

MATCOR METAL FABRICATION

SUPPLIER QUALITY MANUAL

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| Supplier Quality Manual | Last Revision: 8/7/20 | Revision Number: 1.0 |
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1. INTRODUCTION

The expectations, requirements, and standards defined within this manual are applicable to suppliers providing materials, products, and services to any Matcor Metal Fabrication facility that go into or affect the final product. This includes suppliers of direct materials, packaging materials, and services (including containment) sorting, and calibration services) with potential impact on any product characteristics affecting Matcor Metal Fabrication Customer Requirements. These requirements also apply, in whole, to any supplier that is directed to Matcor Metal Fabrication, by any Customer. The requirements, as detailed in this manual, define basic requirements and are supplemental to specific requirements as communicated by your procuring division. This manual is 'distributed' only via the Matcor Metal Fabrication Quality Contact. Printed copies are uncontrolled documents. The suppliers are expected to remain up to date on Matcor Metal Fabrication requirements by frequently visiting the website. Visiting the website should become a business routine. Questions regarding this manual should be directed to the Matcor Metal Fabrication manufacturing facility supplier's quality contact. Each Supplier is responsible for the control and distribution of this manual within the supplier organization. It is the Supplier's responsibility to ensure that the Supplier's system meets all requirements of the latest procedure.

1.1 THE MATCOR METAL FABRICATION-SUPPLIER RELATIONSHIP

Matcor Metal Fabrication is committed to maintaining its position as a global leader within the sector, and we recognize the integral role that each Supplier to Matcor Metal Fabrication has in maintaining our position of excellence in innovation, technology, cost, quality, and delivery. Our intent is to establish strategic, long-term relationships with our suppliers, and it is incumbent on each Supplier to maintain a position of cost leadership while demonstrating a commitment to sustained quality, highest levels of service, and a strong focus on continuous improvement.

We will endeavor to make every effort to manage our supplier relationships with the highest degree of integrity and professionalism, and we will ensure that our decisions are based upon optimization of value to Matcor Metal Fabrication. We will not allow any undue influence or inappropriate activity to compromise those decisions.

This Supplier Manual outlines the fundamental requirements for suppliers to Matcor Metal Fabrication. The Quality Systems requirements have been aligned across all our manufacturing sites, to the greatest extent possible. Suppliers are expected to comply with all specific requirements. The quality and delivery requirements defined herein are to be considered an addendum to the Purchase Order issued to suppliers of direct material and do not replace or alter the terms or conditions covered by these purchasing documents or warranty agreements. Suppliers are also expected to comply with any terms and conditions imposed on Matcor Metal Fabrication, by the Customer to whom the final products are ultimately being shipped. This includes compliance with any specific forms or documents specified by any Customer of Matcor Metal Fabrication. Suppliers to Matcor Metal Fabrication are also expected to manage their sub-tier suppliers of products and services to ensure compliance with the requirements defined within this manual, Matcor Metal Fabrication Purchasing Terms & Conditions and any additional Customer or plant-specific requirements.

1.2 COMMUNICATION- NOTIFICATION OF CHANGES

It is critical that the relationship between Matcor Metal Fabrication and our suppliers be premised on open, effective, and proactive communication. The occurrence of non-conforming product, unauthorized changes or any related supply chain issues, present a risk to both Matcor Metal Fabrication and to Matcor Metal Fabrication customer(s), when not communicated and managed effectively. These risks also manifest themselves at the sub-tier suppliers and sub-contractors that comprise the overall supply chain. In order to manage these risks most effectively, suppliers must communicate as early as possible, the following:

1. Any pending or potential issue which the Supplier has identified.
2. Proposed material and/or process changes, including any change in process or product safety or critical characteristics.
3. Proposed changes, including:
 - Manufacturing location change
 - Tooling capacity change
 - Re-commissioning of tooling that has been inactive for one year
 - Tooling refurbishment/replacement
 - Tooling transfer (re-source)
4. Any potential manufacturing/quality issues.
5. Any potential supply and/or capacity issues.
6. Information Technology (IT) or supporting system changes that might impact production or shipment of product to Matcor Metal Fabrication.
7. Organizational changes with the potential for impact on manufacture or supply of product to Matcor Metal Fabrication.

Suppliers will support all tests, validations, approvals, and submissions required as a result of product or process changes, as directed by Matcor Metal Fabrication. Suppliers cannot charge for samples or testing resulting from supplier-related or requested changes unless approved by Matcor Metal Fabrication.

Suppliers must be proactive in their communication with Matcor Metal Fabrication. Failure to notify Matcor Metal Fabrication of potential issues or changes will result in escalation, as appropriate, and may result in notification of the issue to Matcor Metal Fabrication customers. If necessary, a supplier's ISO validator will be contacted and asked to conduct any necessary investigations or assessments. Continued non-compliance may lead to loss of business.

1.3 CONTINUITY OF SUPPLY

Suppliers are required to have well-defined business contingency plans in place to ensure continuity of supply in the event of a disruption to their operations and/or supply of materials as a result of man-made events, natural disasters, utility or labor disruptions or equipment or logistics failures or interruptions. These contingency plans shall be reviewed on a regular basis. Suppliers shall immediately notify Matcor Metal Fabrication facilities to which they ship

product, the moment they become aware of any potential supply disruption. Suppliers shipping to a Matcor Metal Fabrication facility, from a unionized facility, are required to submit a strike plan at least three (3) months prior to contract expiry, this plan needs to detail contingencies to meet material requirements in the event of a labor disruption.

Each Supplier to Matcor Metal Fabrication shall identify an individual from the Supplier's manufacturing location, with sufficient authority to assume responsibility for dealing with any product quality and/or delivery related issues that may impact Matcor Metal Fabrication or Matcor Metal Fabrication Customers. The identified contact needs to be available at any time such issues arise. Contact information shall be made available to the Matcor Metal Fabrication plant being supplied.

1.4 SOCIAL RESPONSIBILITY

The Environment

Matcor Metal Fabrication is committed to environmental responsibility and has many different programs designed to protect our environment and manage critical resources so as to sustain and replenish these resources for future generations. We expect our suppliers to show the same dedication and commitment to the environment, and recommend certification to ISO 14001 standards. Suppliers not currently holding environmental certification are encouraged to develop a plan of execution having the objective of achieving certification status. Matcor Metal Fabrication supports the International Material Data System (IMDS). As required, suppliers shall comply with applicable standards on the classification, packaging and labeling of hazardous substances and mixtures, including national implementations of the UN Globally Harmonized System (GHS), such as Regulation (EC) No 1272/2008 on the classification, labeling and packaging of substances and mixtures (CLP Regulation) and the Workplace Hazardous Material Information System (WHMIS). Matcor Metal Fabrication expects our suppliers and their sub-tier suppliers, as appropriate, to register and comply with all applicable reporting requirements that are applicable to their products and processes.

