



# Vendor Requirements Manual

RCR Manufacturing Solutions, LLC  
468 Industrial Drive  
Welcome, NC 27374  
336-731-3334 (o)  
336-731-5626 (f)

# Table of Contents

## Section 1. Purpose/Scope

1.0 Purpose .....	3
-------------------	---

## Section 2. Vendor Requirements

2.0 Vendor Requirements .....	3
2.1 Non-Disclosure Agreement .....	3
2.2 Acceptance of Purchase Order .....	3
2.3 Contract Modifications .....	3
2.4 Vendor Change .....	4
2.5 Cancellation .....	4
2.6 Governing and Compliance with the Law .....	4
2.7 Material Policy .....	4
2.8 Insurance Requirements.....	5
2.9 Quality Management System.....	5
2.10 Certificates of Conformance and Analysis.....	5
2.11 Counterfeit Parts .....	5
2.12 Foreign Object Debris .....	6
2.13 Nonconformance.....	6
2.14 Special Process Vendors .....	6
2.15 Handling, Packaging, and Shipping .....	7
2.16 Right of Access .....	7
2.17 Loss of Status .....	7
2.18 Safety Policy.....	8
2.19 Business Ethics Policy .....	8

## **1.0 Purpose/Scope**

- Define requirements for services and/or items procured from the Vendors that affect the final product and end use and are required to follow Flow Down Requirements as listed by the RCRMS Customer and any requirements specified by RCRMS.

## **2.0 The Vendor Requirements**

- The Vendor requirements are detailed in this document not including standard terms and conditions listed on the RCRMS Purchase Order as well as Quality Notes, Customer Flow Down Requirements and other related information required by RCRMS as noted in the Purchase Order.
- All requirements must be reviewed and understood prior to acceptance of the RCRMS Purchase Order. Any issues or potential non-compliance must be reported to RCRMS by the Vendor.
- These requirements apply to the Vendors, the Vendors subcontracted Vendors and third-party service providers.

### **2.1 Non-Disclosure Agreement (NDA)**

- Selected Vendors based on product or service must have a signed non-disclosure agreement on file prior to performing services. Reference to the RCRMS the Vendor Information Package for the standard NDA. The Vendors requiring an NDA will be notified via email or by the Purchasing Personnel.

### **2.2 Acceptance of Purchase Order Terms and Conditions**

- Acceptance of any order, shipment of goods, or rendering of services pursuant to a Purchase Order are deemed as acceptance of the RCRMS Terms and Conditions (Latest Edition) listed on the Purchase Order as well as any Quality Assurance Requirements such as the QAR Requirements, Supplier Manual and Flow Down Requirements. These documents are available from the RCRMS Website.

### **2.3 Contract Modifications**

- RCRMS has the right to make changes within the general scope of a Purchase Order contract and will notify the Vendor in writing of the change. No verbal changes are allowed in the scope of the Purchase Order.
- Changes that impact on cost or delivery shall be negotiated and an updated contract produced accordingly.
- Any claim for changes by the Vendor must be received within 30 days from the date of receipt of the Purchase Order or within an extended period as RCRMS may allow.
- RCRMS reserves the right to prescribe the manner of disposition of products rendered obsolete or excessive as the result of a change.
- Vendor to supply test coupons and specimens on request based on the PO.
- All Vendor products shall be to the latest revision of the specifications noted on the P.O. at the time of purchase.

## **2.4 Vendor Change**

- The Vendor shall inform RCRMS prior to changing the process, products, service, location, or sub-contractor(s) for any and all products supplied by the Vendor.
- RCRMS reserves the right to cancel the Purchase Order if the changes are not approved.

## **2.5 Cancellation**

- RCRMS may cancel a Purchase order immediately to the Vendor without incurring liability upon:
  - Vendor insolvency.
  - Vendor filing a voluntary petition for bankruptcy.
  - Filing of an involuntary petition for bankruptcy against the Vendor.
  - Appointment of a receiver or trustee for the Vendor.
  - Execution or assignment for the benefit of creditors by the Vendor.
  - Thirty-day written notice Breach of Contract or Failure to Perform.
  - Failure to fulfill all requirements of the Purchase Order including applicable Quality Assurance Requirements and Flow Down Requirements.
  - Violation of any Government Specific requirements related to the Purchase Order.

