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RIGHTWAY FASTENERS, INC.

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Supplier Quality Assurance Manual

Rev 0. Issue 1 June 10, 2025

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Foreword:

RFI Supplier Quality Assurance Manual criteria are outlined in the below sections for launch, development, quality, delivery and the overall requirement of customer satisfaction. As a Tier 1 supplier to Toyota, RFI must adhere and meet Toyota's expectations and requirements. It is the responsibility of RFI suppliers to also adhere to these requirements and ensure that RFI is receiving good quality products in a timely manner. For any questions concerning Toyota's standard please contact your RFI support team.

It is RFI's responsibility to ensure that our suppliers meet the outlined requirements. These requirements will be monitored monthly by sending out supplier scorecards based on quality, delivery, response and risk objectives. Since RFI is an IATF company, suppliers will also be monitored by yearly supplier audits performed by an RFI directed associate.

The overall goal is to maintain a valuable relationship with all RFI suppliers while supporting a continuous supply chain of goods and services to ensure we send out good quality products to our customers in a timely manner.

RFI President

RFI Quality Director

RFI Manufacturing Director

1.0 Supplier Development:

Purpose:

The overall objective is to maintain, under any certain circumstance, a supply of goods and services to support RFI production schedules. RFI purchasing agent will take into consideration the company's best interest while working to maintain a long-term, mutually profitable and ethical relationship. Taking this into consideration RFI will perform annual contract reviews, annual price reviews, freight charges and may request meetings to be held at RFI to discuss this information.

1.1 Supplier Performance Monitoring

RFI Purchasing Department along with quality and production shares the responsibility to evaluate and develop suppliers. RFI utilizes PUR 512 Supplier Evaluation Form. PUR 512 is required to be completed upon the supplier selection phase. Supplier Rating Scorecard PUR 528 will be used to evaluate suppliers on their Quality Assurance, Delivery, Response and Risk. The completed scorecard will be sent out monthly to each supplier. Objectives not met will require a Corrective Action (Form PUR 501) to be completed by the supplier and returned to RFI within 10 business days. The management team will review the Corrective Action Plan and provide if any further information may be needed.

RFI is committed to maintaining and developing effective suppliers with the intent that each supplier maintains an ISO9001 or preferred IATF 16949 certifications. To ensure that RFI has the most up to date certifications on file, these must be shared when a new certification has been issued, or any changes have been made to the current certification.

2.0 Supplier PPAP:

Purpose:

The purpose of the Production Part Approval Process is to determine if all RFI customer specifications and requirements are properly understood by the supplier and that the process has been proven by meeting the stated requirements/standards.

2.1 PPAP Requirements

The supplier may use their own AIAG format approved documentation for the PPAP submission. PPAP must be submitted within a timely fashion at the request of the RFI Quality or Sales Department.

Parts used for the PPAP must be taken from a significant production run. The run must be at a minimum of 300 pcs unless another quantity has been agreed upon between the supplier and the RFI Quality Department.

RFI PPAP requirements are typical Level 3 PPAP. Reference the table below for QLS 503 that outlines the requirements.

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PPAP SUBMISSION CHECKLIST

Customer Name:	Part Name:	Part #:

Requirement	Customer Required Submission Level					Required PPAP Submission Date			/ /
	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	Not Required by Customer	Respon-sibility	Due Date	Comple-tion Date
1. Warrant	S	S	S	S	S				
2. Appearance Approval Report	S	S	S	S	S				
3. Sample	R	S	S	R	R				
4. Design Records	N/A	N/A	N/A	N/A	N/A				
5. Change Documents	R	S	S	S	R				
6. Dimensional Results	S	S	S	S	S				
7. Checking Aids	R	R*	R*	R	R				
8. Test Results	R	S	S	S	R				
9. Process Flow Diagrams	R	R	S	S	R				
10. (A) Process PFMEAs	R	R	S	S	R				
10. (B) Design PFMEAs	N/A	N/A	N/A	N/A	N/A				
11. Control Plan	R	R	S	S	R				
12. Process Capability Studies	R	R	S	S	R				
13. Measurement System Analysis	R	R	S	S	R				
14. Design Engineering Approval	N/A	N/A	N/A	N/A	N/A				
15. Subcontracted Supplier Warrant & Support Documents	R	R	R	R	R				
16. *IMDS Submission RFI ID 25572*	*R*	*R*	*S*	*S*	*R*				
17. *Current Certification -ISO 9001 and or IATF and if applicable,-ISO 17025*	*R*	*R*	*S*	*S*	*R*				
18. *Current Certification -ISO 14001 if applicable*	*R*	*R*	*S*	*S*	*R*				

LEGEND:
S - Submit to customer as part of PPAP package
R - Retain at ***Manufacturing Facility;*** available upon request
* - Unless waived by customer

QLS 503 Rev-03 PPAP Submission Checklist 1 of 1

Note: *All records must be retained for the life of the product, plus service requirements and one year after service.*

2.1.1 Supplier – Sub-supplier(s)

If RFI suppliers utilize sub-suppliers, it is important to uphold the same quality assurance expectations through the entire supply chain. The sub-suppliers should also maintain an adequate QMS with a minimum certificate of ISO 9001.

Each supplier is responsible for maintaining their sub-suppliers, and in the case of a quality concern/complaint it is the supplier's responsibility to answer the said concern/complaint.

3.0 Nonconformance(s)

Purpose:

The purpose of the nonconformance section is to define the process when nonconforming parts have been discovered at either the supplier or RFI, and the processes that must take place to ensure that RFI receives conforming product.

3.1 Nonconformance Discovered at the Supplier

If a supplier finds a nonconforming product they are required to notify the RFI Quality Department immediately. RFI will review the findings of the product to determine if the product will be acceptable and/or if a supplier deviation will be required.

RFI may request sample parts for review, and it is up to the supplier to cover the cost to ship the samples.

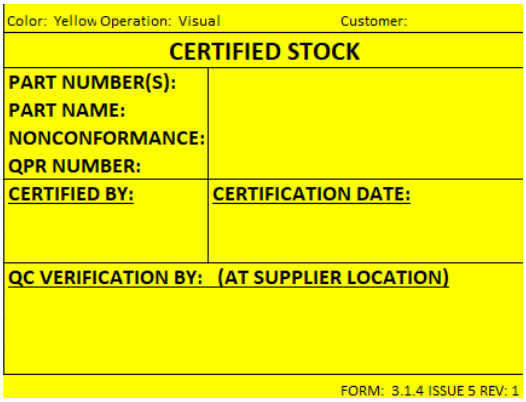
3.2 Nonconformance Discovered at RFI

If a nonconforming product is found at RFI and deemed to be a supplier issue the Quality Department will notify the supplier with data, lot number, pictures, and other necessary information. Containment by the supplier is required to be completed immediately to ensure no more nonconforming product escapes. Parts in transit must also be considered, and RFI must be notified immediately if there are more nonconforming parts being delivered. If there are any discrepancies between RFI and the supplier, RFI may request that the supplier come to RFI to review the product along with RFI quality members to ensure that each party agrees with the defect found.

3.3 Reporting of Nonconformance

A QPR/CAR will be issued and required to be completed by the supplier. Parts must ship as certified after the notification, and for three consecutive shipments after the counter measure is verified by the supplier. Supplier response is due within 10 working days unless otherwise specified by RFI. Late responses may result in the issuance of another QPR/CAR. Counter measures may be reviewed in person by an RFI quality associate, and once verified the QPR/CAR will be considered as closed. The supplier must utilize Lessons Learned (Yokoten) and acknowledge any other areas within their facility that the counter measure can be utilized.

Note: *Certified tags must be printed on yellow paper. RFI must be notified when the 1st shipment of certified stock has shipped.*



Color: Yellow Operation: Visual	Customer:
CERTIFIED STOCK	
PART NUMBER(S): **PART NAME:** **NONCONFORMANCE:** **QPR NUMBER:**	
CERTIFIED BY:	**CERTIFICATION DATE:**
QC VERIFICATION BY: (AT SUPPLIER LOCATION)	
FORM: 3.1.4 ISSUE 5 REV: 1	

3.4 Sorting Nonconformances in RFI

RFI may require a third-party sort project to be opened for nonconforming parts found. The supplier must set up the sort, determine the number of shifts the sort will take place on and make the sort instructions for the third party to follow. RFI may request that a representative from the supplier to be on site to ensure that the sort activity method is appropriate and completed in time for RFI shipment to our customer(s).

3.5 RMA from Supplier

RFI will require an RMA to be sent for parts needing to be returned to the supplier. The supplier can use their own RMA form for the parts needing to be returned. The supplier must make sure that each skid is properly identified with the RMA paperwork attached to the top and front of the skid.

