	Document Number:	R2C-PUR-P-320	Revision:	03
	Release Date:	February 22, 2022	Supersedes:	Revision 02
	Applicability:	R2C, Inc.	Process Owner:	Quality Manager
<b>Document Name:</b>		<b>Quality Clauses</b>		

## 1.0 PURPOSE

This document provides a set of quality assurance clauses for use in specifying the level of quality control R2C Inc., also referred to as the buyer, will exercise over suppliers on procurements.

## 2.0 DEFINITIONS

- Buyer – R2C, Inc
- Supplier/Seller/External Provider – The party to the purchase agreement supplying materials, parts, assemblies, subassemblies, systems, subsystems or services in accordance with the provisions of the Purchase Order.
- Purchase Order – The contractual document(s) that details the entire purchase agreement. These may include work orders, referenced documents such as drawings, specifications, and statements of work.

## 3.0 GENERAL

The seller is responsible for managing their organization, as well as their entire supply chain, to ensure compliance to all R2C, Inc requirements as contained in the purchase order. In case of any conflict with this document and any other requirements, the order of precedence shall be:

- R2C, Inc Purchase Order
- This Document

## 4.0 QUALITY REQUIREMENTS APPLICABLE TO ALL PURCHASE ORDERS

The requirements contained in this document shall apply to all R2C, Inc. suppliers providing products and services Note: Exception is made to non-product suppliers. (i.e., stationary suppliers, janitorial services, etc.).

### Supplier Qualification

All suppliers to R2C, Inc shall be qualified in accordance with the R2C, Inc qualification process. Suppliers may be asked to complete a supplier questionnaire and/or successfully pass an onsite audit conducted by R2C, Inc. The supplier shall allow R2C, Inc personnel access to perform an on-site survey for qualification with the understanding that the Supplier reserves sensitive and proprietary information.

### Right of Entry


The supplier shall provide, if required, a US Government, Foreign Government, Commercial Customer, and/or R2C, Inc quality assurance personnel appropriate for the specific contract right of entry/access to any of the supplier's facilities where any work is being performed. Access shall allow for inspection and surveillance to verify conformance to requirements, determine and verify quality of work, records, and materials, validation of procedures to specified requirements of the contract, witness supplier's performance of acceptance inspection and tests, and surveys and audits.

### Quality System Compliance

The supplier shall establish and maintain a system that complies with applicable industry or regulatory standards for the work to be performed and is deemed acceptable by R2C, Inc. quality assurance. When registered by a third-party approval process, a copy of the approval certificate shall be forwarded to R2C, Inc purchasing, including renewals and/or updates. The supplier is responsible for informing R2C, Inc when there are changes to the approval status.

### Supplier Assistance

In the event contractual requirements are not completely clear, or where special assistance is needed, R2C, Inc will provide personnel to consult with the supplier. All communication and request for assistance shall be made via the R2C, Inc Purchasing Department.

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## Record Retention

The supplier shall maintain all records that provide objective evidence of compliance to the purchase order requirements and/or specifications. The records shall be retained for a period required by the purchase order otherwise seven (7) years after completion of the purchase order. Such records shall be made available upon request.

## Responsibility for Conformance and Flow down of Requirements

The Seller is responsible for furnishing products and/or services which conform to the requirements of the purchase order regardless of the surveillances, inspections and/or tests made by the buyer, the buyer's customer or their representatives at either seller's premises or at the buyer's premises.

The seller shall flow down all quality requirements to subcontractors to the extent necessary to ensure that characteristics not verifiable upon receipt are adequately controlled by the Seller's subcontractor.

## Nonconforming Materials

Seller shall not make decisions to accept nonconforming items detected at the seller's premises, as the seller does not have material review board authority (see exception). Material which fails to meet the requirements and/or specifications referenced on the Purchase Order shall not be shipped without prior written approval by R2C, Inc. A copy of the approval shall be enclosed with each shipment made against the purchase order. If seller has convincing reason(s) for use as is or repair disposition, the seller shall report the nonconformity to R2C, Inc Quality Assurance through the applicable R2C, Inc purchasing representative, and provide controls for the identification, documentation, and segregation of the nonconforming item until R2C, Inc evaluates the proposed disposition and provides approval to the seller.

