

# **SUPPLIER MANUAL**

**Ninth Edition  
August 2022**

Table of Contents

**Company overview and Document Scope ..... 2**  
**Purchasing General Expectations ..... 7**  
**Supplier Sourcing Process ..... 8**  
**Procurement ..... 10**  
**Supplier Rating ..... 12**  
**Quality Requirements ..... 15**  
**Regulatory Compliance ..... 21**  
**Production and Supply ..... 23**  
**Logistics ..... 26**  
**Glossary of Terms and Acronyms ..... 31**  
**Appendices ..... 31**



## **1. COMPANY OVERVIEW**

**Alfmeier Friedrichs & Rath LLC (AFR)** designs, develops, and manufactures sophisticated components and systems primarily for use in the North American Automotive industry. AFR components and systems control fluid flow through the use of passive and electronically activated systems to control the performance of fuel tanks, the function of brake booster assemblies, and the comfort of automotive seats. AFR was established in 1994 as part of a global Alfmeier family with multiple operations in Europe and Asia. While initially a BMW supplier, AFR has since increased to approximately \$100 million in annual sales of systems used by Ford, Stellantis, GM, and many other North American Original Equipment suppliers (OEs). AFR works directly with the OEs to develop and validate products, but the majority AFR parts are shipped on a Tier 2 basis to the OE direct suppliers. AFR operates facilities in South Carolina, Monterrey Mexico, with a sales office in Troy Michigan.



### **Greenville, South Carolina USA (AFRG)**

Alfmeier Friedrichs & Rath is headquartered in Greenville, South Carolina where products for the North American market are designed, validated, and manufactured.

### **Monterrey, Mexico (AFRM)**

AFR de México S.A., located in Apodaca, Monterrey Mexico is a fully qualified focused factory producing sophisticated valve control systems, fluid system components, and pneumatic air cells.





**Troy, Michigan USA (AFRT)**

AFR maintains an office in Troy, Michigan to provide sales and marketing support close to many OEs and direct customers.

**Vision Statement**

Alfmeier Friedrichs & Rath is committed to be a TQM company with a global reputation for excellence with our customers, associates, financial partners, and the communities and environment in which we work. Alfmeier Friedrichs & Rath is focused on being a desirable partner in all relationships, utilizing our proactive and entrepreneurial philosophy to provide a long-term successful future.

**Mission Statement**

Alfmeier Friedrichs & Rath's mission is to achieve a significant presence in the North American automotive industry as a respected, technologically advanced leader in fluid and seating comfort systems, to be recognized for world class manufacturing and management practices, superior quality products, extraordinary responsiveness to our customer's needs, financial stability anchored by a strong and growing market share, and a commitment to a positive work environment for our associates.

**Quality Policy**

Alfmeier Friedrichs & Rath provides products that meet or exceed customer quality and delivery requirements through controlled, monitored, safe, and efficient processes. We provide an environment of continual improvement by empowering our associates to make decisions which positively impact the success and profitability of the company.

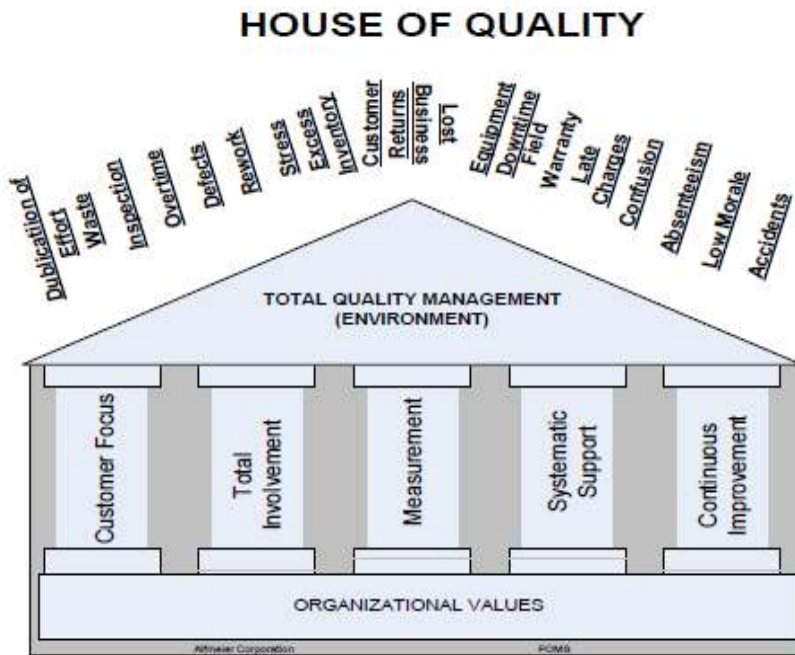
# SUPPLIER MANUAL 9<sup>TH</sup> EDITION 2022

## Communication

Primary contacts for Alfmeier Friedrichs & Rath –

TITLE	EMAIL
QUALITY MANAGER – AFRG	<a href="mailto:anthony.eckley@afrna.com">anthony.eckley@afrna.com</a>
QUALITY MANAGER – AFRM	<a href="mailto:lucero.portales@afrna.com">lucero.portales@afrna.com</a>
PURCHASING – AFR	<a href="mailto:regina.anderson@afrna.com">regina.anderson@afrna.com</a>
MATERIAL PLANNER – AFRG	<a href="mailto:tiffany.patterson@afrna.com">tiffany.patterson@afrna.com</a>
MATERIAL PLANNER – AFRM	<a href="mailto:ricardo.quiroga@afrna.com">ricardo.quiroga@afrna.com</a>
SHIPPING & RECEIVING – AFRG	<a href="mailto:jon.jordan@afrna.com">jon.jordan@afrna.com</a>
SHIPPING & RECEIVING – AFRM	<a href="mailto:miguel.obregon@afrna.com">miguel.obregon@afrna.com</a>
PPAP SUBMISSION – AFRM & AFRG	<a href="mailto:PPAP@afrna.com">PPAP@afrna.com</a>

Supply contracts, purchase orders and release for deliveries will be issued to the Supplier by a legal entity of Alfmeier Friedrichs & Rath which, as the case may be, will be acting on behalf of itself and of its affiliates or act as an agent for such affiliate (hereinafter referred to as AFR).



### **Business Conduct, Suppliers, Vendors and Subcontractors**

Suppliers and subcontractors will be treated with fairness and integrity and without discrimination. AFR will purchase all equipment, supplies, and services on the basis of merit.

AFR is committed to the highest standards of ethics and business conduct. This includes our relationship with our customers, our Suppliers, our shareholders, our competitors, the communities in which we operate, and with each other at every level of the organization.

Our internal Code of Conduct governs our business decisions and actions. The Code of Conduct is an expression of fundamental values and represents a framework for our decision making. AFR employees and representatives must comply with the AFR Code of Conduct.

### **Corporate Social Responsibility**

AFR actively promotes ethical, social, and environmentally responsible practices throughout its entire business, and promotes these values with its global extended supply chain.

