



FLOWDOWN REQUIREMENTS

RECORD RETENTION FOR 7 YEARS

Scope

Maintenance of all records relevant to this purchase for pre-determined amount of time that has been agreed upon.

Requirements

1. The Seller shall retain all records needed to show conformance to purchase order requirements for each shipment.
2. Records shall remain legible, readily identifiable, and retrievable for a period of 7 years after the date of the completion of this purchase order.
3. If the seller is a distributor of the item(s) in this purchase order, they shall require the same documentation from the original manufacturer of the item(s).
4. The seller shall allow FlexRadio to acquire or inspect all records needed to show conformance to purchase order requirements.
5. The seller shall receive FlexRadio approval prior to destroying/disposing of any record throughout the retention period required by this flowdown requirement.

Data Submission Summary

Supplier to deliver the following data to FlexRadio for approval:

- Request to destroy/dispose of any records throughout the retention period.

Notes

The seller is required to retain all records that are needed to demonstrate conformance to the purchase order. Examples of the type of documents that require retention may include:

- Records of inspection measurements, where applicable.
- Records of product testing, where applicable.
- Records demonstrating work performed to produce the product (i.e. shop travelers, routers, etc.).
- Records of traceability to manufacturer part number, lot number and date code where applicable for part type.
- Records of calibration.
- Records of raw material certification.
- Records of purchasing from sub-tier suppliers, to include purchase orders and certificates of conformance at a minimum.

Revision History

Revision 0 – Initial revision. No edits.

Revision 1 – Removed use of “Quality Note.” Replaced with “flowdown requirement.”