

Supplier Quality Assurance Requirements

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to outline the quality assurance requirements that are expected from your organization as our supplier.

Quality Standards

You are required to comply with the following quality standards:

- ISO 9001:2015 Certification
- Industry-Specific Quality Standards (e.g., AS9100, IATF 16949)

Quality Documentation

Please provide us with the following documents:

- Quality Manual
- Process Flow Diagrams
- Inspection and Test Plans

Audit and Review

All suppliers will be subject to regular quality audits. Please ensure that you maintain all records for audit purposes.

Non-Conformance

In the case of non-conformance, you are required to submit a corrective action report within [X] days of notification.

We appreciate your cooperation and commitment to maintaining the highest quality standards in our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]