AFR expects its Suppliers to follow the same high standard of ethics and business conduct as AFR. AFR will monitor to a reasonable degree that the following key ethical principles are being complied with by the Supplier as part of its regular business activities:

- A clear prohibition of bribery and kickbacks and other corruption or facilitation activities.
- Ethical human resource management practices.;
- Trading practices that are fair and in full compliance with antitrust regulations.
- Processes to ensure that parts and manufacturing processes do not cause harm to the environment or human life.
- Processes to avoid the misuse or infringement of intellectual property rights of third parties.

AFR looks forward to partnering with its Suppliers to raise the awareness and participate in our corporate social responsibility initiative.



### Scope

The Supplier Manual provides the roadmap to achieve quality excellence and the highest standard of business conduct.

This Supplier Manual informs Suppliers on how to do business with AFR. By delivering parts to AFR, the Supplier is deemed to have read, understand comply with the requirements of this Supplier Manual, which is considered an integral part of the Contract between Supplier and AFR.

This Supplier Manual supersedes and cancels all previous Supplier Manuals issued by AFR.

It is imperative that each Supplier and its affiliates or subcontractors that provide material, parts, or services to AFR and/or are involved in development and testing with AFR plants or with AFR customer's plants, embrace the business practices and standards outlined in this manual.

The Supplier Manual applies to all AFR NA Suppliers.

Suppliers that also provide components or services to one or more of the plants in the Alfmeier facilities outside of the USA or Mexico are required to comply to the requirements of those legal entities and facilities.

The English language document is the official version, any translation of this document is for reference only. AFR reserved the right to update the manual as required and as such Suppliers are required to download the latest version periodically, but no less than once per year. As a service, AFR will inform the Supplier when significant updates have been released, but it is the Supplier's responsibility to continue to monitor for periodic updates. Supplier The Supplier agrees that the version of the Supplier Manual will contractually be binding between the parties will be the most recent one issued by AFR.

### Communication Language

All PPAP submissions, 8D responses and written communications are required to be submitted in English. In certain circumstances AFR might request the Supplier to provide documentation both in English and our customer's language.

## 2. PURCHASING GROUP GENERAL EXPECTATIONS

### Purchasing Overview

The Purchasing organization at AFR NA is located at the HQ offices in Greenville, SC.



### Regional Diversity Policies

AFR North America to actively includes diverse Suppliers in its purchasing activities. AFR commits to affirm that certified diverse Suppliers have the maximum opportunity to provide products and services to AFR.

#### Sub-Supplier Control

Suppliers are responsible for the management of their Supplier base. In cases where AFR deems it necessary, we reserve the right to visit and/or audit sub-Suppliers together with the responsible Supplier.

### Contingency Plans

Suppliers are required to assess the nature and level of risks that could affect their equipment, supply chain, leadership, delivery, and human resources availability. Suppliers shall define the control and test/monitor methods. Contingency Plans shall be implemented, tested, reviewed, and documented. Suppliers shall have a contingency plan that includes a notification protocol for their customers. Appropriate training and awareness of the Contingency Plans is required.

### Record Retention

Suppliers that are IATF and ISO certified must retain records according to the associated requirements. Suppliers without a certification shall follow AFR requirements for record retention which are as follows: Production part approvals, tooling records (including maintenance and ownership), product and process design records, purchase orders (if applicable), or contracts and amendments shall be retained for the length of time that the product is active for production and service requirements, plus one calendar year, unless otherwise specified.



### **3. SUPPLIER SOURCING PROCESS**

#### **Approved Supplier Requirements**

AFR evaluates and selects Suppliers on their ability to meet AFR's requirements. This selection process is led by the Purchasing department and selected Suppliers are included on an approved Supplier list.

Criteria to determine Suppliers' eligibility, includes, but is not limited to:

- Certification ISO 9001/IATF 16949 to the most current version.
- Non-core automotive Suppliers shall be 3<sup>rd</sup> party certified to ISO 9001 most current version unless approved.
- Signed Non-Disclosure agreement
- Supplier's position in the Industry based on its technology and capacity to meet AFR demand;
- Competitiveness based on participation on cost and in cost reduction programs with a continuous quality and cost improvement policy
- Overall responsiveness
- Service and Support
- Engineering, development and testing capability and responsibility
- Warranty commitment
- Full-service capabilities (program management & design capability)
- Responsiveness to Request for Quotes ("RFQ")
- Technical assistance
- Effective problem resolution
- Proactive approach to defect prevention and continuous improvement
- Financial health
- Location in relation to AFR plants
- Valid liability insurance
- Robust safety, environmental practices and compliance. It is highly recommended that the Supplier has achieved ISO 14001 and ISO 45001 certifications, or can show evidence
- Global presence: Geographic positioning in line with AFR future requirements.

Suppliers that are directed by an AFR customer will also be expected to meet these requirements and be subject to providing proof of PPAP approval to AFR. All directed Suppliers must have an approved letter that defines the relationship between AFR, the Supplier, and the customer mandating their use.

The AFR Quality Team reserves the right to perform Supplier QMS audits with the goal of developing Supplier conformity to this Technical Specification.

### **Sourcing authority**

Only the employees from AFR's purchasing department are authorized to negotiate and enter into purchase agreements with Suppliers in the name and on behalf of any AFR entity.

Suppliers' offers, quotations, and preliminary engineering estimates or other documents issued by Supplier must be sent to the purchasing department with copies to other AFR representatives as directed by the purchasing department.

Any quotation or offer submitted in violation of the above mentioned may be rejected by AFR without being considered.

### **Requests for Quotation**

Sourcing for new potential new business beings with an AFR Request for quote (RFQ) from the Purchasing department.

The RFQ will contain technical specifications and supporting documents and may also contain specific instructions and forms to be used by the Supplier to submit a valid offer.

AFR reserves the right to modify the Requirements to include changes or additions. In such a case, AFR will issue an update to the Supplier providing an opportunity for the Supplier to modify its offer accordingly.

### **Supplier's Offer**

The Supplier is responsible for Supplier reviewing and understanding the latest technical specifications in providing the final quote.

The Supplier shall inform AFR any omission, inconsistency, or any other issues or concerns with the requirements communicated in the RFQ or related documents.

The Supplier shall submit an offer using the appropriate forms and providing supporting information as requested by the AFR Purchasing department.

In the event that the Supplier is unable to comply with the requirements, those noncompliance's ("Deviation Requests") must be identified clearly and stated in the SRDW form available in the Supplier manual.

The Deviation form shall be provided with the Supplier's offer.

All Requirements not specifically addressed in the Deviation submission shall be deemed to have been accepted by the Supplier.

AFR's acceptance or refusal of any deviations requested by the Supplier will be indicated to the Supplier in writing.

Supplier is required to answer the RFQ in the language and in the deadline stated in the requirements. Any offer not complying with the provisions of this section 3.3 may be rejected without being reviewed.

