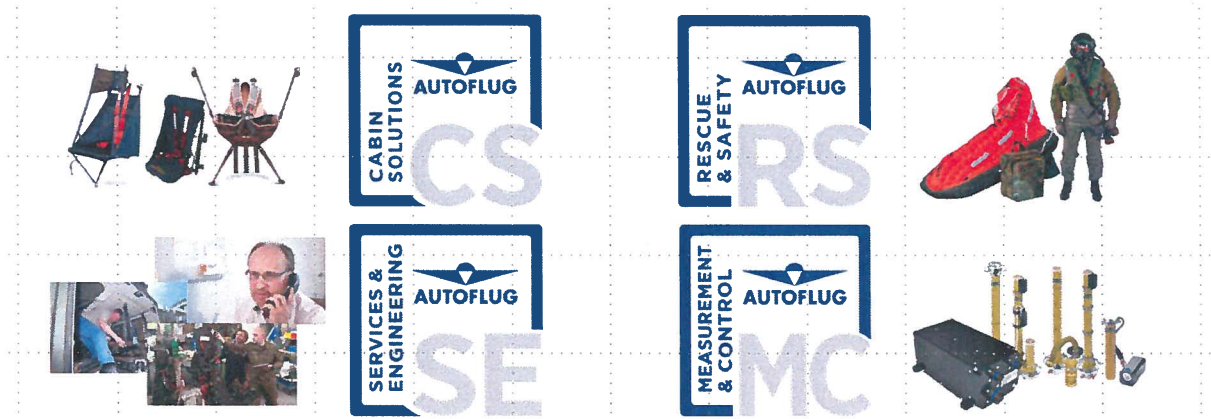


THINKING SAFETY



Supplier Quality Manual

Version 2.0

January, 2018

AUTOFLUG – Supplier Quality Manual

Contents


<i>AUTOFLUG</i> – Supplier Quality Manual	2
1. Revision Status	3
2. Introduction/Preface.....	4
3. Explanations of Terms and Concepts.....	5
4. <i>Supplier</i> Quality Management System, Obligation to Provide Information, Right to Implement Audits, and Responsibility for <i>Sub-Suppliers</i>	9
4.1. <i>Supplier</i> Quality Management System	9
4.2. Obligation to Provide Information	9
4.3. Right to Implement Audits.....	10
4.4. <i>Sub-Suppliers</i>	10
5. Supplier Assessment.....	11
6. Release Process.....	12
6.1. Release Process: <i>Supplier of Products</i>	12
6.2. Release Process: Suppliers of Auxiliary Materials and Consumables.....	14
6.3. Release Process: Suppliers of Construction Services	14
7. Application	15
8. Advanced Quality Planning.....	16
8.1. Quality Planning and Cooperation	16
9. Non-Conformity with Respect to Required Specifications.....	18
9.1. Deviations that are Discovered by <i>AUTOFLUG</i>	18
9.2. Deviation Request – Requirements on the Part of the <i>Suppliers</i>	18
9.3. Change Requests on the Part of the <i>Supplier</i> Relating to the Specifications	19
10. Feedback	20
11. Exhibit: Instructions Regarding Quality Promotion	21
12. Exhibit: Instructions regarding Quality Control with Respect to Series Production.....	22
13. Exhibit: Certificates that have to be Provided.....	23
14. Exhibit: Hourly Rates	25
15. Exhibit: Forms	26

1. Revision Status

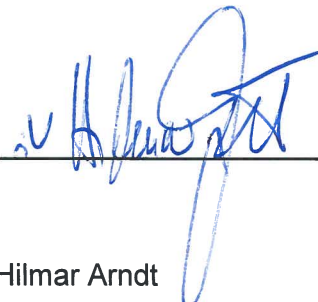
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Date	Version	Description
February, 2016	1.0	Original version
January, 2018	2.0	Diverse Points: Wording has changed. Link to General Conditions has been updated. Exhibit Certificates was revised. Hourly rates to charge rework were implemented. Form F0215 Control Plan was added.

