RADIUS
ENGINEERING, INC.
1042 West 2780 South, Salt Lake City, Utah 84119

Date:	
Supplier Name:	
Date of Last Assessment:	

1. FOR EXISTING SUPPLIERS ONLY

Has anything changed since your last assessment? If **yes**, please complete any sections with changes since your last self-assessment. If **no**, complete **Section 3 only**. When complete, return this completed form to sgerrard@radiuseng.com accompanied by your latest Quality Manual and any applicable certifications. Thank you!	**Yes:**	
	No:	

2. SUPPLIER LOCATION AND OPERATIONAL INFORMATION

Supplier: Please complete the applicable sections of this form and return by e-mail to: sgerrard@radiuseng.com

Address:	
	(List all locations applicable to products supplied to Radius)
Phone #:	
Fax #:	
Web site:	
Business Hours:	
Days of Operation:	
Years in Business:	

Supplier Representatives

Title:	Name:	Phone #:	E-mail Address:
Accounts Receivable:			
Sales/Supply Chain:			
Customer Service:			
Quality:			

3. SUPPLIER PERFORMANCE AND RADIUS TERMS & CONDITIONS

A: Radius requires a Supplier Performance Rating (SPR) of > 90% based on on-time delivery and quality.

$$SPR = \left(\frac{(Total\ Line\ Items - Late\ Items)}{Total\ Line\ Items} + \frac{(Total\ Line\ Items - Nonconformities)}{Total\ Line\ Items} \right) \div 2$$

B: Please review Radius' Terms & Conditions. These conditions apply to all purchase orders, as applicable.

General: Radius Engineering, Inc. (hereafter, "Radius") operates under a Quality Management System compliant with AS9100:2016 Rev D. As a supplier to Radius, it is understood that by acceptance of a Radius Purchase Order (PO), your organization agrees to meet the requirements listed below. In this document, "supplier" refers to the company or entity Radius contracts with, via a PO, to provide raw materials, products, or services that impact Radius' ability to meet its customer's requirements.

1. By accepting a PO, a supplier commits to meet Radius' requirements contained therein, including:
   - The use of approved products, services, sub-suppliers, methods, processes, and equipment
   - Criteria for testing, inspection, and verification to occur prior to product release
   - Any special requirements, critical items, or key characteristics
   - The need to provide test specimens, data, certificates of conformity, material certificates, or other evidence that Radius' requirements have been met
   - Delivery of product on or before the stated required date

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2. In some cases, requirements in addition to those stated on the PO will be communicated via drawings or CAD data.
3. In cases where changes to a process, product, service, sub-supplier, or location may impact the supplier's ability to meet Radius' requirements, the supplier must notify an appropriate representative of Radius in advance of making the change.
4. Radius expects 100% on time delivery. If the required by date on a PO cannot be met, the supplier must notify Radius's Supply Chain Manager in advance.
5. Radius monitors supplier performance on a monthly basis, and determines a Supplier Performance Rating (SPR) based on the following formula:

$$SPR = \left(\frac{(Total\ Line\ Items - Late\ Items)}{Total\ Line\ Items} + \frac{(Total\ Line\ Items - Nonconformities)}{Total\ Line\ Items} \right) \div 2$$