## **4. PROCUREMENT**

A request for quotation does not oblige AFR to engage in negotiations with the Supplier nor constitutes an obligation of purchase.

When the negotiations with the Suppliers are completed, the selected Supplier shall issue a final offer which shall include all the terms and conditions agreed upon during the negotiations. No further deviation, reservations, or requests will be accepted from the Supplier in its final offer. By submitting its final offer, the Supplier undertakes the development and supply of the parts, either alone, through its affiliates and/or subcontractors, in strict compliance with the requirements.

AFR reserves the right to accept or reject any or all offers. AFR's acceptance of the offer shall be limited expressly to those terms in the Supplier's offer, which are in line with the Requirements and the accepted Deviation Request and shall be deemed to exclude, without any further act from AFR being necessary, any terms in Supplier's offer which are inconsistent with those Requirements and accepted Deviation Request(s).

### **Types of agreement**

#### **General Supplier Agreement**

The General Supplier Agreement will be entered into and signed by the Supplier and AFR,.

The Supplier agreement shall govern, along with the Purchase Order as defined below, the relationship between AFR and the Supplier and/or their respective Affiliates with respect to the development, sale, and delivery of parts by the Supplier.

In the absence of a Supplier agreement, the Scheduling agreement or Purchase Order as defined below, solely governs the relationship with the Supplier and includes the Requirements, notably the AFR General Terms and Conditions of purchase.

#### **Scheduling Agreement**

Schedule Agreements are generated by the AFR system and will cover the estimated planned volumes based on annual customer forecast or the total commitment for the life of the project. Scheduling agreements shall not oblige AFR to order the parts unless and until a FIRM delivery date is released to the Supplier via the schedule agreement release sent by the Material Control group.

The document includes the general commercial aspects agreed between the Supplier and AFR which include but are not limited to price, quantity, payment terms, delivery location, INCOTERMS, and validity period.

The Scheduling agreement will be referenced in the weekly releases sent to the Supplier by AFR's Material Control group.

**Discrete Purchase Orders**

Discrete Purchase Orders (“Purchase Orders”) are individual agreements to be entered into between the AFR entity and the Supplier and/or its Affiliates. They may be issued pursuant to a Supplier agreement and, when applicable, in the absence of a Supplier agreement. In the absence of a Supplier agreement, Discrete Purchase Orders may govern solely the business relationship between AFR and the Supplier and will include the Requirements, notably the AFR General Terms and Conditions of purchase.

Single Purchase Orders will be issued for the procurement of parts and/or services on a one-time basis such as for specific tooling or prototype parts. Single Purchase Orders will mention quantity and/or delivery dates.

“Ship to” location and the “Bill to” location specified in a Purchase Order may be different.

Supplier Agreements, Scheduling Agreements, or Purchase Orders, as amendments thereof, are valid only when provided by an authorized person from AFR’s purchasing department. A scheduling agreement or Purchase Order shall be deemed to have been electronically signed when issued electronically by the Buyer to the Supplier through direct e-mail or fax.

Any agreement obtained from AFR in violation of the above statement may be subject to cancellation by AFR without any indemnity or liability of AFR.

## 5. SUPPLIER RATING

### General information

The Supplier rating is a critical part of Supplier management. All active Suppliers will receive performance scorecards once a year. It is AFR expectation that Supplier's review the scorecards and address gaps in their performance accordingly.

The Supplier rating process is managed by AFR Suppliers that supply materials only to AFR plants. For global Suppliers, the process is managed by the global purchasing team in conjunction with each location.

### Rating Criteria

Scorecards rate the Supplier's performance in four key areas. Each category is weighted based on its importance to meet AFR's objectives and is uniform across the Alfmeier group.

The four key areas are as follows:

Main Criteria	Weighting	Sub-Criteria	Weighting
Purchasing	20%	Payment Target Net	25%
		Price Transparency	15%
		Initiative for Cost Reduction	25%
		Communication	10%
		Framework Contract	25%
Quality	40%	Certification/Accreditation	10%
		8D - Support	15%
		Amount of Complaints	25%
		PPM - Rate	25%
		Special incidents concerning quality- and delivery problems caused by special customer status ("Yard Holds"); Recall	10%
		PPAP - Quality	5%
Communication	10%		
Supply Chain	20%	Adherence to Dates	45%
		Adherence to Quantity	45%
		Amount of Special Freights	5%
		Communication	5%
R&D	20%	Know-How	40%
		Feasibility Study	25%
		Concept Development	25%
		Communication	10%

red - soft facts    black - hard facts

# SUPPLIER MANUAL 9<sup>TH</sup> EDITION 2022

## Purchasing

Payment Target Net		25%	
≥ 60 days	100%	Communication	10%
≥ 45 days	90%		
≥ 30 days	80%		
< 30 days	0%		
Price Performance & Transparency		15%	
Cost-Break-Down always provided. / Annual price reductions	100%	Framework Contract & QSA	25%
Cost-Break-Down is mostly provided. / Annual reductions.	90%		
Cost-Break-Down is occasionally provided. / Stable prices.	80%		
Cost-Break-Down is never provided. / Price increases.	0%		
Initiative for Cost Reduction		25%	
Supplier proactively shows saving opportunities.	100%	Communication	10%
Supplier occasionally shows saving opportunities.	80%		
Supplier shows no saving opportunities.	0%		

## Quality

Certification		10%	
ISO TS 16949/IATF 16949 + ISO 14001	100%	Accreditation	10%
ISO TS 16949/IATF 16949	95%		
Only DIN EN ISO 9001	80%		
No certification	0%		
8D-Support		15%	
3D (24h); 8D (28 days)	100%	Special incidents concerning quality- and delivery problems caused by special customer status ("Yard Holds"); Recall	10%
Deadline 3D or 8D exceeded	50%		
Deadline 3D and 8D exceeded	0%		
Amount of Complaints			
no complaints	100%	PPAP Quality	5%
≤ 2%	80%		
≤ 5%	50%		
≥ 5%	0%		
PPM – Rate		25%	
< 20	100%	Special incidents concerning quality- and delivery problems caused by special customer status ("Yard Holds"); Recall	10%
< 250	80%		
< 500	20%		
< 1000	0%		
Communication		10%	
Supplier is usually achievable. Callbacks mostly occur within 24 hours.	100%	PPAP Quality	5%
Supplier is mostly achievable. Callbacks occur within 3 or 4 days.	80%		
Supplier often is not achievable. Feedback only occurs on request.	0%		

**Supply**

**Chain**

Adherence to Dates		45%
domestic ± days; overseas ± 3 days		100%
domestic ≤ ± 1 day; overseas ± 7 days		90%
domestic ≤ ± 2 days		80%
domestic > ± 2 days; overseas > ± 7 days		0%

Adherence to Quantities		45%
no deviation		100%
≤ ± 10%		90%
≤ ± 20%		50%
> 20%		0%

Amount of Special Freights		5%
No special freights / 1 special freight		100%
≥ 2 – 5 special freights		80%
≥ 6 special freights		0%