Exception: If the seller is a sole source manufacturer of a proprietary product, the seller may retain material review board authority for their proprietary product. However, the seller must provide written notification of changes to drawings, processes, materials, and procedures to the Buyer prior to delivery of the product.

## Corrective Action

The supplier's quality control system shall provide means for ready detection of discrepancies and for prompt and effective corrective action.

## Deviations and Substitutions

No deviations and/or substitutions in material, design, specifications, or operating performance are permissible without prior written approval from the buyer. Written approval to the seller must be provided to the seller through a change in the purchase order.

The seller shall ensure that the parts being provided are the exact parts being ordered. In addition, all certifications and/or documents being provided shall contain, as the primary number, the exact part number being requested on the PO.

## Prohibited Practices

The following acts or practices are typical of those prohibited:


Rework – Seller shall not perform rework outside of the specific specification limits (e.g., welding, soldering, reheat-treat, insert removal and reinstallation) unless prior written approval is obtained from the Buyer.

Repair – Seller shall not repair a product without the prior written approval of the Buyer.

Scrap – Seller shall return to the buyer any furnished product that has been dispositioned as scrap. The buyer shall determine whether the proper disposition will be scrap.

Unauthorized submittal of production – Seller shall not submit items from a production run for inspection by the buyer when the procurement document requires the buyer's prior acceptance of a "first article".

Notification of location change – Seller shall not use or relocate any production, manufacturing, and/or processing facilities during the performance of the work specified in the procurement document without the prior written approval of the buyer.

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Exception: If the Seller is a sole source manufacturer of a proprietary product, the seller may retain material review board authority for their proprietary product, however; the seller must provide written notification of changes to drawings, processes, materials, and procedures to the buyer prior to delivery of the product.

### **Packaging Requirements**

Seller shall be responsible for ensuring that items provided under this purchase order are packaged in such a manner that the dimensional integrity is preserved, contamination and corrosion are prevented, and no physical damage occurs or, when specified, that packaging is in accordance with the drawing, specifications, or other applicable Buyer specified requirements.

## **5.0 QUALITY CLAUSES APPLICABLE WHEN SPECIFIED ON THE PURCHASE ORDER**

### **CLAUSE SERIES 100 QUALITY MANAGEMENT SYSTEMS**

C101 ASQ/ANSI/ISO 9001 Quality management system – Requirements

The Seller shall maintain a ASQ/ANSI/ISO 9001 Quality management system – Requirements.

C102 AEROSPACE – SAE AS9100

The Seller shall maintain a quality management system in accordance with AS9100 Aerospace Standard for Aviation, Space, and Defense Organizations.

The supplier shall ensure that that persons involved in providing products/services are aware of:

- Their contribution to product or service conformity.
- Their contribution to product safety.
- The importance of ethical behavior.

C103 CALIBRATION – ANSI/ISO/ASQ/IEC – 10012

The seller shall maintain an accredited calibration system in accordance with a national or international approved standard(s), such as: ANSI/ISO/ASQ/IEC 10012, 17025, Z540-1 or an equivalent standard approved by the buyer.

C104 NADCAP – National Aerospace and Defense Contractors Accreditation Program The seller shall maintain NADCAP approval for special processes being performed on all material being furnished on this purchase order.

### **CLAUSE SERIES C200 – INSPECTION REQUIREMENTS**

C201 GOVERNMENT SOURCE INSPECTION

Government source inspection/test is required prior to shipment from your facility. Upon receipt of this order the seller shall immediately notify the government representative who services your facility so appropriate planning for government inspection can be accomplished. If a government representative does not service your facility, contact the Defense Contract Management Command (DCMC) for direction.


C202 BUYER SOURCE INSPECTION

R2C, Inc source inspection/test is required prior to shipment from your facility. Notify R2C, Inc Purchasing Representative five (5) working days in advance of the date when material is ready for inspection/test. If the material is not ready for R2C, Inc. review when called for, the seller may be liable for all expenses incurred by R2C, Inc. surveillance personnel. Inspection at the Seller's facility does not guarantee final acceptance at R2C, Inc unless otherwise specified on the purchase order.

C203 FIRST PIECE INSPECTION

Supplier first piece inspection is required. Seller shall clearly identify and furnish the first deliverable product and a complete inspection report for that product to the buyer. Seller shall ensure the first piece conforms to all drawings, specifications and specified requirements of the purchase order, and that the first piece is a representative of the production materials, processes, production equipment and inspection equipment that is intended for use to produce the contracted quantity and verified by qualified personnel.