Approved by:



Maik Welzel
VP Procurement



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2. Introduction/Preface

AUTOFLUG is a development, production, and maintenance company for rescuing and security equipment, fuel measuring and sensor systems, avionics devices for aircraft and land vehicles, as well as technical products for the general industry. Moreover, *AUTOFLUG* is involved in international aviation programs. *AUTOFLUG* is approved by the Luftfahrt-Bundesamt [*German Federal Aviation Office*] and the Bundesamt für Ausrüstung, Informationstechnik und Nutzung der Bundeswehr [*German Federal Office of Bundeswehr (German Armed Forces) Equipment, Information Technology and In-Service Support*]. Furthermore, *AUTOFLUG* is certified according to ISO 9001:2008 and EN 9100:2009.

You can find more information at www.autoflug.de.

Quality is the central part of *AUTOFLUG*'s corporate policy. The consistent fulfilment of this premise in every single phase of the value-added chain constitutes the quality of our products, services, and skills and, therefore, the quality of our company. The effectivity of the quality management system is constantly improved in a Continual Improvement Process (CIP).

Quality of the products and services means to us that the customer receives a product that fully meets the requirements that were defined together with the customer.

We define the quality of our company as the appropriate and efficient design of the workplace and processes, the cooperative inclusion of *Subcontractors* and *Suppliers*, our employees' qualification and motivation, and the high quality appearance that our company demonstrates to the outside world.

This Supplier Quality Manual serves the purpose of creating a uniform basis for the communication with our *Suppliers* regarding *AUTOFLUG*'s requirements and expectations with respect to quality and, thus, ensuring the customers' expectations. The intention is to create an environment in which *AUTOFLUG* and its *Suppliers* are enabled to cooperate proactively and align themselves to the objective of continual improvement.

AUTOFLUG expects that, by using the procedures prescribed herein, *Suppliers* and *Subcontractors* create a quality culture that is targeted at fulfilling, at the minimum, the requirements of ISO 9100. Furthermore, it is expected that *Suppliers* examine the existing specifications closely and discuss them with *AUTOFLUG*'s purchasing department or its quality organization in order to understand the specific requirements and therefore to ensure an effective approach with respect to aspects relating to quality, logistics, and commerce.

In general, all requirements described in this Supplier Quality Manual have to be met, unless deviations have been agreed upon in writing with the responsible purchasing or quality department at *AUTOFLUG*.

3. Explanations of Terms and Concepts

<i>8D Report</i>	<p><i>AUTOFLUG</i> may demand an 8D Report for the purpose of documenting the causes and the measures that were taken in the case of a complaint.</p> <p>In this context, a document is expected that meets the requirements of the VDA. Alternatively, it is possible to use form F0713 – please confer Exhibit Forms</p>
<i>AFG</i>	<i>AUTOFLUG</i>
<i>AUTOFLUG</i>	AUTOFLUG GmbH, Industriestr. 10, 25462 Rellingen
<i>CoC</i>	Certificate of Conformance
<i>Direct Material</i>	All items like raw materials, standard and special parts, as well as assemblies that are needed for the production of a complete <i>AUTOFLUG Product</i> .
<i>FAI/SIR</i>	<p>First Artikel Inspection: Initial Sample Inspection Report: The <i>FAI/SIR</i> is an documented evidence relating to start of production, reproducibility of components, or assemblies with consistent quality. For this purpose, a quantity that was agreed upon with the <i>Supplier</i> or the <i>Subcontractor</i> out of the production batch is used for initial sampling.</p> <p>The preparation of this document shall be implemented in accordance with the requirements of ISO DIN EN 9102 or VDA 2, Part 2. Alternatively, it is possible to use form F0903/F0904 – please confer Exhibit Forms.</p>
<i>Critical Features and/or Key Features</i>	<i>Critical Features and/or Key Features</i> are features of products or processes whose modification has a significant effect on the form, suitability, function, capability, the useful life or manufacturability of the