Communication		5%
Supplier is usually achievable. Callbacks mostly occur within 24 hours.		100%
Supplier is mostly achievable. Callbacks occur within 3 or 4 days.		80%
Supplier often is not achievable. Feedback only occurs on request.		0%

**Research and Development**

Know-How (no catalog parts)		40%
Supplier always shows strategic in-house-development and innovations 100% to Alfmeier needs. He procures TIFR1/OFM approvals independently.		100%
Supplier shows strategic in-house-development and innovations 100% to Alfmeier needs. He presents them to Alfmeier just in case of specific request.		90%
Supplier does not present his in house development and innovations. Basically, they are available.		80%
Supplier does not practice strategic in-house development. Each RFQ causes a new development.		0%

Feasibility Study		25%
Supplier always sends a feasibility study with some exceptions and is willing to give detailed information about state of the art (referring to global standards/norms).		100%
Supplier sends feasibility study with some exceptions and is willing to give detailed information about state of the art (referring to global standards/norms).		90%
Supplier sends feasibility studies with delay and gives with some exceptions information about feasibility.		80%
Supplier does not support any professional feasibility study.		0%

Concept Development		25%
Supplier always works self-dependent with adequate tools according to state of the art (e.g. mold flow, FEM, CFD). Thereof, he proactively informs Alfmeier (including next steps /options and proposals)		100%
Supplier always works self-dependent with adequate development tools and shows Alfmeier the results when requested.		90%
Supplier mostly works with adequate development tools and shows Alfmeier the results when requested.		80%
Supplier does not use adequate development tools according to state of the art.		0%

Communication		10%
Supplier is usually achievable. Callbacks mostly occur within 24 hours.		100%
Supplier is mostly achievable. Callbacks occur within 3 or 4 days.		80%
Supplier often is not achievable. Feedback only occurs on request.		0%

**Classification**

The overall rating result of the Supplier will be as follows:

Degree of Performance [%]	Rating
90 -100	A
80 - less than 90	B
less than 80	C

**Action Plans**

Rating results equal to B or C require actions plan to improve performance. The areas of improvement will be marked in the communication sent out with the scorecard as well as the deadline for providing a plan.



## **6. QUALITY REQUIREMENTS**

### **Quality Requirements Information**

As an automotive Supplier, AFR must be certified to the latest version of the IATG-16949 standard. Part of this requirement is that our Suppliers must also be certified to it's the current IATF-16949 standard. At a minimum, each Supplier must be ISO 9001 certified, with plans to become IATF certified.. Upon successful completion of each IATF-16949 or ISO 9001 audit , the Supplier is to forward a copy of the certificate to AFR Purchasing.

### **Certified Material Requirements**

If requested by AFR, each shipment or lot of material delivered to AFR will require data for all controlled and functional dimensions as listed on component prints.

### **IMDS Submission Requirements**

All substances used in production part materials shall be declared electronically in IMDS (International Material Data System). The IMDS declarations must comply with AFR's reporting requirements and the Supplier must submit the IMDS declaration 14 business days before the agreed PPAP submission date. The IMDS identification number shall be listed on the PSW submitted with the PPAP package. In specific cases and agreed in writing by AFR, the Supplier may submit the IMDS entry confirmation with the PPAP package. In those cases, PPAP approval will be provided after an approved IMDS declaration.

The IMDS Reporting Guideline at [www.mdsystem.com](http://www.mdsystem.com) provides help, explanation, and user-guidelines for Supplier IMDS reporting in the IMDS-Application/System. Materials, components, and products containing substances classified as forbidden shall not be used. In case a forbidden substance is ever identified as being used or provided, the Supplier must immediately notify AFR.

All Suppliers must submit detailed material information for all sub-components used in the products shipped to AFR using the International Material Data System ("IMDS"). In addition, the Part Submission Warrant (PSW) must include part number, revision level, creation date, AFR approval date, the IMDS number and version number, and the date that it was approved.

Each time the part component changes (material, location moves, product or process changes) the Supplier must resubmit a IMDS submission for approval. IMDS submission is required to be submitted to AFR code 24178 beginning on first trial from production tooling. Supplier

### **PPAP Submission Requirements**

PPAP submission by the Supplier shall follow the requirements of the most recent edition of the AIAG PPAP manual. The following guidelines have been established to aide in the preparation of the documents; however, in the case of any inconsistency, the AIAG PPAP manual shall prevail. PPAP submissions must be received at least four weeks prior to change implementation or start of production. All submissions shall be Level 3 unless otherwise stated in a Supplier agreement or purchase order and must be labeled with a barcode label and notification label.



**Level 3 PPAP Requirements**

1. Design Records
  - a. The Supplier must submit PPAP to the drawing that is referenced on the Purchase Order.
  - b. In any case where the design record is not referenced, contact the QE at AFR for clarification.
2. Authorized Engineering Change Documents
  - a. Include any documents requesting a change to the product that have not yet been included in the Design Record but are incorporated in the product.
  - b. Examples are Engineering Change Request (ECR) or Engineering Work Order (EWO).
3. Engineering Approval
  - a. When required, submit evidence of customer approval of the design record.
4. Design FMEA
  - a. Products in which the Supplier is design responsible, a design FMEA must be submitted.
  - b. Reference AIAG Potential Failure mode and Effects Analysis manual.
5. Process Flow Diagrams
  - a. Must clearly describe the production process steps and sequence from incoming material to shipment of product.
6. Process FMEA
  - a. A Process FMEA must be developed and address all risks associated with the product.
  - b. Reference AIAG Potential Failure mode and Effects Analysis manual.
7. Dimensional Results
  - a. Five-piece full layouts are required for each cavity, mold, tool, and/or line.
  - b. Dimensions and notes must reference the design record (i.e. ballooned drawing corresponding to dimensional layout).
  - c. One of the measured parts will be designated as the master sample and retained by the Supplier.
8. Records of Material and Performance Results
  - a. Material certifications must be submitted for any raw material contained in the final product.
  - b. Test reports must be submitted for any functional or performance testing required per the design record.
9. Initial Process Studies
  - a. 30 - 100-piece capability studies must be submitted for all critical dimensions.
  - b. Cpk values must be greater than 1.67 short term and 1.33 long term.
  - c. In any case where AFR's customer has different requirements than stated above, the customer's requirements shall prevail.
10. Measurement System Analysis Studies
  - a. All measurement devices must have applicable Measurement System Analysis studies completed and submitted, typically gage R&R studies.

