



Corporate Purchasing & Supplier Quality

Supplier Manual



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01 Introduction

The expectations, requirements and standards defined within this manual are applicable to all suppliers providing materials, products, and services to all of Roush Enterprises and are supplemental to specific requirements as communicated by Roush Supply Chain Management. This also applies to any supplier that is directed to Roush Enterprises by any customer.

These requirements extend from supplier selection and qualification to new product development, production jobs or projects ranging from initial part approval through ongoing production, control, and service.

The latest version of this manual will be posted on the Roush website:

www.Roush.com

Periodic updates will be made, and Roush will make a concerted effort to inform all suppliers of the changes. Suppliers are required to regularly review the Supplier Manual on the Roush website to ensure they have access to the most current version.

Elements of this Supplier Manual may be modified to apply to prototype development work or “one off” demonstration products. The Roush Purchasing and Supplier Quality Organization may modify this manual based on customer needs.

02 Scope

The scope of the following supplier requirements applies to all suppliers providing:

Direct Materials & Services

Materials, processes, or services that are incorporated into or affect the quality of the products or services that Roush provides its customers. This includes raw materials, machining, fabrication, assembly, heat treat, coating, plating, inspection, testing, calibration, and any other purchase with a potential impact on any product characteristics directed by and/or affecting Roush’s customer requirements.

Indirect Materials & Services

Materials, processes, or services that do NOT affect the quality of the products or services that Roush provides its customers. This includes office supplies, general consumables, and facilities maintenance when it does not have a potential impact on any product characteristics directed by and/or affecting Roush’s Customer requirements.

03 Corporate Social Responsibility

Suppliers shall enforce policies which provide a safe and healthy workplace, protect the environment, promote human rights, and provide equal opportunity for employees at all levels of the company, as well as provide and encourage training and development. In addition, suppliers are to engage in sound and ethical business practices in all business dealings.

Environment

As required, suppliers shall comply with applicable standards on the classification, packaging and labeling of hazardous substances and mixtures. Roush expects our suppliers and their sub-tier suppliers, as appropriate, to register and comply with all applicable reporting requirements that are applicable to their products and processes.

Compliance with Labor Laws

Suppliers shall conform to all labor laws. Utilization of forced labor, illegal labor or child labor by suppliers is strictly prohibited. Suppliers found to be in violation of this requirement will be immediately classified as de-sourced status and potential new suppliers will automatically be disqualified from the supplier selection and approval process.

Conflict Minerals

Conflict Minerals reporting is required for certain programs to support Section 1502 of the Dodd-Frank Act which requires publicly held companies to annually report on to the federal government. These reporting requirements are flowed down by Purchasing when the conflict mineral requirements are specified by Roush. "Conflict minerals" are defined as tantalum, tin, tungsten, and gold; and "covered countries" are the Democratic Republic of Congo, Republic of Congo, Burundi, Central African Republic, Tanzania, Zambia, Angola, Rwanda, South Sudan, and Uganda.

For Roush to comply with this requirement, we need you to complete and return a Conflict Minerals Reporting Template form (CMRT form), if required. Be prepared to use a supply base that can support conflict mineral reporting when required. You may need to provide certification for each part that you supply to Roush. Suppliers are expected to respond in a timely manner, and with full disclosure following the specific instructions provided.

More information, the latest version CMRT form, and e-training can be found at:

<http://www.responsiblemineralsinitiative.org>

International Material Data System (IMDS)

International Material Data System is a web-based tool of the automotive industry, utilized to communicate material composition data of products, in form of Material Data Sheets, along the supply chain. The intended use of the data is in order to verify as well as manage product compliance, regarding legal and/or customer specific restricted or prohibited substance requirements. Use of the system is free. A company can register and access the system at:

www.mdssystem.com.

When required by our customer, it is compulsory for the supplier to provide IMDS reporting as part of the Roush Supplier Quality Submission Package

Proposition 65 - The Safe Drinking Water and Toxic Enforcement Act

California Proposition 65 is a Safe Drinking Water and Toxic Enforcement Act of 1986 that requires businesses to warn Californians when exposure to toxic chemicals known to the state may cause cancer, birth defects, or other reproductive harm. Businesses are required to provide a "clear and reasonable warning" via labels on product or product packaging prior to Californians using products that may expose them to one of the listed chemicals. For more information, go to www.P65Warnings.ca.gov.

When required by our customer, it is compulsory for the supplier to deliver products meeting the requirements.

04 ROUSH Policy to Mitigate Counterfeit Parts and Materials

Roush expects suppliers to provide the genuine, authentic parts. This policy was created to control and reduce the risk of introducing performance, reliability, and/or safety problems to Roush customers through the inadvertent use of counterfeit parts. This policy creates an overview of the procedures used by Roush to eliminate the receipt and unintentional delivery of counterfeit parts. It is designed to:

- Assist Purchasing in procuring parts from reliable sources.
- Assure authenticity and conformance of procured parts from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEM), or through the OCM / OEMs Authorized Distributor.
- Control parts identified as counterfeit.

- Report counterfeit parts to our customers and government investigative authorities.

This policy applies to commercial and government programs to which the SAE or DFARS fraudulent / counterfeit electronic parts avoidance, detection, mitigation, and disposition measures are required. It is adopted to the degree that is appropriate for each individual program and follows the guidelines of the Society of Automotive Engineers (SAE) Publications AS5553B and/or AS9100D.

Definitions

Counterfeit Part (Ref. AS9100D):

An unauthorized copy, imitation, substitute, or modified part (e.g., material, part, component), which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer.

NOTE: Examples of a counterfeit part can include, but are not limited to, the false identification of marking or labeling, grade, serial number, date code, documentation, or performance characteristics.

Electronic Part:

An integrated circuit, a discrete electronic component (including, but not limited to, a transistor, capacitor, resistor, or diode), or a circuit assembly. The term includes any embedded software or firmware.

Obsolete Electronic Part:

An electronic part that is no longer in production by the original manufacturer or an aftermarket manufacturer that has been provided express written authorization from the current design activity or original manufacturer.

Suspect Counterfeit Electronic Part:

An electronic part for which credible evidence (including, but not limited to, visual inspection or testing) provides reasonable doubt that the electronic part is authentic.

