




**ML-710 Supplier Requirements Manual**

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**Released by Division:** RENK America/Supplier Quality Assurance Manager on


**Company:** RENK America  
**Issue Date:** 7/15/2022  
**Version:** 1

**Range of Application:** RENK America  
**Valid From:**  
**Validity Review:**


RENK America		ML-710	
		Manual	
Document #:	ML-710	Responsible Organization:	Error! Unknown document property name.
Revision:	1		
Effective Date:	7/15/2022	Approved By:	
Document Name:	Supplier Requirements Manual		

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## 1.0 Overview

### PURPOSE

This Procurement and Quality Manual (PQM) sets the rules, standards, and requirements of RENK America suppliers as well as the evaluation of potential RENK America suppliers. This manual provides the minimal quality system requirements applicable to all suppliers generating products or services to RENK America. Supplier quality systems will be monitored to ensure the requirements of this manual are understood and represented in the products and services delivered. This includes records retained at the supplier indicating compliance with all design requirements and material selections. This manual is also applicable to commercial off the shelf items unless otherwise indicated by the specific Purchase Order (PO) requirements.

### SCOPE

The goal of RENK America is to provide high quality, low-cost products and services that meet or exceed the needs and expectations of our customers. As such, we believe suppliers are very important team members in our processes. Together we share the responsibility of providing goods and services that consistently meet contract requirements and customer expectations. An initial Purchase Order review is key to assuring contractual obligations are met. It is imperative that our suppliers perform a thorough contract review to assure a sound understanding of the order and that the proper flow down of requirements are handled with sub-tiers. This manual is published in support of the Technical Data Package and Purchase Order Requirements. The following information is to be used as an aid in helping a supplier fully comprehend a given requirement through a narrative discussion of the requirement and its intent. This Supplier Quality and Procurement Manual applies to

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suppliers that provide material, deliverable software, or designed products incorporated into RENK America, products, and assemblies.

## 2.0 Terms and Definitions:

RENK AMERICA - The legal entity which is the contracting party with Supplier with respect to the PO.

PROCUREMENT AGENT - The RENK America authorized procurement representative that originates the PO. This is also the RENK America buyer.

SUPPLIER - The legal entity which is the contracting party with RENK America with respect to the P.O. that supplies services, products, or materials to the Supplier.

RENK AMERICA SUPPLY CHAIN – The collection of RENK America procurement, commodity management, and subcontracts management personnel.

CAGE CODE- Commercial and Government Entity Code is a five-character code that provides a unique activity identifier used by the government for activity Identification. Cage Codes are required by the US Government for identification.

SOURCE CONTROLLED DRAWING – Drawings that contain qualification requirements and acceptance criteria for commercial items or for vendor developed items procurable from a specialized segment of industry. The drawing will provide a list of approved sources of supply and the vendor’s item identification for the item’s that have been qualified and approved for use in the critical application. The SOCD establishes the source control item identification. The Supplier is required to purchase these items from an approved source. Where the approved Supplier cannot be used, written authorization from RENK America is required prior to purchase order issuance.

VENDOR ITEM DRAWING – Drawings that contain engineering description and acceptance criteria for commercial items or for vendor developed items procurable from a specialized segment of industry. The drawing will provide a list of suggested sources of supply and the vendor’s item identification and sufficient engineering definition for acceptance of interchangeable items within specified limits. The Supplier is recommended to purchase these items from the suggested source. Where the recommended Supplier cannot be used, written authorization from RENK America is required prior to purchase order issuance.

PO – PURCHASE ORDER - The contractual vehicle used to procure services, products, and materials from a supplier.


TDP – Technical Data or Design Package, all the dimensional, material, process, environmental, inspections and performance requirements as specified by the drawing, Quality Assurance Requirement (QAR) /Quality Assurance Provision (QAP) document, RENK America specification and/or military / commercial specification.

SQA – Supplier Quality Assurance

MRB AUTHORITY – A review process, performed by individuals qualified by the Customer, to disposition material identified as nonconforming with a disposition of Scrap, Rework, Repair, or Use as Is.

DISTRIBUTOR – An entity that supplies services, products, or materials to the Supplier under authorization by the OEM

COTS – Commercially off the Shelf items are those items that are commercially available to all customers without any special modifications. Please contact your RENK-America Commodity Lead Buyer about Assertion of Commerciality Form CCO100.

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SUPPLIER QUALITY CHANGE REQUEST (SQCR) - Form required for suppliers to formally request changes to process, design, manufacturing location, source(s) or process(s), inspection methods, tooling, or materials. (Reference F710-19)

SUPPLIER QUALITY DEVIATION REQUEST (SQDR) - Form required for suppliers to formally request a deviation from TDP requirements. (e.g., non-conformances, drawing clarification) (Reference F710-4)

CONTROL TEST – Periodic environmental and/or endurance tests conducted to verify that the material, processes, tooling, equipment, techniques, standards, personnel, and controls used to produce the First Article samples, which received First Article Approval, continue to produce components that meet the TDP Requirements. (Control Tests, C.T., are normally non-destructive allowing for shipment/use after test approval)

TEST PROCEDURE – A document containing the test program methodology for meeting the performance and environmental requirements of the technical data package and the RENK America purchase order.

SPECIAL PROCESSES - A process which alters the material properties of a component (e.g., Heat Treat, Cold Working etc.) or the surface condition of a component (e.g., Plating, Painting, etc.) and can only be verified by Destructive Test or a representative sample or test coupon.

SUPPLIER CORRECTIVE ACTION REQUEST (SCAR) - Action taken by a supplier to eliminate the cause(s) of an existing nonconformity, defect, or other undesirable situation to prevent recurrence.

SUPPLIER QUALITY ASSURANCE (SQA) COMMODITY LEAD - The Supplier Quality Assurance (SQA) Lead provides quality performance metrics and analysis for all suppliers within the supplier commodities. SQA commodity leads are members of the supplier teams responsible for the resolution of any quality issues.

### 3.0 Responsibilities

#### [RENK AMERICA SUPPLY CHAIN MANAGEMENT](#)

Procurement and Subcontract managers have the responsibility to ensure this document is included as part of all Purchase Orders in scope of this manual as identified by Quality.


#### [RENK AMERICA SUPPLIER QUALITY MANAGEMENT](#)

Quality is responsible for applying this document to all in scope orders and shall include any additional unique quality contract flow-downs as a supplement to this document.

#### [SUPPLIER](#)

Supplier shall be required to maintain a quality program that assures that all supplies and services furnished to RENK America conform to contractual requirements. Supplier shall perform and/or require their sub-tier suppliers to perform, all inspections and tests necessary to substantiate product conformance to all drawings, specifications, and P.O. requirements. Supplier's quality program shall be subject to review by RENK America throughout the life of the P.O. In the event the Supplier is not meeting RENK America performance expectations, Supplier may be requested to provide additional information and/or a formal review.



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#### 4.0 New Suppliers Requesting to do Business with RENK America

For those suppliers wishing to do business with RENK America, please contact the RENK America Small Business Liaison Officer, to obtain the Potential Supplier Profile form.

**Detailed Text Information:** Ensure to provide as much text detail on the type of products, specs, other customer satisfaction, types of equipment, etc., into the free form area of the form. The text area is without limitation and will wrap into the next page. Use key words like casting, forgings, computers, wire, screw machine, titanium, rubber, janitorial, specific MRO-gloves, filters, services, etc., which Buyers, Engineers, and Manufacturing Engineers would look for.

**Pictures:** Ensure all relevant data is within the Profile. Text boxes are created to facilitate incorporation of pictures (add additional text boxes as required). Any attachments sent in with the Profile are sent to the buyers only but are not maintained and managed separately.

Once your data is received, RENK America can solicit a quote from you, as needed. If your quote meets the requirements of RENK America, the buyer may pursue the supplier-required approval processes for nonproduction and/or production type procurements before a Purchase Order can be issued. This includes entering into a PDA: Proprietary Data Agreement and compliance to Export Control/ITAR requirements: Technical data obtained from RENK America through any electronic solicitation are subject to U.S. Export Control Laws, including the International Traffic in Arms Regulations. Such technical data may not be disclosed to foreign persons or otherwise exported without first obtaining required U.S. Government export authorization and a Proprietary Data Agreement.

It is the policy of RENK America to actively pursue and use small disadvantaged, women-owned, HUB Zone and Veteran-owned businesses to the fullest extent possible.

#### 5.0 Business Continuity Plan


Supplier must have a quality management system that supports and accounts for contingency throughout its process. This formalized written process will identify, integrate, and mitigate risks. The supplier will ensure that resources are available to address risks and opportunities and implement changes needed to protect RENK America and its customers.

Notification of disruption to continuity of supply and deliveries shall be documented and communicated immediately, no later than 72 hours, by Supplier and/or sub-tiers that will cause disruption to RENK America deliveries. Examples of this are fire, floods, or Force Majeure.

#### 6.0 Quality Management System Requirements

##### [QUALITY MANAGEMENT SYSTEM](#)

Each RENK America supplier is required to maintain an effective quality management system which, at minimum, is compliant to ISO 9001:2015. In addition, the supplier must meet all other requirements of this manual. Distributors and Special Processors may qualify under RENK America QMS questionnaires specific to the industry type.

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### CONTROL OF SUB-TIER SUPPLIERS

Suppliers are responsible for the quality of materials and components provided by their sub-tier suppliers. RENK America suppliers must impose controls on their sub-tier suppliers that provide documentation and quality results comparable to the controls applied to suppliers by RENK America. The extent of the controls may vary, depending on the nature and complexity of the product and processes, but should normally include:

- Evaluation and qualification of sub-tier supplier facilities
- Control to ensure that raw materials used meet RENK America’s requirements
- Part qualification, including first article inspection and process capability studies, as applicable.
- Control of drawings/revisions
- Control of nonconforming material
- Corrective action and preventive action programs
- A continual quality improvement program

Where appropriate, RENK America may specify the sub-tier suppliers that may be used, evaluate, and qualify the sub-tier supplier’s facilities, and assist the supplier in controlling the sub-tier supplier. Typically, this occurs when the sub-tier supplier is an essential component of the supply-chain process. RENK America reserves the prerogative to evaluate the quality system and records of such sub-tier suppliers as necessary. In the event of RENK America involvement, it does not absolve suppliers of the ultimate responsibility for the quality performance of their sub-tier suppliers.

## 7.0 Special Processes


Special processes (heat treat, painting, plating, welding, etc.) are a vital component of manufacturing an item and normally include vulnerability on the part of a supplier. Often special processes require individual or process certifications; it is the supplier’s responsibility to ensure these are in place and kept current. Suppliers who perform Special Processes in house will be subject to RENK America audits of the process. RENK America reserves the right for independent verification of special processes at RENK America via destructive testing as applicable. Additional inspections may be negotiated as deemed necessary by RENK America Quality and Engineering. Reference QX6 Special Processes clause for details.

## 8.0 Supplier Qualification Process

### NEW SUPPLIER QUESTIONNAIRE

All suppliers of production materials to RENK America must be qualified suppliers. The extent of the qualification process is dependent upon the criticality of product purchased and other factors determined by RENK America. The qualification process in its most complete form consists of two parts:

- A quality management system self-assessment completed by the supplier, using the RENK America QMS Questionnaire (Fo-000254) or the Distributor QMS Questionnaire as applicable (Fo-000257). This is returned for review by RENK America. Suppliers with a current certified Quality Management System to AS9100, ISO 9001, TS 16949 or AS9120 undergo periodic audits by a 3rd party registrar shall submit proof of certification.

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- An on-site assessment by RENK America personnel or their authorized agents.

RENK America Special Processors may require an on-site survey for special process qualification. RENK America requests that Special Processors with 3rd party accreditation certification (e.g. NADCAP) submit a copy of the certification(s) when submitting their completed supplier self-survey to their SQA Commodity Lead. Accreditation certificate may be accepted, at discretion of SQA, for survey approval. Reference QX3 Special Processor Accreditation Requirements Clause.

RENK AMERICA periodically re-evaluates suppliers using quality performance data and/or on-site assessments.

#### [NEW SUPPLIER SELF-ASSESSMENT](#)

In the early stages of the supplier selection process, potential suppliers are sent a questionnaire. This questionnaire solicits general information about the company such as location(s), size, capabilities, and financial stability as well as detailed questions regarding the Company's quality management system and quality history. The potential supplier is required to complete and return the questionnaire to be considered a conditionally approved (CA) supplier.

#### [ON-SITE ASSESSMENT](#)

RENK America may require an onsite assessment of the supplier's facility based on criticality and risk to RENK America. The on-site assessment includes three components:

- A quality assessment to determine whether the supplier's quality management system is in place and functioning effectively.
- A business assessment to determine whether the supplier has financial resources, production capacity, and other business resources needed to fulfill RENK America's production needs.
- A technology assessment to determine whether the supplier has the needed technical resources, including production and inspection equipment, facilities, engineering resources, etc.


If the assessment team determines that the supplier meets RENK America's requirements, RENK America qualifies the supplier to bid on new business and supply production materials.

Product shipments from new suppliers will be monitored in receiving inspection to allow conditional approval until the supplier has demonstrated capability of delivering conforming product or services. CA suppliers may qualify for Approved (A) status when the supplier meets one of the following conditions:

- Twelve (12) months of a minimum of a bronze rating (see section 22.0)
- SQA Commodity Lead discretion

#### [PERIODIC RE-EVALUATION](#)

RENK America periodically reevaluates current production suppliers using quality performance data and/or on-site assessments and/or proof of QMS 3rd party registrar certification. If requested, the supplier shall make their facility available for on-site process verification by RENK America personnel, with reasonable notice.