The seller may, at their own risk, continue to manufacture additional items prior to notification of inspection results, however; no production lots shall be shipped to the buyer until written approval of the first piece is received and accepted by R2C, Inc Quality Assurance. Buyer's acceptance of seller's first piece part does not guarantee acceptance of the production lot.

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#### C204 FIRST ARTICLE INSPECTION

The first production piece must have a complete first article inspection performed and documented in accordance with suppliers' format. The First Article Package must consist of; the first production piece (segregated and identified as being the FAI part(s)), a documented inspection report containing each characteristic of the production piece, material certifications, and special processing certifications. When the item being delivered is an assembly or subassembly, the first article inspection shall also include all detailed parts contained therein.

Seller shall ensure the first article conforms to all drawings, specifications, and specified requirements of the purchase order, and that the first article is a representative of the production materials, processes, production equipment, and inspection equipment that is intended for use to produce the contracted quantity.

The seller may not continue to manufacture additional items without written authorization from the Buyer. Buyer's acceptance of Seller's first article does not guarantee acceptance of the production lot. First article inspection is required when any of the following occurs: the product is new to the supplier, there has been a change in the design affecting form, fit, or function of the product, there has been a change in numerical control program that can potentially affect fit, form or function, or a lapse in production for more than 12 months.

#### C205 AS9102 FIRST ARTICLE INSPECTION

The first production piece must have a complete first article inspection performed and documented in accordance with AS9102. The First Article Package must consist of; the first production piece (segregated and identified as being the FAI part(s)), a documented inspection report containing each characteristic of the production piece, material certifications, and special processing certifications. When the item being delivered is an assembly or subassembly, the first article inspection shall also include all detailed parts contained therein.

Seller shall ensure the first article conforms to all drawings, specifications, and specified requirements of the purchase order, and that the first article is a representative of the production materials, processes, production equipment, and inspection equipment that is intended for use to produce the contracted quantity.

The seller may not continue to manufacture additional items without written authorization from the Buyer. Buyer's acceptance of seller's first article does not guarantee acceptance of the production lot. First article inspection is required when any of the following occurs: the product is new to the supplier, there has been a change in the design affecting form, fit, or function of the product, there has been a change in numerical control program that can potentially affect fit, form or function, or a lapse in production for more than 12 months.

#### C206 LOT INSPECTION

The Seller shall perform first piece inspection for each deliverable lot on this purchase order. Objective evidence of such inspection must be maintained on file and available for review by R2C, Inc.

#### C207 100% INSPECTION

The Seller shall perform 100% inspection of all items on this purchase order. Objective evidence of such inspection must be maintained on file and available for review by R2C, Inc.

#### C208 NON-DESTRUCTIVE TEST/INSPECTION (NDT/NDI)

When performing Non-Destructive Test/Inspection per this purchase order, the seller's personnel must be appropriately trained, qualified, and certified to the applicable standard(s) specified in the technical data (drawings and/or specifications) for the work to be performed. Personnel certification documents shall be supplied to the buyer upon request.


The Supplier shall furnish with each shipment affixed to the product being supplied: a copy of the NDT/NDI process certification, clearly identifying the results of the test/inspection for all items requiring any of the following tests and/or inspections: Penetrant, Magnetic Particle, Ultrasonic, Radiographic (including film), Eddy Current.

#### C209 USE OF APPROVED SUPPLIERS

The Seller shall utilize R2C, Inc./Customer approved suppliers for performance of all special process. The use of R2C, Inc./Customer approved suppliers does not relieve the Seller of the responsibility for product and service conformity.

#### C210 DRAWINGS

Seller shall furnish with the first shipment of the purchase order, drawing(s) or sketch(s) and specification(s) adequate to permit inspection and/or test of the product. Seller shall ensure that such documentation is controlled, and the revision furnished is the valid description of the product.

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## C211 WELDING

When performing welding per this purchase order the seller's welding personnel and inspection personnel must be appropriately trained, qualified, and certified to the applicable standard(s) specified in the technical data (drawings and/or specifications) for the work to be performed on this purchase order. Personnel certification documents shall be supplied to the Buyer upon request.