Counterfeit Electronic Part:

An unlawful or unauthorized reproduction, substitution, or alteration that has been knowingly mismarked, misidentified, or otherwise misrepresented to be an authentic, unmodified electronic part from the original manufacturer, or a source with the express written authority of the original manufacturer or current design activity, including authorized aftermarket manufacturer. Unlawful or unauthorized substitution includes used electronic parts represented as new, or the false identification of grade, serial number, lot number, date code, or performance characteristics. Examples of counterfeit parts include, but are not limited to:

- Parts which do not contain the proper internal construction consistent with the ordered part.
- Parts which have been used, refurbished, or reclaimed, but represented as new products.
- Parts which have different package style or surface plating/finish than the ordered parts.
- Parts which have not successfully completed the OCM's full production and test flow but are represented as completed product.
- Parts sold with modified labeling or markings intended to misrepresent the part's form, fit, function or grade.
- Parts which have been refinished or uprated and have been identified as such are not considered Counterfeit.

Supplier Expectations Regarding Counterfeit Parts

Suppliers are expected to have a policy and take actions to prevent counterfeit or suspect counterfeit parts from being provided to Roush. This includes:

- training of appropriate people in the awareness and prevention of counterfeit parts

- application of a parts obsolescence monitoring program
- controls for acquiring externally provided products from original or authorized manufacturers, authorized distributors, or other approved sources
- requirements for assuring traceability of parts and components to their original or authorized manufacturers
- verification and test methodologies to detect counterfeit parts
- monitoring of counterfeit parts reporting from external sources
- quarantine and reporting of suspect or detected counterfeit parts
- controlling counterfeit and suspect counterfeit parts to prevent reentry into the supply chain

Roush Purchasing Responsibilities to Mitigate Counterfeit Parts:

When purchased electronic parts have an impact on product or service quality, the suppliers of the material or services will be evaluated and selected based on their ability to supply products or services that meets requirements and that the risk of supplying counterfeit parts is low.

Roush recognizes it is responsible for the quality of all products or services purchased, including those from customer designated sources. Electronic parts are to be purchased, whenever possible, directly from OCM's or from manufacturer's authorized suppliers. Independent distributors are used only after consideration of alternate parts and a reasonable search for material from authorized sources has been conducted and approval has been obtained from the Supply Chain lead and, if required, the Program Manager. The company will use customer approved sources when such sources are required by the customer or indicated on the customer's purchase order.

The company will select a source from an Approved / Active Supplier List. Roush may choose whomever it deems adequate pursuant to its controlled procedures. Roush Purchasing will maintain a database of approved suppliers. Procurement assurance processes for avoiding counterfeit products begin prior to the tendering of a contract for a product. The extent of these processes is commensurate with risks related to the sources of supply and criticality of customers' requirements. Assurance at minimum includes use of an Approved / Active Supplier List. When independent distributors are used, special precautions must be taken. These precautions must be approved by Roush.

Roush Purchasing requires traceability in the supply chain from top to bottom. Roush expects the OCM to identify the name and location of all the supply chain intermediaries. If this traceability is unavailable or the documentation is suspected of being falsified, Roush may, with the customer's consent, purchase parts after conveying such information to the customer, discontinue efforts to procure the part or, at the customer's request, deliver to the customer a documented risk assessment.

Government Industry Data Exchange Program (GIDEP)

Roush will maintain membership in the Government-Industry Data Exchange Program

- Reporting to GIDEP is required when a suspect part is identified.
- GIDEP reports will be screened for counterfeiting information to avoid the purchase or use of counterfeit electronic parts.

05 Contingency Plan to Assure Continuity of Supply

Suppliers are expected to have well defined business contingency plans in place to ensure continuity of supply in the event of disruption to their operations and/or supply of materials, because of man-made events, natural disasters, utility or labor disruptions or equipment or logistics failures or interruptions. Suppliers shall immediately notify the Roush Commodity Manager the moment they become aware of any potential supply disruption. In an actual catastrophe, suppliers shall provide Roush access to Roush owned tools and/or their replacements.

06 QMS - Supplier Quality Management System

Roush Direct suppliers should have the latest 3rd party ISO 9001 registration or convincing evidence of an ISO 9001 compliant QMS to assure part and process conformity. Suppliers must complete an initial Supplier Capability Assessment (SCA) and provide specific QMS documentation as evidence of their Quality Management System activities. Suppliers certified to AS9100D, AS9120B, or IATF16949 are exempt from submitting this evidence. However, they must also include proof of current QMS and other relevant certifications with the completed SCA questionnaire. QMS certifications must be up to date.

Approved Suppliers for AS9100D Work

For a supplier to be Approved for AS9100D Work and be qualified for supplying products or services to ROUSH for certain Aviation, Space, and Defense projects, they must be a Direct Supplier that has all of the following:

- A certification from an ISO Accredited Registrar for at least one of these QMS's:
 - ISO 9001:2015
 - AS9100D
 - AS9120B
- A QMS Certificate that covers our scope of work.
- Approval by the ASQE who reviewed their SCA and QMS documentation.
- A valid AS-QMS Expiration date on their QMS certificate.

Compliant vs Certified QMS

Suppliers that are considered “compliant” to a specific standard and are not certified by an ISO accredited registrar will need to provide their QMS documentation as required in the SCA and are subject to an on-site audit to verify compliance.

Changes to QMS

Suppliers shall immediately communicate any change in certification or status to their respective Commodity Manager. Failure to provide the latest certification could result in the supplier being deactivated, which will prohibit any further new or existing work allowed to the supplier until an updated copy of the certificate is provided.

Validation Services

Suppliers providing validation services (i.e., Inspection sources, lab testing, etc.) must provide an ISO-17025 or A2LA certification or document traceable to an A2LA accredited lab.

07 Supplier Selection Process

Suppliers directed for use by a Roush customer may also be required to meet the criteria defined by this document. The supplier selection process formally starts within the Roush Purchasing organization.

Key Documents & Process Steps

There are key documents that present Roush Enterprise's basic cooperation requirements. Non-acceptance of these documents could halt the process and result in no new orders or requests for quotes. Roush will provide suppliers with the following documentation for review and acceptance.

When applicable, the initial step in Supplier qualification is based on the acceptance of the Roush Confidentiality Agreement by the potential supplier. The agreement must be signed and returned to the Roush Commodity Manager before any further information is provided.

Documentation & Approval Process

Upon receipt of the signed / approved Roush Confidentiality Agreement (NDA) the following documentation may be sent to the potential supplier by the Commodity Manager.

Supplier Manual (this document)

Suppliers must review the Supplier Manual and either agree to the contents and expectations or provide feedback to the Commodity Manager regarding any, and all requested deviations for approval.

Supplier Capability Assessment Questionnaire (SCA)

New Direct suppliers to ROUSH

1. New Direct suppliers to ROUSH are required to complete all the information in the Supplier Capability Assessment (SCA) and return the Supplier Capability Assessment Questionnaire for consideration of work to be awarded.
2. Suppliers who are not certified to AS9100D, AS9120B or IATF16949, will be required to provide evidence of their QMS. Please refer to the Evidence documents required in the SCA.

