Supplementary Requirements

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Minimum requirements: The following are the minimum requirements that suppliers on RMA's Preferred Suppliers List shall have in a documented Quality System when compliance with these Supplementary Requirements is specified on RMA's purchase orders.

1. Quality function's authorities and responsibilities shall be clearly defined.

2. A system shall be maintained for the use and control of inspection stamps or other unique method for the identification of inspection status.

3. Adequate inspection instructions shall be maintained for inspection personnel.

4. Sampling inspection, when applicable, shall be performed in compliance with recognized standards such as BS 6001 or equivalent.

5. Calibrated measuring devices, inspection gauges and test equipment shall be available to inspection personnel who are competent for the inspection tasks they undertake.

6. Documented procedures shall be available that require periodic inspection and recalibration of all measuring and test equipment in accordance with the requirements of ISO 10012-1 and/or ISO 17025 or their equivalents.

7. A documented system shall be maintained for handling non-conforming materials including the notification and recall of delivered non-conforming materials; the removal of non-conforming materials from production and taking corrective action to prevent recurrences.

8. Documented procedures shall exist that require notifying RMA when changes to key elements of key processes or changes/modification to key product characteristics are made for products and/or services purchased by RMA. This requirement shall also be flowed down to any subcontractors.

9. Quality records generated in support of RMA issued purchase order shall be maintained for a period of ten (10) years and be available for review by authorised RMA representatives, RMA customers, and/or regulatory agencies. These records shall include, but are not limited to, receiving, in-process, and final inspection records, Certificates of Conformance, raw material Mill Certifications, test results, documented non-conformances and corrective actions, and inspection, measuring and test equipment calibration documentation.

10. The supplier shall maintain a system for the control of drawings, specifications, planning, procedures, other technical documents, and changes thereto. The system shall provide for the timely removal of incomplete, obsolete or defaced documentation from production and inspection areas. Each supplier utilising numerical control equipment shall have procedures to assure control of non-deliverable programmes.

Unless otherwise specified in the purchase order, drawings and specifications shall be the revision as specified on the purchase order.

11. The supplier's Quality function shall maintain procedures for communicating quality and/or specification requirements, when applicable, to sub-tier suppliers, including, when applicable, the use of RMA (or RMA's customers) approved suppliers.

12. Positive traceability of parts by cross referencing raw material certification to all manufacturing, processing, reports and shipping documents from which items were manufactured is required where applicable.

13. The supplier shall be responsible for the quality of all products/services purchased from subcontractors, including RMA designated sources.

14. The supplier shall ensure that only new and authentic materials are used in materiel delivered to RMA. The supplier may only purchase materials directly from original manufacturers, manufacturer franchised distributors, or authorized aftermarket manufacturers. Use of materiel that was not provided by these sources is not authorized unless first approved in writing by RMA.

16. RMA reserves the right to inspect all goods prior to shipment by the supplier, and the supplier shall permit RMA or its representatives including authorised regulatory agencies or customer representatives to have access to the supplier's facilities, at all reasonable hours.

16. The supplier shall be responsible for ensuring that items supplied against the purchase order are packaged in such a manner to ensure their integrity is preserved, contamination and corrosion are prevented, physical damage, deterioration or loss in transit is prevented.

17. All goods shall be received subject to inspection and approval by RMA after delivery and prior to payment and may be rejected if they are or become non-conforming.

18. When certificates of compliance (C of C) are specified on purchase orders they shall display, as a minimum, the following where applicable:

a. *Lot Specific* - the certificate must make specific reference to the part number (or process specification number if a process), RMA's purchase order number, and the quantity of units so that it cannot be confused with another lot of parts.

b. *Statement of Quality* - a statement to the effect that the parts are of the required configuration, have been manufactured or processed to meet the requirements of the referenced order, specification, etc., must be present. This can take many forms using various words, but the essence of the statement must be that the parts do conform to the applicable requirements. Where tests are required to be performed in accordance with the purchase order, simply stating test values or results is insufficient.

c. *Dated Signature* - the certificate must be signed and dated with the individual's name printed alongside.

19. A supplier that is certified to ISO 9001, AS9100, AS9120, Nadcap etc via a third party and subsequently changes certification body (CB), loses its registration status, or is put on notice of losing its registration status, shall notify RMA accordingly.