	<p><i>Product</i> and which require specific measures with respect to the management of such modification.</p> <p>Handling of <i>Critical Features and/or Key Features</i>: <i>AUTOFLUG</i> shall document <i>Critical Features and/or Key Features</i> on its own delivery specifications/drawings.</p> <p>Subsequently, <i>Suppliers</i> and <i>Subcontractors</i> shall include this in the Control Plan as well as in the Process Capability Analysis and the Gauge Capability Analysis (where relevant).</p>
<i>Supplier</i>	Contractor for the delivery of <i>Products</i>
<i>Feasibility Study</i>	<p>Drawings that are drawn up and/or provided by <i>AUTOFLUG</i> shall be analyzed by the <i>Supplier</i> in the context of its tender. Such analysis shall cover the manufacturability with respect to economics and process capability (procedures, materials, tolerances, etc.) and additionally represents an instrument for the purpose of simultaneous engineering for <i>AUTOFLUG</i>.</p> <p>To retrieve this <i>Feasibility Study</i>, the corresponding <i>AUTOFLUG</i> form F0214 has to be used – please confer Exhibit. Forms must be filled in, and feedback shall be provided at the latest when the tender is submitted.</p>
<i>Material Testing / Certificates / External Release</i>	<p>All material properties required by the specifications must be verified. The basis for this is the European Standard EN10204. Please confer Section 13 for further requirements as to certificates that have to be provided.</p> <p>In the event that an external release has to be effected, <i>AUTOFLUG</i> shall submit a corresponding notification to the <i>Supplier</i> or the <i>Subcontractor</i>.</p>
<i>Product</i>	Any and all goods delivered to <i>AUTOFLUG</i> which <i>AUTOFLUG</i> processes, installs, or sells to end customers, including any and all <i>Direct Material</i> for the production of <i>AUTOFLUG Products</i>
<i>Process FMEA/P-FMEA</i>	<p>Process Failure Mode and Effects Analysis</p> <p>The <i>Supplier</i> or the <i>Subcontractor</i> shall implement preventive risk analyses relating to the associated processes, while taking the use of its <i>Products</i> at</p>

	<p><i>AUTOFLUG</i> and its customers into account.</p> <p>The updating of the <i>Process FMEA</i> regarding all occurring deviations and modifications of the process quality is a prerequisite. All parameters relating to product safety have to be taken into account for the analysis. Any issues which are assessed as critical shall promptly be effectively improved by means of suitable corrections and preventive measures in order to guarantee specifications, characteristics, and product safety as well as a production that is in compliance with what was contractually agreed upon.</p> <p>The critical features and/or key features that result from the <i>Process FMEA</i> shall be included in the test plans and the work documents. Such features, like quality characteristics in series production, shall be monitored especially carefully.</p> <p>In this context, <i>AUTOFLUG</i> expects a document that meets the requirements of the EN9100 or VDA, Volume 4.</p>
<p><i>Control Plan</i></p>	<p>As to <i>Products</i> and services of Level 1 and Level 2, <i>AUTOFLUG</i> requires a <i>Control Plan</i>. This plan describes how <i>Products</i> and processes are monitored. It contains measures that are implemented in each phase of the process.</p> <p>Moreover, the <i>Control Plan</i> sets out the requirements as to the incoming goods inspection/outgoing goods inspection, for process controls and recurring tests and inspections, which shall ensure that the process is controllable.</p> <p>The preparation shall be effected by means of a systematic analysis of production, assembly, and testing processes by a team. Such team shall be composed of employees from planning, production, and quality assurance, as well as from other affected departments. The basis of the analysis shall be constituted by <i>Process Flow Charts</i>, <i>Process FMEAs</i>, while taking quality characteristics, experience from similar processes, as well as the application of improvement methods into account.</p> <p>In this context, <i>AUTOFLUG</i> expects a document that</p>

