Revco Supplier Quality Requirements

Requirements for externally provided processes, products, and services

Purpose and application. These requirements establish the quality obligations applicable to Revco external providers. Unless the purchase order states otherwise, G01 through G08 apply when the provider supplies a process, product, or service that can affect Revco product conformity or the quality management system. Additional Q codes apply only when identified on the purchase order or incorporated by reference.

Acceptance. Acceptance of a Revco purchase order constitutes acceptance of the applicable requirements identified on that order. The supplier shall contact Revco Purchasing before accepting the order if any requirement is unclear or cannot be met.

Order of precedence. When requirements conflict, the purchase order, customer-specific or regulatory requirement, drawing, specification, and these Supplier Quality Requirements shall apply in the order expressly stated on the purchase order. The supplier shall obtain written clarification from Revco before proceeding when the conflict is not resolved by the purchase order.

Questions and notifications. Direct questions, required notices, requests for deviation, and approval requests to the Revco Purchasing contact identified on the purchase order. No deviation, substitution, change, repair, rework, or use-as-is disposition is authorized without the required written approval.

General Requirements

G01 through G08 apply as described above. Requirements that depend on a purchase-order, drawing, customer, statutory, or regulatory condition apply when that condition is identified or referenced.

Code	Requirement	Supplier requirement
G01	**Purchase order requirements and conformance**	The supplier shall provide the processes, products, or services identified on the Revco purchase order in conformity with all referenced drawings, specifications, revisions, process requirements, work instructions, and acceptance criteria. The supplier shall review the requirements before accepting the order, direct questions through the Revco Purchasing contact, and obtain written approval before taking any exception or deviation.
G02	**Approvals and release documentation**	The supplier shall obtain any approvals identified on the purchase order for products or services, methods, processes, equipment, and release. Each shipment or completed service shall include the acceptance or release documentation specified on the purchase order, such as a Certificate of Conformance, process certificate, or test report. Documentation shall identify the applicable Revco purchase order, product or service, and revision or lot information, as applicable, and shall be authorized by the supplier's responsible representative.
G03	**Performance, nonconformity, and product safety notification**	Revco may monitor supplier quality, conformity, and on-time delivery performance. The supplier shall promptly notify Revco of any nonconforming process, product, or service; suspected or confirmed product-safety concern; or condition that could affect delivered product. The supplier shall obtain Revco's written approval before disposition when approval is required. Repair, rework, use-as-is, substitution, or release shall not be performed contrary to purchase-order or customer requirements. The supplier shall complete corrective action when requested by Revco.
G04	**Change notification and approval**	The supplier shall notify Revco before implementing an applicable change to a product, process, method, equipment, material, external provider, manufacturing location, or other condition that could affect conformity. The supplier shall obtain Revco's written approval when required by the purchase order, drawing, specification, customer requirement, or applicable regulation.

Code	Requirement	Supplier requirement
G05	**Documented information and record retention**	The supplier shall create, maintain, and protect the inspection, test, certification, traceability, qualification, and other quality records required by the purchase order. Records shall remain legible, identifiable, retrievable, and protected from unintended alteration or loss. Records shall be provided to Revco upon request and retained and disposed of in accordance with the period and disposition requirements stated on the purchase order or in a referenced customer requirement.
G06	**Sub-tier supplier flow-down**	The supplier shall flow down all applicable Revco, customer, technical, statutory, regulatory, and quality requirements to its direct and sub-tier external providers. The supplier shall apply controls appropriate to the risks of the purchased product, process, or service and remains responsible for conformity of its sub-tier supply chain.
G07	**Right of access**	The supplier shall provide Revco, Revco's customer, and applicable regulatory authorities reasonable right of access to relevant areas of facilities, applicable documented information, and the appropriate level of the supply chain when such access is required by the purchase order, contract, or regulation.
G08	**Conformity, product safety, and ethical behavior**	The supplier shall ensure that personnel performing work affecting Revco requirements understand their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

Additional Requirements

Only the Q codes identified on the purchase order or incorporated by reference apply to the supplier and order. Supplier type alone does not make every Q code applicable.

Code	Requirement	Supplier requirement
Q01	**Quality management system or certification**	The supplier shall maintain the quality management system specified on the purchase order. When ISO 9001, AS9100, AS9120, an accredited laboratory standard, or another certification is required, the supplier shall provide evidence of current certification upon request and notify Revco of suspension, withdrawal, expiration, or a material change in certification status or scope.
Q02	**Customer-designated or approved sources**	The supplier shall use only the customer-designated or Revco-approved manufacturers, distributors, laboratories, special-process sources, or other external providers identified on the purchase order or referenced documentation. A source substitution requires prior written approval from Revco and, when applicable, Revco's customer.
Q03	**Counterfeit-part prevention and authorized sourcing**	The supplier shall plan, implement, and control processes appropriate to the product for preventing counterfeit or suspect counterfeit parts. Electronic components shall be obtained from the original manufacturer, an authorized distributor, or another source specifically approved by Revco. The supplier shall maintain available traceability and authenticity evidence, immediately notify Revco of suspect or confirmed counterfeit material, segregate and control affected material, cooperate with applicable investigation and reporting requirements, and flow this requirement to applicable sub-tier sources.
Q04	**Personnel and special-process qualification**	Personnel performing work that requires specific competence or qualification shall be appropriately trained, qualified, or certified. Special processes shall be performed using approved processes, equipment, personnel, and sources when required by the purchase order, drawing, specification, or customer. The supplier shall retain objective evidence of applicable personnel and process qualifications and provide it to Revco upon request.
Q05	**First Article Inspection or production-process verification**	When specified, the supplier shall perform and document First Article Inspection or other production-process verification in accordance with the purchase order and referenced requirements, including AS9102 when expressly invoked. The supplier shall obtain Revco approval of the required report before production shipment when the purchase order requires prior approval.