Conduct and Ethics

Matcor Metal Fabrication believes in conducting business with integrity, fairness, and respect in all countries where we have a presence. Our employees will not, directly or indirectly, offer bribes, kickbacks or other similar payments for the purpose of influencing business decisions, and we expect our suppliers to have policies and procedures in place that ensure the absence of similar corrupt practices with their own employees. We will manage our supplier relationships in good faith, and we expect suppliers to exercise similar discretion in our relationship and in their relationship with their suppliers.

All Matcor Metal Fabrication suppliers are required to comply with the Matcor Metal Fabrication Code of Conduct and Ethics and all applicable federal, provincial, state and local laws, ordinance, rules, codes, standards, and regulations. To prove compliance, suppliers may be required to obtain compliance certification from Trace International, Matcor Metal Fabrication preferred vendor, or a comparable due diligence report from a qualified law firm of the Supplier's choice, and approved by Matcor Metal Fabrication.

Global Working Conditions

Recognizing that our supply chain spans many different regions around the globe, Matcor Metal Fabrication is committed to maintaining global working conditions and standards that result in dignified and respectful treatment of all employees within all our global operating locations, as well as those of our supply chain. It is therefore Matcor Metal Fabrication expectation that our suppliers will have appropriate policies, procedures and systems in place, to support the following standards:

- a) Child labor shall not be utilized. Underage labor, as defined by local labor law, will not be utilized unless it is part of a government approved training or apprenticeship program that clearly benefits the participants.
- b) Any form of forced or compulsory labor is prohibited.
- c) Workers, without fear of reprisal, intimidation or harassment should be able to communicate openly with management regarding working conditions. They shall also have the right to associate freely and join labor unions and workers' councils in accordance with local laws.
- d) Workers shall be protected against any form of harassment and discrimination in any form, including but not limited to gender, sex, age, religion, disability and political beliefs.
- e) Workers shall have a safe and healthy workplace that meets or exceeds all applicable standards for occupational health and safety.
- f) Workers shall be compensated with wages and benefits that are competitive and comply with local law, including minimum wages, overtime hours and legally mandated benefits.
- g) Working hours shall comply with all applicable local laws regulating hours of work.

It is our expectation that all our suppliers will maintain these global working conditions in all their operations, while also promoting adoption of these principles with their own suppliers. Failure to comply with any of these working conditions may prevent the award of future business and could lead to loss of existing business, in response to the severity of violations and as deemed appropriate by Matcor Metal Fabrication.

Conflict Minerals

Under legislation which came into effect in 2012, manufacturers who file certain reports with the U.S. Securities and Exchange Commission (SEC) must disclose whether products they manufacture, or contract to manufacture, contain conflict minerals that come from sources that support or fund inhumane treatment in the region of the Democratic Republic of the Congo or an adjoining country.

To ensure compliance with the SEC requirements, Matcor Metal Fabrication must request information regarding the use of conflict minerals, from any appropriate suppliers. Any supplier contacted by Matcor Metal Fabrication must support Matcor Metal Fabrication by accurately providing all requested data and reports.

Additional information on conflict minerals reporting available by checking this link:

- <http://www.conflict-minerals.com>

2. BASIC REQUIREMENTS

2.1 SUPPLIER QUALIFICATIONS

Any suppliers currently shipping to any Matcor Metal Fabrication must provide all information profiling applicable business systems, commodity capabilities, and identifying key contact personnel. If a supplier has multiple manufacturing sites with applicable unique DUNS identification, each manufacturing DUNS site is required to provide all information profiling applicable business systems, commodity capabilities, and identifying key contact personnel details. Suppliers are required to maintain information up to date, at a minimum, data reviewed and, if necessary, updated at least annually. Maintaining current information is critical to all Matcor Metal Fabrication buyers and quality personnel.

Suppliers to Matcor Metal Fabrication must also meet critical operational, financial, and quality criteria, which combined determine a supplier's status. These metrics are reviewed on a regular basis and assist in the development of Matcor Metal Fabrication overall purchasing strategies.

2.2 CERTIFICATIONS

Matcor Metal Fabrication goal is for all suppliers of materials and services, producing or affecting direct production material, to demonstrate conformity to the latest IATF16949 or ISO9001 standard, and to other standards that might be directed by the procuring plant(s) including, but not limited to ISO17025, OHSAS18001, ISO/IEC27001, and ISO15504 SPICE. Unless an exemption is provided by your procuring Matcor Metal Fabrication manufacturing facility, suppliers must be certified, by an accredited certification body, to the latest ISO9001 standard requirements.

Suppliers will be subjected to an initial management system assessment, by a qualified Matcor Metal Fabrication auditor, as part of the selection process, and once qualified, the management system audit will be conducted on a regular basis or as needed. Should any existing certification expire, be revoked, or be placed in suspension or probation, the Supplier must immediately contact the Matcor Metal Fabrication manufacturing facility to which the supplier ships product, notifying them of the change in certification status. Any suspension in certification status must be reported to all applicable Matcor Metal Fabrication manufacturing facilities within 5 working days.

In addition to direct material suppliers, the scope of these requirements applies to suppliers of subassembly, sequencing, sorting, re-work (either on-site or at a remote location), and calibration services. Suppliers expected to maintain the same level of quality and manufacturing controls for the production of service parts and assemblies (i.e. for the full life of the program). This shall include any service requirements transferred to an alternate site, location, or organization.

Suppliers shall provide all applicable certifications to respective Matcor Metal Fabrication manufacturing facilities. In the event of a lapse between certification expiry and issue of a new certificate, the Supplier shall provide the issued letter of recommendation from their

registrar to respective Matcor Metal Fabrication manufacturing facilities.

2.3 SUPPLIER ASSESSMENTS

Matcor Metal Fabrication reserves the right to review and assess a supplier's financial, operational, quality, environmental and Health & Safety systems, for the purposes of validating compliance to standards established by applicable IATF16949/ISO9001 Standards or requirements as detailed within this manual. Assessments or reviews may be conducted from time to time in order to ensure the on-going stability and viability of the Matcor Metal Fabrication supply base. Suppliers are expected to provide, upon reasonable notice, access to their facility as well as those of sub-tier suppliers, as necessary. All appropriate measures will be taken to protect the confidentiality of operational and financial information.

Assessment results intended for verification of applicable IATF16949 or ISO9001 requirements and in no way reduce or negate responsibility to meet specific regulatory, health, and safety or other legal requirements applicable to the Supplier.