	<p>meets the requirements of the VDA. Alternatively, it is possible to use AUTOFLUG form F0215 – please confer Exhibit Forms.</p>
<p><i>Process Flow Chart</i></p>	<p>By means of flow charts, the <i>Supplier</i> or the <i>Subcontractor</i> shall draw up a vivid and transparent, as well as intuitively comprehensible, illustration of all processes and locations of the product creation.</p> <p>Furthermore, process responsibilities and interfaces shall be highlighted.</p>
<p><i>Gauge Capability and Process Capability</i></p>	<p>As to <i>Products</i> and services of Level 1 that are needed in larger series, AUTOFLUG may request a verification regarding the <i>Gauge Capability</i> and the <i>Process Capability</i>.</p> <p>By using suitable statistical methods, the <i>Supplier</i> or <i>Subcontractor</i> shall ensure that the deployed tools, measuring devices, and testing devices as well as the processes in which they are used are capable and suitable for the production of the <i>Products</i> that are to be delivered to AUTOFLUG.</p> <p>The characteristics with respect to which proof of capability is required shall be agreed upon between AUTOFLUG and the <i>Supplier</i> or the <i>Subcontractor</i>.</p>
<p><i>SCMH of IAQG</i></p>	<p>Supply-Chain-Management Handbook of International Aerospace Quality Group</p>
<p><i>Subcontractor</i></p>	<p>Contractors that implement activities/services pursuant to special specifications</p>
<p><i>Sub-Supplier</i></p>	<p>Contractor for the delivery of materials, standardized parts and standard parts, as well as services of a <i>Supplier</i> or a <i>Subcontractor</i></p>
<p>VDA</p>	<p>Verband der Automobilindustrie [<i>German Association of the Automotive Industry</i>]</p>

4. **Supplier Quality Management System, Obligation to Provide Information, Right to Implement Audits, and Responsibility for Sub-Suppliers**

4.1. **Supplier Quality Management System**

AUTOFLUG would like to ensure that products and services comply with the required specifications. The type, the necessity, and the extent of inspections with respect to a *Supplier* or a *Subcontractor* (and the acquired *Products*) depends on the effect that a component may have on AUTOFLUG's production process.

It is expected of *Suppliers* and *Subcontractors* to develop a quality management system that meets the following requirements:

- Conformity with the newest version of EN9100, verified by an independent certification agency;
- Gradual development of the following quality processes and tools:
 - *FAI(First Article Inspection)/ISIR (Initial Sample Inspection Report)*
 - *Feasibility Study*
 - *Critical Features*
 - *Design FMEA (where relevant)*
 - *Process Flow Chart*
 - *Process FMEA*
 - *Control Plan*
 - *Gauge Capability Analysis (where relevant)*
 - *Process Capability Analysis (where relevant)*
 - *8D report.*

4.2. **Obligation to Provide Information**

Each *Supplier* and each *Subcontractor* must be prepared to inform AUTOFLUG and its customers about the established production processes and the quality management system and to present all necessary documents. Restrictions, e.g. with respect to special manufacturing processes that involve confidential know how shall be adequately taken into account. However, the general interest in conducting an inspection cannot be excluded by this.

4.3. Right to Implement Audits

Therefore, *AUTOFLUG* reserves the right to implement a quality audit or a process/procedure audit at any time upon consultation with the *Supplier* or the *Subcontractor*, as the case may be, this may include a participation of other interested participants.

4.4. Sub-Suppliers

Suppliers and *Subcontractors* are responsible for all parts, *Products*, or services that are obtained from *Sub-Suppliers*. Furthermore, it falls into the sphere of responsibility of the *Suppliers* and *Subcontractors* to ensure that *Sub-Suppliers* fulfil the specified requirements as to *Products* or services that are intended for *AUTOFLUG*.

5. Supplier Assessment

Suppliers and *Subcontractors* shall be evaluated at regular intervals by *AUTOFLUG* and, in case they provide more than 5 deliveries per year, they will be informed regularly and, if possible, at least once a year, about the results regarding quality and delivery reliability.

The classification of the *Suppliers* and the *Subcontractors* shall be carried out pursuant to the determined criteria and the extent to which they are satisfied.

The main criteria in this context are the quality of the delivered *Products*, delivery to *AUTOFLUG* in good time, and the quantity of the *Products* that have to be returned.

The main criteria mentioned above are rated in accordance with their importance. A detailed description shall be included in the corresponding assessment.

