Russtech Supplier Quality Requirements (and Russtech Purchase Order Clauses)

RSQR

RUSSTECH

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Introduction

1. Purpose, Scope, and Application

The purpose of this document is to define Russtech Engineering Co., Inc. requirements and expectations for Suppliers to ensure that supplier organizations and their provided products and/or services are compliant with these requirements. These requirements are a combination of industry, regulatory/legal, and Russtech operational requirements; some requirements are general (applicable to all PO's and contracts) and others are specific to certain products/services (levied by individual PO Clause citations). Suppliers shall flow down these requirements to their sub-Suppliers.

2. Associated Documents

Number	Title
AS9100D	Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations
AS9102B	Aerospace First Article Inspection Requirement
AS9120	Quality Management Systems - Aerospace - Requirements for Stockist Distributors
AS9131D	Quality Management Systems - Nonconformity Data Definition and Documentation
AS9138	Quality Management Systems - Statistical Product Acceptance Requirements
AS9145	Advance Product Quality Planning (APQP) / Production Parts Approval Process (PPAP)
AS9146	Foreign Object Debris (FOD) Prevention Program
AS5553D	Counterfeit Electrical, Electronic, and Electromechanical (EEE) Parts
AS6174A	Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel
AC7004F	Nadcap – Aerospace Quality Systems
ISO14001:2015	Environmental Management Systems
ISO/IEC 27001:2013	Information Technology - Security Techniques - Information Security Management Systems - Requirements
ISO/IEC 17025	General requirements for the Competence of Testing and Calibration Laboratories
ISO 45001:2018	Occupational health and safety management systems
14 CFR Part 21	Federal Aviation Regulations
IPC-A-600	Acceptability of Printed Boards
IPC-A-610	Acceptability of Electronic Assemblies
IPC/WHMA-A-620	Requirements and Acceptance of Cable and Wire Harness Assy
Form-06-03-01	Russtech - Visual Inspection Guide
ANSI/ASQ Z1.4-2008	Sampling Procedures and Tables for Inspection by Attributes
ANSI/ESD S20.20-2021	For the Development of an Electrostatic Discharge Control Program for Protection of Electrical And Electronic Parts, Assemblies And Equipment
FORM-03-00-01	RECI Supplier NDA
FORM-03-00-02	Supplier Quality Management System Survey

3. Terms and Definitions

AAM – Acceptance Authority Media
ATP – Acceptance Test Procedure
CA – Corrective Action
CofC – Certificate of Conformity, a statement by authorized personnel confirming the articles in question conform to their respective design(s)
COTS Parts – Commercial Off the Shelf product. An assembly or part designed for commercial applications for which the manufacturer of the item establishes and controls the specifications for performance, configuration, and

reliability (including design, materials, processes, and testing) without additional requirements imposed by users and external organizations.

Custom Parts – An assembly or part designed by Russtech, including modified-COTS, who establishes and controls the specifications for performance, configuration, and reliability (including design, materials, processes, and testing) in accordance with regulatory and customer requirements.

DoM – Date of Manufacture

FAI – First Article Inspection, ref AS9102

FAIR – First Article Inspection Report, ref AS9102

KPI – Key Performance Indicator

MR – Management Representative

MRB – Material Review Board

MTE – Measuring and Test Equipment

NCR – Non-conformity Report

PMI – Positive Material Identification (Material Certifications)

QA – Quality Assurance

QC – Quality Control

QM – Quality Manager

QMS – Quality Management System

RMA – Return Material Authorization. Customer returned product. May refer to Russtech returns to suppliers or customer returns to Russtech.

RoHS/REACH – Reduction of Hazardous Substances Directive and Registration, Evaluation, Authorisation and Restriction of Chemicals.

SDS – Safety Data Sheet (formerly MSDS – Material Safety Data Sheet), the Hazardous Communication Standard (HCS) that includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical.

Standard parts – An assembly or part manufactured to a government or industry standard by an approved manufacturer: SAE, AN, MS, NAS, AGS, JAN, etc.

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Chapter 1 – General

1. Policy

1.1. Russtech procurement processes establish partnerships with Suppliers based on trust and honesty to create value that exceeds our customer demands through planned activities and cooperation.

1.2. Suppliers shall comply with laws and regulations, social norms, and corporate ethics to fulfill and promote social responsibilities including human rights, labor, safety, health, environmental impact and conservation, and information security.

1.3. Supplier core responsibilities are to provide defect-free products, on time, and at competitive prices through continual improvement of processes and products.

2. Supplier Assessment

2.1. Prior to the sharing of technical or financial data between Russtech and a potential Supplier, and Non-disclosure Agreement (NDA) must be completed and approved (Ref FORM-03-00-02).

2.2. Prior to approval as a Russtech supplier, Quality, Financial, and Production/Process capability must be reviewed for suitability. This may include a Supplier Survey (Ref FORM-03-00-01).