New Indirect Suppliers to ROUSH

1. New Indirect suppliers to ROUSH are only required to complete the Supplier Information section of the SCA and return the Supplier Capability Assessment for consideration of work to be awarded.

Supplier SCA Updates Required

1. Suppliers who may have done work in the past for ROUSH and have not previously supplied an SCA will be required to complete an SCA for our records.
2. ROUSH will require all Direct suppliers to complete a new SCA at 3 year intervals for as long as they are active in the ROUSH system.
3. Inactive suppliers may be required to complete a new SCA if they are reactivated for new work.

Customer Directed Sourcing Decisions

1. Suppliers who may be identified to provide ROUSH customer designed product or are directed for use by a ROUSH customer may also be required to provide a complete SCA. Determination is based on customer specific flow down requirements and contractual agreements with the customer.
2. Suppliers providing product for an AS9100D program may be required to complete all information on the SCA if the work is AS9100D related.

Manufacturing Feasibility Assessment (MFA)

The supplier must complete and return the Manufacturing Feasibility Assessment included in the RFQ (when applicable), to your Commodity Manager for review and approval before the job is awarded.

The supplier is required to complete all sections of the MFA and include signatures and dates as required and must accompany the quote when returned to Roush. The ASQE will review the MFA and provide feedback to the Commodity Manager.

Any questions regarding the MFA should be directed to your Commodity Manager.

Packaging Specifications

Suppliers are expected to quote all components using expendable packaging and list all packaging criteria in the quote including but not limited to the packaging type, materials, size, and quantity per package. Also included in the quote should be any special characteristics or considerations for the proposed packaging method. See the

following document available at www.roush.com/downloads and via this link:

[Roush Packaging Standards](#)

Purchasing Terms and Conditions

Suppliers must adhere to the content contained in the Terms and Conditions applying to each purchase order. The only exception being when pre-approved deviations are made prior to a purchase order being placed. See the following document available at www.roush.com/downloads and via this link:

[Purchase Order General Terms & Conditions](#)

On-Site Audit

The Supplier may be visited by a Roush Commodity Manager or Advanced Supplier Quality Engineer, at a minimum, to validate information provided in the SCA Questionnaire and further evaluate their capability and system. An on-site audit will also include a review of documents and operations.

The supplier shall make reasonable efforts to facilitate audits at sub-contractor or sub-tier supplier locations when requested.

Review of Supplier Information

Roush representatives and/or team will review supplier processes and product expertise. Roush will use / refer to the "Scope," "Scope of Activities," or "Scope of Work" identified on their QMS certification or information provided on the SCA as a guideline for final supplier approval.

Qualified Supplier Locations

The qualification is valid for one supplier site unless multiple sites listed on the SCA are approved by Roush. If a supplier intends to relocate all or any portion of their operations and production of Roush products are affected in any way, the supplier must notify the Roush Commodity Manager directly in writing of their intent prior to the move. This communication should allow for reasonable time for Roush to review and approve prior to suppliers intended change date. A new SCA shall be required for the new location. Multiple SCAs may be required for multiple locations.

08 Sub-Tier Supplier Management Including Right of Entry

Sub-tier suppliers have an impact on the quality of the final component whether they provide raw materials, services, components, parts, logistics or material of any kind. It is important for suppliers to Roush to have capabilities to manage their supply base. When deemed necessary, Roush will audit processes deemed critical of sub-tier suppliers to ensure that proper controls are in place throughout the entire supply chain.

09 Supplier Program Support Expectations

Suppliers are expected to work closely with the Roush team to assure definition of key program deliverables and assure all processes are controlled adequately to prevent the manufacture and transfer of defects. It is essential for suppliers to meet the necessary timelines for each project as set forth by Roush. When applicable, suppliers are expected to support Roush on programs such as:

- Innovation and technology introductions
- Participating in design reviews
- Provide and maintain DFMEA when design responsible.
- Provide and maintain Process Flow, PFMEA and Process Control Plans

- Provide Run at Rate data.
- Provide input to support Value Analysis & Value Engineering programs.
- Support product costing initiatives.

Suppliers are expected to support Roush in creating value for its customers. Suppliers are to maintain an on-going internal cost reduction program which focuses on reducing the total overall costs. Total cost includes not only the part cost but also includes such things as freight, lead time, order quantity, assembly cost, and warranty.

10 APQP – Advanced Product Quality Planning

Roush APQP is based on the AIAG and Roush Product Development Process and will be used to report progress on new projects with suppliers. As part of the Advanced Planning process, suppliers must have the ability, capability, capacity, and resources to meet all quality requirements and quoted production volumes as provided by Roush.

For more information regarding the ROUSH PDP process, please contact your Commodity Manager.

APQP Documentation

Quality planning documentation such as Failure Modes Effects Analysis (FMEA), Process Flow Diagram (PFD) and Process Control Plan (PCP) may be required for Supplier Submission packages. If required, they must be developed, reviewed, and approved by Roush prior to production approval and launch.

Requirements for Ballooned Drawings

- A ballooned drawing must match with numbered balloons that point to individual tolerance dimensions, characteristics and specifications as noted on the drawing.
- The numbers on the ballooned drawing must match the numbers in the dimensional results report. These may include but not limited to the following:
 - I. Dimensions and other geometric tolerances on part
 - II. Physical and mechanical properties (heat treat, hardness, plating thickness, tensile strength, pull out force, etc.,)
 - III. Chemical properties (raw material properties, cure time, etc.)
 - IV. Visual features (color, texture, flash, etc.)
 - V. Electrical requirements (performance data, functional tests, etc.,)
 - VI. NDT requirements (LDP, Mag Particle, E-Ray, etc.)
 - VII. Air Decay or Pressurization testing
 - VIII. Any other specified requirement that supplier has capability to measure or that is described in the print notes or referenced specifications.
 - IX. When the dimensions are specified at multiple locations, the data for each location should be numbered separately.
- A ballooned drawing must be submitted with the dimensional report for every submission level when there are dimensional results involved in the submission requirements (PPAP, FAI, QCI Reports, etc.).

11 Supplier Stewardship of Project Management

Roush expects its suppliers to manage major programs and lead regular project reviews on an ongoing basis. Roush shall have access to and participate in project reviews and meetings at its discretion.

