



SLPT

Supplier Quality Manual

Revised 7/1/2023

Dear Supplier,

This document is provided to define the general guidelines of how SLW Automotive Inc. and associated subsidiaries (also known as SLPT) conducts business. These binding purchase material requirements outline SLPT’s expectations to create what SLPT believes is a strong, competitive, and value-added supply chain.

SLPT’s success depends on the ability of our supply base to provide the highest quality and value product possible. A partnership with our supply base is critical in the achievement of this objective. This Supplier Quality Manual will provide you with the necessary information that will be valuable in conducting business in a professional, efficient and effective manner.

This updated manual supersedes all supplier information manuals previously provided to you by SLPT.

Should you have any questions, please contact your respective Purchasing Buyer.

Thank you for your continued interest and support.

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SLPT

SLPT has manufactured automotive components as a full-service Tier One/Two supplier for more than 40 years, with long standing customer relationships, low-cost, global manufacturing facilities and a highly experienced work force.

SLPT's vision is clear – through a defined product and services focus, long term investment strategy and an unwavering commitment to customer satisfaction, SLPT will be a globally recognized leader in the supply of automotive components and systems.

Supplier Quality & Supplier Development Organization

The Supplier Quality Group is divided into two distinct groups to offer the greatest assistance to the supply base and to assure quality requirements are met through development and partnerships with our suppliers.

Supplier Development (Lead) – New supplier assessment and source qualification, new program launch, APQP process management, and Supplier Improvement Program management until 90 days after SOP.

Supplier Quality (Lead) – Incoming quality inspection, incoming part qualification, manufacturing line issue resolution and supplied product performance monitoring 90 days after SOP.

SLPT's Quality Policy



Plan, Design, Control and Improve Products, Processes and Systems

Risk Mitigation

Improvement Mindset

Dedicated to doing things right

Efficient and Effective

Leadership, Management, Ownership and Accountability

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3. Overview

Purpose

The Supplier Quality Manual (SQM) establishes preventive systems that ensure all procured products and services meet SLPT requirements.

The demand for improved product quality is widely recognized as the primary challenge facing the automotive industry. SLPT commits to producing high-quality product. Our policy is to meet and strive to exceed customer requirements with the standard measurement being zero defects.

This manual defines the procedures and systems expected by SLPT, the basis of which is defect prevention and continuous improvement. SLPT is committed to this approach, and we expect the same commitment from our suppliers.

ISO/IATF16949 is the Quality Systems Standard that suppliers must follow. Suppliers are encouraged to obtain ISO/IATF16949 certification from an independent third-party auditor. SLPT reserves the right to audit the supplier as necessary. At a minimum, suppliers to SLPT shall be third party certified to ISO 9001.

Note: Although ISO 9001:2015 is a minimum certification requirement of the IATF guidelines, SLPT adheres to IATF's ultimate objective that our supply base becomes 100% IATF 16949 compliant.

If ISO 9001:2015 is your QMS final goal, please notify SLPT to discuss our business objectives for non-conformance.

Additional standards that may be directed by SLPT for supplier certification include but not limited to VDA, ISO 17025, ISO 45001, ISO/IEC 27001, TISAX/TPSIR, ISO 26262, ISO 15504-5 Automotive SPICE, Latest revision of IPC-A-610, latest revision of DIN EN 61430, and ANSI/ESD S20.20.

CYBER and INFORMATION SECURITY – Suppliers must have systems and procedures in place to protect Computers, servers, mobile devices, electronic systems, networks, and data from any form of malicious attack.

Suppliers must have procedures in place detailing response to any attempted or actual cyber-attack. These procedures must include immediate notification to SLPT, for any potential impact on SLPT data or business.


All suppliers are encouraged to become certified to ISO/IEC 27000. As determined by the nature and need for protection of information and data, suppliers shall be able to demonstrate adequate safeguards and appropriate levels of information security. If directed by SLPT's OE customer, certification to TISAX or TPISR may be required. Specific cyber security requirements will be directed by your purchasing division.

TISAX and TPISR define industry standards for information security and establish assessment requirements to ensure globally harmonized levels of information security.

Suppliers are required to submit their certification status annually and at any time that a supplier's certification status changes. If a supplier loses their certification or the certification is suspended for any reason, the supplier must notify SLPT within 24 hours of the change in certification status.

Scope

The procedures and requirements detailed in this manual apply and shall be followed by all suppliers providing prototype, production, or service parts to SLPT or its external providers.

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| This document is considered Uncontrolled when printed. The official document must be taken from Plex/MQ1 as the released version. | | | |
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These procedures may be applied to other parts and materials (such as consumable tools and supplies). The applicability of these procedures to tools and supplies will be indicated on purchase orders.

Goals of this Manual

- Communicate to the supplier the expectations, goals and requirements of SLPT to assure quality of supplied parts.
- Encourage open and free communication of ideas, information, and notification of problems among suppliers, customers and SLPT in the spirit of teamwork and cooperation.
- Develop an overall plan to ensure smooth production both at SLPT and the supplier based on effective planning and communication.
- Define the quality assurance procedures and documents suppliers must follow and use to assure application of an effective quality system based on ISO/IATF16949.

References and Forms

This manual is available via the Supplier Portal and/or direct from SLPT

2. Terms and Definitions

Purpose

To define terms used throughout this document and any communication with SLPT.

Scope

This Supplier Quality Manual and any communication with SLPT

Terms and Definitions

- AIAG - Automotive Industry Action Group - a North American association that develops and publishes standards for manufacturing with the automotive industry
- APQP – Advance Product Quality Planning
- ASN – Advanced Shipping Notice
- Blanket PO – This is a PO that states term and conditions and sets up blanket PO listing. It is set up for the period of January – December of each year. A signed blanket PO is authorization to ship for specific part number, rev level, and cavity number
- CPM – Complaint on Purchased Material
- CS1 – Control Shipping Level 1
- CS2 – Control Shipping Level 2
- DCPM – Delivery Complaint on Purchased Material
- DCR – Dimensional Characteristic Rating
- EDI – Electronic Data Interchange
- EDI Requirements - Contact SLPT Purchasing department for EDI requirements. Detailed EDI requirements and guidelines will be provided. (See Section 20)
- EOL – End of Life
- ES60002 Standard Drawing Notes – This document contains standard drawing notes that are not included on individual drawings but are a part of every drawing
- ES60011 Cleanliness Specification – This document contains information on the cleanliness requirements and how to measure cleanliness of components

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- External Provider – organization that provides a service that is not part of SLPT
- FIFO – First In First Out
- FMEA – Failure Mode and Effect Analysis
- F2F – Face to Face
- Gage R & R – Gage Repeatability and Reproducibility
- IATF - International Automotive Task Force - a group of automotive manufactures which aims at providing improved quality products to automotive customers
- IMDS - International Material Data System - a global data repository that contains information on materials used by the automotive industry
- ISO – International Standards Organization
- LIFO – Last In First Out
- MRP – Materials Requirement Planning
- NDA – Non-Disclosure Agreement – This is a basic confidentiality agreement between our companies, as we will be sharing design information. This agreement must be signed before the quoting process begins.
- Packaging Data Sheet – documents the packaging method, dimensions, labeling and weight that will be the standard package size when shipping to SLPT.
- PFMEA – Process Failure Mode and Effect Analysis
- PPAP – Production Parts Approval Process
- PPAP Package Template – Use PPAP checklist as the template and standard categories to be included PPAP books.
- PPSW – Prototype Part Submission Warrant
- PSO – Process Sign Off
- PSW – Part Submission Warrant. A signed PSW is not authorization to ship parts to SLPT, only that the parts are approved to be produced.
- Record Retention
 - Life of Part Through Service Requirements +1 yr.: PPAP, Tooling Design, Purchase Orders
 - Three Years: Audits
 - Three Years: Corrective Actions, Test Plans and Results, Process Capability Studies, Process Control Data
 - 15 Years: Receiving Inspection, Analysis Reports, Inspection Results, Calibration, Training, Safe Launch
 - 20 Years: Regulatory Compliance, Change Points, Change Point Inspection Data
- RMA – Return Material Authorization
- RPN – Risk Priority Number
- Safe Launch - a method beyond PPAP implemented for initial production of new product to ensure customer requirements are met
- SCCAF - Special Characteristics Communication and Agreement Form
- SCR – (Supplier Change Request). The supplier must submit this form prior to change and must have full SLPT approval prior to implementation.
- SDE – Supplier Development Engineer
- SDS - Safety Data Sheet - a document that contains information on the potential health effects of exposure to chemicals, or other potentially dangerous substances, and on safe working procedures when handling chemical products
- Shall – denotes a mandatory requirement

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- Should – denotes a guideline or suggestion
- Service Component Requirements
 - Suppliers are obligated to provide service component requirements for a minimum of 15 years following the conclusion of series production or as otherwise stated in writing by SLPT.
- Service components must be priced at production pricing for a minimum of five years after SLPT Customer production has ceased. In no event will replacement parts be made available to SLPT at prices that are not competitive.
- SQA – Supplier Quality Assurance
- SQE – Supplier Quality Engineer
- SLPT – Sheng-Long Powertrain, representing SLW Automotive Inc and its related subsidiaries
- SOP – Start of Production
- Supplier - a party that supplies goods or services to SLPT
- Supplier Engineer – SLPT Supplier Development Engineer (SDE) / Supplier Quality Engineer (Plant SQE)
- Supplier Portal– SLPT web portal for Suppliers, used primarily for production scheduling and communication to the supplier. The Supplier must contact SLPT Purchasing to be set up for the use of this portal.
- Supplier Profile – This is the background information required to input in our Vendor Master File. This must be completed before a PO can be issued.
- Supplier Quality System Documentation – The following items should be on file at the Supplier before shipments begin: (available upon request)
 - Copy of supplier quality system registration (IATF/ISO)
 - Copy of supplier quality system manual
 - Certification of compliance to applicable Federal and State Governmental and Safety regulations
 - Equipment list
 - Supplier Quality System Survey (see Appendix)
 - Manufacturability Review (see Appendix)
- Team Feasibility and Manufacturability Review – This form should be completed for each part and each part revision supplied. Form SQMF002.
- TISAX – Trusted Information Security Assessment Exchange (www.tisax.org)
- TPISR – Third Party Information Security Requirement (<https://www.aiag.org/supply-chain-management/cybersecurity>)
- Vendor Rating System – All suppliers will be rated quarterly on quality, delivery, and service. A separate document explaining the Rating system is included in this manual. (Reference Supplier Score Card).
- Vendor Schedule – This is your Supplier Planning Schedule. It contains demand information, as we know it, from our MRP system. This document gives you weekly requirements (862), forecast (830), release number and may contain shipment dates. SLPT also uses Kanban replenishment process for materials that fit that profile. This is your authorization to build. Please note the material and fabrication authorization limits. Suppliers who build product beyond authorization do so at their own risk. It is available via EDI or the supplier schedule portal on the SLPT website. You must have a release number before shipping. SLPT Purchasing will be responsible for sending out EOL communication to our suppliers when the product life is complete.
- 8D – 8 Disciplines

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References and Forms

None

3. Purchasing Guidelines

To support sound procurement practices and maintain high quality standards in SLPT's manufacturing process, SLPT will select suppliers who provide the highest value and quality possible. A professional and reputable relationship is desired and will be maintained through ethical standards to ensure cohesive partnerships are formed. Employees are expected to observe the highest ethical standards when performing business with and for SLPT to convey a World Class reputation and preserve the integrity of SLPT.

Purpose

To summarize purchasing processes which involve production and prototype component suppliers

Scope

Applies to all production and prototype component suppliers.

Requirements

A primary objective of SLPT is to achieve the "Best in Class" supplied product and supply base performance. To maintain a "Best in Class" partnership with SLPT, suppliers should:

- Be globally competitive in quality, delivery, service, response, and costs.
- Provide defect free products for all direct and indirect supplied product and services.
- Maintain a quality system which meets the quality requirements of SLPT and recognized industry-standards. (IATF16949, AIAG).
- Must complete SLPT Supplier Assessment and Manufacturability Review Program requirements.
- Must be able to maintain program capability requirements and capable of validating products for specific SLPT applications.
- Must consistently deliver quality parts on time.
- Must be proactive in responding to issues and flexible in responding to changing customer needs.

SLPT uses a Blanket PO and release system for production part buys (EDI Electronic Data Interchange). As a new supplier to SLPT you will receive several documents to begin the process. Below is a listing and brief explanation.

NOTE: The first step in being qualified as a supplier or potential supplier to SLPT is to complete an NDA and then meet the minimum 7.5 qualification of the SLPT Supplier Assessment.

For any questions or clarification see other sections of this manual or contact SLPT Purchasing.

References and Forms

- ES-60002 Standard Drawing Notes
- ES-60011 Cleanliness Specifications, Purchased Components
- ES-60150 Laser Etched Direct Part Marking
- F-048 Supplier Change Request
- F- 064 Team Feasibility Commitment
- CAR (Capacity Analysis Report)
- PROTOP001 - Prototype Control Plan

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- PSW (On AIAG Website)
- BPM-0004 SLPT Supplier Quality Manual
- QSF10-063 Prototype Inspection Data Sheet
- SOP3F001 Supplier Packaging Data Sheet
- SQMF003 PPAP Check Sheet
- EPM-0001 Environmental Policy Manual
- S-012 Prototype Part Submission Warrant
- S-003 SLPT Supplier Assessment
- SOP3F014 SLPT DCR SCCAFSLPT 8D Corrective Action Report

4. Gifts, Anti-Corruption and Prohibited Payments

Purpose

It is SLPT's policy to comply with all laws and regulations applicable to its business, at all governmental levels worldwide.

The use of corporate funds, property or other resources for any unlawful or improper purpose is prohibited. Anti-corruption laws require that companies meet prescribed accounting and internal control standards and impose severe penalties on both companies and individuals for certain types of payments and practices.

This policy statement is consistent with anti-corruption laws in the countries where SLPT does business including, but not limited to the US Foreign Corrupt Practices Act and UK Anti-Bribery Act of 2010.

Gifts, Anti-Corruption and Prohibited Payments applies to all employees, agents and suppliers of SLPT and must be strictly observed.

Payments to Government Officials and other Government Employees

The making or authorization of any direct or indirect payments or offers or promises of payment by or on behalf of SLPT, regardless of form, whether in money, property or services, to or for the benefit of any government official or government employee for the purpose of influencing the actions or decisions of such official or employee, or the government which the official or employee represents, in order to obtain or retain business, to direct business to any person or company or to obtain special treatment, or to pay for business or special treatment already obtained, are improper and prohibited.