2.3. Depending on the results of the Supplier Survey (3rd Party QMS certification status, noncompliance to requirements, etc.), an audit of the Supplier's facility and processes may be required before an assessment can be completed. This audit may be conducted on-site or remotely depending on the scope of work with the Supplier, the type of work to be performed (type of product/process), or the area of concern.

2.4. Periodic re-approval via Supplier Survey and/or audit may be required based on schedule and/or performance.

2.5. The Supplier is responsible for advising Russtech of any changes in business and/or manufacturing location (address). This may require re-approval via Supplier Survey and/or audit.

3. Quality Management System (QMS)

3.1. The Supplier shall maintain a QMS that complies with the requirements of the current revision of the AS9100 standard. Certification to the AS9100/AS9110/AS9120 standard or the ISO 9001 standard by an IAQG Certification body is preferred (Nadcap AC7004 accreditation may also be considered).

3.2. The QMS requirements in this document are supplementary not alternative to those of AS9100, contracts, and legal regulatory requirements.

3.3. The Supplier shall promptly notify Russtech in writing of any significant changes to the QMS (including 3rd party registration status), change in Management Representative, changes to senior leadership (President, C-level, etc.), and/or changes to the reporting structure of their Quality Organization.

3.4. All communication shall be in English unless previously approved in writing. The Supplier shall have an English translation of their Quality Manual and top-level procedures. Quality data (CofC, test reports, etc.) shall be in

English. Russtech reserves the right to request English translations of additional documents/records as deemed necessary by Russtech.

3.5. Right of Entry: The Supplier and its sub-Suppliers shall allow representatives of Russtech, the Federal Aviation Administration (FAA), European Aviation Safety Agency (EASA), National Aviation Authority (NAA), other applicable regulatory agencies, and Russtech's customers to conduct audits and verify the quality of work, records, and materials at the Supplier's and its sub-Supplier's location(s).

4. Infrastructure

4.1. Business Continuity

4.1.1. The Supplier shall have a business continuity plan which accounts for the storage and recovery of drawings, electronic media, and tooling in the event of damage or loss due to natural disasters, labor disruptions, and any other major equipment or facilities issue that would risk product quality or delivery performance.

4.2. Information Security

4.2.1. The Supplier shall maintain an information security program to manage and control customer information including but not limited to personal, financial, and intellectual property and technologies (e.g.: drawings, CAD files, digital media). The Supplier is prohibited to distribute Russtech intellectual property and technologies to sub-Suppliers without prior written approval. The Supplier should conduct risk assessments and implement controls. The Supplier shall notify Russtech of any breaches resulting in, or suspected to have resulted in, compromised or lost data. Reference ISO27001 and the EU General Data Protection Regulation (GDPR)/California Consumer Privacy Act (CCPA).

4.3. Environmental Management System (EMS)

4.3.1. The Supplier shall maintain an EMS in compliance with Local, State, and Federal requirements. An EMS compliant to ISO 14001 is preferred.
4.3.2. The Supplier shall comply with 29 CFR 1910.1200 and 1926.59 (health and safety standards/regulations for hazardous materials).

4.4. Health and Safety Management

4.4.1. The Supplier shall maintain a facility and employee Health and Safety program in compliance with Local, State, and Federal requirements (OSHA). Compliance to ISO 45001:2018 is preferred.
4.4.2. The Supplier shall be responsible for ensuring employees are aware of their contribution to product safety.

4.5. Records Retention

4.5.1. The Supplier shall maintain all certifications and records of their products/materials for a period of no less than 20 years or until the end of life of the product whichever is longer.
4.5.2. Records shall be retrievable and available within a 72 hour period.
4.5.3. If the Supplier is not able or willing to maintain records, a request must be submitted in writing to Russtech to initiate an alternative.

4.6. Calibration and management of Measuring and Test Equipment (MTE)

4.6.1. The Supplier shall maintain a MTE system compliant to the requirements of the latest revision of AS9100 “Monitoring and Measuring Resources” with calibration traceable to NIST and shall comply with the requirements of the latest revision of ISO 10012 and/or ISO 17025 as appropriate.
4.6.2. The Supplier shall maintain a register of monitoring and measuring devices.
4.6.3. The Supplier shall define calibration processes (at a minimum: ID number, calibration method/frequency, usage, acceptance criteria, and records).

4.7. Customer Owned Property

4.7.1. The Supplier shall not sell or transfer any excess inventory of Russtech product or Russtech owned tooling to a third party without prior written notification and authorization. The Supplier is held responsible for strict control of Russtech inventory.

4.7.1.1. Nonconforming product and manufacturing scrap traceability and controls must conform to AS9100 Sec 8.5.2. Russtech may require a certification of scrap for manufacturing scrap and/or nonconforming product.