6. Suppliers who do not maintain an SPR of >90% may be removed from Radius' Approved Supplier List without advance warning.
7. Suppliers will be expected to complete and return self-evaluations as requested by Radius' Supply Chain Manager. These self-evaluations are intended to provide Radius the information needed to understand the scope of a supplier's Quality Management System, and help determine what, if any, risk mitigation activities Radius will perform to manage that supplier. Suppliers who do not complete the self-evaluation as requested may not be added to Radius' Approved Supplier List.
8. Suppliers must notify Radius of nonconforming products detected both before and after product acceptance. Disposal methods of nonconforming products must be approved by Radius.
9. Radius will notify suppliers in the event that nonconforming product is detected after product acceptance. Depending on the severity and scope of the nonconformity, Radius may issue a formal Corrective Action Request to the supplier of nonconforming product.
10. Regarding "suspect/counterfeit parts:"
    - Suppliers are responsible for having policies and procedures in place to ensure that they do not supply "suspect/counterfeit parts" and to the best of their knowledge no such "suspect/counterfeit parts" have been or are being supplied to Radius.
    - "Suspect/counterfeit parts" are parts that may be of new manufacture, but are misleadingly labeled to provide the impression they are of a different class or quality or from a different source than is the case. They also include refurbished parts, complete with false labeling, that are represented as new parts or any parts that are designated as suspect by the U.S. Government, such as parts listed in alerts published by the Defense Contract Management Agency under the Government-Industry Data Exchange Program (GIDEP). Parts supplied to Radius should be directly from the Original Component Manufacturers ("OCM")/Original Equipment Manufacturers ("OEM") or through the OCM/OEMs Franchised Distributor.
    - Suppliers shall maintain documented systems (policies, procedures, or other documented methods) that provide for notification to Radius (and to obtain Radius' written consent) before parts or components are procured from sources other than OCM, OEM, or OCM/OEM's Franchised Distributor. Suppliers shall provide copies of such documentation for its system upon Radius' request.
    - Supplier systems shall be consistent with applicable industry standards for the detection and avoidance of counterfeit electronic parts, including flowing down requirements to subcontractors.
    - If Radius reasonably determines that a supplier has provided suspect/counterfeit parts to Radius, Radius shall promptly notify the supplier who shall immediately replace the suspect/counterfeit parts with parts acceptable to Radius.
    - Notwithstanding any other provision contained herein, suppliers shall be liable for all costs incurred by Radius to inspect, remove, and replace the suspect/counterfeit parts, including without limitation Radius' external and internal costs of removing such counterfeit parts, of reinserting replacement parts and of any testing necessitated by the reinstallation of Seller's goods after counterfeit parts have been exchanged. In addition, Radius may unilaterally terminate orders for convenience depending on the impact of the delivery.
    - Specific requests for product traceability, or the requirement for material/conformity certificates will be specified via PO.
11. When Radius intends to perform verification/validation activities at the supplier's premises, this will be communicated to the supplier in advance.

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12. Suppliers must flow down Radius requirements (including Radius' customer requirements) to their supply chain as applicable.
13. Suppliers are responsible for ensuring that its personnel are competent and aware of how they contribute to compliance with these terms, including, but not limited to:
    - Their contribution to product or service conformity;
    - Their contribution to product safety;
    - The importance of ethical behavior
14. Suppliers are expected to retain and maintain appropriate records of the activities listed above. The records must remain legible, readily identifiable and retrievable for a minimum of seven (7) years after product acceptance. In cases where the duration of retention is increased (e.g. at the request of Radius' customer), specific instructions will be provided on the PO.
15. Radius, its customer, and regulatory authorities retain the right of access to all applicable facilities and records related to products or services provided by the supplier.

Rev C Released 4/25/2018

Sections 1, 2, & 3 Reviewed/Completed By	**Title**	**Date**

4. QUALITY MANAGEMENT SYSTEM SELF-ASSESSMENT

A: Do you have a documented Quality Management System?		**Yes:**		**No:**	
If **"Yes,"** please attach a copy of your Quality Manual and complete Section 4 only. If **"No,"** please skip to Section 5.					
B: Is your organization registered to an internationally recognized quality standard: (please provide copy of certificate)					
ISO 9001:2015		**Initial Cert. Date:**		**Exp. Date:**	
AS9100 D (2016)		**Initial Cert. Date:**		**Exp. Date:**	
NADCAP (List Accreditation Types)		**Initial Cert. Date:**		**Exp. Date:**	
C: Does your organization hold formal certifications/approvals for any processes? (please list, insert additional rows as necessary)					
		Approved Date:		**Exp. Date:**	
		Approved Date:		**Exp. Date:**	
		Approved Date:		**Exp. Date:**	

D: For the above Certifications/Approvals, has there been any period of time when certification or approval was withdrawn?				
Yes:		**No:**		**If "Yes", please attach an explanation**
E: Our customers and regulatory agencies may require access to our suppliers' facilities for audits and/or product inspections. Can you accommodate this?				
Yes:		**No:**		**If "No", or if additional clarification is required, please attach an explanation**

F: Please list the types of digital data you accept (e.g. .step .iges .slddrw .pdf):

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G: Is your organization DPD/MBD capable? If **"Yes"** please complete **Section 6** below.	**Yes:**		**No:**	

5. QUALITY MANAGEMENT SYSTEM SELF-ASSESSMENT

Please answer the following questions **ONLY** if your organization is **NOT** certified to **ISO 9001:2015 or AS9100 D**. Use Section J to document any comments or plans for future implementation of a formal Quality Management System.