The supplier will be responsible for setting up the retrieval of the suspect parts from RFI shipping department. The supplier must ensure that the parts are returned to RFI in a timely manner to ensure that RFI meets our customers' delivery requirements.

3.6 Nonconformance Cost

RFI may incur cost associated with claims received by our customers. In cases where the claim is due to an outside processing issue the supplier will be responsible for incurring all costs associated with the claim. This may include 3rd party sort fees, customer claims fees and part cost. These are just some of the scenarios that may occur, but RFI will communicate any and all associated costs with the supplier.

4.0 PCR Requests

Purpose:

The purpose of this section is to define when a PCR is required by RFI and the process requirements that need to be considered. RFI must ensure that the supplier's process change will not increase the flow-out risk for our customers.

4.1 Changes Requiring PCR

Changes requiring a PCR but not limited to:

- Machine Changes
- Machine Moves
- Parameter Changes
- Sub-supplier Change
- Material/Chemical Formulation Change
- Process Change

Any questions regarding PCR requests, please reach out to your RFI contact.

4.2 Toyota SCR - PCR

Supplied parts to Toyota require a Supplier Change Request (SCR) and must be submitted and approved prior to a PCR request/submission. Depending on the impact of the change, it may take several weeks or months for consideration for approval. It is requested that a PCR be submitted 3 months in advance of a required approval, but note that approval may take longer for certain requests. Suppliers must take this time into consideration when making this request and ensure there is enough safety stock until the PCR is approved.

4.3 PCR Process

The supplier must first consider risk analysis and risk identification by re-evaluating their PFMEA. This must be shared with RFI upon the request of PCR. The supplier shall document the process change point by utilizing their own form for APQP. The FLOW, MQC (Control Plan) and PFMEA must be updated with the change and shared with RFI for review.

Some PCR situations may require RFI customer approval and will require more time for approval, so each supplier must ensure that they are taking this into consideration and plan accordingly. The supplier must ensure that there is an establishment of safety stock for pre-changed parts or materials.

4.4 PCR Approval

Suppliers must provide a detailed schedule for the related timing for, but not limited to manufacturing trials, capability data, supporting data if applicable and desired implementation date(s).

Suppliers must also provide boundary samples for review by RFI team members. RFI must have adequate time to review the samples and compile any necessary data and questions we may have.

Once RFI has reviewed all necessary information and/or PPAP submissions a signed PSW will be provided as approval for the PCR. When approved the supplier must coordinate with the RFI Receiving Manager when the first shipment will be received. The skids or containers must be clearly identified as such. The supplier must ensure that there is no remaining pre-change parts left in their facility. Once the PCR parts have been received by RFI, RFI will reserve the right to no longer accept any pre-change parts.

5.0 Chemical Compliance and Conformance

Purpose:

This section will cover the requirements needed to ensure that RFI meets all regulatory, statutory, and environmental requirements per the state and countries that RFI may ship to.

We request that all suppliers perform their due diligence in providing correct information to RFI, which ensures that RFI provides correct information to our customers. RFI may request evidence of chemical compliance and methodology used to confirm said compliance.

Any questions about Toyota's environmental, chemical or substances of concern requirements can be found by visiting rfiusa.com website and clicking on the links to Toyota Green Purchasing Guidelines, or Chemical Management Policy.

5.1 Chemical Compliance

It is recommended that each supplier has a documented policy for chemical management as defined by GADSL (Global Automotive Declarable Substance List) and SoC (Substance of Concern) requirements. It is recommended that this policy complies with all applicable global substances of concern and regulations. Updates or changes to any current substances of concern must be made known to RFI prior to the implementation of said change.

5.2 IMDS Reporting

It is necessary for RFI to follow all recommendations for material and chemical compliance. All parts in the automotive supply chain must have IMDS submissions made to RFI ID 25572. IMDS submissions will be requested at the time of a PPAP request and or at the request of an RFI customer. This request must be submitted in a timely manner as approval from the RFI customer is needed prior to PPAP submission.

The supplier shall audit IMDS submissions to ensure that they are kept current and honest. IMDS should also be considered if a design change, material/chemical formulation or regulation change has been made to ensure that the potential controls for substances have not been changed. Any regulation changes on previous IMDS submissions that may result in revealed jokers/wild cards and miscellaneous, “not to declare” items must be reported to RFI and documents updated. Any questions regarding IMDS submissions can be found on IMDS websites Help menu at www.mdsystem.com.

5.3 Conflict Minerals & Extended Minerals

To ensure that RFI is in alignment with responsible mineral reporting it is required that conflict minerals and extended minerals be reported annually. An RFI associate will send out the required documentation and this must be completed within 60 days unless required sooner by our customer. The required forms must be completed in its entirety and should not be sent to RFI with missing information. Missing information, incomplete forms or late submissions may result in an QPR. As RFI must submit to our customers in a timely manner as we may receive a QPR if not. If your company has any questions on mineral reporting, please reach out to the RFI associate or reference the Responsible Mineral Initiative website About the Responsible Minerals Initiative.

6.0 Shipping Requirements

Purpose

RFI requires that all materials shipped to suppliers must be returned in the same manner. This pertains to the quality of the product shipped along with the quality of the containers shipped. Traceability, lot size and FIFO practices must also be considered and tracked by all RFI suppliers.

6.1 Labeling (Kanbans)

RFI Kanbans are attached to each container when shipped to suppliers. The Kanbans must be returned in the same condition as shipped. They must remain legible and not damaged in any way. Kanbans must also stay with the same bin or container throughout the supplier process and return to RFI with the same bin or container.

6.1.1 Labeling for Metals (Coils)

Coils shipped to RFI must have key information on the label for the material. The requirements are as follows:

- Part Number
- Material Grade
- Material Size
- Date of Manufacture, Packaging or Shipping
- Primary Mill Name (Supplier)

6.2 Traceability

Traceability at RFI is especially important to follow, so it is expected that each supplier and sub-supplier will follow the same rule. All bins shipped are identified with a unique number which is also handwritten on the supplied Kanban. This information must be tracked by the supplier in case a situation arises where RFI needs supplier history or run information of a specific bin.

6.3 FIFO

To ensure that traceability is met it is also required that all suppliers practice FIFO (First-In/First-Out) as this is a key component to practicing traceability. Suppliers should audit this process to ensure effectiveness.

6.4 Bin Weight

Bin weight is important to ensure safe transportation to all suppliers that receive RFI bins. It's also important that the bin weight shipped be comparable to the bin weight received at RFI.

For example, a bin shipped at 1,000 lbs. should be returned at ~ 1,000 lbs. RFI should not receive a returned bin at 500 lbs. and another bin at 1,500 lbs. This can cause transportation issues, parts damage, and overall safety to RFI employees. RFI does understand that this may be a struggle for our bulk suppliers, but it must be adhered to as much as possible.

Any receiving issues could result in a QPR issued to the supplier.

6.5 Shipping

Product returning to RFI must be shipped in a timely manner according to the agreed upon methods and/or lead times. RFI Shipping dock hours are 6:00 a.m. to 6:00 p.m. and RFI Receiving dock hours are 6:00 a.m. to 4:00 p.m. Monday

through Friday with flexibility on expedited issues. RFI must ensure customer deliveries are made on time. Delays or alternate methods require a notification to the RFI Shipping team immediately. Any delayed shipment passed the agreed lead time may result in a QPR to be issued and will be noted on the monthly Supplier Scorecard.

I. Definitions

AIAG	Automotive Industry Action Group
APQP	Advanced Product Quality Planning
CAR	Corrective Action Report
FIFO	First In First Out
Kanban	Visual Card
Lessons Learned (Yokoten)	Best Practice Sharing from Activities
MQC	Manufacturing Quality Chart
PCR	Process Change Request
PFMEA	Process Failure Mode and Effects Analysis
PPAP	Production Part Approval Process
PSW	Part Submission Warrant
QPR	Quality Problem Report
RMA	Return Material Authorization

II. RFI Documents

PUR 501	Corrective Action
PUR 512	Supplier Evaluation Form
PUR 528	Supplier Rating Scorecard
QLS 503	PPAP Submission Checklist

III. Revision History

Revision Date:	**Revision Number:**	**Revision Issue:**
6/10/2025	0	New Document

Supplier Acknowledgment

I, _____ (title/position) _____

on behalf of _____ have received, reviewed, and understood the provisions stated by Rightway Fasteners Inc. SQAM.

This document will be sent out when any revisions have been made. Supplier must sign and return within 30 days of being notified.

By signing this document, it is understood that this document is proprietary and solely to be used by RFI suppliers and is considered a contractual agreement between RFI and the supplier. Sharing of this document is strictly prohibited and will be considered uncontrolled when printed or shared.