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## 9.0 Contract Review

It is expected business practice for RENK America suppliers to perform a thorough examination of the TDP to assess your ability to fulfil the order in its entirety before signing and submitting the RFQ to ensure any differences between the contract or order requirements are resolved in advance. An initial Purchase Order review is key to assuring contractual obligations are met. It is imperative that suppliers perform a thorough review to assure a sound understanding of the order and that the proper flow down of requirements are handled with sub-tiers. Some important items to review are as follows:

- Is product adequately defined to enable feasibility evaluation?
- Can all Drawing/ODS/QAP/QAR/SQAP and Specifications be met as written?
  - Dimensional
  - Material
  - Finish
  - In Process Gauging (per WI710-2)
  - Final Inspection
  - Testing (Performance/NDT/Weld/Salt Spray/Etc.)
- Can component be processed and certified to specifications and standards as defined per TDP?
- Has inspection methodology and frequency been evaluated per drawing, ODS, QAP, QAR, or SQAP?
- Can product be manufactured to tolerances specified on drawing?
- Have all Quality Clauses been reviewed?
- Can Quality and Procurement Clauses be met on a continual basis?
- Have all Procurement and Quality requirements been reviewed and understood?
- Can product be manufactured as written without exception?

If there are exceptions, please note on your RFQ and discuss with your RENK America Procurement Agent.


Proper planning and review of the requirements of all applicable specifications, prior to the issuance of any purchase order, will enable suppliers to provide adequate statements of quality. Adequate review and verification of the information upon receipt by the supplier will prevent unnecessary delay of acceptance of supplies or materials.

### [PO REVIEW](#)

After issue of a PO to a new supplier, or a PO for a new part to an existing qualified Supplier, RENK America SCM and SQA will meet with the Supplier to review specifics in the SOW, drawing, TDP interpretations (Key features), inspection process or requirements of this manual. The scope of this meeting will be based on factors such as complexity of the part, new supplier to Renk America, recent delivery and quality performance, etc. This meeting may be in person or remote (WEBEX, etc.). The supplier is responsible to accommodate and support these meetings with the necessary personnel.

## 10.0 Order of Precedence

Requirements in this document are complementary to specific contracts of RENK America. To the extent of any inconsistency between the PO and these QA Provisions or other documentation; the following hierarchy shall be in effect. If conflict occurs, supplier shall contact the RENK America for further clarification.

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#### DOCUMENT HIERARCHY

- 1.) Purchase Order Requirements
- 2.) RENK America TDP
- 3.) ML710 Procurement and Quality Manual
- 4.) SQCR / SQPC

#### 11.0 Revision Levels

Unless the Purchase Order contains a supplemental note regarding the use of a different revision level or supersession of specification/standard, the revision level that is referenced in the TDP is required.

#### 12.0 Procurement Clauses

##### TAX - SALES AND USE TAXES

The Michigan Department of Treasury has authorized RENK America to operate and report under a direct pay permit for Michigan sales and use taxes limited to purchases of tangible personal property. Excluded from this authorization:

- A. Materials furnished by, or supplied to, construction contractors in the performance of a contract to construct, alter, repair, or improve real estate.
- B. Vehicles purchased, leased, or rented for highway use and requiring a license and title.
- C. Aircraft
- D. Watercraft
- E. Services subject to use tax including communication services and motel rentals.
- F. Petty cash purchases made by company employees on behalf of the company.
- G. Prepayment of sales tax on gasoline
- H. Tangible personal property consumed by a person performing any service activity for your company.

Note: The purchase of power, steam, gas, etc., and capital appropriation items may be included under this direct pay permit

##### MSP – MILITARY STANDARD HARDWARE


Supplier shall furnish military standard hardware to the drawing revision level contained in the technical data package. If no revision level is specified, parts must be supplied to the latest revision level established by government agencies as of the date of this purchase order.

##### FMF – FOREIGN MILITARY FINANCING REQUIREMENTS

The below Foreign Military Financing (FMF) Requirements “ARE APPLICABLE” to this RFQ and any subsequent PURCHASE ORDER, unless exempt\*. It shall be noted that any award is funded by the U.S. Government.

\*The following subcontracts with suppliers are exempt from this provision [these items may be procured from both U.S. and foreign sources, and are subject to the non-U.S. origin disclosure requirement in paragraph 11]:

- Those orders equal to or less than \$100,000 in value.

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- Those orders in implementation of a Purchase Agreement awarded to the contractor on a competitive lowest responsive bid or best bid/best value basis.
- Those orders for common hardware<sup>1</sup> and/or raw materials<sup>2</sup>
- Those orders for commercially available U.S. off-the-shelf items<sup>3</sup>
- Those orders issued and effective prior to date of the Purchase Agreement identified above.

NOTE: Above excerpt from DSCA Contractors Cert (TEMPLATE – March 2017), Item 6

An authorized representative of the U.S. Government shall have access to and the right to examine, for a period of three (3) years following final payment, any of Supplier’s directly pertinent books, documents, papers, or other records involving transactions relating to the order.

Supplier agrees to permit the Defense Contract Management Command (DCMC), the Defense Contract Management Agency (DCMA) and the Defense Contract Audit Agency to perform Contract administrative services.

By responding to this RFQ Offeror certifies that at the time of response, the Offeror, or its principals, are not debarred, suspended, or proposed for debarment by the Federal Government.

By accepting this order, Supplier certifies that at the time of award of this Purchase Order/Subcontract, the Supplier, or its principals, are not debarred, suspended, or proposed for debarment by the Federal Government.

Supplier must become familiar with the Government Guidelines and the associated completion and return/submission of the certification form. A copy of these Guidelines and/or the Contractor’s Certification Agreement with DSCA, dated March 2017 may be downloaded from the following internet address:  
<https://www.dsca.mil/>

NOTE: The Government Certification form must be completed and submitted with any/all Purchase Order’s with a value or anticipated value of \$100,000 or higher (unless exempt). To include supplements/modifications.

NOTE: Not Applicable to Foreign Suppliers


**FOD - FOREIGN OBJECT DEBRIS AND DAMAGE PREVENTION**

Supplier shall maintain FOD Prevention Program in accordance with National Aerospace Standard NAS-412, Foreign Object Damage /Foreign Object Debris (FOD) Prevention.

Whenever and/or wherever FOD entrapment or foreign objects can migrate, Supplier shall ensure that applicable FOD requirements are flowed down to Supplier’s subcontractors at every tier.

Prior to closing inaccessible or obscured areas and compartments during assembly, supplier shall inspect for foreign objects/materials and ensure no FOD barriers remain embedded in the part being supplied. Supplier shall ensure tooling, jigs, fixtures, and test or handling equipment’s are maintained in a state of cleanliness and repair sufficient to prevent FOD.

By delivering items to RENK America, Supplier shall be deemed to have certified that such items are free from any foreign materials that could result in FOD.

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NCG – NO CHANGE

Supplier shall make no changes on awarded order without the written approval from RENK America. Changes include but not limited to the following: Change in Ownership of Supplier, Location of where services/product being produced, Configuration/Design, etc.

WEB – WEBSITE FOR PROCUREMENT AND QUALITY REQUIREMENTS

The detail language of can be found either within this document or on the RENK America Procurement Website: <https://www.renk-group.com/en/general-business-terms/>,

**13.0 Packaging, Labeling, and Shipping**

**Shipping Dock Hours: 7am-2:30pm**

**Monday-Thursday (and select Fridays)**

**Ship to Address:**


76 Getty St, Muskegon, MI 49442

**Truck Entrance:**

1100 Access Hwy, Muskegon, MI 49442 Gate 5

Unless otherwise expressed on the face of the order or in related technical data, packaging and identification specifications herein are minimum requirements.

1. Bags, barrels, drums, kegs, cans, or pails will not be accepted as shipping containers for other than granular or liquid materials, unless used as returnable dunnage.
2. Used containers and pallets must be in acceptable condition. Used pallets with broken bottom tie strips, damaged strings, nails protruding or damaged face boards will not be accepted.
3. Manually handled shipping containers, including bundles, shall not exceed 50 pounds (22kg) whether palletized or not. Shipments must be sent in either double wall or heavy-duty cardboard boxes.
4. All shipping containers, pallets, etc. must have sufficient strength to withstand in-transit handling and stacking and must be stackable to a height of 10 feet (3.048m).
5. Parts must completely fill the cube of containers or proper packaging material used to fill voids to eliminate collapse of containers.
6. No more than one part number is to be packaged in a container unless specifically authorized by RENK America.
7. Pallet or pallet base sizes - When ordering new pallets, sized to be used are as follows:
  - a. 35" X 42" O.D. (88.9cm X 106.7cm) or 52" X 42" O.D. (132cm X 106.7cm). Four-way entry, double face, non-reversible (i.e., bottom tie strips) flush stringer type pallet with 2" X 9" minimum for openings on 18" centers in each stringer.
  - b. 28" X 35" O.D. (71.1cm X 88.9cm) two-way entry, double face, non-reversible, flush stringer type pallet.
  - c. Smaller pallets may be approved when authorized by RENK America.


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8. The length of wall boards of all pallet box containers of cleated wood construction must run vertically.
9. Air shipments, LTL Shipments, and other special shipments must be packed with special care in reinforced containers to withstand the abnormal handling to which they are subjected.
10. All containers shall be identified with a standard identification label or tag as illustrated in the Labeling section below.
11. Items shall be free of dirt and other contaminants which would contribute to deterioration of the item or which would require cleaning by the customer prior to use. Items susceptible to corrosion or deterioration shall be provided protection such as preservative coatings, barrier protection, volatile corrosion inhibitors, or desiccated unit pack.
12. Shipping containers shall be capable of multiple handling and storage periods at a minimum of one year in enclosed facilities without damage to the product.
13. Cartons are to be shipped on pallets that are compatible with the carton dimension and secured by banding. The standard identification label (illustrated in the Labeling section below) is to be affixed to a visible side panel of each container.
14. For international shipments, all non-manufactured coniferous wood (soft woods from coniferous trees and hard woods from non-coniferous trees), shall be treated to ensure the wood is bug free. Material shall be heat treated (HT), the material certified by an accredited agency recognized by the American Lumber Standards Committee (ALSC) and marked with the HT Stamp. HT Lumber is lumber that has been heated to 56 Degrees C (Core Temperature) for 30 minutes and marked with the appropriate quality mark. The material may also be fumigated (MB) with Methyl Bromide. The ALSC approved markings for boxes and crates shall be placed on both ends of the outer packaging between the end cleats for end battens in at least one-inch-high letters. Marks may be placed above required MIL-STD-129 markings. Internal blocking and bracing must comply as well and be marked if possible. For the product imported by a domestic supplier from an international source, it is the sole responsibility of the domestic source to ensure that ISPM 15 is met (<http://www.ispm15.com>).
15. Additional costs to replace parts/products due to insufficient packaging resulting in damaged product may be charged back to the shipper.

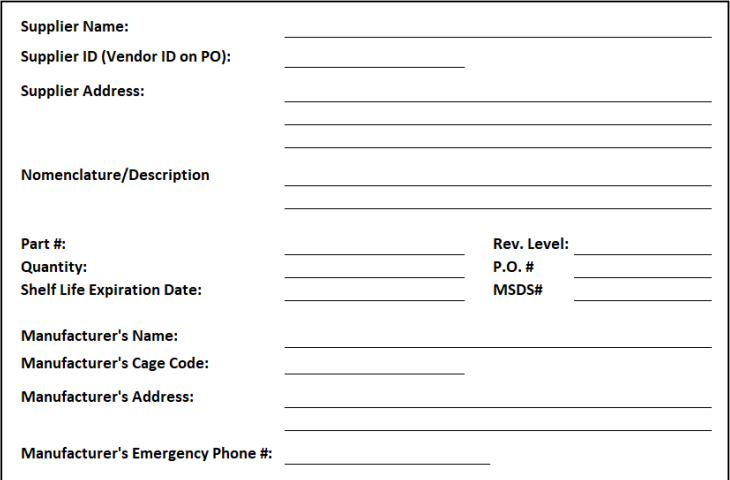
#### LABELING

1. Use consecutive numbers for more than one box in the same shipment: for example, "Box 1 of 4".
2. Minimum requirements on label outside of packaging include supplier name, supplier ID/cage code, part nomenclature/description, part number, quantity, revision level, and shelf life/MSDS if applicable.
3. The label shall be applied to the exterior of the container printed in black ink on a white background. Label size shall be 4.0 in (100-102 mm) high by 6.0 in. (150-153 mm) wide.



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SUPPLIER LABEL EXAMPLE




The image shows a supplier label form with the following fields and dimensions:

- Supplier Name: \_\_\_\_\_
- Supplier ID (Vendor ID on PO): \_\_\_\_\_
- Supplier Address: \_\_\_\_\_
- Nomenclature/Description: \_\_\_\_\_
- Part #: \_\_\_\_\_ Rev. Level: \_\_\_\_\_
- Quantity: \_\_\_\_\_ P.O. # \_\_\_\_\_
- Shelf Life Expiration Date: \_\_\_\_\_ MSDS# \_\_\_\_\_
- Manufacturer's Name: \_\_\_\_\_
- Manufacturer's Cage Code: \_\_\_\_\_
- Manufacturer's Address: \_\_\_\_\_
- Manufacturer's Emergency Phone #: \_\_\_\_\_

Dimensions: 6" wide and 4" high.

**BARCODE LABEL REQUIREMENTS**

1. All bar codes shall be printed with Code 39 Symbol and maintain a minimum quiet zone of 5mm before and after the bar-coded symbol. The bar code should have a minimum ration of 2.5 to 1. Barcode font size should be a minimum of 10mm high.
2. The sections should be labeled with human readable font that identifies the information in that section. i.e., Part Number, Qty, PO, etc.... All titles should be printed in regular 8-point font (approximately 2.2 mm high letters) and placed in the upper left corner of the block.
3. The Supplier name and address shall be printed on the label. The letters should have an approximate font size of 10 point (or 3 mm high).
4. The lot number is the traceability number assigned to a unique batch or group of items (lot, heat, batch) by the supplier/manufacturer. This field is optional at the discretion of the customer (RENK America). The lot number shall not be bar-coded. It should have a short title of LOT NO. The lot number should have an approximate height of 12 point (or 4 mm high).
5. The figure below is an example of the shipping label. The overall characteristics of the label are defined in the above section. The minimum the label must have on and barcoded is the Part Number, Quantity, PO Number, PO Line.

