



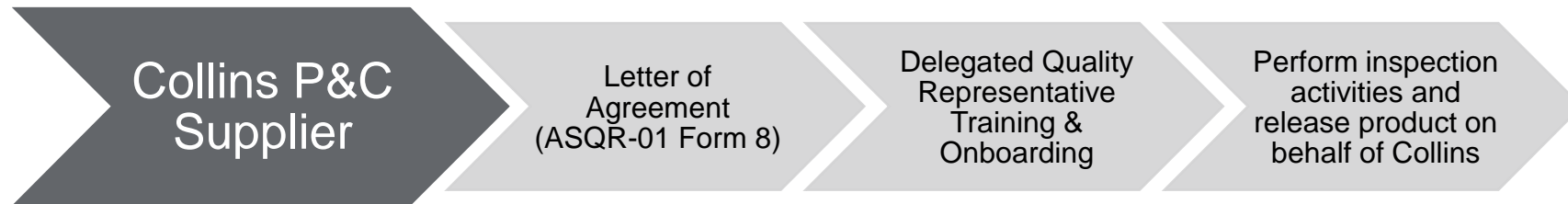
# LETTER OF AGREEMENT

## FORM 8

Collins Power & Controls Supplier Quality

# WHAT IS THE COLLINS LETTER OF AGREEMENT (LOA)

- Agreement between a Supplier receiving a purchase order and an RTX business unit to adhere to the Delegated Quality Representative Program
  - The DQR program enables a Collins-approved supplier representative to perform over inspection activities and release product shipments on behalf of Collins.
  - Suppliers shall use the DQR process for all shipments of Collins product to Collins facilities or drop ship product to Collins customers.
  - The DQR program terms and conditions are documented using the ASQR-01 Form 8 to ensure alignment between the supplier and Collins.



# HOW IS THE LOA COMPLETED?

- The LOA (ASQR-01 Form 8) is completed during the supplier onboarding process or renewed, prior to the 3-year expiration date
  - A new Form 8 shall be submitted every 3 years or when there is a change in the Supplier's Quality Manager. It is the supplier's responsibility to inform Collins when there is a change in Quality management via Supplier Request for Information (SRI).
- The LOA must be reviewed and signed by the supplier's Quality Manager
  - The signee must be an individual in the Quality organization authorized to agree to the DQR program requirements with direct or indirect oversight over the DQR's.
- The LOA will be sent from Collins to the Supplier via an email from DocuSign. The DocuSign email will have a link requiring an electronic signature



Hannah Gonzalez sent you a document to review and sign.

[REVIEW DOCUMENT](#)

Hannah Gonzalez  
[hannah.gonzalez@collins.com](mailto:hannah.gonzalez@collins.com)

**Collins Aerospace Delegated Quality Representative (DQR) Letter of Agreement Due**

Hello Catie Sheldon,

Our records show that your company's Delegated Quality Representative (DQR) Letter of Agreement (ASQR-01 Form 8) needs to be signed. This is required per our Supplier Quality Requirements ([HSM17](#)).

Please take the following actions within 5 business days:

**What actions do I need to take?**

- Select the red *Review Document* above to review the Letter of Agreement: ASQR-01 Form 8
- Ensure your company name, vendor code and address are correct
- Follow prompts to electronically sign the form and select *Finish*

If you are not responsible for overseeing Collins DQRs at your company:

- Select the red *Review Document*
- Select *Other Actions*
- Select *Assign to Someone Else* to reassign within your organization.
- Insert the correct contact information and select *Assign*

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# FAQ- LETTER OF AGREEMENT

I have completed a LOA for another RTX Division, do I have to do it again?

Yes, LOA's are business unit specific you will need one for each DQR program you are delegated.

If we do not have DQR's but are utilizing Unitek for 3<sup>rd</sup> party over inspection, do I need an LOA?

No, an LOA is only needed when you will be utilizing the authorized DQR self release program. This excludes suppliers on mandatory 3<sup>rd</sup> party over inspection that have their own DQR's.

Does the representative signing as Quality Manager have to be a DQR?

No, they do not have to be, but they can. The signee must be an individual in the Quality organization authorized to agree to the DQR program requirements with direct or indirect oversight over the DQR's.

Is a Form 8 required for each DQR?

No, One Form 8 is required for Collins Power and Controls per vendor code. If one representative is signing LOA's for multiple vendor codes they will receive individual forms through DocuSign.