

	<b>REQUIREMENTS FOR SUPPLIERS OF ZM „WSK Rzeszów” Sp. z o. o.</b>	Issue: 01 25.09.2019
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## 1. General provisions

“Requirements for Suppliers of ZM “WSK Rzeszów” Sp. z o.o.” (“Requirements”) set out the basic requirements for Suppliers of ZM “WSK Rzeszów” Sp. z o.o. (“ZM”) in terms of quality, environmental protection and logistics.

They are based on the following requirements: ISO 9001, ISO 14001 and the quality management standard in the automotive industry - IATF16949:2016, which we expect from our Suppliers.

The Supplier is obliged to provide products/services in a timely manner in accordance with the requirements of ZM.

The Supplier’s responsibility is to keep the company informed about any changes having an impact on the quality of the product/service provided or on the requirements connected with the quality, environmental protection and others (including the legal ones).

Each Supplier is obliged to preserve confidentiality towards ZM.

The Supplier is obliged to include on each invoice issued for ZM the order number or the contract number on the basis of which the invoice was issued, unless ZM decides otherwise.

The Suppliers of ZM were classified according to the following groups:

1. Raw materials for production,
2. Components,
3. Auxiliary materials.

In accordance with ISO 9001 currently binding as a minimum for the suppliers of the automotive industry, the Supplier is obliged to maintain and constantly improve the quality system. The Supplier is obliged to develop the Quality Systems to achieve compliance and then, the certification according to IATF 16949. Due to the Quality Management System, the Supplier should achieve the required objective, that is, no mistakes – 0 PPM.

In order to be qualified by ZM, the Supplier is obliged to provide a copy of the Certified Management System (carried out by the accredited body), at least ISO 9001 and ISO 14001, if the Supplier is in the possession of such.

If the Supplier does not have the Certified Management System, he can be approved through a positive result of the second party audit with regard to compliance with the requirements of ISO 9001 or on the basis of a completed form of the "Supplier Self-Assessment Questionnaire" (Annex No. 1). The approved Supplier is supervised through an annual second party audit or an annual assessment. The Supplier is obliged to constantly improve the process. In case of any discrepancies, the Supplier should take all measures to eliminate the root-cause of the discrepancies to prevent their reoccurrence.

The Supplier confirms that in the delivered materials and products there are no substances subject to any prohibitions and/or restrictions under the REACH Regulation, GADSL or other regulations or requirements applicable in the Supplier's country, the European Union and in all countries to which the products made of them are ultimately delivered.

Packaging must comply with the national standards of safe processing and recycling. The contents of heavy metals in packaging must comply with the guidelines of the European Parliament Directive No. 94/62/EC of 20 December 1994 on packaging and packaging waste (OJ L 365, 31.12.1994). In Poland this Directive is implemented through the Act of 13 June 2013 on packaging and packaging waste management (Journal of Laws, 2013, Item 888, as amended). The packaging with chemical substances and mixtures must be labelled in the Polish language. The Supplier is obliged to fill in and provide the "Declaration" to ZM (Annex No. 2).

The Supplier is obliged to provide, on each delivery, the certificate of quality/certificate types 2.2 or 3.1 in accordance with PN-EN 10204, material safety data sheet or other documents confirming the quality of the delivered product/service in compliance with the requirements set out in the order.

The Supplier is obliged to ensure that these requirements also cover his sub-suppliers.

## **2. Additional requirements for suppliers of components for the automotive industry.**

The Suppliers of products/services for the automotive industry should apply the quality systems providing for implementation of:

- Advanced Product Quality Planning (APQP),
- Production Part Approval Process (PPAP),
- Failure Mode and Effect Analysis (FMEA),
- Measurement System Analysis (MSA),
- Statistical Process Control (SPC).

The Supplier must document a formalised Product Safety Representative in accordance with the requirements of IATF 16949 - 4.4.1.2.

ZM expects the initial reference samples for approval to be submitted on time with the PPAP documentation, default level 3, unless it was specified otherwise by the authorised representative of ZM.

Item	Requirements	Level 1	Level 2	Level 3	Level 4	Level 5
1	Design records of saleable product	R	S	S	*	R
	- for proprietary components/details	R	R	R	*	R
	- for all other components/details	R	S	S	*	R
2	Engineering Change Documents, if any	R	S	S	*	R
3	Customer Engineering Approval, if required	R	R	S	*	R
4	Design FMEA	R	R	S	*	R
5	Process flow diagram	R	R	R	*	R
6	Process FMEA	R	R	S	*	R
7	Dimensional Results	R	S	S	*	R
8	Material Performance Test Results	R	S	S	*	R
9	Initial Process Study	R	R	S	*	R
10	Measurement System Analysis Studies	R	R	S	*	R
11	Qualified Laboratory Documentation	R	S	S	*	R
12	Control Plan	R	R	S	*	R
13	Part Submission Warrant (PSW)	S	S	S	S	R
14	Appearance Approval Report (AAR), if applicable	S	S	S	*	R
15	Bulk Material Checklist (for bulk materials only PPAP)	R	R	R	*	R
16	Sample Product	R	S	S	*	R
17	Master Sample	R	R	R	*	R
18	Checking Aids	R	R	R	*	R
19	Records of Compliance with Customer Specific Requirements	R	R	S	*	R

The Supplier undertakes to ensure traceability in accordance with the requirements of ZM:

- covered by the packing instructions (if they are presented),
- labelling of the unit and collective packaging including the product number and name, quantity of the product in the packaging, production lot number,
- the heat number relates to the cast alloys,
- the production date,
- the Supplier's name.

In case there is any mistake, the traceability must be ensured in such a way that will make it possible to determine precisely the quantity of defective or suspected parts/products.

The production process and product approval are carried out through the PPAP process in accordance with the AIAG handbook and, where applicable, also through the process compliant with VDA, unless ZM decides otherwise.

PPAP process must be initiated also when:

- some engineering modifications of the product (construction, material) have occurred,
- new tools have been used,
- the supplier of products/services has changed,
- the production has been stopped for the period of 12 months,
- production processes have changed,
- control methods have changed,
- the location of the machines has changed.

The admission of the product/service is connected with the approval of the prototype.

In case of any deviations from the specifications/requirements, ZM must confirm in writing its consent to the deviations in the product/service characteristics before the delivery.

The Supplier whose products or services are included in the manufacturing of the products for the automotive industry should be logged into the IMDS database (International Material Data System), where the materials used in the automotive industry production are registered.

The Suppliers are obliged to store the documents of special nature and records for at least 20 years to make the immediate access to them possible.

**3. The Suppliers of auxiliary materials are not subject to the approval process.**

*Chief of Quality Management*  
*Anna Nowak – Dudek*

*V-ce President – Commercial Director*  
*Władysław Jasiczek*

