon notice of non-conformance.

6. Series deliveries

Before dispatching the first series delivery, approval must have been given by WECO quality department. The requirements stated in the first sample test report must also be fulfilled. Moreover, the measures agreed with the representative of the quality department for resolving system weaknesses must be carried out and documented.

6.1 Process control and series testing

For the series testing, the supplier must use statistical process control. The records must be kept such that changes can be recognized early and corresponding corrections can be made to the process in

order to prevent faults. For part characteristics, which are not subject to the statistical process control, the supplier must use regular samples. For a batch to be accepted, no faults must be found in the sample.

The qualitative measures must be clearly and unmistakably recognizable in the records.

If parts are produced in a non-capable process (Cpk < 1.33), a 100% test must be performed. This 100% test must be continued until the manufacturing process is optimized and a capability index of ≥1.33 is achieved.

From an economic perspective, we expect a continuous process of improvement with the aim of a constant reduction in spread. Our representative from the quality department must be allowed to inspect the documentation for this at any time. After consultation, the Cpk value can be queried by WECO Quality.

6.2 Long term testing

If the diagrams and requirements contain details about the long-term condition of a part, this testing must also be performed by the manufacturer. Such an assessment must be made according to approved statistical procedures. This test can only be omitted by the supplier with written consent from the quality department.

6.3 Random samples and test frequency

The determination of test characteristics, which have to be tested during series production at appropriate intervals, depends on the controllableness of the production process. The test frequency and extent of the samples taken cannot be determined until the process capability has been demonstrated on the basis of the quality. The correct and appropriate application of test frequency and random samples requires knowledge of the current quality methods. Initial process control plan is expected to be generated based on PFMEA study.

6.4 Measures by the supplier when faults occur

The supplier is engaged in testing the quality of its products for delivery to WECO before delivery so that no products are delivered, which do not fulfill the specifications agreed for the product to the full extent. *Both parties agree that WECO can leave out incoming inspection, because of the final inspection of the supplier according to the above-mentioned conditions. WECO will complain within the framework of an ordinary business process. To this extent, the supplier can waive the objection of late complaint for concealed faults.*
If, during the isolation of the quantity of faults it is found that faulty parts have already been, or could be delivered, the respective quality department at WECO must be informed immediately by Fax or e-mail.
It must also be clear that the measures implemented to rectify the fault must also be reported in writing at the same time.

6.5 Correcting of batches

The manufacturer must ensure that the corrections made fully cover the agreed part-specifications and do not affect the function and safety of the parts (e.g., through intensified repeat testing).

6.6 Documentation Requirements for series deliveries (post-PPAP)

All shipments of products to WECO should be accompanied with the following list of Quality documents (unless otherwise instructed).

Component Type	Documents Required with Every Delivery
Plastic Components	- Supplier part inspection/test report - Certificate of Compliance - Certificate of Analysis
Ceramic Components	- Supplier part inspection/test report - Certificate of Analysis
Metal Components	- Supplier part inspection/test report - Certificate of Analysis
Plating Supplier	- Certificate of Analysis for plating for each shipment - Measurements of plating Thickness on 10 samples
Product Assembly with materials supplied by WECO	- Certificate of Conformity - Supplier product inspection/test report

MSDSs documents are required for products with hazardous materials and must list the hazardous chemicals that are found in a product in quantities of 1% or greater, or 0.1% or greater if the chemical is a carcinogen.

All deliveries should be accompanied by relevant quality documentation as stated in WECO's Quality Guidelines for Suppliers. For further clarifications, please contact your WECO Representative.

6.7 Audits

In order to monitor, assess and continually improve the effectiveness of the quality assurance, it is necessary for the supplier to perform scheduled and event-based audits of products ready for dispatch in order to check that the technical documents, drawings, specifications, standards, legal instructions and other prescribed quality criteria are met. The number of checks per year shall be determined by the supplier and shall be based on the existing works processes and systems.

The audit documents, assessments and measures catalogs shall be kept by the respective quality department. A record shall be kept of these, if applicable.

WECO or its representative must be granted the right to check with the sub-contractor that a sub-contracted product fulfills the prescribed quality requirements. This audit must not be interpreted by the supplier as proof of an effective quality monitoring by the sub-contractor.

The WECO audit must not release the supplier from its duty to provide acceptable products, nor must it exclude subsequent rejection by the customer.

6.8 Labeling the deliveries

6.8.1 Use of a new diagram and specification index

If parts are produced according to a new index, these must not be mixed with parts produced according to an old index. It must also be ensured that parts with the old index are delivered first. If it is no longer possible to deliver parts produced according to the old index, they must be scrapped. The use of parts with the new index must be noted separately on the delivery papers. Containers and bundles must also be labeled according to the parts name, drawing number and index.

6.8.2 Stating the batch number on the delivery note

Delivered batches must contain the batch number on the delivery note and accompanying papers. This allows the affected production quantity to be calculated if faults are discovered. The batch name is subject to the duty of documentation.