A:	Do you have a process for calibrating, controlling, and inspecting test equipment?	**Yes:**		**No:**	
B:	Does your receiving department verify incoming shipments to ensure they meet requirements as stated on purchase orders (including any applicable drawings or specifications)?	**Yes:**		**No:**	
C:	Do you have a process to flow down customer inspection requirements to suppliers when applicable?	**Yes:**		**No:**	
D:	Do you have a documented process for the handling and disposing of non-conforming product?	**Yes:**		**No:**	
E:	Do you have a documented corrective action process for ensuring that nonconformities do not recur?	**Yes:**		**No:**	
F:	Do you have a documented process for identifying, controlling, and handling returned or reworked parts?	**Yes:**		**No:**	
G:	Do you have a process for preventing, screening for, and controlling suspected counterfeit products?	**Yes:**		**No:**	
H:	Does your organization have a formal process for Continuous Improvement?	**Yes:**		**No:**	
I:	Identify the person in your organization with the authority to respond to Corrective Action Requests issued by customers:				

Name:		**e-mail:**	
Title:		**Phone:**	

J: Comments (include plans for future implementation of a formal QMS)

Section 5 Reviewed/Completed By	**Title**	**Date**

Reminder, if Section 6 is NOT Applicable – Please return this completed form to sgerrard@radiuseng.com accompanied by your Quality Manual and any applicable certifications. Thank you!

6. DIGITAL PRODUCT DEFINITION / MODEL BASED DEFINITION (DPD/MBD)

To be completed by the organization's Quality Representative **ONLY** if the answer to 4-G is "Yes."
Reference internal procedures if applicable

6.1 Quality Assurance Plan and Responsibilities

a.	How do you control digital datasets from time of receipt, through production, to product acceptance?
b.	Who in your organization has responsibility for dataset change control and maintenance?

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c.	How do you handle changes to DPD processes that require customer notification?

6.2 Configuration Management and Media Security	
a.	How do you ensure customer supplied DPD data (and derivatives) are securely controlled?
b.	How do you control access to DPD datasets?
c.	How do you ensure dataset derivatives are traceable back to the most recent authority dataset?

6.3 Product Acceptance Software (PAS)
What methods do you use (independent of the software developer) to validate Product Acceptance Software (PAS)?

6.4 Coordinate Measurement Systems (CMS)		
a.	Which of the following equipment, if any, does your organization use for tooling / product testing and acceptance?	
	Yes/No	**Comments**
Articulating Arm – Portable Coordinate Measuring Machine		
Digital Theodolite		
Fixed Coordinate Measurement Machine		
Fixed Scanning Coordinate Measurement Machine		
Indoor Global Positioning System		
Laser Projectors – Optical Layout Template		
Laser Radar		
Laser Scanner		
Laser Tracker		
Numeric Control Machine Inspection using probes or scanners		
Photo or Videogammetry		
Other		

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6.5 Internal Quality Audits	
a.	Does your internal audit plan include provisions for the audit of suppliers? At what intervals?

6.6 Problem Reporting & Corrective Action	
a.	How do you ensure that non-conforming datasets are identified, segregated, and disposed of appropriately?
b.	How do you report data integrity issues to your customers/suppliers?

6.7 Procurement Control	
a.	How do you flow down DPD requirements to suppliers?
b.	How do you monitor suppliers' compliance with DPD requirements?

6.8 Control of Measurement / Test Equipment	
a.	What is your system for maintaining calibrated digital measuring/testing equipment?

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6.9 Inspection Media	
a.	Provide an example of how you validate product features and traceability to authority datasets?
b.	What is your process for extracting inspection/measurement data from DPD datasets?
c.	Explain your process for conducting/documenting FAI for product produced from MBD datasets.

6.10 Data Exchange Methods	
a.	List the types of CAD software used by your organization, including the current version (i.e. SolidWorks 2017).
b.	What methods do you use to transfer data?

6.11 Training	
a.	How do you ensure that all employees with responsibilities related to your defined DPD/MBD processes are adequately trained with the use and control of DPD/MBD datasets?

Section 6 Reviewed/Completed By	**Title**	**Date**

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INTERNAL USE ONLY			
To be completed prior to updating LOG-005 Approved Supplier List			
Relationship Type:	Select One	**Supplier Classification:**	Select One
Scope of Approval:	Select One	**Relationship Status:**	Select One
Initial Risk Rating:	Select One		
Comments:			
Reviewed/Completed By		**Date**	

Initial Risk Rating Matrix (From RQP-009 Procurement)

Relationship Type	Class	Certified to AS9100 / ISO 9001	Risk Rating (Cumulative)
Transactional = 0	D = 0	Yes = 0	0.0-2.0 = LOW
Collaborative = 1	C = .5	No = 1	
Strategic = 2	B = 1		2.1-5.0 = HIGH
	A = 2		