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BARCODED SUPPLIER LABEL EXAMPLE


PART NO. (P) <b>H176888</b>			
QUANTITY (Q) <b>200</b>		SEAL,BUFFER,45MM - ELASTOMER	
SERIAL (S) <b>788315689</b>		KANBAN/TRIGGER (Z) <b>0043697</b>	
PO. NO. (K) <b>453766</b>		LOCATION <b>H57 C01</b>	
		SUPPLIER <b>0003230</b> DEPT <b>150</b>	
		LOT NO: <b>1234567890</b>	
		<b>008 V80</b>	
SHIP TO:			
Supplier Name, Town, State and ZIP			

SHELF-LIFE REQUIREMENTS

1. The seller shall identify those items and/or assemblies which have a specific shelf-life requirement. At a minimum, 80% of the product's shelf life must be applicable at time of receipt at RENK America.
2. The vendor must certify shelf life by noting the shelf-life expiration date from date of manufacture on shipping label and specify on outside of shipping container the words \*\*\*\*\*SHELF LIFE\*\*\*\*\*.
3. Multiple shipments that include multiple shelf-life dates cannot be consolidated (no co-mingling of shelf-life dates).
4. All shelf-Life Items within the container must additionally have the following data either directly on the product or where the data cannot be applied directly to the product, each item must be unit packed with the data clearly visible on the exterior of the unit pack.

**SHELF LIFE UNIT PACK LABEL**

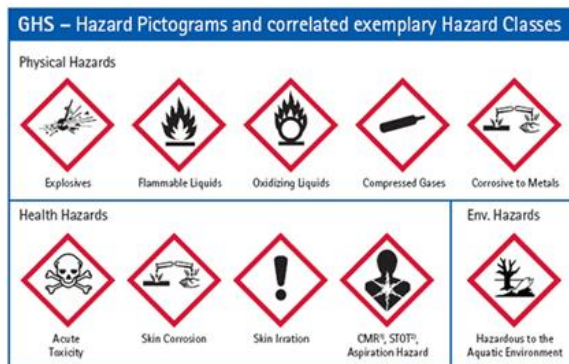
Supplier Name:	_____
Nomenclature/Description:	_____
Part No:	_____ Rev Level: _____
Qty:	_____
Shelf Life Expiration Date:	_____
MSDS No:	_____

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### HAZARDOUS MATERIAL REQUIREMENTS – MSDS

- Each individual package or container (Drum, Can, Tube, etc.) must be clearly and permanently marked with the following:
  - RENK America Internal MSDS number (found on drawing and/or within PO Line-Item Text).
  - Nomenclature/Description
    - Manufacturer’s Name and Address and Emergency Phone Number.
  - Appropriate Hazard Warnings (i.e., effect on target organs) per OSHA Hazard Communication Standard Requirements. Exceptions: The following types of hazardous materials that do not contain shelf-life requirements, ONLY require RENK America Internal MSDS number(s) applied to the shipping container (Box, Case, Package, etc.): Materials received in containers less than one pint (16 ounces) or tubes less than six ounces.
- If your shipment contains Hazmat, you must be an approved FedEx Ground HazMat shipper. Suppliers are responsible for ensuring Ground HazMat packages comply with applicable U.S. Department of Transportation (DOT) regulations and FedEx Ground requirements. Please contact FedEx Dangerous Goods/Hazardous Materials (DG /HazMat) Hotline for general questions, 1.800.GoFedEx (463.3339), Option '81,' between 7 a.m. and 7 p.m. Central time Monday - Friday, and between 10 a.m. and 2 p.m. Central time Saturday. Suppliers are responsible for ensuring Air HazMat packages comply with applicable IATA / ICAO regulations and carrier shipping requirements. In any instance a HAZMAT shipment MUST include a current Safety Data Sheet.

#### GHS PICTOGRAMS



#### INTERNAL SECONDARY CONTAINER LABEL

**Isopropyl Alcohol**  
Site SDS# 020002

**Signal Word: DANGER**

**HEALTH HAZARDS:** Highly flammable liquid/vapor. May form explosive mixtures with air.


**Precautionary Info:** Causes serious eye irritation. May cause drowsiness and dizziness.

**PPE Code: B**  
Consult the Safety Data Sheet for further information on hazards.

### PACKING SLIP REQUIREMENTS

All shipments must be accompanied by a packing slip/invoice properly identifying supplier name, purchase order/release number, purchase order line item (line schedule if requested), part number(s), revision level and date (if applicable), material/services, qty shipped, and price.

Please ensure that all boxes and containers have the correct packing slips with them, and the packing slip is stamped with your RENK America Inspection Delegation (ID) stamp or our Inspector’s stamp (where

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appropriate). A second packing slip needs to be attached to the outside of the container. With multiple containers you should indicate which container houses the packing slip.

### SHIPPING

RENK America supplies Routing Instructions to show the accepted and approved carriers for each mode of transportation. These instructions are to be used for inbound shipments to our facilities or to third party destinations on our behalf. These Routing Instructions are designed to convey to our supply base the desired carriers with whom we have negotiated contracts.

1. FOB terms are generally FOB-Origin, with RENK America assuming ownership of freight upon transfer from a seller's facility. RENK America will provide a FedEx account number to charge. FOB-Destination terms will be used on an exception basis only, determined by RENK America and PO.
2. These Routing Instructions must be followed. Penalties for noncompliance and the use of unapproved carriers are described below. These Routing Instructions are updated periodically, and it is the supplier's responsibility to check for updates via RENK America Webpage.
3. Please note, the Purchase Order dictates the "ship to" address. Please ensure you read and understand the Purchase Order shipment destination.
4. The total transportation costs of all shipments sent to the incorrect destination, as well as the cost of the shipment to the correct destination, may be debited. The "ship to" address on all purchase orders is firm and cannot change unless you receive written authorization to ship to a different destination by RENK America.

### EARLY SHIPMENTS


Shipments may be received up to ten (10) working days in advance of the Purchase Order scheduled date without penalty unless you receive written authorization to ship earlier from RENK America. Shipments received earlier than 10 days in advance may be returned at your expense.

### LATE SHIPMENTS

There is zero tolerance for late shipments. A shipment is considered late if it exceeds the delivery/dock date (PO Promised Date) indicated on the Purchase Order.

1. On time delivery is determined by the date the product is received at RENK America.
2. Shipment on time delivery is a measurement that RENK America uses and takes into consideration when we solicit bids and place awards.
3. Suppliers should always expedite parts if the shipment is late to the PO date.
4. Expedited shipment costs will be the responsibility of the supplier.

RENK America does not insure supplier's shipments. Do not accept additional insurance coverage unless you receive written authorization from RENK America.

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Suppliers shall be responsible for costs associated with shipments due to supplier quality issues (i.e., product returned to supplier and delivery back to RENK America).

#### REFERENCE FIELD REQUIREMENTS

On all shipments, please enter the RENK America Purchase Order number in PO Reference Field. This is crucial so that we can match freight invoices to the appropriate purchase order in our system. If routing and shipping instructions are not attached to the Purchase Order or have not been previously received, please immediately request these instructions from RENK America.

#### ROUTING

Failure to adhere to this approved carrier listing will result in the shipper's account being debited for the full cost of the shipment without prior notification.

Air Freight shall not be used unless authorized by RENK America.

Any international shipments should preference the use of standard ocean freight, unless authorized by RENK America. Shippers should plan for a 4–6-week transit time if using ocean carriers.


All small package shipments destined for RENK America should be shipped via FedEx Ground® using the Bill Third Party option, billing the RENK America FedEx Account # provided by RENK America. More premium shipping services, including First Overnight shipments, are prohibited unless RENK America instructs you to utilize these services in writing.

Overnight shipments should use FedEx Priority overnight unless otherwise directed by RENK America.

1. FedEx 2-day AM Service is strictly prohibited.

Under this arrangement, shipping charges will be invoiced directly to us, while the normal fees associated with your FedEx packages, such as weekly pickup fees if applicable, will be invoiced to suppliers. Per service (Express and Ground), if you already have a regular pick up, no additional fees will be incurred. If you don't have a regular pickup with FedEx, you can schedule your package pickup online at fedex.com or by calling 1-800-Go-FedEx (1-800-463-3339). Ground shipments require a one-day advance notice. You may drop off your packages at a FedEx staffed facility to avoid pick up fees.

TYPE	SIZE	CARRIER	PHONE	DOMESTIC/ INTERNATIONAL
Small Package & Expedited Small Package	Under 150 lbs. (68kg) No more than 40 lbs. in one box (18kg) No more than 119" (3m) length or 165" (419m) length plus girth	FedEx	1-800-463-3339	Domestic
Small Package	Under 150 lbs. (68kg) No more than 40 lbs. in one box (18kg) No more than 108" (2.7m) length or 130" (3.3m) length plus girth	FedEx	1-800-463-3339	International
Large Packages and Less Than Truckload	Over 150 lbs. (68kg) to 10,000 lbs. (4536kg)	FedEx Freight	1-866-393-4585	Domestic & International
Full Truckload	Over 10,000 lbs. (4563kg)	Landstar	1-607-242-3667	Domestic

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Freight Forwarder	Any over 150 lbs.	Contact <a href="mailto:chase.kloka@RENK-america.com">chase.kloka@RENK-america.com</a> for shipping instruction	TBD	International
Ocean	Any size	Contact <a href="mailto:chase.kloka@RENK-america.com">chase.kloka@RENK-america.com</a> for shipping instruction	TBD	International

#### INTERNATIONAL SHIPMENTS

Suppliers shall provide the following documentation on international shipments to our trade compliance department [victoria.miller@RENK-America.com](mailto:victoria.miller@RENK-America.com) & [yvette.goins@RENK-America.com](mailto:yvette.goins@RENK-America.com).

- a. Airway Bill
- b. Customs Invoice
- c. Certificate of Origin
- d. Suppliers shall indicate UPS-SCS as Broker of Choice
- e. Follow the Shipping Guide (page 7) to determine international routing.

Any international shipments should preference the use of standard ocean freight, unless authorized by RENK America.

#### WPR – WOOD PACKAGING REQUIREMENTS

All non-manufactured coniferous wood (soft woods from coniferous trees and hard woods from non-coniferous trees) shall be treated to ensure the wood is BUG free. Material shall be heat treated (HT), the material certified by an accredited agency recognized by the American Lumber Standards Committee (ALSC) and marked with the HT Stamp. HT Lumber is lumber that has been heated to 56 Degrees C (Core Temperature) for 30 minutes and marked with the appropriate quality mark. The material may also be fumigated (MB) with Methyl Bromide. The ALSC approved markings for boxes and crates shall be placed on both ends of the outer packaging between the end cleats for end battens in at least one (1) inch high letters. Marks may be placed above required MIL-STD-129 markings. Internal blocking and bracing must comply as well and be marked if possible. For the product imported by a domestic supplier from an international source, it is the sole responsibility of the domestic source to ensure that this standard (ISPM 15) is met.


### 14.0 Instructions for Control of Government Owned Property in the Possession of Suppliers/Subcontractors

#### INTRODUCTION

It is the procedure of RENK America to conform fully to applicable Government regulations regarding the control of Government property in the possession of its suppliers/subcontractors. Accordingly, this guide is provided to Subcontractors/Suppliers to ensure that this procedure and Federal Acquisition Regulations are fully complied with. This guide has been prepared to implement purchase order/subcontract provisions and to outline basic requirements for accountability and control of Government property furnished to, acquired by, or fabricated at, our suppliers/subcontractors in the performance of RENK America purchase agreements, subcontracts, and purchase orders.

#### PURPOSE

To ensure compliance with the terms and conditions of purchase agreements and subcontracts as applicable to equipment and material. In the event of conflict or inconsistency between these instructions and the provisions

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of the purchase order/subcontract, the purchase order/subcontract provisions shall control. This document details some of the features of Federal Acquisition Regulations and includes but is not limited to:

Procedural methods for acquisition, receipt, identification, recording, storage, warehousing, maintenance, utilization, consumption, inventory, loss and/or damage, salvage, scrap, and final disposition of residuals on contract completion.

The basic categories of Government property treated in this instruction are material, plant equipment, special tooling, and special test equipment.

### INSTRUCTIONS

#### SUPPLIERS/SUBCONTRACTORS

RENK America, as a prime contractor is responsible for the accountability of Government Property. After award of the contract, delegation of this responsibility is obtained through Defense Contract Administration Services (DCAS) Property Administration. The subcontractor's property control system will be reviewed by the cognizant DCAS Property Administrator. In the event delegations are not obtained from DCAS, the supplier/subcontractor shall provide RENK America, with a copy of their property procedures for review and approval.

#### ACQUISITION OF PROPERTY


If equipment is (i) generally commercially available and used as a separate item or component of a system, and (ii) is valued at \$10,000 or more, and (iii) is identifiable by function or description under one of the Federal Supply Groups or Classes, the subcontractor will submit a request on the appropriate Government form for Defense Industrial Plant Equipment Center 1 (DIPEC) screening. The request must contain the following elements of information of each item:

- Commodity Code Number
- Name of Manufacturer
- Model Number
- Description of data sufficient to enable the DIPEC to decide of availability
- Date item is required and applicable priority rating
- Prime and subcontract numbers
- Program designation and intended use
- Date required at destination
- Federal Stock Number (if known)
- Estimated Cost

RENK America, will submit the request to DIPEC as applicable, for screening, and will notify the subcontractor on receipt of screening results.

If the equipment is available from the DIPEC inventory and is found to be satisfactory, it will be shipped in accordance with the instructions of the allocating official.

If the equipment is not available from the DIPEC inventory, a certificate of nonavailability will be issued. The foregoing must be accomplished before the purchase is made.

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#### RECEIVING PROPERTY

All Government property should be checked and inspected promptly when received. Any visible evidence of damage should be annotated on the carrier's waybill and the signature of the carrier's agent obtained before releasing the document to the carrier.