12 Product Submissions & Verification – Samples & Documentation

PPAP - Production Part Approval Process & Requirements (Ref. AIAG PPAP Manual)

General

- Submission Packages or PPAP's may be required based on program requirements and upon request and or agreement between Roush and the supplier.
- Roush will determine the Level of PPAP submission and any specific requirements if applicable.
- Suppliers shall only submit PPAP packages for production-released drawings. A copy of the drawing shall be included in the submission package.
- Suppliers are responsible for meeting all the customer requirements before submission to Roush, including obtaining Roush approvals for any change requests.
- Suppliers will be requested to submit the PPAP package in an electronic format (PDF format is preferred).

When Is PPAP Resubmission Required?

New parts, process, or suppliers:

- New or Revised part or product
- New supplier or Supplier Change of Location
- New or Revised process or technology

Change to material, source, method or component

- Before the initial production shipment of a new part
- After new, additional, or modified tools of a production part
- Upgrade or re-arrangement of existing tools
- Before starting production after a customer approved material change
- Product or process changes on the components of the product
- Change in test or inspection method.
- Bulk material: New source of raw material
- Change in product appearance attributes.
- Change in production process or method.
- After a drawing modification change
- Change of sub-supplier or material source
- After the relocation of the production site or equipment

Prototype - Deliverables for Prototype Samples & Documents for Approval

- Design Record/Drawing
- Control Plan (when applicable)
- Dimensional Results
- Material Certification(s)
- Prototype Sample Parts
- Reference – Purchase Order QCR Codes and Prototype Checklist

PPAP – Deliverables for PPAP Samples & Documents for Approval

See the following document available at www.roush.com/downloads and via this link:

[PPAP Submission Checklist](#)

Submission Deliverables / Elements for Roush Entertainment Systems

See the following documents available at www.roush.com/downloads and via these links:

[RES Inspection Sampling Plan](#)

[Quality Capability / Procurement Requirements \(QCRs\)](#) (see QCRs 800 – 1040)

[RES Supplier QC Documentation Submission Checklist](#)

[RES Magnetic Particle Testing /Inspection Documentation Requirements](#)

[RES Request for Deviation-Waiver Form](#)

[Roush Certificate of Conformance Template](#)

Other Submissions

AS9100 First Article Inspection (FAI) documentation or equivalent could be required. Additional customer defined part submission qualification requirements may also apply. In all cases the initial samples and production approval must conform to the Roush customer requirements. Specific customer requirements also apply for certain Roush divisions. These requirements will be made available after the Confidentiality Agreement (NDA) is signed, returned, and approved by Roush.

13 Product or Process Change Deviations

Requests for any changes or deviations need to be presented to the Roush Commodity Manager for approval. Submissions do not guarantee approval or acceptance. Presenting proposed changes to the Commodity Manager with adequate lead time will aid Roush in reviewing the proposal and making all necessary document changes to ensure continuity of supply.

14 Tooling, Gauges & Test Equipment – Maintenance & Control

Tool design and build is the responsibility of the supplier unless directed otherwise by Roush Commodity Manager. Suppliers are responsible for the maintenance of all tooling, testing and inspection equipment. Customer owned tooling, gauges and test fixtures must be identified as prescribed by the customer, including identification with appropriate permanent asset tags.

Tooling orders will be paid once the product submission package has been approved, based upon the terms of the purchase order. Tooling paid for by Roush will require verification and pictures of the tooling along with permanent asset tags as part of the product submission packages (PPAP, etc.).

15 QCR - Roush Quality Capability Requirements

Roush has both Mandatory and Optional Quality Capability Requirements (QCRs) that are specified in the Request for Quote (RFQ) and Purchase Order. See the following document available at www.roush.com/downloads and via this link:

[Quality Capability / Procurement Requirements \(QCRs\)](#)

Not all requirements apply to every program. The Roush program team is responsible for identifying those requirements that the supplier is required to comply with and fulfill. Suppliers are cautioned to read each requirement carefully to ensure understanding and to ask for clarification from the Roush Commodity Manager if unsure.

If a supplier is incapable of delivering on a requirement, they are obliged to let their Roush Commodity Manager know in the quoting phase.

- Please note that 600 series QCRs are aimed primarily at the Aviation industry.
- The 800 series and above are for the Entertainment Industry G-Codes

The Mandatory Requirements listed below apply to all Purchase Orders:

100 - NO SUBSTITUTION:

Substitution is not allowed for materials, part numbers, or processes without prior written approval from the Roush responsible Engineer and written authorization from the Roush agent.

110 - REVISIONS OF SPECIFICATIONS:

Suppliers shall work to the latest written revision of all specifications. Verbal direction is not permitted without written authorization from Roush Commodity Manager.

120 - PACKAGING and LABELING PLAN REQUIRED PRIOR to PRODUCTION PART APPROVAL:

Roush shall approve prior to issuing production PO.

130 - SUPPLIER VERIFICATION PRIOR TO SHIPMENT REQUIRED:

Ongoing production runs of parts shall be inspected by the supplier according to the Roush approved control plan. Records shall be retained by supplier upon customer request.

135 - NOTIFICATION OF ROUSH WITHIN 48 HOURS REQUIRED FOR SHIPPING NONCONFORMING PARTS:

The supplier is obligated to disclose and contact the Roush Commodity Manager with 48 hours of discovering nonconforming parts were or may have been sent to Roush.

140 - NONCONFORMING MATERIAL:

Any parts found with a nonconformance or deviation to the Purchase Order requirements shall be reported with a Roush issued Quality Defect Notice.

150 - RIGHT OF ENTRY:

Roush, our customers, and regulatory agencies have the right of entry to your facility, when necessary, to determine and verify the quality of contracted work, records, and material.

155 - NO COUNTERFEIT PARTS OR MATERIALS:

Roush expects its suppliers to assure parts or materials are genuine and not counterfeit. (i.e., counterfeit defined as a fraudulent imitation of something else, a forgery)

16 Certification or Verification of Products, Materials and Services

Documented certification is often required to be submitted in the form of a Certificate of Conformance signed by the supplier person responsible for product quality. At a minimum, verification prior to shipping to Roush is required (See mandatory QCR 130). Such documentation may be required to be shipped with the product, material, or special process. The product or process documentation and records that are not sent to Roush must be made available to Roush upon demand.

Certificate of Conformance (C of C)

A Certificate of Conformance (C of C), if required by Roush, shall be provided to Roush for material supplied to Roush or for special processes performed for Roush.

- The C of C shall be signed by an individual at the supplier with the title or responsibility for product conformity (e.g., Quality Manager).
- A signed C of C requires supporting evidence to justify a signed C of C.
- Submission or retention of supporting evidence from the supplier is program dependent and will be noted in

the purchase order.

- Questions regarding such requirements should be directed to the Roush Commodity Manager.
- In summary, at a minimum, supporting evidence or records underlying any pre-production shipment, supplier verification or C of C shall be retained by the supplier and available upon request.