3. PRODUCT/PROCESS DEVELOPMENT & PART APPROVAL

3.1 DEFINING THE SCOPE

Matcor Metal Fabrication requires suppliers to complete all advance product planning and submission in full accordance with the Advance Product Quality Planning and Control Plan. Unless otherwise directed and approved by your procuring Matcor Metal Fabrication manufacturing facility, all submissions shall be as per Level 3 requirements, at minimum. As determined by Matcor Metal Fabrication customer and upon request by Matcor Metal Fabrication, suppliers must additionally meet submission requirements as per Customer Specific Requirements

Suppliers shall conduct all necessary and prescribed activities to ensure clarity of all Customer and Matcor Metal Fabrication-specific expectations as defined within Purchase Orders, etc. This includes activities and reporting related to design, testing, verification and/or validation and product conformance. Suppliers shall conduct and document detailed feasibility reviews to ensure all technical, manufacturing, performance, specification, certification (homologation), and timing requirements can be supported. Suppliers shall submit such feasibility reviews to Matcor Metal Fabrication, upon request. In cases where product certification (homologation) is required, the Supplier is responsible for ensuring completion of all homologation specifications and requirements. Responsibilities shall be mutually agreed upon prior to the start of any certification activity. Suppliers will ensure that resources are available and able to communicate effectively, to ensure successful completion of all requirements to meet defined program timing. It is also the responsibility of suppliers to ensure any sub-tier suppliers for which they are responsible, also have sufficient resources assigned. Suppliers will develop timing and progress charts, in a format as defined by the procuring Matcor Metal Fabrication manufacturing facilities, and will maintain and review timelines on a regular basis.

As defined specifically by the Matcor Metal Fabrication, suppliers must have the ability to securely communicate CAD data, as required. The Supplier shall have adequate safeguards in place to prevent any improper use or communication of this data. Suppliers are expected to use all appropriate tools in the product and process planning phase including, but not limited to:

- Geometric dimensioning & tolerance (GD&T)
- Design for manufacturing & assembly (DFMA)
- Design of experiments (DOE)
- Simulation & Modelling
- Failure Modes & Effects (FMEA)
- Finite Element Analysis (FEA)

The Supplier's scope of planning will also ensure that all capital and tooling budgets necessary to support the program, are approved and in place in time to meet timing requirements.

3.2 PLANNING & DEFINITION OF REQUIREMENTS

Suppliers will work with the appropriate Matcor Metal Fabrication manufacturing facilities to ensure definition of key program deliverables, including at minimum:

- Definition of all customer expectations and government or legislative requirements related to product development and approval. Customer requirements shall include all requirements of the applicable Matcor Metal Fabrication manufacturing facilities as well as all final Customer and compliance expectations and requirements.
- Review of past warranty issues (as applicable) for any similar product design and/or application. Wherever possible, every attempt to benchmark competitor products shall be made. The warranty analysis shall include all sub-tier suppliers, where appropriate.
- Historical quality data on previous designs or revisions of the current part, or on similar parts and manufacturing processes, shall be reviewed. Problem reports and corrective actions shall be reviewed to ensure the inclusion of adequate controls to prevent the recurrence of previous non-conformities.
- Any campaign prevention data, or government recall or technical service bulletin data shall be reviewed, if available.

Suppliers shall work closely with Matcor Metal Fabrication to ensure all processes are controlled adequately so as to prevent the manufacture and transfer of defects. Process controls must be sufficient so as to control failure modes identified through the Process Failure Modes Effects Analysis.

Special attention shall be given to all Customer attach or interface points on the final product and to critical processes such as heat treating, plating, coating, soldering, welding, and

appearance items.

3.3 PRODUCT DESIGN & DEVELOPMENT

Suppliers with design responsibility must receive Matcor Metal Fabrication approval of all product design, test, and validation specifications, including CAD specifications and transfer requirements. All deviations must be approved by Matcor Metal Fabrication, in writing, in advance of implementation. Supplier requests for deviations and engineering approvals shall be documented and controlled as per the requirements and documents of the procuring plant(s).

Suppliers with design responsibility must complete all appropriate Design Failure Modes Effects Analysis (DFMEA) in compliance with the latest standards and have them available for review and approval by Matcor Metal Fabrication. The Supplier and Matcor Metal Fabrication will establish performance approval expectations for each phase, including Engineering Validation (EV), Design Validation (DV), and Production Validation (PV) as defined by the procuring plant(s).

Data and results from EV, DV, and PV testing shall be used in the design and construction of test and inspection equipment that will later control the manufacturing process.

3.4 TOOLING, ASSEMBLY EQUIPMENT, GAUGES & TEST FIXTURES

Tooling, Assembly Equipment, Gauges & Test Fixtures design and build is generally the responsibility of the Supplier, however, many Matcor Metal Fabrication plants have developed detailed Tooling, Assembly Equipment, Gauges & Test Fixtures Standards to ensure suppliers manufacture tools that will provide high-quality parts throughout the life of the tooling. These Tooling, Assembly Equipment, Gauges & Test Fixtures Standards will be communicated to you via the procuring plant, if necessary. Suppliers are responsible for the maintenance of all tooling, testing, and inspection equipment. Customer-owned tooling, gauges, and test fixtures must be identified as prescribed by the Customer, including identification with appropriate asset tags, or similar identification. Final payment of tooling, assembly equipment, gauges & test fixtures will be contingent upon verification of proper identification and completion of PPAP as defined by Customer Specific Requirements. PPAP approval will not be signed off without completion and signing of Matcor Metal Fabrication approved documentation (i.e., receipts incorporating pictures of tooling, assembly equipment, gauges, and test fixtures, and associated tagging or identification) reflecting the rights of Matcor Metal Fabrication and its Customer in goods, including tooling, which are placed in Supplier's care and custody. At any time following notification to the Supplier, Matcor Metal Fabrication reserves the right to complete an on-site inspection of tooling owned by any Matcor Metal Fabrication customer directly, or by Matcor Metal Fabrication.

Payment terms may differ within various Matcor Metal Fabrication, and suppliers need to make sure that they reference any applicable tooling purchase order(s) for the actual payment schedule.

3.5 PROCESS DESIGN & DEVELOPMENT

As part of the advance planning process, suppliers must design and develop a manufacturing process that will meet quoted production volumes and all quality requirements as approved by

Matcor Metal Fabrication. Quality planning documentation such as Failure Modes Effects Analysis (FMEA), Process Flow Diagram (PFD), and Process Control Plan (PCP), Inspection Standards must be developed, reviewed, and approved by Matcor Metal Fabrication prior to production approval and launch. When an FMEA has a severity or failure mode of 9 or 10, or as defined by any unique requirements of a Matcor Metal

Fabrication customer, the risk must be addressed through design action / control or process prevention/correction actions, regardless of the Risk Priority Number (RPN). Suppliers are expected to have a strong focus on prevention, as opposed to detection, and potential failure modes identified through the Advance Quality Planning process must have appropriate error-proofing designed into the manufacturing process to ensure capture and containment of product non-conformances. Suppliers must ensure that sufficient floor space is available to support all necessary manufacturing and testing equipment. Once production approval is received from Matcor Metal Fabrication, any change to the manufacturing process must be communicated to Matcor Metal Fabrication, prior to the change taking place. These changes must subsequently be approved by Matcor Metal Fabrication prior to implementation.