If there is damaged property, contact the carrier, request inspection and a signed copy of the inspection report. Notify RENK America immediately so their schedule will not be jeopardized.

If efforts are noted in quality or description, or property is unsuitable for its intended use, RENK America must be notified, and circumstances described.

#### IDENTIFICATION OF EQUIPMENT

Purchase order/subcontract terms and conditions require identification of Government owned equipment as a means of distinguishing ownership, establishing individual records, and segregating them physically, to prevent unauthorized co-mingling and/or usage. Equipment should be identified, marked, and recorded promptly upon receipt. Use the RENK America Identification Number acquired for the item.

- RENK America, Purchase Agreement or Subcontract Number
- RENK America, Identification Number
- Supplier/Subcontractor Assigned Number (if applicable)
- Description
- Unit Prices

Note: The Final Payment cannot be made for equipment until this list has been accepted by RENK America.

#### METHOD OF IDENTIFICATION:

Assigned numbers will be obtained from RENK America, when the quantities and types are delineated.

Property Numbers will not be assigned to consumables (expendable tooling). Assigned numbers remain unchanged for the life of the equipment regardless of modifications due to drawing revision.


#### MARKING METHODS

Attachment of metal plate, self-adhesive or other secure fastening.

- Pantograph engraving.
- Chemical or electro-etching.
- Steel die stamping.

Note: In no instance will nonpermanent identification be acceptable. Exception: When it is determined in an individual case that such marking will damage the tooling or equipment, or is otherwise impractical, an exception is permitted. However, this does not lessen nor relieve the subcontractor of having a substitute method of identification and full accountability.



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## RECORDS

### INVENTORY ACCOUNTABILITY

All Government property shall be recorded in such a manner as to provide the following information:

- Prime Contract and Purchase Order/Subcontract Number
- Nomenclature and/or Description
- Quantity and Date Received (or fabricated if tooling)
- Quantities and Dates Issued (material)
- Current Balance on Hand (material)
- Posting Reference and Date of Transaction
- Unit Price
- Location of Property
- Disposition Actions
- RENK America, Equipment/Number, Supplier/Subcontractor Number (if applicable), National Stock Number (if applicable)
- End item on which used (if a component, indicate basic tool of which it is a part) - tooling only
- Location
- Identity of any general-purpose tooling incorporated as components in such a manner that removal and reutilization may be feasible and economical.

### SCRAP AND SALVAGE


The subcontractor shall maintain records of all scrap and salvage generated. The records shall be in accordance with the subcontractor's established system of scrap and salvage control, if approved by the Government Property Administrator, who shall take into consideration the need for protecting the Government's interest in proration, disposition, and allocation of proceeds resulting therefrom.

Records of Scrap/Salvage in the subcontractor's property control system shall be such as to provide the following minimum information:

1. Prime Contract and Purchase Order/Subcontract number, if practicable, or equivalent code designation
2. Nomenclature or description of item
3. Scrap classification (material content)
4. Quantity on hand
5. Unit of measure (scrap)
6. Posting reference and date of transaction
7. Disposition

## INVENTORIES

An annual Inventory of all Government owned property shall be performed, verifying count; condition; active or inactive status; surplus or excess; and a report submitted on the anniversary date of the purchase order/subcontract, or as otherwise required by subcontract.

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A Termination Purchase Order/Subcontract completion inventory of all Government property applicable to the purchase order/subcontract will be made in accordance with Department of Defense Regulations. In the performance of this inventory, a thorough review will be made of the applicable official property records and property under the subcontract located at subcontractor's facilities. This will be accomplished prior to Certification that all Government property under the subcontract has been disposed of properly (see item 3.9 below).

#### UTILIZATION AND MAINTENANCE

Suppliers/subcontractors having Government property in their possession or control shall care for and maintain that property in accordance with sound industrial practice and the terms of the contract and assure that it is utilized only as authorized by the contract.

Government property shall be used only in the contract for which it was acquired, unless otherwise approved in writing by RENK America. Adequate records of utilization and maintenance shall be maintained.

#### LOSS AND DAMAGE

Suppliers/subcontractors shall report to RENK America, all cases of loss, damage, or destruction of Government property in their possession or control which is accountable under their purchase order/subcontract as soon as such facts become known. The following information shall be furnished in the event Government Property is lost or damaged:

1. Identification number, quantity, description, and acquisition of property.
2. The date of last physical inventory.
3. Circumstances and details regarding the loss or damage, witness to damage.
4. Corrective action to be initiated

#### PROPERTY DISPOSITION


##### INTERIM

All equipment, tools, components, materials, scrap, and salvage, etc. which become obsolete or excess for any reason shall be reported to RENK America as prescribed in Federal Acquisition Regulation 45.606-5, Instructions for Preparing, and submitting Schedules of Contractor Inventory.

##### SUBCONTRACT TERMINATION/COMPLETION

Immediately upon termination or completion of a purchase order/ subcontract, the supplier/subcontractor shall perform a physical inventory, adequate for disposal purposes, of all Government property in the suppliers/subcontractor's possession or control, which is applicable to the terminated or completed purchase order/subcontract. The inventory shall be prepared on both a quantitative and monetary basis, segregated by categories of property as material, tooling, etc. Upon completion of inventory schedules, copies bearing supplier's/subcontractors authorized signature shall be forwarded to RENK America, for disposition action.

The supplier/subcontractor shall retain inventory intact at his facility pending receipt of disposition instructions.

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RENK America, shall, upon completion of the purchase order/subcontract on which the property was used, be entitled to storage by the supplier/subcontractor, in accordance with the terms and conditions of the purchase order/subcontract. The supplier/subcontractor shall be accountable and responsible for the inventory until final disposition is concluded.

## 15.0 Instructions for Control of Renk America Owned Property in the Possession of Suppliers/Subcontractors

### INTRODUCTION

It is the procedure of RENK America to manage/account for RENK America Owned Property in the possession of its suppliers/subcontractors.

Accordingly, this guide has been prepared to implement purchase order/subcontract provisions and to outline basic requirements for accountability and management of RENK America owned property furnished to, acquired by, or fabricated at, our suppliers/subcontractors in the performance of RENK America purchase agreements, subcontracts, and purchase orders.

### PURPOSE

To ensure compliance with the terms and conditions of purchase agreements and subcontracts as applicable to equipment and material. In the event of conflict or inconsistency between these instructions and the provisions of the purchase order/subcontract, the purchase order/subcontract provisions shall control. This document details some of the features of Federal Acquisition Regulations and includes but is not limited to:

Procedural methods for acquisition, receipt, identification, recording, storage, warehousing, maintenance, utilization, consumption, inventory, loss and/or damage, salvage, scrap, and final disposition of residuals on contract completion.

The basic categories of RENK America property treated in this instruction are material, plant equipment, special tooling, and special test equipment.

### INSTRUCTIONS


#### ACQUISITION OF PROPERTY

Any equipment or tooling (includes transfers) required to produce an RENK America product, the supplier/subcontractors must provide the following elements of information of each item:

- Name of Manufacturer
- Model Number
- Description of data/item sufficient to enable RENK America decisions (drawing, sketch or descriptive photograph may be required if description not sufficient).
- Cost
- Location of Property

RENK America will provide the following additional elements of information if required:

1. Commodity Code Number
2. Date item is required and applicable priority rating

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3. Prime and subcontract numbers
4. Program designation and intended use
5. Federal Stock Number (if known)

Any RENK America consigned material is to be handled per the Instructions below:

#### RECEIVING PROPERTY

All RENK America property should be checked and inspected promptly when received. Any visible evidence of damage should be annotated on the carrier's waybill and the signature of the carrier's agent obtained before releasing the document to the carrier.

If there is damaged property, contact the carrier, request inspection and a signed copy of the inspection report. Notify RENK America immediately so their schedule will not be jeopardized.

If efforts are noted in quality or description, or property is unsuitable for its intended use, RENK America must be notified, and circumstances described.

#### IDENTIFICATION OF EQUIPMENT

Purchase order/subcontract terms and conditions require identification of RENK America owned equipment as a means of distinguishing ownership, establishing individual records, and segregating them physically, to prevent unauthorized co-mingling and/or usage. Equipment should be identified, marked, and recorded promptly upon receipt.

#### Use the RENK America Identification Number acquired for the item.


1. RENK America, Identification Number - will be the Part Number of product produced with specified suffix, i.e., C=casting, Fg=forging, Fx=fixture (both machine and holding), M=master, G=gaging, S=stamping etc.
  - a. Suffix will be specified with the purchase order by RENK America
  - b. If a component of an up assembly which is procured, then the up-assembly number will be used as the identification number
2. Supplier/Subcontractor Assigned Number (if applicable)

Note: The Final Payment cannot be made for equipment until this list has been accepted by RENK America and acceptable production part produced.

#### METHOD OF IDENTIFICATION

- Assigned numbers will be obtained from RENK America within the purchase order.
- Property Numbers will not be assigned to consumables (expendable tooling).

Note: Assigned numbers remain unchanged for the life of the equipment regardless of modifications due to drawing revision.

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### MARKING METHODS

- Attachment of metal plate, self-adhesive or other secure fastening.
- Chemical or etching or laser or engraving
- Steel die stamping.
- Or other permanent markings as specified RENK America

Note: In no instance will nonpermanent identification be acceptable. Exception: When it is determined in an individual case that such marking will damage the tooling or equipment, or is otherwise impractical, an exception is permitted. However, this does not lessen nor relieve the subcontractor of having a substitute method of identification and full accountability.

### RECORDS

#### INVENTORY ACCOUNTABILITY

All RENK America property shall be recorded in such a manner as to provide the following information:


- Nomenclature and/or Description
- Quantity and Date Received (or fabricated if tooling)
- Quantities and Dates Issued (material)
- Current Balance on Hand (material)
- Posting Reference and Date of Transaction
- Unit Price
- Location of Property
- Disposition Actions
- RENK America, Equipment/Number, Supplier/Subcontractor Number (if applicable), National Stock Number (if applicable)
- End item on which used (if a component of an up assembly which is procured, then the up-assembly number will be used as the tooling identification number) - tooling only
- Identity of any general-purpose tooling incorporated as components in such a manner that removal and reutilization may be feasible and economical.

#### SCRAP AND SALVAGE

The subcontractor shall maintain records of all scrap and salvage generated. The records shall be in accordance with the subcontractor's established system of scrap and salvage control and shall take into consideration the need for protecting RENK America interest in proration, disposition, and allocation of proceeds that result.

Records of Scrap/Salvage in the subcontractor's property control system shall be such as to provide the following minimum information:

- Purchase Order/Subcontract number, if practicable, or equivalent code designation
- Nomenclature or description of item
- Scrap classification (material content)
- Quantity on hand

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- Unit of measure (scrap)
- Posting reference and date of transaction
- Disposition

#### INVENTORIES

An annual inventory of all RENK America owned property shall be performed by the supplier/subcontractor, part number, count, condition, active or inactive status, surplus or excess; location of property, etc., and submitted on supplier/subcontractor letterhead to RENK America Material Acquisition.

A Termination Notice will have an immediate inventory of all RENK America property applicable to the purchase orders/subcontracts in accordance with RENK America Terms and Conditions. Review will be made by RENK America Material Acquisition personnel of records and property located at subcontractor's facilities along with disposition.

Written confirmation that all accountable RENK America property under the subcontract has been disposed of properly (see 3.10 Subcontract Termination/Completion below.)

#### UTILIZATION AND MAINTENANCE

Suppliers/subcontractors having RENK America property in their possession or control shall care for and maintain that property in accordance with sound industrial practice and the terms of the contract and assure that it is utilized only as authorized by the purchase order.


- RENK America property shall be used only to fulfill RENK America requirements and for which it was acquired, unless prior written approval authorized by RENK America.
- Property is to remain at location specified in III.A above unless prior written approval authorized by RENK America Material Acquisition.
- Adequate records of utilization and maintenance shall be maintained.

#### LOSS AND DAMAGE

Suppliers/subcontractors shall report to RENK America, all cases of loss, damage, or destruction of RENK America property in their possession or control which is accountable under their purchase order/subcontract as soon as such facts become known.

The following information shall be furnished in the event RENK America Property is lost or damaged.

- Identification number, quantity, description, and acquisition of property.
- The date of last physical inventory.
- Circumstances and details regarding the loss or damage, witness to damage.
- Corrective action to be initiated.

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PROPERTY DISPOSITION

INTERIM

All equipment, tools, components, materials, scrap, and salvage, etc. which become obsolete or excess for any reason shall be reported to RENK America.

SUBCONTRACT TERMINATION/COMPLETION

The supplier/subcontractor shall retain inventory intact at his facility pending receipt of disposition instructions. RENK America shall, upon completion of the purchase order/subcontract on which the property was used, be entitled to storage by the supplier/subcontractor, in accordance with the terms and conditions of the purchase order/subcontract. The supplier/subcontractor shall be accountable and responsible for the inventory until final disposition is concluded

**16.0 Request for Quote/Bidder’s Requirements**

INTRODUCTION

Your proposal/quote in response to this solicitation must comply with these instructions and any additional requirements that may appear on the face of the solicitation. Please review them carefully. Failure to comply may result in rejection of your proposal/quote. Any questions regarding these requirements should be brought to the RENK America's attention immediately.

NO BIDS

In the event you choose not to submit a quotation, please indicate reasons in writing and return the technical data package.

WRITTEN AND VERBAL QUOTATIONS

All quotations and modifications thereof must be in writing. Verbal quotations will be accepted only if permission to do so is indicated on the face of the solicitation and must be confirmed in writing.

CERTIFICATIONS


RENK America’s RFQ/POs for both Nongovernment and Government goods/services requires all suppliers to provide their Certification of Business Classification, Commercial Item, Debarment, and Influencing Government on all responses. Compliance is determined from RFQ response (last 2 pages) and/or PO acknowledgement.

GENERIC PROPRIETARY DATA AGREEMENTS

Generic Proprietary Data Agreements are established where required which ensures data that is exchanged between both RENK America, and the Supplier are handled per requirements. RENK America will send requests to establish and/or when expired. These agreements are valid for two (2) years from signature date.