6. Release Process

6.1. Release Process: *Supplier of Products*

6.1.1 For *Suppliers* and *Subcontractors* of *Products* and services (in particular of *Direct Material*), the following release process can be established, depending on the product level:

Release process	FAI/SIR – to be submitted to AFG	Samples – to be submitted to AFG	Feasibility Study – to be submitted to AFG	Dimensional Measuring – to be submitted to AFG	Material Testing/Certificates/External Release – to be submitted to AFG	Control Plan – to be submitted	Process FMEA – remains with the Supplier	Process Flow Chart – remains with the Supplier	Process Capability Analysis – remains with the Supplier	Gauge Capability Analysis – remains with the Supplier
Level 1, <i>Products</i> (complex assemblies and tool related <i>Products</i>) that were manufactured pursuant to delivery specification/drawing	○	○	○	○	○	○	○	○	(○)	(○)
Level 2, <i>Products</i> that were manufactured pursuant to delivery specification /drawing as well as <i>Products</i> (assemblies) which not belong to Level 1	○	○	○	○	○	○				
Level 3, <i>Products</i> that were manufactured pursuant to data sheet/catalog				○	○					
Level 4, <i>Products</i> that were manufactured pursuant to standards					○					

Generally, a release of the initial samples can only be approved when all the documents that *AUTOFLUG* has demanded have been submitted. Those documents that remain with the *Supplier* or the *Subcontractor* may be inspected by *AUTOFLUG* upon request, at any time. The responsibility that all these requirements have been complied with shall be borne by the *Supplier* or the *Subcontractor*.

Before the *Products* or services are delivered, the release must have been approved by *AUTOFLUG*.

In the event that some documents or results do not comply with the specifications, *Suppliers* are only permitted to deliver to *AUTOFLUG* if *AUTOFLUG* has granted a written exemption for this (deviation request) – please confer 9.2.

6.1.2 Situations upon the occurrence of which *AUTOFLUG* always has to approve a release before the *Products* are delivered:

- A *Product* is new or has not been delivered to *AUTOFLUG* before ;
- A *Product* has been modified, e.g. due to design changes, material changes, etc.
- after a production interruption that lasts three years.

6.1.3 Situations upon the occurrence of which *AUTOFLUG* always has to be notified before the *Products* are delivered:

AUTOFLUG shall then decide whether a new release procedure has to be implemented:

- Changes in the production process or a relocation of production;
- Changes regarding the *Sub-Suppliers* that deliver *Products* or services, which may affect the *AUTOFLUG* requirements;
- *Products* which are manufactured by means of new or modified tools;

6.1.4 General Requirements regarding the Production of Release Samples:

- The production of release samples shall take place at the location where the series production is intended to take place;
- The samples shall be manufactured on the same devices and by using the same equipment;
- The production shall be implemented by using the same machine parameters, the same material, and the same personnel resources;
- *AUTOFLUG* shall place an order for the production from which the quantity of the parts that have to be manufactured can be established unambiguously;
- In the event that deviations from the required specifications are discovered during production, the *Supplier* shall implement corrective actions. However, before the samples are delivered, such actions have to have been approved by *AUTOFLUG*;
- *AUTOFLUG* shall have the possibility to implement an audit at the same time;
- All release samples must be tagged and labelled.

6.2. Release Process: Suppliers of Auxiliary Materials and Consumables

Suppliers of auxiliary materials and consumables are not subject to any special quality requirements. There are no special quality controls before the delivery. Therefore, this Supplier Quality Manual does not apply to such suppliers of auxiliary materials and consumables.

6.3. Release Process: Suppliers of Construction Services

Suppliers of construction services are subject to the quality requirements that are agreed upon in each specific individual case.

7. Application

The aim of this Supplier Quality Manual is to illustrate the quality requirements and to communicate them to *Suppliers* and *Subcontractors*, in order to achieve a high quality of the delivered *Products* and services.

The most recent version of the *AUTOFLUG* Supplier Quality Manual is available at the *AUTOFLUG* homepage:

<http://www.autoflug.de>

All forms which are listed under “Exhibit forms” need to be requested at the *AUTOFLUG* Purchasing Department.

8. Advanced Quality Planning

AUTOFLUG would like to include its *Suppliers* at a very early stage in the advanced quality planning.

Avoiding errors instead of discovering errors, as well as permanent improvements in the entire process chain, customer inquiry, quote, order, product development, production start, series production, and field use are indispensable requirements that AUTOFLUG must - and wants to - fulfill with the active help of its *Suppliers*.


A careful advanced quality planning based on error prevention during the product development and the process development ensures that only technically mature products are produced by means of capable manufacturing processes.