Gifts of cash or cash equivalents, like gift cards or vouchers, to government officials are prohibited.

All of the following may be considered to be government officials: any officer or employee of or any person acting in an official capacity on behalf of a department, agency or instrumentality of a government, officers and employees of state-owned entities and officers and employees of public international organizations, such as the International Monetary Fund and World Bank.

Payments to Candidates, Political Parties and Party Officials

SLPT has adopted a policy which prohibits use of corporate funds, property or services for political purposes or activities, exception will require SLPT legal review. All payments or offers or promises of payment of the sort

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described in the preceding paragraph, made to or for the benefit of candidates, political parties or party officials, are improper and are strictly prohibited.

Payments to Others; Gifts

Except as noted below, direct or indirect payments by or on behalf of SLPT, regardless of form, whether in money, property or services, to or for the benefit of any employee, person, company or organization or any representative of any person, company or organization in order to obtain personal, business, special concessions or favorable treatment, or to pay for business, special concessions or favorable treatment already obtained, are improper and prohibited.

This prohibition does not apply to payments for reasonable goodwill entertaining, hospitality, or the extension of normal courtesies, in accordance with accepted business practice, and in such amount or value that will raise no implications whatsoever of any obligation on the part of the recipient.

Gifts of cash and cash equivalents, like gift cards or vouchers, (regardless of amount) or property of substantial value, or lavish or excessive entertainment, to any third party are improper and prohibited. It is the employee's personal responsibility to ensure that the extension of a business courtesy does not create the perception that favors were granted to secure special treatment.

Reasonable goodwill entertaining and gifts will have all of the following characteristics:

- Does not violate a law, regulation or policy
- Its value is small, low or insignificant
- It is for a valid business purpose
- It is not requested
- It is infrequent and could be reciprocated
- It is not cash or anything like cash
- It is open and transparent, not secret
- It imposes no sense of obligation on giver or recipient

SLPT not allow the payment or acceptance of bribes and if such acts are witnessed or requested, it is required by the parties to notify SLPT immediately.

5. Code of Conduct, Ethics and Escalation

Purpose

Maintaining high standards of ethics and integrity requires courage, personal strength and sometimes difficult choices. It may require forgoing what appear to be personal or business opportunities. SLPT's Code of Conduct, Ethics and Escalation provides guidance concerning the ethical standards SLPT employees and suppliers are expected to uphold.

Your Responsibility

Every SLPT employee and supplier is personally responsible for observing both the express language and the spirit of each policy statement outlined in this Code. It is also important that you encourage others to observe this Code. SLPT can act only through its employees and suppliers, so it is critical to do what is right. Employees are expected to bring to the attention of supervisors, managers, the Human Resource Department,

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Legal Department, Internal Audit or other appropriate personnel any behavior or conduct which may be illegal, unethical or in violation of this Code.

It is the policy of SLPT to prohibit retaliation and threats of retaliation against an employee or supplier who reports, makes a complaint, raises a concern, provides information or otherwise assists in an inquiry regarding any activity by others that he or she believes in good faith to be an ethical lapse, misconduct, or violation of this Code, SLPT policies or applicable laws rules or regulations. Employees and suppliers are expected to cooperate in internal investigations of suspected violations and misconduct.

The Workplace

SLPT workplace is anywhere that SLPT business and activities are conducted. In all those places, SLPT expects every one of its employees, directors, contractors and representatives to be treated with respect and likewise to treat one another, our customers, suppliers and others with whom we work, with respect. This applies to all employees regardless of race, gender, ethnicity, religious affiliation or lack thereof, age, disability, sexual orientation, gender identity or membership in any other legally protected class. SLPT will not tolerate illegal discrimination or harassment of any person in the conduct of SLPT activities. SLPT expects that all relationships among persons in the workplace will be professional and free of bias, harassment or violence.

Basic Working Conditions Guiding Principles

SLPT expects its Suppliers and Sub Suppliers to develop policies and practices for all of its facilities worldwide, to provide working conditions that are appropriate under applicable law and that support and uphold the SLPT Beliefs.

- **Use of Child Labor is Prohibited**

Prohibits Suppliers from employing any person below the age of 15 except as part of a government sponsored training or apprenticeship program.

- **Forced Labor and Corporal Punishment is Prohibited**

Prohibits Suppliers from using forced labor in any form and further prohibits physically abusive practices, including corporal punishment or the threat of corporal punishment.

- **Freedom of Association**

Expects that Suppliers respect the rights of workers to establish and join an organization of their own selection and their rights to collective bargaining, in accordance with local laws. Workers must not be penalized or subjected to harassment or intimidation for exercising any legally protected right to join or not join such legal organizations. Encourages open communication between management and employees regarding working conditions without fear of retaliation, intimidation, or harassment.

- **Compensation**

Expects that Suppliers' employees will receive compensation and benefits that are competitive and consistent with applicable laws regarding minimum wages, overtime hours, and legally mandated benefits. The compensation paid to Suppliers' employees should constitute at least a minimum of a fair and living wage.

- **Ethical Recruitment**

It is our expectation that our Suppliers hire workers lawfully, in a fair and transparent manner that respects human rights. Suppliers should not mislead or defraud potential workers about the nature of the work, ask workers to pay recruitment fees, or confiscate, destroy, conceal, or deny access to worker passports and other government-issued identity documents. Workers should receive a written offer in a language well understood by the worker, stating in a truthful, clear manner their rights and responsibilities.

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- Working Hours

Expects Suppliers to comply with applicable laws regulating hours of work.

- Equal Employment

Expects Suppliers to have written policies promoting equal employment opportunities and formal, independent practices for responding to any complaints.

- Health and Safety

Expects Suppliers to promote safe and healthy work environments for all employees and expects commitment to continually improving the same. If Suppliers provide their workers with residential facilities, they must provide clean and safe accommodations.

- Use of Private or Public Security Forces

Suppliers must not commission or use private or public security forces to protect the business if, due to a lack of training or control on the part of the company, the deployment of the security forces may lead to violations of human rights.

- Women's Rights

Gender inequality underpins problems such as unequal opportunity in employment and unequal pay for equal work. SLPT expects its Suppliers to provide equal opportunity in employment and commit to equal pay for equal work.

Conflicts of Interest

SLPT expects all employees to conduct themselves in accordance with the highest standards of integrity, honesty and fair dealing to prevent any conflict between our personal interests and the interests of SLPT. A conflict of interest is any activity that is not consistent with or is opposed to the best interests of SLPT. This means that you must avoid all activities, interests, associations, or relationships that could impair your ability to work objectively and effectively or that could give the appearance of interfering with your ability to carry out your responsibilities. Conflicts can arise in many ways. The following examples may assist you in identifying situations to avoid. If you are concerned that you are involved in a situation where your interests appear to conflict with those of SLPT, discuss the situation with the Human Resource Manager at your location.

PERSONAL GAIN

SLPT employees are not to engage in any personal financial activities which could influence their judgement or actions in performing work for SLPT. SLPT employees and members of immediate family may not ask for or accept gifts, services or personal benefits from actions taken, information received, or associations made as a result of employment with SLPT. SLPT employees may not accept bribes.

CONFIDENTIAL INFORMATION

SLPT employees and suppliers may not use or reveal to others any material non-public confidential information of or concerning SLPT.

Supplier and Customer Interactions

The selection of suppliers, vendors, consultants, contractors and other third-party providers must be based on objective criteria, not personal or financial relationships between them and any SLPT employee. SLPT

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employees selecting suppliers, vendors, consultants, contractors and other third-party providers must not have any financial or personal interest in or relationship with them.

In the usual course of business with suppliers to and customers of SLPT, questions concerning the receipt of gifts, services, meals and entertainment often arise. Generally, these items offered in the context of courteous business relationships are acceptable if they are not of a kind which would be expected to influence the judgement of the recipient. If you are faced with a questionable circumstance, discuss it with SLPT manager and Human Resource Manager.

SLPT employee's personal use of SLPT suppliers to provide goods or perform services is prohibited, even though paid for by the employee. Any exceptions should be discussed with your manager and Human Resource Manager before services are rendered.

Improper Payments

The use of corporate funds, property or resources for any unlawful or improper purpose is prohibited. Just as SLPT does not accept bribes, SLPT does not offer or give bribes.

DEALING WITH GOVERNMENT OFFICIALS

Not all bribery takes the form of cash payments. It can take many forms, including gifts, travel, employment, entertainment, charitable contributions, or anything of value or benefit. Giving or promising to give payments, loans, offers of money, services, gifts or anything else of value to or for a government employee or official for the purpose of influencing any decision of that person is prohibited whether they are given to gain a business advantage or not. Payments made indirectly or through an intermediary are also prohibited.

SLPT employees may not give, promise or authorize any payments, either directly or indirectly to government officials of any country. SLPT employees may not allow such payments to be made by third parties on SLPT's behalf. Ask questions and report issues when something does not seem right. Never ignore such payments. If you suspect such a payment has been made, contact the Human Resource Department or Legal Department immediately.

Actions taken by SLPT, its subsidiaries and their employees on behalf of SLPT are strictly regulated by anti-corruption laws in every country in which SLPT is located and by US laws and regulations, including the Foreign Corrupt Practices Act and antiboycott and international trade laws. Offering gifts and entertainment beyond good business practice in ordinary commercial transactions is not permitted. If you are involved in transactions outside the US, you should be familiar with and observe the provisions of local anti-corruption laws and the US Foreign Corrupt Practices Act and international trade regulations. This instruction is particularly directed to non-US subsidiaries' employees, because locally lawful conduct might trigger legal action against SLPT in the US or UK under certain circumstances. Please contact the Human Resource Department with any questions and for additional information.

PAYMENTS TO OTHERS

Payments of money, property or services for the purpose of obtaining business or special consideration are prohibited. Reasonable payments for normal business courtesies and not for the purpose of influencing judgment are permissible. Questions should be directed to your Human Resource Manager.

POLITICAL CONTRIBUTIONS

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Contributions of money, goods, services or anything of value by SLPT to any candidates for office, office holders or party officials are generally prohibited. Some U.S. states allow corporate contributions to be made under specific circumstances. Consult with the Legal Department if any contribution is to be made before making it.

SLPT employees may make personal contributions. Reimbursement of such political contributions by SLPT is prohibited.

6. Environmentally Responsible Products and Processes

SLPT expects its Suppliers to responsibly protect the environment for the benefit of society and future generations. Suppliers should strive to conserve, recycle, and reuse resources efficiently, using responsible and sustainable environmental practices, including but not limited to energy and emissions reduction initiatives, monitoring and reporting. Suppliers should minimize water consumption, effectively reuse, and recycle water with responsible treatment of wastewater discharges and prevent potential impacts from flooding as a consequence of rainwater run-off, as required by and in accordance with applicable law.

To assure that our products and processes will provide the maximum benefit and least damage to the environment, we expect SLPT Suppliers to:

- Develop and offer products that help contribute to improved fuel efficiency and reduced emissions.
- Evaluate and minimize the complete-life cycle environmental impact of your products and processes.
- Minimize waste generation.
- Lead in the conversion to environmentally friendly materials including the use of recycled and recyclable materials.
- Maximize the efficient use of resources such as water.
- Obtain energy from renewable sources and/or lower impact resources wherever practical to reduce greenhouse gasses.
- Strive for environmental leadership in regions in which you operate and fulfill the environment-related obligations set out in the Supply Chain Due Diligence laws.

Air Quality

Suppliers should routinely monitor and disclose, appropriately control, minimize, and to the extent possible, eliminate emissions contributing to air pollution, as required by and in accordance with applicable law. Suppliers should assess cumulative impacts of pollution sources at their facilities and mitigate their pollution levels accordingly.

Responsible Chemical Management

Suppliers should identify, minimize, or eliminate the use of restricted substances in manufacturing processes and finished products to ensure regulatory compliance. Suppliers should also be aware of any use of restricted substances in processes and finished products, and actively investigate suitable substitutes to maintain product and environmental stewardship.

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7. Minority Sourcing

Expectation

- Suppliers located in the United States are expected to have a formal Minority Business Enterprise (MBE) development program. SLPT expects Suppliers to make every effort to procure a minimum of 5% of the material and/or services from a certified Minority Business Enterprise.
- In order to be classified as a Minority Business Enterprise a company must satisfy the following criteria:
 - The business is no less than 51% owned and operated by U.S. minority citizens
 - The minority owners are active in the management and daily business operations
 - The owners belong to one of the following U.S. minority groups: ▪ African American, Asian American, Native American Indian, Asian Pacific American, Hispanic American, American Eskimo, and American Aleuts. The business is certified by the National, State, or Local Minority Business Development Council.

Reporting of MBE Expenditure Data

- Suppliers are required to document purchases from those sources and to report the minority Supplier purchases quarterly to the SLPT Purchasing. Suppliers should submit their report by the 10th of the month following the end of the quarter.

Requests For Quotation

- All quotations from Suppliers will be evaluated with consideration given to each Supplier's MBE development program implementation status. Non-compliance with this expectation may affect a Supplier's ability to quote and receive new business from SLPT.

8. Advertising and Public Communication

Seller shall not, without prior written consent of the SLPT Marketing department, in any manner advertise or publish its relationship with SLPT or SLPT's customers, make any reference to the award of business or use any trademarks or trade names of SLPT or any of its associated companies in any press release, advertising or promotional materials. Requests for permission on any of the above topics can be directed to the VP of SLPT or the sales department at SLPT. Please include a detailed outline of the permissions you are seeking and the name of the individual you work with in SLPT purchasing for consideration.

9. Advanced Product Quality Planning (APQP)

APQP is a structured method that defines and establishes the steps necessary to assure that the supply of products or services satisfies the requirements of SLPT. The goal of product quality planning is to facilitate communication with everyone involved to assure that all the required steps are completed on time.

SLPT will initiate the quality planning process with suppliers. Suppliers have an obligation to establish a cross-functional team to manage the Product Quality Planning Process. Suppliers must expect the same performance from their sub-suppliers.

Purpose

To discuss SLPT requirements for supplier Advanced Product Quality Planning

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Scope

Applies to all suppliers.

