



Basic Supplier Requirements, AQ Plast AB

Introduction

AQ Plast AB (below mentioned as AQ Plast) produces injection moulded thermoplastic components for demanding industrial customers. We also offer thin sheet metal punching and assembling of components to complete products.

AQ Plast aims at long-term relationships with customers and suppliers. We welcome and promote suppliers that have skills and ambition to take an active role in our projects and who generously share their excellence in their areas.

The routines and demands of this document are valid for all suppliers to AQ Plast. Other agreements with AQ Plast and the Supplier overrules this document, unless otherwise is stated. As this is a generic document, parts of it can be non-applicable. When in doubt, please contact your AQ Plast contact person.

Fundamental requirements

As AQ Group is a value-driven company, we strongly advise our Suppliers to inform themselves about the AQ Values.

AQ Plast require our Suppliers to work according to our Supplier Code of Conduct.

Information is found at our website <http://aqq.se/en/core-values>.

Suppliers should have a documented quality and environmental management system.

The quality management system should be certified to ISO 9001 at minimum. When applicable, the quality management system should also be compliant with to other customer requirements, e.g. MAQMSR (Minimum Automotive Quality Management System Requirements), VDA 6.3 or IATF16949.

The environmental management system should be certified according to ISO 14001, but exceptions can be made.

In our pursuit of zero defects, we demand that our suppliers have sufficient process and product controls in place, to ensure that AQ receive products and raw materials according to the agreed specification.

Supplier Agreements

Between AQ Plast and Suppliers there are three levels of agreements.

- 1. Group Agreement**
an agreement made between AQ Group and a Supplier, valid for all subsidiaries. For these agreements, the main contact person can be a Category Manager or Purchasing Manager outside AQ Plast.
- 2. Local Agreement**
An agreement made between AQ Plast and a Supplier for one or more sites.
- 3. Accepted Quote**
This is the minimum requirement for any purchases made by AQ Plast. The accepted quote should always include a price and lead-time/time to perform the service. The quote should always be accepted in writing prior to delivery. A formal Purchase order is considered as a written approval, but also other documents can be sufficient.

No purchases whatsoever are allowed without level 3, Accepted Quote.

Project and PPAP (Production Part Approval Process)

Anderstorp and Torslanda Sites

Suppliers needs to understand and apply demands for PPAP fourth edition.

All new parts need to be approved by AQ Plast by a signed PSW or Interim approval before serial deliveries.



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For raw material e.g. plastic granulates, steel coils, a Technical Data Sheet and in applicable cases a Material Safety Data Sheet (MSDS) can be sufficient.

PPAP level varying depending on product and end customer demands.

Västerås Site

New products: (Excluding raw material & standard products)

Material, coating, measurements should be acc. to drawings specified by AQ Plast AB

Pre series should be sent to AQ Plast Västerås for approval.

Serial deliveries can be delivered after pre series approval from AQ Plast.

For raw material (plastic granulates) a purchase order for serial production is considered as an approval.

IMDS (International Material Data System)

An IMDS report needs to be sent to AQ Plast for all new material/raw material/parts when applicable for automotive industry.

Communication

AQ Plast strive towards an active communication and a pro-active approach in our relationship with all Suppliers.

For urgent issues, we require our Suppliers to call us (telephone or Skype/Teams). If the contact person at AQ Plast can't be reached within the same business day, e-mail should be sent.

For any activities that could affect AQ Plast's deliveries to customers (i.e., but not limited to, problems with delivery and quality) any verbal communication should be confirmed in an e-mail.

It is the Supplier's responsibility to ensure information has been received by AQ Plast.

Any changes at the Supplier that influences the management systems should without delay be communicated to AQ Plast via e-mail. Examples of such changes are new owners, loss of certificates and major organisation changes, but the need for communication is not limited to these changes.

Any price changes whatsoever should be approved by Strategic Purchaser or Purchasing Manager at AQ Plast before delivery and invoicing. Wish for price change should be communicated via E-mail to commercially responsible person well in advance.

No price changes can be done on already put orders unless an agreed price mechanism is at place.