11. Qualified Laboratory Documentation
  - a. Certifications such as ISO 17025, etc. must be submitted for any laboratory (including the Supplier's) used for functional, performance, or dimensional results.
12. Control Plan
  - a. The control plan must define all controls used for process control.
  - b. Reference AIAG Advance Product Quality Planning and Control Plan manual.
13. Part Submission Warrant
  - a. All sections on the PSW must be completed.
14. Appearance Approval Report
  - a. Only required for items where appearance is a critical characteristic.
15. Bulk Material Requirements Checklist
  - a. Only required for bulk materials such as resin.
16. Sample Production Parts
  - a. Samples must be provided as requested for PPAP. At least three of the dimensional layout samples must be submitted along with PPAP documentation unless agreed with AFR QE.
17. Master Sample
  - a. At least one of the layout samples (per cavity) must be retained as the Supplier's master sample.
18. Checking Aids
  - a. Certification of dimensions on any checking aids used (such as fixtures, gauges, and templates) must comply with the design record.
19. Customer Specific Requirements
  - a. Sample barcode label
  - b. Copy of IATF-16949, ISO9001, and other certifications as applicable
  - c. SRDW must be submitted for any deviation to the process, product, or other requirement.
  - d. Packaging data form

### **Annual Re-Certification**

Annual re-certification is required for all PPAP submissions. At a minimum, dimensional results, material certifications, capability studies, and a PSW must be submitted to re-qualify products every 12 months. Additionally, for interior components, certification to all applicable specifications is required annually (e.g. FMVSS302, Fogging, Odor, Emissions, etc.) as communicated to you by AFR QE and/or Purchasing Manager.

### **Containment Requirements**

Three types of containment exist for AFR Suppliers: early production containment, Level I containment, and Level II containment. Each type must be labeled using labels found in the appendix.

### **Early Production Containment**

Early Production Containment is required for all new products shipped to AFR for a minimum of 30 days after start of production. This requires 100% offline inspection. Suppliers will be required to document any defects that are found and report them to AFR. The 30-day time shall restart after permanent corrective action is put in place each time a defect is found. Failure to have successful Early Production Containment will lead to Level II containment.

### **Level I Containment**

Level I containment requires 100% offline inspection for a minimum of 30 days and shall be instituted for repetitive issues, external or customer issues, and/or multiple defects in the Supplier's product line. AFR will send details of Level I Containment requirements when Level I Containment is issued to the Supplier.

Suppliers shall document any defects that are found during Level I containment actions and report them to AFR. The 30-day time period shall restart, and corrective action re-investigated if further defects are found. Failure to have successful Level I containment will lead to Level II containment.

### **Level II Containment**

Level II Containment is enforced for failure of early production containment or Level I containment and when customer directed. This requires 100% sorting by an approved third party at an off-site location unless prior approval is granted from AFR. AFR reserves the right to refuse the use of unapproved third-party companies. Data obtained from the third party must be sent directly to AFR. AFR will send further details of Level II Containment requirements when Level II Containment is issued to the Supplier. Level II Containment shall be in place for a minimum of 30 days after permanent corrective action is implemented. The 30-day time period shall restart, and corrective action re-investigated if further defects are found.

### **Non-Conforming Material Policy**

AFR requires zero defects for all product supplied by our Suppliers. . Should a quality issue be detected AFR's assigned QE will notify your company's quality personnel and issue a Supplier Corrective Action Report (SCAR) providing the details of defects found and the required Supplier actions as follows:

1. If AFR has sufficient inventory of parts, then we will return all suspect parts to the Supplier for immediate replacement. All replacement parts must be 100% certified as defect free and labeled as such. All costs associated with this return and replacement (freight, handling, scrap, etc.) will be the Supplier's responsibility.
2. If AFR does not have sufficient inventory or parts cannot be returned, a quality representative from your company may be requested to travel to AFR within 24 hours of notification. Should parts be needed to support production prior to the arrival of your representative, AFR will begin sorting and all costs associated with this sort, in addition to any defective parts found, will be charged back to the Supplier. These charges will include any off-site warehouse charges and use of AFR floor space as necessary.

3. If the quality representative cannot travel to AFR within 24 hours, all costs for this sort, in addition to any defective parts found, will be charged back to the Supplier.

A base \$300 administration fee will be assessed for each non-conforming report issued and will be scalable up to \$1,500 based on severity and exposure to AFR. The administration fee charge will be at the discretion of AFR Supplier. Additionally, scrap costs for finished goods due to Supplier defects will be charged back to the Supplier. This cost be based on the cost AFR incurs to produce the part. The Supplier will also be responsible for associated Supplier costs charged by AFR's customer, including sorting that may take place at the customer facility. When the sorting takes place at any of the AFR facilities, the costs associated will be billed to the Supplier at the rate of \$50.00/hour.

AFR reserves the right to start the sorting without acceptance of the cost by Supplier in case the AFR or customer line is down.

### **Initial Production Part Approval Process ("PPAP") submission**

The Supplier shall provide AFR with parts for production trials. Typically, these trials are run prior to PPAP approval and their purpose is to confirm fit, form and function at the plant prior to approval by AFR. PPAP sample submissions by the Supplier must follow the Production Part Approval Process ("PPAP") procedure as set out below to comply with the AIAG Production Part Approval Process most recent edition. AFR shall not be relied upon by the Supplier in order to determine acceptability of the Supplier's product. The Supplier shall also perform inspection on initial samples, making any necessary corrections to meet drawing requirements prior to shipping to AFR.

The Supplier shall submit initial samples from production tooling as required by the AFR QE. When multiple tools, mold cavities or patterns are used, samples from each cavity must be submitted.

Suppliers shall manufacture and submit three hundred (300) parts for PPAP approval, or any other number otherwise agreed with the AFR QE. Regular production shipments shall only be sent once the Supplier has received written PPAP approval from the AFR QE.

The Document Submission-/-Retention Matrix found in the appendix to this manual identifies the specific documents which shall be submitted to AFR and the documents which shall be retained at the Supplier's location. The Supplier shall obtain prior written approval from AFR for any and all exceptions or deviations. All Deviation Requests are to be submitted on a Supplier Request for Deviation Waive (SRDW) to the appropriate AFR QE. The Supplier shall ensure that parts meet all drawing and material requirements prior to submission. Samples with non-conformity or with improper or incomplete documentation will be rejected unless a SRDW has been approved. All required PPAP documentation is to be submitted to: [PPAP@afrna.com](mailto:PPAP@afrna.com).

**Yearly PPAP Submission**

Suppliers shall provide annual dimensional reports and functional test results to ensure continuing conformance to the drawing, material, specification and statistical requirements as directed by the AFR QE. Suppliers must submit statistical process control data (“SPC”) on all internal and drawing KPCs to the AFR manufacturing facilities if required by the AFR QE.

**Laboratory**

Testing laboratories contracted by the Supplier must be accredited to the most current version of ISO/IEC 17025. Proof of accreditation to be available on request and submitted with initial PPAP.

**Compliance**

All Suppliers are encouraged to be third-party registered to current ISO 14001 Environmental Management Systems.

Suppliers shall ensure compliance with the environmental policies of AFR’s customers, international standards/regulations and the law of the countries in which the Supplier, AFR or AFR’s customers operate.

## **7. REGULATORY COMPLIANCE**

### **Environmental**

Protection of the environment is an integral of AFR 's vision. AFR is certified to ISO 14001, based on the firm belief that this program is carried out by continually improving AFR's environmental performance.

