



Wellington Industries
39635 I-94 S. Service Drive
Belleville, MI 48111

Supplier Quality Manual

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1.0 Introduction

1.1 Foreword

Wellington Industries, Inc. places high importance on customer needs by monitoring trends in the marketplace, and at the customer level. This open exchange of ideas stimulates new ideas for improving the quality and performance of the products that we supply them. Additionally, we make sure that giving our employees the resources necessary to perform their tasks in a professional and cost effective manner satisfies our customers.

The Purchasing Director and Quality Director of the company approve the Supplier Quality Manual and its stated principles.

The Supplier Quality Manual is stored electronically and is password protected. The file has "write-protect" status, and can only be modified with the approval of the Director of Purchasing and Director of Quality. The Supplier Quality Manual is issued as either a controlled or an uncontrolled document.

Questions or concerns regarding this Supplier Quality Manual, please contact:

Purchasing Manager
Phone: (734) 403-6110
purchasing@wellingtonind.com

Wellington Industries contact information:

- General Number (734) 943-1060
- Fax Number (734) 942-9430
- Email Address purchasing@wellingtonind.com

1.2 Purpose

The Purpose of this document is providing our suppliers or potential suppliers with an understanding of the requirements to supply Wellington Industries.

1.3 General

Wellington Industries realizes that only through the long-term partnership with its suppliers, will it be able to achieve the goal of exceeding internal and external customer expectations. Wellington Industries will involve various suppliers in Supplier Agreements in an attempt to establish these long-term partnerships. The following performance guidelines are meant for suppliers of Wellington Industries.

1.4 Wellington Industries' Commitment

Provide clear communication of expectations to the supplier, including quality system requirements, material specifications, technical requirements, delivery expectations, cost reduction goals, quality improvement goals, and customer service requirements.

- Evaluation and selection of new suppliers based on their ability to meet these expectations.
- Provide feedback to current suppliers on performance concerning these expectations.
- Establish long-term relationships with suppliers who can meet or exceed these expectations.
- Act in an open and ethical manner with all supplier interactions.

2.0 Supplier Partnership

2.1 General

At Wellington Industries, we recognize the critical role quality plays in our success. Our Quality Policy Statement is as follows:

“Wellington Industries will provide the best Quality, Cost, and Delivery through People, Teamwork, and Continuous Improvement, while maintaining a Safe and Environmentally Friendly workplace.”

Our attainment of this goal is dependent on the quality of materials received from our supply chain. We expect products received to be 100% defect free and on time.

Quality is the major consideration for supplier selection at Wellington Industries. Your dedication to quality with strict adherence to the Wellington Industries Supplier Manual, quality requirements, material specifications, packaging, and shipping requirements will clearly solidify your value as a Wellington Industries Supplier.

2.2 Requirements for Suppliers

Meet Wellington Industries expectations. React with concern when requirements need to be met and take the steps necessary to resolve deficiencies and prevent their reoccurrence.

Embrace the concept of continuous improvement and zero nonconformities in all Wellington Industries products.

Show a willingness to establish a long-term relationship with Wellington Industries. Act in an open and honest manner in all of our interactions.

2.3 Acknowledgement

Wellington Industries Purchasing Department shall provide copies of this Supplier Quality Manual to all current and potential suppliers. The acceptance of any Supply Agreement or purchase order constitutes an agreement to comply with and provide material and services by this Wellington Industries Supplier Quality Manual.

2.4 Government Statutory and Regulatory Requirements

We require all suppliers to comply with applicable legal standards and requirements. Wellington Industries is committed to sourcing raw materials from companies that share our values around human rights, ethics, and environmental responsibility. We expect all of our suppliers to abide by the Government Statutory and Regulatory Requirements regarding the following:

- Conflict Minerals
- NAFTA
- Safety Data Sheets
- Other

3.0 Quality Requirements

3.1 Supplier Quality Management System (QMS) Development

Wellington Industries' suppliers of automotive products and services shall be required to develop, implement, and improve a quality management system with the ultimate objective of becoming certified to this Automotive QMS Standard.