The Supplier will also develop necessary packaging and labeling, as defined by the Customer or any applicable legal requirements. In the event that specialty handling or packaging is required, the appropriate Matcor Metal Fabrication plant will communicate requirements to the Supplier.

3.6 PRODUCT & PROCESS VALIDATION

Prior to final production approval, the Supplier shall validate all control documentation (FMEA, PCP, and PFD) to ensure the manufacturing process is properly detailed and all measurement and control systems are identified and implemented. The Supplier shall establish appropriate production reliability/quality goals along with disciplined corrective action processes to drive improvement through the manufacturing process. Production Validation (PV) samples must come from the approved manufacturing process and flow unless specifically authorized in writing by the procuring Matcor Metal Fabrication manufacturing facility. Final production approval will require completion of all Customers Requirements prescribed activities, including component part dimensions, material certifications (as defined by procuring plant) and all approved supporting documents, and any additional requirements that may be defined by your procuring Matcor Metal Fabrication manufacturing facility.

Deviations required to be part of a PPAP submission package must be approved in writing by the procuring Matcor Metal Fabrication manufacturing facility, prior to PPAP submission. Unless otherwise specified by Matcor Metal Fabrication, all level 3 requirements as detailed above or additional Customer Specific Requirements. Unless otherwise approved in writing, by Matcor Metal Fabrication, production approval will be contingent upon successful completion of run-at-rate production trials at the quoted rates, including low or high threshold rates as defined

by Matcor Metal Fabrication, and using the procuring plant's process and form. Successful run-at-rate must meet statistical capability requirements as defined through technical, FCA Customer Specific Requirements,

For suppliers with IMDS requirements, verification of data entry (using approved MDS number) must be submitted with PPAP. Failure to comply may result in a delay of PPAP approval and subsequent payment of tooling funds (for assistance with the IMDS system contact the IMDS Helpdesk at the contact numbers listed within the IMDS site at www.mdsystem.com). Final approval will be determined by the procuring plant. Suppliers are also expected to develop and implement detailed launch readiness reviews.

All product characteristics, as identified by Matcor Metal Fabrication or its OE Customer, affecting design, manufacture, assembly, fit or function (including future / subsequent processing), will be identified and communicated by the procuring Matcor Metal Fabrication manufacturing facility. As part of the ultimate product and process validation, suppliers shall be required to establish, validate and maintain short and long term capability, as defined by Matcor Metal Fabrication. Customer designated special characteristics, as identified by Matcor Metal Fabrication or its Customer, affecting safety or compliance with regulations, must be validated to have acceptable short and long term capability and must be controlled through acceptable statistical process control methods.

The Supplier's annual revalidation to the technical specifications and submission level, as applicable, shall be conducted as per Matcor Metal Fabrication Customer Specific Requirements or as directed by their procuring manufacturing facilities.

Reference samples must be provided at no cost for any product requiring surface finish or appearance requirements. These samples shall be taken from a production run made under serial production conditions. Suppliers shall provide the number of samples required by Matcor Metal Fabrication, and all samples must be regarded as controlled samples, along with approval signatures and expiry dates, if applicable. Samples will represent the minimum acceptable standards.

3.7 FEEDBACK & ASSESSMENT

As part of the production part approval process for all new and transfer products, suppliers shall develop an early product launch containment plan. The process shall include regular reviews of data collected as part of the containment checks, with appropriate controls and corrective action implemented to address all instances of non-conformance. Containment plans, results, and corrective action must be approved by Matcor Metal Fabrication and available for review upon request.

Early product containment must remain in place until the production process is validated to be Matcor Metal Fabrication. Suppliers can only ship the volume of parts, or for the duration of time specified by the interim approval Matcor Metal Fabrication. Suppliers can only ship the volume of parts, or for the duration of time specified by the interim approval stable, and approval is obtained from Matcor Metal Fabrication. Unless otherwise specifically directed by your procuring plant, supplier early product containment plan must remain in effect for the

first 2000 parts, or for the first 30 days of production, or until the Customer will provide Matcor Metal Fabrication the permission to exit from containment (whichever is more stringent).

Suppliers shall not proceed with shipments of production material without full PPAP approval, unless an approved waiver, deviation or interim approval has been granted in writing by

4. SERIAL PRODUCTION

4.1 CONTROL OF FIXTURES & TEST

Equipment Monitoring

The Supplier must have a documented system in place to control, calibrate, and maintain the proper function and an accepted level of repeatability and reproducibility of all inspection fixtures, measuring/testing instruments, and equipment. All customer-owned fixtures and test/inspection equipment must be clearly identified in the manner prescribed by Matcor Metal Fabrication or by Matcor Metal Fabrication customer, as per FCA Customer Specific Requirements.

Updating Instructions

Operating instructions must be readily available at every inspection station with a standard, describing the proper methodology for use in the inspection. These instructions must include a reference to the standard, and revision level, and be approved by the appropriate personnel. Whenever there is any change to the inspection procedure that affects the use of the standard, or when any identification information is revised, the operating instructions must be updated to reflect the current status.

Validation

All measurement and test equipment must be calibrated annually, at a minimum, or at such greater frequency as established by the Supplier's Measurement Systems Analysis (MSA) process. The calibration record/certificate must be on file at the Supplier's facility, and be traceable to the actual identification information and to the appropriate standard. Calibration Services of equipment must meet the requirements of the latest released edition of IATF16949 or ISO9001 standards.

Inspection, Measuring, and Test Equipment Records

Records must include any revision information, traceable to the part revision level. External/commercial/independent laboratory facilities used for inspection, test or calibration services by the Supplier shall have a defined laboratory scope that includes the capability to perform the required inspection, test or calibration and must have evidence that the laboratory is acceptable to Matcor Metal Fabrication or must be accredited to ISO/IEC17025 or national equivalent.

Measurement System Analysis

Gage and fixture Measurement System Analysis (MSA) must be performed and must meet the standards of the procuring Matcor Metal Fabrication manufacturing facilities.