All Suppliers are encouraged to be registered to the current ISO 14001 Environmental Management System. Regardless, Suppliers shall ensure compliance with the environmental policies of AFR's customers, internal standards/regulations, and the law of the countries in which the Supplier, AFR, or AFR's customers operate.

Suppliers are responsible for the identification of hazardous materials and compliance will applicable hazardous material transportation regulations. Suppliers are also required to supply a current Safety Data Sheet for all applicable hazardous and non-hazardous materials.

All solid wood packaging materials (including pallets) shall have the appropriate treatment and associated markings to indicate completion of a treatment method to prevent infestation.

### **Health and Safety**

The health and safety of AFR associates is our highest priority. As such, AFR has implemented an Occupational Health and Safety Management System and is certified according to ISO 45001 and encourage our Suppliers to due likewise.

All Suppliers shall ensure compliance with the health and safety policies of AFR, AFR's customer's, i and the law of the countries in which the Supplier, AFR or AFR's customers operate.

When visiting AFR facilities, Suppliers must obey AFR's safety requirements, all warning signs, and general plant visitor rules. When AFR employees visit Supplier sites, the Supplier must provide them with the necessary information and instruction to ensure their safety, including adequate personal protection equipment if needed.

Alfmeier Friedrichs & Rath is also committed to protecting the environment.

As such, AFR will:

- ❖ Ensure that management accepts full responsibility for protecting workers and the environment.
- ❖ Give environmental, health, and safety considerations equal status with the AFR's other business objectives and integrate them into all aspects of our work.
- ❖ Actively work to continuously improve the EHS Management System by:
  - Engaging workers in the overall improvement of the EHS Management System.
  - Monitoring, auditing, and reviewing systems to improve processes, and environmental, health, and safety performance.
- ❖ Hold contractors and third parties accountable for adhering to the AFR's Environmental Health and Safety Policy.
- ❖ Start work only after confirming that essential environmental, health, and safety protection systems are in place, and willingly suspend activities if health, safety, or the protection of the environment would be compromised.
- ❖ Encourage employees and contractors to be individually responsible for identifying and eliminating hazards, preventing injury to themselves and others, and preventing adverse environmental impacts.
- ❖ Provide personnel with sufficient training, resources, and systems and provide and maintain properly engineered facilities and equipment.
- ❖ Provide an environment for open communication and collaboration by consulting with employees and contractors at all levels of the organization.
- ❖ Respect and protect the environment by preventing pollution and minimizing waste generation, air emissions, and other discharges from our activities to the environment.
- ❖ At a minimum, ensure regulatory compliance and utilize the EHS Management System consistent with the organizational requirements and other requirements to which AFR subscribes.
- ❖ Hold Team leaders and Managers accountable for ensuring and promoting a safe and healthful workplace and the protection of the environment within their areas of responsibility by ensuring that workers are knowledgeable and have access to:
  - publications of the latest applicable laws and regulations.
  - environmental, health, and safety rules and safe work standards.
  - operating and critical task procedures.
  - emergency response procedures.
  - environmental protection requirements.
- ❖ Hold workers at all levels accountable for being fit for work at the beginning, throughout their shifts, and when on call.
- ❖ Develop, implement, and manage a system of accountability for environmental, health, and safety roles and responsibilities at all levels of the company.

We firmly believe responsibility for application of this policy rests with management, employees, and contractors associated with AFR.

### **Customs Trade Partnership Against Terrorism (C-TPAT)**

Alfmeier Friedrichs & Rath (AFR) has partnered with the U.S. Customs and Border Protection (CBP) agency and is a certified participant in their Customs-Trade Partnership Against Terrorism (C-TPAT) program. As such, AFR has implemented supply chain security measures to protect from terrorist and illegal activities for the well-being our associates, facilities, and the United States and encourages our Suppliers and other business partners to do the same.

As participants in the CTPAT Program, it is the policy of AFR LLC to:

- Implement, follow, and maintain procedures and practices that are consistent with the CTPAT Importer Security Criteria.
- Cooperate with Customs in its efforts to ensure the security of the supply chain.
- Meet the recommended business and security practices.
- Stay up to date in the worldwide campaign to stop terrorism.
- Provide security guidelines and training for AFR, LLC employees, contractors, service providers, and others associated with the company.
- Provide a safe environment for our employees, customers, vendors, and other visitors.
- Investigate any situation or significant event which may be related to a breach in cargo security or any CTPAT criteria and notify the proper authorities.
- Review, revise, and update security practices and procedures on a regular basis, or as needed.

Suppliers Shipping material to any of the AFR North American facilities must be C-TPAT Certified or practicing C-TPAT equivalent security processes. C-TPAT certified Suppliers must generate a Status Verification Identification (SVI) number from the C-TPAT web portal upon AFR's request. Those Suppliers who are not certified are required to participate in an annual AFR security survey, are subject to audit and must work cooperatively with AFR in order to achieve an equivalent C-TPAT level security process.

### **8. PRODUCTION AND SUPPLY**

AFR requires critical supply chain elements to be agreed on and documented in the part specific Supply Chain Agreement (SCA) prior to the start of production.

AFR also provides routing instructions that details the carrier/transportation company and the transport method and service level the Supplier should use.

Supplier is responsible for any additional costs incurred due to a failure to follow the routing instructions. If Supplier does not have routing instructions, please contact the appropriate AFR planner.

#### **Supplier Shipping Notification**

AFR sends a weekly scheduling agreement release that contains weekly delivery schedules and forecast.

AFR requires that Suppliers send a Supplier Shipping Notification for all shipments. This information is to be transmitted via email (or other means previously approved) to the appropriate material planner. The Supplier



Shipping Notification must include a copy of the packing list, a copy of the invoice, name of transportation company, tracking number and number of boxes and skids.

**Shipping documentation for all shipments**

Each shipment should include a Packing List & Bill of Lading that clearly identifies:

- Supplier Name
- Date of Shipment
- Packing List Number
- Purchase Order Number
- Supplier Shipping Location
- AFR Part Number
- Quantity Shipped
- Part Description as Stated on the Purchase Order
- Unit of Measure
- AFR Receiving Plant
- The Packing List Number must also be included on the Supplier's Invoice.
- Commercial/Proforma Invoice \*\*\**required for all International Shipments*

**Scheduling Agreement Release**

The Supplier shall effectively communication any and all information that may affect the timely delivery of material(s) to support AFR's daily production builds.

AFR production facilities will provide Suppliers with regular releases against Supplier Scheduling Agreements to meet production requirements. These releases will be sent via the Scheduling Agreement Release (SAR).

Scheduling Agreement Release will be sent to the Suppliers via email or EDI where applicable. The SAR will advise Suppliers of AFR commitments.

The commitments are as follows unless otherwise stated in writing:

30 Days Finished Goods and 60 Day Raw Material

The Supplier shall contact the appropriate AFR Material Planner if an updated weekly SAR is not received. The Supplier is responsible for any and all additional costs associated with any failure to do so.