Supporting Records

Program requirements may require the supplier to submit both the Certificate of Conformance and the supporting data (i.e., evidence) with product shipment or post process.

For example, supporting evidence may include, but is not limited to, the following:

- Inspection results with batch traceability (e.g., SPC, dimensional, non-destructive, metallographic, strip chart recording from ultra-sonic testing, etc.)
- Acceptance / qualification test results for the article being reviewed & other functional test results.
- Purchase documents, material/process certifications, and manufacturing and inspection records applicable to the specified article being reviewed.

17 Material Certifications

Suppliers may be required to submit and maintain copies of all procured raw material certifications, which must be readily retrievable. A proper material certification shall include a signed document from the supplier's quality representative that ties the certificate to the Roush Purchase Order and ties the shipment to the Roush order with the underlying test analysis data. Material certifications must represent the lot of material that is shipped. Underlying supporting test analysis data or certification report shall be signed by an authorized representative of the testing organization. It is the supplier's responsibility to ensure ongoing adherence and control during production.

18 Process Control

Prototype and Production, including Rework and Repair Process – General requirements.

The supplier shall use suitable process control methods to ensure that the product or service provided to Roush conforms to the specifications in all areas. These controls shall include the use of Control Plans, SPC, adherence to good manufacturing processes, Process/Product Audits, and in-process controls, (e.g., mistake-proofing devices, etc., as appropriate).

Control Plans

For a standard blank Control Plan template and to understand Process Control reporting criteria, reference the AIAG APQP Manual – Process Control. (www.AIAG.org). Control Plans shall contain, at a minimum, the following information:

- Details of the process steps from raw material to finished product including tools and specifications.
- The product and process characteristic(s) to be controlled at each process stage.
- The evaluation method utilized.
- The frequency and sample size to be checked.
- The analysis method, e.g., SPC, Tally Chart, Check fixture, CMM, etc.
- The reaction plan undertaken in case of failure, including containment and corrective action.
- The title of the person responsible for controlling the process at each stage.

19 Product Conformity & SPC - Statistical Process Control

The use of SPC is required for significant and critical Process and/or Product characteristics identified by the customer drawing and/or through the Product Development Process as directed by Roush.

When there is no design based significant or critical characteristics specified, the supplier should identify those characteristics important to the process and apply SPC or other suitable control methods to achieve and maintain process capability.

Suggested Capability Indices

SPC is recognized as a key aspect of defect prevention and a way to monitor continuous process capability improvement, giving the information necessary to evaluate the following indices:

Ppk/Cpk ≥ 1.33 – Production

20 Process or Product Audits

Roush may perform audits during the process, at each appropriate stage, or they can be random audits conducted by a person independent of the production process. Records of all such audits should be maintained and made available for review when requested. These records shall be used as supporting evidence to the Certificate of Conformance.

21 Control of Nonconforming Outputs

Supplier Responsibility

The goal is “Zero” defects shipped to Roush. Roush is not the supplier’s final inspection operation. Roush expects shipments of conforming products that meet purchase order, engineering drawing, and quality requirements.

Defect Prevention

Suppliers are expected to have a strong focus on prevention, as opposed to detection, and potential failure modes identified through the Advanced Quality Planning process. Suppliers must have appropriate mistake-proofing designed into the manufacturing process to ensure capture and containment of product non-conformances.

Control of Non-Conforming Products

Roush further expects suppliers to control non-conforming products and material and to assure that only conforming products and supporting documentation are provided with an order. Non-conforming products shall be segregated, identified, and controlled to prevent shipment to Roush. The supplier shall not ship non-conforming material to Roush without prior written approval.

22 SCAR Process (Supplier Corrective Action Reporting)

QCN & QDN - Quality Concern & Quality Defect Notices & Corrective Action Request

Roush utilizes a specially designed board in **Monday.com** called a “**SCAR**” (Supplier Corrective Action Reporting) process for notifying and recording the issuance of Quality Defect Notifications (QDN) or Quality Concern Notifications (QCN).

If a non-conforming condition is observed at Roush, the supplier will be notified with a Quality Defect Notice (QDN) or a Quality Concern Notice (QCN) via the SCAR Process in Monday.com web portal. QDNs or QCNs will be initiated for nonconforming products, processes, service, incomplete, incorrect, or missing documentation, packaging, and shipping issues.

All suppliers shall provide an Initial Response to their QDN and QCN in the SCAR board in Monday.com within 24 hours with confirmation. A supplier may be required to investigate the problem or concern and prepare a formal problem-solving report. In such cases, the supplier will be required to complete an 8-D corrective action plan in SCAR

including a completed 5Why to identify Root Cause. The SCAR QDN or QCN needs to be completed within 10 days upon receipt of the returned non-conforming product. **NOTE: All requests for 8-D's must include a completed 5 Why in the response for Root Cause.**

Roush may also require the report to be presented on site at a Roush facility with the affected departments within Roush such as Supplier Quality, Product Quality, Manufacturing, or Engineering to educate each group on the findings.

When defective products are shipped back to a supplier, at supplier's expense, the supplier is to issue credit for the exact quantity returned. Whether new product is shipped to Roush or product is reworked and shipped, the supplier is to submit a new invoice for the additional shipment.

23 Quality Defects Escalation Process

As outlined in Section 21 of the Roush Supplier Manual, "Control of Nonconforming Outputs," you are responsible for ensuring all products shipped to Roush fully meet the specified drawing and design requirements. Nonconformances should be preventable and represent a breakdown in adherence to standard quality protocols.

QDN Warning Process Letter (2 QDNS / 12 Months Rolling)

Suppliers who have received two (2) Quality Defect Notices (QDNs) within the past 12 months will be notified via a **"Quality Defects Warning Letter"**. The assigned Advanced Supplier Quality Engineer (ASQE) and Commodity Manager (CM) will contact your team to review the recent QDNs and collaborate on a corrective action / improvement plan.

QDN Escalation Process Letter (3+ QDNS / 12 Months Rolling)

Suppliers who have received three or more (3+) Quality Defect Notices (QDNs) within the past 12 months will be notified via a **"Quality Defects Escalation Letter"**. The assigned Advanced Supplier Quality Engineer (ASQE) and Commodity Manager (CM) will contact your team to review the recent QDNs. The ROUSH team will request an on-site QDN Audit to review your process and potential escape points to ensure failure modes do not get shipped to ROUSH. The ROUSH team will request an 8D Corrective Action with a Permanent Corrective Action Plan (PCA) to be approved by Corporate Purchasing.

ROUSH may request 100% containment inspections with witness marks to certify that the material was inspected and meets specifications. Suppliers will remain responsible for any Quality related submission documentation due. Continued or repeated failures may jeopardize the supplier as a resource to ROUSH.

