



# REL, Inc. Supplier Requirements

## Product and process conformity

- Product specifications: The supplier must be provided with all relevant technical data, including drawings, specifications, and work instructions.
- Approval of goods and processes: All products, services, methods, processes, and equipment used by a supplier must be approved by the purchasing organization.
- Verification and validation: The purchasing company and its customers have the right to conduct verification and validation activities at the supplier's facilities to ensure requirements are met.

## Supply chain control

- Sub-tier supplier flow-down: The supplier must flow down all applicable requirements to their own sub-tier suppliers. Written permission from the customer is often required before any outsourcing occurs.
- Preventing counterfeit parts: Suppliers must have processes in place to prevent the use of counterfeit or suspect unapproved parts.
- Control of nonconforming product: Suppliers must inform the purchasing organization of any nonconforming products and receive approval for their disposition. They must also create a process for managing corrective actions.
- Change notification: Suppliers must notify the purchasing organization of any changes to their processes, products, or manufacturing locations and receive approval for such changes.

## Personnel and performance

- Competency and training: Suppliers must ensure their employees and other personnel are competent and qualified to perform the work required by the purchase order.
- Performance monitoring: The purchasing organization must define and apply methods for monitoring and controlling the external provider's performance.
- Ethical behavior: All personnel must be aware of the importance of ethical behavior.

#### Documentation and records

- Record retention: Suppliers must retain documented information related to the order for a specified period, which may be ten years or longer.
- Certificates of Conformance (CoC): Each shipment must be accompanied by a Certificate of Conformance, detailing the supplier name, part number, purchase order number, and other identifying information.
- Traceability: Raw material must be traceable to the original source and accompanied by certifications.

#### Right of access

- Facility access: The purchasing organization, its customers, and regulatory authorities must be granted the right to access the supplier's facilities and all relevant records to ensure conformance.

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