Planning information and fabrication and raw material authorizations will be provided though the SAR.

- Ship quantities: Ship requirements will be determined by the firm orders showing on the weekly SAR.
- Over shipments: Shipments may not be accepted and could be returned at the Supplier's expense and a Supplier Corrective Action Report ("SCAR") may be issued.
- Under shipments: Any shipments not shipped in full must be communicated prior to shipment (Supplier will be responsible to expedite balance of shipment at their cost).
- Communication: The Supplier must immediately communicate any issues with the SAR to AFR.
- Frequency of order: The Scheduling Agreement Release will be sent once a week at a predetermined fixed time.
- Standard Pack Containers: It is critical that the agreed standard pack quantity and container is used for each shipment to ensure the accuracy of the inventory within the AFR receiving location.



The AFR receiving location must approve any deviations to shipments which is to include the Supplier's root cause analysis of why the defined standard pack quantity or container was not used.

- Release comparison: In case of volume increases within the firm order period, the Supplier shall maintain adequate inventory levels to meet AFR demand between Supplier's production runs. It is the Supplier's responsibility to ship the firm requirement plus 20%. Should the Supplier be unable to meet the volume increase, immediate contact is to be made with the appropriate AFR Planner to discuss a viable plan. If, however no contact is made AFR will assume that demand can be serviced.
- The Supplier shall notify AFR Purchasing in writing if AFR needs to change the Supplier contact name, phone number, fax number, email address, etc.
- In the event of a failure by the Supplier to ship on time the Supplier must immediately contact the AFR Material Planner to discuss any late shipments, the potential impact and the Supplier's recovery plan;
- Without prejudice to any other rights or remedies that AFR may have against the Supplier under contract or at law, any expenses, including premium shipping expenses, necessary to meet the required delivery dates shall be the Supplier's sole responsibility;
- Any inability to support AFR ship requirements must be communicated to the AFR receiving plant prior to the scheduled shipping day and immediate reaction to contain and avoid AFR shut down must occur by the Supplier in coordination with AFR receiving plant;
- With respect to the International standard phytosanitary measures, the Supplier shall use packaging that is sufficient to protect the goods from damage during transport to ship goods to AFR.
- In the event the Supplier has delivery constraints, which will impact AFR's production plan and delivery Schedules, AFR will issue a Bottleneck Notification, which will require a response within 24 hours. If this is not complied with, AFR will issue a SCAR, which will require formal response according to Standard protocol, and which will attract the abovementioned administration fee of \$500.00.

### **Delivery**

- All Suppliers shall provide 100% on time delivery performance.
- Failure to deliver a shipment when scheduled may result in charges to the Supplier for any plant production downtime at AFR and its customers, or other related expenses.
- All shortages or problems affecting the planned delivery shall be communicated in writing to your AFR plant contact immediately.
- Over-shipments must be pre-approved, otherwise are not acceptable. All Suppliers will be held responsible for any return freight carrier charges, and/or other plant costs associated with over-shipments.

### **Service**

Service parts must be provided for a minimum of 15 years after the end of serial production and an addition 10 years more for vehicles deemed classic by Supplier

---

**9. LOGISTICS**

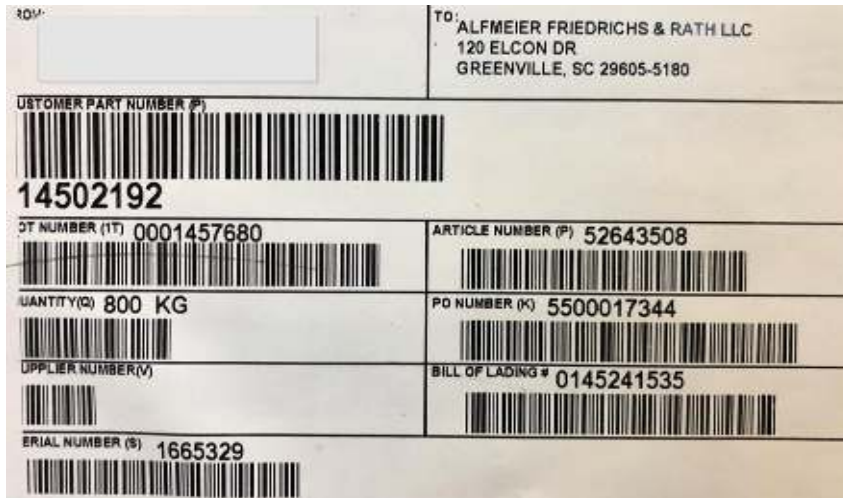
**Product labeling & Packaging**

**A. Bar Code Labeling Requirements**

AFR requires standard 4x6 inch labels, however alternate sizes are acceptable upon written approval.

All boxes, containers and pallets containing approved production parts shall be labeled with the following key information

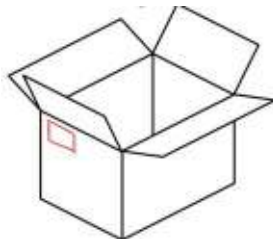
- AFR part number
- Part description
- Packaging quantity
- Supplier name and address
- Supplier reference number
- AFR PO number
- Unique serial number traceable to the manufacturer's date code
- AFR receiving plant address
- Vendor batch number



**Label location:**

TOP LEFT CORNER for individual Packaging Unit Label

TOP LEFT CORNER of skid for mixed pallet label.



# SUPPLIER MANUAL 9<sup>TH</sup> EDITION 2022

## B. Packaging

Suppliers shall pack their parts in approved packaging. Suppliers shall submit packaging proposals on the “Packaging Data Sheet” to the Supply Chain Specialist and in the PPAP documentation.

Once a packaging proposal is received from the Supplier it will be evaluated and feedback will be provided.

As part of this assessment phase, AFR is free to require a packaging trial at no additional cost.

When packaging type is selected, the following aspects shall be considered:

- Avoidance of waste
- Ability to stack boxes
- Maximization of packaging density
- Max. weight per individual packaging unit is 30 lbs.

Deliverable	Supplier	AFR
Determine what is needed for the plant based on production concept, space etc.		X
Determine what would be acceptable and/or restrictions for the packaging		X
Communicate acceptable options and/or restrictions to supplier		X
Initial Concept Suggestion - Submit Packaging Data Sheet (blank PDS provided by AFR) Incomplete PDS will not be accepted	X	
Provide feedback to Supplier’s questions as they arise		X
Approval of suggested packaging concept		X
Review packaging as launch phase approaches - consider design changes	X	X
Submit final suggestions complete with pictures to AFR’s contact person	X	
Review internally to ensure packaging meets production needs and adheres to the packaging specifications and sign off PDS		X
Send signed off PDS to supplier		X

Quality assurance shall be thoroughly considered for every packaging concept.

Please be aware this overview does not include all potential issues.