## CLAUSE SERIES Q300 – MATERIAL AND CERTIFICATION REQUIREMENTS

### C301 INSPECTION/TEST DATA

Seller shall provide a legible and reproducible copy of all certified inspection/test data with each shipment.

### C302 CHEMICAL AND PHYSICAL TEST REPORTS

Seller shall provide a legible and reproducible copy of all original manufacturers' chemical and physical test reports for material procured under this purchase order with each shipment. All documentation shall be traceable per material lot number and/or purchase order numbers.

### C303 CERTIFICATE OF COMPLIANCE/CONFORMANCE

Seller shall provide a legible and reproducible certification with each shipment to attest that the parts, assemblies, subassemblies, or detail parts conform to the purchase order requirements and must be signed by an authorized company representative. When applicable, the true manufacturer's lot, heat, batch, date code, and/or serial number must appear on the certification. The certificate of conformance must contain: Name and Address of Supplier, the R2C, Inc. Purchase Order number and line item number.

The part name, part number and revision number if applicable and quantity shipped, the serial number for serialized items and/or lot number for lot-controlled items, a conformance statement that all purchase order and/or specification requirements have been met.

### C304 CERTIFICATE OF CALIBRATION

Seller shall furnish, with each item shipped, a legible and reproducible certificate of calibration signed by an authorized company representative and shall be traceable to the individual item tested. The certificate of calibration shall include the Buyer's part number, serial number, and purchase order number for each item being shipped. The Seller's calibration certificate shall include a unique tracking number, tolerance range, and when applicable, environmental condition for each parameter calibrated. The certificate shall also state, if applicable, the operating error per specification, the degree of correction of out of tolerance condition and remaining uncorrected out of tolerance condition.

### C305 SAFETY DATA SHEET / MATERIAL SAFETY DATA SHEET

Seller shall furnish a Safety Data Sheet / Material Safety Data Sheet for the material being provided. The Material Safety Data Sheet shall be provided for each shipment.

### C306 SPECIAL PROCESS CERTIFICATION


Seller shall ensure that special processes (e.g. heat treat, soldering, welding, anodizing, chemical film treatment, NDT, etc.) are performed only by sources that have been surveyed, qualified and approved by the seller and/or the buyer. The Seller shall provide to the buyer, upon request, all documentation showing evidence of special processes qualification and/or certification. The seller may elect to utilize sources already approved by the buyer for the applicable special process.

A special process certification signed by an authorized company representative shall be provided with each shipment of item(s) delivered. Special process information shall include: the R2C, Inc. purchase order number and line item number, a statement that the process was performed per the applicable technical data, part number(s), serial, and/or lot number(s) of the item processed, material process specification and revision, type and/or class of application, if applicable, objective evidence demonstrating compliance with the applicable process (i.e. temperature charts and hardness test results for heat treatment, destructive test results, etc.), seller's name and address. Outsourced special processes shall include the name and address of the organization performing the process.

### C307 LIFE LIMITED AND AGE CONTROLLED (SHELF LIFE) ITEMS

Seller shall provide all pertinent shelf life data with each shipment. Seller shall ensure that at least 60% of the material's shelf life is remaining upon delivery to the Buyer. Seller shall ensure that all materials which are harmful to human health and/or property are contained in accordance with applicable regulatory specifications.



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#### C308 CERTIFICATION OF SOLDERABILITY

Seller shall provide applicable solderability certification from the manufacturer that electronic parts/components furnished on this purchase order meet the requirements of approved and accepted joint industry standards.

#### C309 ELECTROSTATIC DISCHARGE PROGRAM

Seller shall maintain an electrostatic discharge program that is appropriate to protect electrical and electronic parts, assemblies and equipment during all stages of handling, storing, packaging, preservation and delivery of such parts. Seller shall properly package and identify all items and will place them in conductive or static-dissipative packages, tubes, carriers, bags, etc. The packaging must be clearly labeled to indicate that it contains electrostatic sensitive goods.

#### C310 RAW MATERIAL TRACEABILITY

Seller shall mark each individual item and applicable documentation to show material type, designation, material specification, material temper and clear traceability to lot, heat lot, or batch number. All items shall be identified by continuous stenciling, not to exceed 12 inches but of sufficient size to be readily legible. Stenciling shall be applied by permanent ink or dye of contrasting color, non-injurious to metal surfaces and not soluble in cutting and coolant oils.