## **2.6 Governing and Compliance with the Law**

- Purchase Order contract is governed and construed under the laws of the State of North Carolina and the United States of America, including laws and restrictions applicable to DFARS, ITAR, and EAR as noted in the documentation supplied to the Vendor as part of the Purchase Order. It is the vendors' responsibility to maintain registration to the ITAR requirements.
- Vendors are required to operate within all regulatory and statutory Federal, State, and Local laws; all applicable orders of the FAA, DOT, and other transportation regulations; Hazard Communication Standards as listed in the Occupational Health and Safety Act (OSHA). RCRMS will not accept any responsibility and liability for Vendor violation of state, federal and local laws, ordinances, and regulatory requirements.
- Vendors submission of a proposal and/or acceptance of a Purchase Order is considered the Vendors certification of compliance with all state, federal and local laws, ordinances and regulatory requirements.

## **2.7 Material Policy**

- Raw material must be provided by Approved Vendors certified for compliance with the Security and Exchange Commission as directed by Sect 1502 of the Dodd Frank Act of 2010.
- RCRMS will perform due diligence with Vendors in the form of surveys and audits to confirm that they do not purchase materials from conflict countries.
- Any material supplied from a conflict country will immediately be rejected and returned to the Vendor for credit and replacement and may cause removal on the Vendor List.

## **2.8 Insurance Requirements**

- The Vendor must maintain the following types of insurance:
  - Workers Compensation.
  - General Product Liability
  - Automobile Public Liability.

## **2.9 Quality Management System**

- Unless otherwise specified, the Vendor is responsible for implementing and maintaining ongoing compliance with the provisions of the RCRMS Quality Management System (QMS) listed below as applicable given the Vendors responsibilities for the type of product, process, or service provided.
- ISO9001, AS9100 and NADCAP are the applicable default standards for acceptable Quality Management Systems maintained by the Vendor.
- The Vendors must complete a The Vendor Quality System Audit form included in the Vendor Information Package to become RCRMS-Approved if assigned to complete the document.
- Compliance to an acceptable Quality Management System must be approved based on a full audit by a certified Lead Auditor to the standard being adhered to. Compliance is not considered “Third Party Registration”.
- Record Retention Times are a Minimum of 10 Years from the date of the purchase for all associated records such as test, inspection, material certifications etc.

## **2.10 Certificates of Conformance (C of C), Certificates of Analysis (C of A)**

- A Certificate of Conformance must be supplied for products or outside services supplied clearly stating they meet the requirements of the Purchase Order as well as any other requirements specified or attached to the PO and this manual, including providing traceability back to the original source and “Country of Origin” for all procured items.
- Raw material Vendors must be able to verify an internal review or inspection of material and it’s compliance with applicable specifications referenced on the mill certification traceable to an approved laboratory.

## **2.11 Counterfeit Parts and Services**

- The Vendor ensures that no *counterfeit component or service* is supplied to RCRMS. A counterfeit parts program should be aligned with a national acceptable standard such as the AS 6174, SAE-AS 6496 or SAE-AS 5553 Latest Editions.
- Counterfeit component or service is defined as a product produced or altered to resemble a product without authority or right to do so, with the intent to mislead or defraud by presenting the imitation as original or genuine.
- All requested components or services shall conform to the industry standard requested (MIL, NAS, NASM, SAE, ASTM, ...Latest Editions Only)

## **2.12 Foreign Object Debris**

- The Vendor must have an awareness or prevention program to control debris/F.O.D which stands for Foreign Object Detection.
- The final product must be clean, inspected and verified by the Vendor to guarantee it is free of debris or any F.O.D.
- A documented program with internal training for all Vendor Personnel who are involved in product manufacturing, inspection, packaging, and shipping is required to be implemented and adhered to. The F.O.D Program shall be based on a nationally recognized standard such as the AS 9146 Latest Edition.