4.7.2. Russtech owned tooling and/or equipment shall be managed under the Supplier’s Preventative Maintenance (PM) system with active, scheduled reporting provided to Russtech.

4.7.2.1. Initial on-boarding of Russtech owned tooling at the Supplier’s site shall be communicated to Russtech and include the following: PN, SN (or the Supplier’s unique PM number), nomenclature, drawing/document number that defines the tooling and its maintenance requirements (manual/procedure) if any, and the planned maintenance frequency (typically annually).
4.7.2.2. PM is separate from set-up/break-down inspection/maintenance. It’s a periodic inspection to ensure fitness for continued use.
4.7.2.3. The Supplier shall provide a copy of the PM record (typically annually) which shall include: PN, SN (or the Supplier’s unique PM number), nomenclature, drawing/document number that defines the tooling and its maintenance requirements (manual/procedure) if any, a description of the maintenance performed, and a decision regarding fitness for continued use.
4.7.2.4. Any unscheduled Rework or maintenance shall be reported to Russtech.

4.8. Approved Supplier List

4.8.1. The Supplier shall not procure products and services from unapproved sources. The Supplier shall have a QMS supplier program to approve and control sources. Russtech may designate sources, but the Supplier is expected to manage per their QMS. Ref also Ch2 Sec 2.11 Special Process Certifications.

4.9. Acceptance Authority Media (AAM)

4.9.1. The Supplier shall comply with the AS/EN/JISQ 9100 and 14 CFR Part 21.2 requirements regarding Acceptance Authority Media (AAM).
4.9.2. Use of AAM must be considered as a personal warranty of compliance and conformity.
4.9.3. Only actual signatures rendered in ink by the signer, electronic signatures (i.e., Adobe Acrobat® digital signature), or computer-generated signatures (controlled by a defined authorization process) are permitted.
4.9.4. The Supplier may use a quality inspection stamp in lieu of a signature providing that the stamp issuance/withdrawal, use, and control are managed by the Supplier’s documented QMS procedures.

Chapter 2 – Preproduction and Production

1. Preproduction

1.1. Design Data

1.1.1. The Supplier's processes and product(s)/service(s) shall conform to Russtech design data (including referenced standards and specifications). Due diligence should be taken to ensure complete understanding of the requirements and the ability to produce and inspect conforming products/services.
1.1.2. Deviations to Russtech design data are not allowed. If a design error is discovered or that a design requirement prevents manufacture of a conforming product/service, the Supplier shall submit a design change request to Russtech Engineering for review. Design change requests are not intended to achieve acceptance of nonconforming product(s)/service(s).

1.2. AS9145 APQP/PPAP

1.2.1. Russtech Engineering is responsible for the Product Design and Development requirements.
1.2.2. The Supplier is responsible for the Manufacturing Process Design and Development. See Control Plan.
1.2.3. Russtech Engineering is responsible for Validation of Prototype/Preproduction Product and Manufacturing Process(es).

1.3. Control Plan

1.3.1. A Control Plan defines the processes required at each step of manufacturing (receiving material, production work, shipping) and the inspection requirements to ensure the processes are completed correctly and result in a conforming product. A Control Plan provides process consistency, reduced waste, and improved products.
1.3.2. Control Plans are recommended even if not required by Russtech product or project definition. If a Control Plan is required, final submission shall accompany the Supplier's FAIR submission and will be reviewed by Russtech Engineering and Quality as part of the FAIR approval process.

2. Production

2.1. Workmanship

2.1.1. Requirements are as follows (current revision) unless specified via drawing or contract/SOW:
- 2.1.1.1. Printed Circuit Board - IPC-A-600 Acceptability of Printed Boards – Class 2
- 2.1.1.2. Circuit Board Assemblies - IPC-A-610 Acceptability of Electronic Assemblies – Class 2
- 2.1.1.3. Harness/Wire Assemblies - IPC/WHMA-A-620 Requirements and Acceptance of Cable and Wire Harness Assemblies – Class 2
- 2.1.1.4. AMS 2404 Electroless Nickel Plating
- 2.1.1.5. AMSQQN290 Nickel Plating (Electrodeposited)
- 2.1.1.6. MIL-STD-1501 Chromium Plating, Low Embrittlement, Electrodeposition
- 2.1.1.7. ASTM D3359 Standard Test Methods for Rating Adhesion by Tape Test
- 2.1.1.8. MIL-PRF-8625 Anodic Coatings for Aluminum and Aluminum Alloy
- 2.1.1.9. MIL-STD-130 Identification Marking of U.S. Military Property
- 2.1.1.10. AS5942 Marking of Electrical Insulating Materials
- 2.1.1.11. ANSI/ESD S.2020 ESD Association Standard for an ESD Control Program

2.1.1.12. FOD and/or Contamination mitigation program that complies with the requirements of the current revision of the AS9146 standard.
2.1.1.13. Russtech Visual Inspection Guide - Form-06-03-01.

