

## QUALITY ASSURANCE TERMS & CONDITIONS FOR PROCUREMENT OF PRODUCTION MATERIAL

### 1.0 GENERAL REQUIREMENTS

- 1.1 Authorized personnel from RSI, Inc., RSI's customer and the appropriate regulatory agencies *shall* have reasonable access to the supplier or subcontractor's facility during performance of the contract. Supplier's support of visiting personnel *will* be provided at no cost to RSI, Inc., RSI's customer or appropriate regulatory agencies.
- 1.2 For RSI designed or controlled parts and material, Material Review Board (MRB) authority is **NOT** granted. Any deviations to RSI engineering specifications *must* have RSI MRB approval prior to shipment. Any deviations to contract requirements *must* be coordinated with RSI before shipment. Supplier *must* include a copy of the MRB disposition for each item contained within each shipment of product. Supplier document submitted for MRB request *shall* contain information in accordance with section 2.4 of this document. In the event an item has received MRB disposition for quantities that would affect multiple shipments, a copy of the MRB *must* be contained within each individual shipment.
- 1.3 Acceptance of material, provided in response to RSI purchase orders, *shall* be contingent upon approval by RSI Quality Assurance.
- 1.4 RSI, RSI's customer or regulatory agency may impose source inspection, for any item that has been or will be produced, at their discretion.
- 1.5 Supplier *will* notify RSI when discrepancies in the Supplier's process or product are discovered or suspected which may affect parts of assemblies Supplier has delivered or *will* deliver under an RSI purchase order.  
  
Supplier *will* notify RSI when changes occur that *will* affect the quality system (address/ location, quality system approval, company name change, change in ownership, etc.).
- 1.6 Supplier *will* comply with requirements of the RSI quality code(s) and/or clauses as specified on the RSI purchase order. The supplier will flow down all of the applicable requirements to the sub-tier supplier level
- 1.7 The terms hereof constitute material provisions of any RSI Purchase Order issued for material furnished by the Supplier.
- 1.8 The shipment of materials to RSI by Supplier *shall* constitute acceptance by Supplier of the terms hereof of any RSI purchase order issued for purchase of such materials.
- 1.9 Item(s) supplied *shall* comply with the revision listed on the applicable RSI purchase order. The revision level stated on the purchase order corresponds to RSI's customer part number which is stated as quality clause "Must meet requirements of ..." If the stated revision level IS **NOT** the **latest revision** for the item(s) being supplied, Supplier *will* contact RSI so the appropriate corrections can be made to the purchase order.

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- 1.10 Supplier shall be required to provide RSI with current drawings, prints, technical and/or data sheets when:
- RSI purchase order for an item is the first time buy, or
  - Revision of items being supplied to RSI has changed from previous shipments (This requirement is not applicable to RSI's customer standard drawings).

### 2.0 DOCUMENTATION REQUIREMENTS:

- 2.1 Supplier *will* provide a Certificate of Conformance with each shipment that the material and/or finished parts meet specified order requirements and that applicable records are on file subject to examination. At a minimum, the certification *must* contain the following information:
- purchase order number.
  - Part number stated on RSI purchase order as quality clause "MUST MEET REQUIREMENTS OF . . . ". I.e. Mil-spec or commercial part number
  - Manufacturer's name. manufacturing/assembly address, part number.
  - Supplier's name and address.
  - Lot number, batch number, data code, serial number, etc. of item(s) supplied.
  - Quantity of product supplied (quantities corresponding to multiple lots, batches, or date codes are required to be stated on the Certificate of Conformance. Multiple serial numbers require the range or individual numbers to be stated on the Certificate of Conformance).
  - Revision level of applicable drawings, specifications, prints of item(s) being supplied.
  - Authorized representative signature.
  - Shelf life, cure date, expiration date, as applicable to the item(s) being supplied.
- 2.2 Supplier agrees to furnish copies of test reports, first article inspections, chemical and physical test values and/or control data when required by the applicable specifications for the item(s) being supplied and/or when requested by RSI, RSI's customer or regulatory authorities. All data from the Supplier and sub-tiers *shall* be documented and supplied in English.
- 2.3 Supplier *will* maintain quality records for a minimum of 7 years after the requirements of the purchase order have been fulfilled.
- 2.4 Supplier nonconformance/rejection report submitted for MRB request *shall* contain, at a minimum, the following information:
- A clear identification and description of the part(s).
  - Provide space for disposition and authorizing signature(s).
  - Describe the nonconforming condition with reference to the "should be" and "is" conditions.
  - Include sufficient detail to provide a thorough description of the condition and
  - Include a statement of the cause of the nonconformance and the corrective action taken to prevent recurrence (if any).

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### **3.0 SHELF LIFE/TEMPERATURE SENSITIVE PARTS/MATERIAL REQUIREMENTS:**

- 3.1 The shelf life and expiration date of parts/materials subject to degradation with age or varying temperatures must be clearly stated on the certification and packaging as required per the applicable specification. Parts/materials *shall* have the appropriate amount of shelf life remaining at time of receipt by RSI. Amount of required shelf life is specified on the RSI purchase order in the form of a quality clause/code.
- 3.2 If a part/material *must* be stored at specific temperature ranges to maintain shelf life, these temperature ranges *must* be specified and clearly stated on the certification and marked on the packaging as required per the application specification.

### **4.0 DISTRIBUTOR REQUIREMENTS:**

In addition to the above stated requirements, distributors *must* also comply with the following:

- 4.1 Distributor *must* supply a copy of the original manufacturer's signed Certificate of Conformance for each item supplied to RSI.
- 4.2 The manufacturer's Certificate of Conformance *must* meet the requirements of section 1.7 of this document. (Exception - RSI's purchase order number and quantity ordered should be listed on the Distributor's Certificate of Conformance).
- 4.3 Distributor *will* supply a copy of the original manufacturer's test report/data when required by the applicable part specification of the item(s) being supplied and/or when requested by RSI.

I understand and accept the terms conditions listed above as authorized signatory for my company.

**PRINT:**

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

For any questions or clarification call:

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