

REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

PURPOSE

To describe the activities and responsibilities in support of Supplier requirements at Reuther Mold & Mfg.: this includes raw materials, outside processing, tooling, direct/ indirect components & materials, and distributors.

SCOPE

The process applies to all current & future suppliers, including direct & indirect in the supply chain to Reuther Mold & Mfg. regardless of type, size, or volume.

REFERENCES

Customer Requirements

Purchase Order

REQUIREMENTS:

Reuther Mold & Mfg. Co. has defined the minimum requirements for suppliers based on our Management System.

The following are the minimum requirements Reuther Mold & Mfg. expect the supply chain to meet:

- Ensures On-time Delivery.
- Materials, products, and services meet the specified requirements (per-purchasing documents, prints and/or specifications).
- Ensures all quality requirements are met throughout the supply chain (including flow downs – Customer and/ or Reuther Mold).
- Maintain records which are created to support compliance with manufacturing and test activities performed on behalf of Reuther Mold & Mfg.
 - 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, & any regulatory authorities in accordance with the contract or regulatory requirements.
- Controls to ensure confidentiality, intellectual properties, and business data are protected.

REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

- Capability of supplying Certificate of Conformance/ Analysis with each shipment.
- Documented notification to Reuther Mold & Mfg. of proposed changes in product and/ or process, changes of suppliers, changes of manufacturing facility location.
 - Note: Written authorization giving approval (from Reuther Mold or its' customer) must be in place prior to any implemented changes.
- Documented notification to Reuther Mold & Mfg. when problems arise related to quality, quantity, or delivery.
- Documented notification to Reuther Mold & Mfg. Purchasing representative when the specified products or material requirements cannot be met.
- Controls to quarantine & report suspect or detected counterfeit parts.
- Provisions for prevention, detection, and removal of foreign object debris/ damage (FOD).
- Suppliers provide verification of methods, processes, and equipment.
- Ensure all employees are aware of their contribution to product conformity, product safety, and importance of ethical behavior.
- Allow Right of Access by Reuther Mold & Mfg., its' customers, its' customers customer, and regulatory authorities to the applicable areas of all facilities including related records, at any level of the supply chain involved in the creation of product.
- If Reuther Mold and Mfg. Co.'s production or delivery schedules are adversely affected due to late delivery, inferior quality or shortage, a Corrective Action Request may be issued. Response is required within the time specified on the Corrective Action document.
- Ability to provide test samples for inspection/ verification, investigation, or auditing.
- Provide Reuther Mold & Mfg. the authority to return defective material or products at suppliers' expense.

REUTHER MOLD & Mfg

SUPPLIER MINIMUM REQUIREMENTS

MSP-03-02

- Replace or repair (with approval) defective goods, or issue a credit memo without undue delay.
- Documented notification to Reuther Mold & Mfg. of any increase in price, including the justification.

Product/ Service	Requirement
Raw Materials (e.g., Steel, Aluminum, Stainless, Plastic, Kirksite)	<ul style="list-style-type: none"> • ISO 9001 or equivalent certification
Outside Processing (e.g., plating, welding, coating, heat treat, stress relief)	<ul style="list-style-type: none"> • ISO 9001 or equivalent certification • Applicable CQI Audit
Calibration Service / Material testing (e.g., test equipment, metallurgy)	<ul style="list-style-type: none"> • ISO/IEC 17025
Tooling (e.g., tool cutters, tool holders, carbide inserts)	<ul style="list-style-type: none"> • Capabilities & availability • No QMS certification required
Indirect Impact Items/ Services (e.g., Shop supplies, mfg./ maintenance services)	<ul style="list-style-type: none"> • Capabilities & availability • No QMS certification required
Equipment (i.e., capital)	<ul style="list-style-type: none"> • No QMS certification required
Distributors (e.g., washers, bearings, leader pins)	<ul style="list-style-type: none"> • Capabilities & availability • No QMS certification required

Note: If a supplier does not meet the recommended requirements, they must be approved by the General Manager, however, justification must be recorded.

PROCESS INPUTS/OUTPUTS

Inputs: Approved Vendor List (AVL), customer requirements, regulatory and statutory requirements, and need for service materials or service.

Outputs: Purchase order

DEFINITIONS

AVL – Approved Vendor (Supplier) List. Vendor and Supplier are interchangeable.

CQI – Continuous Quality Improvement

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MSP-03-02

Counterfeit Part/Product - A part/product identified as a copy or substitute, without the legal right or authority to do so, or a part whose material, performance, or characteristics are knowingly misrepresented by a supplier.

Counterfeit parts/products include but are not limited to:

- Used, refurbished, or reclaimed parts represented as a new product.
- Parts/products with a different package style, type, construction, or surface plating/finish than the required or ordered product.
- Parts/products sold or delivered with modified labeling or markings intended to misrepresent the form, fit, function, or grade of the product.

RELATED REQUIREMENTS

ISO 9001 & AS9100 Standards Section 8.4