8.1. Quality Planning and Cooperation

Quality Planning Levels	Actions/Prerequisites	Methoden, Dokumente
Definition Phase	<ul style="list-style-type: none"> Definition of Requirement 	<ul style="list-style-type: none"> Requirement specification document <i>Critical Features/Key Features</i> Timeline and Budget Preparation for inquiries
Inquiry Phase	<ul style="list-style-type: none"> Selection of potential <i>Suppliers</i> 	<ul style="list-style-type: none"> Meeting of the Minimum Requirements for <i>Suppliers</i> If applicable, system audit Assessment of capability
Quotation Phase	<ul style="list-style-type: none"> Inquiry: Determination of AUTOFLUG expectations, specifications, deadline, and price verification 	<ul style="list-style-type: none"> Analysis of requirement specification document <i>Feasibility Study</i>
Concept Preparation	<ul style="list-style-type: none"> Preparation of binding quotes 	<ul style="list-style-type: none"> Functional Specification Document/Deadline/Prices
Placing Orders	<ul style="list-style-type: none"> Analysis of quote Placing order with the most suitable <i>Supplier</i> 	<ul style="list-style-type: none"> Checklists Binding order documents, specifications, deadlines, prices
Product Development (if relevant)	<ul style="list-style-type: none"> Monitoring and evaluation of design drafts and prototypes Review of manufacturability 	<ul style="list-style-type: none"> Design Review Design FMEA <i>Critical Features /Key Features</i> Design verification/Validation Prototypes/Samples
Process Development	<ul style="list-style-type: none"> Assessment of possible production risks Optimization of production methods and operating material 	<ul style="list-style-type: none"> <i>Process FMEA</i> <i>Critical Features/Key Features</i> <i>Process Flow Chart</i> Operational test run Determination of operating materials and test equipment

		<ul style="list-style-type: none"> • Trial planning • Test planning • Work instructions/Plans
Product and Process Certification	<ul style="list-style-type: none"> • Integration into the <i>AUTOFLUG</i> team • Appraisal of quality risks 	<ul style="list-style-type: none"> • Advanced Quality Planning • Control Plan • Gauge Capability Analysis • Final Critical Features/Key Features • Product-/Process audit • ISIR/Samples
Pre-series	<ul style="list-style-type: none"> • Review and evaluation of production reliability • Minimization of error probability 	<ul style="list-style-type: none"> • Process capability analysis • Action plans
Start of Series Production	<ul style="list-style-type: none"> • Series release at <i>Supplier</i> 	<ul style="list-style-type: none"> • Dimensional Measuring and SPC (quality control chart with USL/LSL) • Material testing/ Certificates • Process Release • Process capability analysis • ISIR/Samples
Series Production	<ul style="list-style-type: none"> • Series release at <i>Supplier</i> • Placing of order 	<ul style="list-style-type: none"> • Dimensional Measuring • Material testing/ Certificates as indicated in the order
Release Supply Phase	<ul style="list-style-type: none"> • Release by <i>AUTOFLUG</i> • Supplier assessment 	<ul style="list-style-type: none"> • Release record • Proportion of returns, Proportion of product defects and delivery reliability

 *AUTOFLUG* activity

 Obligation to provide proof to *AUTOFLUG*

9. Non-Conformity with Respect to Required Specifications

AUTOFLUG reserves the right to make a complaint about any *Product* or any service that deviates from the specifications that were agreed upon.

9.1. Deviations that are Discovered by *AUTOFLUG*

In the event that deviations from the agreed-upon specifications are discovered, *AUTOFLUG* shall – in the case that a subsequent improvement is requested – make one of the following decisions, in close cooperation and consensus:

- The *Supplier* shall inspect all relevant parts on the premises of *AUTOFLUG*;
- The entire delivery is sent back to the *Supplier* and the *Supplier* shall bear the costs thereof;
- *AUTOFLUG* will inspect the relevant parts itself and shall charge the incurred costs to the *Supplier*;
- *AUTOFLUG* shall rebuild the relevant parts and shall charge the incurred costs to the *Supplier*, or
- The *Supplier* shall issue a deviation request regarding the relevant parts, as per instruction by *AUTOFLUG*.

The decision that was made by *AUTOFLUG* shall be revealed by means of the corresponding letter of complaint.

In case *AUTOFLUG* shall carry out the necessary repair work itself, the associated hourly rates, listed in Exhibit Hourly Rates, are used as a basis to invoice the resulting costs.