2.2. Traceability

2.2.1. Complete traceability records are required for each product and subcomponent back to the raw materials from which each product was manufactured. If the Supplier chooses to use more than one raw material lot, specific lot usage must be documented for each end product or product Lot.

2.3. Transfer of Work

2.3.1. Any Transfer of Work (ToW) to a subcontractor not approved by Russtech (ref Ch3 Sec2) must adhere to all traceability, configuration management, and process requirements for Russtech product as per general flow down requirements. Any tooling provided by Russtech (including tooling from a Russtech customer) or Supplier's tooling transferred to a subcontractor shall be controlled by the Supplier in accordance with Ch1 Sec 4.7.

2.4. Partmarking

2.4.1. Where partmarking is not controlled by drawing/specification, product shall be marked so that it identifies the Supplier's name, PN, DoM, and SN/Lot Number. Serial numbers shall not be altered, duplicated, or replaced. Where product size prohibits partmarking, the identification shall be included in the package labeling.

2.5. Inspection

2.5.1. The Supplier is responsible for ensuring all product, regardless of their source(s) conform to all Russtech requirements (drawing/specification, SOW/contract, PO, etc.) and industry workmanship best practices.
2.5.2. The Supplier shall maintain an inspection system for Production from receiving through final and for Packaging and Shipping compliant to AS9100 requirements without compromising the conformity, safety, and/or reliability of products.
2.5.3. Follow-on product (not First Article) inspection shall be 100% unless Russtech approves an alternate (sampling) plan.
2.5.4. Acceptance/approval by Russtech does not relieve the Supplier of responsibility for conformance to design nor for any issues with their products/services.
2.5.5. The Supplier shall maintain records of all inspections.
2.5.6. Source Inspection may be required by Russtech.
2.5.6.1. The Supplier shall notify Russtech sufficiently in advance the availability of product for source inspection so that it can be scheduled at Seller's facility prior to the Purchase Order's specified delivery due date.
2.5.6.2. The Supplier shall make available all equipment/tools and facilities required to perform the inspection at the Supplier's site.

2.6. Sampling Inspection

2.6.1. The Supplier's statistical methods for product acceptance (Final Inspection) shall be in accordance with AS9138 or ANSI/ASQ Z1.4 (Inspection Levels lower than Gen II or AQLs higher than 1.0 require Russtech approval).
  2.6.1.1. Russtech reserves the right to disallow statistical sampling methods for product acceptance.
2.6.2. Final Inspection Sampling Plans other than those compliant to AS9138 or ANSI/ASQ Z1.4 (including < Level Gen II or > AQL 1.0) shall be submitted to Russtech via a Control Plan for approval. Approved sampling inspection plans should be annotated on the CofC and/or Inspection/Test Report.

2.7. First Article Inspection

2.7.1. All first production runs require a FAI recorded on a AS9102 compliant FAIR form in accordance with the latest revision of AS9102. This includes first runs post-design change (delta or partial FAIR). The FAIR shall include:
  2.7.1.1. FAIR report/forms compliant to AS9102 forms 1, 2, and 3
  2.7.1.2. Copy of Russtech's drawing (or Russtech approved Supplier drawing) with bubbled identifiers for all design characteristics
  2.7.1.3. ATP/Test Data when applicable
  2.7.1.4. Raw Material Certifications (see Material Certifications below)
  2.7.1.5. Special Process Certificate of Conformance when applicable (see Special Process Certifications below)
  2.7.1.6. Sub-supplier's Certificates of Conformance when applicable
  2.7.1.7. Supplier's Certificate of Conformance (see CofC below)
2.7.2. The Supplier's FAIR shall be provided electronically before shipment (preferred) or physically as part of the associated shipment.
2.7.3. The First Article shipment (individual unit or Lot) shall be identified on the Packing List/CofC.

2.8. Significant change notification

2.8.1. The Supplier shall notify Russtech in writing of any significant changes made to design data (drawing, specifications) or manufacturing processes (heat treating, plating, welding), equipment, and/or inspection methods prior to implementation. See also Control Plan and FAIR requirements.
2.8.2. The Supplier shall perform a new FAI for any changes in manufacturing location (address) or significant restructuring of manufacturing facilities and submit a FAIR to Russtech for approval.

2.9. Certification of Conformance (CofC)

2.9.1. A CofC shall be included in each shipment to Russtech, shall be in English, and shall include the following:
  2.9.1.1. Part Number and Revision, Russtech drawing number, Manufacturing Date, Serial Number(s)/Lot Number, Change Notices if applicable, Packing Slip/Shipper number, and Russtech Purchase Order and Line number.
  2.9.1.2. Supplier's Name, Address, and Phone Number
  2.9.1.3. Country of Origin (see Country of Origin in Ch3)

2.9.1.4. A statement that all supplied products and/or services are new manufacture and have been certified by a Quality Assurance representative of the Supplier to meet all requirements, applicable drawings/specification of the Purchase Order (aka statement of conformance).