Requirements

Suppliers shall provide a product quality planning timeline for each new component being supplied. The timeline shall list significant tasks including but not limited to:

- Product/Process Design Review (Initial Process Flow Diagrams, FMEA, Control Plans)
- Purchase Order Release
- Team Feasibility Commitment
- Design Release
- Tool Order/Design/Build/Complete
- Order Inspection Equipment/Gauging
 - Suppliers are responsible to utilize tools/gauges to ensure product that meets design specifications is shipped to SLPT.
 - All tools/gauges must be properly labeled by the supplier in accordance with SLPT and APQP requirements.
 - Customer-owned gauges/equipment/fixtures shall be identified and maintained for the life of the program per the purchase order and/or directed by SLPT procurement.
- Installation/Debug/Setup
- Process Validation/Gage R & R
- PPAP/Capacity Verification (Analysis and Run at Rate) (See Appendix)
- Finalize PPAP documents and gage results

SLPT will provide suppliers with prototype/pre-production, PPAP and PSO requirements and dates.

Suppliers shall keep product quality planning timelines up to date and supply updated copies upon request or a change will impact overall program timing.

Suppliers shall create timelines in MS Project and submit in the format of a Gantt chart. If the supplier utilizes an alternate software for project management, supplier must review with SLPT for acceptance.

References and Forms

AIAG Advanced Product Quality Planning and Control Plan Reference Manual

10. Selection of Suppliers

In order to support sound procurement practices and maintain high quality standards in our Manufacturing process, the SLPT supplier selection process goal is to identify the suppliers who can provide the highest value and quality possible. A professional approach is taken in all aspects of the selection process with all areas of interest to the scope of business being considered. This approach includes disclosure of the supplier's external providers. Ethical standards when performing business with and for SLPT must be maintained to convey a World Class reputation and preserve the integrity of SLPT.

Purpose

To communicate SLPT supplier selection process and expectations of suppliers, to be approved for consideration in new product sourcing activities.

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Scope

Applies to all suppliers currently on SLPT's approved source list and new suppliers.

Requirements

Suppliers to SLPT are approved according to the Supplier Quality System Requirements for each product and service, as detailed in Section 6. Approval is contingent upon approval by five departments of SLPT:

- **Quality/Supplier Development** – acceptable quality systems and control.
- **Product Engineering** – approval for SLPT prototype and production use.
- **Manufacturing Engineering** – acceptable manufacturability.
- **Purchasing** – acceptable pricing and terms.
- **Production Managers** – acceptable production intent supplier.

Approved Suppliers:

New and current suppliers on the approved supplier list may be evaluated for new business based on the following applicable criteria:

- Quality Performance (Scorecards, assessments, 2nd and 3rd party audits, etc.)
- Quality Systems (IATF16949:2016, ISO17025, ISO14001:2015)
- Price
- Cost Breakdowns submitted from all suppliers before award of business
- Responsiveness to Quality Issues
- Financial Stability
- Current Capacity
- Automotive Experience
- Security Awareness
- Depending on the complexity of the product, a multi-disciplinary team may conduct a complete process systems survey to include technical capabilities.
- SLPT has the right to request a visit to new and/or current suppliers including their external providers to verify and/or review the above criteria(s).

References and Form

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None

11. Supplier Quality System Requirements

Purpose

To highlight the expectations of SLPT. These requirements should not be interpreted as expectations above and beyond the intent of IATF16949, but as a method of SLPT to develop Productive Material Suppliers to the fundamental requirements of the Quality System Requirements in IATF16949 in addition to Customer Specific requirements as specified.

Scope

Applies to all suppliers and external providers.

Requirements

- Suppliers shall adopt IATF16949 as the standard for quality system development. At a minimum supplier shall be ISO9001 certified with the ultimate goal of them becoming IATF certified.
- The supplier shall have a documented system that will provide control of quality through-out their manufacturing processes.
- The supplier shall comply with the AIAG Production Part Approval Process (PPAP) latest edition. This includes, but is not limited to, developing and submitting a Control Plan, FMEA, and Process Flow Chart that outlines the controls, methods and frequency of inspection, and identifies areas of failures and the action plans associated with those failures for all SLPT products. These tools shall be formatted in the standardized AIAG format. PPAP shall not only be used for the submission of a new product, but for any changes or deviations in raw materials, chemicals, formulas, manufacturing processes, methods, or sub-contractors. PPAP shall be submitted with these changes as well.
- The supplier shall assure SLPT that its subcontractors' PPAP's are approved and are under a controlled system of evaluation and review. These records shall be available for examination by SLPT on request.
- The supplier shall use statistical methods (where applicable) to control and evaluate process variability and track continuous improvements efforts. When requested, the supplier shall submit evidence of statistical control for all critical characteristics specified on SLPT supplied product prints.
- The supplier shall perform gage calibration and maintain a list of all gages with calibration schedules. Refer to AIAG MSA manual. All external laboratories shall be A2LA or ISO/IEC 17025 certified or equivalent.
- The supplier shall supply written corrective action reports for all discrepant materials and report through E-mail to the respective SQE/SDE. The supplier shall use the 8-D format for the corrective action process. The supplier shall keep a generic quality email address for ease of communication of 8-D and other reports. The completed 8-D shall be submitted within 30 days excluding special circumstances approved by SLPT.
- The supplier shall maintain 100% on-time delivery. If a supplier cannot meet 100% on time delivery a corrective action plan may be requested.
- The supplier shall have "Lot" control systems in place to insure component traceability.
- The supplier shall continually improve its operation and should be able to show SLPT upon request.
- The supplier shall pro-actively communicate with SLPT regarding changes that may impact product quality. Refer to SCR.

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Traceability

- Lot Control**

Suppliers shall establish and maintain documented procedures for unique identification of product lots or batches. Lot numbers shall be traceable from raw material receipt through all stages of production by the Supplier, including components, processes and shipments to SLPT.

Lots cannot contain more than one material batch or heat number. A new lot number shall be assigned for all significant process variations. Examples include, but are not limited to, material batches, tooling and equipment setups, and operator changes (if the process is highly dependent on operator skill).

Only one lot and part number shall be shipped on a pallet unless approved by SLPT. Documentation must be provided indicating all lots, part numbers and quantities on a given pallet. If mixed pallets are shipped without SLPT approval, each pallet may be received as one lot at SLPT. If discrepant material is found, the supplier shall be responsible for any associated liabilities with the larger quantity of product resulting from the mixed pallet unless approval can be shown that SLPT approved the mixed pallet shipments.

Mixed pallet shipments for safety critical parts, assemblies or processes shall be avoided except for special circumstances and that have SLPT approval.

No bulk pack product shall be packed and shipped with mixed lots.

SLPT requires serial numbering to be added for critical components. Requirement will be stated in the part print and will supersede ES specification where applicable. Reference ES-60150.

- External Providers**

External providers shall have a documented system(s) to trace product to a raw material lot number (heat # if applicable) and date of manufacturing or processing.

FIFO

All product shall be shipped on a "first in/ first out" (FIFO) method. FIFO shall also be applied to stock room inventory.

In certain cases when strict FIFO is not possible (e.g. some steel MFG processes) the Supplier shall maintain documented evidence that SLPT has agreed with this. In these situations, the Suppliers shall maintain FIFO as close as possible.

References and Forms

None

12. Identification of Significant & Major Characteristics

Purpose

To identify key product characteristics and applicable symbols used on internal and customer drawings.

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Scope

Applies to all suppliers using SLPT engineering drawings and documents for the purpose of manufacturing components for SLPT.

Requirements

Standard, Major, Significant, and Critical Characteristics are defined in the table below.

Methods used to determine or classify characteristics may include but are not limited to classification of characteristics techniques, past product experience, feasibility studies, analysis, or tests.

Refer to AIAG Statistical Process Control Reference Manual for further information regarding calculation of CpK and Ppk.

Characteristics Descriptions and Requirements (See SLPT ES60002 for official requirements)

| SLPT DCR | Name | Design FMEA Severity | process/dimensional capability requirements | | | reporting frequency | SPC required |
|-------------|-------------------------------|----------------------------|--|-----------------------|--------------------------|------------------------|-----------------|
| | | | potential | considering centering | | | |
| | | | | PPAP, short-term | production, long-term | | |
| 5 | Critical Characteristic | 9-10 | 2.00 | 1.67 | 1.50 | 1x/month | Yes |
| 4 | Significant Characteristic | 8 | none | 1.67 | 1.33 | 1x/month | Yes |
| 3 | Major Characteristic | 7 | none | 1.33 | 1.00 | 1x/quarter | Yes |
| 2 | Standard Characteristic | 4-6 | none | none | none | annual layout | No |
| 1 | Minor Characteristic | 1-3 | No longer used | | | | |
| 0 | Reference Characteristic | 0 | | | | | |

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Suppliers shall maintain SPC data and submit upon request unless required as part of shipment documentation.

For all DCR 3, 4, and 5 items which required submission frequency, Minitab Six pack format is to be used. If the supplier does not have access to Minitab, the supplier shall submit for each DCR:

- X-MR charts with control limits based around ± 3 sigma
- Distribution probability plot with $p > 0.05$
- Capability chart that reports Ppk per distribution found in (b)
- Raw data used to calculate the above

Submission: Monthly / Quarterly DCR items:

- Submit 1 file per part number per specified frequency.
- File naming: Part number_Rev# DCR 3-4 Month Year (ie. 5402195 Rev.XX DCR3-4 July 2022.pdf)
- Send file to:@slpt.com, SLPT SDE and SLPT plant Supplier quality representative.

References and Forms

ES-60002 Standard Supplementary Part Drawing notes

Six-pack format sample (appendix).

13. Prototype Part Submission

Purpose

To define SLPT prototype submission requirements. Prototype inspection process is released based on supplier data.

Scope

Applies to all suppliers who have been issued prototype orders with "Prototype Submission Required."

Requirements

- Prototype Part Submission Warrant Requirement

A Prototype Part Submission Warrant (PPSW) shall be completed in full and signed by an authorized official of the supplier who is responsible for the preparation of the submission package. There shall be a separate PPSW for each part number and each part shipment.

It is the responsibility of the supplier to check the appropriate box(s) as applicable on the prototype part submission warrant.

- Prototype Control Plan

A Prototype Control Plan (PCP) shall be provided by SLPT at the time the purchase order is placed. The PCP captures the dimensional features being checked, sample size and frequency of inspection. If there are sub-tiered suppliers (i.e. plater, heat treat) these processes shall be included in this document.

- Dimensional Characteristic Inspection

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A 100% fully ballooned drawing (including the notes and title block) along with a corresponding serialized 100%-dimensional layout inspection report shall be conducted on a minimum of one part unless otherwise specified per the direction of the SLPT Product Development Engineer.

Additional features deemed critical shall be stated per the PCP. In the event the PCP is not provided, inspect 100% DCR 3 and 4 (Critical Characteristics). Supplier shall submit 100%-dimensional layout report on 3 pcs minimum or 10% of order, whichever is greater using SLPT Inspection Data Sheet (Form QSF10-063). Inspection data sheet shall be submitted to be reviewed /approved by the project engineer prior to shipping hardware.

- **Material Certification**

The material certification is a required document from the material producer and/or heat treatment source that states manufacturing location, lot number, product identification number, product name, dates of test. Material certification shall be deemed part of the submission. The SLPT part number and purchase order number shall be referenced on the material certification.

- **Tooling (Castings)**

Suppliers that provide castings or forgings shall provide at least one sample (from each cavity if applicable) to SLPT Product Development Engineer for review, unless otherwise specified by SLPT. Supplier shall submit 100% layout report per the PCP using SLPT Inspection Data Sheet. (Form QSF10-063).

Dimensional data (e.g Lazer, CMM Scan) be provided to verify all cast surfaces meet model and drawing requirements.

- **IMDS Requirements (International Material Data System)**

There are no IMDS requirements for prototype submissions. Production parts require an IMDS sent to IMDS ID# 97136.

- **Deviations**

If parts do not meet design record requirements, (i.e. dimension(s) out of specification or if parts do not meet metallurgical requirements) the supplier shall be responsible for filling out the Deviation Request Form and submitting it to SLPT Quality. The deviation request form shall include a Corrective Action Form and/or Supplier Change Request Form from the supplier. Parts shall not be shipped until the Deviation Request Form is approved by SLPT Quality.

Note: Submitting this Corrective Action Form and/or Supplier Change Request Form does not guarantee SLPT approval.

Shipping Methods (Prototype)

Suppliers shall ship parts using the approved shipping method specified by SLPT. Two Bill of Ladings are required, one copy inside the container and one copy on the outside. All suppliers shipping material shall indicate the following on the Bill of Lading:

- Part number, RevisionLevel, Supplier Identification, and serial numbers.
- Packing Slip Number

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- Prototype Purchase Order Number
- Quantity of parts
- Prototype Parts Tag

Shippers that do not contain the proper information may result in rejection at the shipping/receiving dock and/or possible chargeback to the supplier.

Record Retention

Suppliers shall maintain Prototype Part Submission package for a minimum of three years after final shipment.

Defective Material

- In the event that non-conforming material is received by SLPT, the supplier shall take immediate containment action. The supplier shall provide a detailed problem-solving analysis in an 8D.
- Cost incurred by SLPT due to non-conforming product, includes ship the product back, sorting, inspection, machining rework will be processed through cost recovery and debit back to the supplier.

References and Forms

- Prototype Control Plan - PROTOCP001
- Prototype Part Submission Warrant S-012
- Prototype Inspection Datasheet – QSF10-063
- Prototype Deviation Request Form - TBD
- Prototype Label - TBD

14. Supplier PPAP Preparation Plan and Documentation Guidelines

Purpose

To outline SLPT's requirements regarding PPAP of supplied product.

Scope

All current and potential suppliers of SLPT.

Requirements

- Level three PPAP shall be submitted for any production part process or material changes (unless otherwise specified / agreed by SLPT Quality).
- Labeling – PPAP submission shall be clearly identified to prevent mixing with production components (See labeling below)
- Production intent packaging and barcode labels shall be used when shipping PPAP material.
- Where necessary, interim approval with expiration date may be granted. Interim approval needs to be accompanied with action plan to bring to full approval.
- A 6-piece part sample (or agreed amount determined by SLPT) shall be submitted with serialized data and PPAP paperwork.

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- PPAP shall be approved by the SLPT SQE, SDE, Quality Manager or their designees. This information is identified on SQMF003 PPAP checklist.
- All applicable Customer Specifics shall be met and documentation provided.
- Suppliers shall submit a Level 4 PPAP at least annually and contain:
 - PSW
 - IATF/ISO Certification
 - All applicable CQI documentation
 - Capability studies for all DCR 3 and DCR 4's – Minimum 125 data points. Presented in 6-Pack format using individual points analysis (I-MR or X-MR). See appendix.
 - Updated Gage R&R
 - Material Certs
 - Updated CAR
 - IMDS information
 - 6-pieces full dimensional layout

ALL PPAP's SHALL BE SUBMITTED ADHERING TO THE AIAG PPAP Latest EDITION.