Record Retention

Suppliers are expected to maintain applicable retention periods as specified in IATF16949 or ISO9001 latest edition standard unless subject to longer retention periods in compliance with all applicable legal, governmental, or Customer-specific requirements, pursuant to requirements communicated in writing by the procuring Matcor Metal Fabrication manufacturing facilities. Records must be stored in a location and/or environment that protects against inadvertent destruction.

4.2 MONITORING OF PRODUCT & PROCESS

Manufacturing process control must include continuous monitoring of product and process characteristics and of all key parameters influencing the manufacturing process. Appropriate statistical process control methods, or error-proofing, must be applied to all characteristics identified through the APQP process and as directed by your procuring Matcor Metal Fabrication manufacturing facilities. Process parameters and product characteristics subject to legislative safety, environmental and/or emissions regulations must be documented in control plans in compliance with Matcor Metal Fabrication specific requirements and IATF16949 or ISO 9001 requirements.

Suppliers must validate compliance with product and process requirements on a regular basis. This can be accomplished through layered process audits, systems self-audits, or similar methods of verification. Records of such audits shall be available for review when requested by Matcor Metal Fabrication.

4.3 NON-CONFORMANCE & CORRECTIVE ACTION

Non-conformance notices will be issued upon discovery of defective product identified as a result of, but not limited to line rejections, mislabelling, mis-packaging, testing failures, failed inspection results, customer concerns, warranty and/or customer returns, receipt of obsolete material or material certification or other failure modes. The non-conformance process is typically managed through the following procedure: Supplier will be notified of the concern, through a Material Compliance Notice. All relevant containment actions must be initiated immediately and remain in place until corrective action has been reviewed and approved by Matcor Metal Fabrication. Unless otherwise specified, the initial response to the non-conformance must be completed within 24 hours of notification:

- Upon notification, the Supplier shall initiate the Corrective Action Report (CAR) and any other supporting documentation as directed by the procuring plant(s). The initial CAR, detailing root cause and corrective action must be submitted to the Matcor Metal Fabrication procuring plant within 5 working days. Validation and closure will be determined by the procuring division

- Quality and delivery non-conformance will be reflected in monthly supplier operational ratings

At the discretion of the Matcor Metal Fabrication manufacturing facility, suppliers may incur costs for non-conformance issues, based on (but not limited to) the following criteria:

- Plant sort of supplier product on the production line until certified stock arrives
- Production line shutdown
- Finished product sort and/or a scrap of material
- Any material transfer of nonconforming supplier product
- Quality Department time for problem investigation
- Testing if required
- Any sort/rework charges incurred by the plant
- Related transportation expenses
- Any costs incurred by Matcor Metal Fabrication for disruption of our customers
- Costs associated with the disposition/return of unapproved or unauthorized material sent by the Supplier
- Costs incurred by Matcor Metal Fabrication associated with Customer recalls or product failures, caused by supplier non-conformance

Suppliers will be responsible for all costs related to non-conformance issues, or unauthorized deviations, for which they are responsible. Those costs are charged to suppliers specifically to offset costs incurred by Matcor Metal Fabrication and will vary according to the plant and specific issue involved.

Traceability

The Supplier shall follow the traceability method as determined by the procuring Matcor Metal Fabrication manufacturing facility (e.g. date and shift of manufacture along with sequential processing number). In some cases, the component may be critical enough so as to warrant part identification; these instances will be communicated through the appropriate quality and engineering groups unless superseded by the procuring plant(s). Traceability requirements on prototype production parts may be defined by Matcor Metal Fabrication and must be supported by the Supplier.

The Supplier shall ensure implementation and management of an effective FIFO method of stock rotation. Failure to comply with traceability requirements may lead to rejection of material and issuance of non-conforming material reports. Traceability Records shall be maintained as per Customer Specific Requirements. Traceability record retention deviations are only permitted if approved in advance in writing from your procuring plant(s).

Controlled Shipping

When directed by Matcor Metal Fabrication, suppliers may need to certify product after a lot of rejection has occurred. Two types of controlled shipping actions are usually employed when this situation occurs:

- Supplier conducted sort and certification of subsequent part shipments, and
- Third-party sorting and certification

All controlled shipping actions are the responsibility of the Supplier to coordinate and manage. Any third-party arrangements, not specifically directed by Matcor Metal Fabrication, must be reviewed and approved by the procuring Matcor Metal Fabrication manufacturing facilities. Continued part supply to Matcor Metal Fabrication must meet released quantities and without supply interruption.

The Supplier and the Matcor Metal Fabrication plant will agree on the method to be used to identify all certified material.

Suppliers who are under controlled shipping or containment conducted by a third party, or external source, must notify all Matcor Metal Fabrication manufacturing facilities they ship product to, of the containment activity.

Supplier Escalation Process

Matcor Metal Fabrication Supplier Escalation Process is designed to assist plants in their efforts to reduce chronic supplier quality and delivery issues and drive improvement in overall supplier performance.

The escalation process is only initiated after reasonable efforts have been made at the plant level, to address concerns and drive improvement, but without satisfactory results.

The escalation process ensures that:

- Appropriate levels of management are aware of issues and engaged in the resolution process
- Adequate resources are assigned to drive resolution of issues and improvement
- Matcor Metal Fabrication leverages the Customer and the Supplier's IATF/ISO Registrar appropriately where suppliers are directed by the Customer
- The Matcor Metal Fabrication "New Business Hold" and/or "Re-sourcing" decision is only made after a thorough review and a consensus by all receiving Matcor Metal Fabrication manufacturing facilities
- Appropriate communication is made to both Supplier and Matcor Metal Fabrication executive management

The length of time spent at each step will be affected by the risk level and cost being incurred by Matcor Metal Fabrication, as well as performance in meeting defined exit criteria. Specific activities at each escalation stage may vary minimally, depending on the Matcor Metal Fabrication plant involved; however, in general, the escalation process is as follows:

Escalation level 1 is at the plant level and includes:

- Division notification to Supplier
- Level 1 containment
- Systemic corrective action plans due
- Notification to Corporate

Escalation level 2 is at the Group/Business Unit level and includes:

- Matcor Metal Fabrication notification to Supplier
- Level 2 containment
- Supplier Assessment & corrective action
- Potential new business hold

Escalation level 3 is at the Matcor Metal Fabrication Corporate level and includes:

- Notification to Registrar
- Top-level escalation meeting
- Level 2 containment (Mandatory)
- New business hold/resource

4.4 PRODUCT OR PROCESS CHANGE & DEVIATIONS

All proposed changes with any potential impact on design or the manufacturing process (including changes at your sub-suppliers) must be submitted to the appropriate Matcor Metal Fabrication manufacturing locations for approval, prior to implementation. Suppliers are not authorized to make changes without documented, written approval from Matcor Metal Fabrication. Supplier must ensure that all supporting documentation is updated accordingly and shall be subject to a PPAP.