Using a risk-based model, Wellington shall define a minimum acceptable level of QMS development and a target QMS development level for each supplier.

Unless otherwise authorized by the customer, a QMS certified to ISO 9001 is the initial minimum acceptable level of development. Based on current performance and the potential

risk to the customer, the objective is to move suppliers through the following QMS development progression:

- Certification to ISO 9001 through third-party audits; unless otherwise specified by the customer, suppliers to the organization shall demonstrate conformity to ISO 9001 by maintaining a third-party certification issued by a certification body bearing the accreditation mark of a recognized IAF MLA (International Accreditation Forum Multilateral Recognition Arrangement) member and where the accreditation body's main scope includes management system certification to ISO/IEC 17021
- Certification to ISO 9001 with compliance to their customer-defined QMS requirements (such as Minimum Automotive Quality Management System requirements for Sub-Tier Suppliers [MAQMSR] or equivalent) through second-party audits
- Certification to ISO 9001 with compliance to IATF 16949 through second-party audits
- Certification to IATF 16949 through third-party audits (valid third-party certification of the supplier to IATF 16949 by an IATF-recognized certification body)

(Note: The minimum acceptable level of QMS development may be compliance to ISO 9001 through second-party audits, if authorized by the customer.)

3.2 Production Part Approval Process (PPAP)

Wellington Industries will request a PPAP based on our customers' requirements, changes made in the process or products purchased. Wellington Industries uses the Automotive Industry Action Group (AIAG) Production Part Approval Process Manual as the basis for approving new production parts and/or materials. The AIAG method is a widely accepted method in many industries. All PPAP's submitted must be a minimum Level 3 unless otherwise specified.

PPAPs are to be submitted to the Wellington Industries Quality Department, and any associated PPAP sample material shall be clearly labeled as such. The supplier must identify the samples in some manner (ex: number or tag each container) which allow proper identification.

PPAP documentation must be received and approved in writing before shipment. Supplier PPAP must be accompanied by a minimum of 6 samples that are considered Master Samples at the time of PPAP and proof of International Material Data System (IMDS) approval highlighting any conflict mineral concerns.

Any production shipments received by Wellington Industries before obtaining this approval will be rejected. Any exceptions must be documented and approved by Wellington Industries prior to shipment.

3.3 Pre-Production Requirements

Suppliers shall meet Wellington Industries pre-production requirements. Formal communication will document these requirements. Process documentation (e.g., Control Plans) must be kept current.

Suppliers are expected to clearly identify pre-production material to ensure that Wellington Industries does not mix such material with current production material.

Pre-production labeling (see appendix) must be done per Wellington Industries requirements in addition to AIAG standard barcode label requirements.

3.4 Incoming Product Quality

All products received must conform to agreed requirements/specifications (PPAP) and are subject to inspection and approval. Chemistry Analysis (COA) must accompany the material as specified at the time of delivery.

If the product does not meet requirements, Wellington Industries reserves the right to reject and return at the expense of the supplier, all or any portion of shipment if non-conforming. All costs associated with non-conforming product storage may be at the cost of the supplier.

Packaging Requirements

See appendix for plant specific packaging instructions.

Labeling Requirements

All labeling from the supplier will include Wellington's internal part number as noted on the purchase order, lot number and quantity. Barcode label is required to conform to AIAG labeling standards.

3.5 Non-Conforming Product

If the product is rejected because of nonconformance to specification, the following actions may be taken:

Vendor Incident Report (VIR) will be issued and will include a \$250 Administration charge associated with this document.

- Rejected product will be returned to the supplier, freight and all associated customer chargebacks will apply.

- The supplier may incur costs of product that is scrapped.
- Returned product requires a Return Merchandise Authorization (RMA) from the supplier. If a RMA is not received within 48 hours, Wellington reserves the right to scrap all non-conforming product without notice.

See appendix for sample Vendor Incident Report

3.6 Request for Temporary Product Specification or Substitution and Process Changes

Prior to any deviation from the approved PPAP process or approved material, the supplier must:

- Contact Wellington Industries and get a written deviation to supply product before shipment, **stating the exact quantity and period** for which the deviation shall apply.

