



REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

1.0 PURPOSE

This applies to all suppliers who provide raw materials, products, components, sub-assemblies, assemblies, or some type of service material to the product.

2.0 SCOPE

The requirements contained in this document are intended to be applied to all direct suppliers that affect product quality regardless of type, size, or volume that is produced for Reuther Mold & Mfg.

3.0 REFERENCES

- 3.1. Customer Requirements
- 3.2. Purchase Order

4.0 REQUIREMENTS:

4.1 Reuther Mold & Mfg. Co. has defined the minimum requirements for suppliers based on our Management System. The minimum requirements are placed on our present and future suppliers.

4.2 Following are the minimum requirements Reuther Mold & Mfg. expect our suppliers to meet:

- 4.2.1 Materials, products, and services meet the specified requirements (per purchasing documents, prints and/or specifications).
- 4.2.2 Deliver on time.
- 4.2.3 Give Reuther Mold & Mfg. Co. the authority to return defective material or products at your expense.
- 4.2.4 Replace defective goods or issue a credit memo without undue delay.
- 4.2.5 Notify Reuther Mold & Mfg. Co. when problems arise related to quality, quantity, delivery, or price.
- 4.2.6 Notify Reuther Mold & Mfg. Purchasing representative when the specified products or material requirements cannot be met.
- 4.2.7 Notify us of a planned increase in price, including the justification.
- 4.2.8 Meet our customers' flow down requirements (will be specified on the purchasing documents).
- 4.2.9 Flow down Reuther Mold & Mfg. requirements to sub-suppliers including customer requirements.



REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

- 4.2.10 Maintain records which are created to support compliance with manufacturing and test activities performed on behalf of Reuther Mold & Mfg. Co.
- 4.2.11 These records must be legible, identifiable, and retrievable and made available for review for a minimum of ten (10) years by Reuther Mold & Mfg. Co., its customers, and any Regulatory authorities in accordance with contract or regulatory requirements.
- 4.2.12 Notify Reuther Mold & Mfg. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location, and obtain Reuther Mold & Mfg. Co. approval.
- 4.2.13 Allow Right of Access by Reuther Mold & Mfg. Co., its customer, and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.
- 4.2.14 If Reuther Mold and Mfg. Co.'s production or delivery schedules are adversely affected due to late delivery, poor quality or shortage, a Corrective Action Request may be issued. A response is required within the time specified on the CAR form.
- 4.2.15 Controls to quarantine and report suspect or detected counterfeit parts. Provisions for prevention, detection, and removal of foreign objects.
- 4.2.16 Generate and maintain a suitable Quality Management System.
- 4.2.17 Ability to provide test samples for inspection/verification, investigation, or auditing.
- 4.2.18 Ensures employees are aware of their contribution to product conformity, safety, and importance of ethical behavior.
- 4.2.19 When required, Reuther Mold & Mfg. Co. will use designated or approved external suppliers (per Reuther Mold & Mfg. Co. purchase order).
- 4.2.20 Supplier is capable of providing verification of methods, processes, and equipment.

Whether you are a supplier selected by us or are customer-designated, you must agree to the requirements defined herein.

If suppliers fail to meet these requirements, Reuther Mold & Mfg. Co.'s purchasing personnel will try to assist you in resolving the problem(s).

5.0 PROCESS INPUTS/OUTPUTS

Inputs: approved supplier list (ASL), customer requirements, regulatory and statutory requirements, and need for service materials or service.

Released/ Revised By: Purchasing Manager, Jennifer Giustino Maintained By: Quality Manager, Vancroft Culliton
--

Revision: 03

Issued: 02/14/2024

Page 2 of 3



REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

Outputs: Purchase order

6.0 DEFINITIONS

7.0 RELATED REQUIREMENTS

ISO 9001 & AS9100 Standards Section 8.4