

	Form			
	Supplier Quality Clauses			
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Suppliers are responsible for compliance to all stated Quality Clauses and all Richards Design Inc. purchase order terms and conditions. The supplier is responsible to flow said quality clauses down as applicable to their suppliers. PO specific quality clauses may also be noted on the purchase order. In case of any conflict with this document and any other requirements, the order of precedence is as follows:

1. Richards Design Inc. Purchase Order and Terms and Conditions document
2. Drawings, Specifications, and or Electronic Files
3. This document.

Richards Design Quality Clauses

1. All suppliers must adhere to Richards Design Inc. quality system requirements. Suppliers must be qualified by Richards Design Inc. as approved suppliers. Suppliers failing to maintain compliance with these quality system requirements may be removed from the approved supplier list.
2. Suppliers must respond to any requests for corrective action in a timely manner. Unless otherwise notified responses for corrective actions are required within 2 weeks.
3. Suppliers must use customer-approved special processes.
4. As applicable, suppliers must notify Richards Design Inc. of nonconforming product and arrange for approval of supplier nonconforming material disposition. If authorization is given for a supplier to scrap nonconforming product, it must be rendered unusable if the end user is an aerospace company.
5. Suppliers are required to prevent the use of counterfeit parts. Components and material must be purchased from OEM or authorized distributors as applicable.
6. Suppliers shall notify Richards Design Inc. of any changes to their products and/or processes, changes of suppliers, and changes of manufacturing facility location and obtain approval as required.
7. Suppliers shall, if necessary, provide right of access to Richards Design Inc., their customer, and regulatory authorities to all facilities involved in the order and to all applicable records.
8. As required, Richards Design's customer or their representative will be allowed to verify at our supplier's premises that subcontracted product or processes conforms to specified requirements.
9. As applicable, suppliers shall flow down to their direct and sub tier suppliers the requirements in Richards Design Inc. purchasing documents, including special requirements, critical items, key characteristics, or product safety requirements. These purchasing documents shall be available for review upon request.
10. Record retention requirements: Suppliers will retain records that provide evidence of compliance to requirements outlined in purchasing documents. Specific record retention length is described below:
 - Minimum 7 years requirement unless otherwise stated on purchase order.
 - Suppliers will notify Richards Design Inc. prior to disposal of any records.

11. Suppliers will implement and maintain processes and controls for Foreign Object Detection as applicable.
12. Suppliers must adhere to any customer specific requirements communicated by Richards Design Inc., including special requirements, critical items, key characteristics, or product safety requirements.
13. Suppliers must supply certificates of analysis, certificates of conformance, test reports and inspection reports as required by Richards Design Inc. purchasing documents.
14. Changes to accepted purchasing documents will be communicated by the Richards Design Inc. Purchasing Department via a purchase order revision.
15. Material shipped against purchasing documents will be free of any evidence of poor workmanship that would render the material unsuitable for its intended use.
16. Suppliers will package all items to prevent damage during shipment and storage.
17. Suppliers must ensure their employees are aware of their contribution to product conformity and product safety and the importance of ethical behavior.
18. Suppliers must qualify their employees against the required competencies to ensure product and process conformity. Records of this qualification or training must be maintained.
19. Suppliers performing design and development activities must apply configuration management controls, ensure identification and traceability of components, and utilize change control. Design changes require written approval from Richards Design Inc.
20. If sampling inspection is to be utilized for product acceptance, the sampling plan used must be justified on the basis of recognized statistical principals and appropriate to product criticality and process capability.
21. Supplier must comply with ITAR requirements as applicable per International Traffic in Arms Regulations (ITAR), 22 CFR 120-130.