All elements shall be addressed with evidence for all applicable items. If there are non-applicable items in the submission, a place holder sheet shall be submitted identifying the Program, Part Number and reason statement for the element not being applicable to the submission.

All Level 3 submissions shall identify evidence for all applicable elements found in the SLPT PPAP Check Sheet including Customer Specifics:

- 1) Design Records - SLPT Print with 100% bubbled (dimensions, notes, material, etc.)
- 2) Engineering Change Documents – Supplier Change Requests (SCR)
- 3) Customer Engineering Approval (if required)
- 4) Design FMEA
- 5) Process Flow Diagrams
- 6) Process FMEA shall include all the print's bubbled features.
- 7) Control Plan shall include all the print's bubbled features.
- 8) Measurement System Analysis Study (R&R, Bias, Linearity & Stability Studies)
- 9) Dimensional Results – 6 Pieces
- 10) Material Performance Test Results
- 11) Initial Process Capability Studies – Must be a minimum 125 data points. Presented in 6-pack format using individual points analysis (I-MR or X-MR). See appendix.
- 12) Qualified Laboratory Documentation (including certification to QS9000, ISO9001, or IATF 16949)
- 13) Sample Product –6 Pieces (or agreed amount determined by SLPT)
- 14) Master Sample
- 15) Checking Aids
- 16) Records of Compliance w/ Customer Specific Requirements (Design Validation – Process Validation Report) / IMDS
- 17) Part Submission Warrant (PSW)
- 18) SLPT Site Specific Requirements
- 19) CQI- X Self-Assessment (CQI-9, 11, 12, 15, 17, 23, and 27 if applicable, others are optional)
- 20) Quality Management System Certification (i.e. IATF 16949)
- 21) Completed SLPT Capacity Analysis Report (CAR)
- 22) IMDS Paperwork
- 23) Completed DCR SCCAF and measurement alignment on specific features - see appendix

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- DCR SCCAF form capturing all DCR items and features deemed to be critical during the APQP phase.

Please use SLPT Standard checklist and standard section naming and hierarchy for PPAP package submission template when submitting PPAP documentation to SLPT's SDE or Quality group.

References and Forms

AIAG PPAP Manual – Most current revision

PPAP Check Sheet – SQMF003 (See Appendix)

15. International Material Data System (IMDS) Reporting Requirements Purpose

The SLPT core values, quality, safety, and environmental care, are a commitment to meet the expectations of customers, business partners and society. Suppliers of components for production play a vital part in the development and production of SLPT products. A true holistic approach means that SLPT commitment to environmental care must be reflected in the supplier network.

Purpose

This manual is intended to explain to suppliers what SLPT's requirements for reporting parts material contents are.

SLPT shall reject any PPAP that has an absent or incomplete IMDS submission.

Scope

All current and potential suppliers of SLPT.

Requirements

Material & Substances Composition Reporting

For each new & modified part, the supplier shall submit an IMDS consisting of a declaration of all materials included and their weight. Compliance with this reporting requirement is mandatory and is part of your signed contract with SLPT. The requirements set out in this manual shall be fulfilled for every new and modified part delivered to SLPT. The material reporting fulfillment by submitting IMDS shall be done at the latest 4 weeks before the planned PPAP approval date. SLPT shall reject any PPAP that has an absent IMDS submission.


Registration in IMDS

If the supplier is not yet an IMDS user, registration in the IMDS system shall be done. This can be done directly online. Below are the links to the IMDS system and its user-manual to register in IMDS.

IMDS system: www.mdsystem.com

IMDS content Requirements

The rules to follow for creating data are described in the IMDS Recommendations (available on the IMDS Website).

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Structure

The structure of an MDS shall follow the IMDS Recommendation 001.

The structure tree of the MDS shall represent the actual component or assembly.

Reported Substances

The substances to be reported in IMDS are:

- All GADSL prohibited and declarable substances.
- All the substances lists (ex. REACH Candidate list) requested in the PVR / TR

IMDS Sending Information / ID

SLPT requires that the supplier use send for each IMDS (i.e.: "propose", "internal" and "publish" are not allowed for submitting a MDS to SLPT). The SLPT Company ID is 97136

Conflict Minerals Policy Statement

SLPT is committed to sourcing components and materials from companies that share our values around human rights, ethics and environmental responsibility. We expect all of our suppliers to abide by the requirements of our Supplier Code of Conduct, which prohibits human rights abuses and unethical practices. We also require all suppliers to comply with applicable legal standards and requirements. On August 22, 2012, the U.S. Securities and Exchange Commission issued the final conflict minerals rule under Section 1502 the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Conflict Minerals Rule"). The Conflict Minerals Rule requires publicly traded companies to report annually the presence of conflict minerals (tin, tungsten, tantalum and gold, or "3TG") originating in the Democratic Republic of the Congo or adjoining countries ("Covered Countries"). Although SLPT is not a publicly traded company, many of our customers are and so we have chosen to practice due diligence when it comes to reporting the use of conflict minerals in any of our products. SLPT supports the goal of ending violence, human rights violations and environmental devastation in the Covered Countries. We are committed to complying with any requirements applicable to our Company under the Conflict Minerals Rule. SLPT requires all our suppliers to provide us with completed conflict minerals declarations using the EICC/GeSI Conflict Minerals Reporting Template. We may reconsider our willingness to partner with suppliers that fail to comply with this policy.

References and Forms

IMDS Recommendation 001


16. Supplier Change Request (SCR)

Purpose

This instruction defines the system for Suppliers obtaining approval for all production processes, packaging and equipment changes.

Scope

Applies to all suppliers and their sub-suppliers in the process of gaining PPAP approval or currently supplying approved production parts to SLPT.

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Requirements

Supplier: Any outside source of SLPT that provides goods or services offered for sale that would like to make a change to product(s) or process(es) whether Temporary or Permanent.

SLPT: Review and approve/not approve changes to the supplier's product, packaging or process using a cross-functional approval process. Request quotes on changes to existing production parts.

Process Change: Examples: changes to equipment, equipment location, new equipment or tools, methods, and temporary rework. Also applies to sub-suppliers as well. Refer to AIAG PPAP manual for clarification of requirements.

Product Change: Examples: dimensions outside of blue print tolerances, appearance, form, fit or function.

Supplier Change Request

Supplier shall submit a SCR form (F-048 Supplier Change Request) to the appropriate Supplier Quality Engineer. The form shall include all relevant information such as timing, costs and quantity of parts affected as applicable.

SLPT shall respond within ten working days to the SCR.

SLPT may approve, reject or apply conditions of approval to the SCR. The disposition is determined by the nature of change and impact on manufacturing and customer requirements.

References and Forms

F-048 Supplier Change Request (SCR) SCR

17. Defective Material Handling – Complaint on Purchased Material (CPM)

Purpose

To describe the system of notifying suppliers when non-conforming / defective product is found that must be replaced or scrapped or sorted.

Scope

Applies to all production approved suppliers.

Requirements

- SLPT shall notify supplier if non-conforming / defective material is found via CPM (Complaint on Purchased Material). If the supplier is found to be responsible for the non-conforming / defect, then the sorting, scrap, or return shall be at the supplier's expense.
- Supplier will be responsible for all costs incurred from product non-conformance / defects discovered at SLPT and/or customers' plants. These costs may include but not limited to sorting, rework, premium transportation, downtime, airfare, and overtime.
- Depending on the urgency of the situation, the following may occur:

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1. High inventory at SLPT – supplier may choose to have product returned or they may sort at an external location approved and managed by the supplier. Sorting at SLPT will only be allowed on a limited basis for critical reasons.

2. Low inventory at SLPT – supplier shall come on-site to SLPT to sort for defective product.

3. Extremely urgent (possible line down) – product shall be sorted by SLPT at a per hour operator rate charge set by SLPT and charged to the supplier until supplier or 3rd party sorter can take over sorting or receipt of certified replacement products• Materials Department or Supplier Quality Engineering shall contact the supplier to notify them of the material to be returned at the supplier's expense.

- Supplier has 24 hours to sort product at SLPT (with supplier resources or 3rd party) or to request return of material with certified replacement stock. In either case, the defective materials will be tracked by number of issues for the PPM and quality rating. Supplier is responsible for contacting SLPT within 2 working days with the count of actual defective product found from sorting efforts to adjust the “actual defective” and the PPM rating. Failure to meet above criteria will result in entire lot being calculated as rejected material into PPM. All defective parts returned should be investigated by the supplier to determine root cause and prevent re-occurrence.

- SLPT shall not manage supplier sorting using an outside source. Suppliers shall be responsible for outside sources and make all arrangements to ship parts between SLPT and outside source. Supplier shall be responsible for inspecting and monitoring the quality of sorted parts.

Note: Third party sorting is a privilege that is allowed only in certain situations.

- On occasion - SLPT will return samples of the defective lot for evaluation by supplier's quality department without issuing a CPM.

Corrective actions shall be required for rejected parts as per Section 13.

References and Forms

None

18. Delivery Material Handling – Delivery Complaint on Purchased Material (DCPM)

Purpose

To describe the system of notifying suppliers when delivery issues arise at SLPT.


Scope

Applies to all production approved suppliers.

Requirements

SLPT uses EDI to communicate delivery requirements to suppliers. Sample of EDI is shown in Appendix.

SLPT shall notify supplier if delivery issues arise via CPM (Complaint on Purchased Material). If the supplier is found to be responsible for the issue, then any downtime, expedited freight, overtime to catch up to customers schedules, or other extenuating charges due to delivery shortage shall be debited at the supplier's expense.

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Supplier shall be responsible for all costs incurred from shortage at SLPT and/or customers' plants. These costs may include but are not limited to sorting, rework, premium transportation, downtime, airfare, and overtime.

References and Forms

EDI Electronic Data Interchange

19. Receiving Inspection

Purpose

This procedure describes our procedure for material inspection when delivery to SLPT from our supply base.

Scope

Applies to all suppliers.

Requirements

Suppliers are categorized based on quality performance and history of parts supplied to SLPT.

Inspection levels are based on 3 levels of inspection.

- 1) Normal (N=5)
- 2) Tightened (N=10)
- 3) Bi-annual audits (if product quality is shown for an extended period of time)
- 4) C=0 Inspection (used for Safe Launch, high issue suppliers, and/or any other necessity)

Every received shipment is inspected for any special characteristics plus certain other characteristics as required based on their current category.

Supplier data is reviewed and noted if there is a discrepancy.

When requested by SLPT, the supplier shall submit Minitab Six-Packs for all DCRs (See appendix for format). SLPT can request these submissions to be on a scheduled basis (i.e., monthly). Suppliers shall adhere to the schedule if requested by SLPT. If the supplier does not have access to Minitab, the supplier shall submit for each DCR: X-MR charts with control limits based around ± 3 sigma distribution probability plot with $p > 0.05$ Capability chart that reports Ppk per distribution found in (b)Raw data used to calculate the above

References and Forms

None

20. Part Defect Report / 8-D (CPM) Report

Purpose

This procedure describes SLPT's system for effectively managing quality issues from suppliers arising from supplied non-conforming product.

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Scope

Quality issues dealing with the purchased components and the control of the processes for those components purchased by SLPT.

Requirements

Definitions

CPM Complaint on Purchased Material

DCPM Delivery Complaint on Purchased Material

8-D "8 Disciplined" Report format used to identify the root cause, corrective actions taken

Procedure

1. When non-conforming product is encountered, a CPM may be issued by the Quality Department.
2. A sample of the defect may be sent to the supplier upon request.
3. Within 24 hours, the supplier shall:
 - Contain at SLPT and Supplier
 - Identify and communicate with SLPT a clean point date and/or lot number
 - Submit an immediate plan for certified replacement materials and/or sort at SLPT
 - Initiate a problem-solving process

Within 48 hours, the supplier shall:

- Provide an action plan with champion and preliminary timing structure
- Actions for certified replacement material at SLPT (sort or scrap)
- Issue a Return Material Authorization (RMA) to SLPT. If supplier fail to communicate and/or does not issue RMA within the first 72 hours, SLPT will begin the process of shipping the defective product back to the supplier for sorting and analysis at their cost. The supplier shall be billed for this shipping cost at a later date in the form of debit memo.

Note: SLPT must approve any rework being performed that isn't part of the original PPAP(ed) process.

4. When a formal response is requested, Suppliers shall provide all information using the 8-D format through e-mail to the respective SQE/SDE. Note: For timing on submissions, reference the CPM
5. Supplier containment must remain in place until closure of 8D process and verification of corrective actions.
6. Supplier may be requested to present their corrective actions on-site at SLPT.
7. Verification of the implemented corrective action on-site at the supplier may be accomplished during subsequent visits.

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8. When the corrective action is completed and verified to be effective, the requestor shall be responsible for signing off and dating the bottom of the “Final” Supplier Response and returning it to the Supplier contact.

9. All tasks concerning the CPM and 8-D process shall be completed within 30 days of CPM issuance through the e-mail to the respective SQE/SDE. Special circumstances can be approved with supporting evidence if submitted to SLPT SQE/SDE.

References and Forms

None

21. Supplier Performance Assessment & 2nd Party Audits (SLPT Scorecard)

Supplier performance shall be based on Product Safety/Regulatory Requirements, Quality, Delivery, Commercial, Service (performance of the supplier), and Quality Certification Level, scored on a 100-point scale. Points are deducted if one or more of the levels are impacted.

The criteria for determining the need, type, frequency and scope of 2nd party audits will be based on 5 levels for the supplier rating:

1. Exceptional: Score of 90 to 100 – Supplier considered valued partner and receives preferred preference for new business opportunities.
2. Acceptable: Score of 80 to 89 - Supplier eligible for long term contracts. The supplier is given the opportunity to quote on all new business for their commodity.
3. Marginal: Score of 70 to 79 - Supplier rating level is one step above probation and needs improvement.
 - a. Suppliers that are in Marginal category for two consecutive quarters, may be required to have 2nd party audits (internal from SLPT or from an external source).
 - i. 2nd party audit may include a supplier self-assessment, virtual reviews and/or on-site audits with corrective actions supported for CPM's and/or supplier assessment.
 - ii. SLPT SDE will review with SLPT Purchasing and SDE team and make recommendation for which supplier to begin 2nd party audits.
4. Probation: Score of 60 to 69 - A Probation notification may be sent from SLPT. Suppliers may be called to explain the corrective action taken to improve the supplier's performance. Probation can be up to a 6-month period. The supplier rating during this 6-month period must improve or the supplier may be placed on New Business Hold.
 - a. Suppliers that are in Probation category for two consecutive quarters, shall be required to have 2nd party audits (internal from SLPT or from an external source).
 - i. 2nd party audit may include a supplier self-assessment, virtual reviews and/or on-site audits with corrective actions supported for CPM's and/or supplier assessment.
 - ii. SLPT SDE will review with SLPT Purchasing and SDE team and make recommendation for when to begin 2nd party audits
5. De-Source: Score of 59 or below for three consecutive quarters starts the escalation process to determine if a supplier will be de-sourced from the program

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- a. A de-source plan may be developed by the procurement team upon review and approval of SLPT Management to de-source.