Deviations approvals by Matcor Metal Fabrication must be documented and approved in the format used by the procuring plant(s), and are limited to a determined quantity of parts or duration of shipment. Requests must be made in advance and with ample time for implementation if approved. Suppliers will be required to build and maintain sufficient inventories of parts, as determined by Matcor Metal Fabrication, to support any changes and required approvals.

Suppliers are expected to effectively manage deviation expiry dates and must apply for any necessary extensions prior to the expiry of current deviations. Suppliers must be able to support any of Matcor Metal Fabrication Customer-specific documentation required as part of the implementation of proposed changes. The following will apply: FCA Customer Specific Requirements.

Suppliers must also allow sufficient time to complete all required approvals at Matcor-Matsu Automotive Group, and at our affected Customer. Implementation of changes prior to final approval can result in:

Loss of existing status/designations

- Financial impact due to exposure to containment and other related costs to secure all unapproved materials
- Mandate to return to previous level/design materials, and associated scrap costs
- Loss of future business

Suppliers must have documented approval prior to shipping any material or product for which a deviation from the specification is required.

The initial shipment of all modified products, following the implementation of the approved deviation, must be clearly identified as directed by the appropriate Matcor Metal Fabrication manufacturing location.

The Supplier must request from Matcor Metal Fabrication all applicable manuals, standards, norms, specifications.

4.5 WARRANTY

A primary focus of Matcor Metal Fabrication Customers is expenses attributed to product performance after vehicle sale. Financial liability associated with a warranty is increasingly significant as consumer awareness improves, and OEM Customers extend warranty coverages.

OEM Customers have stipulated that warranty costs will be shared with their supply base. As such, suppliers will be expected to participate in warranty activities, including:

- Warranty returns reviews/analysis
- Improvement actions
- Warranty cost responsibility

When a supplier's component is implicated in a warranty, campaign or recall issue, with financial consequences to Matcor Metal Fabrication based on Matcor Metal Fabrication Customers warranty or recall policies, the Supplier must be prepared to accept these costs. The costs for which a supplier shall be responsible shall be determined in accordance with Matcor Metal Fabrication Purchase Order Terms & Conditions, and as defined by any plant-specific Statement of Requirements (SOR) or warranty agreement.

5. MATERIALS & LOGISTICS

In support of lean and efficient business processes, suppliers must be able to support electronic data interchange via Standard or Web EDI.

5.1 GENERAL REQUIREMENTS REGARDING LOGISTICS PROCESSES

Suppliers shall design and manage their logistics processes to ensure quality and on-time delivery of directed quantities to the location and at times specified by Matcor Metal Fabrication.

In partnership with our suppliers, Matcor Metal Fabrication will work to develop logistics planning that ensures:

- Minimal complexity in logistics business processes.
- Maximum flexibility to support response to late changes in volume or timing of deliveries
- Minimal inventories in the supply chain
- Packaging designs support all handling and loading requirements
- Just in time delivery that complies with established delivery times
- Focus on continuous improvement
- Timely communication of all potential supply interruptions

Suppliers must be prepared to provide delivery costs based on:

1. FCA (Free Carrier)
2. DDP (Delivered Duty Paid)
3. Other (As directed by Matcor Metal Fabrication)

Based on the information provided, Matcor Metal Fabrication will determine the incoterms that will be used. Brokerage fees on all imported products are typically the responsibility of Matcor Metal Fabrication, unless otherwise indicated.

5.2 PACKAGING

Suppliers are required to adhere to Packaging Guidelines as defined by the Matcor Metal Fabrication receiving manufacturing location, as well as all necessary Customer Specific Requirements. The Matcor Metal Fabrication guidelines will be provided by Matcor Metal Fabrication packaging representative. Special packaging and labeling requirements, in support of specific product launch activity, may be requested by a Matcor Metal Fabrication facility. In the event that special packaging is required, design and approval will be managed as part of our overall APQP program delivery process.

In preparation for product launch, production packaging approval, as well as back up packaging approval must be obtained from the Matcor Metal Fabrication procuring plant(s) prior to a line Run @ Rate.

In order to ensure planned packaging optimizes the cube utilization of the transport vehicle, the plant assembly practices and lean operations, suppliers are responsible to validate packaging design to these requirements if not directed differently by Matcor Metal Fabrication. Approval must be submitted with the PPAP submission. A unit load, regardless of returnable

or expendable packaging must be stackable with overall dimensions that allow for optimum cube utilization of the transport vehicle. Packaging that will be used to support service requirements, also requires the approval of Matcor Metal Fabrication. Matcor Metal Fabrication encourages suppliers to initiate design and cost improvement ideas, however Matcor Metal Fabrication approval must be obtained prior to implementation of any packaging changes.

A completed supplier packaging form must be submitted to the Matcor Metal Fabrication manufacturing facility, for approval of all new packaging or proposed changes to existing packaging. Approval must be granted prior to the first production shipment.

All suppliers supplying goods to Matcor Metal Fabrication, that are considered to be controlled materials, must comply with appropriate legislated regulations for labeling, packaging and

shipping, including SDS (Safety Data Sheet) documentation. Material requiring SDS shall not be shipped without prior approval.

All solid wood packaging/pallets and crates must comply with the International Plant Protection Convention Standard ISPM #15.

Suppliers are responsible for the removal of all expired labels and debris from containers prior to packaging new material. Suppliers are responsible for ensuring that all containers are clean and that all functional gates or hinges are operational and safe.

5.3 LABELLING

The Supplier shall be responsible for the clear identification of products during all phases of production and delivery and shall ensure appropriate labelling prior to shipment.

All materials for prototype or production-consumption, shipped to Matcor Metal Fabrication manufacturing facilities, must be identified with labeling containing both human-readable text / graphics, and machine-readable, barcoded symbols.

These materials shall contain, as applicable: container labels, master labels, mixed load labels, primary metals labels, and part labels if specified by design records or specifications. All labels must be legible and able to be scanned in compliance Customer Specific Requirements or standards designated by the plant(s).

5.4 MATERIALS PLANNING AND FORECASTING

The nature of the manufacturing and assembly processes within our plants varies greatly. Based on the complexity of the manufacturing process, as well as the location and distribution

of the supply base, each plant has unique materials planning requirements. Logistics and scheduling are plant-specific, and the Supplier should contact the Purchasing and Materials Groups at the procuring plant(s) for details.

It is the responsibility of the Supplier to immediately contact the responsible plant in the event they are unable to meet all requirements for delivery date, time, quantity, and quality or if the Supplier has not received a weekly or scheduled production release. Matcor Metal Fabrication is responsible for only those production releases identified as firm or locked releases. Similarly, Matcor Metal Fabrication is responsible for only those raw material or component releases identified as firm or locked. Forecast volumes are for forecasting purposes only.