(Note: Additional deviation approval may be required from Wellington's customer)

- Include a copy of the signed deviation with each shipment of deviated product. Certificates of Analysis are required, as specified, for all products supplied.

The supplier will be fully exposed to all warranty claims and rework or reject costs, for shipments of product that do not conform to specification.

Deviations received from the supplier may require approval from Wellington's customer. All shortages and missed shipments awaiting full approval will be at the expense of the supplier.

3.7 Request for Permanent Product Change

In the event there is a need for permanent change, the request must be approved by Wellington Industries Management. To request the change, the supplier must complete an Engineering Change Request form and submit for approval.

(Note: Additional approval shall be required from Wellington's customer)

If the change is needed immediately to continue the supply of material, the supplier must follow the temporary product specification process outlined in 3.6 of this manual. Once approved, refer to the PPAP process outlined in 3.2 of this manual.

Failure to comply willfully exposes the supplier to all warranty claims and rework or reject costs, for shipments of product that do not conform to specification.

3.8 Rejection and Charge Back Policy

In the event material is rejected due to nonconformance to specification, expired or incorrect, the following actions will be taken:

See above 3.5

Rejected product will be returned to the supplier, freight and chargeback will be charged to the supplier. If we have reject material, we will communicate the problem to you at that time to discuss action needed. The supplier's personnel will replace the raw material to solve the problem. Wellington Industries may seek to recover from a supplier any damage resulting from a delivery of nonconforming product, which may additionally include the following:

- If the reject is a repeat issue (same material, same rejection reason within a 12 month period), the supplier will be expected to bear (reasonable) costs associated with the impact on Wellington Industries.
- If the product fails due to the nonconforming material and is discovered in production or beyond (i.e., at one of Wellington Industries customers or in the field), regardless if it is a repeat, the supplier will be expected to bear (reasonable) costs associated with the impact on Wellington Industries.
- The supplier may also be held responsible for resulting charges imposed by Wellington Industries' customers, such as warranty claims or costs associated with a recall.

(Note: These charges would be invoked when a supplier's product does not conform to contractual requirements and specifications.)

3.9 Contingency Plans

Any interruption in supply could result in Wellington Industries not meeting its requirement of 100% on time delivery, resulting in failure to meet its customers' demand. The supplier shall prepare contingency plans to satisfy Wellington Industries requirements in the event of an emergency such as utility interruptions, labor shortage, key equipment failure and field returns.

When the supplier knows in advance of an impending production interruption, the supplier shall notify all Wellington Industries Purchasing Department at least 48 hours, if possible, before that interruption. The nature of the problem shall be communicated with the immediate actions taken to assure a supply of product.

Production interruptions may include (but are not limited to) natural disasters, political unrest, war, capacity issues, quality issues, labor strikes or other events that prevent the supplier from meeting the specified capacity volumes. The supplier is required to advise Wellington Industries

of the plan for recovery and work toward minimizing its effect on the Wellington Industries plant. Upon request, the supplier shall provide their contingency plans to Wellington Industries.

4.0 Supplier Monitoring and Development

4.1 General

Suppliers are expected to implement a robust Quality Management System (QMS) that promotes defect free products through prevention, monitoring, and ongoing improvement.

Comments or questions regarding the Wellington Industries Supplier Quality Manual may be directed to Wellington Industries' Quality Department.

4.2 Supplier Audits

Wellington Industries requires all suppliers to complete and submit a Supplier Self-Assessment. Upon review of the assessment, an additional on-site assessment may be required. Wellington Industries will supply a copy of the Supplier Self-Assessment or Full-Audit Assessment.

Wellington will perform an annual Risk Assessment on each supplier; a second-party audit will be conducted by Wellington for those suppliers that receive a score greater than 89.

Wellington Industries reserves the right to conduct a second-party audit as needed and inputs shall include but are not limited to the following:

- New suppliers
- Quality performance
- New machinery or new technology
- New or added site or facility
- Delivery schedule performance
- Second-party audit findings
- Third-party quality management system certification status

These visits may involve customers, second-party, or an approved third-party. Visits may also include any regulatory body that may want to perform an on-site audit. All records shall be made available no less than two weeks prior to any audit.

