

Rojone Pty Ltd Policy: Vendor Quality Assurance Requirements	Document Number: PL-QM-020	
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	Approved by: J Brady, CSC General Manager	Status: Approved
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1. Calibration System

All Inspection, Measuring & Test Equipment used by the vendor during in-process and final inspections to perform a compliance evaluation shall be calibrated in accordance with ISO 17025.

2. Scope

This policy applies to all documented information created, maintained, or retained within the Rojone QMS. It applies to all departments and functions and governs the selection, creation, numbering, and classification of QMS documents.

2. Special Processes

If specified on the purchase order, the Vendor shall provide certificates for all special processes and for non-destructive test results with each shipment. The certificate shall identify the processor, process used, controlling specification & revision, and the results of the test or measurement. The vendor used shall be Rojone Pty Ltd and/or a Customer-approved source for said processes. These include operations subject to process controls, such as coating, joining, heat treating, cleaning, and non-destructive testing. The Vendor shall be approved as above to perform the specific required Special Processes or to use Special Process vendors acceptable to Rojone Pty Ltd and its customer.

3. Workmanship Quality

The Vendor shall ensure that all products, components, and materials supplied under this agreement conform to the required specifications, drawings, and applicable standards, and are free from defects in materials and workmanship. All items must be manufactured in accordance with good industry practices and shall exhibit workmanship consistent with professional standards.

4. Control of Drawings & Specifications

The Vendor shall ensure that the drawings and specifications are in the relevant revision status specified on the Purchase Order. The Vendor shall comply with any special requirements requested by Rojone Pty Ltd regarding the control of drawings and specifications, i.e. ITAR compliance.

5. Limited Shelf-Life Items

Materials with limited shelf life (epoxy, paint, adhesives, etc.) shall indicate the date of manufacture, lot number and applicable specification on the container. The Vendor shall supply a life-limited product with at least 75% of the life remaining.

6. Material Substitution

Unauthorised material substitutions are not permitted without Rojone Pty Ltd's written consent.

7. Reporting Discrepancies

Discrepancies, omissions, and any need for clarification or interpretation encountered by the Vendor in respect of the furnished drawings or engineering data will be brought to the attention of Rojone Pty Ltd for resolution.

8. Quality/Inspection System

The Vendor shall maintain a quality/inspection system to ensure that all goods and services conform to contract requirements, whether manufactured or processed by the Vendor or procured from Sub-Tier Vendors. Any product found defective or noncompliant due to poor workmanship or failure to meet specified requirements may be subject to rejection, return, or rework at the Vendor's expense. Repeated non-conformance may result in the review or termination of the Vendor's approved status.

9. Changes in Process, Product, Location or Vendor

The Vendor shall notify Rojone Pty Ltd of intended or actual changes that may affect the quality of delivered goods and services. This includes Changes to the Quality Management System, the Manufacturing Line, Facility Location, Processes, or Natural Disasters. Quality data and/or approved design data, or when a Vendor in the supply chain is not authorised to supply the components as per the Rojone Pty Ltd Purchase order in writing.

10. Counterfeit Parts

The Vendor shall certify that only new and authentic materials are used in products or goods delivered to Rojone Pty Ltd, and that the products/goods delivered contain no Counterfeit Parts.

11. Component Obsolescence

The Vendor shall advise Rojone Pty Ltd in writing as soon as it is notified or becomes aware that a component is, or has become, obsolete. Discussions between the Vendor, Rojone Pty Ltd, and its customer will determine an agreed plan for future delivery, which will be provided in writing to the Vendor.

12. Record Retention

The Vendor shall maintain records of inspections, tests, and process controls called for by this contract. Unless specified elsewhere in contracts or attachments, these documents shall be on file, stored and protected in such a manner that they remain legible, readily identifiable, and readily available to Rojone Pty Ltd for no less than 7 years.

13. Vendor Corrective Action

The Vendor shall, on request, provide statements of corrective action on nonconformities or failures of the Vendor's goods or services.

14. Letter of Disclosure

When a non-conformance is determined to exist or is suspected to exist on goods and/or services provided to Rojone Pty Ltd under this Contract, the Vendor shall provide a written Post Delivery Notification Letter or Letter of Disclosure.

15. Nonconforming Products and Materials

The Vendor must obtain prior written approval from Rojone Pty Ltd before deciding on the disposition of any nonconforming products or materials that do not meet the applicable engineering drawings, contract requirements, or Purchase Order specifications. Even if the Vendor considers the nonconforming materials acceptable or usable, the Vendor is still required to notify Rojone Pty Ltd so that a formal determination can be made regarding their use..

16. Packaging and Handling

At a minimum, the Vendor shall package all materials in a manner that ensures protection against corrosion, oxidation, deterioration, and physical damage during shipment. An electrostatic-sensitive product shall be packed in an ESD-protective bag. In addition, when materials are delivered in batch-controlled quantities and multiple material batches are shipped, each batch shall be packaged separately and identified.

17. Certificate of Conformance

To provide supply chain traceability to the OEM/OCM through all intermediaries, from the part manufacturer to the product's direct source, for the seller. Supply chain traceability is defined as the names and locations of all supply chain intermediaries for all procurement lots, and the dates of all intermediate purchases from the part manufacturer to the direct source of the product for the seller. A Certificate of Conformance (and, as appropriate, test reports) shall be supplied for each intermediary in the supply chain.

18. Document Control

This document is subject to the Rojone document control system. Printed copies are uncontrolled. The current approved version is the master copy held in the QMS document management system. Refer to NTP-QM-006 — Document Management for the full document control process.