Suppliers must respond to all Material Releases received from Matcor Metal Fabrication in order to ensure their own supply of components and materials can support Matcor Metal Fabrication manufacturing facility's demands. During critical stages, such as Product Ramp or Product Launch, suppliers shall meet all release requirements necessary to support system fill and launch. If the product or component is not fully approved (PPAP) suppliers must receive written authorization or an approved interim Part Submission Warrant (PSW) from the appropriate plant personnel before shipment. If the Supplier has not received such authorization, they shall elevate immediately, to the procuring plant's Materials Management organization, to ensure support of system fill and launch. Under no circumstances should unapproved material be shipped without proper, signed authorization.

Material forecasting information will be communicated to the suppliers through their regularly scheduled releases. While this information is an indication of future material requirements, it is for the Supplier's planning purposes only and does not constitute a binding release authorization on the part of Matcor Metal Fabrication.

Suppliers need to maintain sufficient safety stock and finished goods inventory to accommodate 100% on-time delivery. Short shipments must be communicated immediately, along with a corrective action and recovery plan. Suppliers with production contracts with Matcor Metal Fabrication must maintain the ability to provide after-market and service components for a period of fifteen years following the end of program or production for individual components or assemblies, or for such longer or shorter period of time as stipulated by Matcor Metal Fabrication respective Customer for the Program, as communicated to the Supplier. The Supplier has the responsibility to maintain any tooling and/or assembly equipment in condition sufficient to support service requirements. Service schedules and pricing shall be determined in negotiation with the procuring plant.

5.5 TRANSPORTATION, SCHEDULES & ROUTING

It is important that our suppliers are aware of transportation and delivery requirements, as it is one of the key performance metrics upon which they will be assessed. Matcor Metal Fabrication supports the industry initiative of inventory reduction, recognizing however the importance this places on accurate and timely delivery of quality product, while also ensuring no customer production interruptions. It is our expectation that suppliers will deliver 100% on time to our locations, in compliance to schedules.

Suppliers may receive routing information including transportation method, pick-up and delivery window times as communicated by the Matcor Metal Fabrication manufacturing facilities you are working with. Your procuring manufacturing facilities will make certain that all transportation and routing details are clearly specified. Suppliers must question any ambiguous or unclear instructions. Unauthorized deviations from these routing instructions may result in a debit to the Supplier for any incurred excess freight charges, including resultant administrative charges.

All costs incurred as a result of missed or late shipments, which are the responsibility of the Supplier, shall be recovered from the Supplier. All material entering from a foreign country must have "Country of Origin" clearly marked on the *pro forma* Invoice, as well as on the original Commercial Invoice. Brokerage fees for imported product are typically the responsibility of Matcor Metal Fabrication, unless otherwise negotiated. All fees and charges resulting from the export / return of defective product shall be the responsibility of the appropriate Supplier.

C-TPAT/PIP and FTA/Customs Compliance (Applicable regions only)

Within the appropriate Free Trade Agreement (FTA) region, and as directed by your procuring plant(s), suppliers shall cooperate with Matcor Metal Fabrication in support of compliance to requirements of the US Customs and Border Protection and Canada Border Services Agency joint security program known as the Customs-Trade Partnership Against Terrorism (C-TPAT) and Partners in Protection (PIP).

http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/
<http://www.cbsa-asfc.gc.ca/security-securite/pip-pep/menu-eng.html>

Suppliers, who are currently registered to C-TPAT or PIP, must complete the appropriate sections of the **Matcor Metal Fabrication C-TPAT/PIP Security Questionnaire**. Suppliers who are not currently registered to C-TPAT or PIP must complete the entire questionnaire. All suppliers must send the appropriately completed questionnaires to their supplier contact. Suppliers must provide an updated Security Questionnaire on an annual basis. Failure to complete or post the questionnaire may affect a supplier's rating and have a potential impact on future business opportunities.

Shipments that cross FTA international borders should ensure that the truck container shipments have a high-security seal that meets or exceeds the standards outlined in ISO/PAS 17712. The seal number must be included in the Supplier's ASN for production and service shipments.

At times, other documents may be requested to fulfill our obligations under the North American Free Trade Agreement or in compliance to third-country deliveries within the European Union. All completed documents shall be submitted as per direction from your procuring plant(s). It is your responsibility, as a supplier, to notify your procuring plant(s) within thirty (30) days of any change in the NAFTA status of a procured good. Failure to complete the requested documents, or advise of a change, may affect your rating and have a potential impact on future business opportunities. Suppliers shall be responsible for costs incurred as a result of

missing, late or inaccurate reporting. Suppliers must inform Matcor Metal Fabrication immediately, in the event of any change to the origin of goods.

It is also expected that suppliers maintain sufficient and required expertise to ensure, in partnership with Matcor Metal Fabrication, all necessary Customs Compliance regulations and documentation.

<http://www.cbsa-asfc.gc.ca/trade-commerce/tariff-tarif/> (Canada)

<http://www.cbsa-asfc.gc.ca/publications/pub/bsf5083-eng.html> (Canada)

<http://www.usitc.gov/tata/hts/bychapter/index.htm> (United States)

5.6 DOCUMENTATION

An Advance Shipping Notice (ASN) or other form of Matcor Metal Fabrication approved communication must be sent to the Material Planner, or appropriate plant contact, within 30 minutes of each shipment leaving the Supplier's plant. In the event of a known shortage or

late shipment, the Supplier shall contact the appropriate Matcor Metal Fabrication plant(s) and advise of the shortage or late shipment. The Supplier shall also indicate the anticipated time of delivery of the expedited material required to complete the original schedule. This notification is critical in allowing communication to production and, if necessary, to a Matcor Metal Fabrication Customer.

The Supplier shall maintain a third-party, or an alternate, approved contingency to facilitate scheduling and ASN or other form of Matcor Metal Fabrication approved communication in the event of a system failure at their location.

Suppliers must ensure that all material shipped is identified on a Packing Slip or Bill of Lading. While individual plant specifications may differ, the information typically required includes:

- Shipment date
- Invoice/Packing Slip number
- Address Sold to
- Address Shipped to
- Individual line item for each part number shipped
- Part Number and Part Description
- Purchase Order number, for each part number
- Order release number
- Quantity ordered & Quantity shipped
- Number of cartons/skids/containers shipped
- Total number of cartons/skids/weight

5.7 MATERIALS MANAGEMENT OPERATIONS GUIDELINES (MMOG)

The "M-7: Global Materials Management Operations Guideline Logistics Evaluation (MMOG/LE)" guidelines were developed to reduce the time and work required by suppliers and customers to determine materials process compliance.