References and Forms

Supplier Scorecard

22. Supplier Improvement Process (SIP)

Suppliers are subject to being placed into the Supplier Improvement Program when they are not performing to SLPT requirements and will be monitored on corrective actions and tasks to exit the S.I.P. Program.

The supplier being placed into the Supplier Improvement Program may be placed on New Business Hold.

Purpose

To assist suppliers in improving performance to meet SLPT requirements.

Scope

Applies to all suppliers who fail to meet the quality, delivery, and/or service requirements of SLPT.

Requirements

Supplier Improvement Process - Procedure (SIP)

Criteria for placement into SIP can include any of the following:

- Scorecard of <69
- 4 CPM's per 2 consecutive quarters
- SLPT Plant, Purchasing, and/or Quality Recommendation – Production disruption, on-going quality issues, or other performance issue. These are reviewed monthly/quarterly in Purchasing KPI's.
- QMS non-compliance. If a supplier is not certified as IATF 16949 compliant, SLPT will continue to encourage these suppliers to obtain this certification.

While classified as SIP the supplier may be asked to participate in any of the following activities:

Provide SLPT an 8D that will address the poor performance. Suppliers will then be asked to schedule a F2F visit to SLPT's facility where a review of the systemic 8D('s) is required during this visit. Improvements made, (with validation), should be presented, including action registers (with timing).

Supplier may be contacted by SLPT Supplier Development for an on-site 2nd party visit to be scheduled. Preliminary visits at the supplier will include an overview of the SIP, a review of the issues, an on-site review of the supplier's processes. This visit may include a review of the SLPT Supplier Assessment, and a discussion of containment activities as appropriate.

Supplier may be required to report out either on-site or via approved channels to SLPT Top Management, as required per SDE's direction. These meetings are scheduled quarterly but may change depending on the supplier's performance. Required to attend from the supplier (depending on the company size), Senior Management Representatives from Operations, Sales, Quality and Engineering.

The supplier can also be placed on Controlled Shipping (CS-1 or CS-2) containment and inspection

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Note: Controlled Shipping is a requirement of SLPT. This process requires a supplier to put in place a 100% inspection process to sort for nonconforming material, while implementing a root cause problem solving process. This redundant inspection is required to take place concurrent with any existing in-process monitoring / inspection. Two levels of Controlled Shipping exist, Level I and Level II. Based on evaluation by senior level SLPT personnel, a supplier may be placed directly on Level II containment. Details of each level of containment can be requested from the SLPT SQE/SDE and/or the SLPT representative buyer.

Supplier is placed on “New Business Hold “

If the Supplier continues to perform poorly and does not improve their scorecard status, a resource and exit plan will be developed by SLPT. The supplier will work with SLPT management to ensure there is no disruption to our customer and no additional financial burden to SLPT during our exit plan.

Exit SIP Criteria

Once the Supplier has closed out all CPM's, completed Systemic 8D's with Permanent Corrective Actions, achieved a Supplier Assessment score of 7.5 or higher with all required action items closed and have met the exit criteria defined (which may include 3 months rolling PPM/CPM's and/or performance scorecard results), an on-site verification and review is scheduled to exit the Supplier Improvement Program. Upon verification of the results and a passing assessment score, Supplier Development will notify the supplier via letter that the exit criteria have been met, and the supplier will be released from SIP.

References and Forms

None

23. Material Planning and Shipping

Purpose

To define supplier schedules, shipping, packaging, labeling and Import requirements.

Scope

Applies to all suppliers that ship production material to SLPT.

Requirements

- Suppliers to SLPT are required to use the Global Materials Management Operations Guideline / Logistics Evaluation (Global MMOG/LE) as the basis for their material management systems. The Global MMOG/LE is a collaborative effort between automotive companies and the supplier community to define the essential components of a materials management process. Copies of the guideline and implementation training can be obtained from Automotive Industry Action Group (AIAG) <http://www.aiag.org>.

- Supplier planning schedule is issued weekly unless the facility is shut down for holiday or any other approved company downtime.

Supplier release planning horizons shall correspond to the planning horizons provided by SLPT customers.

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- Suppliers are required to ship on the date designated on the supplier schedule or according to Kanban Shipping Order. Material not shipped on scheduled ship day must be shipped expedited at supplier's expense. Contact the Material Planner noted on the schedule, for direction as to what carrier is to be used.
- The supplier will contact the freight forwarder/carrier to arrange shipping of parts. The preferred freight forwarder/carrier is identified on the Purchase Order.
- Some SLPT suppliers will be designated as "milk run" suppliers. If designated as such, your freight must be ready on the designated ship date. The SLPT "milk run" carrier will contact the supplier shipping department to coordinate pickup.
- Packing lists are required for every shipment. Two copies must be included, one for the freight forwarder and one attached to the shipment for SLPT. At a minimum the release number, Purchase Order number, part number and quantity shipped must be clearly indicated.
- Only one Master Bill of Lading (MBOL) should be used for shipments of multiple different part numbers on the same truck. Multiple BOL's increase freight bills, which may be debited back to the supplier.
- Suppliers are required to send ASN's via EDI. In case the system failure at supplier location, supplier is required to have 3rd party or an alternate, approved contingency to facilitate scheduling and ASN communication. (Example: J-Com (www.j-com.com)).
- The supplier is expected to be capable of receiving schedules via EDI (Electronic Data Interchange) to improve Supply Chain efficiencies. SLPT has made available a web-based supplier portal to use as a back-up in case of a system failure. Contact SLPT Materials Department for instructions to access the web-based supplier portal.
- The supplier's invoice must include the packing slip number, SLPT Purchase Order Number, SLPT assigned supplier code, SLPT part number and SLPT release number.

References and Forms

None

24. Packaging/Containerization

Purpose

Defined SLPT's packaging and containerization requirements.

Scope


Applies to all suppliers that ship production material to SLPT.

Requirements

Returnable Packaging

Returnable packaging systems may be considered for production part packaging. This should be discussed during the APQP phase of program launch on each part to determine if returnable packaging will be used.

Packaging Requirements Summary

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All materials shall be packaged in a primary pack. A primary pack is the lowest level of individually identified packaging of parts or materials. Secondary packs are a grouping of primary packs (typically a grouping of primary packs on a skid). A secondary pack may be labeled with either a Master label or container label. This will be determined based on actual packaging.

- Maximum Container footprint shall be 48" x 45".
- Load heights, including the pallet, shall not exceed 45"
- All cartons shall be sized to fully utilize the length and width of the pallet. Cartons shall not over-hang the pallet.
- The gross weight of manually handled containers may not exceed 25 pounds.
- No staples allowed unless approved in advance.
- Packaging should support a 'knifeless environment' wherever possible.
- All suppliers must complete and submit a SCR and Supplier Packaging Form SOP3F001 for any new packaging or changes to existing packaging, submit to SLPT SDE.
- Any deviation from packaging requirements must be approved in advance by SLPT SDE.

A. Primary Unit Container packaging

All parts/materials contained in a Primary Unit Container must be of the same SLPT assigned part number, the same supplier assigned lot or heat number, and must be at the same engineering change level. Primary packs are identified by Primary Container Labels.

B. Master Pack Container Packaging


Master packs are secondary containers, which are comprised of more than one Primary Unit

Container. All Primary Unit Containers in a Master Pack must contain parts, which are of the same SLPT assigned part number, the same supplier assigned lot or heat number, and must be at the same engineering change level. Master packs are identified with a Master Label affixed to the Master Pack containment material (i.e., box, shrink-wrap, banding) such that when the containment material is removed, the Master Label is destroyed or discarded. Each Primary Unit Container in the Master Pack must display a Primary Container Label.

C. Wood Packing Material Requirements

Under the international standard (ISPM 15), all wood packing material must be heat treated or Fumigated in accordance with the standard. Once treated, the materials must display a specified mark developed by the International Standards Committee, which has been trademarked for this purpose. This mark is proof that the materials have been treated in accordance with the standard. The standard applies to all unprocessed wood or wood products (excluding paper products) used in supporting, protecting, or carrying a commodity. This includes pallets, dunnage, crating, packing blocks, drums, cases, load boards, pallet collars, and skids. Note: this applies to all wood packing material – not just softwood.

D. Inventory of Dunnage

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Suppliers will be expected to manage returnable dunnage, keep inventories of SLPT-owned dunnage, and ensure material flow. Damaged containers, trays, or other SLPT-supplied product should be removed from the float, tagged as defective, and returned with notification to SLPT Material Control. Reimbursement to SLPT will be made for Supplier-incurred damage of returnable packaging.

References and Forms

None

25. Production Material Inventory

Scope

Applies to all suppliers that ship production material to SLPT.

Requirements

Float Inventory

SLPT Materials Management will assume responsibility for a reasonable level of obsolete inventory as long as the Supplier has an established 'first in - first out' (FIFO) system in practice. Authorization will be in the form of "fabricated" and "total fab+raw", with a given number of weeks stated on the supplier schedules. Suppliers must contact Material Planner for special needs regarding material authorization if the supplier requires additional weeks.

Buffer Inventory

SLPT Materials Management requires that Production Suppliers maintain the following minimum buffer inventories:

- Suppliers in North America - At least two (2) days of production stock
- Suppliers whose production facility is NOT in North America - At least ten (10) days of Production stock maintained in a warehouse in the continental United States, or as otherwise agreed upon by SLPT Material Control and Purchasing.

Note: For Suppliers that have not settled their labor contract within 3 months of expiration – A minimum of thirty (30) days of production stock must be maintained at an off-site warehouse and a documented contingency plan must be provided to the Director of Material and Logistics.

References and Forms

None

26. Import and Export Policies and Procedures

Purpose

SLPT's expectations are that our suppliers will participate in these or similar programs and/or procedures.

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Scope

This section applies only to suppliers whose production facilities are located outside the U.S.

Requirements

Export Controls and Economic Sanctions

Suppliers must comply with all applicable laws and regulations governing the conduct of international trade, including sanctions, export controls, boycotts, and customs. Suppliers should have appropriate policies and procedures to ensure compliance with applicable export controls and economic sanctions laws and regulations of all relevant countries. If the Supplier is involved in the sale, marketing, distribution, or transportation of products or services, or the transfer of technology across international borders, the Supplier must verify that the transactions do not involve restricted individuals, companies, countries, or regions, and that the products do not require an export license or other authorization.

CUSTOMS-TRADE PARTNERSHIP AGAINST TERRORISM (C-TPAT)


C-TPAT is a joint government-business initiative designed by U.S. Customs to build cooperative relationships that strengthen overall supply chain and border security. C-TPAT is designed around the concept that the highest level of security can only be achieved through close cooperation with the ultimate owners of the supply chain - importers, carriers, brokers, warehouse operators and manufacturers. Through this initiative, U.S. Customs is asking businesses to ensure the integrity of their security practices and communicate their security guidelines to their business partners within the supply chain.

COUNTRY OF ORIGIN MARKING AND CERTIFICATES

Country of Origin is NOT based on where the product was shipped from – it is based upon where the good was substantially produced. The country of origin is determined by the single material that imparts the essential character to the good. If the material that imparts the essential character is fungible, has been commingled, and direct physical identification of key material is not practical, the country of origin may be determined on the basis of an inventory management method such as FIFO or LIFO. If the good was produced by simple assembly and the assembled parts that merit equal consideration for determining the essential character of the good are from the same country, the country of origin of the good is the country of origin of those parts. If the country of origin of the good cannot be determined, the country of origin is the last country in which the good underwent production. All goods must be marked in such a manner so that SLPT has a clear understanding as to where the good originated. Parts do not have to be individually marked. However, the shipping container should be clearly marked. The invoice should also be clearly marked with the correct country of origin. In addition, SLPT requires the supplier to provide any necessary certificates of origin, or other documentation to comply with such programs when requested.

US-Mexico-Canada Agreement (USMCA)

In accordance with U.S. Customs laws and regulations, it is the responsibility of SLPT to possess a properly executed Certificate of Origin at the time of entry into the U.S. for any goods for which USMCA is claimed.

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Additionally, SLPT must ensure that its finished product qualifies for USMCA, according to the USMCA rules of origin before issuing a USMCA certificate to its customers. To assist us in meeting our legal obligations, SLPT requires all suppliers to comply with the terms of SLPT's Purchase Orders and complete a Certificate of Origin for all production and service parts shipped on an annual basis. A Certificate of Origin for all active production and service parts should be forwarded to the SLPT Purchasing manager prior to January 1st of each year. In addition, Certificates of Origin for any newly active SLPT part(s) should be forwarded to the SLPT Purchasing Manager one month prior to the first shipment of the new part(s).

References and Forms

None

27. Special Processes Requirement (CQIs)

Purpose

To outline SLPT's supplier Special requirements for any affected product

Scope

Applies to all components where CQIs are applicable

a. CQI-9 Heat Treat System Assessment

Requirements

To perform a self-assessment Heat Treat Survey at your facility as well as at your suppliers (if you send parts out for heat treat). "Ford Heat Treat System Survey and Scoring Guidelines" can be found at the Ford Covisint portal. If a supplier does not have access to the Ford portal, SLPT will assist in getting the current form. Each individual element requires a rating of at least a "7" and an overall system survey rating of at least "160". Any area that falls below a rating of "7" shall require submission of an improvement action plan within 60 days.

CQI-9 Self audit shall be completed annually with the option for SLPT to audit on site as needed.

b. Other SLPT required CQIs

- i. CQI-11 Plating System Assessment
- ii. CQI-12 Coating System Assessment
- iii. CQI-15 Welding System Assessment
- iv. CQI-17 Soldering System Assessment
- v. CQI-23 Molding System Assessment
- vi. CQI-27 Casting System Assessment

c. Other relevant CQI special processes released by AIAG are optional.

