



SOURCING – PRODUCT PURCHASE

MO 016/03

SUPPLIER QUALITY MANUAL

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SIMAF



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REVISION

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I) INTRODUCTION

This document defines the general requirements applicable by suppliers to ensure the quality of products delivered to ASTEC – SIMAF group of companies “called in this document SIMAF”. It takes into account the requirements of SIMAF's customers.

Confident in the willingness of our suppliers to express their know-how throughout the duration of our relationships, we want our suppliers adherence to our approach to be achieved through the strict application of this manual and of the following rules:

- Suppliers must ensure to respect the principles contained in the United Nations Global Compact United "Global Compact" (<https://www.unglobalcompact.org/what-is-gc/mission/principles>).
- Respond precisely to the purchase enquiries.
- Provide products that meet specifications and quality standards of SIMAF
- Produce the product all along of its life in compliance with 1st parts validations.
- Ensure deliveries on time and in quantity
- Ensure traceability of its products according to industry standards or specific rules that would be defined with SIMAF
- strictly manage its own suppliers and subcontractors
- Make its staff aware that they are involved in product compliance, product safety
- Make its staff aware of the importance of ethical behavior.
- It is required to supplier to dispose of civil liability insurance to cover any risk on the supplied product.

This is essential to achieve our objectives and to meet the needs of our customers.

This membership results in the application of this guide and its updates.

Our suppliers undertake to respect the rules exposed in this document, whether the services provided to SIMAF are subcontracted under the control of a supplier or that they are performed directly.

II) FIELD OF APPLICATION

The acceptance by the supplier of a purchase order stipulating the application of this document constitutes acceptance of its contents.

The Supplier must ensure that its employees are aware of the requirements of SIMAF as soon as they are involved in its activities.

Even if the supplier uses subcontractors or suppliers as part of the service, he is responsible:

- to pass on the present requirements to its subcontractors or suppliers,
- to ensure that they are applied.

Every possible difference of application must be agreed between SIMAF and the supplier.



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III) GENERAL REQUIREMENTS

III.1 Right of visit and access:

The Supplier and its own suppliers must provide to SIMAF, to SIMAF customers and to the representatives of the official oversight bodies, a free access to the facilities and documents contributing to the realization of the product, as well as any facility enabling them to fully fulfill their mission.

The supplier must keep at their disposal all records that demonstrate the performance of the contract in accordance with all the requirements. Upon request, the supplier may make available to SIMAF its internal quality audits of the products covered by the contract and the related procedures.

These requirements are also applicable to resellers and their own suppliers.

III.2 PROJECT MANAGEMENT

Suppliers must communicate the data of the contact person or Project Manager of their organization, as an interlocutor with SIMAF, for each new project.

This person must have the necessary capacity to deliver all the necessary elements to cover the process of Quality Assurance Product-Process (A.P.Q.P.) and to transmit complementary data of his Company.

All SIMAF Suppliers are requested to provide support during the launch of a new product. The designated person must have an accurate knowledge of the parts and manufacturing processes of the Supplier.

With each new development, the supplier must provide SIMAF a feasibility study of the business, advising if the part is or is not feasible. To provide self-drawing in case there are any deviations from the drawing sent for quote and all capacity information, SPC studies, certificates, and tests that the drawing requests.

It is strictly forbidden to do any change on production (raw material, tooling, machine, etc....) once the part has been homologated without previous agreement with SIMAF. Case of need, new sampling and PPAP must be created for customer re-homologation.

Supplier must have a system to control the status of each development. Stages with dates and the control over them to ensure the dates agree to the expected and they are not unexpected delays.

- They have been manufactured under continuous supervision and control, according to the Control Plan agreed between the Supplier and SIMAF during the development of the project.

- The results of these controls will be available to SIMAF upon request.

- Any changes to the Control Plan, during the series, will be subject to the approval of SIMAF.

