

Quality System Standard Operating Procedure 3-OF-03777

Revision: 6

TITLE

GSC Supplier Cyber Security Requirements

Stakeholder(s):

Purchasing
Government Contracts
Information Technology
Compliance Engineering
Legal / Internal Audit

TABLE OF CONTENTS

PURPOSE.....	
REFERENCES	
DEFINITIONS	
DOCUMENT REQUIREMENTS	
APPENDIX	
REVISION RECORD	

PURPOSE

To define a global process for addressing Cyber Security risk within the supply chain and flow down external customer requirements.

REFERENCES

Reference documents:

4-OF-05099
3-QCI-04074
4-74-4022
4-74-4502

WISE Screens:

None

APPLICABLE SITES

All Woodward Plants

DEFINITIONS AND ACRONYMS

Component – one of the parts that make up a Woodward product (hardware or software and may be subdivided into other components).

Logic-Bearing Component – hardware (readable / writable / programmable), software, and firmware that implement critical functions in the Woodward product.

Matrix – means the 4-OF-05099 Supplier Cyber Security Requirements Compliance Matrix.

Product – system, subsystem or Component that is developed, manufactured, or refined by Woodward.

Sourcing – process for obtaining a Component.

Supplier – organization or an individual that enters into an agreement with Woodward for the supply of a Component.

Supply Chain – set of organizations with linked set of resources and processes, each of which acts as an acquirer, supplier, or both to form successive supplier relationships established upon placement of a purchase order, agreement, or other formal sourcing agreement.

DOCUMENT REQUIREMENTS

1. OBLIGATED SUPPLIERS (APPLICABILITY)

Suppliers who are obliged to comply with this procedure and the cybersecurity requirements indicated hereafter are those who deliver Logic-Bearing Components.

In particular such an obligation may be communicated to the Supplier:

- within the Woodward Terms & Conditions of Purchase as indicated in any purchasing document; and/or
- in an official communication from an authorized Woodward representative.

2. CYBERSECURITY REQUIREMENTS

The general cybersecurity requirements for the supplier and the delivered Components can be found in the "**Supplier Cyber Security Requirements Compliance Matrix**" (4-OF-05099), which will be provided by Woodward's authorized representative.

If the specifics of the project demand the need for additional requirements, these will be communicated directly by Woodward's authorized representative in the form of a supplement to the Matrix.

2.1 CONFIRMATION OF COMPLIANCE

Supplier shall confirm compliance with cyber safety requirements by completing the relevant part of the Matrix.

Supplier must confirm compliance within thirty (30) calendar days from receiving the Matrix.

Any questions or concerns regarding the Matrix should be addressed to the cybersecurity person assigned to the project as indicated in the Matrix.

2.2. COMPLIANCE ASSESSMENT

Assessment of compliance is carried out based on the answers provided by the supplier.

In special cases (e.g., customer requirement), Woodward is allowed to:

- request further clarification,
- ask for access to documents or evidence specified in the Matrix, and/or
- carry out an audit, including using an independent third-party.

If unacceptable risks are identified, a mitigation plan will be developed and agreed to by Woodward with the supplier.

2.3 VERIFICATION OF SUB-SUPPLIERS

Supplier shall communicate the same requirements to its suppliers and verify their compliance where required.

2.4 CHANGE MANAGEMENT

Supplier shall immediately notify Woodward of any changes affecting the declared level of compliance.

REVISION RECORD

Approval is the name of the manager who is listed as the owner of this process.

Description is a brief listing of the changes made from one revision to the next.

Rev.	Date	Owner	Approval	Description
1	04/30/2017		John Stencil	Initial Release
2	09/13/2018		John Stencil	-Added revision indicator bars in right-hand margin -DEFINITIONS AND ACRONYMS Added "backdoor" def. -1.1 Added applicability to Cyber Components and Products -6.3 Clarified wording around sensitive information -10.1 Added language around Woodward's customers and end users of cyber products and components -12.3 Added embedded file, Cyber Security Compliance Matrix
3	10/09/2018		John Stencil	-12.3: Added compliance matrix doc number -12.4/12.5: exchanged paragraph order (flipped order) -12.4: Removed statement re. Woodward notification -12.5: Removed embedded compliance matrix file.
4	7/24/2020		Michelle Nason	Reviewed and no changes made.
5	7/21/2022	Lukasz Kister	Clayton Rehbein	Reviewed and no changes made.
6	9/21/2023	Lukasz Kister	Halil Kinaci	Complete document revision. Existing requirements from this procedure transferred to 4-OF-05099 Supplier Cyber Security Requirements Compliance Matrix. Requested by: Cyber Security for Supply Chain Project Team.