All special processes shall be assessed Quarterly using the latest version of assessment criteria defined in the above document. All "Not satisfactory" and "Needs immediate action" results must be addresses for root cause and corrective action. Corrective action must include risk containment to immediately protect SLPT and our customers. Long-term actions shall be completed within 90 days unless approved by SLPT SDE/SQE. Records of assessment and actions taken shall be made available and provided to SLPT. Contact the SLPT SDE/SQE upon completion of assessment and corrective actions.

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References and Forms

CQI-9, 11, 12, 15, 17, 23, 27, and other

NOTE: Additional Secondary Service Requirements – To be communicated via the SLPT SDE.

28. Requirements for Electronics Suppliers

Purpose

This section gives clarification of the general Supplier quality requirements with respect to all electronics components and assemblies, regardless of the design authority.

Scope

Applies to all suppliers that supply electronic components regardless of design authority.

Requirements

Component Qualifications

To achieve the required product quality and reliability, AECQ-100/101/200 qualifications are required on all electronic components, where available, and will be stated on the Bill of Materials or related part drawings and specifications. Corrosion-prone electrode by sulphurated gas (corrosion on Ag electrode by sulphurated gas, etc.) is not allowed in components that have an integrated circuit. The structure is so designed that the electrode is not exposed and protected by an appropriate circuit board coating.

The acceptance criteria and allowable rework processes are defined for electronic assemblies and associated parts. Unless otherwise stated on the product drawings, the following workmanship standards are required:

- PCB Substrates
- PCB Assemblies
- IPC-A-600 Acceptability of Printed Circuit Boards, Class 3
- IPC-TM-650 Test Methods Manual
- IPC-A-610 Acceptability of Electronic Assemblies, Class 3
- J-STD-001 Requirements for soldered electrical and Electronic Assemblies

Rework within the above standards is only allowed if prior agreement is given by SLPT. Rework outside of the scope of these standards must be agreed by SLPT on a case-by-case basis.

Printed Circuit Boards used in PCB Assemblies

The Printed Circuit Board (PCB) substrate/laminate is recognized as a complex component of the overall PCB assembly. The bespoke design and lengthy batch manufacturing process have unique risks. It is the responsibility of SLPT's electronics Suppliers to ensure that these risks are managed.

- All PCB laminate Suppliers on SLPT products are required to have IATF16949 certification and have a Control Plan covering their processes.
- All PCB Suppliers are required to meet SLPT qualification and tests requirements.
- PCB laminate Suppliers are required to test all PCB batches according to the agreed Control Plan and using the methods defined in IPC-TM650.

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- The PCB Suppliers are required to retain microsections evidencing these results for a minimum of five years.

Traceability

The effective management of traceability is critical to reducing the impact of defective product, both in the supply chain, and in the field.

In addition to the IATF16949 requirements, Suppliers of electronic assemblies to SLPT must:

- Demonstrate lot traceability of all electronic components
- Apply serial number traceability to all SLPT work in progress
- Apply serial number traceability to all finished product supplied to SLPT
- Ensure traceability of all inspection and test records to the individual unit
- Ensure retrieval of records within 24 hours

SLPT reserves the right to audit Supplier traceability systems at any time.

Use of Alternative Components

Electronic products are validated with components from specific manufacturers. Any variation from this validated condition risks production and field issues.

SLPT Suppliers are responsible for ensuring that the specified component manufacturers and part numbers are maintained and prevent unauthorized alternatives and counterfeits from being used.

Suppliers of electronic assemblies to SLPT must not vary from the specified component manufacturer and part number without the formal permission of SLPT.

In the event of advice from Supplier on restricted/limited supply of components, Suppliers must inform SLPT immediately to trigger qualification of alternative components.

Where SLPT has given qualification of alternative components, the Supplier must maintain traceability of the use of such alternatives, and NOT mix alternatives within one production batch of the finished product.

As well as component changes, any change of process materials such as fluxes or solder paste classed as a notifiable change.


Alternative Sources of Components

The approved sources of electronic components are either direct from the manufacturer, or through their nominated distributors. There is a greatly increased risk of counterfeit components when procuring from alternative sources.

Suppliers of electronic assemblies to SLPT proposing to source components from alternative sources (i.e., brokers, non-approved distributors, etc.) must gain formal approval from SLPT.

In such an event, a validation plan must be submitted, agreed, and performed, to confirm that the components are genuine and within specification. The agreed validation may include visual, functional, or other evaluation methods.

Component Shelf Life

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Manufacturers may define the shelf life of components, solder paste, adhesives, etc. to ensure that they can be processed to achieve the required results.

Any manufacturer's recommendations regarding component shelf life and storage must be followed by the Supplier. Any deviation from these recommendations requires approval from SLPT.

In such an event, a validation plan must be submitted, agreed, and performed, to confirm that the components are acceptable for use.

Handling & ESD Protection

Suppliers must implement an ESD control system, based on ANSI S20.20, or if applying an equivalent standard, this must be agreed with SLPT.

Suppliers shall implement Special control for Chemical material to prevent unauthorized use and/or mix up of such items in the PCB / Electronic assembly application.

Suppliers must follow all component packaging, handling and ESD requirement as stated by the manufacturers, plus any in-process handling requirements to achieve the required quality levels.

PCBA Tooling Qualification

All tooling used on PCBs and PCB assemblies must be verified before use, to confirm that strain levels are acceptable.

Software Obligations during Product Lifetime

Suppliers with software parts have a warranty obligation to provide fixes and/or patches, along with new versions or update of the software during the entire product lifetime cycle, including the spare parts period.

Software Quality Assurance Process

Suppliers of product related software, or products with embedded software shall provide evidence of implementation and maintenance of a software quality assurance process for their products upon request.

- Suppliers of product related software agrees to have ASPICE report or ASPICE self-assessment on similar product before, during and after software development phase.
- ASPICE level 2 needs to be fulfilled before SOP; lighthouse projects cannot be considered for assessment quote.
- All tools used for software development and supporting processes (e.g., requirement or configuration management systems) need to be certified for use in automotive industry. Tools, software, and hardware used for ASIL-related products need to fulfill ISO 26262 standard.
- The network needs to be protected against cyber-attacks. The Supplier agrees to have reviews from internal and external SLPT experts to control security and data integrity.

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SLPT Rights to Use Software, including Licensed Software

The term "use" includes the right:

- To copy, install, transfer, store, load, test, or execute the software on all available systems including the right to compile the software, or parts of it, for other products.
- To combine, integrate, or embed the software in other software, or in hardware intended for use in or in conjunction with a SLPT product (hereafter referred to as "products"), nevertheless that the product will not be developed by SLPT internally.
- For calibration, configuration, and parameterization of the software.
- To use the software as part of SLPT product or together with SLPT products for demonstration.
- SLPT has the right to make copies not only for backups.

Supplier Obligation to Use Software Tied to Specific Hardware

- Software shall only be used with specific hardware or only be used in connection with specific hardware.
- The software Supplier has to provide additional software, if necessary, to load, install and run the software to the hardware.

Software Documentation

SLPT has the right regarding all documentation provided by the Supplier, inclusive of the operating manual, to:


- use
- duplicate (also digital), copy, reprint, scan
- translate
- modify
- disseminate
- and otherwise dispose.

Sub-Licensing

SLPT has the right to grant sub-licenses to the Licensed Software and to the corresponding documentation to "Authorized Third Parties." SLPT has the rights:

- To use the Licensed Software in connection with all SLPT and/or customer project(s).
- For developing, combining, and/or integrating the Licensed Software with or in other products from SLPT or customer, responsible persons like systems developers / integrators.
- To render repair, maintenance, or similar services for the SLPT Product, with third parties which require a right to use the Licensed Software.
- a) – c) Also includes customers of SLPT and/or any of the customer's affiliates which require a right to use, market, or disseminate the Licensed Software as part of a SLPT Product.
- a) – d) This right also includes the right to grant end users corresponding rights.

Obligations During the Warranty Period

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Throughout the warranty period the Supplier shall provide to SLPT, without entitlement to any separate remuneration, unless explicitly otherwise agreed in writing in the respective individual transaction agreement, the following services:

- a) Workarounds
- b) Error corrections
- c) Fixes and patches
- d) Updates
- e) a) – d) To remedy critical errors and malfunctions
- f) All generally available new versions or updates of the Licensed Software and sub-components used by the Licensed Software
- g) All necessary information, not only with regard to error restriction
- h) Error correction and/or error environment
- i) Technical support on the telephone or via email.

Source Code

If the source code of the Licensed Software is not provided to SLPT, the Supplier agrees that upon SLPT's request, or in case of ownership change of the Supplier, or bankruptcy, it shall enter into a source code escrow agreement and deposit the source code at a renowned depository to be chosen by SLPT for the benefit of SLPT.

References and Forms

None

29. Labeling and Identification

Purpose

These requirements are for the printing and placement of shipping/parts identification labels. The label is designed to improve productivity by allowing effective and efficient capture of data at time of receipt.

Scope

Applies to all suppliers that ship production material to SLPT.


Requirements

Machine Readable Information

Label fields specified as containing machine readable information (bar codes) shall comply with symbology Code 39 as described in AIAG B-1: Bar Code Symbology Standard and AIAG B-10: Trading Partner Labels Implementation Guideline. All bar code fields shall be 0.50" in height unless otherwise specified. A "quiet zone" of 0.25" in width must be maintained on the label immediately before and after the bar-coded information. No markings of any kind may appear in the quiet zone. The quiet zone shall extend the entire 0.50" height of the bar code field.

Label Types

Material shipments to SLPT shall be identified with one or more of the following labels:

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- Primary Container Labels (See Appendix for Example Label)
- Master Labels (See Appendix for Example Label)
- Special Labels (See Appendix for Example Labels)

Label Placement

Label placement on containers shall comply with AIAG B-10, Section 8.0: Label Placement and Orientation and Section 9.0: Special Application Considerations.

Non-Production (Special) Labels shall be printed on the defined colored paper in Forms Appendix and placed on the top plus all four sides of each box that contain the non-production parts.

Detailed Label Procedure

MASTER LABEL – A master label indicates that there are multiple containers on the pallet. The ASN must also contain the master serial number and all container serial numbers associated with it. (see ASN requirements). Each pallet must have a minimum of two labels, attached on adjacent corners. All fields must be readable and scannable when received at SLPT. Make sure there is no packaging covering the label except for clear wrap.

Master Label Fields:

Header – contains type of label. Should always be – “Master Label”

Supplier Information – Supplier name and ship from address

Master Serial Number – The serial number is the concatenation of the SLPT supplier id + the unique number assigned to the pallet by the supplier. The number assigned by the supplier must never repeat.

This is the number that you must be able to trace. It is linked to our system at receiving. Only one batch or lot of material should be shipped per master label/serial number. No mixing of part numbers or production runs on a skid. If you use individual box labels, the serials from them must be traceable to the associated Master label.

Part Number – Note that SLPT part numbers end with the current revision level (Two digits Alpha numeric as Major-Minor changes) at the end. It needs to be in one field (some are putting the part number and revision level in different fields-this does not work for us). Under the barcode is the description of the part.

Quantity – This is the total quantity on the pallet for a master label.

Customer Information – Customer name and ship to address.

Packing List Number – This is the number that we reference to match up to your invoice. If it is missing it will lead to late payment of invoices.

Purchase Order Number – This is your Blanket PO number for production items or Standard PO number for new items and samples.

CONTAINER LABEL – A container label should only be on containers within a pallet or on pallet if it contains no sub-containers. The ASN must also contain the master serial number and all container serial numbers associated with it. Each container must have a minimum of two, and a maximum of four labels attached to it. All fields must be readable and scannable when removed from pallet.

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Container Label Fields:

Header – contains type of label. Should always be – “Container Label”

Supplier Information – Supplier name and ship from address

Container Serial Number – The serial number is the concatenation of the SLPT supplier id + the unique number assigned to the pallet by the supplier. The number assigned by the supplier must never repeat.

This is the number that you must be able to trace. It is linked to our system at receiving. Only one batch or lot of material should be shipped per container label/serial number. No mixing of part numbers or production runs in a container. Container labels must be traceable to the associated Master label.

Part Number – Note that SLPT part numbers end with the current revision level (Two digits Alpha numeric as Major-Minor changes) at the end. It needs to be in one field (some are putting the part number and revision level in different fields-this does not work for us). Under the barcode is the description of the part.

Quantity – This is the quantity in the container.

Customer Information – Customer name and ship to address.

Date of Manufacture – This is the date the part was manufactured.

Lot Number – This is a unique number and must never be repeated. Lot: Smallest batch size run across a process in the extended value stream that is subject to sources of variation which could impact capability (shift mean and/or variation) of the product. Sources of variation can include, but are not limited to; lots/heats of raw material, days, shifts, set-up, tooling breakages or changes, etc. Properly defining lots allows SLPT and supplier to contain a potential issue and aids more effectively in traceability.

Attached are some label examples. Our label is an industry standard AIAG B10 label. Any alternate sizes must be approved by SLPT purchasing and materials. It is required that you send a new high-resolution pdf sample to me to confirm the format and readability of the label.

An additional requirement is that the packing list must contain the PO# and Pack List# and each must be barcoded to code 128 standard.

** If these labeling requirements are not met by supplier, it is considered non-conformance and will be documented as a CPM and tracked on the supplier's scorecard.

** If shipment is non-production parts (prototype, PPAP, etc.) then additional labeling has to be attached to each pallet. The additional labels must be placed next to the shipping label. See special label page for details.

References and Forms

AIAG B-1: Bar Code Symbology

AIAG B-10: Trading Partner Labels

S-005 SLPT Label-ASN Requirements

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30. Tooling and Gauging Policy

General

SLPT will issue purchase orders for special tooling, including dies, jigs, fixtures, templates, inserts, molds, patterns, gauges, test equipment, etc. as agreed upon.

SLPT reserves the right to immediately remove SLPT-owned tools.

Suppliers must receive written authorization from SLPT before:

- Moving or destroying tooling
- Altering tooling capacity
- Disposing of service parts tooling.

Selling products made from SLPT tooling to any other Customer is not allowed.

All Special Tooling owned by SLPT must be identified (see Special Tooling below).

The Supplier is responsible to adhere to all legal safety requirements as applicable.

The Supplier is responsible for ensuring that its sub-Suppliers adhere to the above guidelines.