6.8.3 Deliveries with special approvals

Deliveries, which are sent to WECO in conjunction with a special approval or similar, must be labeled separately on every delivery unit.

6.9 Sub-contractors

The supplier is fully responsible for our products that are manufactured by sub-contractors. This means that it must implement consistent quality assurance measures with its sub-contractors, for example, the implementation of FMEA (see 3.1), process capability checks and the application of statistical process control and must undertake corresponding monitoring. In the event of complaints, the supplier shall also introduce corresponding measures with its sub-contractors and monitor their implementation.

6.10 Change of the production process

Before using process changes, the supplier must perform checks in respect of compliance with the drawing requirements and provisions. This includes failure mode effect analyses. An initial sampling may not be performed before this.

6.11 Complaints

If WECO discovers faults with products delivered by the supplier, it shall inform the supplier in a non-conformance report. After receipt of this report, the supplier has 48 hours to provide an initial response with immediate containment actions and a maximum of 5 workdays to respond with corrective action plan (e.g., 8 D report). The response must include:

- the scope and extent of the material or parts affected by this deviation and the consequences for the customer (WECO)
- Conceivable causes of the fault, which can be directly or indirectly connected with the fault,
- Immediate containment measures to prevent escape of the fault to customer (with implementation plan & status)
- Permanent corrective/preventive measures (with plan & status)
- When the customer can expect the next fault-free delivery and how the customer can identify a good lot.
- in addition, the supplier must inform WECO within 4 weeks after receipt about the progress of the corrections to the cause of the fault and confirmation of the effectiveness of the measures.

6.12 Checking the delivered parts

As the supplier is responsible for the performance of the delivered parts, WECO will perform minimal sample inspection at incoming per WECO's standard inspection sampling plan. The incoming goods test is reduced (skip lot procedure) if proof of process capability is provided by the supplier and the quality history of the parts is positive. This proof must be provided to WECO by the supplier.

6.13 Packaging

The packaging of series parts must be agreed and approved by WECO.

Labeling of packaged parts must show at a minimum the Part number, Quantity, lot#, and a date of manufacture, and if there is a shelf life on the material, the date of expiration must also be shown.

7. Traceability

The supplier shall ensure, whether by identification of the products, or, if such is impossible or impractical, by other suitable means, that, in case defects are detected in a product, he can immediately establish which other products might be affected. WECO shall not be obliged to accept products that are not adequately marked, or without an adequate identification substitute respectively, but shall be entitled to return them to the supplier at supplier's expense.

Tracing needs to be designed in such a way that a clear and gapless tracking from delivery data back to the designated workstation is ensured, especially down to the sub-supplier level.

As a minimum requirement, all parts have to contain information on batch number, date of production, and other identification numbers.

8. Conflict Minerals Compliance

Certain regions, where several metals used in the electronics industry originate, have been identified as "conflict" regions. The Democratic Republic of the Congo and adjoining countries are identified as conflict regions due to reported human rights abuses, environmental concerns and actions against citizens. Certain minerals that originate (are mined) from this region have been identified as "conflict minerals" and include gold (Au), tantalum (Ta), tungsten (W) and tin (Sn). Suppliers are required to undertake due diligence in reviewing / assessing their supply chain to assure that these metals, if they are contained within the product supplied, are not sourced from mines that are in this conflict region which are controlled by non-government military groups, or unlawful military factions ("Conflict Metals").

Additionally suppliers of metal parts to WECO are expected to,

1. Have in place (and provide information about upon request) a conflict free sourcing policy and controls for assuring only conflict free metals are procured,
2. Monitor their supply chain as reasonably necessary to help avoid procuring "Conflict Metals",
3. Provide, upon request, supporting data / information confirming status and compliance.

9. Environnemental Compliance

9.1 Compliance document requirements

a. CMRT (Conflict Minerals Reporting) to be submitted annually.
http://www.responsiblemineralsinitiative.org/conflictminerals-reporting-template/

b. REACH/SVHC and RoHS declarations – To be submitted annually.
c. Evidence of compliance to applicable safety standards (UL / CSA /VDE/ etc.) to be submitted annually.

d. Full Material Disclosure (standard format IPC-1752 -2 class 6) to be submitted once at the time of initial purchase and subsequently for any change in process or content.

9.2 MSDS (Material Safety Data Sheet)

MSDS documents are required for products with hazardous materials and must list the hazardous chemicals that are found in the product in quantities of 1% or greater, or 0.1% or greater if the chemical is a carcinogen,

9.3 Compliance

All suppliers of products and services to WECO should comply with WECO EMS requirements and regulations.

10. References

- ISO 9001 :2015
- ISO 14001 :2015

- QS-9000
  Production Part Approval Process (PPAP)
  Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation

- QS-9000
  Advanced Product Quality Planning and Control Plan (APQP)
  Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation

- QS-9000
  Measurement Systems Analysis (MSA)
  Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation

- QS-9000
  Statistical Process Control (SPC)
  Daimler Chrysler Corporation, Ford Motor Company, General Motors Corporation