9.2. Deviation Request – Requirements on the Part of the *Suppliers*

In the event that the *Supplier* intends to deliver *Products* and services at the agreed-upon specifications despite their deviations, the *Supplier* shall file an application for this with *AUTOFLUG* using the required form F0207-Concession in the form of a deviation request. Prior to the delivery, the form must have been accepted and signed by *AUTOFLUG*.

Any special labeling or a request for further special criteria must be discussed with *AUTOFLUG*.

AUTOFLUG reserves the right to revoke a deviation request at any time. The revocation shall be issued in writing.

9.3. Change Requests on the Part of the *Supplier* Relating to the Specifications

In the event that the *Supplier* has any change requests relating to the manufacturing process, the design, or specified material which affects the product quality (“fit, form, and function”), the *Supplier* shall submit the corresponding form F0216 Supplier change request – please confer Exhibit Forms – to the purchasing department which is responsible for *AUTOFLUG* for approval. Requested changes cannot be introduced until they have been approved by *AUTOFLUG*, and the changes have been communicated and documented for yet another release process relating to the *Product*.

10. Feedback


If you have any questions relating to this document, please send an email to the following address: purchasing@autoflug.de.

11. Exhibit: Instructions Regarding Quality Promotion

In order to meet the customers' high expectations, *AUTOFLUG* fully relies on the productivity and commitment of its own employees and expects the same attitude towards employees and partners from its *Suppliers*. This is an essential prerequisite for the quality capability that the *Supplier* shall also demonstrate in an audit, where required.

Quality Promotion Levels	Actions/Prerequisites	Methods, Documents
Corporate Culture	<ul style="list-style-type: none"> Targeted management style that involves all the experts Promotion of information culture, across all areas and departments Qualification of employees and promotion of quality awareness 	<ul style="list-style-type: none"> Preparation and pursuit of division-related set targets Delegation of responsibility and competence Training regarding tools, methods, and standards Support with respect to solving quality problems Assignment of Employees according to requirements
Q Management System	<ul style="list-style-type: none"> ISO 9001 Further development of an efficient workflow management Creation of the organizational and technical conditions required for the collection and evaluation of quality information 	<ul style="list-style-type: none"> Third party certification Training and application Q Management Manual CAQ system Traceability of <i>Products</i> and processes
Quality Assurance	<ul style="list-style-type: none"> Avoidance of errors Systematic processing of errors Avoidance of recurring errors 	<ul style="list-style-type: none"> Small Q-control loops Problem-solving techniques Feedback as regards the development and change process
Audits	<ul style="list-style-type: none"> Implementation of internal audits at regular intervals 	<ul style="list-style-type: none"> System Process <i>Product</i>
Continuous improvement process	<ul style="list-style-type: none"> Introduction and maintenance with respect to all products, processes, services 	<ul style="list-style-type: none"> Employee training Programs Set targets and reviews
Supplier Development	<ul style="list-style-type: none"> Cooperation on a partnership basis Joint project work 	<ul style="list-style-type: none"> Exchange of information Implementation of training sessions, Provision of methods

 **AUTOFLUG activity**

 may be relevant in the event of an audit of *AUTOFLUG* and/or is demanded by *AUTOFLUG*

12. Exhibit: Instructions regarding Quality Control with Respect to Series Production

The quality assurance measures as to series production are based on knowledge obtained from the development phase and from the field observation of comparable products, and are used in order to protect and continuously improve the achieved quality level.

Wherever it makes sense with respect to aspects relating to technology and economy, self-regulated processes and automated tests shall be used.

The employees' responsibility for quality shall be further developed in accordance with technical progress and customer expectations.