Case the supplier is not able to be IATF 16949 certified, the supplier is requested to approach the management of its production and company according to the means established in IATF 16949, which means that the supplier performs the following steps:

- - Feasibility study of each offer
- - Creating APQP when tooling order is sent
- - Provide PPAP level 3 (with final production tools), including the following documents:
 - - FMEA
 - - Control Plan
 - - Dimensional Test
 - - Material certificate



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- - Heat treatment certificate (where applicable)
- - Plating certificate (where applicable)
- - SSR test if plating must resist some specific hours
- - Other tests if requested in drawing
- - Capacity report
- - PSW
- - MSA (RR)
- - SPC (XR) of the critical dimensions marked in the drawing, usually framed or marked with safety symbols.
- - Manage changes to avoid duplicate or obsolete plans
- - 8D reports of non-conformities within the established deadlines and their registration.
- - Evaluation and continuous improvement
- - Subcontractor control, audits, and evaluation

III.3 QUALITY COMMITMENT

SIMAF establishes the commitment as Objective for 0 PPM's.

However, suppliers will be accepted to Warrant 50 PPMs in their products as maximum.

All products and services supplied by suppliers must comply 100% with the requirements established by SIMAF (Technical, Logistics, etc.)

Supplier must be responsible for costs of defective parts supplied. Costs would be defined, documented and provided to supplier by SIMAF.

III.4 Environment:

The Supplier undertakes to comply with the legislative and regulatory requirements in force and to pass on and verify compliance with these regulations and laws with its own suppliers.

It undertakes to keep itself permanently informed about the REACH Regulation and its updates, and to measure all the consequences of the obligations implied by this Regulation.

The supplier must also comply with the regulations:

- ROHS (Limitation of use of dangerous substances in electrical and electronic equipment)
- File the database SCIP

IV) GENERAL QUALITY REQUIREMENTS

The general requirements of the procedures ISO 9001, EN 9100, EN9120 or IATF 16949 (depending on the activity field) apply on all the suppliers.

Supplier from the database is encouraged to certify his management system following the procedures ISO 9001, EN 9100, EN9120 or IATF 16949 et to send his certificate delivered by an approved third part to SIMAF.

Supplier commits to share with SIMAF the results of the certificate's renewal before the expiration date of the previous one.



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IV.1.A INCLUSION INTO SIMAF'S SUPPLIER PANEL.

To be part of the SIMAF's Supplier Panel, the following steps are required:

- To meet and maintain the requirements Quality and Environment System Certification:
 - ISO-9001:2015 (at least) with some IATF procedures
 - IATF 16949 (encouraged)
 - 14001:2015 (implanted or scheduled)
- To protect and control productive Material: (raw materials, parts and components with their tools, and packaging)
- Compliance with the REACH / ROHS Regulation
- Acceptance of the Suppliers Manual.
- To allow SIMAF to do audits and apply improvements if required

IV.1.B EXCLUSION FROM SIMAF'S SUPPLIER PANEL

A Supplier will be excluded from the SIMAF's supplier Panel when it is listed as "non-Business (level C)".

This categorization is acquired as a consequence of breach of its obligations, among others:

- Failure to meet any of the selection criteria.
- Unsatisfactory result in the continuous evaluation (Quality, cost, terms) made by SIMAF after verifying that the action plans launched by the Supplier have not been effective.
- Failure to comply with economic agreements

IV.1.C ACTIONS IN RESPECT OF SYSTEMATIC BREAKDOWN OF THE SUPPLIER

SIMAF reserves the right to terminate the contract with the Supplier, who repeatedly fails to fulfill the commitments.

IV.1.D Control of documentation.

The supplier is in charge of claiming all the elements of the definition at the last index (drawings, specifications, nomenclatures ...) unless specified otherwise in the purchase order and the standards if not provided by SIMAF. He must make all necessary arrangements against the use of outdated documents.

The supplier must also ensure the management of documents and data by its own suppliers. Moreover, it undertakes to acknowledge receipt of documents and data sent by SIMAF, not to disclose them outside and to inform SIMAF of any error or inconsistency found in the purchase orders and other provided documents.

IV.2 Planning.

The supplier undertakes to inform SIMAF of any regulatory restrictions applicable to the purchased products (for example: products subject to export control, etc.).

Planning data must take into account:

- - Production capacity (human resources and machines).
- - Raw material stock states.
- - Current and incoming workload.
- - Internal reject rates.

In case of problem leading to non-compliance with a contractual deadline, the supplier shall, as soon as it is informed of the risk of delay, inform SIMAF in written form and specify as soon as possible the origin of the problem and the new deadlines.

