RACE CITY POWDER COATING

SUPPLIER QUALITY REQUIREMENTS

AND PURCHASE ORDER TERMS

Document	RCPC-SQR-001	**Revision**	B
Effective	August 31, 2026	**Approval**	Approved when issued with PO

IMPORTANT: These requirements become part of the purchase order when the PO references RCPC-SQR-001 or states that RCPC Supplier Quality Requirements apply.

1. Purpose and applicability

1.1 These terms establish the quality, technical, documentation, notification, and access requirements for products and services supplied to Race City Powder Coating (RCPC).

1.2 Only requirements applicable to the product or service being purchased apply. Job-specific requirements stated on the PO, drawing, specification, or written customer direction take precedence over these general terms.

1.3 The supplier shall review the PO and these terms before acceptance. Acceptance of the PO, beginning work, or shipment constitutes acceptance of the applicable requirements herein.

2. Order documents and technical requirements

2.1 The supplier shall comply with the latest revision identified on the PO of all applicable drawings, specifications, process requirements, work instructions, acceptance criteria, and other technical data.

2.2 The supplier shall not use superseded or unapproved technical data. Conflicts, omissions, or unclear requirements shall be submitted to RCPC for written clarification before work proceeds. RCPC shall have no obligation to accept or compensate supplier for any work done in contravention of this section.

2.3 RCPC does not share or transmit Controlled Unclassified Information (CUI) to suppliers or subcontractors. CUI remains within the RCPC-controlled system and shall not leave that system for supplier or subcontractor use. The supplier shall not remove any CUI from the RCPC-controlled system.

3. Supplier approval, quality system, and competence

3.1 The supplier shall maintain the licenses, certifications, approvals, personnel competence, equipment, and process controls necessary to meet the PO requirements.

3.2 When the PO requires a specific quality management system, accreditation, customer approval, or special-process approval, the supplier shall maintain that status throughout performance and promptly notify RCPC of any lapse, suspension, or change.

3.3 RCPC may, in RCPC's sole and absolute discretion, condition, suspend, or revoke supplier approval based on quality, delivery, certification, risk, or performance results.

4. Special requirements, critical items, and key characteristics

4.1 The supplier shall identify and control all special requirements, critical items, and key characteristics stated on the PO or referenced technical data.

4.2 When required, the supplier shall use the specified inspection, test, sampling, statistical, production-process verification, or acceptance method outlined by RCPC, and the supplier shall retain the resulting records.

4.3 The supplier shall not substitute material, product, process, source, or method without prior written RCPC approval.

5. Customer-designated and approved sources

5.1 The supplier shall use customer-designated, customer-approved, or RCPC-approved sources when identified on the PO or applicable customer requirement.

5.2 Use of a designated source does not relieve the supplier of responsibility for conformity. The supplier shall remain solely responsible for controlling and verifying all externally provided products and services as outlined in the applicable PO.

6. Inspection, testing, verification, and acceptance

6.1 The supplier shall perform all inspections, tests, and verification required by the PO and applicable technical data before release or shipment.

6.2 Inspection and testing shall be performed using suitable, controlled, and properly calibrated equipment and processes. Records shall identify the item or lot, requirement, actual result when applicable, acceptance status, person performing the activity, and date. Calibration of testing and inspection equipment shall be preformed at regular intervals, and calibration standards shall be traceable to NIST standards.

6.3 When test reports or certificates are required for acceptance by RCPC, the supplier shall provide complete, legible, and traceable documents with each applicable shipment. Reports shall identify the specification and revision, required values, actual results, lot or batch, and authorized approval.

6.4 RCPC reserves the right to independently validate supplier test reports or certificates, including through inspection, testing, comparison with an accredited laboratory, or other documented methods when product or material risk warrants such testing.

6.5 No product shall be represented by the supplier as fully verified when required verification is incomplete. Any request for conditional release shall be submitted to RCPC in writing and shall include identification and traceability sufficient for recall and replacement.

7. Nonconforming product, process, or service

7.1 The supplier shall notify RCPC in writing of any known or suspected nonconforming product, process, service, certificate, or test result affecting an RCPC order as soon as is practicable after discovering such non-conformity.

7.2 The supplier shall not repair, rework outside approved instructions, use-as-is, scrap, substitute, or deliver nonconforming product without written RCPC approval of the proposed disposition when RCPC approval is required.

7.3 Notification of any non-conformity by the supplier shall identify the PO, part or service, quantity, lot or serial numbers when applicable, requirement affected, nature of the nonconformity, containment taken, and proposed corrective action.

7.4 The supplier shall notify RCPC immediately when a nonconformity is discovered after delivery and shall support containment, traceability, recall, replacement, investigation, and corrective action.

7.5 RCPC reserves the right, in their sole and absolute discretion, to determine any corrective action to be taken with respect to the applicable non-conforming product, process, service, certificate, or test result affecting an RCPC order, and the supplier shall comply with RCPC's determination to complete such corrective action.