2.9.1.5. If the product is a Standard Part (SAE, AN, MS, NAS, AGS, JAN, etc.), the conformance statement must include affirmation that the parts have been manufactured in accordance with requirements of the applicable standards and that the chemical/physical test reports required by the government/industry approved Procurement Specification are on file with the manufacturer, and available for review by customer and/or government/industry quality assurance representative upon request.

2.9.1.5.1. If the Supplier is a Distributor of Standard Parts/COTS, the Supplier shall include a copy of the manufacturer's CofC containing the above affirmation.

2.9.1.6. If the product is classified as a Hazardous Material (Haz-Mat) or requires special controls and/or handling, applicable notations are required and a SDS shall be included in the shipment documents.

2.9.1.7. If required by design (drawing/specification) or PO/Contract/SOW, a statement that all supplied products and/or services are RoHS/REACH compliant. This requirement may be met with a standalone certificate.

2.9.1.8. Expiration Date if the product is Shelf Life Limited. This requirement may be met with a standalone certificate.

2.9.1.9. Sampling inspection details if not previously authorized via a Russtech approved Control Plan or Russtech approved Sampling Plan.

2.9.1.10. The name of Supplier's Quality Assurance representative and their title, their signature and date.

2.10. Material Certifications and Positive Material Identification (PMI)

2.10.1. The Supplier is required to ensure that all products are manufactured from the correct material through a PMI program for their purchased material.

2.10.2. Material Certificates are required as FAIR supporting evidence, for all Raw Material PO's, and for all shipments of Russtech Custom Parts manufactured from Raw Materials.

2.10.3. Material Certificates from Original Raw Material Manufacturer (EN 10204 Type 3.1 or equivalent) are required to be provided for each individual heat code and must accompany each shipment from the Supplier. Material Certificates must contain:

2.10.3.1. The responsible person(s) name and position (title) who is independent of Manufacturing (QA/QC).

2.10.3.2. Signature and date. This may be either handwritten or electronic signature.

2.10.3.3. Chemical and Physical test report data is required for all raw materials (metals, plastics, etc.) as applicable.

2.10.3.4. A statement of conformance to the specific testing requirement(s)/method(s) and the specific testing results as applicable.

2.10.3.5. Manufacturing location and/or place of origin.

2.10.4. The Supplier is responsible for verifying any sub-Supplier certifications.

2.11. Special Process Certifications

2.11.1. Products requiring Special Processes (welding, plating, etc.) require a certification that shall include the following:

2.11.1.1. The responsible person(s) name and position (title) who is independent of Manufacturing (QA/QC).
2.11.1.2. Signature and date. This may be either handwritten or electronic signature.
2.11.1.3. The specific testing requirement/method and the testing results.
2.11.1.4. Manufacturing location and/or place of origin.

2.11.2. Special Process Certification data may be included on the standard CofC.

2.12. Hazmat, Safety Data Sheet (SDS, formerly MSDS)

2.12.1. If the product is classified as a Hazardous Material (Haz-Mat) or requires special controls and/or handling, applicable labels/placards/markings are required and a SDS shall be provided electronically before shipment (preferred) or physically as part of the associated shipment.

2.12.2. The Supplier shall ensure compliance to all applicable domestic and international regulations for marking and shipping.

2.12.3. The Supplier shall control and dispose of all chemicals and/or Haz-Mat in accordance with all applicable domestic and international regulations.
https://www.osha.gov/chemical-hazards
https://www.govinfo.gov/content/pkg/CFR-2012-title49-vol2/xml/CFR-2012-title49-vol2-subtitleB-chapI-subchapC.xml

2.13. Shelf Life Limited Material

2.13.1. The Supplier shall indicate any applicable shelf life period (manufacturing date, expiration date) on all containers and packaging in addition to annotating the CofC.

2.13.2. Product shall have minimum 85% of shelf life remaining unless otherwise specified.

2.14. Test Equipment Safety

2.14.1. The Supplier shall provide evidence of product certification ensuring product safety as defined by:
2.14.1.1. Underwriters Laboratories “UL” (USA) Certification and UL 61010-1 or UL 60950-1.
2.14.1.2. European Conformity “CE” (EU/EEA) Declaration and/or Equipment Tag to EN 61010-1 or EN 60950-1.

