

INSPECTION DELEGATION STAMP REQUEST CHECKSHEET

DATE:

CANDIDATE NAME:

SUPPLIER NAME / VENDER CODE:

CANDIDATE EMAIL:

ADDRESS:

RENK AMERICA COMMODITY LEAD NAME:

The Inspection Delegate candidate must review the following requirements.

Check off each item to confirm understanding and comprehension of RENK America requirements.

Email completed Inspection Delegation Request Check Sheet & Form to DLCPS-SQA@RENK-America.com

Note: Separate forms must be submitted for each delegate request.

1. The Inspection Delegate (ID) is qualified to perform acceptance activities.
2. The Inspection Delegate has:
 - a. Technical competence
 - b. Quality Assurance background and experience
 - c. Unrestricted access to RENK America SQA
 - d. Access to the Supplier's manufacturing process for process verification
 - e. Ability to exercise the responsibility of the position as defined within this document (including a 'No Ship' directive)
3. I understand that a copy of the stamped shipper/packing slip and all-supporting inspection data and objective evidence of product conformance is to be maintained on file.
4. I understand records must be retained for a minimum of 7 years after Purchase Order completion.
5. I understand all documents must be available for RENK America / Government review at any time.
6. The Delegate must ensure ID stamp is controlled and secured from unauthorized use.
7. I must notify my RENK America Commodity Lead immediately if my ID stamp is lost, stolen, damaged or worn.
8. I must notify my RENK America Commodity Lead if I suspect any unauthorized use of my ID stamp.
9. I understand my ID stamp impression affixed to packing slips is the only form of product acceptance.
RENK America reserves the right to return product at the supplier's expense for shipments received with packing slips not stamped by the Inspection Delegate.
10. I have reviewed all Quality Clauses located on the RENK America webpage
11. I understand I am required to submit a First Article Inspection package for review and approval prior to shipping product when supplying a new part number to RENK America for the first time.
12. I understand I do not have the authority to stamp off/waive FAI requirements.
13. I understand the Inspection Delegate stamp cannot be transferred / reassigned to anyone else.
14. I understand I do not have Material Review Board authority.
15. **I understand it is my responsibility to return the issued stamp to RENK America SQA when no longer performing Delegate functions or if leaving the company. Contact SQA at DLCPS-SQA@RENK-America.com with any questions.**