Using the guidelines, suppliers complete a self-assessment and receive "A," "B," or "C" ratings based on their compliance. While deficiency in one or more critical areas

automatically earns a "C" rating, the MMOG/LE guide automatically develops an action plan to allow companies to address deficiencies and drive continuous improvement.

Suppliers shall complete the MMOG, or other specified assessment, if requested to do so, by their procuring plant. Suppliers unfamiliar with MMOG shall contact the appropriate plant, for assistance.

6. SUPPLIER PERFORMANCE

6.1 SUPPLIER PERFORMANCE REPORTING

Supplier performance and overall status are monitored. There are also internal reporting systems designed to report supplier status to other Matcor Metal Fabrication manufacturing facilities. Group and plant-specific reports may be available through local Purchasing or Quality departmental contacts.

6.2 OPERATIONAL RATING CRITERIA

Supplier quality and delivery performance is the basis for a supplier's operational status and is monitored by Matcor Metal Fabrication on a regular basis. Key operational metrics will include, but not be limited to:

- NCM: Parts Per Million
- Costs of non-conformance
- Delivery issues

The Supplier Performance Report (Monthly and YTD) is used to monitor the Supplier Performance on a Calendar Year Basis. The Quality Manager or Designate issues the NCM (Non-Conforming Material) whenever Quality / Delivery issue is identified for Supplier Part. Applicable Cost Recovery Action takes place with the request for appropriate Corrective Action as deemed necessary by the Quality Manager or Designate.

The Supplier Performance Report is updated with NCM, Cost Recovered, and Delivery Issues for each Calendar Year (from January to December).

Suppliers are expected to take immediate and appropriate action to address any performance shortcomings that are identified through the performance metrics. The Matcor Metal Fabrication escalation model will be used, as necessary, to address under-performing suppliers.

The Improvement Plan is requested from Suppliers who fail meeting the set goal for NCMs, Cost of NCM, and Delivery Metric.

Beginning of the New Calendar Year, the Performance Tracking resets for all Suppliers and follow the same cycle.

On a Quarterly Basis, the Quality Manager or Designate will send to all Suppliers the "Quarterly Supplier Quality & Delivery Performance Report," stating the Total Number of

NCMs, Total Cost Recovered, and the Total Number of Delivery Problems.

If during a Quarter, if Supplier reaches a PPM of over 10,000 or less than 70% on-time delivery, the Quality Manager or Designate will request an Improvement Plan to correct the issue(s). Upon receiving the Improvement Plan, the Quality Manager will review and decide if a Supplier Audit at the Supplier Location will be necessary or not.

These metrics will aid in determining additional sourcing to Supplier.

6.3 CONTINUOUS IMPROVEMENT

Suppliers must establish continuous improvement as an integral part of their management systems and business planning process. Continuous improvement activities must be documented and tracked as key performance indicators. Suppliers are expected to establish continuous improvement targets and use all appropriate data to drive continuous improvement and improve customer satisfaction. It is expected that suppliers will use all appropriate tools, such as the PDCA cycle, Six Sigma, and other appropriate methodologies to ensure a disciplined and systemic approach to continuous improvement.

7.0 VALIDITY PERIOD OF THIS SUPPLIER QUALITY MANUAL

This Supplier Quality Manual is valid and in effect for the duration of the awarded business between the Supplier and Matcor Metal Fabrication.

8.0 SUPPLIER ACKNOWLEDGEMENT

Dear Supplier,

Matcor Metal Fabrication has developed this Supplier Quality Manual in an effort to communicate, clarify, and document our requirements to all current and future suppliers.

This manual is 'distributed' only via the Matcor Metal Fabrication quality contact. Printed copies are uncontrolled documents. The suppliers are expected to remain up to date, and questions regarding this manual should be directed to Matcor Metal Fabrication supplier's quality contact.

It is requested that Supplier representatives sign and date this acknowledgment and fax or email a copy to the attention of:

Purchasing Department; Fax; 309-263-1866 or email jbegner@matcormetalfab.com.

We have reviewed the Matcor Metal Fabrication Supplier Quality Manual and understand and agree to the contents and conditions specified therein.

Supplier Name: _____ Location: _____

Quality Manager: _____ Date: _____

Print Name: _____

Plant Manager: _____ Date: _____

Print Name: _____

9.0 GLOSSARY OF TERMS

| | |
|--------|--|
| AIAG | Automotive Industry Action Group |
| APQP | Advance Product Quality Planning |
| ASN | Advance Shipping Notice |
| CAD | Computer-aided Design |
| CAR | Corrective Action Request |
| CQI | Continuous Quality Improvement (Series of self-assessment standards for specialized processes including, heat treat, plating, coating, warranty, welding, and soldering) |
| CS | Controlled Shipping |
| C-TPAT | Customs-Trade Partnership Against Terrorism |
| DDP | Delivered Duty Paid |
| DFMA | Design for Manufacturing and Assembly |
| DFMEA | Design Failure Modes Effects & Analysis Design of Experiments |
| DUNS | Data Universal Numbering System (A unique nine digit identification number ,issued by Dun & Bradstreet, identifying each unique business location) |
| DV | Design Validation |
| EV | Engineering Validation |
| FCA | Free Carrier |
| FEA | Finite Element Analysis |
| FIFO | First In First Out |
| FMEA | Failure Mode and Effects Analysis Federal Motor |
| FMVSS | Vehicle Safety Standards Geometric |
| GD&T | Geometric Dimensioning & Tolerancing |
| IATF | Internatinal Automotive Task Force |
| IMDS | International Material Data System |
| ISO | International Organization for Standardization |
| ISPM | International Standards for Phytosanitary Measures |
| MMOG | Materials Management Operations Guidelines |
| MSA | Measurement Systems Analysis |
| SDS | Safety Data Sheet |
| NAFTA | North American Free Trade Agreement |
| OEM | Original Equipment Manufacturer |
| OHSAS | Occupational Health & Safety Advisory Services |

- PCP Process Control Plan
- PDCA Plan-Do-Check-Act
- PFD Process Flow Diagram
- PFMEA Process Failure Modes Effects & Analysis
- PIP Partners in Protection
- PPAP Production Part Approval Process
- PSW Part Submission Warrant
- PV Production Validation
- REACH Registration, Evaluation, Authorization, and Restriction of Chemicals
- RPN Risk Priority Number
- SPICE Software Process Improvement and Capability Determination
- SOR Statement of Requirements

10. RECORD OF REVISIONS

| Version | Date | Process Owner | Description of Change |
|------------|---------------|--------------------------|-----------------------|
| 1.0 | 8/7/20 | Materials Manager | Initial Release |
| | | | |
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