2.15. Counterfeit Parts and Conflict Minerals

2.15.1. Use of counterfeit parts is not allowed. Raw materials, components, and finished goods must be new and authentic with evidence of authenticity and traceability to the OEM (original equipment manufacturer)/OCM (original component manufacturer). Counterfeit or Suspected Counterfeit parts will be rejected as a nonconformity and must be reported to GIDEP (https://www.gidep.org/) and/or ERAI (https://www.erai.com/) by the Supplier. Ref AS5553C, AS6174A.

2.15.2. Procurement/use of Conflict Minerals is not allowed. Only conflict free 3TG minerals are allowed. EiCC/Gesi template or equivalent shall be available on demand. https://www.state.gov/conflict-minerals/

2.16. RoHS. REACH, and Ozone depleting substances

2.16.1. Russtech products included in the scope of the RoHS Directive (Restriction of Hazardous Substances in Electrical and Electronic Equipment) (Annex I) shall not contain restricted substances (Annex II) in accordance with their design. RoHS certification shall be available on demand.
https://ec.europa.eu/environment/topics/waste-and-recycling/rohs-directive_en

2.16.2. Russtech products included in the scope of EC1907/2006 (REACH) shall not contain SVHC (Substance of Very High Concern) (Annex XIV) in accordance with their design. REACH certification shall be available on demand.
https://echa.europa.eu/regulations/reach/understanding-reach

2.16.3. The Supplier shall label all shipping/storage containers of ozone-depleting substances and products that contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E.

2.16.4. "Ozone-depleting substance" includes any substance the Environmental Protection Agency designates in 40 CFR Part 82 as:

2.16.4.1. Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or

2.16.4.2. Class II, including, but not limited to hydrochlorofluorocarbons.

2.16.5. Seller shall label shipping or storage containers of ozone - depleting substance and products that contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as applicable:

2.16.5.1. Warning Contains *_____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

2.16.5.2. Warning Manufactured with *_____, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

2.16.5.3. * Seller shall insert the name of the relevant substance(s).

https://www.govinfo.gov/app/details/USCODE-1999-title42/USCODE-1999-title42-subchapI-subchapReferred-dup4-sec7671j
https://www.govinfo.gov/app/details/CFR-2012-title40-vol18/CFR-2012-title40-vol18-part82-subpartE

2.17. Nonconforming Product

2.17.1. The Supplier is responsible to ensure that only conforming product is delivered to Russtech.

2.17.2. The Supplier is not authorized to disposition nonconforming Russtech Designed product. Requests for Russtech dispositions for nonconforming product must be submitted via a AS9131 compliant NCR (aka Advanced Nonconformity Notice).

2.17.3. The Supplier shall not ship any nonconforming product to Russtech without prior written approval.

2.17.4. If nonconforming product is identified at Russtech (or at a Russtech customer), Russtech will notify the Supplier. The Supplier is required to take Immediate Corrective Action to prevent delivery of further nonconforming product. Nonconforming product where the fault lies with the Supplier will result in one of the following actions: Scrap on-site at Russtech with Supplier to ship new conforming product, return to the Supplier at the Supplier's cost for Rework/replacement, or 100% inspection (aka sorting) by Russtech. Scrap and 100% inspection costs may be charged to the Supplier. Ref Ch 2 Sec 2.6 for RMA.

2.18. Notification of Escape

2.18.1. If the Supplier discovers a product nonconformance, or suspects a product nonconformance, after shipment to Russtech, the Supplier shall notify Russtech within 24 hours via a AS9131 compliant Notification of Escape (NoE) form.

2.18.2. This includes issues that cause, or could cause, a product to be unsafe to personnel and or unsafe for use.

Chapter 3 – Purchasing and Shipment

1. Request for Quote (RFQ)

1.1. RFQ's shall include PN, drawing/specification and Revision, Quantity, preferred shipping method, and may include special requirements.

1.2. RFQ's from Russtech shall be acknowledged by the Supplier within 1 business day.

1.3. Quotes shall include Lead Time, Pricing (including price breaks), and shipping/logistics options.

1.4. Quotes shall be submitted to Russtech by the Supplier within 5 business days.

2. Purchase Order (PO)

2.1. PO's shall include PN, drawing/specification and Revision, Quantity, shipping method, and may include special requirements.

2.2. PO's from Russtech shall be acknowledged by the Supplier within 1 business day.

2.3. Supplier to sub-supplier transfer of work is controlled by exception via RPOC's and/or PO Note requirements as needed. See also Ch2 Sec 2.3 above.

2.4. Any deviation from the PO terms and scheduling shall be approved by Russtech before Supplier implementation and/or shipment.

2.5. PO Change Requests from the Supplier shall be submitted to Russtech in writing and include the specific proposed change detail(s) (clearly state "Is" and "Proposed"). Changes includes any aspect of the product, scheduling, and/or shipping/logistics.

2.6. Return Material Authorization (RMA)

2.6.1. RMA requests from Russtech shall be acknowledged within 1 business day.
2.6.2. An RMA response is required within 3 business days. A response shall include one of the following:
2.6.2.1. An RMA number and reverse logistics instructions.
2.6.2.2. An RMA refusal with a written explanation.