Wellington Industries' suppliers shall require their suppliers of production goods and services to conform to the requirements specified herein and must implement and document appropriate controls. Suppliers to Wellington Industries must select their suppliers based on

Wellington Industries expectation of zero defects, and on their capability to continually maintain robust processes throughout the life of the product.

4.3 Supplier Monitoring (Scorecard)

The Wellington Industries Scorecard provides on-going (monthly) assessment of quality, service and delivery performance. Suppliers should review their scorecard and ensure action plans are developed as applicable. If the supplier has any questions regarding the scorecard, contact the Wellington Industries Purchasing Manager.

Scorecard categories and point allocations are shown below. They are calculated into an overall performance score for the supplier, for which 100 is a perfect score.

- | | |
|---------------------------------------|-----------|
| • Certification Submission | 5 points |
| • Supplier Self-Assessment Submission | 5 points |
| • Conflict Minerals Report Submission | 5 points |
| • Quality Performance | 45 points |
| • On-time Delivery | 40 points |

(See appendix for sample Supplier Scorecard)

Wellington Industries reserves the right to verify that products supplied conform to specified requirements at the supplier's location.

4.5 Supplier Removal from "Approved Supplier List" (ASL)

Suppliers are reviewed annually. Suppliers with poor performance may lead to being de-sourced. If attempts to correct problems per clause 5.0 Supplier Corrective Action are unsuccessful, this may lead to removal from the Approved Supplier List (ASL).

5.0 Supplier Corrective Action

5.1 Corrective Action Request

Wellington Industries shall require suppliers to complete a corrective action upon receipt of each Vendor Incident Report (VIR). Where applicable, corrective action shall be in Wellington's required 8D format, (see appendix) utilizing industry standard root cause analysis tools. Refer to the issued VIR.

5.2 Response Time

Wellington Industries requires the supplier to provide a **containment/initial response within 24 hours of notification**. A full response to the corrective action is due within thirty days of receiving the Vendor Incident Report. Failure to meet these timelines will result in escalation to the Wellington Industries Director of Quality.

Containment/initial response shall include verification of contained product, date of first certified shipment, identification of certified product and may include 3rd party sort support at Wellington.

6.0 Documentation and Record Requirements

6.1 Shipping Documentation

Suppliers are required to provide documentation of its product upon delivery. A packing slip/shipper must accompany each and every shipment to Wellington Industries.

Packing slip shall include Wellington part number and purchase order number. Raw material shipper shall include material gauge, size and grade as stated on the purchase order.

6.2 Certificate of Analysis

Certificate of Analysis (COA) is required for each shipment. If certificate cannot be provided with shipment, send document to Purchasing email address purchasing@wellingtonind.com 24 hours prior to shipment. *The COA must contain:*

- The product name
- The date of manufacture
- The Lot and/or Batch number
- Testing results are showing conformance to the applicable standard

Wellington may accept a Statement of Conformance as an acceptable alternative if agreed to at time of business award.

It is the supplier's responsibility to ensure all documentation is correct. Failure to do so may result in payment delays and/or the issuance of a VIR.

6.3 Safety Data Sheet (SDS)

The supplier is responsible for sending the Material Safety Data Sheet (SDS), if identified on the Wellington purchase order, with each shipment. The supplier is to ensure the SDS has accurate information. Wellington Industries requires the shelf life to be identified on the SDS. Failure to do so may result in payment delays and/or the issuance of a VIR.

7.0 Purchasing

7.1 Quotes

All quotations shall include a detailed cost breakdown reflecting all items in the bill of material and the process.

7.2 Purchase Orders

Purchase Order Policy

Wellington Industries requires all of its suppliers to obtain a signed purchase order prior to supplying any products, goods or services. Failure to obtain an approved Wellington purchase order will delay any payment for the unauthorized products, goods and services.

Supplier acknowledgement of Wellington purchase orders is required.