## **2.13 Nonconformance**

- The Vendor is required to have a system for the detection, identification, and segregation of nonconforming products and/or material. The Vendor is to immediately notify RCRMS of any Nonconforming Product that has escaped and has been shipped to RCRMS.
- The Vendor must obtain authorization from RCRMS prior to providing or reworking nonconforming product and /or material.
- Costs for nonconformance is the Vendor's responsibility.
- Repair is not allowed for any product and only rework to original specification is acceptable. All rework product must be re-inspected for conformance to the original specification that was assigned at the time of purchase.
- The Vendor does not have MRB authority for any nonconforming product and in no way will make decisions to "Ship as Is". Any product that is nonconforming and is requested to "Ship as Is" must be documented and sent to the Buyer on record for the purchase who will obtain approval or disapproval from the responsible RCRMS personnel. All approval to "Ship as Is" must be approved in writing.
- The shipping container and all included documentation number be identified and contain a copy of the approval from RCRMS personnel.

## **2.14 Special Process Vendors**

- RCRMS expects all coated surfaces to be free from defects, blemishes and voids.
- Coating Vendors are responsible for notifying RCRMS of any process issues that would degrade the quality of the finished part.
- Source approvals for Coating Vendors if required will be documented in the Flow Down Requirements or QAR Quality Assurance Requirements assigned to the specific purchase.
- Specific to the Purchase Order, any specific "Special Process Vendor" so noted is mandated for use by RCRMS. This is applicable for all Special Process Vendors such as welding, painting, plating, wire EDM etc.
- Process & Product Certifications must be available for Special Process Suppliers such as NADCAP or Accredited Laboratory and issued by a Third-Party Accreditation Body.

### **2.15 Handling, Packaging, and Shipping**

- Vendors are responsible for ensuring that RCRMS products are packaged in such a manner that integrity is preserved, free of contamination and corrosion, with no physical damage, deterioration, and/or loss during transit. Ensure F.O.D requirements utilized and are adhered to.
- Packaging, when specified, must be in accordance with the requirements as stipulated in the purchase order or special instructions.
- The Vendor must provide a Packing Slip containing the identity and quantity of the products being shipped.
- The Vendor must select shipping methods providing product preservation and on-time delivery and based on any applicable instructions included in the purchase order.
- RCRMS must be notified promptly regarding any packaging issues or non-conforming product received by the Vendor prior to acceptance of the goods and shipment and prior to the services proceeding.
- Vendors are encouraged to return parts after processing in the same packing material and/or the same packaging method as received.
- Vendors acceptance of the Purchase Order confirms adherence to these Shipping and Handling Requirements.

### **2.16 Right of Access**

- RCRMS reserves the right to inspect the Vendor's facility at any time there is warranted cause concerning Safety, Products, Processes, Governing and Compliance with the Law, Certifications, and all other adherence to the requirements of this manual. This Right of Access shall extend to the RCRMS Customer as well in all matters. This applies to all levels in the supply chain.

### **2.17 Loss of Status**

- Vendors not meeting performance requirements will be removed from the RCRMS Approved Vendors List.
- Vendors can obtain re-approval subject to audits, corrective actions, and elevated monitoring requirements or other actions dictated by RCRMS based on the issue.

## **2.18 Safety Policy**

- RCRMS requires the Vendor to maintain a sincere and proper regard for Safety in all areas of the supply of products and or conduct of services to RCRMS.
- Meet or exceed all State, Federal and Local regulatory and industry safety requirements as applicable to the Vendor.
- Follow manufacturing processes and methods that minimize the risk of exposure or accidents by use of the Risk Assessment Process and the mitigation of identified risk.

## **2.19 Business Ethics Policy**

- RCRMS requires The Vendors to operate ethically and avoid conflicts of interest and within the law both in letter and in spirit.
- Adhere to high ethical standards, avoiding situations that create an actual or perceived conflict between personal and organizational interests.
- Conflicts of interest or unethical behavior may include, but are not limited to, acceptance of gifts from competitors, from Vendors, potential Vendors, or customers contrary to the interests of RCRMS.
- Employees may not sell or barter in outside business activities involving information, products, or information associated with RCRMS activities.
- If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, the Vendor, potential Vendor, or customer, the employee must disclose this information.
- Vendors must be aware of their contribution to RCRMS products and services as related to our customers.
- Vendors must be aware of their contribution to product safety as related to the products and services as supplied.