Definitions

Special Tooling

The following general (not all inclusive) guidelines provide characteristics that SLPT typically considers whether tooling and measurement devices are considered special tooling:

- Specifically designed for a SLPT part or product with little or no other application
- Life and value are limited to the production and service life of the part(s) which they produce or measure
- Directly affect the part they measure or produce including part specific gauges, dies, fixtures, gear cutters, broaches, molds, jigs, etc.
- Can usually be re-located
- May be found between “bolster plates” of a machine or pieces of equipment (including dies, welding fixtures, sub plates, or automation handling devices) and are not part of the general equipment
- Unique computer software required to operate the tooling is considered part of tooling and is also the property of SLPT.

Measurement Systems

- Any gauges, fixtures, tools, test equipment, etc., required to measure the part/process.
- Measurement Systems may be general in application and usable for many purposes.

Tooling Quotation

The items in this section must be considered as part of a tooling quotation to SLPT unless otherwise specified by SLPT.

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- Tooling quotation must include expense breakdown, including fixtures, dies, gauging and other costs as well as tooling design (i.e., number of cavities, material, etc.).
- Capacity of the tool must be clearly defined on the quotation. Capacity shall be calculated on a 5-day / 3-shift basis unless otherwise directed by SLPT.
- Tool life must be clearly defined on the quotation.
- Cavity replacement must be clearly defined on the quotation. This should be provided as a per-part cost or as a cavity replacement cost.
- The quotation must specify lead-time breakdowns including design, build, testing, and PPAP submission & approval.

Supplier's Responsibilities

- The Supplier is responsible for maintaining, repairing, refurbishing, and replacing tooling in production condition at no cost to SLPT and SLPT will retain all title and ownership rights for said repaired, refurbished, or replaced tooling for the defined lifetime of the tool, unless otherwise agreed to in writing by SLPT.
- The Supplier is responsible for disposing of the tooling at no cost when directed in writing by SLPT.
- The Supplier shall keep detailed maintenance records for the tooling. The Supplier will make these records available to SLPT on request.
- The Supplier shall monitor the tool life and performance to ensure that repair, replacement, and maintenance, whether or not the responsibility of the Supplier, are identified and corrected prior to the time that part quality or production capacity are affected. This will include regular dimensional reviews on specific part characteristics. Supplier agrees to make this data available to SLPT on request.
- The Supplier shall, on a regular basis, monitor tool life and advise the SLPT Supplier Representative well in advance when tooling replacement is necessary.
- The Supplier shall ensure that sufficient quantities of components will be in Supplier's inventory and available to support SLPT production prior to and during the time period that the tooling is being refurbished or replaced.

Tool Design

- When tooling is designed by the Supplier, SLPT must be provided with electronic and hard copies of the design and all related drawings and specifications.


Supplier, upon request from SLPT, will provide reproducible tooling prints for any existing tools.

- All designs must be based on the metric system unless otherwise agreed to in writing by SLPT.

Tooling Run-off

The Supplier must document tooling run-off quantities in the quotation.

Measurement System

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- SLPT's expectation is that all Measurement System devices must be validated in accordance with the AIAG Measurement Systems Analysis.
- All gauging systems must give readings in metric unless otherwise agreed to in writing by SLPT.
- Gauge tolerances must be defined by SAE/DIN/ISO standards.
- The Supplier is expected to maintain the integrity of the Measurement System and provide Gauge Repeatability & Reproducibility (R&R) at required intervals.

Invoicing

Invoice Amount

Supplier invoices should document expenditures for SLPT-owned tooling (including a full cost breakdown). In addition, invoices must show the exact physical location by city, town, state or province, and country where the tools will be used in production. Supplier invoices for tooling should reflect the tooling order amount or the actual costs incurred, whichever is less. Any discrepancies should be brought to the attention of the GSM representative. The Measurement System Equipment invoice must include complete descriptions of each device. Note: Supplier must provide photographs of SLPT-owned tooling with all tooling invoices.

Payment Authorization

SLPT will authorize payment for tooling and Measurement System devices when PPAP and all other applicable customer requirements (regarding tooling audit) are met, statistical studies are approved, and all photographs received, or as otherwise agreed upon with SLPT.

Bill of Sale

Supplier will provide a bill of sale acknowledging payment and ownership of all SLPT Tooling and Measurement systems.

Tooling Identification & Ownership

- All tooling and materials which SLPT furnishes either directly or indirectly to Supplier or which SLPT buys from or gives reimbursement to Supplier in whole or in part (collectively, "SLPT's Property") will be and remain the property of SLPT and be held by Supplier on a bailment basis. Supplier will sign or authorize SLPT to sign on its behalf any documents deemed reasonably necessary by SLPT to be filed with Federal, State, or Local officials to record SLPT's title and interest in SLPT's Property. Supplier will not sell, lend, rent, encumber, pledge, lease, transfer, or otherwise dispose of SLPT's Property. Furthermore, Supplier will not assert or permit any person claiming an interest through Supplier to assert any claims of ownership to or any other interest in SLPT's Property.
- The Supplier will clearly mark or tag tooling and/or dedicated measurement devices and associated materials, as appropriate, with "Property of SLPT."
- In certain instances, the Supplier will be required to mark or tag the tooling with the additional note, "Property of (OEM)" as directed.
- The Supplier will permanently mark the tooling with the part number, which the tool is intended to produce.

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- In the event that directly marking the tool is not practical, an identifying mark will be made, and a corresponding record will be maintained that defines the corresponding part number to the mark. This record will be maintained for the life of the program.
- A descriptive breakdown of each of the various components that make up the tooling and/or measurement devices, the size and type of equipment the tooling is designed for, proof of expenditures, as well as photographic evidence of the completed tooling and/or measurement devices, must be submitted to the appropriate purchasing representative prior to PPAP. Additional information may be required dependent on specific customer needs.
- The tooling and/or measurement devices must be stored and handled in a manner to avoid damage and deterioration.
- Any Supplier logo or other identifying mark placed in a tool/die that results in a Supplier logo on the end part is prohibited unless otherwise approved by SLPT in writing.

31. Contingency plans (IATF16949:2016 6.1.2.3)

Purpose:

To communicate SLPT expectation regarding contingency plans existence

Scope:

This requirement applies to SLPT suppliers and sub-suppliers.

Requirement:

- Supplier to identify and evaluate internal and external risks to all manufacturing processes to maintain production.
- Supplier to identify and define contingency plans according to risk and prepare in the event of key equipment, products, processes, and/or services fails due to recurring natural disasters, fire, utility interruptions, labor shortages, EDI communications, transportation or infrastructure disruptions.
- Supplier to have system notification process, periodically test and document the contingency plans for effectiveness in accordance to IATF 16949:2016 and made available to be provided upon request.

References and Forms:

IATF16949: 2016

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32. Forms Appendix

| DESCRIPTION | PROCEDURE OR DOCUMENT REF # |
|-------------------------------------|--|
| APQP Reference Material | AIAG APQP Manual |
| SECURITY AGREEMENT | Long Form/Short Form |
| PACKAGING APPROVAL | SOP3F001 Example |
| MANUFACTURABILITY REVIEW | Example Cover Page |
| PPAP CHECKLIST | Examples |
| SUPPLIER QUALITY SURVEY | Example Cover Page |
| CAPACITY VERIFICATION (Run at Rate) | Example Cover Page |
| DCR SCCAF Form | Example |
| Critical features measurement | Requirement |
| SCR | F-048 Supplier Portal |
| CPM | Supplier Portal |
| 8-D | Supplier Portal |
| SUPPLIER SCORECARD | Supplier Portal |
| HEAT TREAT SURVEY | Supplier Portal |
| HEAT TREAT SURVEY | CQI-9 |
| LABELS | Example – Master Label Example – Container Label Example – Non-Production Special Use Labels |
| ACCESSING SLPT PORTAL | Example |
| SLPT MAIN NUMBER | 918-775-9151 |

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Non-Production Labels

| | |
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| <p style="text-align: center; font-size: 24pt; font-weight: bold;">Prototype</p> <p>Certified By _____</p> <p>Supplier Warrant Approval Received <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Special Instructions / Notes _____</p> <p>_____</p> <p style="text-align: center; font-weight: bold;">RGB: 255,255,0 #FFFF00</p> | <p style="text-align: center; font-size: 24pt; font-weight: bold;">Safe Launch</p> <p style="text-align: center; font-weight: bold;">RGB: 92,255,168 #5CFEA8</p> |
| <p style="text-align: center; font-size: 24pt; font-weight: bold;">PPAP Samples</p> <p>_____(Part #)_____(Rev)_____</p> <p>Attn: _____</p> <p>Reason: _____</p> <p style="text-align: center; font-weight: bold;">RGB: 196,156,227 #C49CE3</p> | <p style="text-align: center; font-size: 24pt; font-weight: bold;">Manufacturing Samples NOT for Production</p> <p style="text-align: center; font-weight: bold;">RGB: 96,188,255 #60BCFF</p> |
| <p style="text-align: center; font-size: 24pt; font-weight: bold;">Certified Material</p> <p>_____(Part #)_____(Rev)_____</p> <p>_____(Reason/CPM)_____</p> <p style="text-align: center; font-weight: bold;">RGB: 92,255,168 #5CFEA8</p> | <p style="text-align: center; font-size: 24pt; font-weight: bold;">Special Cause</p> <p>_____(Reason)_____</p> <p>_____(Reason cont.)_____</p> <p style="text-align: center; font-weight: bold;">RGB: 255,212,74 #FFD44A</p> |


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8.5"x11" landscape printouts to be placed on the outermost packaging and on the top and 4 sides of each box of individual packaging within the pallet.

SLPT Master and Container Labels

Labels need Update to include Minor Revision Level change.

**SLPT Global Pump Group Supplier Label Specification Sheet
MASTER LABEL**



NOTE: Illustration may NOT be actual size. Any dimension not otherwise specified on this page SHALL be in compliance with AIAG B-10 standards.

Label size shall be 4 x 6 inches

| Master Label | |
|--|--|
| Supplier Information <u>Block Title</u> = From Supplier <u>Data</u> = Supplier name and address Master Serial Number <u>Block Title</u> = Supplier+Serial (4S) <u>Data Identifier</u> = 4S <u>No Leading Zeros</u> <u>Barcode</u> = Code 128 | Customer Information <u>Block Title</u> = To: <u>Data</u> = SLPT Global Pump Group 1300 S. Opdyke Sallisaw, OK 74955 Packing List <u>Block Title</u> = Packing List(11K) <u>Data Identifier</u> = 11K <u>Max Length</u> = 20 Characters <u>Barcode</u> = Code 128 |
| SLPT Part Number <u>Block Title</u> = Part No.(P) <u>Data</u> = SLPT part number as shown on purchase order <u>Data Identifier</u> = P <u>Barcode</u> = Code 128 | Purchase Order Number <u>Block Title</u> = PO # (K) <u>Data</u> = Purchase order number <u>Data Identifier</u> = K <u>No Leading Zeros</u> <u>Barcode</u> = Code 128 |
| Quantity of Pieces <u>Block Title</u> = Qty (Q) <u>Data</u> = Sum of pieces of all containers delivered with this master label. Thousands separator shall not be used. <u>Data Identifier</u> = Q <u>Maximum Length</u> = 7 Characters (6 Characters + 1 DI) <u>Barcode</u> = Code 128 | Supplier Area <u>Block Title</u> = Supplier Area <u>Data</u> = Supplier discretion |

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SLPT Global Pump Group Supplier Label Specification Sheet
CONTAINER LABEL



NOTE: Illustration may NOT be actual size. Any dimension not otherwise specified on this page SHALL be in compliance with AIAG B-10 standards.

Label size shall be 4 x 6 inches

| Container Label | |
|---|--|
| Supplier Information Block Title = From Supplier Data = Supplier name and address | Customer Information Block Title = To: Data = SLPT Global Pump Group 1300 S. Opdyke Sallisaw, OK 74955 |
| Container Serial Number Block Title = Supplier+Serial (S) Data Identifier = S No Leading Zeros Barcode = Code 128 | Date of Manufacture Block Title = Manufacture Date Data = Manufacture Date In MM/DD/YY format |
| SLPT Part Number Block Title = Part No. (P) Data = Customer part number as shown on purchase order. Data Identifier = P Barcode = Code 128 | Lot Number Block Title = Lot (1T) Data = Lot number to be used for traceability Data Identifier = 1T Barcode = Code 128 |
| Quantity of Pieces Block Title = QUANTITY (Q) Data = Quantity of pieces delivered in the container. Thousands separator shall not be used. Data Identifier = Q Maximum Length = 6 Characters +1 DI Barcode = Code 128 | Supplier Area Block Title = Supplier Area Data = Supplier discretion |

Revision Date: 3/9/2017

NOTE: ADDITIONAL INFORMATION CAN BE REQUESTED VIA THE SLPT SUPPLIER DEVELOPMENT ENGINEER (SDE).

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Supplier Quality Manual

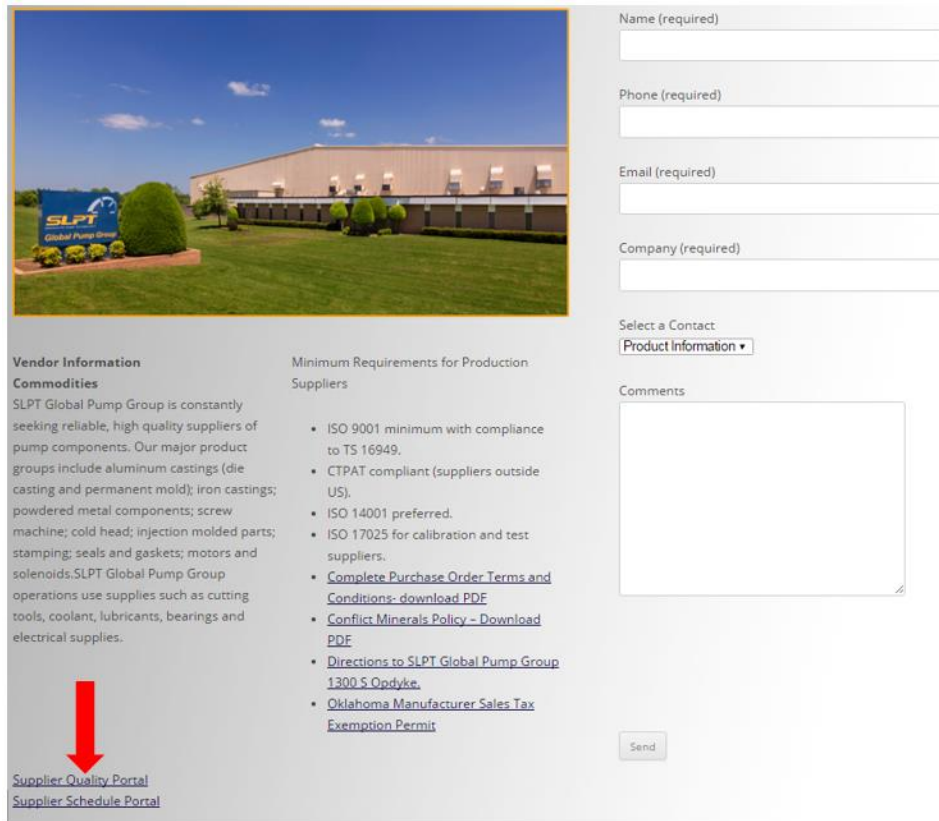
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Vendor Information

Commodities

SLPT Global Pump Group is constantly seeking reliable, high quality suppliers of pump components. Our major product groups include aluminum castings (die casting and permanent mold); iron castings; powdered metal components; screw machine; cold head; injection molded parts; stamping; seals and gaskets; motors and solenoids. SLPT Global Pump Group operations use supplies such as cutting tools, coolant, lubricants, bearings and electrical supplies.