8. Change notification and approval

8.1 The supplier shall obtain prior written RCPC approval before making a change that may affect conformity, including changes to material, design when applicable, process, inspection method, equipment, tooling, manufacturing or service location, ownership, approved source, or sub-tier supplier.

8.2 The supplier shall notify RCPC in writing of organizational changes that may affect its ability to meet PO requirements, including loss of certification, significant capacity limitations, relocation, or discontinuation of a product or service immediately after supplier is aware of such change.

9. Sub-tier supplier control and flow-down

9.1 The supplier shall control its external providers and sub-tier suppliers according to the risk and criticality of the purchased product or service.

9.2 The supplier shall flow down all applicable RCPC, customer, technical, statutory, regulatory, quality, product-safety, ethical-behavior, access, retention, counterfeit-prevention, and change-notification requirements to every applicable level of the supply chain.

9.3 The supplier shall remain solely responsible to RCPC for the conformity and timely delivery of all sub-tier products and services.

10. Counterfeit and suspect-counterfeit prevention

10.1 When applicable, the supplier shall maintain controls to prevent counterfeit or suspect-counterfeit parts, materials, products, and falsified certificates from entering the supply chain.

10.2 The supplier shall only procure from original manufacturers, authorized distributors, approved sources, or other sources specifically accepted by RCPC. The supplier shall maintain traceability and authenticity records appropriate to the risk, including any records explicitly requested or required by RCPC.

10.3 Suspected counterfeit material or documentation shall be segregated, preserved, and reported to RCPC. It shall not be returned to the source or otherwise disposed of without written direction by RCPC, or when doing so could compromise an investigation.

11. Records, retention, and disposition

11.1 The supplier shall create, protect, retain, and make available records demonstrating conformity to the PO. Records shall remain legible, identifiable, retrievable, and protected from unauthorized change, damage, or loss.

11.2 Unless the PO or customer requirement specifies a longer period, supplier quality and acceptance records shall be retained for a minimum of five (5) years after final delivery.

11.3 Records shall not be destroyed, transferred, or otherwise disposed of before the required retention period expires. When the PO requires RCPC authorization before disposition, the supplier shall obtain written approval before destroying or transferring records.

12. Right of access

12.1 The supplier shall provide reasonable right of access during normal business hours to RCPC, RCPC customers, and applicable statutory or regulatory authorities for areas, processes, products, records, personnel, and facilities related to the PO.

12.2 The supplier shall preserve this right of access throughout the applicable supply chain and shall provide reasonable cooperation for source inspection, verification, investigation, surveillance, or audit.

13. Test specimens and production samples

13.1 When required by the PO, the supplier shall provide test specimens or production samples in the type, quantity, condition, and timing specified for approval, inspection, investigation, verification, audit, or design approval when applicable.

13.2 Specimens and samples shall be traceable to the represented production lot, material, process, and applicable records.

14. Personnel awareness, product safety, and ethics

14.1 The supplier shall ensure that personnel performing work affecting RCPC orders understand their contribution to product or service conformity, product safety, and the importance of ethical behavior.

14.2 The supplier shall maintain an environment in which personnel and/or sub-tier suppliers when applicable can report quality, safety, compliance, or ethical concerns without retaliation and shall promptly address concerns affecting any RCPC order.

15. Delivery, documentation, and traceability

15.1 Each shipment shall identify the RCPC PO number and, when applicable, part number, revision, quantity, lot or batch, serial numbers, and expiration or shelf-life information.

15.2 Required certificates, test reports, inspection reports, safety data, special-process certifications, and other deliverables shall accompany each shipment or be provided by the method stated on the PO.

15.3 Missing, inaccurate, altered, or illegible documentation may cause rejection or delay of acceptance of a shipment.

16. Questions, exceptions, and written approval

16.1 Questions, conflicts, requested deviations, and proposed exceptions shall be submitted in writing to the RCPC purchasing contact identified on the PO before the affected work proceeds.

16.2 Only written approval issued by an authorized RCPC representative changes a PO requirement. Verbal direction does not authorize a deviation unless confirmed in writing. Unless otherwise stated in the applicable written approval, a change to a PO requirement shall only be effective for the specific PO, and shall not alter any other requirements of any other PO between RCPC and the Supplier.

16.3 RCPC acceptance, source inspection, audit, review of documents, or payment does not relieve the supplier of responsibility for meeting all applicable PO requirements, and in no event shall act as an acceptance of non-conforming product or waiver of any PO conditions.

17. Supplier acknowledgement

17.1 The supplier's acceptance of an RCPC purchase order that references this document confirms acknowledgement and acceptance of these applicable requirements. A separate signature is not required unless requested by RCPC.

Document-control note: The current RCPC revision referenced on the purchase order applies. Documents provided to a supplier are considered uncontrolled copies once they leave the RCPC document-control system. CUI is not provided to suppliers or subcontractors and remains within the RCPC-controlled system.