In case of recurrent logistic defects, an 8D analysis might be requested by SIMAF.



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IV.3 Subcontracting.

The supplier will have to ensure the conformity of all purchased raw materials and services and will have to require the issuance of a declaration of conformity (according to the NFL0015 or the EN 10 204 at the last index) and of a report of tests or analysis to its own supplier.

If these documents are requested in the purchase order, they must be remitted when the parts are delivered.

IV 4 Configuration Management.

Any evolution of the product, of the manufacturing and control files must be recorded and documented to ensure traceability and configuration management of the product.

IV.5 SPARE MANAGEMENT

The Supplier must have a Supply Management System for Spare Parts that guarantees the fulfillment of the needs demanded by the Consumer Company of SIMAF.

The means of production (Equipment and tools) must be kept during the time provided for the supply of spare parts (minimum: 10 years), and supplier will advise SIMAF before destroy the tool.

The conditions of Quality, Cost and materials, components and products supplied for spare parts should be the same as for the series, unless specified into the quotation or special agreement with SIMAF.

IV.6- IDENTIFICATION OF PRODUCTIVE TOOLS

All productive Tools paid by SIMAF must be permanently identified so that SIMAF (or customer's) signature is easily visible. To this end, an identification plate must be placed.

IV.7 CONFIDENTIALITY (NON-DISCLOSURE AGREEMENTS)

SIMAF considers confidential all matters dealt with its Suppliers and requires of them the same treatment, as well as its Commitment of Confidentiality.

The Supplier is responsible for maintaining the Confidentiality of all matters related to the Projects assigned to it by SIMAF. NDA contract will be raised by separate way.

IV.8 WARRANTY PERIOD

The warranty period applicable to the products supplied to SIMAF will be 5 years (to be agreed between both parties), counted between the date of production of the product by the Supplier and the date of official claim in the concessionaire. This warranty period will be valid provided no other major is specified in the Supply Contract, Technical Specifications or Product Drawings. Except the degradation of the parts due to the time (as plating)

The Supplier always guarantees that the time elapsed between the manufacture of the product and its reception in SIMAF is the least possible, using FIFO supply management systems, observing in any case agreements related to minimum stock sizes.

IV.9 Obsolescence

In the case of obsolescence, the supplier must send to SIMAF an obsolescence notification stating:

- - The cause of obsolescence,
- - The concerned part number,
- - The proposed alternative,
- - The date of application of the reference amendment,



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- - The date of the last purchase order of the original product,
- - The identified risks the associated action plan,
- - The presentation schedule for INITIAL SAMPLES / folder 1st parts,
- - The delivery time and schedule of the new product,
- - The technical comparison between the old and the new product.

IV.10 Control.

In case SIMAF does not require the provision of a control record, this does not in any way relieve the supplier of its responsibility to provide a fully compliant service and in no way limits the controls it must perform to rule on this compliance.

Before starting mass production, the supplier has to proceed to the verification of its process and of the first item. The Machine / Process ability indices must be determined on the major selected characteristics bases. The minimum values are:

- - Machine fitness Cmk > 1,67
- - Aptitude process Cpk > 1.33

IV.11 1st Parts file.

Whenever asked through / at purchase order, the supplier must carry out a “first parts” check and provide a complete report with the delivery of the parts. The composition of the 1st parts file is detailed at the purchase order in an attached document.

On specific requests, the supplier will send to SIMAF, before launching the manufacturing, the identifying industrial diagram, for each manufacturing step:

- - used sources and subcontractors (qualifications, ...),
- - the manufacturing conditions (specifications, norms, standards).

In case of modification of the product, of the process, of use of a new tooling or of the transfer of production, the supplier must first inform SIMAF which will judge of the necessity to proceed to a “first parts” new control (see § III.2).

IV.12 Identification and traceability.

The system implemented by the supplier must make possible to maintain the identification of the materials, components and products in stock during all their life cycle.

The supplier must be able, ex post, to:

- - track all products made from the same batch of raw materials or from the same manufacturing batch. The destination (location of delivery, destruction) of all products from the same batch must also be identified,
- - track the identity of the constituent elements of a set and that of an upper set,
- - find the documentation of the production (manufacturing, control) of a given product.

If a delivery is composed of several production batches, these must be separated and identified, and this must be indicated on the delivery note and / or on the supplier's declaration of conformity.

IV.13 Preservation of the product.

The supplier is responsible of the preservation of the product up to the final destination. With any kind of incoterms He must ensure the compatibility of metals throughout the production cycle of the product (Stock, machining, treatment, ...). Packaging and conditioning will therefore be appropriated to the transport conditions.

The packaging must not degrade the products, it must prevent their contamination and their corrosion.



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IV.14 Declaration of Conformity

On request, the supplier must be able to give us:

- - a declaration of conformity established in accordance with NFL-0015 norm or equivalent.
- - in the case of a resale, a copy of the declaration of conformity issued by the manufacturer, specifying the manufacturing site

IV.15 Control of non-compliant product:

Before delivery, any product subject to a deviation from the purchase order must be the subject of an application for acceptance to the Quality Department of SIMAF. The delivery of the product can only be made after reception of written approval from SIMAF.

The supplier must immediately report to the SIMAF Quality Department any defect discovered during the manufacturing process, assembly, testing or after delivery of the products, in particular, any defect that may affect the safe use of the products delivered previously.

The reception by SIMAF of the delivered goods does not in any way diminish the supplier's liability in the event of a problem noted after the delivery. In case of not compliant delivery to the purchase order, SIMAF reserves the right to request the supplier for the treatment of the anomaly in order to identify the root causes and to put in place remedial, corrective and preventive actions and to measure the effectiveness of the implemented actions.

It is the responsibility of the supplier to ensure that all product declared as unusable can not be delivered or put back on the market at a later date.

Any product declared as unusable must be visibly and permanently identified and isolated in a quarantine area before shipment for destruction or recycling.

The Supplier shall document and inform SIMAF of the measures planned and / or implemented through 8D Problem Resolution Reports.

The supplier must take appropriate measures to prevent the purchase of counterfeit goods and is required to immediately alert SIMAF of any cases of which it is aware.

IV.16 .- PRODUCT RECALLS

SIMAF will determine and inform the Supplier when a Warranty claim appear, the defect of the product in question may affect the safety of the persons, a regulatory requirement is breached and / or may be affected. image of SIMAF or OEM (builder-builder of the vehicle).

The Supplier must report immediately on the possibility that a Non-Conformity of its products causes risks or dangers to the safety of the users.

The Supplier shall be responsible for the costs arising from the recall, according to its degree of responsibility in the non-Conformity that causes it.

IV.17 The Records

The supplier must keep or have the product's quality records kept for itself and its own suppliers. These documents must be archived in a place protected from fire, weather conditions and theft.

For records relating to product characterization, acceptance and serialization elements, as well as commercial documents, records must be retained for a period of 10 years.

Items archived by the supplier must be available to SIMAF at any time.

The organization of the records must make it possible to obtain the kept elements within 24 hours.



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V) CONTINUOUS EVALUATION

Every six months, an evaluation will be sent to the suppliers, indicating the level of quality obtained, depending on their progress in quality, number of incidents, costs derived, response times to nonconformities and suppliers will be assessed as Accepted(A), Reserved (B) (Not valid for new queries) or not suitable (C). /

VI) PACKING & SHIPMENT

Subcontractor shall quote our box type directly in the quotations. Box must be hard enough to resist 60 kgs over without damage.

The boxes should be marked with SIMAF or SIMAF logo in both long lateral sides of the box.

Box can not exceed 12 kgs weight. So quantity must be reduced case the capacity is higher to control the weight.

Please, suggest the quantity per box you could do in the time of the quotation.

VII) CERTIFICATES

Material, dimensional, heat treatment and plating certificates are required to be sent by e-mail first to ship the parts to purchaser. Parts which will be received without these certificates might not be accepted.



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VIII) SIMAF QUALITY LEVELS

We defined four quality levels to apply following different criteria of the product which will be communicated on each order.