In cases where marking requirements cannot be met such as rod, bar, and tube with a cross section smaller than ½ inch the items shall be bundled together. Each bundle shall contain only those materials from the same manufacturer batch and shall be marked with an adhesive label or tag permanently marked with the aforementioned data.

#### C311 PARTS TRACEABILITY DISTRIBUTOR (NAS, AN, MS, ETC.)

When the seller is a distributor, the seller shall ensure and certify as such, that the part(s) being provided comply with all the requirements of the purchase order and the manufacturers certification and/or chemical/physical test reports. The seller shall retain this documented information and make available for review by the buyer upon request. Each lot shall be packaged in a manner that ensures there will be no co-mingling of like parts from different lots. Each individual package shall be identified with, at a minimum, R2C, Inc. purchase order number, name manufacturer part name, part identification number, lot number. (Reference note: "Deviations and Substitutions" in section 4)

#### C312 PARTS TRACEABILITY, FASTENERS

The seller shall certify that the part(s) have been manufactured in accordance with the requirements of the applicable Army/Navy (AN), Aerospace (AS), Military Standard (MS) National Aerospace Standard (NAS), government approved parts standard and procurement specification and that the certifications and/or chemical/physical test reports retained and available for review by the buyer upon request.

Each lot shall be packaged in a manner that ensures there will be no co-mingling of like parts from different lots in the same container. Each individual package shall be identified with, at a minimum, R2C, Inc. purchase order number, manufacturer part name, part identification number, lot number. (Reference note: "Deviations and Substitutions" in section 4)

#### C313 REQUIREMENT FOR AIRWORTHINESS CERTIFICATION


Seller shall ensure that the parts and/or material being provided conform to the airworthiness requirements mandated by the Federal Aviation Administration, U.S.A. (FAA). FAA Conformity Certification is required for parts and/or material specified on this purchase order and a true copy of FAA Form 8130-3, Release Certificate Approval Tag, for Airworthiness shall be included with each shipment

When the parts and/or material being provided are from a foreign government, it shall be from a country with which the United States of America has an active Bilateral Airworthiness Safety Agreement (BASA) in place for the item(s) being provided. An equivalent to FAA Form 8130-3 from the importing country's Civil Aviation Authority (CAA) is acceptable in this instance.

NOTE: For a list of countries with a United States Bilateral Airworthiness Safety Agreement in place, consult FAA Advisory Circular (AC) 21-18 and AC 21-23.

#### C314 COUNTERFEIT AVOIDANCE AND MITIGATION

Suppliers shall establish and maintain a counterfeit parts prevention and control plan using standards AS5553, AS6081 or AS6174. Suppliers shall only purchase products to be delivered or incorporated as goods to buyer directly from the Original Component Manufacturer (OCM)\Original Equipment Manufacturer (OEM), OCM/OEM

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authorized distributor, authorized aftermarket manufacturer, or authorized reseller. These products shall be traceable direct source of the product.


In cases of diminishing material supply (DMS) or obsolescence resulting in product availability from only independent distributors or brokers, written notice shall be provided to the R2C, Inc. prior to procurement of the product. Only on approval from R2C, Inc. to the seller authorizing the procurement of said product will the seller procure such product.

#### C315 SHOP/TOOLING USE

This material is for internal shop/tooling use and no special quality clauses apply to this line item. Annotate paperwork (CoC, Packing Slip, etc.) with "Shop/Tooling Use Only".

#### C316 SUPPLIER DELEGATION INSPECTION AUTHORITY PROGRAM

All items on this purchase order are subject to R2C, Inc. supplier delegation inspection program (SDIA). The buyer reserves the right to terminate the provisions of this program or perform source inspection or perform periodic or scheduled audits of product at the supplier's facilities and upon receipt.

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#### Revision History

Rev	Date	Nature of Changes	Approved by
-	March 14, 2019	Initial issue	Richard Gasky
01	April 02, 2021	Applied new header/footer, updated content	Derek Brouillete
02	May 11, 2021	Applied new header/footer, updated content	Claudiu Muntele
03	February 22, 2022	Reindexed from -020 to -320	Claudiu Muntele