Potential Issue	Effect	Actions recommended
Cardboard dust on components (contamination)	Failure in production (bad weld, leakage)	If cardboard packaging is used, a PE bag is required before placing parts in the box
Contamination from packaging or other sources inside of parts in contact with fuel	Contamination could affect other parts of the system	For parts coming in direct contact with fuel, a PE bag and/or dust cap is required
Scratches on metal parts/parts with special coating or corrosion requirements	Failure in production	Using PE bags, single part packaging or separators is required
Components with surface requirements	Failure in production	Using PE bags, single part packaging or separators is required
Deformation of parts from their own weight	Part out of specification, failure in production	Consider using smaller pack quantities/boxes
Cardboard material is not strong enough to hold the parts weight	packaging might rip, parts falling out/get lost	Consider use of stronger material/change packaging concept

### Box requirements

Cardboard boxes must be at least Flute C with Edge Crush Test rating of 44 lbs./in2 (ECT44) or better.

Overseas cardboard boxes must be at least Flute BC, 150K/T glue laminated.



### **Pallet requirements**

All pallets must be sturdy enough to be handled with a load without damage. If a pallet is damaged, it cannot be accepted.

AFR only accepts standard 4-way pallets



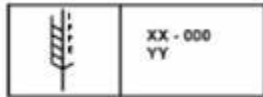
Pallets must have the following dimensions:

Length: min. 40in, max. 48in

Width: min. 24in, max. 45in

Height including the goods shall not exceed 55in.

Wooden pallets for all shipments coming from outside of the US or Mexico must conform to IPPC ISPM No. 15 and must be stamped.



### **C. Returnable Containers**

“RETURNABLE” pertains to re-useable containers such as plastic, cardboard, metal bins, racks, pallets, trays and separators that are returned to the original shipping location. All returnable containers and internal dunnage must be pre-approved by AFR.

All returnable containers are to be cleaned by the Supplier – with all obsolete labels removed.

### **Freight and Transportation**

Incoterms are agreed with purchasing during Quoting process and apply to all serial shipments.

All charges incurred outside of normal business conditions require prior written approval by AFR before acceptance. AFR may however provide the Supplier with instructions related to specific events.

### **Customs and Foreign Trade Requirements**

Suppliers shall provide all information necessary for AFR to comply with all applicable laws, regulations and related legal reporting information in the US and Mexico.

### **Preferential Origin and Free Trade Agreement Documentation**

# SUPPLIER MANUAL 9<sup>TH</sup> EDITION

## 2022

---

### **Supplier shipping from USMCA countries:**

AFR requires to provide a USMCA-Certificate for the supplied goods on an annual base.

USMCA-Certificates need to show at least the information mentioned in attached USMCA template in the tab "Instructions".

Validity period must be 01/01 – 12/31 of the current year.

The certificate is essential in order to comply with applicable law.

### **International Supplier, shipping to AFR's facilities in the US and/or Mexico:**

If shipping from one of the following countries to AFR in the **US**, please make sure to include proper and complete country of origin documentation to comply with applicable law.

Australia	Israel
Bahrain	Jordan
Canada	Korea
Chile	Mexico
Colombia	Morocco
Costa Rica	Nicaragua
Dominican Republic	Oman
El Salvador	Panama
Guatemala	Peru
Honduras	Singapore

If shipping from a location falling under one of the below mentioned Free Trade Agreements to AFR **Mexico**, please make sure to include proper and complete country of origin documentation to comply to applicable Free Trade Agreements.

CPTPP	Pacific Alliance
EU-Mexico	Mexico - Panama
EFTA	Mexico - Uruguay
Mexico-Central American FTA	Japan - Mexico
Chile-Mexico	Mexico - Israel
Mexico - Colombia	Mexico - Peru

Suppliers not complying with this requirement will be responsible for all associated costs incurred as a result of the non-conformance.

**10. Glossary of Terms and Acronyms**

AFR	Alfmeier Friedrichs & Rath	OEM	Original Equipment Manufacturer
AIAG	Automotive Industry Action Group	RFQ	Request for Quote
APQP	Advanced Product Quality Planning	RMA	Return Material Authorization
PPM	Parts Per Million	PPAP	Production Part Approval Process
ECR	Engineering Change Request		
FMEA	Failure Mode and Effects Analysis	PSW	Part Submission Warrant
IMDS	International Material Data System	SAR	Shipment Authorization Release
MSA	Measurement Systems Analysis	SCAR	Supplier Corrective Action Report
NAFTA	North American Free Trade Agreement	SPC	Statistical Process Control
SA	Scheduling Agreement	SRDW	Supplier Request for Deviation/Waiver
WIP	Work in Process	TQM	Total Quality Management

**11. Appendices List**

PUR 02	Supplier Agreement	QLTY 01	Supplier PSW
PUR 03	Terms and Conditions		Form 8-D _AIAG format_2015.12.04
PUR 04	Supplier Feasibility Statement	QLTY 03	Supplier SRDW
PUR 13	Supplier Change Request	QLTY 06	Supplier PPAP Requirements Matrix
PUR 06	Cost Improvement Form	SCM 01	Supplier Packaging Data Sheet
PUR 09	Business Partner Security Profile Form		



# SUPPLIER MANUAL 9<sup>TH</sup> EDITION

## 2022

### RECORDS:

RECORD	RESPONSIBILITY	INDEX METHOD	STORAGE LOCATION	RETENTION TIME	DISPOSAL METHOD
Supplier Certification	Quality	Sequential Supplier #	SAP	2 years after expiration	Delete
Relevant Quotes	Purchasing	Alphabetically Supplier Name / Date	H:\AC Purchasing\Common\Quotes	2 years	Delete
Supplier PPAP /Annual	Quality	Part#	P:/Records/Supplier Management	2 years	Delete
Supplier Report Cards	Purchasing	Supplier Name	P:/Records/Supplier Management	2 years	Delete
Purchase Order	Purchasing	Sequential P.O. #	SAP	Life of Product + 1 year	Delete
2 <sup>nd</sup> Party Audit Results	Purchasing	Alphabetically Supplier Name / Date	P:\Records\Supplier Management\Supplier Conformance\2nd Party Audits	Minimum 3 Years	Delete
Supplier Self Assessments	Purchasing	Alphabetically Supplier Name / Date	P:\Records\Supplier Management\Supplier Conformance\Supplier Certification	Minimum 3 Years	Delete

### REVISION HISTORY

REVISION DATE	DESCRIPTION OF CHANGE	REVISED BY	APPROVER
4.19.2021	-Updated multiple areas to include the current processes -Creation of Revision History	Sandra Gonzalez	Adriana Buzzell
04.18.2022	-Updated service parts period and pricing statement -Revised record keeping period for non IATF Suppliers. -Revised regulatory section 7. -Revised Section 8 Production and Supply. -Added record keeping table -Updated appendices list	Adriana Buzzell	Becky Fitzsimmons
08.12.2022	-Removed Program Management from Troy Office -Updated Purchasing Manager/Quality Manager	Jessica Eubanks	Regina Anderson