The purchase order will define the requirements for the following:

- Issue Date
- Item Code(s) / Part Number(s)
- Description
- Required Date (exception blanket purchase orders)
- Quantity
- Unit Cost / Extended Cost
- Terms
- FOB
- Special Instructions

These purchase contracts constitute an offer of purchase, when accepted are subject to Wellington Industries standard Terms and Conditions of sale. Any expression of acceptance by the supplier, including the shipment of product, will constitute acceptance of the Terms and

Conditions. No Terms or Conditions shall change unless specifically agreed upon in writing by Wellington Industries.

Payment for any materials shall be per terms on the purchase order.

7.3 Blanket Order Releasing

Blanket releasing is the process of issuing releases against a blanket purchase order. Releases are generated and distributed weekly. Suppliers are required to ship according to their most current release. It is the supplier's responsibility to notify the Wellington Purchasing Department if releases are not received weekly.

Wellington Industries' releases reflect the following:

- Generation date
- Part #
- Purchase order #
- Release #
- Cum received QTY
- Last received date
- Material authorization QTY
- Weekly quantities required
- Firm and planning orders

7.4 Invoice

Supplier's invoice must match the purchase order price exactly to ensure timely payment, along with all documentation for payment approval. Any price changes must be in the form of a new or revised purchase order.

Billing for Wellington Peru Location

Bill To:
Wellington Industries, Inc.
39555 S I-94 S. Service Drive
Belleville, MI 48111

7.5 Delivery Responsibility and Cost

Packaging and Freight cost are sometimes included in the purchase price and should be reflected in the cost breakdown sheet.

Delivery Instructions for Wellington Peru Location

Ship Location: Peru, IL dock door #12 Northwest side of building

7.6 Supplier Contacts

The supplier shall communicate key contacts to Wellington Industries. Supplier is to provide the applicable contact names, phone numbers, and/or email addresses for:

- CEO/President
- Plant Manager
- Quality Manager
- Sales Manger
- Logistics Manager
- 24-Hour/ Emergency Contact
- AR Accounts Receivable

The supplier shall provide Wellington with any changes to the contact list.

Annex A Required References and Terms

The Automotive Industry Action Group (AIAG) has published several manuals that standardize procedures, reporting formats, and technical nomenclature required by the Automotive Industry and adopted in nonautomotive sectors. As a supplier for Wellington Industries, it is your responsibility to obtain a copy of each of the publications listed below as needed. Publications can be found at www.aiag.org or by phone at (248) 358-3003.

- IATF Technical Specifications / ISO 9001 Quality Management Systems
- Production Part Approval Process (PPAP)
- Statistical Process Control Reference Manual (SPC)
- Measurement Systems Analysis Reference Manual (MSA)
- Advanced Product Quality Planning and Control Plan Reference Manual (APQP)
- Potential Failure Mode and Effects Analysis Reference Manual (FMEA)

Terms & Definitions

- Contract:** Where the word contract is used it can relate to either a formal contract or a quotation.
- Document:** Where the word *document* or *documentation* is used, it can relate to either text document, drawing or computer file.
- Management:** Plant Manager, Tooling Manager, and Quality Manager, Controller and Staff Operations Manager, all who play a significant role in the day-to-day management of the company and the controls of projects. Each member of the Management staff may be responsible for several tasks associated with projects dependent on the workload of the company and the individual.
- Record:** A quality record may be in documented or electronic format
- Responsibility:** Where the phrase *is responsible for* or similar phrasing is used in this text; it implies that the required actions shall be undertaken by the position holder or their delegate and that each has the responsibility and authority to undertake the assigned task.
- Signature:** Where in the quality management system it states that a document is signed to indicate approval or acceptance, this implies that either a full signature or initials are acceptable.

Wellington Industries Email Contacts

Purchasing Department: purchasing@wellingtonind.com

Quality Department: quality@wellingtonind.com

Annex B Supplier Acknowledgement

Wellington Industries Supplier Company Name: _____

Please complete and submit via Email to: purchasing@wellingtonind.com

Subject: Supplier Quality Manual Acknowledgement

To Whom It May Concern:

As a supplier, we have read and understand our responsibilities in supplying products and services to Wellington Industries. We hereby agree to comply with all the specified requirements in the Supplier Quality Manual.

