

C&L Rivet		Number: PU701	Revision: A
Supplier Requirements		Author: J. James	Pg 1 of 3
Effective Date: February 5, 2026	Approval: Keith Hoffman, Operations Manager		

1 Scope and Application

- 1.1 To ensure supplier conformance to the requirements pertaining to Purchase Orders issued by C&L Rivet Company.
- 1.2 This requirement applies to all suppliers providing metal, tooling, services and processes that affect the product manufactured by C&L Rivet.

2 Responsibility and Authority

- 2.1 C&L Rivet is responsible for providing the supplier a purchase order with product requirements, including where appropriate:
 - 2.1.1 Specifications, drawings, process requirements, inspection instructions, and other relevant technical data.
 - 2.1.2 Requirements for approval of product, procedures, processes, equipment, and release of products and/or services.
 - 2.1.3 Requirements for design, test, examination, inspection and related instructions for acceptance.
 - 2.1.4 Requirements for test specimens (production method, number, storage conditions) for design approval, inspection, investigation, or auditing.
 - 2.1.5 Requirements for qualification of personnel.
 - 2.1.6 Quality Management System requirements.
- 2.2 It is the responsibility of the supplier to provide product in accordance with the requirements of the C&L Rivet purchase order. The supplier will notify C&L Rivet of any exception to the purchase order.
- 2.3 C&L Rivet has the authority to reject receipt of shipment if supplier does not conform to the requirements of this document
- 2.4 It is the responsibility of the supplier to have a policy in place for the prevention of counterfeit parts.

3 Applicable Documents

- 3.1 C&L Rivet Purchase Order

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4 Definitions

- 4.1 Quality Records: Records maintained to demonstrate conformance to specified requirements and the effective operation of the quality system.

5 Procedure

- 5.1 The supplier shall provide legible test reports and/or certificates of compliance for each shipment, as identified by C&L Rivet's purchase order. Test reports and/or certificates of compliance shall certify that the material supplied complies with all ordered specifications and purchase order requirements.
- 5.2 When required, the supplier must use customer designated or approved external providers, including process sources.
- 5.3 The supplier is required to notify C&L Rivet immediately upon discovery of nonconforming material.
- 5.3.1 A written deviation request is required. Material may not be shipped until written authorization from C&L Rivet is received.
- 5.3.2 If discovery of nonconforming material is detected after shipment of product, the supplier is required to activate a positive recall method.
- 5.4 The supplier is required to notify C&L Rivet of changes to product or processes that affect product quality. The supplier shall obtain approval of changes from C&L Rivet.
- 5.5 The supplier is required to flow-down to sub-tier suppliers the requirements of the C&L Rivet purchase order, including key characteristics, where required.
- 5.6 The supplier grants the right of access by C&L Rivet, its customer, and regulatory authorities to all facilities involved in the order and all applicable records.
- 5.7 Where C&L Rivet or its customer intends to perform verification at the supplier's premises, C&L Rivet will state the intended verification arrangements and method of product release on the purchase order.

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5.8 The supplier shall be capable of retaining records pertaining to the product for a minimum of 10 years or as required by contract, regulatory authority, or as required by C&L Rivet’s purchase order. Those records include:

5.8.1 Production documents pertaining to the product

5.8.2 Records of test results pertaining to the product

5.9 The supplier shall be capable of retrieving and providing records to C&L Rivet pertaining to the product within a reasonable amount of time. Reasonable time will be agreed upon between the supplier and C&L Rivet at time of each request.

5.10 Suppliers are required to maintain a minimum on-time and quality rating based on total orders received annually. Suppliers that fall below C&L Rivet’s expectations will be notified and additional actions may be taken for improvement.

5.11 The supplier shall be capable of ensuring all persons are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

6 Revision History

REVISION	EFFECTIVE DATE	DOCUMENT CHANGE SUMMARY
A	02/05/2026	New