LOCATION OF DATA, CLAUSES, TERMS, AND OTHER

FAR <https://www.acquisition.gov/far/>

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DFAR: <http://farsite.hill.sf.mil/VDFDARA.HTM> or [www.acq.osd.mil/dpap/sitemap.html](http://www.acq.osd.mil/dpap/sitemap.html)

RENK America Quality Website Address: <https://www.renk-group.com/en/company/quality-management/>  
RENK America Procurement Terms & Conditions: <https://www.renk-group.com/en/general-business-terms/>

Each above section is managed separately and contains Archive sections within each, when applicable. Respective Revision Levels/Dates are determined and effective by the date of the Request for Quote, and if order awarded will be original date of your purchase order and/or unless specifically modified by a purchase order supplement.

### TERMS & CONDITIONS AND SPECIAL PROVISIONS

Any/All Request for Quotes and/or Purchase Order/Subcontract resulting from this solicitation will be subject to the RENK America CC008 Supply Services Subcontract Terms and Conditions (located in the Renk America Procurement Manual), Request for Quote/Bidders Requirements (section 16.0), Packaging, Labeling, and Shipping Instructions (section 13.0).

**AND** if order relates to a US Government Department of Defense Prime or subcontract additional requirements of CC009 Subcontract Supplement 1 (FAR), CC010 Subcontract Supplement 2 (DFARS), both located in the RENK America Procurement Manual and Control of Government Owned Property (Section 14.0).

Additional requirements as specified within RFQ and/or PO/Subcontract, Control of RENK America Owned Property (Section 15.0), Contract Labor Terms and Conditions (Procurement Manual), Contractor's Handbook for Environmental Health & Safety (request from RENK America Buyer), Procurement Clauses (Section 12.0), and Quality Clauses (Section 19.0). FMF Foreign Military Financing - Supplier must become familiar with the Government Guidelines and the associated completion and return/submission of the certification form. A copy of these Guidelines and/or the Contractor's Certification Agreement with DSCA, dated March 2017 may be downloaded from the following internet address: <http://www.dsca.mil>

Said terms will prevail over and be in lieu of any supplier terms and conditions submitted with quotations or confirmation of orders that are not negotiated prior to acceptance of award. You are expected to flow down these terms and conditions, as well as all other contractual provisions, to your sub-tier suppliers.

#### COMPLIANCE WITH RFQ PROVISIONS


Unless specific exception is taken in your proposal/quote to any requirement of this RFQ, it will be understood that the act of submitting the proposal/quote constitutes agreement. To be a responsive bid, the last two pages of the RFQ must be signed and returned.

#### EXCEPTIONS

Should you not be able to bid to the RFQ requirements, alternative proposal/quotes may be submitted. Alternatives must be clearly identified and described, including reasons for the offer and any savings or other advantages to be achieved. Consideration must also be given to costs likely to be incurred because of qualification and/or revision.

Exceptions taken to any RFQ requirement solely for convenience may cause the bid to be "non-responsive" and may be considered grounds for proposal/quote rejection. If any exceptions from technical data package are taken, they must be noted in exacting detail and highlighted. Any exceptions taken to Terms



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and Conditions, RFQ, PO, QA Clauses, Instructions, requirements or other related data, documents, etc., must be resolved/negotiated prior to any award.

**PROPOSAL, QUOTE DATE AND VALIDITY PERIOD**

Your proposal/quote must be submitted and delivered to arrive on or before the date specified on the RFQ. The proposal/quote must be addressed as specified in the RFQ.

Late receipt of your proposal/quote to include any modification or supplements may be cause for rejection of your bid at the discretion of RENK America. Proposal/quotes are to be firm for 180 days unless otherwise stated within RFQ and/or indicated in response by the supplier.

Proposal/quote responses are preferred to be on RENK America format. Supplier can use their format on response but must reference the RENK America RFQ Number and return the completed/executed last 2 pages of the RENK America RFQ. Supplier must also ensure answers to questions on the RENK America RFQ regarding lead-time, delivery, foreign content, etc., are provided.

**TAXES**

RENK America is authorized to pay sales or use taxes on tangible personal property to the state of Michigan, and no such taxes shall be included in your quotation. (Reference Section 12.0 Tax Sales and Use Taxes for specifics and exceptions).

Michigan Direct Payment Permit Number will be specified on any Purchase Order/Subcontract awarded. Copy can be obtained upon request.

**FINANCIAL DATA REQUIREMENT**

RENK America completes a Dun and Bradstreet at the buyer’s discretion.

**COMPETITION REPORTING**

You are expected to compete all purchased material to the maximum extent possible


**NOTICE TO BUYER OF SELLER’S LABOR DISPUTES**

Whenever Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this proposal/quote, Offeror shall immediately give notice thereof, including all relevant information, to RENK America.

**MANUFACTURING LOCATIONS**

Potential suppliers who intend to manufacture all or a part of the supplies at a location other than that shown on the face of this solicitation shall indicate all such locations and the percentage of the order being manufactured at each location in the proposal/quote response.

RENK America suppliers are setup, managed by Manufacturing Location, and correspond to where inspections, certifications, agreements, etc., are made.

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### DESCRIPTION OF SUPPLIES AND SERVICES

The supplies/services shall be manufactured in strict compliance with the Technical Data Package (TDP) requirements, scope of work, or other purchase description(s) defined to include any applicable Clauses. Care must also be exercised to ensure your proposal/quote is fully compliant with all other related or referenced data.

#### AVAILABILITY OF SPECIFICATIONS

Military Specifications, MIL-Standards, etc., although referenced and applicable, may not be provided with the RFQ/PO but are obtainable directly from appropriate Government agencies. The supplier shall prepare to the latest revision level established by the Government Agencies as of the date of the RFQ and/or Purchase Order. Current Location but not guaranteed due to changes is <http://www.dsp.dla.mil>.

#### TECHNICAL REQUIREMENTS

Configuration, type and frequency of required testing and inspections, submission of samples, specimens and procedures and other technical requirements are specified in the technical data package and must be fully complied with by the Seller irrespective of prior years' custom or waivers.

#### NO CHANGE AND CONFIGURATION CONTROL

Seller shall make no changes on awarded order without the written approval of RENK America. Changes include but not limited to the following: Change in Ownership of Supplier, Location of where services or product being produced, Configuration/Design, etc. (Reference Section 12.0 NCG – No Change for specifics).

#### PRICING

Proposal/quote pricing will be based on the quantities referenced in the RFQ. Any minimum buy quantity requirements should be clearly stated. All proposal/quotes are to be proposed firm fixed price unless otherwise stipulated.

#### VARIANCES

Variance is plus, minus zero. Any min-buy requirements should be clearly shown on the supplier's formal response.

#### NON-RECURRING COSTS


The proposal/quote must identify all costs of a non-recurring nature. All special tools, fixtures, gauges, special tests, equipment, control tests, first article inspection, first article testing, royalty expense and any other charges, must be clearly identified with detailed description and priced separately from the unit price. No charge will be allowed for packing, crating, drayage, or storage, unless specifically requested in the proposal/quote.

#### CONTROL OF RENK AMERICA -OWNED PROPERTY IN POSSESSION OF SUPPLIERS

Applicable for any tooling, fixtures, gauges, outside service processes, customer furnished material, etc., owned or paid for by RENK America. (See section 15.0 Instructions for Control of Renk America Owned Property in the Possession of Suppliers/Subcontractors)

#### INDUSTRIAL IMPROVEMENT MONEY

As an option, you are requested to examine cost savings, which, could be realized if your firm made capital improvement investments. You are encouraged to propose investments and the potential savings associated with the investments. RENK America will review all proposal/quotes. Unlike

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government tooling, which the Government funds and owns, industrial improvement investments remain the property of the supplier.

#### DELIVERY SCHEDULE AND RATES

The required delivery schedule for the scope of work and/or item(s) will be identified in the RFQ/PO. Deliveries depending on quantity can be from 1-6 lots beginning lead-time away of anticipated award. However, RENK America may vary the delivery rate as required and reserves the right to reschedule based on economic scheduling analysis (ESA); suitable notice will be provided. Rescheduling may also occur because of various ERP adjustments. Supplier must make every effort to comply with any such adjustment.

#### DUE DATES

RENK America suppliers are expected to adhere to purchase order due dates. In the event the supplier continues to be delinquent to purchase order due dates, RENK America may place supplier on Supplier Performance Management and/or elect to begin Termination for Default proceedings.

#### PACKAGING

Packaging and packing shall be in accordance with RENK America Packaging Instructions and ensure safe arrival at their destination using best commercial practices or Government Packaging Instructions ASTM-D3951.

To better manage inventory costs, RENK America will require suppliers to package and ship in economic lots, where practical.

#### SPARES OPTION

You are asked to offer RENK America the ability to increase the actual total quantity ordered by up to 20 percent of the total contract quantity for spares and/attrition. This option will remain valid within 90 days of the original date of the purchase order /subcontract resulting from this solicitation. The price applicable to this spares/attrition will be the same as the original base unit part price.

#### MULTIYEAR/LONG TERM AGREEMENT OPPORTUNITY (POTENTIAL)

##### QUANTITY OPTIONS

If one of the RFQ quantity options is a multiyear opportunity one of the following will apply:


1. Multiyear full quantity and funding authorized.
2. Multiyear with incremental yearly orders.

##### ESCALATION

Escalation will be negotiated on a case-by-case basis based on common industry practices. Global/WPIPIND (Wholesale Price Index), Industrial Commodities will, most likely, be used for the basis of this negotiation.

#### FLOW-DOWN PROVISIONS

Every attempt should be exercised to flow-down and commit your suppliers to a multiyear contract similar to our agreement, including terms and conditions. You may be required to provide verification of flow-down contracts with your sub-tier suppliers.

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### TERMINATION LIABILITY SCHEDULES

Upon receipt of your bid, RENK America will develop termination liability schedules. At time of award, suppliers will be expected to either submit their own termination liability for review/acceptance or advise concurrence with those schedules provided by RENK America.

### STATISTICAL PROCESS CONTROL (SPC)

RENK America strongly recommends the use of Statistical Methods for Process Control (SPC). SPC is a vital element of Continuous Improvement Program in attaining cost containment and achievement of increasingly higher levels of Quality proactively. A supplier's commitment to SPC is considered highly admirable in demonstrating a desire for satisfying customer needs. Product produced through a viable SPC system is a consideration during the Source Selection Process.

In Responding to the RFQ, please indicate whether the product proposed/quoted will be produced in a SPC controlled process.

### INSPECTION AND TEST TIMETABLE

All pre-production requirements must be successfully completed prior to hardware delivery. Consequently, proposal/quotes submitted must be conditioned upon timely completion of the requirement, consistent with the required RENK America delivery schedules defined herein.

Proposal/quotes must clearly establish the following requirement lead times: (a) Submission of test plans, test reports, procedures, etc., after purchase order/subcontract award. (b) Duration of applicable tests. (c) Production of hardware at rate after completion of all pre-production requirements.

### FOREIGN PROCUREMENTS


If you contemplate procurement of materials or services from a foreign source, you must include in your proposal/quote submission the amount of foreign content. Please answer the following questions on the RFQ form:

### MANUFACTURING LOCATION

Is this part manufactured in the U.S.? Yes or No. If No, provide additional responses to the below:

- What is the total of Only Host Country Content in this item in US Dollars (\$) (country where the item is manufactured)
- What is the total Non-U.S. Content in this item in US Dollars (\$) (includes host country content)

NOTE: If an award is made for a Foreign Military Financing (FMF) contract and there is foreign content identified on the RFQ form, the supplier must certify the foreign content information on the First Tier Sub-Contractor's U.S. Content Certification and Agreement form. A copy of the Guidelines and/or the Contractor's Certification and Agreement with DSCA (Defense Security Cooperation Agency), dated March 2017 may be downloaded from the following internet address <http://www.dsca.mil>

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#### ADDITIONAL INSTRUCTIONS - GOVERNMENT ONLY

##### FOREIGN PROCUREMENTS

If you contemplate procurement of materials or services from a foreign source and the RFQ advises that this is a Government Prime Contract and Duty-free entry is applicable, you must include in your proposal/quote submission the amount of foreign content. Please answer the following questions on the RFQ form: Is this part manufactured in the U.S.? Yes or No. If No, then what is the amount of Host Country Content only? (Country where the item is manufactured), and finally How much Non-U.S. content is in this item? (Includes host country content) If an award is made and this is not provided prior to award, post award requests will not be honored.

##### BID ROOM

If "Bid Room" is specified on the face of the solicitation, your quotation must be addressed by the bid room of the address indicated. Under no circumstances are such quotations to be delivered or otherwise disclosed to RENK America.

##### SEALED BIDS

When sealed bids are specified in the solicitation, your quotation must be received by the bid room in a sealed envelope at the address shown on or before the date and time set for closing. The envelope shall be marked "Sealed Bid" and show solicitation reference to permit ready identification.


##### PROGRESS PAYMENTS

Progress payments in accordance with FAR 32.502-3, 52.232-13, and 52.232-16 may be available upon request. Progress payment requests will be subject to the RENK America prime contract. This request will not be a factor in evaluation of your proposal/quote. Suppliers requesting progress payments must do so at the time of proposal/quote. Submission as post award request will not be honored.

Note: Your accounting systems must be audited and approved by either RENK America or the Government DCAA prior to progress payment allotments.

##### SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT (ST/STE)

- a. ST/STE COSTS must be segregated on the quotation together with a brief description of the production capacity of each item. If description is not sufficient, drawing, sketch or descriptive photograph may be required.
- b. State the maximum life of the tools in terms of the total number of pieces the tools can produce.
- c. If US Government or RENK America owned facilities and/or ST/STE in your possession will be used to produce the end item or parts thereof, the appropriate identification number, total acquisition costs (less freight and installation charges), facilities contract number, and a brief description of the item(s) must be submitted with your quotation for each item.
- d. See Section 14.0 Instructions for Control of Government Owned Property in the Possession of Suppliers/Subcontractors

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#### COST & PRICING DATA - CERTIFIED COST & PRICING DATA

A determination of adequate price competition as defined by FAR will not be known until proposal/quotes are received and evaluated. Cost & pricing data is not requested at this time; but should proposal/quote evaluations indicate an item is not competitive and over threshold (currently \$750,000) in the aggregate, cost data will be required in accordance with FAR Part 15 along with supporting data. Your proposal/quote must state agreement to provide the certificate within 15 days from request by RENK America.