If extra freight/express freight has been necessary to deliver to AQ Plast in time, the Supplier should without delay inform their regular AQ Plast purchasing contact. The information should contain which material/raw material/parts that have been involved, as well as weight and cost of shipment.

Deliveries/Supply chain

Purchase orders

AQ Plast sends purchase orders via e-mail or EDI. The Supplier is required to keep AQ Plast informed about any changes in contact persons and/or internal procedures that could affect the efficiency of this communication.

When agreed, AQ Plast could also work with delivery plans, forecasts and/or frame-orders. This is agreed in every single case by Supply Chain and/or Purchasing Department at AQ Plast and the supplier.

Order confirmation

AQ Plast require Suppliers to send order confirmation within 48 hours/ two working days. If no order confirmation is received, AQ Plast will presume that the order is accepted in full as it was sent, including all conditions.

To be considered valid, the order confirmation should contain information about delivery date and price.

By sending the order confirmation to AQ Plast the Supplier also accepts to work according to this document and related documents.



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Procurement without purchase order

For certain categories procurement without formal purchase order can be accepted. However, the conditions in this document are still valid.

Procurement without formal purchase order can never be accepted for direct material.

Delivery precision

If no other agreement has been made, AQ Plast consider a delivery delivered correctly 5 (five) days before and 0 (zero) days after confirmed delivery date.

The Supplier should measure delivery precision towards AQ Plast, and should also, at request and with a reasonable time frame, be able to present these measurements to AQ Plast.

Warehouses and storage

For any components or raw material bought for AQ Plast FIFO should be applied on warehousing.

Material owned by AQ Plast and stored at Supplier's premises:

The Supplier is responsible for safe storage and warehousing of AQ Plast's material, components and products when on the Supplier's premises.

Deviations from requirements

In case of non-conforming products or deliveries a claim will be raised. The claim will be monitored through an 8D report, and the first answer with short term actions is requested within 24h/ one working day. Report with root cause and long-term actions to be sent at the latest after 14 days. Both AQ Plast and the Supplier should strive for a continuous dialogue during the whole deviation process.

All costs that occurs in conjunction with the claim, e g sorting, adjustments, extra freight, costs from end customer etc will be claimed from the supplier and in addition an administrative fee.

Sorting and adjustments at AQ Plast at the Suppliers expense will only take place after mutual agreement.

For extra freights, the supplier will get the possibility to choose whether to use their freight forwarder, or the freight forwarder of AQ Plast.

Administrative fee: SEK 1500

Sorting/adjustments: SEK 600/h

Quality and delivery performance are monitored and evaluated. The results are assessed in the supplier selection process for new projects.

Process or product changes

Changes in process or product initiated by AQ Plast is communicated by "Design Change Notification" or "Termination of order" and followed by a new order with updated specifications.

Any changes in product or process that influences the raw material/material/part procured by AQ Plast needs to be communicated and approved by AQ Plast before implementation.

Traceability

All material shall be traceable if nothing else has been agreed upon order. Incoming deliveries to AQ Plast should be traceable towards delivery date and batch number.



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Rules and regulations

All products delivered to AQ Plast is required to meet applicable rules and regulations for the country where they are produced.

If applicable, all products should be REACH-registered.

The Supplier should be able to without delay and added cost present certificates and validation of Management Systems, REACH, RoHS, Conflict minerals and other certificates that can be considered a part of standard business procedures in his kind of business.

The Supplier should also do his best to assist AQ Plast AB with other certificates and testimonials needed to fulfil demands from AQ Plast's customers.

Supplier development.

AQ Plast's ambition and goal is to build long time relationship with our Suppliers.

We focus our development resources on selected suppliers, and to operate individual development plans for them. Automotive suppliers should have as a goal to be certified towards IATF16949.

All direct material Suppliers are measured quarterly. For Suppliers that are not selected suppliers, but where performance is significantly below requirement, individual and special measurements will be taken.

For Suppliers without individual development plan, the following KPI's are applied:

Price development: -3% yearly

On Time Delivery: 98%

Quality level: 98% (calculated as no of claims/no of order rows).

AQ Plast and selected partners to AQ Plast should be allowed to do audits on the supplier's premises.