By signing this acknowledgment, I have the authority for the organization that I represent to agree to the specified requirements.

Regards,

Signature

Printed Name

Title

Date

Appendix A Pre-Production Product Label

 WELLINGTON <i>industries</i>	PRE-PRODUCTION PRODUCT
Supplier: _____	Date: _____ <small>MM / DD / YY</small>
Part Number: _____ <small>Wellington Part Number</small>	Quantity: _____ <small>Circle one: PCS. LBS.</small>
Supplier Contact Signature: _____ <small>Signature</small>	
Supplier Contact Name: _____ <small>Print Name</small>	
Phone: _____ <small>Include Area Code</small>	E-Mail: _____
Attention: _____ <small>Who at Wellington is to receive this?</small>	

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Appendix B Packaging Instructions

Coil Packaging

Wellington Belleville

- Coil under 12" two way entry pallet, with 2" spacers, (2) bands on pallet, max lift weight 12,000 lbs.
- Side unload with Hilo
- Coil 12" above, Cylinder (stand up), eye to the side
- Cylinder coil, unload overhead crane chain.
- Coil banding required, minimum (3) ID bands and (1) belly band, 48" and up (2) belly bands
- Max crane lift weight 38,000 lbs.
- Material cannot have stencil, coil breaks, lamination, scabs, rust, or any surface defects. Steel Banding, no tape, no cardboard/paper dunnage in the roll
- Width tolerance +/- .0625" unless otherwise specified on the purchase order
- ID 24" only, 60" OD
- All coils must be tagged individually
- Material must be tarped
- Refer to Section 3.4 for Labeling Requirements

Wellington Lake Martin

- coils 8" and above, cylinder (stand up)
- Coils under 8" pallet with 2" spacer
- Rear unload Hilo (only)
- 12,000# max lift weight Hilo
- 6,000# max coil weight
- Coil banding required, minimum (3) ID bands and (1) belly band, 48" and up (2) belly bands
- Material cannot have stencil, coil breaks, lamination, scabs, rust, or any surface defects. Steel Banding, no tape, no cardboard/paper dunnage in the roll, no plastic packaging
- Width tolerance +/- .0625" unless otherwise specified on the purchase order
- ID 24" only, 60" Max OD up to 6,000 lbs. max per coil
- All coils must be individually tagged
- Material must be tarped
- Refer to Section 3.4 for Labeling Requirements

Component Packaging

Per instructions on the purchase order

Refer to Section 3.4 for Labeling Requirements

Appendix C Sample Vendor Incident Report (VIR)



Vendor Incident Report

WELLINGTON Industries

VIR Number:

Originator	Part Number:	Operation Number:	Machine Number:	
	Problem Description (Pictures Attached):		Date Problem Occurred:	
	Customer returns to vendor			
	Wellington Lot Number:	Amount of Material Affected:		
Quality	Name of Initiator:	Vendor Lot Number:		
	Vendor Name:	Vendor Contact:		
	Vendor Phone Number:	Vendor Authorization Number:		
	Initial Response Due Within 24 Hours		Date Corrective Action is Due:	
	Material Must be removed from Wellington within 5 Business Days or it will be scrapped and debited. Failure to dispute any charges related to this VIR in writing within 24 hours, will be an act of acquiescence to all charges.			
	Unit of Measure (lb/Pcs):	pcs	Scrap Qty:	Return Qty:
	Quantity:			0
	Number of people Sorting:	Number of Hours:	Cost: \$ -	
	Downtime Charges:	Number of People:	Number of Hours:	Cost: \$ -
	Quality Signature:	Date:	Supervisory Cost:	\$ -
Purchasing	Is this on the Resale Program?	Wellington P.O. Number:	Wellington Debit Number:	
	Timing for Replacement Parts:	Cost per Lb or Cost per Piece	Cost:	
	Misc Charges: Note:	Cost:		
	Purchasing Managers Signature:	Date:	Part Cost:	\$ -
Vendor	How will this be contained for future shipments?			
	How will the Certified Material be Identified?	Send in Your Internal Sort Data Daily		
	What was the Root Cause of the Problem?			
	How did you Verify the Root Cause?			
	What type of Corrective Action are you taking to Correct the Problem?			
	When will the Corrective Action be Complete?			
	How did you Verify the Corrective Action?			
	What type of Preventive Action are you taking so We do not see the Problem in the Future?			
	Did you carry this through Systemically (Like Processes):			
	Signature:	Date:	Wellington Approval:	Date:
Materials	VIR Entered in Euphrates: Y N	Date:	Premium Freight \$ -	
	Materials Signature	Date:		
Accounting	Additional Cost Recovery May Apply			
	Date Money was Deducted from Check:	Administrative Cost:	\$ 250.00	
	Check Number:	Customer Chargeback:	Total Debit: \$ 250.00	
	Accounting Managers Signature:	Date:		