#### PRIORITY RATING

Request for Quotes, if known, will identify the Defense Priorities and Allocations Systems Regulation priority rating. However, all awards made as the result of this solicitation that carry a priority rating, will be identified on the Purchase Order line item. These must follow all the provisions of the Defense Priorities and Allocations System Regulation (15 CFR Part 700).

#### GOVERNMENT SOURCE SELECTIVE EVALUATION

If the Line item contains a Prime Contract ID, during performance of awarded order, your quality control or inspection system and manufacturing processes may be subject to review, verification, and analysis by authorized government representatives. Government release of product prior to shipment is not required unless you are otherwise notified by RENK America on an awarded purchase order/supplement.

### 17.0 Federal Acquisition Regulations (FAR)/ Defense Federal Acquisition Regulations (DFAR) Requirements


FAR/DFAR requirements exist to manage the investments of the United States in technologies, programs, and product support necessary to achieve the national security strategy. Specific FAR's and DFAR's are referenced on your RENK America PO as well. Reference CC009 RENK America Terms and Conditions Supplement 1 – FAR and CC010 RENK America Terms and Conditions Supplement 2 – DFARs (Reference RENK America website: <https://www.renk-group.com/en/general-business-terms>)

### 18.0 Counterfeit Prevention

Supplier shall have a counterfeit parts prevention program that precludes the introduction of counterfeit parts into materials provided on this purchase order. Only new and authentic materials are to be used in products delivered to RENK America. No counterfeit or suspect counterfeit parts are to be contained within the delivered product. Parts shall be purchased directly from the original component manufacturer (OCM)/ original equipment manufacturer (OEM), or through the OCM/OEM franchised distributor. Documentation must be available that authenticates traceability to the applicable OCM/OEM as specified in the Purchase order. Supplier shall within forty-eight (48) hours notify Procurement Commodity Lead of any suspect counterfeit parts and within sixty (60) days must rectify the non-compliance issues.

### 19.0 Quality Clauses

Renk America Purchase Orders contain Quality Clauses to bring attention to certain technical data package requirements which may require advance planning or special attention. In some cases, the clauses also provide additional instruction regarding applicable quality standards including but not limited to required deliverables,

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such as weld samples, procedures, etc. These clauses do not supersede, nor relieve the supplier of the Technical Data Package (TDP) requirements. Quality clauses are applied as specified on the Purchase Order and are found by the applicable line item. This document applies to production hardware and services in the purchase order. It is the expectation of RENK America for suppliers to review the applicable clauses at contract review to ensure compliance with the requirements identified and communicate with RENK America when the requirements of these clause cannot be met.

It is the Supplier’s responsibility to flow down relevant inspection requirements to sub-tiers and validate their sub-tier’s compliance.

Renk America Quality Clauses are as follows:

[QX1 DELIVERABLE PROTOTYPE INSPECTION, TESTING AND DATA SUBMISSION REQUIREMENTS](#)

QX1 applies to non-production manufacturing where suppliers are partnering with RENK America to develop programs or products by providing deliverable prototype hardware. The close working partnership will allow RENK America development programs to determine final product quality requirements for hardware. Non-production manufacturing hardware is defined as material that will not be sold as a deliverable to a RENK America customer.

[INSPECTION](#)

For prototype hardware all drawing dimensions and notes are to be verified for the first part produced. This requirement is for both RENK America Delegate and Non-Delegate suppliers if the QX1 is noted on your Purchase Order. For specification type parts (MS, NASM, AN, etc....) or COTS items, only a Certificate of Conformance is required for QX1 submission.

[IDENTIFICATION](#)


Prototype hardware must be clearly and permanently identified as a prototype or engineering asset. The supplier is responsible to coordinate with RENK America design activity the appropriate identification method.

[DATA SUBMISSION](#)

Inspection Report and supporting documentation is required. The Inspection Report can be on supplier format or RENK America’s form (F710-17 and F710-18) located on the RENK America Quality Webpage. Supplier shall submit this documentation to [DLCPS-SQA@Renk-America.com](mailto:DLCPS-SQA@Renk-America.com) for review.

Submission documentation should include the following:

- Inspection Request (F710-18)
- Purchase Order
- Dimensional report with corresponding ballooned drawing
  - All measured parts must be physically separated from the rest of the lot. The samples used for measurement shall be numbered and correspond to the test report.
- Material and applicable test certification(s)
- Special process certification(s)

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Disposition of non-conformances will be documented by the cognizant RENK America engineer on the inspection report, or any other method chosen by Engineering.

Supplier must not ship product prior to receiving documented approval.

### [QX2 PRODUCTION INSPECTION, TESTING AND DATA SUBMISSION REQUIREMENTS](#)

It is the expectation of RENK America that suppliers shall maintain FAI data packages at the suppliers' facility and are available for request and/or audit within 48 hours. Suppliers are required to maintain records to provide evidence of conformity to requirements and the effective operation of their quality management system (QMS) for 7 years after purchase order completion. For First Article Testing (FAT) documentation and results, record retention is indefinite.

Suppliers are not granted MRB authority. Reference section 21.0 for Supplier Quality Deviation Request (SQDR) instructions for submitting a request for acceptance of nonconforming / noncompliant material.

### [FIRST ARTICLE INSPECTION \(FAI\)](#)

FAI will be performed by the supplier when any of the following events apply:

- New part number to supplier
- Lapse in delivery of 2 years or greater
- Natural or name-made event occurrence adversely affecting the manufacturing process
- Change in the manufacturing source, location, processes, inspection method, tooling, or materials

When supplier developed software is used as a means for functional product acceptance, it must be approved by RENK America as part of the FAI process. Software shall be submitted for review to the RENK America SQA

The QAR or QAP requirements provide direction for the inspection methods, equipment, and frequency. These documents are a part of the TDP.


RENK America reserves the right to perform an onsite FAI review. In this case, the supplier will be notified. FAI must be approved prior to shipment on any order. Reference WI 710-2, WI710-17 & WI710-18 for detailed submission requirements for an FAI as lack of required submission data will result in a rejected shipment, affecting your Supplier Performance Metrics. Product received at RENK America without a stamped shipper will not be received nor will payments be processed.

### [FAI VERIFICATION](#)

All Critical and Major characteristics identified in the TDP, and all characteristics deemed Critical and Major by RENK America Quality and Engineering, shall be verified by RENK America at Receiving Inspection. The Supplier shall be notified of any non-conformances detected.

### [EXCEPTION TO FAI REQUIREMENTS:](#)



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Commercial off the shelf (COTS) components as well as specification type parts (MS, NASM, AN, etc.) require a certificate of compliance (C of C) documenting compliance to required specifications. Reference QX8 – Commercial Product Requirements Clause

Manufacturers of Qualified Parts or Products List (QPL) are only required to provide evidence of current approval status from the QPL issuing agency.

- Under these exceptions, it is the supplier’s responsibility to verify conformance of all Physical, Chemical, Process and Test requirements specified as part of the Purchase Order.

### PERFORMANCE TESTING REQUIREMENTS

#### TEST PLAN

The document developed by the supplier or subcontracted testing facility that will be submitted for testing a component to the requirements specified in the TDP. The document shall contain all the applicable test setups, equipment, references to drawings and specifications required to provide sufficient information of the intended use of test equipment when performing the testing of components. (Reference QCS-4)

#### FIRST ARTICLE TESTING (FAT)

FAT is determined by specific line items on the RENK America PO. FAT shall be conducted in accordance with the requirements of the TDP drawing, QAR/QAP, production function/fabrication specification and/or military specification the Purchase Order. Approval will be granted upon successful completion of FAI and FAT. Shipments under this Purchase Order prior to approval are not allowed.


Test sample selection shall be accomplished under the supervision of RENK America SQA representative and Government if applicable. If Government Source Inspection (GSI) is required, the notification will be communicated through the purchase order. Thirty (30) days notification is required prior to starting the test.

FAT plans shall be submitted to RENK America Supplier Quality Assurance Representative for review thirty (30) days prior to starting the test. (Reference QCS-4)

#### CONTROL TESTING (CT)

CT is determined by applicable Product Fabrication Specifications and/or specific line item(s) on the purchase order. The Supplier shall conduct control test examinations on this item or its sub-components in accordance with the requirements of the drawing and/or TDP.

Control Test reports shall be submitted to RENK America to the frequency determined by the drawing or TDP. Specific supplier instructions and requirements for control test(s) and reports are available for download on the RENK America Quality webpage. Hardware shipment prior to control test approval is not allowed.

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#### DELTA FIRST ARTICLE INSPECTION (DELTA FAI)

Delta changes are updates to the drawing or Technical Data Packages. This includes, but is not limited to:

- Typographical corrections
- Dimensional changes
- Note changes
- Corrective Action issued by RENK America, when required by your RENK America SQA Commodity Lead. (Validation of items on the print that were affected by the corrections)
- Change to numerical control program or translation to other media that could affect fit, form, or function.

Delta FAI's require submission of verification that pertains to the changes or corrections in lieu of a full FAI. (i.e., layout verification of specific dimensions that are changed or material certification for material change). Reference WI 710-2, WI710-17 & WI710-18 for detailed requirements for an FAI as lack of required submission data will result in a rejected submission, affecting your Supplier Performance Metrics.

#### END ITEM DATA PACKAGE (EIDP)


RENK America requires an EIDP from non-delegate suppliers. If the EIDP package review is accepted, a RENK America representative will affix their stamp of approval, which authorizes shipment to RENK America. Any product received from a non-delegate supplier without the approval stamp affixed to the packing slip cannot be received at RENK America which will cause delay in payment. Reference WI 710-2 & WI710-18 for detailed submission requirements for an EIDP as lack of required submission data will result in a rejected submission, affecting your Supplier Performance Metrics. See section 24.0 on criteria to become a Delegate supplier.

#### MATERIALS AND PROCESS CERTIFICATIONS

Acceptable statements of quality shall completely identify and be traceable to:

- The material or item by lot, production run or heat number, production date, and item serial number if applicable from the Manufacturer or Processor.
  - Include the specification or drawing number, revision, or date if revision level is not available.
- Applicable specification
- Inspection data, as applicable. The test method such as go/no-go, variable test, etc. and the inspection date and location must also be included
- Date performed / tested

Certifications for protective coatings, such as anodizing or cadmium plating, must specify the class, type and/or grade to which the finished product conforms. In addition to the specification number/revision any special testing the material must be subjected to; including test results such as corrosion resistance testing, salt spray and adhesion test must be included. Drawings may reflect additional process drawings which may stipulate Single Source Material Requirements.

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Proper planning and review of the requirements of all applicable specifications, prior to the issuance of any purchase order, will enable suppliers to provide adequate statements of quality. Adequate review and verification of the information upon receipt by the supplier will prevent unnecessary delay of acceptance of supplies or materials.

#### BALLOON DRAWING

The balloon drawing shall be representative of the part produced, to the current revision of the purchase order, and has all characteristics identified by a unique item number. Balloon characteristic item numbers must correlate to the item numbers in the First Article Inspection Report (FAIR 710-17). Unless otherwise arranged, the supplier is responsible to prepare the balloon drawing and inspection report.

For packages that contain components for an assembly, certifications received must be identified with the Print Note and/or component part number they pertain to.

#### PHOTO SUBMISSION

RENK America requires colored photo's to be submitted with each FAI / EIDP submission as part of proof of conformance of our supplemental Labeling, Part Identification and Shelf-Life requirements. We require the following to be submitted with your FAI / EIDP submission:


- Part Identification: photo of 'bag and tag' requirement or component marking as applicable per print
- Container & Unit Label per Packaging, Labeling and Shipping Instructions (PLS) per PO requirement
- Container & Unit Label that include Shelf-Life Expiration per QX5 and Packaging Instruction, as applicable

#### SOURCE INSPECTIONS

RENK America may require Source Inspection on suppliers. These conditions may include, but are not limited to, a decline in supplier performance, monitoring a new supplier, a new part number to supplier, part criticality etc. A RENK America representative will perform the onsite source inspection. A desktop source inspection approval may be allowed at the discretion of the SQA commodity lead in lieu of an onsite inspection.

#### INSPECTION SAMPLE PLANS

RENK America utilizes the ANSI/ASQ Z1.4 standard Acceptable Quality Level (AQL) 4.0 sample plan for determining acceptable quality levels. Suppliers shall inspect finished product per the AQL 4.0 sampling plan for normal inspection where sampling plans are applied, unless specified by another contract document. This sampling plan shall be flowed to all sub tiers. RENK America reserves the right to increase/decrease the inspection sampling based on performance and or criticality of the part.

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ANSI/ASQ Z1.4 Sampling Plan							
Lot Size	AQL						
	0.65	1	1.5	2.5	4	6.5	10
2 - 8	ALL	ALL	ALL	5	3	2	2
9 - 15	ALL	13	8	5	3	2	2
16 - 25	20	13	8	5	3	3	2
26 - 50	20	13	8	5	5	5	3
51 - 90	20	13	8	7	6	5	4
91 - 150	20	13	12	11	7	6	5
151 - 280	20	20	19	13	10	7	6
281 - 500	47	29	21	16	11	9	7
501 - 1,200	47	34	27	19	15	11	8
1,201 - 3,200	53	42	35	23	18	13	9
3,201 - 10,000	68	50	38	29	22	15	9
10,001 - 35,000	77	60	46	35	29	15	9
35,001 - 150,000	96	74	56	40	29	15	9
150,001 - 500,000	119	90	64	40	29	15	9
500,001 - & Over	143	102	64	40	29	15	9
<b>Accept Lot on Zero Defects and Reject Lot on One or More Defects</b>							

#### TRACEABILITY AND LOT CONTROL

The Supplier shall include traceability information from procured material to manufacturing, assembly, tests, and inspections of product delivered to RENK America necessary to determine authenticity and conformance to PO requirements. Documentation that demonstrates a solid chain of custody from the original manufacturer through all intermediate distributors to RENK America. Traceability documentation shall be retained by Supplier.