24 Packaging, Labeling & Shipping Requirements

Suppliers are required to meet the Roush Packaging Standards. Special packaging and labeling requirements may be required as part of program needs. Requirements will be communicated to the supplier via the RFQ and PO. See the following document available at www.roush.com/downloads and via this link:

[Roush Packaging Standards](#)

25 Quoting Process

Suppliers are expected to provide the best total value on initial quotes as well as continued total cost reduction implementations throughout the life of the product to provide Roush with the best possible value proposition for the customer. Pricing should be based on a long-term view of production and not minimum order quantities.

The Manufacturing Feasibility Assessment (MFA) checklist is part of the Request for Quote process and should be completed for each quote (when applicable). This gives a supplier the opportunity to provide feedback regarding the manufacturing process, constraints, and potential design improvements.

Roush will not commit to guaranteed volume contracts unless approved in writing. During the quoting process, any exceptions to the quote should be provided to Roush in writing.

At any time during the quoting phase, suppliers are expected to proactively contact the Commodity Manager with substantive changes that impact on the current quote. Changes can include but are not limited to changes in order quantity, price, availability or lead time.

Suppliers that continually provide an overall increased value are deemed preferred when compared to those suppliers that do not. Overall value increases can be a result of the following:

- Purchase price reduction
- Reduced freight costs
- Faster assembly solutions
- Lower warranty costs
- Increased product performance
- Lower inventory levels

Suppliers should work closely with their Commodity Manager to develop overall goals that are in line with the program expectations.

26 Forecasting and Material Authorization

Those suppliers providing a forecast are expected to use the forecasted volumes to support an uninterrupted flow of products to Roush. The forecast is intended to help suppliers establish more stable purchasing and production practices. Suppliers are expected to maintain inventory levels equal to the authorization schedule and to plan their material purchases and production accordingly. Any foreseen interruption in supply should be immediately conveyed to the Roush Supply Chain team.

Following is the authorization schedule that Roush will commit to as provided on the forecast unless otherwise pre-established and agreed to in writing.

- Finished goods – 2-weeks volume per the forecast
- Work in process – An additional 2-week volume per the forecast based upon actual cost incurred
- Raw materials – An additional 6-week volume per the forecast

Example: A part becomes obsolete due to a change in customer requirements. The forecasted demand on the last forecast provided to the supplier prior to the part becoming obsolete is 10 per week.

- Commitment to finished goods is 20 (Weeks 1 and 2) X 10 per week.
- Commitment to work in process to produce finished goods is 20 (Weeks 3 and 4) X 10 per week.
- Commitment to associated raw material is 60 (Weeks 5 through 10) X 10 per week.

Exceptions to the commitments above need to be discussed and agreed upon during the quoting process and documented on the purchase order.

27 Purchase Order Acknowledgement and Acceptance

Suppliers are expected to contact the Supply Chain team within 48 hours of receiving a new order with a notice of acknowledgement as well as any issues foreseen regarding pricing, timing, availability or quantity discrepancies and/or concerns. At such times, Roush considers the order to be accepted as presented.

28 Invoicing and Payment

Suppliers are to work with Roush on establishing standard payment terms which align with business needs. Standard payment terms are net 60 days. Non-standard payment terms must be approved by the Roush Commodity Manager before implementation. Suppliers are to invoice at the Purchase Order price & unit of measure. Each invoice must indicate the Purchase Order number, part number, line number, piece price to four decimal places, quantity, and receiving location. Inquiries about payments must be directed to the Accounts Payable person at the “Bill-to” facility. Invoices should be emailed to:

accountspayable@Roush.com

29 Warranty and Service

The supplier's warranty should meet or exceed Roush's warranty on the finished good. All warranty costs resulting from supplier non-conformances or failure to follow established and approved processes are the responsibility of the supplier. This includes substandard workmanship and/or material, including victim parts.

Warranty Guidelines

Warranty requirements should be defined during the quoting phase as many are customer or program dependent. Below is a guideline for specific divisional requirements.

- **Roush Performance Products** – For a complete warranty guide explanation on all Roush Performance products, please visit the Roush Performance website:

www.Roushperformance.com

- **Roush CleanTech** – For a complete warranty guide explanation on all Roush CleanTech products, please visit the Roush CleanTech website:

www.Roushcleantech.com

- **Roush Entertainment Systems** – Roush warrants the product from one (1) year from the date of the published opening of the attraction to the paying public. If a defective item is corrected, the warranty for that fixed or replaced item will extend one (1) year from the date it was corrected or replaced. See the following document available at www.roush.com/downloads and via this link:

[RES Purchase Order Addendum](#)

When necessary, suppliers will be expected to participate in warranty activities including:

- Warranty returns reviews/analysis
- Improvement actions
- Warranty cost responsibility

If you have any questions regarding the required warranty for your components, contact your Commodity Manager for more information.

Service Guidelines

Suppliers are to provide service parts for a predetermined period of time, corresponding to Roush's customer specific needs. These service part requirements should be communicated to the supplier at the time of RFQ issuance. The expectation is that, unless agreed to in writing at the time of purchase order issuance, pricing is to remain consistent for service parts.

30 Evaluating Supplier Performance

Overview

It is the expectation of Roush that suppliers will achieve and maintain zero defects and have 100% on-time delivery while continuing to help Roush be as competitive as possible. The intent of evaluating Roush's Supplier Performance is to drive superior service and results.

Supplier Performance evaluations are conducted during monthly Metrics Review meetings organized by the VP of Purchasing. Each area of the Purchasing department is responsible for reporting on performance metrics.

- There are multiple measures within each section of performance.
- Evaluations are based on data from the previous month(s) and thru a 12 month rolling timeframe.
- Evaluations contain metrics and descriptions to add clarity to the performance data as well as provide information on what is required to achieve improvements.
- Suppliers showing unacceptable performance evaluations could be placed on "NEW BUSINESS HOLD" and may need to submit an action plan to their Roush Commodity Manager to discuss corrective actions the supplier can undertake to improve performance.

Performance Focus

There are four areas of performance discussed: Value, Quality, Delivery Performance, & Launch Support. The supplier's Performance status is taken into consideration as part of future sourcing decisions as well as identifying areas to focus continuous improvement efforts.