Area of Quality Control	Actionen/Prerequisites	Methods, Documents
Procurement	<ul style="list-style-type: none"> Ensuring delivery quality 	<ul style="list-style-type: none"> Assessment of quality performance Assessment of delivery reliability
Production	<ul style="list-style-type: none"> Control over process parameters Fast detection and correction of deviations Quality data recording Ensuring machine availability Unambiguous labeling of all parts and bundles for the purpose of traceability 	<ul style="list-style-type: none"> Process data sheets Self-regulating processes SPC/Control chart Worker's self-inspection Preventive maintenance Serial numbers Goods tags
Quality Assurance	<ul style="list-style-type: none"> Quality inspection Quality evaluation 	<ul style="list-style-type: none"> Results obtained by using suitable IT programs Pareto analysis Inspection report/Record/Error messages
Internal and external processing of errors	<ul style="list-style-type: none"> Cause-and-effect-analyses Corrective and preventive measures Avoidance of recurring errors 	<ul style="list-style-type: none"> Problem solving techniques 8D report
Storage and transport	<ul style="list-style-type: none"> Correct and error-free handling, storage, and transport Ensuring that appropriate packaging is used 	<ul style="list-style-type: none"> Computer-assisted forced workflows Packaging plan

 AUTOFLUG activity

 may be relevant in the event of an audit of AUTOFLUG and/or is demanded by AUTOFLUG

13. Exhibit: Certificates that have to be Provided

Supplier must retain all quality related documentary evidence relevant to the quality agreed upon, such as, for example, measurement readings, test results, samples of products and tests for at least fifteen (15) years following the dispatch of the *Products*.

Details to certain certificates are requested as follows:

Feature	Certificate Initial Sampling	Certificate Series	Retention Period for Documents
Low flammability FMVSS 302	Inspection certificate <i>Supplier</i>	By arrangement	15 years
Flammability CS 25.853 /FAR 25.853	Inspection certificate <i>Supplier</i>	By arrangement	15 years
Smoke Density/ Toxicity (ABD 0031)	Inspection certificate <i>Supplier</i>	By arrangement	15 years
Heat Release 25.853 /FAR 25.853	Inspection certificate <i>Supplier</i>	By arrangement	15 years
Joints; Welding seams	By arrangement	By arrangement	15 years
Material quality	EN 10204 - 3.1	EN 10204 - 3.1	15 years
Heat treatment	EN 10204 - 3.1	EN 10204 - 3.1	15 years
Surface treatment / Painting	EN 10204 - 2.1	EN 10204 - 2.1	15 years

Supplier will grant *AUTOFLUG* access to all quality related records relevant to the *Products* and provide copies or excerpts of the documents to *AUTOFLUG* either on demand or in the context of an audit.

Documentation where *Supplier* has demonstrated a justified interest in maintaining secrecy such as, for example, regarding know-how, where *Supplier* is necessarily under obligation to maintain confidentiality towards third parties, is exempt.

Does *Supplier* intend to destroy quality related records after the agreed retention period, *Supplier* must obtain written consent from *AUTOFLUG* prior to the destruction.

Divergent to deliveries in the content of *FAIISIR*, *AUTOFLUG* does not request quality related documents for released parts, if *Supplier* accepts the requirements of this document. Instead, *Supplier* has to issue a *CoC* which textual and qualitative content must comply with the following preconditions (the definition of the information is based on the *SCMH* of the *IAQG*):

Corporate Logo (optional)	CERTIFICATE OF CONFORMANCE	1 Page of Pages			
2 Certificate Number	3 Date	4 Supplier Name and Address	5 Customer Name and Address	6 Purchase Order number	
7 Item Number	8 Quantity	9 Description	10 Revision	11 Traceability	12 Remarks
13 Conformity Details					
Certified that the products detailed have been manufactured / inspected / tested and conform in all respects to the relevant specifications, drawings and purchase order requirements.					
14 Name and Signature of person authorized to release products to customer.					

It is left to the *Supplier* if the *CoC* is an integral part of the delivery note or will be created as a separate document.

14. Exhibit: Hourly Rates

In the event of arising rework costs related to Point 9.1, which has been aligned with *Supplier* prior to execution, *AUTOFLUG* will use the following hourly rates – depending in which function the rework will be executed - to charge them.

Function	Hourly rate (net in EUR)
Logistics/Warehouse	60,- EUR
Quality Assurance	70,- EUR
Production	100,- EUR

15. Exhibit: Forms



F0713
8-D-Report.docx



F0903 First Article
Inspection Report.do



F0904 First Article
Inspection Report EN



F0207
Concession.xlsm



F0214 Feasibility
Study.xlsm



F0215 Control
Plan.xlsm



F0216 Supplier
Change Request Forr