

**Quality Improvement Representative Program
Letter of Agreement**

Author: Cody Coogan

Issue Date: 9/19/2023

Effective Date: 9/19/2023

Between Raytheon Technologies (RTX) Member and:

Supplier:

Supplier Vendor Code:

Address of Supplier:

In consideration of the Supplier's Quality Improvement Representative (QIR) program, the Supplier agrees to:

1. Always maintain a minimum of two approved QIR's.
2. Ensure approved QIR's remain familiar with and work to the current requirements of all applicable Member specifications and requirements.
3. Provide documentation to Member, as required, demonstrating on-going compliance to all QIR program requirements including, but not limited to, internal audits performed by the Supplier's Quality organization or by the QIR.
4. Permit QIR's free access to all levels of Supplier management to report quality problems and adverse trends and ensure the QIR represents the Member at the Supplier's facility by ensuring conformance to all applicable requirements.
5. Ensure the required time and resources to perform the QIR activities as defined by the Member are always available to the QIR.
6. Grant the QIR the organizational freedom to report to Member Supplier Quality Assurance (SQA) department issues affecting compliance to Member requirements and/or product integrity.
7. Ensure the QIR has the required independence from manufacturing or final inspection activities.
8. Send the QIR to all conferences, training and certification as required by Member.
9. Ensure that only approved QIR's will be permitted to apply their signature and initials, as required, to Member "end use" material only and in compliance to instructions furnished by Member and accept that the signature and initials are personal and ensure each QIR applies only their own signature and initials.
10. Ensure all QIRs are certified to access all ITAR, ITC, & EAR-controlled data required when performing QIR activities on behalf of the Member. Any change to a QIR's ITC status is to be reported to the Member within 48 hours.

Supplier's management must complete and submit this form every three (3) years to the Member Supplier Quality Assurance department, unless otherwise required by the Member. Suspension, termination, or disqualification from the QIR program, in whole or in part, is at Member's discretion and may be taken without cause. If the QIR approved status is removed from my company, I accept the implementation of a Delegated Independent Verification Representative (DIVR) if desired by the Member.

Supplier Quality Manager Name:

Member (Collins) SQA Management Name:

Date (YYYY-MM-DD):

Date (YYYY-MM-DD):

Signature:

Signature:

Revision Record

Revision	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
00	9/19/2023	All	New Document

Document Control

Prepared By & Date:
Safety Review and Date: NA
Mfg. Engineering Review and Date:
Production Review and Date:
Quality Review and Date: