



SUPPLIER'S MANUAL

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2. INTRODUCTION

This document defines minimum requirements for a supplier of Fideltronik. The requirements vary depending on specific assortment supplied. The following groups of suppliers have been specified:

- Distributors of catalogue elements (electronic, chemical and mechanical)
- Manufacturers of PCBs
- Manufacturers of magnetic components
- Manufacturers of looms
- Manufacturers of mechanical and electromechanical elements

GENERAL REQUIREMENTS

3. PROCESS OF SELECTION AND QUALIFICATION OF SUPPLIER

Definition

New supplier

A new supplier is a company that has never done business with Fideltronik or a past supplier who has not supplied product to FT within the last three years. All new suppliers must be qualified prior to the awarding of new business.

Qualification of new supplier

Process of entering the new supplier to the Fideltronik' Approved Supplier List (report in the Fideltronik computer system) through analysis of supplier possibility according to the Fideltronik requirements included in the Supplier's Manual.

Process of selection and qualification of supplier is being carried out according to the following criteria:

Collect information about the new supplier

Cumulating information about the new supplier on the basis of comparing offers and the widely available information.

Forward requirements to the new supplier

In case of need occurrence (e.g. new implementation, alteration, search alternative supplier) a request for proposal is being sent with purchase documentation, and additionally in the case of selected commodity a general quality requirements are included in the Supplier's Manual.

Analysis of gathered data

Review of offers and other data collected from the supplier, potential analysis of the supplier for meeting Fideltronik requirements, comparing the information and making a decision about more further continuing the classification procedure. Supplier qualification and offer choice are being done including all-in costs of the purchase.

Sample batch

On the base of collected data, Fideltronik can make a decision about ordering the sample batch for verifying the supplier. Sample batch is being ordered according to the procedure.

Supplier Audit

If is required, audit at the supplier is being conducted by Supplier Quality Engineer based on criteria included in the Supplier's Questionnaire.

The engineer can require presenting the corrective action plan from the supplier to providing the compliance with the requirements.

Putting the new supplier on the Approved Supplier List

On the basis of obtained data from previous stages the Buyer make the classification for the supplier and in case of the positive assessment he is writing down the new supplier on the list of qualified suppliers (report in the Fideltronik computer system „ Approved Supplier of Lists”).

Initial samples/ Prototype parts / Component qualification

The supplier is obliged to provide to Fideltronik the samples/prototype parts produced in accordance to a technical documentation.

To samples the supplier has to enclose all required at 4.2 point documents. The measuring protocol should include the remarks in relation to every point of specification. Delivered samples should be repeatable.

In the time when some of clauses of the specification wasn't fulfilled in produced samples - is unworkable by the supplier or needs the change - the supplier is obliged to put this attention to PPAP documentation.

Decision on approval of the suggestion of the supplier and the qualification of the component is being taken by the Product Engineer.

The qualification of the component is being realized on the basis of the received documents and tests carried out in Fideltronik.

For the compliance of samples with the technical documentation or/and the specification of the component a supplier is charged with responsibility.

After approval of the samples/ standards and positive allowing of the component to production by the Product Engineer, FT establishes whether the samples/standards should be archived. In case of the decision on the archiving of the samples/standards, component is identified, described and archived by the Supplier and FT to the future comparisons.

Choice of suppliers of transport services

The coordinator of the transport chooses a shipping company on the basis of following criteria:

Demanded criterion	Additional criterion
Required by law the permits and concessions within the scope of the transport.	ISO-9001
Insuring the carrier with the national and international traffic.	Positive results of current cooperation.
Cars with the building development of the type the container or the tarpaulin.	Wide car means of transporting with respect to the capacity.
The price competitiveness and flexibility of the cooperation and the communicativeness of the staff.	The general technical condition of cars including the safety of transported goods and environmental pollutions (subjective evaluation).

4. ADVANCED PRODUCT QUALITY PLANNING (APQP)

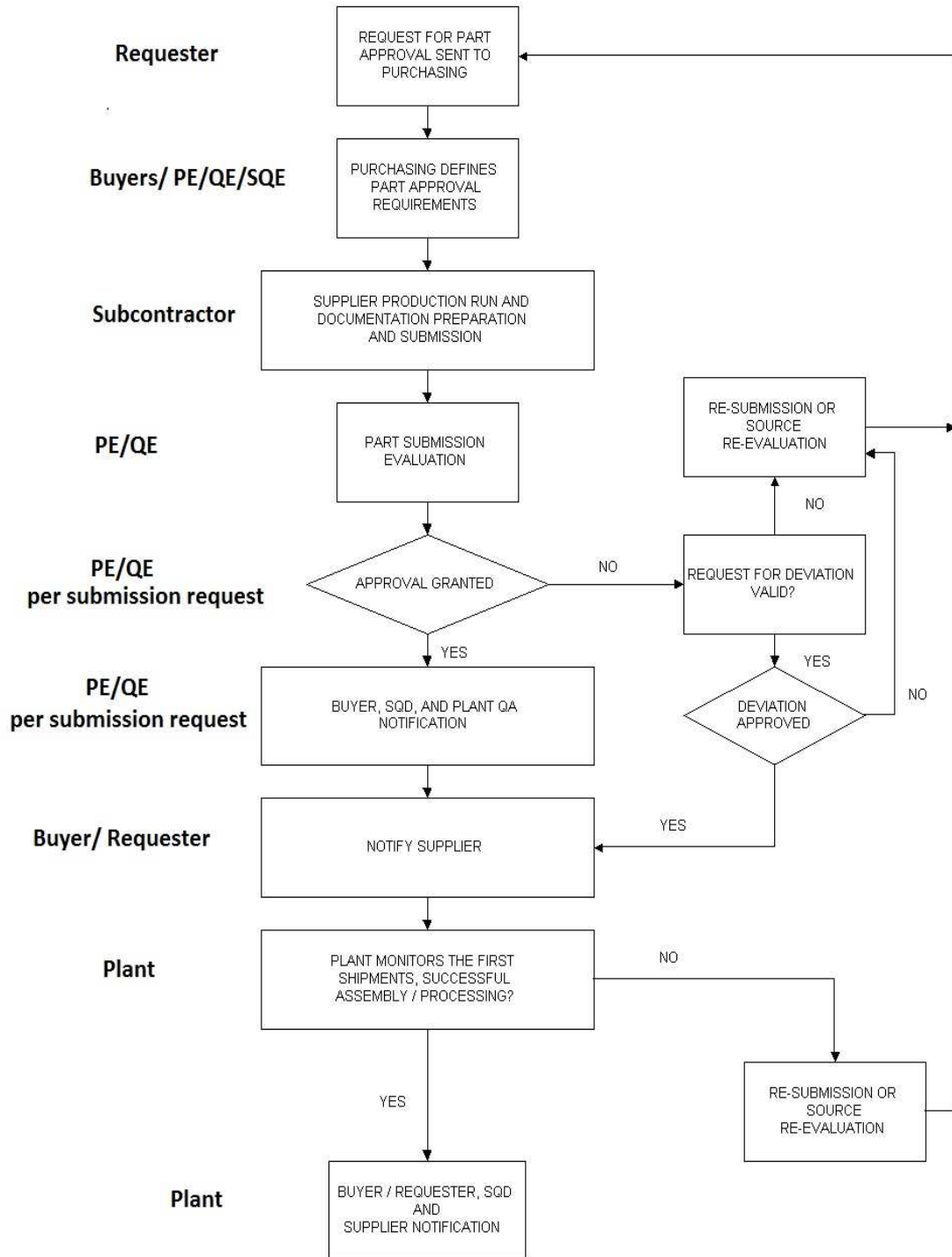
APQP – this is a defined process for a product development. According to the AIAG (Automotive Industry Action Group), the purpose of APQP is "to produce a product quality plan which will support development of a product or service that will satisfy the customer." The process is described in the AIAG manual 810-358-3003.

In other words this is a process for establishing, meeting, and exceeding quality objectives. Supplier APQP teams must include a cross functional team consisting of members from every area/department

in the organization as well as the appropriate subcontractor and Fideltronik personnel. APQP is required for the following scenarios:

- During the development of new processes and or products
- Prior to significant changes to process and or products as determined by Quality Department
- Prior to tooling being transferred to new producers or facilities.

PURCHASED PRODUCT SUBMISSION AND APPROVAL PROCESS



4.1. Production Part Approval Process (PPAP)

Based on AIAG PPAP Fourth Edition

The **PPAP** is used to establish confidence in component suppliers and their production processes, by demonstrating that:

- Customer design record and specifications and other requirements are properly understood by the supplier.
- Proposed by Supplier process has the potential to produce product consistently meeting these requirements with defined production rate.

When is PPAP required?

Full approval from the Customer product approval activity must be obtained by the Supplier for:

- A new part or product (i.e., a specific part, material, or color not previously supplied to the specific Customer).
- Correction of a discrepancy on a previously submitted part.
- Product modified by an engineering change to design records, specifications, or material.
- Any situations required by Customer.

The 5 Submission Levels

The items and/or records specified by the level as requested by the customer must be submitted by the supplier:

Level 1 – Warrant only (and for designated appearance items, an Appearance Approval Report) submitted to the Customer.

Level 2 - Warrant with product samples and limited supporting data submitted to the Customer.

Level 3 - Warrant with product samples and complete supporting data submitted to the Customer.

Level 4 - Warrant and other requirements as defined by the Customer.

Level 5 - Warrant with product samples and complete supporting data available for review at the supplier's manufacturing location.

Retention Requirement Table / Submission Level

Requirement	Level 1	Level 2	Level 3	Level 4	Level 5
1. Part Submission Warrant	<i>R</i>	<i>R</i>	<i>R</i>	<i>AR</i>	<i>R</i>
2. Design records	-	<i>R</i>	<i>R</i>	<i>AR</i>	<i>R</i>
3. Approved Engineering Change Documentation	-	-	<i>R</i>	<i>AR</i>	<i>AR</i>
4. Customer Engineering approvals	-	-	<i>R</i>	-	-
5. Design FMEA	-	-	<i>AR</i>	<i>AR</i>	<i>AR</i>
6. Process Flow Diagrams	-	-	<i>R</i>	<i>AR</i>	<i>R</i>
7. Process FMEA	-	-	<i>R</i>	<i>AR</i>	<i>R</i>
8. Control Plan	-	<i>R</i>	<i>R</i>	<i>AR</i>	<i>R</i>
9. Measurement System Analysis Studies	-	<i>AR</i>	<i>R</i>	<i>AR</i>	<i>R</i>
10. Dimensional Results	-	<i>R</i>	<i>R</i>	<i>AR</i>	<i>R</i>
11. Material, Performance, Test Results	-	<i>AR</i>	<i>R</i>	<i>AR</i>	<i>R</i>
12. Initial Process Study (Cpk) Capability Studies	-	<i>AR</i>	<i>R</i>	<i>AR</i>	<i>R</i>
13. Qualified Laboratory Documentation	-	-	<i>R</i>	<i>AR</i>	<i>R</i>
14. Appearance Approval Report (AAR), if applicable	<i>AR</i>	<i>AR</i>	<i>AR</i>	<i>AR</i>	<i>AR</i>
15. Sample Product	-	<i>R</i>	<i>R</i>	<i>AR</i>	<i>R</i>
16. Master Sample	-	-	<i>R</i>	-	<i>R</i>
17. Checking Aids	-	-	<i>R</i>	<i>AR</i>	<i>R</i>

R – Required for PPAP submission

AR – Documents on a case by case basis are marked AR for "As Requested"

' - ' – Not Required

Any section that is not applicable must be included in the PPAP submission with a placeholder showing that this section is not applicable. This is to ensure no sections have been missed. Fideltronik will review the supplier PPAP submission using the PPAP submission checklist with any deficiencies being sent back to the supplier for resubmission.

If a Supplier cannot meet the PPAP requirements by the required date the Prototype and Interim approval form will be required outlining the issues with new promise dates.

5. VERIFICATION OF PURCHASED PRODUCTS

Fideltronik shall carry internal inspection of purchased goods on the basis of own procedures and reserves itself the right to quality and process controls at the supplier's.

Fideltronik's internal inspection and any control at supplier's does not remove supplier's responsibility for compliance of supplied products with the requirements set forth in the technical documentation, this supplier's manual and the order.

6. CLAIMS

In the case of delivery of products that do not comply with the requirements of the technical documentation, this supplier's manual and the order, Fideltronik shall place a complaint in the following stages:

- ◆ Written notification of the supplier with a copy to Fideltronik's respective departments about the discrepancy
- ◆ Immediate actions. Options:

- return to supplier at his cost and replacement with a compliant product
- 100% inspection and return of the faulty part (from the shipment) and correction of the invoice
- conditional permit and repair with cost estimation
- ◆ Completion of the protocol of discrepancies in the case the faulty products are returned to supplier and delivery thereof to supplier with the products

The supplier shall confirm **within 48-hrs (in urgent issues 24-hrs)** receipt of the claim notification provide the RMA number (if necessary) and set the immediate necessary actions (3D) to protect its Customer (e.g. replacement of goods, sorting activities to secure deliveries, etc.). Completed 8D should be provided to Fideltronik within **30 days** from the date of the claim notification.

For specific Fideltronik Customers (e.g automotive type) or issues, 8D completion time may be shorter. Supplier will be informed in advance above those exceptions.

Additionally, on finding discrepancies, Fideltronik shall charge a general claim management cost amounting to **EUR 25** for each item under claim or in PLN for Polish suppliers,

according to NBP ex-rate on the invoicing day + actual cost borne by Fideltronik due to delivery or use of faulty components.

If Fideltronik should bear other cost connected with the claim (e.g., sorting, repair, scrapping, etc.), it shall use the following calculation rates:

- ◆ cost of production man's one hour of work (e.g., sorting) **EUR 10**
- ◆ general claim technical and logistic cost (e.g., the time the Product Engineer will use for extra qualification and approval of the component) **EUR 20**

The supplier may be charged with cost of complete product (production in progress) in case when delivered by the supplier components have hidden failures that cannot be reworked or caused permanent damages of other parts.

7. RATING AND DEVELOPMENT OF SUPPLIER

7.1 SUPPLIER RATING SYSTEM

Definition

The assessment of suppliers is being conducted quarterly basing on Key Performance Indicators. Suppliers are categorized for the evaluation on the basis of the quarterly turnover (90 %). For the chosen group of Suppliers evaluation is being carried out monthly. Suppliers to such a group can be indicated by the Customer or can be associated with the appropriate design where this requirement is obligatory.

Indicators

Required information to the Supplier evaluation are gathered in Fideltronik computer system. Supplier are being evaluated according to following indicators:

1. QUALITY PERFORMANCE

A PPM level (Parts per Million) is a main indicator which define a relation of reported in particular quarter quality attention/information, quantities of claimed units, not provided in conformity with the invoice or delivered in excess (N_w) to the quantity of pieces purchased in this quarter (N_d) according to the following model.

$$PPM = \frac{N_w}{N_d} \cdot 1000000$$

2. ON TIME DELIVERY,

Information collected by the Fideltronik computer system.
Is measured quarterly against promised date.

3. FULLFILLED REQUISITIONS AGING

Information collected by the Fideltronik computer system.
Indicator define the quantity of days after send the order to the acceptance of delivery at Fideltronik.

4. ROLLING PO PRICE SAVING RATE

Information collected by the Fideltronik computer system . Indicator is measured quarterly against real lead-time. System compare the average price of purchase in current quarter with the average price from last year.

5. ELECTRONIC INVOICES

Information collected by the Fideltronik computer system

6. QUANTITY OF ENVIRONMENTAL INCIDENTS

Information collected by the Fideltronik computer system
The quantity of registered disagreements having the influence and the carrying environmental risk.

7. QUANTITY OF HEALTH AND SAFETY INCIDENTS

Information collected by the Fideltronik computer system
Quantity of registered disagreements having the influence and carrying the danger in respect of the health and safety of work.

SCOPE OF THE SCORING

QUALITY PERFORMANCE	
Score definition	Target
< 2500ppm (25 points) 2501ppm – 5000 ppm (15 points) 5001ppm – 10000ppm (10 points)	25p
ROLLING PO PRICE SAVINGS RATE	
Score definition	Target
> 5% (30 points) 3,1% - 5% (20 points)	30p
ON TIME DELIVERY	
Score definition	Target
>96% (15 points) 93,1%-96% (10 points) 90%-93% (5 points) <90% (0 points)	15p

FULFILLED REQUISITIONS AGING

Score definition	Target
< 10 days (5 points) > 10 days (0 points)	5p

ELECTRONIC INVOICES

Score definition	Target
Created Advance Shipment Billing Notices(ASBN) >98% (15points) 95,1% - 98% (10points) 90% - 95% (5points) >90% (0points)	15p

QUANTITY OF ENVIRONMENTAL INCIDENTS

Score definition	Target
Registered environment incydent – 0p No incident – 5p	5p

QUANTITY OF HEALTH AND SAFETY INCIDENTS

Score definition	Target
Registered incident – 0p No incident – 5p	5p

Analysis of all suppliers is being made according to the form and statuses are being given according to the scoring from the following table.

PUNKTACJA	INTERPRETACJA	STATUS
71pkt – 100pkt	The supplier meets Fideltronik requirements in the satisfying way. The cooperation can be continued and farther developed. Possible precautions can be taken to the purpose of the more further development of cooperation.	PREFERRED
41pkt – 70pkt	The supplier meets Fideltronik requirements with some reservations. A potential exists to the improvements. One should define and implement corrective and preventive action aiming at the elimination the non-conformances, improvements in the level of deliveries and achieving the Preferred status.	NEEDS IMPROVEMENT
0pkt – 40pkt	The supplier does not meet Fideltronik requirements. Exist the critical non-conformances which should be immediately eliminated. The supplier should in cooperation with Fideltronik immediately define corrective actions and carry them out in the acceptable time (TEMPORARY ACCEPTED). In case of the absence of co-operation from the supplier side the Merchant takes action being aimed at eliminating the supplier (TO BE ELIMINATED).	TEMPORARY ACCEPTED and TO BE ELIMINATED

SUPERVISION OF APPROVED SUPPLIER LIST

The list is updated by Commodity Buyer, and looked through comprehensively once per quarter after the quarterly assessment of strategic vendors.

7.2 QUALITY AUDIT

During the cooperation with approved suppliers or during the process of new supplier qualification Fideltronik can demand the quality audit conduct at the supplier.

Audit is usually conducted on the basis of the audit questionnaire previously sent and filled up by the supplier. A compliance with the customer requirements, with right norms, standards and procedures is being tested.

With audit result there is a report in which observations, remarks and areas are to the improvement are included. After the audit the supplier is obliged to take corrective actions according to plan described in the 7.3 point.

7.3 CORRECTIVE AND PREVENTIVE ACTIONS

Definition

Corrective and preventive actions are being taken by suppliers to streamlining the organization as well as they prove about constant improving their processes. Appropriately taken influence the reduction in the number of gaps or the complaints, increasing the productivity of the production, increasing the sales volume, reducing operating costs, etc.

Claims

In case of defects detecting in delivered products, irrespective of the claim procedure, the Fideltronik Quality Department requires presenting the corrective action plan in 8D form.

Specific information concerning the claim process and terms of corrective actions implementation are included in 5 point.

Supervision of taken corrective actions

The Quality Department of Fideltronik can require the presentation of evidences of corrective and preventive actions and to make their verification during the audit visit.

Received 8D report and sent evidences are being put in the Fideltronik database under the given non-conformance and they are the ground for its closing. Effectiveness of taken actions is being verified on the basis of inspection result of next received delivery.

Supplier evaluation

The evaluation is being sent to suppliers quarterly and depending on the granted status the supplier is obligated to describe corrective action plan. In order to facilitate it, with the result of evaluation is being sent the form. Supplier should complete in this form the proposals of corrective actions and the dates of their implementation than to send it back to Fideltronik within 15 working days from the date of receipt.

Supervision of taken corrective actions

Received from the supplier from with corrective and preventive actions is verified and supervised by the Merchant and Quality Engineer and put in the Fideltronik database.

Supplier Audit

After the audit a report is being sent to supplier with marked areas to the improvement. The supplier is obliged to describe the corrective actions within 15 working days from receiving the report. Fideltronik can require evidences from taken actions and conduct a verifying audit.

When the supplier isn't taken corrective and preventive actions - it mean that does not state the willingness of the improvement - the Merchant can take steps to remove this supplier from the Approved Supplier List.

In case of suppliers which are for the removal the Merchant of Families is responsible for a coordination of activity aimed at ceasing the shopping at this supplier and for consistent blocking in the system in order to make the shopping of components impossible for the production.

8. DOCUMENTING THE MANUFACTURING PROCESS AND SUPERVISING CHANGES

8.1 GENERAL REQUIREMENTS

The supplier is obliged to have the documented manufacturing process of products. Fideltronik recommended use of the following documents:

- FLOW-CHART
- CONTROL PLAN

Above documents should be available on Fideltronik request.

Control Plan can base on recommendations of the referential textbook APQP (Advanced Product Quality Planning) published by AIAG. Fideltronik Quality Department can provide example forms on the supplier request.

The supplier is obliged to inform Fideltronik in advance about planned changes in following areas:

- technological process
- applied materials
- manufacturing sites (specifically applied, but not limited to PCB manufacturers),
- process flow chart

Technological changes should be reflected in such documents as the Flow Chart and the Control Plan and immediately sent to Fideltronik (PPAP package – described in point 4).

Fideltronik reserve right to refuse proposed changes or request to provide additional data or/and samples supporting this change.

The supplier is obliged to give the date since when a change in the technological process was implemented and the purchase order of the delivery with changes. It is aimed the identification of supplier changes and their influence on the quality of the product.

8.2 SPC AND SPECIAL CHARACTERISTICS

Definition

SPC -Statistical Process Control – statistical method of quality management which enable the objective assessment whether the given process is stable or start to behave out of standard.

The supplier is obliged to guarantee the necessary training of the adequate staff on his own and the measurement equipment at his plant with respect to SPC (Statistical Process Control).

Determining specific requirements, as for supervising the process and reporting quality results by the supplier to Fideltronik, for the chosen products should be held in the presented below way.

Cpk measurements of special and critical characteristics

The supplier is obliged to perform measurements of special and critical parameters in every delivery to Fideltronik being in a technical documentation and/or a specification.

Results of measurements are supposed to be noted. Enumerated Cpk values for above parameters must meet the condition:

$$\mathbf{Cpk \geq 1.67}$$

It is acceptable that $Cpk \geq 1.33$ but supplier should carry on a documented actions to achieve the target 1.67 value.

Measuring document

The supplier is obliged to make Cpk measurements of special and critical characteristics on his own for every batch.

The document confirming the compliance with specific requirements of the customer should contain :

- measurements results
- measurements method
- material used

The supplier is obliged to archive this document of the minimum by 5 years and to make it available at the customer request.

9. ENVIRONMENT PROTECTION

9.1 GENERAL REQUIREMENTS

In compliance with the environmental policy available on www.fideltronik.com/ems.html the Supplier when delivering products and services shall be obliged to follow the principles below:

Reduce the amount of Styrofoam in wrappings

The Styrofoam is very difficult to recycle and its environmental impact (as waste) is much stronger than that of other wrappings (wood, cardboard or metals).

Fideltronik recommends to avoid where possible the use of Styrofoam in wrappings and replace it with materials that have lower impact on environment (cardboard, steel, wood) or use returnable wrappings.

Use of returnable wrappings

Fideltronik recommends, where possible, use of returnable wrappings in order to reduce environmental impact of wrapping materials and cut the unnecessary cost (liquidation of collective wrappings).

According to the environmental Fideltronik policy, suppliers are obliged to meet the following requirements:

- Everywhere where it is required to deliver the Characteristics Card of dangerous substances
- The supplier is fully responsible for the receipt within the law, the treatment, the storage, the return and the liquidation of dangerous materials in his plant which are necessary to produce and to provide the products to Fideltronik.
- Suppliers performing services on the Fideltronik area are obliged to a waste segregation according to applicable rules.

During the supplier qualification process Fideltronik takes environmental aspects into consideration. The supplier is obliged to offer environment-friendly raw materials as well as at designing them and the production he applies LCA principles (Life Cycle Analysis)

Additional information:

Ordinance of the Minister of Economy and Labour dated 27 Mar. 2007 on specific requirements concerning use of environment unfriendly substances in electronic and electrical devices (Journal of Laws 2007 No. 69 item 457).

9.2 MATERIAL DECLARATIONS

Fideltronik according to the environmental policy and taking customer requirements into account can require from suppliers - which the RoHS directive and the REACH regulation don't concern - the Material Declarations including applying chosen chemical elements. Fideltronik can require also filing material declarations in the form imposed by oneself.

Declarations should contain a detailed description of the measuring method and results of measurements and be updated at least once a year.

COMPLIANCE WITH RoHS DIRECTIVE

In relation to the EU directive No. 2002/95/EC on restrictions of use of certain substances banned in electronic products, Fideltronik may require from the Supplier a declaration of compliance of the supplied components with the requirements of the a/m directive with the tests results.

Declaration should involve all parts of the product as well as the materials used in manufacturing process (including operating materials).

The document should specify all items provided to Fideltronik with marking the number and the date of the compliance report.

Moreover if it is possible supplier should marked on the packaging (in every delivery to FT) that the product is RoHS compliant.

COMPLIANCE WITH THE REQUIREMENTS OF THE REACH ORDINANCE

According to requirements of the Ordinance (WE) No. 1907 / 2006 of the European Parliament and Advice from 18 December 2006 in the matter of the registration, the evaluation, granting permissions and applied restrictions within the scope of chemicals (REACH) and creating the European Agency of Chemicals Fideltronik as the distant user requires actual Characteristics Cards from all suppliers.

In case of any amendment to the Characteristics Card or the delivered product the supplier is obliged to announce this Fideltronik with immediate effect and immediately provide new Characteristics Card.

The Characteristics Card should contain the CAS number confirming the legalization of the given production. What's more the supplier is obliged to mark on the package (in every delivery) that the product is REACH compliant.

9.3 SPECIFIC CUSTOMER REQUIREMENTS

Apart from requirements included in above points the supplier is obliged at the Fideltronik request to provide data (of reports, of findings) confirming the fulfilment of the customer requirements.

10. TRANSPORT – general requirements, responsibilities

Receipt of goods

Independently of delivery terms, the supplier of the transport service is obliged to check the quality and correctness of a goods in a place of loading.

Every disagreement noticed by the haulier should be documented and announced commissioning the transport service.

In case when a damaging goods will be noticed or his wrong protection against damaging during the transport, haulier is obliged to report his doubts and remarks commissioning the service.

In the moment when goods are leaving the place of receipt, the responsibility for goods during the transport takes a haulier.

Condition of a shipment and its compliance with the documents

The supplier is obliged to forward to the haulier the goods which meet following requirements:

1. the quantity of packets handed over is the same as the amount shown in the bill of lading
2. description on packaging is complied with that one in the bill of lading
3. goods are imposed a customs duty - concerns imported materials
4. packages are original and not damaged, there are no tracks of flooding or also opening

The carrier has the right to verify above points before leaving the place of loading.

Damaging of goods during the transport

If while checking the condition of the parcel the visible and outside damages were noticed and there are any protocol written down from the place of loading, a carrier takes the responsibility for damaging the parcel.

In the place of unloading a damages protocol should be written down, this is a base of claims to the supplier of the transport service.

Damages during the transport but resulting from wrong packing of material (where there is no visible and outside damages of multipacks or components) are not subject to the transport company complaint. In this case the side responsible for the way of packing bear responsibility.

Special requirements concerning the transport

In case of chemicals - which Characteristics Cards describe specific conditions of the storage - and other products determined by Fideltronik, required is from the haulier monitoring the temperature and humidity conditions during the transport, documenting and making them available at the Fideltronik request.

Goods cannot be pick up from the carrier if the special requirements were not fulfilled.

11. PACKING

General rules of packing

1. The size of the package must be adapted for the contents of the shipment in order to minimize vacancies inside the package.
2. The endurance of the package should be adapted for the weight and the shape of the content. Should not shape irregular shapes from the carton, but use the family size and supplement vacancies with the filler.
3. For packing should not use packages worn out or damaged.
4. The elements intended for the dispatch should be clean, the greases and liquids should be removed from them.
5. If not specified otherwise should use partitions, dividers and fillings. At the bottom, on the top and all over sides bubble foil or/and polystyrene with appropriate shapes.
6. The parcel should be described with relevant warning stickers (e.g. attention glass)
7. Putting collective labels is necessary.
8. Documents must be always outside the package, available without opening it.

In case of goods transported on pallets required is from the supplier in order to:

1. Use exclusively undamaged pallets. Where it isn't specify use EURO pallets.
2. Permanently fastened the parcels to the pallet using the foil stretch and/or a tape.
3. Elements of the package do not stick out beyond the range of the pallet. If some part of the untypical consignment stick out beyond edges of the pallet must be ruthlessly this way wrapped up to not damage oneself and/or do not damage other parcel.
4. Lighter elements of package (e.g. cartons) should be laid on heavy elements
5. Properly, centrally the centre of gravity localized parcels and agreed the height of the parcel with the transport service.
6. If it's possible secured all angles of the parcel with cardboard corners.

A sender is responsible for a quality of wrapping up the parcel suitable for its content.

The sender is obliged adequately to wrap up of the parcel, as well as to give it to the courier in the state enabling its correct transport and assuring that it won't damage other parcels during the transport, as well as providing its without loss and damaging.

Particularly the package should: to be appropriately closed, preventing unauthorized persons the access to the contents of the parcel; to be appropriately tough appropriately to the weight and the

contents; to have safety internal barriers preventing the moving of content; to have markings attesting to special character of the parcel, so as: „ attention, glass ”, „ top/bottom ”

11.1 REQUIREMENTS CONCERNING THE IDENTIFICATION ON PACKAGES FOR SUPPLIES OF PRODUCT COMPONENTS

1. Single-product wrappings must hold:

- Fideltronik Order Number (with the release & line number)
- Fideltronik Item Number (barcode Code-128 + text below the barcode)
- Fideltronik Item Revision (barcode Code-128 + text below the barcode)
- Fideltronik Item Description
- Manufacturer Name
- Manufacturer Part Number à MPN (barcode Code-128 + text below the barcode)
- Reference Number of Manufacturer – date code (YYWW) (bar + label) and lot code (bar + label)
- quantity in the unit package (barcode Code-128 + text below the barcode)

Moreover if it is possible:

- Confirmation of RoHS and/or REACH compliance

2. Collective wrappings must hold:

- ASN Number (barcode Code-128 + text below the barcode)

or:






- Fideltronik Order Number (with the release & line number)
- Fideltronik Item Number (barcode Code-128 + text below the barcode)
- Fideltronik Item Revision (barcode Code-128 + text below the barcode)
- Fideltronik Item Description
- Manufacturer Name
- Manufacturer Part Number à MPN (barcode Code-128 + text below the barcode)
- Reference Number of Manufacturer – date code (YYWW) (bar + label) and lot code (bar + label)
- quantity in collective package (barcode Code-128 + text below the barcode)

Additionally if it is possible:

- Confirmation of RoHS and/or REACH compliance

Samples of correct labels / Proposed dimensions: 70mm X 50mm

1. Single-product wrappings

Fideltronik Order Number 1234567	
Fideltronik Item Number  M1FT00001	Fideltronik Item Revision  001
Fideltronik Item Description DESCRIPTION	
Manufacturer Part Number  1234567DD88	Manufacturer Name MANUF. NAME
Reference Number of Manufacturer  11041234567890	Confirmation of RoHS Quantity in the unit package  10000

2. Collective wrapping

Fideltronik Order Number 1234567	ASN Number or Order Number  1234567890
Fideltronik Item Number  M1FT00001	Fideltronik Item Revision  001
Fideltronik Item Description DESCRIPTION	
Manufacturer Part Number  1234567DD88	Confirmation of RoHS Quantity in the unit package  1000
MANUFACTURER NAME	
Reference Number of Manufacturer  11041234567890	Quantity in collective package  10000

12. THIRD PARTY RIGHTS

The Supplier when manufacturing components for Fideltronik must not infringe the rights of third parties (e.g., work on illegal software, stolen equipment or technologies).

13. HEALTH AND SAFETY OF WORK

In compliance with the Work Safety Policy available from www.fideltronik.com/bhp.html the Supplier shall be obliged to provide in its factories for compliance with the work safety regulations.

Additional, suppliers of materials are obliged to follow the principles as below:

- To provide Hazardous substances Safety Data Sheet where its needed
- during transport and unloading of dangerous material supplier has to have knowledge how to pack them, how they act on human organism and how to proceed when wrap is broken down.
- to use suitable carrying method to be able to transport
- hazardous material must be clearly marked and must have labels in polish as well
- weight of individual wrap not great than 50 kg
- maximum weight of palette with commodity 800 kg, maximum height 170 cm

Services suppliers in the area of Fideltronik are obliged to:

- to perform Health and safety training course. The training course is carried out by FT staff.
- follow the instructions of safeguard Fideltronik service
- comply with instructions..... from day..... concern
- inform strictly about accident
- use protective/working clothing
- use efficient technical equipment
- inform strictly about accident
- use protective/working clothing
- use efficient technical equipment
- full field national electrical safety certification requirement (SEP)
- machinery and transport equipment must be in good condition
- assure proper storage
- mark and identify chemical substances
- follow general health and safety regulation

Client takes into account at selection supplier aspects of safety and sanitation of work.

REQUIREMENTS IN RELATION TO A PARTICULAR COOPERATORS

14. DISTRIBUTORS OF CATALOGUE ELEMENTS

(electronic, chemical and mechanical)

Person responsible for product / service quality

The supplier shall be obliged to appoint a person responsible for quality of the supplied products and services. Such person should:

- have the necessary authorisations to be able to represent the supplier during quality talks with Fideltronik
- provide necessary support and aid in solving quality problems

Certificate of compliance

Fideltronik requires that each delivery should be accompanied by a compliance certificate, including at least:

- ◆ Name of the manufacturer of the elements
- ◆ Full symbol of the manufacturer (PART NUMBER)
- ◆ Date of production of the elements supplied, e.g., in the form WW/YY (week/year)
- ◆ Manufacturer's request number (LOT / BATCH)
- ◆ Fideltronik Item Number
- ◆ Fideltronik Order Number and quantity on the Order
- ◆ Quantity supplied
- ◆ Confirmation that the delivery meets Fideltronik's requirements
- ◆ Any discrepancies from FT requirements only approved by FT

Specific requirements

- ◆ Due to special requirements of Fideltronik customers, the supplier shall place the manufacturer's LOT / BATCH number on the compliance certificate.
 - ◆ The supplier shall see to it that the Manufacturer and the Symbol of the provided elements are in compliance with the order.
 - ◆ If, due to market situation, provision of an element of the specified manufacturer is not possible, Fideltronik shall be notified about it right after receipt of the order. The supplier shall specify the proposed replacement, and Fideltronik shall give on that basis written (e-mail, fax) approval of delivery of such elements.
 - ◆ Date of production of electronic elements shall be below two (2) years
 - ◆ Date of production of PCB boards shall be below 6 months
 - ◆ Validity period of the chemical materials shall be at least 6 months
-
- ◆ If the production dates of the a/m elements exceed the time acceptable to Fideltronik – the supplier shall obtain from FT written consent for sale of such elements.

15. MANUFACTURERS OF PRINTED CIRCUIT BOARDS - PCB

Quality management system

The supplier (manufacturer) is recommended to have a quality management system implemented and maintained based on ISO 9001 or ISO-TS 16949 or at least the following procedures of ISO 9001:

- ◆ Document control
- ◆ Records control
- ◆ Control of non-conforming product
- ◆ Identification and traceability in the production process
- ◆ Corrective actions

Person responsible for quality of products / services

The supplier shall be obliged to appoint a person responsible for the quality of the supplied products and services. Such person should:

- have the necessary authorisations to be able to represent the supplier during quality talks with Fideltronik, e.g., Quality Representative or Quality Manager.
- provide necessary support and supervise corrective activities and other operations connected with development of the quality management system.

Tests / product inspection carried on by the Supplier

The supplier shall be obliged to carry on necessary tests and visual inspection in order to ascertain compliance with the requirements included in the product specification.

The supplier shall additionally (if the specification does not explicitly quote other quality standards):

- ◆ carry on electrical tests

Note: results of the tests will be filed by the Supplier and made available to Fideltronik on request.

- ◆ carry on inspection of products for compliance with Fideltronik's quality standard **FID-STD 005** and the industrial standard **IPC-A-600 the latest revision and minimum Class II**.

Certificate of compliance


Fideltronik requires that each delivery should be accompanied by a compliance certificate, including at least:

- ◆ Fideltronik Item Number
- ◆ Fideltronik Order Number and quantity on the Order
- ◆ Quantity supplied
- ◆ Information about materials used (manufacturer, symbol, etc.)
- ◆ Confirmation that the products passed all the required tests and measurements at the Supplier's
- ◆ Date of production of the elements supplied, e.g., in the form WW/YY (week/year) – shall be below 6 months
- ◆ Any discrepancies from FT requirements only approved by FT
- ◆ In the case of products requiring the UL symbol, the following symbols must be shown on the certificate:
- ◆ UL RECOGNITION and the E-FILE number

Compliance with the UL symbol

In the case of printed boards that require the UL symbol (as specified in technical Fideltronik's documentation), the supplier shall be obliged to confirm compliance with UL in the certificate and place the necessary information on the description board.

The following information is required:

- | | |
|---|--|
| <ul style="list-style-type: none">◆ the UL RECOGNITION symbol◆ the DESIGNATION type◆ the class of combustibility (e.g. UL 94-V0)◆ manufacturer's logo◆ date of production |  |
|---|--|



16. MANUFACTURERS OF MAGNETIC COMPONENTS

Quality management system

The supplier (manufacturer) is recommended to have and maintain a quality management system based on ISO 9001 or ISO-TS 16949 or at least the following procedures of ISO 9001:

- ◆ documentation supervision
- ◆ records supervision
- ◆ supervision of faulty products
- ◆ identification and traceability in the production process
- ◆ corrective actions

Person responsible for quality of products / services

The supplier shall be obliged to appoint a person responsible for the quality of the supplied products and services. Such person should:

- have the necessary authorisations to be able to represent the supplier during quality talks with Fideltronik, e.g., Quality Representative or Quality Manager
- provide necessary support and supervise corrective activities and other operations connected with development of the quality management system.

Tests carried on by the Supplier

Fideltronik requires that the supplier carried on electrical and insulation tests (100% of the supplied batch) in order to ascertain that the product parameters are kept.

Note: results of the tests will be filed by the Supplier and made available to Fideltronik on request.

Certificate of compliance

Fideltronik requires that each delivery should be accompanied by a compliance certificate, including at least:

- ◆ Fideltronik Item Number
- ◆ Fideltronik Order Number and quantity on the Order
- ◆ Quantity supplied
- ◆ Information about materials used (manufacturer, symbol, etc.)

- ◆ Confirmation that the products passed all the required tests and measurements at the Supplier's
- ◆ Date of production, e.g., in the form WW/YY (week/year)
- ◆ Any discrepancies from FT requirements only approved by FT
- ◆ In the case of products requiring the UL symbol, the following symbols must also be shown on the certificate:
 - ◆ UL RECOGNITION and the E-FILE number
 - ◆ Magnetic requirements with the UL symbol

Compliance with the UL symbol

For magnetic levels requiring the UL symbol (specified in Fideltronik's technical documentation), the supplier shall be obliged to confirm compliance with the UL in the certificate and include some necessary information on the description board (the UL symbol, etc.).

17. MANUFACTURERS OF LOOMS

Quality management system

The supplier is recommended to have and maintain a quality management system based on ISO 9001 or ISO-TS 16949 or at least the following procedures:

- ◆ documentation supervision
- ◆ records supervision
- ◆ supervision of faulty products
- ◆ identification and traceability in the production process
- ◆ corrective actions

Person responsible for quality of products / services

The supplier shall be obliged to appoint a person responsible for the quality of the supplied products and services. Such person should:

- ◆ have the necessary authorisations to be able to represent the supplier during quality talks with Fideltronik, e.g., Quality Representative or Quality Manager.
- ◆ provide necessary support and supervise corrective activities and other operations connected with development of the quality management system.

Tests, measurements and criteria of product's visual inspection

The supplier shall be obliged to carry on necessary tests and visual inspection in order to ascertain compliance with the requirements included in the product specification.

The supplier shall additionally (if the specification does not explicitly quote other quality standards):

- ◆ take samples of clamped cables and measure the stripping force of the clamp tips at start up, in progress and at the end of the clamping process. The measurements must be made for each type of clamped tips. Minimum stripping force is defined in the standard **PN-EN 60352-2**.

Note: results of the tests will be filed by the Supplier and made available to Fideltronik on request and quoted in the Certificate of Compliance for each batch.

- ◆ inspect the products for compliance with Fideltronik's cabling standard **FID-STD 001** and the industrial standard **IPC-A-620 Class II**.

Certificate of compliance

Fideltronik requires that each delivery should be accompanied by a compliance certificate, including at least:

- ◆ Fideltronik Item Number
- ◆ Fideltronik Order Number and quantity on the Order
- ◆ Quantity supplied
- ◆ Confirmation that the products passed all the required tests, measurements and an inspection in accordance with the standards indicated in 6.3
- ◆ Date of production, e.g., in the form WW/YY (week/year)
- ◆ In the case of products requiring the UL symbol, the UL RECOGNITION and the E-FILE number of particular cables and insulation mantles must be additionally shown on the certificate

18. MANUFACTURERS OF MECHANICAL AND ELECTROMECHANICAL ELEMENTS

Quality Management System

The supplier is recommended to have a quality management system implemented and maintained based on ISO 9001 or ISO-TS 16949 or at least the following procedures:

- ◆ supervision of the documentation
- ◆ supervision of records
- ◆ supervision of faulty products
- ◆ identification and traceability in the production process
- ◆ corrective actions

Person responsible for quality of products / services

The supplier shall be obliged to appoint a person responsible for the quality of the supplied products and services. Such person should:

- ◆ have the necessary authorisations to be able to represent the supplier during quality talks with Fideltronik, e.g., Quality Representative or Quality Manager.
- ◆ provide necessary support and supervise corrective activities and other operations connected with development of the quality management system.

Tests, measurements and criteria of product's visual inspection

The supplier shall be obliged to carry on necessary tests and visual inspection in order to ascertain compliance with the requirements included in the product specification.

The supplier shall additionally (if the specification does not explicitly quote other quality standards):

- Mechanical measurements (random sample control of all sizes and other parameters like shape discrepancies, surface roughness, protective coating used, type of material according to the supplied documentation)

Note: results of the tests will be filed by the Supplier and made available to Fideltronik on request.

Certificate of compliance

Fideltronik requires that each delivery should be accompanied by a compliance certificate, including at least:

- ◆ Fideltronik Item Number
- ◆ Fideltronik Order Number and quantity on the Order
- ◆ Quantity supplied
- ◆ Confirmation that the products passed all the required tests, measurements and an inspection in accordance with the standards indicated in 7.3.
- ◆ Date of production, e.g., in the form WW/YY (week/year)
- ◆ In the case of products requiring the UL symbol (the requirement quoted in product specification), the UL RECOGNITION symbol must be additionally shown on the certificate.

PRZEGLĄD, ZATWIERDZENIE I NOWELIZACJA

Przygotował:

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04.03.2011

Zatwierdził:

Ryszard Iciek*Dyrektor Zakupów*

04.03.2011

Podpis: _____

Podpis: _____