#### LOT CONTROL

A lot consists of product of one part number and revision that are made at the same time, under the same processing conditions, from the same lot of raw materials. The primary purpose for identifying lots is to determine the scope of actions that must be taken when problems arise during further manufacturing or with customers. Each container of material shipped to RENK America must be identified with the Supplier's lot number. Inspection records must be traceable to lot numbers.


#### FIRST PASS YIELD OF FIRST ARTICLE INSPECTION (FPY OF FAI)

RENK America monitors the First Pass Yield (FPY) of FAI document reviews. A well-planned and executed FAI provides objective evidence that the manufacturer's processes can produce conforming product, and that the supplier has understood and incorporated associated RENK America requirements. RENK America reserves the right to act based on a Suppliers FPY of FAI. Reference W 710-2

#### QX3 SPECIAL PROCESSOR ACCREDITATION REQUIREMENTS

QX3 applies to manufacturing processes that may change the mechanical or chemical properties of a material that would negate the material requirements of the drawing or specification. RENK America prefers National Aerospace and Defense Contractors Accreditation Program (Nadcap) or Transportation and Power Generation (TPG) Accreditation Program.

If the supplier or supplier's sub tier is special process certified to a different 3rd party accredited program, the supplier shall request approval from RENK America prior to purchase order award. Self-certification is not acceptable or considered an equivalency.

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In the event there are changes to the scope of accreditation, the supplier shall contact the RENK America to notify of the loss, change in scope, or re-approval of the special process accreditation. Special processes that require accreditation for RENK America:

- Heat Treating
- Painting/Coating/Plating

For information to obtain accreditation or see a full list of processes and approved suppliers and the scope of Nadcap or TPG accreditation, visit the Performance Review Institutes (PRI) website at: <https://www.eauditnet.com>

#### QX4 PRODUCT IDENTIFICATION REQUIREMENTS

QX4 provides supplemental guidelines to MIL-STD-130 and the drawing to determine requirements and standard methods of marking application for identification and material traceability. The drawing takes precedence for parts with drawing defined identification requirements.

#### GENERAL IDENTIFICATION REQUIREMENTS

All parts shall be identified with an appropriate permanent legible marking method per the type and dimensions identified on the drawing. When the drawing does not specify the marking method and dimensions, refer to the requirements of MIL-STD-130.

When the configuration or part requirements restrict the physical application of the marking, alternate methods such as labeling the bag or box is allowed, when identified on the drawing. These must follow the requirements of MIL-STD-129. The marking for serialized components and/or power pack components installed on an assembly should be in a location that is easily identified by the user. When no unique type or method is required by the Design Authority, the part marking requirements of MIL-STD-130 apply.

All materials used for the identification method shall meet the requirements of MIL-STD-130.


The preferred location for part identification is physically on the part, in an area that will not interfere with the function of the part or be removed with subsequent manufacturing operations. The configuration of the part may require the Design Authority to identify a specific location on the drawing for the marking.

Contact your RENK America buyer for clarification for the location of serial number application. The supplier must ensure that serial numbers are not duplicated.

#### DEFINITIONS

Part Number (PN) – A classification of similar items based solely on the part number and revision. Part number shall be used to identify individual parts defined in the data package. Part Number indicates the following information to be on the marking:

- (Drawing Number)-(Revision)
- (Manufacturer's Cage Code)

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Lot Number (LOT) - A classification of similar items identified by the manufacturer's identity for a Group of parts of the same revision that are cast, processed, manufactured, or assembled under uniform conditions and are expected to function in a uniform manner. Lot Number provides the permanent identification for a given Group of parts.

- The prefix "MFR LOT" shall be used with the lot number to avoid confusion with other identifiers and when marking space allows. The code for the Lot number is determined by the supplier's process, that allows traceability to relevant information such as chemical/physical characteristics after processing through Special Processes (reference QX5 and QX6 for applicability).

Serial Number (SN) - A classification of similar items identified by a unique number assigned sequentially by the manufacturer. In conjunction with the part number, the serial number uniquely identifies a single item within a Group of similar parts.

- For marking, the prefix identifier "SN" shall be used with the serial number to avoid confusion with other identifiers and when marking space allows.

#### QX5 SHELF-LIFE MATERIAL REQUIREMENTS


Shelf-life requirements apply to products whose expected usage is defined by a period of time that begins with a date of material manufacture, date of cure, or date of assembly; based on inherent product requirements where the product may begin to deteriorate due to exposure to atmospheric gases, humidity, temperature, or aging. The end date (or expiration date) may require the product subjected to further inspection, testing, restoration, or disposal requirements. Not to be confused with service life, referring to product life expectancy when in use. Examples of shelf-life Items:

- O-Rings
- Seals
- Elastomeric bearings
- Sealant
- Hoses
- Thread locking compounds
- RTV
- Chemicals

#### REQUIREMENTS

The supplier shall establish a shelf life and storage control program to ensure that no material which has exceeded its shelf life is used in the assembly of RENK America product.

Shelf-life materials shall be marked with the date of expiration on each individual container or certificate/packing slip furnished to include guarantee period of usable life, P.O. number and quantity covered by the certification. The Supplier shall only deliver shelf-life items having a minimum of 80% shelf life remaining upon receipt at RENK America.

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The identification and shipping requirements for shelf-life items shall meet the requirements of the RENK America Packaging, Labeling and Shipping Requirements (located in Section 13.0 under Shelf-life Requirements)

#### QX6 SPECIAL PROCESSES

Special Processes are considered those that are required by drawing, but cannot be verified prior to delivery to the customer, without the use of destructive testing. Reference Section 7.0 Special Processes.

QX6 applies to the following processes in accordance with all drawing requirements.

#### WELD OR BRAZE

The manufacturer shall develop a written procedure. The written procedure shall be qualified through the fabrication of an acceptable prototype test sample. The procedure shall provide clear instruction and shall include a marked drawing and/or sketch(es) identifying joint locations with Weld or Braze Procedure Specification references and joint cross sections. The procedure shall include rework instructions the operator will follow if the need to rework product is required.

Once the procedure has been developed and determined to produce conforming product (through visual inspection and sectioned weldments), the procedure and sample shall be reviewed and approved by the supplier.

Prior to beginning production, the sample must be shipped to the attention of the RENK America SQA Commodity Lead, and the procedure emailed to [DLCPS-SQA@RENK-America.com](mailto:DLCPS-SQA@RENK-America.com) for review by RENK America Materials Engineer. Documented disposition will be provided via email. A rejection notice shall include reason(s) for rejection. Approval signifies authorization for the supplier to proceed.

For weldments, each welder shall be required to produce an acceptable prototype structure test weldment, in accordance with drawing requirements, to become qualified.


A performance qualification test record for each weld or braze sample shall be prepared and maintained on file by the manufacturer and made available to RENK America if requested.

Following approval, the sample and approved procedure will be returned and must be maintained by the supplier during the terms of the purchase order.

For all parts that have been in continuous production and have not been affected by design changes, resubmission of weld samples shall not be required unless the previously approved procedure is modified. Continuous production is defined as being engaged in the subject weld process with no break in production that exceeds 12 months.

#### SOLDERING

Soldering shall be in accordance with MIL-STD-2000, TACOM soldering process specification 11655194, ANSI/J-STD-001 or other commercial soldering standards with RENK America approval.

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### NONDESTRUCTIVE TESTING (NDT)

Documentation of the training and qualification of NDT inspectors shall be maintained by the supplier conducting the inspection. These documents shall be available for review at the request of RENK America.

Foundry control and production x-ray technique review by RENK America is required prior to initial shipment of castings. All NDT certifications shall include:

- Method
- Acceptance criteria
- Number of parts accepted/rejected
- Total number of parts inspected

### SURFACE TREATMENT

Supplier shall maintain inspection records indicating quantity accepted/rejected in accordance with the applicable specification. These inspection records shall be traceable to each lot of material and shall be available for review upon request.

All surface treatment processes, and material must meet the requirements of the drawing specification AND must be listed as an approved material on the Qualified Products List (QPL) when applicable.

### HEAT TREATMENT

Conformance to all drawing requirements related to the heat treatment of product shall be documented and listed on the heat treat certification.

Testing for part conformance after heat treat must be performed on actual parts. Samples may be used in lieu of actual parts only if correlation between the sample and actual part has been established and agreed upon by RENK America. Heat treat certifications must contain, at a minimum:

- Process/specification utilized (processes deemed proprietary must be revision controlled and the process revision must be included on the certification)
- Media utilized
- Actual results of drawing requirements
- Acceptance / Rejection quantities

For New Supplier FAI, Renk America will perform Destructive Test of 1 piece (at minimum) from the FAI lot in order to independently verify special process requirements

### [QX7 MATERIAL REQUIREMENTS](#)


#### MILITARY STANDARD HARDWARE

Supplier shall furnish military standard hardware to the drawing revision level contained in the technical data package. If no revision level is specified, parts must be supplied to the latest revision level of the date of the purchase order.

Where the MIL specification has been superseded or obsolete by an industry standard, i.e., ANSI/ASME, SAE, ASTM, NASM, etc., the direct equivalent is permitted as a replacement.

When a direct equivalent cannot be found, the supplier shall notify their RENK America Buyer.



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TRACEABILITY OF FASTENERS

Grade 5/Grade 8 hex head and socket head fasteners, with equivalent Grade 5 and Grade 8 chemistry, must be traceable to a known North American manufacturing source by the fastener head logo marking.

Fastener suppliers shall furnish certification with each shipment that documents the actual material chemistry, core hardness, or tensile strength (per SAE J429 for hex head and metric fasteners with strength designations of 8.8 and higher as defined by SAE J1199 or FF-S-86 for socket head fasteners) and plating requirements as specified on the drawing/spec. Subsequent lot shipments of the same production run is acceptable with a copy of the original laboratory results.

QX8 QUALITY SCOPE AND REQUIREMENTS FOR COMMERCIAL PRODUCT

This clause covers both commercial product and specification type part numbers.

The products provided shall meet the characteristics of the commercial catalog item, conform to the producer's own drawings, specifications, standards, and quality assurance practices and be the same as offered for sale in the commercial market. The supplier shall inform RENK America of any change to the product identification and configuration prior to releasing the product shipment. RENK America reserves the right to require proof of such conformance.

The supplier shall submit a Certificate of Compliance (C of C) from the Manufacturer with each shipment. If a C of C cannot be obtained from the manufacturer a C of C is required from the Supplier of record on the RENK America issued purchase order.


The C of C will include:

- Name of Manufacturer
- Purchase order number
- Revisions or amendments
- Product description and revision
- Quantity
- Applicable specifications
- Declaration regarding full conformance to all deliverable requirements
- Statement identifying the origin of manufacture
- Signature and title of the supplier’s designated quality representative

Delegate stamp suppliers shall send a copy of the C of C with the packing slip upon shipment.

Non-delegate stamp suppliers shall send a copy of the C of C to DLCPS-SQA@RENK-America.com for stamp approval prior to shipment. A C of C included on the packing slip is an acceptable format.

Upon acceptance of the Non-delegate suppliers C of C submission, RENK America will return the C of C and packing slip back to the supplier with their delegation stamp affixed to both, which authorizes shipment.

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Supplier shall send a copy of the C of C with the stamped packing slip with shipment. RENK America cannot receive product without stamp approval.

## 20.0 SUPPLIER QUALITY CHANGE REQUEST (SQCR)

A process/design change request is required from Suppliers requesting approval of a process or design change in the manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling, or materials.

A delta FAI is required at a minimum after obtaining SQCR approval. SQCR number should be documented on the Inspection Request WI710-18. Reference form# F710-19

## 21.0 Supplier Quality Deviation Request (SQDR)

A deviation request results from when the parts produced do not meet contract requirements. Deviation requests are intended to address minor non-conformances discovered on RENK America product located in the supplier's facility. Suppliers cannot conduct Material Review Board (MRB) activities or dispositions on RENK America material.

Approved deviations are allowed for a maximum of one lot of material for a specific non-conformance. Any subsequent shipment quantities that are not covered on the SQDR must meet TDP requirements. For any future orders, suppliers should take exception at RFQ stage if any variance to TDP is found at contract review. Deviations dispositioned as supplier caused (SUP) will result in a 10-point penalty to the supplier's quality rating. (Reference F710-4)

## 22.0 Workmanship

Workmanship standard shall be followed in accordance with drawing requirements and/or specification requirements. When workmanship standards are not referenced on RENK America drawings or specifications, the supplier is expected to follow industry-accepted standards (e.g., ANSI, IPC). When in doubt, consult with RENK America for clarification.


## 23.0 Supplier's Responsibility for Conformance

Acceptance of the Purchase Order and delivery of product certifies that items processed on this order meet all the requirements imposed. This includes any Supplier or services purchased from a secondary (sub-tier) supplier that are incorporated into or are used to produce, inspect, or test products or services under the Purchase Order. The Supplier shall:

- Provide (flow-down) of applicable specification and standards requirements to sub-tier suppliers.
- Be aware of their contributions to product safety
- Be aware of the importance of ethical behavior
- Ensure, by performing physical and/or functional inspections that sub-tier Suppliers have complied with the requirements of the Purchase Order.

As required the Supplier shall provide objective evidence to RENK America Quality personnel of compliance.

Supplier shall control supplier procurements to the extent required to assure quality requirements specified in the Purchase Order are satisfied. All relevant Purchase Order items including (key characteristics, supplemental

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quality Purchase Order notes, etc., as applicable) that satisfies RENK America’s quality requirements shall be flowed down to their sub-tier suppliers.