- **Value** - The supplier's ability to provide and implement value through cost savings efforts. Improvements are evaluated by each Roush Commodity Manager.
- **Quality** - The supplier's ability to provide quality parts on a consistent basis as well as providing accurate and on-time first article submissions.
 - *Quality Defect Notice (QDN's)* – Supplier's ability to provide products or services without quality issues.
 - *PPAP/First Article Submissions FTQ* – Evaluates the accuracy of the Supplier's submission process.
- **Delivery Performance** - The supplier's ability to provide products on time as well as other delivery metrics.
- **Launch Support** - The supplier's ability to meet all required deliverables and ability to adjust to changes when applicable.

31 Forever Requirements of the Supplier's Extended Enterprise Regarding Changes

The supplier organization shall proactively communicate with Roush regarding changes that may impact product quality and/or conformance to the contract requirements. The Purchasing team will be notified immediately of the following impactful situations that need approval from Roush prior to proceeding.

- **Proposed Material Changes**
- **Proposed Process Changes**

32 Record Retention

Records shall be retained per program management direction as flowed down from the customer. If no direction is received from Roush, then 4 years from the last invoice date or total consumption of the inventory at supplier's location, whichever is later is the default. Retention periods for specific customers are also in effect.

33 Questions or Clarifications

For any questions or clarification please contact your Roush Commodity Manager.

34 Authorization

This document is authorized by:

- Roush Vice President of Purchasing and Supplier Quality – Chris Brodzinski
- Roush Director of Advanced Supplier Quality Engineering – Brian J. Holland

Change Log

Date	Sect.	Description	Author
9/5/14		<ul style="list-style-type: none">• Deleted reference from scope Roush Life Sciences and clarified exclusion Roush Corporate departments that are not directly involved with customer fulfillment• Added reference to Conflict Minerals and IMDS• Added mandatory QCR	Bill Slabey
10/20/15	Page 7 – QCRs	<ul style="list-style-type: none">• Initial publication• Added mandatory QCR 135 to manual (“135 - NOTIFICATION OF ROUSH WITHIN 48 HOURS REQUIRED FOR SHIPPING NON-CONFORMING PARTS. Supplier is obligated to disclose and contact the Roush buyer within 48 hours of discovering nonconforming parts were or may have been sent to Roush”)	Bill Slabey
7/18/16		<ul style="list-style-type: none">• Added content clarifying verification prior to shipment and C of C's on page 10.• Added Program Support section• Added detail in PPAP section – (PPAP at no charge/tooling log required)• Added invoicing and payment section• Added warranty and service section	Bill Slabey/David Snook
4/11/2017	Page 4 – Roush counterfeit policy	<ul style="list-style-type: none">• Added counterfeit part policy	Bill Slabey/David Snook
5/16/2017	Page 11 - QCRs	<ul style="list-style-type: none">• Added mandatory QCR 155 “NO COUNTERFEIT PARTS OR MATERIALS. Roush expects its suppliers to assure parts or materials are genuine and not counterfeit. (i.e., counterfeit defined as a fraudulent imitation of something else; a forgery)”	Bill Slabey/David Snook
5/22/2017	Page 6- Roush counterfeit policy	<ul style="list-style-type: none">• Clarified Roush PM role for identifying and flowing down requirements relating to counterfeit parts mitigation.	B. Slabey / D. Snook
	Page 12- Supplier product verification	<ul style="list-style-type: none">• Clarified product/process verification by the supplier prior to ship and sometimes a formal C of C is required by the Roush program.	B. Slabey / D. Snook
5/31/17	Page 4-CM & IMDS	<ul style="list-style-type: none">• Clarified CM and IMDS are not mandatory for all programs. Roush PM has duty to specify CM & IMDS	B. Slabey / D. Snook
11/7/2017	Page 1	<ul style="list-style-type: none">• Dropped “Quality” from name of manual to present as a more enterprise based guide	B. Slabey / D. Snook
	Page 3	<ul style="list-style-type: none">• Replaced “Outside” with “All” to signify internal suppliers to Roush are included	B. Slabey / D. Snook
	Page 4	<ul style="list-style-type: none">• Replaced “will” with “may” in section regarding conflict minerals	B. Slabey / D. Snook
	Page 6	<ul style="list-style-type: none">• Removed section on Roush Program / Project Manager Responsibilities – information is only internally relevant	B. Slabey / D. Snook
	Page 7 & 9	<ul style="list-style-type: none">• Replaced “TS” with “IATF”	B. Slabey / D. Snook
	Page 9	<ul style="list-style-type: none">• Removed the requirement of Suppliers providing no-cost PPAPs	B. Slabey / D. Snook
	Page 13	<ul style="list-style-type: none">• Replaced “blue print” with “engineering drawing”	B. Slabey / D. Snook
	Page 14	<ul style="list-style-type: none">• Replaced “defective” with “non-conforming”	B. Slabey / D. Snook
	Page 16	<ul style="list-style-type: none">• Added “and/or conformance to the contracted requirements”	B. Slabey / D. Snook

Jan 10, 2020	Supplier Manual Format	Manual format was revised to align with Corporate Template structure.	B. Holland
	Table of Contents	Expanded sections to include sub-sections for ease of reference and retrieval.	B. Holland
	All Sections	Re-aligned each section into revised format with sub-headings and bullet points for ease of retrieval and clarification.	B. Holland
	01 Introduction	Added section defining expectations	B. Holland
	02 Scope	Expanded section to include sub sections for "Direct Materials" and "Indirect Materials"	B. Holland
	03 Corporate Social Responsibility	Added new section "Corporate Social Responsibility" and expanded section to include "Environment," "Compliance with Labor Laws," "Conflict Minerals & IMDS," Compliance Requirements" and "Proposition 65 - The Safe Drinking Water & Toxic Enforcement Act" sections.	B. Holland
	04 ROUSH Policy to Mitigate Counterfeit Parts and Materials	Relocated section and expanded, expanded "Definitions" examples, added sub section "Roush Supply Chain Management Responsibilities to Mitigate Counterfeit Parts" Expanded "GIDEP" section	B. Holland
	05 Contingency Plan to Assure Continuity of Supply	Added new section "Contingency Plan to Assure Continuity of Supply."	B. Holland
	06 Supplier Quality Management System (QMS)	Expanded "Supplier Quality Management System (QMS)" section. Re-defined system requirements from a specific certification to a "QMS" requirement.	B. Holland
	07 Supplier Selection Process	Redefined section to include "Roush Key Documents & Process Steps," "Roush Documentation & Approval Process," "On-Site Audit" and "Qualified Supplier Locations" sub sections.	B. Holland
	08 Sub-Tier Supplier Management Including Right of Entry	Added new section "Sub-Tier Supplier Management Including Right of Entry."	B. Holland
	09 Supplier Program Support Expectations	Changed name of section from "Program Support" to "Supplier Program Support Expectations." Added section explaining expectations for suppliers.	B. Holland
	10 APQP – Advanced Product Quality Planning	Added new section which includes sub sections on "APQP Documentation" which explains the "Manufacturing Feasibility Assessment Checklist" and "Defect Prevention."	B. Holland
	11 PDP – Roush Product Develop Process	Added new section for "PDP" requiring the supplier to direct inquiries to the Commodity Manager. Added new section.	B. Holland
	12 Supplier Stewardship of Project Management	Redefined, added and expanded "Initial Sample Submission," "PPAP - Production Part Approval Process," "Submission Deliverables" and "Other Submissions" sub sections. Added new section for "Product or Process Change Deviations."	B. Holland
	13 Initial Samples and Production Approval		B. Holland
	14 Product or Process Change Deviations	Added new section for "Tooling, Gauges & Test Equipment – Maintenance & Control."	B. Holland
	15 Tooling, Gauges & Test Equipment – Maintenance & Control	Relocated section explaining the MANDATORY "QCR's."	B. Holland