Appendix D Sample Supplier Scorecard

WELLINGTON SUPPLIER SCORE CARD					
Supplier:	ACME Metals				
Month:	September 2017				
					Points
				Expiration Date	
Certification	Y/N	Y		12/1/2017	5
Self Audit	Y/N	N			0
Conflict Minerals	Y/N	Y			5
Delivery Score					36
Quality Score					35
TOTAL SCORE					81
Total Shipments			30		
On Time Shipments			27		
VIR's Issued			1		

Appendix E 8D Template

D1 - Problem Description / Establish Team																																							
Issue Details																																							
Customer Facility	Customer Tracking Number	Part number / Customer # / Wellington #	Part Name																																				
			Start date																																				
Why is the problem a problem? (Description/Incidents)			Why is it a problem?																																				
OK			Where was it detected?																																				
			When was it detected?																																				
			Who detected it?																																				
			How was it detected and created?																																				
			How many defective parts?																																				
			Part # / Press or Machine Involved																																				
			Wellington Quality Act Number																																				
			Reoccurrence (Year/Mo)																																				
Julian Date on Defective Part																																							
D2 - Risks on Similar Products and Processes																																							
<table border="1"> <thead> <tr> <th>D3 - Containment</th> <th>Within 24 hours</th> <th>Customer Informed</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>Checked</td> <td>Not OK</td> </tr> <tr> <td>Customer</td> <td></td> <td></td> </tr> <tr> <td>In-Transit to Customer</td> <td></td> <td></td> </tr> <tr> <td>Wellington</td> <td></td> <td></td> </tr> <tr> <td>In-Transit to Outside Processor</td> <td></td> <td></td> </tr> <tr> <td>Outside Processor</td> <td></td> <td></td> </tr> <tr> <td>Action</td> <td>Start</td> <td>Finish</td> </tr> <tr> <td>Confirm # provided at all locations</td> <td></td> <td></td> </tr> <tr> <td>Is our Wellington Quality Alert</td> <td></td> <td></td> </tr> <tr> <td>Establish Clean Point</td> <td></td> <td></td> </tr> <tr> <td>Initial 8D meeting (within 48 hours)</td> <td></td> <td></td> </tr> </tbody> </table>				D3 - Containment	Within 24 hours	Customer Informed	Location	Checked	Not OK	Customer			In-Transit to Customer			Wellington			In-Transit to Outside Processor			Outside Processor			Action	Start	Finish	Confirm # provided at all locations			Is our Wellington Quality Alert			Establish Clean Point			Initial 8D meeting (within 48 hours)		
D3 - Containment	Within 24 hours	Customer Informed																																					
Location	Checked	Not OK																																					
Customer																																							
In-Transit to Customer																																							
Wellington																																							
In-Transit to Outside Processor																																							
Outside Processor																																							
Action	Start	Finish																																					
Confirm # provided at all locations																																							
Is our Wellington Quality Alert																																							
Establish Clean Point																																							
Initial 8D meeting (within 48 hours)																																							
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Created by (email/position)		Customer Contact:																																					
Closing Date - 14 calendar days from customer		Last Update:																																					

Revision History

Revision Level	Revision Date	Revision Made By	Revision Made
1	6/27/18	Purchasing Team	Initial Release
2	12/17/18	Purchasing Team	4.2 Supplier Audits