Supplier shall notify their RENK America promptly when a nonconformance is discovered that may affect delivered products. Notification shall include traceability information to identify and locate affected parts/material.

The Supplier’s quality program shall assure that completed items are tested and inspected. When all characteristics cannot be verified at final inspection or test, in-process verifications shall be utilized. If the product is reworked any characteristics affected must be verified as conforming to requirements by test and/or inspection as appropriate. Rework that is not compliant with the drawings and specifications are not permitted unless specifically authorized by RENK America. All products successfully completing final inspection and test shall be positively controlled and identified as well as traceable to inspection and test records.

The Supplier named on the Purchase Order retains full responsibility for ensuring products, supplies, or services furnished; comply with all applicable specification and standard requirements for design, construction, and workmanship. All Industry standards/specifications and flow downs shall be to the latest revision unless otherwise stated on the RENK America Purchase Order. The use of a sub-tier/distributor does not absolve the Supplier of ensuring products, supplies, or services furnished; comply with all applicable specification and standard requirements for design, construction, and workmanship.


## 24.0 Delegate Supplier Program

RENK America recognizes suppliers with high levels of performance and authorizes direct release of shipments to our facility via authorized Inspection Delegates at the supplier’s facility. Suppliers that qualify for the program are issued a RENK America stamp uniquely identified to an individual(s) in the supplier’s organization. Material received from Delegate supplier is accompanied with the Shipper/Packing Slip affixed with the Delegate stamp, it will be processed at the RENK America facility without further evaluation. Unless otherwise specified in the purchase order, a copy of the stamped Shipper/Packer Slip and all supporting inspection data and objective evidence of product conformance to contract requirements is maintained on file at the supplier's facility. These documents must be made available for RENK America and/or government review at any time and kept on file as defined in your Purchase Order under Terms and Conditions.

### INSPECTION DELEGATION CRITERIA

To qualify for consideration into the Delegate Stamp program, the following criteria must be met:

- Active performance history with RENK America of no less than 12 months
- Quality acceptance and on-time delivery rating of Bronze over a rolling 12-month period, or a Gold/Silver status.
- Effective closure of any issued corrective actions
- Qualified suppliers are encouraged to apply for the Delegation Stamp program by completing the following forms, which can be found on the RENK America Quality Webpage: <https://www.renk-group.com/en/company/quality-management/>
  - Inspection Delegation Stamp Request Form (F 710-3)

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- Inspection Delegation Stamp Request Check Sheet (F 710-2)
- Required forms to be submitted by email to [DLCPs-SQA@RENK-America.com](mailto:DLCPs-SQA@RENK-America.com) for review and consideration.

### INSPECTION DELEGATE RESPONSIBILITIES

An Inspection Delegate is responsible for assuring all requirements of the purchase order/technical data package are satisfied. This includes, but is not limited to, the following:

- Ensure compliance to all Procurement and Quality Clauses requirements
- Verification of items such as Weld Sample Approval, Material Certifications, First Article Test Approval, Control Test Approval etc. are current.
- Authorize direct release of shipments to RENK America by affixing your Delegate stamp to your packing slip for each shipment after FAI. Without this stamp on the packing slip, confirming that product meets all PO and quality requirements, we cannot receive this product in or process payments on the material.
- Ensure that Inspection requests and FAI are still submitted to RENK America per WI 710-2 requirements. FAI approval must be obtained to ship from RENK America SQA by way of receiving a returned stamped shipper:


Copy of the stamped shipper/packing slip and all supporting inspection data and objective evidence of product conformance is maintained on file at the supplier's facility (7 years after PO completion)

Failure of RENK America to inspect the goods shall not limit any RENK America rights as included under the terms and conditions of the contract, to recover damages from supplier for supply of defective goods. This program is subject to termination with minimum notice for failure to meet delegate responsibilities defined herein.

The Inspection Delegate is responsible for ensuring proper usage of the inspection stamp. Transfer or use of the RENK America issued stamp to/by another individual is strictly prohibited. The Inspection Delegate must contact their RENK America SQA Commodity Lead if a Delegate's position is terminated or changes or if the stamp is lost and provide direction for return of the former Delegate's stamp

## 25.0 Supplier Rating System

RENK America recognizes the importance of a healthy supplier. The supplier performance distinguishes suppliers performing at a high level of quality and performance. This methodology recognizes a supplier's efforts for continual improvements to their product and services to RENK America. Suppliers are expected to achieve the highest standards of quality and on time delivery. Suppliers are expected to maintain at least a Bronze rating (see below chart). Failure to maintain the minimum required rating may lead to a Corrective Actions Request to address the root cause. In some cases, removal from the approved supplier list may be applicable.

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### SCORING METHODOLOGY

Suppliers may contact RENK America at any time for current performance information. Scoring methodology is located below:

Scoring Bands		Scoring Bands		Scoring Bands	
Delivery	Score	Quality	Score	Overall	Score
>= 99.5% to <= 100%	5	>= 99.8% to <= 100%	5	Gold	5
>= 98% to < 99.5%	4	>= 97% to < 99.8%	4	Silver	4
>= 96% to < 98%	3	>= 95.5% to < 97%	3	Bronze	3
>= 90% to < 96%	2	>= 94% to < 95.5%	2	Yellow	2
< 90%	1	< 94%	1	Red	1

Weight	Criteria	Point Deductions	Acceptable Score
70%	Product Quality	-10 Per Report of Nonconformance (RON) max -40	40
	Formal Corrective Actions	Major = -15; Minor = -5, 0 CA's = +20	20
	CoQ	Rework = 0 hrs. = 10 (>0 = 0)	10
30%	SCAR Responsiveness	Late SCAR = -10; Rejected SCAR = -10	20
	QMS Audit Surveys	Failed Onsite Audit = -10	10
100%	On time Delivery	((Total Receipts - (Early Qty + Late Qty))/Receipts) *100) Allowable days early = 30 / days late = 5 / Line Shutdown = -20	100

## 26.0 Supplier Performance Management (SPM)


Suppliers that have demonstrated a need for development opportunities based upon established quality and delivery requirements and/or have been identified as a critical supplier may be placed on SPM. This performance management process may also include suppliers who provide high risk or critical purchased materials.

Supplier Performance Management (SPM) is a RENK America initiative which identifies, monitors, mentors, and potentially eliminates suppliers who fail to consistently maintain required quality and delivery ratings. Suppliers scoring with a blended quality and delivery rating of red will be issued a formal SCAR and placed on SPM. Considerations may include severity of the nonconformance, systemic performance issues, impact to customer/schedule, and failure criticality.

Suppliers will be issued a letter from RENK America formally announcing placement onto SPM. RENK America Commodity Team will work with the supplier to create a documented risk mitigation/action plan. Suppliers on SPM may not be awarded new purchase orders. In addition to:

- Supplier Risk Assessments and Audits
- Revocation of Delegate Stamps
- Formal systemic corrective action plan
- RENK America Continual Improvement efforts directed at your location

SPM will remain in effect until all actions (Corrective/Risk Mitigation) have been completed and proven effective. If a supplier does not improve, they can be removed from our approved supplier list.

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## 27.0 Risk Mitigation

Risk is anything that can negatively affect our ability to achieve organizational or customer goals/objectives. Risk Mitigation are actions that are taken to ensure that the quality management system can achieve its intended results by preventing or reducing the risk and mitigating any of the potential side effects of an undesired outcome. Suppliers that fall below RENK America minimum performance requirements (bronze) are required to perform documented Risk Mitigation, maintain records of the actions taken and provide to RENK America when asked to provide.

## 28.0 'Ship Prior To' Shipping Authorization (SPT)

Renk America, procedures do not allow for shipment or acceptance of production hardware from suppliers prior to the successful completion of certain First Article, Control and Qualification Tests. The exception to this is when specific authorization is provided because the non-receipt of hardware would impact our production process. There may be circumstances at RENK America that require a 'Ship Prior To' to be issued to the supplier prior to formal FAI approval. A 'Ship Prior To' would be issued by your RENK America Commodity Buyer. Material and special processing certifications must be verified as compliant by supplier and copies submitted to Renk America SQA for confirmation to TDP requirements before issuance of a ship prior to letter. This doesn't absolve the supplier of the requirement to complete the FAI submission in full per the RENK America PO.

## 29.0 Safety

At no time should any customer, or person at a RENK America facility, be exposed to hazardous material or situations that are not inherent in a component's structure. Residues, films, out-gassing products, and packaging materials shall comply with OSHA (Occupational Safety & Health Association) standards. For items with inherent hazards, safety notices must be clearly observable.


## 30.0 Customer Furnished Material (CFM)

For any property furnished to the supplier by RENK America (materials, tooling, gauges etc.) the supplier is responsible for the following:

- Maintain a system to ensure the adequate control and production of all CFM
- Identify CFM as the property of RENK America
- Keep CFM in the in the supplier's possession in good and serviceable condition
- CFM should be returned in the same condition as originally received, reasonable wear and tear accepted
- Any CFM furnished by RENK America shall not be used in the execution of contracts for any other customer without prior written permission from RENK America

## 31.0 Measurement Test Equipment (MTE)

Supplier shall be responsible for validating and maintaining the accuracy and stability of tools, gauges, and test equipment used to demonstrate that items conform to the Purchase Order in accordance with a nationally or internationally recognized standard (i.e., ISO 17025, ANSI NCSL Z540, A2LA or ISO 10012). Traceability of

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calibration of equipment and gauges shall be performed in accordance with an industry recognized calibration standard unless stated otherwise in the Purchase Order.

Documented schedules shall be maintained to provide for periodic calibration to adequate standards. Objective evidence of calibrations shall be recorded and made available for RENK America review when requested.

### 32.0 Nonconforming Material Control

The Supplier shall maintain a system for controlling nonconforming material, including a process for the identification, segregation, and disposition. All nonconforming material must be identified to prevent usage, shipment and intermingling with conforming material.

No repair or rework shall be allowed outside of the specification limits unless prior approval is obtained from RENK America. The following definitions apply:

- REWORK – Action being taken to correct a discrepancy that will bring the part to full conformance with the drawing/specification.
- REPAIR – An action required that will make the part useable, but the part will not be in full conformance with the drawing/specification.

The Supplier, or its Suppliers, is not authorized to disposition nonconformances as "repair" or "use as is" unless written authorization has been given by RENK America.

The Supplier shall take prompt and effective action to correct and prevent recurrence of all nonconformities, inclusive of those that occur at the Supplier's subcontractors.


The Supplier may not scrap CFM product or material without written authorization from the RENK America.

### 33.0 Corrective Action

The Supplier and their sub-tiers are to take prompt action to correct conditions that have or could result in the shipment of nonconforming material. When a quality problem exists with Supplier's items, RENK America may forward a Supplier Corrective Action Request to Supplier. Corrective Action Requests require timely responses and must address the following at a minimum:

- The short-term containment of suspect parts
- Analysis of the root cause of the problem
- Action(s) taken to prevent recurrence and effectivity of said action
- Completion within the specified timeframe per the SCAR

When corrective action is required for Government Source Inspected items, Supplier shall coordinate such action with their respective RENK America SQA representative, who will then coordinate with DCMA, etc. Failure to respond within the allotted timeframe of an unacceptable response may impact both Supplier's rating and approval status.

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### 34.0 Audits

RENK America, RENK America' Customer, and Authorities have the right to conduct surveys, audits, and surveillance of suppliers facilities, subcontractors, or sub-tier suppliers with prior coordination with Supplier. The purpose of this is to determine the capability to comply and to verify continuing compliance with the requirements of the Purchase Order.


### 35.0 Records Retention

The supplier and its sub-tier suppliers shall ensure that the product meets all requirements, standards, and acceptance criteria prior to delivery and should be able to be provided upon request. Records shall be retained per customer PO requirements and any applicable regulatory body's (ex. FAA, DOD, and Mil.)

The Supplier shall control and retain all required records as objective evidence of conformance to requirements of both the Purchase Order and this document. The Supplier shall make records available to RENK America upon request within three business days and at no additional cost. Records shall be retained for period of time of final PO payment plus 7 years unless a longer period is specified in the PO. Where practical, the preferred medium for records is in electronic format.

### 36.0 History of Changes



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Revision: 4, Effective Date: Nov 6, 2018, Approver: Mark S Miller, Reason: Section 4.0 Re-numbered to current PR and WI numbers, added F-710-5

Section 5.0 Item 11 - Added 'from TDP requirements'

Section 8.1 Added Accreditation cert information and onsite at discretion of SQA

Section 8.2 Removed 'or legacy suppliers who have been inactive' and added See Receiving inspection 8.11 for NEW part number requirements

Section 8.3 Added current updated quality / delivery criteria chart

Section 8.4 Updated webpage link to current

Section 8.6 Added ADMIN DELTA FAI requirement and updated 5. for DELTA FAI

Added: All part numbers requiring FAI shall be routed thru RI – see 8.11

Section 8.7 Added to include ADMIN DELTA FAI requirement – all section numbers updated from this point forward in document

Section 8.10 Updated WI to current WI 710

Section 8.11 Added paragraph for all FAI's to be routed thru receiving inspection – removed example file format names

Section 8.14 Removed bullet 'Facilitate tiger teams'

Section 8.15 Added website link

Section 8.16 Added email forms to SQA and with commodity team consensus for revoking delegate stamps. Added paragraph for MIDA delegate stamp audits to be performed.

Section 8.17 Removed this section for Preferred Supplier Program

Section 8.20 Updated for notification statement, current deduction points and PR number

Section 8.21 Updated to current point deduction

Section 8.22 Add 'or scrapped' for RTS

Section 8.24 Updated for location of trip report to RENK America portal

Exhibits - Removed copy of forms to eliminate duplication for future updating purposes

Revision: 5, Effective Date: Aug 26, 2020, Approver: Mark S Miller, Reason: Revised 8.6 to remove AS9102 call outs

Revision: 6, Rebranded from L3Harris to RENK America

Revision: 7, Merge of ML595 Procurement Manual, Removal of Internal Requirements and change of SSR form to SQDR and SQCR. As a new doc this reset the revision to 1