16 QCR – Roush Quality Capability Requirements	Added new section detailing the certification requirements with sub sections for “Certificate of Conformance (C of C)” and “Supporting Records.”	B. Holland
17 Certification or Verification of Products, Materials and Services	Relocated and expanded section to include statements regarding maintaining copies, certs must represent lot shipped, and supplier is responsible for ongoing adherence.	B. Holland
18 Material Certifications	Added section for general requirements for establishing Process Control.	B. Holland
19 Process Control	Created new section for “Product Conformity & Statistical Process Control (SPC).” Expanded sentence in section to include “Process and/or Product” to characteristics identified by the customer drawing and/or through the PDP as directed by Roush..” Added “Suggested Capability Indices” sub section.	B. Holland
20 Product Conformity & SPC - Statistical Process Control	Added new section.	B. Holland
21 Process and/or Product Audits	Relocated these requirements under new heading. Added sub sections for “Supplier Responsibility,” Control of Non-Conforming Products” and “QDN – Quality Defect Notices & Corrective Action Request.”	B. Holland
22 Non-Conforming Products or Concerns	Relocated “Controlled Shipping.” Requirement sections under new heading. Added sub-sections for “Factors Considered for Controlled Shipping,” “Controlled Shipping Level 1 – (CS1) – General Rules”, “Controlled Shipping Level 2 – (CS21) – General Rules” and CS! & CS2 Identification marking”.	B. Holland
23 Controlled Shipping	Expanded sections to include sub-sections for ease of reference and retrieval	B. Holland
24 Packaging, Labeling and Shipping Requirements	Added new section detailing the quoting process.	B. Holland
25 Quoting Process	Added new section.	B. Holland
26 Forecasting and Material Commitments	Added new section	B. Holland
27 Purchase Order Acknowledgement and Acceptance	Relocated previous verbiage into new section	B. Holland
28 Invoicing and Payment	Added sub sections for “Warranty Guidelines” and “Service Guidelines.” Added statements regarding all warranty costs. Added statements regarding supplier participation in warranty activity.	B. Holland
29 Warranty and Service		B. Holland
30 Supplier Performance Reporting	Added new section for “Supplier Performance Reporting.” With sub sections for “Overview,” “Supplier Performance Levels” and “Scoring Rules” with scores for each deliverable. Relocated and re-defined requirement	B. Holland
31 Forever Requirements of the Supplier’s Extended Enterprise Regarding Changes	Revised default retention from 3 to 4 years to align with “Terms & Conditions” document.	B. Holland

	32 Record Retention	Relocated section	
	33 Questions or Clarifications	Revised – removed COO, CFO, and updated personnel.	B. Holland
	34 Authorization		B. Holland
			B. Holland
Jan 10, 2020	03 Proposition 65 07 Packaging Specifications 07 Review of Supplier Information 14 Product or Process Change Deviations 29 Service Guidelines 22 QDN - Quality Defect Notice & Corrective Action Request	Added clarity to requirements statement Added the requirement of the supplier to add details to quote as to packaging details. Size, materials, etc. Removed details around using specific Scope of Approval. Added details regarding suppliers providing adequate lead time in order to internally process the request. Added service part pricing expectations. Added that Roush may require an onsite presentation from the supplier when a QDN is completed and closed.	D. Snook D. Snook D. Snook D. Snook
Jan 10, 2020	23 – Controlled shipping	Replaced high PPM as a reason for controlled shipping with high QPK.	D. Snook
Jan 10, 2020	Released.	Released with all changes since last released version on Nov 7, 2017.	D. Snook
June 2020	30 – Supplier Performance Reporting	Changed the definition section scoring for value to “Achieve cost model or target value”	D. Snook
July 1, 2020	07 – Supplier Selection Process 10 – APQP The Advanced Product Quality Planning 12 – PPAP Package Submission & Product Verification Samples 21 – Non Conforming Products or Concerns	7.5 Added information for Roush Manufacturing Feasibility Assessment 10.0 - Updated the definition to include AIAG and Roush Product Development Process 10.2 – Add requirements for a ballooned drawing 10.3 – Add information under Non - Certified Suppliers 10.4 – Add information under Certified Suppliers 12.1 – Added heading PPAP Requirements 12.2 – Added “General” heading for PPAP guideline 12.3 – Added “when is PPAP submission required”? – Added New parts, process, or suppliers – Added Change to material, source, method, or component 12.4 – Added Prototype deliverables requirements 12.5 – Added PPAP deliverables requirements 12.6 – Added submission deliverables for RES 21.4 – Added Core SRM QDN and QCN information under QDN & QCN & Corrective Actions Request.	V. Leafi V. Leafi V. Leafi V. Leafi V. Leafi V. Leafi V. Leafi
Sept 2020	Released	Released with all changes since previous release in Jan 2020	D. Snook

Date	Rev.	Section	Description	Author
02/14/25	R00	Cover Page 33 Authorization Footer	Removed "Revision Release Date: September 2020". Changed Jim Corbeil to Chris Brodzinski and David Snook to Brian Holland. Revised footer to include Document Number, Revision, Release Date, Approver, and "Uncontrolled when Printed", per CP-QA004.R14 requirements.	J. Roman
06/12/25	R01	4 - ROUSH Policy to Mitigate Counterfeit Parts and Materials	Added Counterfeit Parts definition and AS9100 requirements	J. Roman
		ALL Sections	Removed Certified and Non-certified Supplier designations. Revision of multiple sections, verbiage changes, links updated, removal of reference to CORE and added references to Monday.com, revised Scorecard section (22) and added Supplier Performance Evaluations., Added QDN Escalation section with Warning and Escalation letter references. Added/revised Supplier Performance Evaluations and removed Scorecard references.	B. Holland