VIII. 1 level NQA1: Very sensitive parts

VIII.1.1 NQA1- First delivery of the new item

On the first delivery, the supplier has to supply the complete file for the first item containing :

- Survey plan
- Quality commitment 25PPM
- Initial samples
- The capability for the critical and functional values
- Inspection report for 5 numbered pieces (1st part from the beginning of the production, 2nd from the middle and 3rd from the end of the production)
- FMEA process

VIII.1.2 NQA1 – Next deliveries

For each delivery made later than 6 months following the 1st delivery of the new item, the supplier has keep available the control report with the treatment and material certificate. The level NQA1 force the supplier to have a statistic control “ SPC” of all critical values specified by © on the drawing.

After 12 months without production, the supplier has to proceed as if the item was new and send the same file as for V.1.1.

VIII. 2 level NQA2: Sensitive parts

VIII.2.1 NQA2 – first delivery of the new item

On the first delivery, the supplier has to supply the PPAP for the first item containing :

- Quality commitment 50PPM
- Initial samples
- The capability for the critical and functional values of 30 pieces
- Inspection report for 5 numbered pieces (1st part from the beginning of the production, 2nd from the middle and 3rd from the end of the production)
- FMEA process

And keep available for the SIMAF control:

- Survey plan
- FMEA process

VIII.2.2 NQA2 – Next deliveries

For each delivery made later than 6 months following the 1st delivery of the new item, the supplier has keep available the control report with the treatment and material certificate. The level NQA2 force the supplier to have a statistic control “SPC” of all critical values specified by © on the drawing.



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After 12 months without production, the supplier has to proceed as if the item was new and send the new PPAP as for V.1.1.

VIII. 3 level NQA3: Standard parts

VIII.3.1 NQA3 – first delivery of the new item

On the first delivery the supplier has to supply to SIMAF:

- Quality commitment 100PPM

And he keeps available:

- Inspection report
- Treatment and material certificate

VIII.3.2 NQA3 – Next deliveries

For each following delivery, the supplier must keep available for SIMAF the conformity certificate.

VIII.4 level NQA4: Hardware

For every delivery the supplier has to keep available the conformity certificate for every order.

Every item produced before the application of this manual is considered as level NQA1. Please contact our quality department to establish the right level.



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ETHICAL CHARTER SIMAF

Our company wishes to establish and maintain a relation of trust with our clients as well as our suppliers.

The company SIMAF drives its activities in accordance with the principles of honesty, equality and concurrency applicable rules, and prohibition of corruption during the commercial transactions. The negotiation and enforcement of the terms cannot lead to a behavior or acting which could be qualified as active or passive corruption, or aiding and abetting.

The employees of the company SIMAF have to treat all the suppliers with honesty and equality, regardless their condition and company size, in a respect of each country.

The employees of the company SIMAF have to refuse, all gifts, invitations, favors or any other financial advantage for them or their families, susceptible to influent, to corrupt and to deprave their integrity or objectivity toward the relationships with their suppliers.

The gifts given by courtesy should be accepted only occasionally, of small value and justify by a special events (for example - at the end of the year) conforming to the professional field and cultural habits.

The invitations to meals or cultural and sport events should remain exceptional and shouldn't imply high expenses.

SIMAF remain alert to the fact that its suppliers:

- undertake to avoid using the forced or compulsory labor.
- undertake to avoid using clandestine labor or child labor.
- undertake to avoid exclusion or preferences based on race, color, gender, religion, social origin, political opinion in purpose to maintain the equality in the professional field.
- respect the national legislation of the laboring hours and salary.
- undertake to pay regularly a salary to their employees.
- undertake to maintain the safe environment and make sure that their activity doesn't harm the health and safety of their employees.
- show a proactive behavior related to safety and hygiene.
- do their best to reach the highest standards to protect the environment, by their products as well as their management system
- undertake to prevent and minimize the consequences of their activity on the environment and promote the importance of environment responsibility.



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Acknowledgment of receipt

I do confirm that I have received the document entitled:

SIMAF

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And ensure the distribution of this file to the different departments of our company, at all levels concerned by this procedure.

I do commit to guarantee the application of all points of this document and the use of all documents indicated in its clauses.

COMPANY NAME:	
Represented by:	
Function:	
Phone number:	
E-mail address:	
Date:	

Signature	Stamp of the company

This document has to be sent back by fax, by post mail or by e-mail, to SIMAF Quality Department, filled-in, signed and stamped. Without response in a delay of 15 days, the present Supplier Quality Manual will be considered as approved by the supplier.