



To: RMF Customers

Date: May 7, 2020

From: Jordon Clary, Quality Manager

Subject: Post COVID-19 Process Validation and Product Certification

RMF has remained open through the COVID-19 pandemic in order to serve our customers that operate in essential industries. RMF has been running a limited production schedule at each of our facilities since March 28, 2020.

Based on customer forecasts, RMF is now preparing to restart those lines that have not been operating since 28-March-2020 as well as increase production on those lines that have been running on a limited schedule during the pandemic. In order to verify the integrity of our processes and assure the quality of our coatings during our restart and ramp up, RMF will be taking the following steps:

Process Validation:

- RMF will conduct a process audit (AIAG CQI-11 and CQI-12) to compliment our standard **Start-up Checklist** during the re-start of each individual production line in order to verify that all key process parameters are within control limits, all equipment is working properly and that standard work is being followed.

Product Certification:

- In addition to our standard process checks (coating thickness, alloy, adhesion and appearance) the quality group at RMF will be conducting a **100% inspection and certification of the first shipment of product** to each customer off each production line. These certified shipments will be identified with CERTIFIED MATERIAL tags on each container, bin, pallet or skid as shown below.



RMF is implementing these steps in addition to continuing to follow the guidance and recommendations of the CDC and OSHA regarding COVID-19.

We look forward to successfully resuming production and serving your needs.