3. Invoicing

3.1. The Supplier shall submit invoices to accounting@russtechengineering.com within 2 business days of shipment of product.

3.2. Invoices shall include:

3.2.1. Russtech PO Number
3.2.2. Packlist number and Way Bill number
3.2.3. PN, quantity, and Lot Number
3.2.4. Any payment deviations or changes from previously established standard method(s).

3.3. Invoices shall be one Invoice per Lot Number. Russtech receives, inspects, and accepts/rejects product by Lot Number.

3.4. Russtech accounting may request revised Invoices or submit Credit/Debit Memo's as needed to a Supplier to resolve Invoice issues arising from incorrect shipments and/or nonconforming product.

4. Logistics

4.1. Packaging

4.1.1. Where a shipment contains goods from more than one manufacturing lot, the Supplier shall separately package and identify each manufacturing lot.
4.1.2. Product shall be packaged to prevent damage during shipping and handling. The Supplier is responsible for packing related damage.
4.1.3. Newspaper and loose packing materials (packing peanuts) are prohibited. Recyclable packing and padding materials preferred.
4.1.4. Bulk packaging is permitted unless otherwise specified, but care should be taken to protect products with sensitive finishes or delicate features that could be easily damaged during shipping and handling.
4.1.5. Product should be packaged in plastic bags to avoid contamination.
4.1.6. All external containers of a shipment shall be in "Round Trip Category III Containers" in accordance with ATA Spec 300 (double-walled cardboard cartons are typical).
4.1.7. Individual external containers should not exceed 35lbs.
4.1.8. Requirements for ESD sensitive components and assemblies:
4.1.8.1. Individual packaging in a sealed conductive primary container.
4.1.8.2. Do not stack PCBs/PCBA's, dividers preferred.
4.1.8.3. ESD dust caps shall be compliant to ANSI/ESD S20.20.
4.1.8.4. Use of "pink poly" ESD bags and bubblewrap (polyethylene treated with an antistatic agent to prevent triboelectric charging) is prohibited.
4.1.8.5. Individual containers and external cartons shall include an ESD warning label.

4.2. Labeling

4.2.1. Exterior cartons shall be labeled with at a minimum: PO, PN, Qty, and Supplier Pack List number.
4.2.2. Internal/intermediate containers shall be labeled with at a minimum: PO, PN, Qty, and Lot/Serial Number.
4.2.3. All packaging labeling shall be in English. This can be in addition to any native language associated with products Country of Origin.
4.2.4. Country of Origin - 19 CFR Part 134.
4.2.4.1. "This part sets forth regulations implementing the country of origin marking requirements and exceptions of section 304 of the Tariff Act of 1930, as amended (19 U.S.C. 1304), together with certain marking provisions of the Harmonized Tariff Schedule of the United States (19 U.S.C. 1202)."
4.2.5. Goods must be marked in English.

4.3. Packing List

4.3.1. A Supplier's Packing list shall accompany each shipment.
4.3.2. The Packing List shall contain the following information:
- 4.3.2.1. Supplier's Name, Address and Phone Number
- 4.3.2.2. Packing Slip number
- 4.3.2.3. Russtech Purchase Order number
- 4.3.2.4. Russtech Part Number, Quantity Shipped, Part Revision (as per drawing/specification)
- 4.3.2.5. Purchase Order line Number
- 4.3.2.6. Shipment Tracking Number
- 4.3.2.7. Serial number list (if product is serialized)
- 4.3.2.8. Supplier Lot Number(s)
- 4.3.2.9. Country of Origin (see Country of Origin note above)
- 4.3.2.10. Expiration date (if product is Shelf Life Limited)
- 4.3.2.11. Haz-Mat / SDS information (if required by product definition)

4.4. Return Material Authorization

4.4.1. If product requires return to the Supplier (nonconforming product, planned Rework, etc.), the Supplier is responsible for advising the Supplier's process and providing any RMA forms to Russtech. Ref Sec 2.6 above.

Appendix A: Russtech Purchase Order Clauses (RPOC)

These PO Clauses are applied to Russtech PO's when needed. A RPOC only applies when specifically cited on a PO.

RPOC 2001
A First Article Inspection (FAI) and First Article Inspection Report (FAIR) are not required.

RPOC 2002
Material Certifications and Positive Material Identification (PMI) are not required.

RPOC 2003
RUSSTECH SOURCE INSPECTION
Russtech inspection is required prior to shipment from your facility. Evidence of such inspection must be included in your packing documents accompanying each shipment. You must contact Russtech's buyer and establish verification arrangements and the method of product release. Drawings, inspection/test documents, and specifications, as applicable, covering material on this order shall be available for inspection at your facility.

RPOC 2101a
DFARS 252.225-7008 "Restriction on Acquisition of Specialty Metals" applies.
Compliance options include:
- A statement of "conformity per DFAR 252.225-7008" on the CofC or a standalone certificate
- Certification as to the Country of Melt and Pour (not Country of Origin)
- Copy of original mill test certificate which includes the Country of Melt and Pour (not Country of Origin)

https://www.acquisition.gov/dfars/252.225-7008-restriction-acquisition-specialty-metals.
https://www.acquisition.gov/dfars/225.003-definitions.

RPOC 2101b
DFARS 252.225-7009 "Restriction on Acquisition of Certain Articles Containing Specialty Metals" applies.
Compliance options include:
- A statement of "conformity per DFAR 252.225-7009" on the CofC or a standalone certificate
- Certification as to the Country of Melt and Pour
- Copy of original mill test certificate which includes the Country of Melt and Pour

https://www.acquisition.gov/dfars/252.225-7009-restriction-acquisition-certain-articles-containing-specialty-metals.
https://www.acquisition.gov/dfars/225.003-definitions.

RPOC 2102
Defense Priorities and Allocations System (DPAS) – Priority Rating DX-A1
This is a rated order certified for national defense and/or emergency preparedness. You are required to follow all the provisions of Defense Priorities and Allocations System regulation (15 CFR 700).
https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VII/subchapter-A/part-700

RPOC 2103
Defense Priorities and Allocations System Regulation (DPAS) – Priority Rating DO-A1
This is a rated order certified for national defense and/or emergency preparedness. You are required to follow all the provisions of Defense Priorities and Allocations System regulation (15 CFR 700).
https://www.ecfr.gov/current/title-15/subtitle-B/chapter-VII/subchapter-A/part-700

RPOC 2201
SPECIAL TOOLING (ST) –CUSTOMER PROPERTY CONTROL

Russtech is providing Boeing Owned Special (ST) Tooling to the seller under this contract. This tooling is subject to the provisions of Boeing Document D950-11059-1. By accepting this contract, seller agrees to the terms set forth in the D950-11059-1 document, as applicable. A copy of this document and any associated procedures can be obtained by contacting you Russtech Engineering Quality Representative. Strict adherence to these requirements is required, all records must be maintained and retained for calendar year plus (10) ten years from the date of shipment under each applicable Order for all articles unless otherwise specified on the Order.

RPOC 2202
BOEING SUPPLEMENTAL REQUIREMENT
- Boeing Approved Process Sources (D1-4426)
- Raw Material - D1-4426, Approved Process Sources Metallic Raw Materials - Non USA & Titanium Ingot (All) - process codes 600-699

RPOC 2203
Special Processes must be performed by a NADCAP certified Supplier/Sub-Supplier.

REVISION HISTORY

Revision	Revision Date	Description of Change	Created/ Revised By	Approved By	Released By
A	12/08/2022	Initial Release, supersedes Russtech Form-70 RPOC's	Wm Bryon Duncan	Jason Gilman	Wm Bryon Duncan
B	07/19/2023	Ch2 Sec 2.11.3 – removed Apdx A – added RPOC 2203	Wm Bryon Duncan	Jason Gilman	Wm Bryon Duncan
C	04/02/2024	Introduction Sec 2 – Added ISO 45001:2018 Introduction Sec 3 – Added AAM, resorted list Ch1 Sec 4.9 – added AAM requirements Ch1 Sec 2.2 – was "shall", is "may" Ch1 Sec 4.4 – was "OHSAS 18001", is "ISO 45001:2018" Ch2, Sec 2.9.1.5.1 – was "Standard Parts", is "Standard/COTS Parts" Apdx A – Replaced RPOC 2101 with RPOC 2101a and RPOC 2101b Apdx A – Revised RPOC 2102 and RPOC 2103	Wm Bryon Duncan	Jason Gilman	Wm Bryon Duncan
D	07/12/2024	Ch2 Sec 2.3 was "…subcontractor approved by…", is "…subcontractor not approved by…" Ch3 Sec 2.3 Complete revision Ch2 Sec 2.9.1.5 was "…government…", is "…government/industry …" in 2 locations Ch2 Sec 2.10.3.3 was "…metal products.", is "…all raw materials (metals, plastics, etc.) as applicable."	Wm Bryon Duncan	Jason Gilman	Wm Bryon Duncan
E	01/10/2025	Ch2 Sec 2.6 – Clarified Russtech requirements for supplier sampling. Apdx A – Corrected RPOC 2101a typo: was "DFAR 252.225-7009", is "DFAR 252.225-7008"	Wm Bryon Duncan	Jason Gilman Date: 2025.01.10 10:31:29 -08'00'	Wm Bryon Duncan 2025.01.10 10:17:02 -08'00'