Code	Requirement	Supplier requirement
Q06	**Verification at the supplier's premises**	When identified on the purchase order, Revco, Revco's customer, or a regulatory authority may perform inspection, verification, validation, or audit activities at the supplier's premises. The supplier shall provide reasonable access, facilities, records, and assistance needed for the identified activity. Such verification does not relieve the supplier of responsibility for conforming output.
Q07	**Special requirements, critical items, and key characteristics**	The supplier shall identify, control, and monitor the special requirements, critical items, and key characteristics designated on the purchase order, drawing, or specification. The supplier shall apply the required process controls, verification, traceability, and records and shall flow applicable controls to sub-tier providers.
Q08	**Inspection, testing, and acceptance criteria**	The supplier shall perform the inspections, tests, and verification activities specified on the purchase order or referenced technical data using suitable, calibrated equipment when measurement equipment is required. Results shall demonstrate conformity to the stated acceptance criteria and shall be retained and submitted to Revco when required.
Q09	**Statistical sampling and acceptance**	Statistical techniques or sampling plans shall be used for product acceptance only when authorized by the purchase order, specification, or Revco's written approval. The supplier shall use the specified method and acceptance criteria and retain the supporting results. An unauthorized sampling plan shall not replace required 100 percent inspection or testing.
Q10	**Test specimens**	The supplier shall provide test specimens when required by the purchase order for design approval, inspection, verification, investigation, or audit. Specimens shall be identified and traceable to the applicable material, lot, process, product, and records as specified.
Q11	**Customer-specific record retention**	In addition to G05, the supplier shall retain the records identified on the purchase order for the customer-specific period stated there or in a referenced customer requirement. The supplier shall follow any specified record-disposition requirements and shall not destroy affected records before the retention period expires.
Q12	**Customer, government, and regulatory requirements**	The supplier shall comply with the customer, statutory, regulatory, and government-contract requirements specifically identified or referenced on the purchase order. The supplier shall flow applicable requirements to its sub-tier providers. Revco shall identify the controlling requirement or clause; this code alone does not impose an unidentified government or customer requirement.
Q13	**Product and material traceability**	The supplier shall maintain the traceability specified on the purchase order, which may include manufacturer, authorized source, part number, revision, lot, batch, date code, heat, serial number, or material identity. Required traceability shall be preserved through processing, packaging, and shipment and shown on the applicable certification or accompanying records.
Q14	**Shelf life, packaging, preservation, ESD, and FOD**	The supplier shall comply with the shelf-life, remaining-life, packaging, preservation, handling, electrostatic-discharge, and foreign-object-debris controls identified on the purchase order or referenced specification. Shelf-life-controlled material shall be marked with the applicable manufacture, cure, or expiration date and meet the minimum remaining life required at delivery.
Q15	**Bare-board coupon, microsection, and fabrication evidence**	For bare printed circuit boards, the supplier shall provide the coupon, microsection report, electrical-test report, certificate, or other fabrication evidence identified on the purchase order. The documentation shall be traceable to the applicable board part number, revision, production lot, and specification and shall show acceptance to the stated requirements.
Q16	**Outsourced inspection, testing, or laboratory service**	The provider shall perform the Boundary Scan, ICT, independent laboratory analysis, or other inspection or test identified on the purchase order using the specified program, revision, method, and acceptance criteria. The report shall identify the item tested, applicable job or purchase order, method, results, acceptance status, and authorized release. The provider shall notify Revco of failures, anomalies, or deviations before release.
Q17	**Material and chemical restrictions**	The supplier shall comply with the material, chemical, and sourcing restrictions specifically identified or referenced on the purchase order, such as RoHS, REACH, pure-tin restrictions, conflict-mineral reporting, or specialty-metal requirements. Required declarations, certifications, or supporting evidence shall be provided with the shipment or upon request as stated on the purchase order.

Code	Requirement	Supplier requirement
Q18	**Design and development controls**	This clause applies only when Revco purchases design or development work. The supplier shall plan and control design activities, inputs, reviews, verification, validation, outputs, and changes in accordance with the requirements identified on the purchase order and retain the required records.
Q19	**Revco or customer property**	When Revco or customer property is provided to the supplier, the supplier shall identify, verify, protect, and safeguard the property while it is under the supplier's control or being used by the supplier. The supplier shall promptly notify Revco and retain a record if the property is lost, damaged, or otherwise found unsuitable for use.
Q20	**Configuration management**	When configuration control is specified, the supplier shall maintain the approved product and process configuration, use the current authorized technical data, control configuration changes, and preserve identification and traceability sufficient to demonstrate that delivered product conforms to the approved configuration.
Q21	**End-of-Life / Obsolescence Notification**	The supplier shall notify Revco as soon as practical of known product discontinuation, end-of-life, obsolescence, or material availability changes that could affect current or future Revco requirements. When available, the supplier shall provide applicable last-time-buy dates, replacement recommendations, and supporting information.
Q22	**Supply Disruption Notification**	The supplier shall promptly notify Revco of known or anticipated conditions that could significantly affect its ability to meet purchase-order requirements, including material shortages, capacity constraints, facility interruptions, significant lead-time changes, or other supply-chain disruptions. The supplier shall provide available recovery information and anticipated impact to Revco orders.