Minimum Requirements for Production Suppliers

- ISO 9001 minimum with compliance to TS 16949.
- CTPAT compliant (suppliers outside US).
- ISO 14001 preferred.
- ISO 17025 for calibration and test suppliers.
- [Complete Purchase Order Terms and Conditions- download PDF](#)
- [Conflict Minerals Policy - Download PDF](#)
- [Directions to SLPT Global Pump Group 1300 S Oddyke](#)
- [Oklahoma Manufacturer Sales Tax Exemption Permit](#)

[Supplier Quality Portal](#)

[Supplier Schedule Portal](#)

Name (required)

Phone (required)

Email (required)

Company (required)

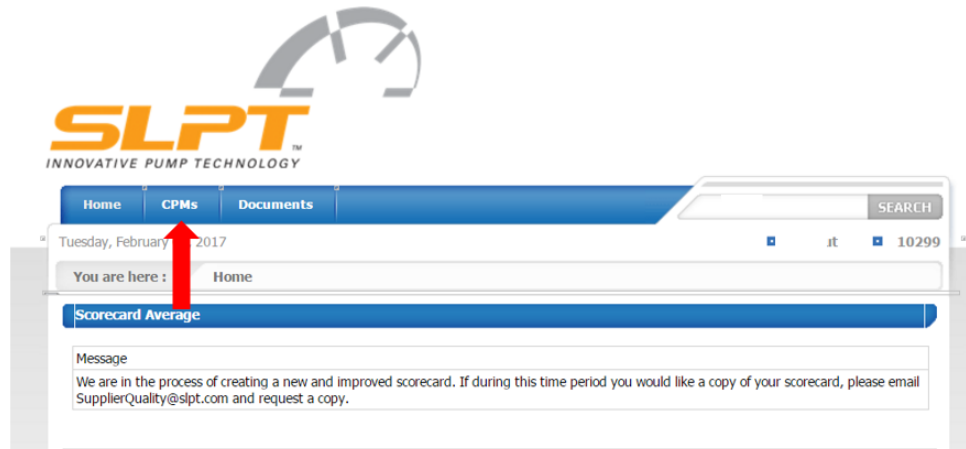
Select a Contact

Product Information ▼

Comments

Send

1. Navigate to www.slpt.com and under “Contact” select “Vendor”.
2. Click on the “Supplier Quality Portal” link.
3. On the next page, enter your username and password
 - a. Please contact a SLPT SQE for Login Credentials
 - b. If it does not log in, please email us and we can correct the issue
4. On the home bar, click “CPMs”



The top of the next page will show any open CPMs we have for you. You can click to open the CPM, update each task, and attach documents when necessary.

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Six Pack format sample:

Pump Mounting Hole 1 Diameter DCR item #10

Date period: Jan-March 2021

Feature Description or Value with Tolerance

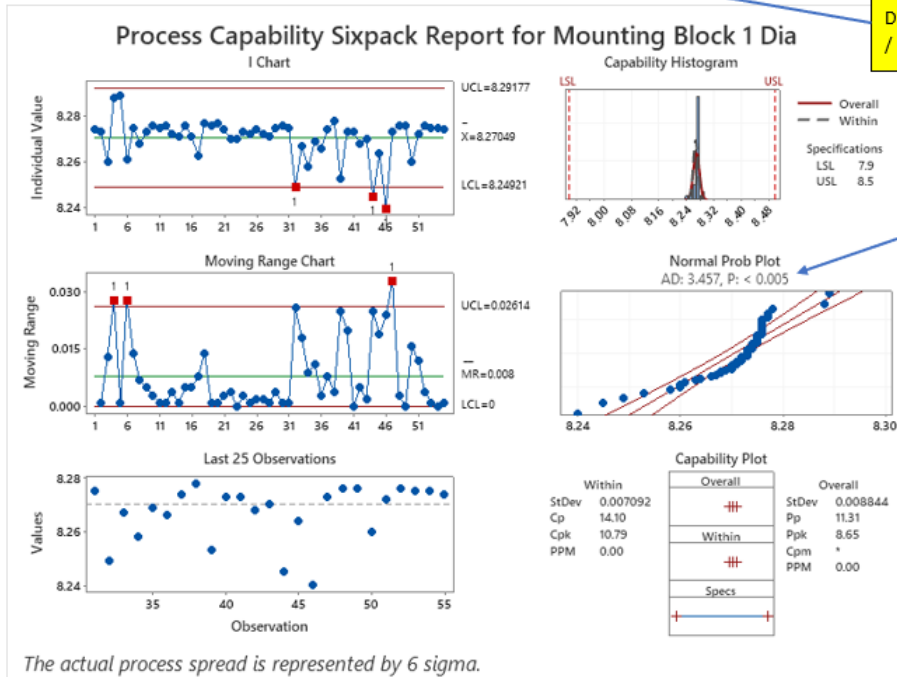
SCAFF or DCR Number referencing Feature

Data collection period / representation

P Value must be greater than 0.05. Exceptions explained by a comment.


Variation introduced from different Cavities, Tools, Fixtures.

Single observations.
No averages.



| | | |
|-------------------------|---------------------------------|--------------------|
| Supplier Quality Manual | Doc ID: BPM-0004 | |
| | Rev.: 08 | Rev Date: 7/1/2023 |
| | Group/Owner: Purchasing Manager | |
| | Document Type: Business Systems | |

DCR SCCAF Example:

|  | | SLPT DCR / SCCAF WORKSHEET | | | |
|--|---|----------------------------|--|-------------------------------|--|
| Program Information | | Program Code / Name | 8433 | Date: | 21-May-20 |
| Model Year | 2021 | Product Name: | Part 1 | | |
| Supplier Information | | | | | |
| Supplier Name | XYZ Inc | Location | Rochester, MI | SLPT Part Number and Revision | 1234567-A1 |
| Approvers | Source of Approval Evidence | | Name | Email | Date |
| SLPT Design Release Engineer | ES60002 | | | | |
| SLPT SD Engineer | ES60002 | | | | |
| SLPT Manufacturing Engineering Manager | ES60002 | | | | |
| SLPT Quality Manager | ES60002 | | | | |
| SLPT Supplier and title | N/A | | | | |
| Key: For Special Characteristic definitions refer to AIAG manual, SLPT supplier manual, and SLPT ES60002 | From DFMEA: DCR - R Sev 9,10. Potential Critical Characteristic (YC) DCR - S Sev 5-8 Potential Special Characteristic (YS) | | From PFMEA: DCR 5 Sev 9,10 (Part). Critical Characteristic (CC). Safety/FMVSS. DCR 4 Sev 8 (SC). Primary Function affected. DCR 3 Sev 7 (SC). Degregation of function - vehicle operable. DCR 2 Sev 6 - Loss of secondary function. | | Characteristic Key: DCR = Dimensional Characteristic Rating. DCR-5 - Key Product/Quality Characteristic (Safety /FMVSS Key Critical). DCR-4 - Critical or Significant Characteristic DCR-3 - Major Characteristic DCR-2 - Standard Characteristic DCR-R - Reference Characteristic DCR-S - Special Characteristic NOTE: DFMEA could also be driver behind |
| Special Characteristic Totals: | DCR5 | DCR4 | DCR3 | DCR2 | DCR-R |
| | 0 | 0 | 3 | 0 | 0 |

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| Special Characteristics Communication and Agreement | | | | | | | | | | |
|---|----------------------------|---------------------------|-------------|-------------|------------------------------------|------------------------|---------------------------|-----------------|--|---|
| SLPT to fill up | | | | | Supplier to fill up | | | | | |
| Number | Characteristic Description | Specification & Tolerance | DFMEA Class | PFMEA Class | Pass through Characteristic? (Y/N) | Process Control Method | Ppk / Cpk requirement | Check Frequency | SPC Requirement and plan | Supplier's Production Manufacturing process |
| 1 | ID Cylinder | 10.123 - 10.567 | S | 3 | N | Air Spindle | DCR3 = Cpk \geq 1.00 | 1 hour | Xbar-S Chart (n=3); Air spindle measures in 2 locations 180° apart; top and bottom of the part measured (gage rotated 360° in part) with average reported | Finish ID |
| 2 | Thickness | 21.123 - 21.135 | S | 3 | N | Height Stand | DCR4 = Cpk \geq 1.33 | 15 parts | Xbar-S Chart (n=3); Measured in 3 locations equally spaced; all 3 measurements recorded and average reported | Finish Thickness |
| 3 | Slot Width | 2.00 - 2.05 | S | 3 | N | CMM | DCR3 = Cpk \geq 1.00 | 0.5 hours | Xbar-S Chart (n=3); All 7 slots measured; average reported | Sizing |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |

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Critical Feature(s) measurement which requires alignment between supplier and SLPT on what to measure and how to measure – to be completed during APQP process:

1. When possible:
 - a. Same CMM program are to be shared / utilized.
 - b. Same special gages (common source) are to be used.
2. Cylinder feature (Inner / Outer Diameter)
 - a. CMM / Roundness tester / Air gages / other similar shall be used
 - b. If Air gages is used:
 - i. 2 points gage
 - ii. Each circle measures at 0 and 90 degree position.
 - c. Min. 3 layers of measurement Top/Middle/Bottom
 - d. Agreement on number of points per circle / scan items
 - e. Average, Min, and Max shall meet design requirement
 - f. DCRs capability requirement applies to Average result
3. Rotor / Gerotor housing pocket depth
 - a. CMM / Height gage / other similar shall be used.
 - b. Agreement on location and number of points to be taken
 - c. Min and Max results to be recorded. All shall meet design requirement.
 - d. DCRs capability requirement applies to Average result
4. Distant between planes measurement (ie. Rotor thickness / slot)
 - a. CMM / Height gage / micrometer / other similar shall be used
 - b. Min. 3 layers of measurement Top/Middle/Bottom for width
 - c. Min. 3 points per side for thickness
 - d. Average, Min and Max results to be recorded. All shall meet design requirement
 - e. DCRs capability requirement applies to Average result
5. Profile / Flatness measurement
 - a. Agreement on location and number of points to be taken to establish datum / plane.
6. Threaded hole
 - a. Go/No-go thread gage shall be used
 - b. No-Go plug gage for minor diameter shall be used
 - c. True Position shall be checked by CMM utilizing Flexible / tapered hole location gage.
Measured at face of threaded hole.
7. Features with plane / surface
 - a. Sufficient points shall be used to cover most of area
 - b. Agreement on location and number of points to be taken

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EDI sample



Sign Off
Contact Us

Planning Schedules

ASN

PO Inquiry

Welcome [REDACTED]

Planning Schedules

Listed below is the planning schedule which you selected

Supplier: [REDACTED] Plant:001
Release Number:2023066C Release Type:05Replace Issue Date: 3/07/23
Vendor Notes:

Part Number: [REDACTED] Description: [REDACTED] Vendor Part Number:
Buyer: CR / Craig Roe Phone Number: Fax Number:

Ship To: / SLPT Global Pump Group Contact Name: DUNS:

1300 S. Opdyke74955

| | | | |
|---------------------------|-----------|------------------------|--------|
| Purchase Order: | 001012618 | Purchase Order Item: | 001 |
| Part Status: | | Model Year: | |
| Last Receipt Date: | 5/12/22 | Last Receipt Quantity: | 360.00 |
| Last Shipment Identifier: | 051122-6 | Cum YTD Required: | .00EA |
| Late Quantity: | .00 | Cum YTD Received: | .00 |
| Fab Cum: | .00000 | Material Cum: | .00000 |
| Standard Pack: | 1000.00EA | | |
| | | Revision Level: | |

| Required Date | Net Required | CUM Quantity | Period | Auth Type | End Date |
|---------------|--------------|--------------|----------|-----------|----------|
| 3/03/23 | .00 | .00 | Week | Firm | |
| 3/10/23 | .00 | .00 | Week | Firm | |
| 3/17/23 | .00 | .00 | Week | Fab | |
| 3/24/23 | .00 | .00 | Week | Forecast | |
| 3/31/23 | .00 | .00 | Week | Forecast | |
| 4/07/23 | .00 | .00 | Week | Forecast | |
| 4/14/23 | .00 | .00 | Week | Forecast | |
| 4/21/23 | .00 | .00 | Week | Forecast | |
| 4/28/23 | .00 | .00 | Week | Forecast | |
| 5/05/23 | .00 | .00 | Week | Forecast | |
| 5/12/23 | .00 | .00 | Week | Forecast | |
| 5/19/23 | .00 | .00 | Week | Forecast | |
| 5/26/23 | .00 | .00 | Week | Forecast | |
| 6/02/23 | .00 | .00 | Week | Forecast | |
| 6/09/23 | .00 | .00 | Week | Forecast | |
| 6/16/23 | .00 | .00 | Week | Forecast | |
| 6/23/23 | .00 | .00 | Week | Forecast | |
| 6/30/23 | .00 | .00 | Week | Forecast | |
| 7/07/23 | .00 | .00 | Week | Forecast | |
| 7/14/23 | .00 | .00 | Week | Forecast | |
| 7/21/23 | .00 | .00 | Week | Forecast | |
| 7/28/23 | .00 | .00 | Week | Forecast | |
| 8/04/23 | .00 | .00 | Week | Forecast | |
| 8/11/23 | .00 | .00 | Week | Forecast | |
| 8/18/23 | .00 | .00 | Floating | Forecast | 8/31/23 |
| 9/01/23 | .00 | .00 | Month | Forecast | |
| 10/01/23 | .00 | .00 | Month | Forecast | |

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