

Opracował:	Zatwierdził:	Data:
Artur Zdrowiecki	Daniel Fedus	Leszek Kokowski
		01.03.2016

1. Introduction

This quality assurance agreement serves as a description for the companies who supply to the Muller Technik Koszalin (MTK) of the requirements, preconditions, methods and implementation guidance necessary to realise the common goals. This quality assurance agreement is binding for all products and services provided by a supplier to Muller Technik Koszalin as of the point of time of the first order and/or conclusion of a supply contract or co-operation contract.

2. Expectations

Muller Technik Koszalin expects our suppliers to deliver quality product on time and with no defects at a cost that enables both of us to be competitive and viable. We expect our suppliers to alert us of any potential problems, changes in process or product and situations that may arise that may potentially cause risk to our joint ability to meet the contractual obligations to our customers.

The supplier ensures that all applicable regulatory, statutory and legal requirements of the export country, import country and destination country specified by the final customer are met and passed on to its suppliers in the entire supply chain and met by them as well. This must be completed no later than upon submission of the PPF/PPAP documents.

3. Sub-supplier Management

Sub-suppliers have a significant influence on the quality of the final product. MT expects the supplier and its sub-suppliers to maintain a documented supplier management system. If the supplier intends to award contracts to sub-suppliers, the written consent and approval of MT must be obtained in advance. In addition, the supplier warrants that its sub-suppliers meet all requirements of this Quality Assurance Agreement. MTK reserves the right, in conjunction with the Supplier and/or MTK customer and/or a third party commissioned by MTK, to participate in audits of sub-suppliers after advance notice.

4. Corporate Social Responsibility and Sustainability

The supplier commits to define and implement principles for the realisation of corporate social responsibility. Sustainability is the key to success. Together with the supplier MTK intends to take responsibility. MTK expects its suppliers to act in a honest and compliant manner, especially with regard to environmental protection, occupational health and safety. From a social point of view, MTK requires a clear commitment to internationally valid standards from itself and from its suppliers. These include the re-nunciation of all forms of discrimination, forced labour and child labour as well as freedom of .

5. Deviations

If the supplier is not able to adhere to the contractually established specifications in accordance with the drawing, specifications of customer's requirements and any additional written agreements that might have been made, he shall be obliged to inform Muller Technik Koszalin in writing immediately.

The supplier shall inform Muller Technik Koszalin before implementing any of the planned changes in products and processes, both before and after SOP (start of production), e.g.

- changes in design, specifications or materials,
- use of new, modified or replacement tools,
- manufacturing methods or production processes,
- relocation of production within a manufacturing location or to other locations
- changes in suppliers of products, components, materials, services or software,
- new start-up of production equipment after downtime of more than 12 months.

The supplier shall also be obliged to inform Muller Technik Koszalin if one of the above points applies to one of his sub-suppliers. A release of a product modification shall require the approval of Muller Technik Koszalin customer. In this case the costs of the tests and approval processes required for the release shall be borne by the supplier. Suggestions by the supplier on the reduction of costs shall not be subject to this regulation automatically and a separate agreement must be reached on the procedures involved.

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6. Quality System Requirements

The goal of this quality assurance is to achieve together the "Zero-Defect" target.

Muller Technik Koszalin requires all suppliers of production materials and services to implement quality processes, procedures and systems based on IATF 16949/ISO 9001 according to accredited certificate. Suppliers must be able to provide evidence and adequate documentation demonstrating that they comply fully with this global standard. This standard is the minimum requirement for conducting business with most of our customer's and requires formal systems for ensuring continuous improvement, defect prevention and robust development and launch activities.

According to point 4.4.1.2 of IATF 16949, it is required to designate a person responsible for product safety and transfer all requirements on the whole supply chain.

If no recertification is planned by the supplier, the supplier informs MTK of this circumstance at least three (3) months before the expiration date of the certificate. After successful recertification, the new certificates must be sent to MTK without explicit request. This is the responsibility of the supplier.

MT has made a global commitment to protecting the environment. The Environmental Management System at the site in Poland is already certified according to ISO 14001. Accordingly, MT expects a commitment to environmental protection from its suppliers as well.

7. Documentation

The supplier commits to meet the specific requirements of MTK customers. General customer-specific requirements are already included in this Quality Assurance Agreement. They must be implemented accordingly. Additional customer-specific requirements of MTK customers are disclosed on a project basis. Their application is subject to a separate agreement between MTK and the supplier.

MTK describes the requirements for products and services in technical drawings, specifications (e.g., performance specification sheet, packaging in-structions, etc.) and the respective purchasing documents ("characteristics"). All characteristics must be met by the supplier in manufacturing the product.

Special characteristics are prescribed by MTK and MTK customers and documented in the drawings and/or specifications.

These special characteristics must be specially considered and monitored by the supplier in all relevant planning steps.

The supplier ensures in consultation with Muller Technik by means of systematic test and test equipment planning that all features essential to quality will be tested and that the testing methodology employed and the scope of testing will be suitable.

In the incoming goods inspections on delivered purchases, Muller Technik shall restrict itself to inspecting for externally recognisable transport and packaging damage and to checking quantities and identity against the shipping documents.

The supplier shall independently undergo a re-qualification inspection in accordance with IATF 16949 at least once per year and provide the results of these inspections to Muller Technik Koszalin if requested.

The following proofs must be furnished on the inspection features listed in the agreed inspection plan:

- Initial sampling

According to VDA or PPAP depends of final customer - level of sampling procedure will be individual agreed.

- Process approval

Variable inspection features:

Process capability indexes:

Cp and Cpk ; histograms; quality control charts etc.

Attributive inspection features:

Quality inspection certificates, quality control charts etc.

Until the process is approved, the agreed quality records must be enclosed with all deliveries.

- Quality inspections during ongoing production

Variable inspection features:

Histograms, quality control charts etc.

Attributive inspection features:

Quality inspection certificates, quality control charts etc.

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8. Process Control and Process Capability

Suppliers are responsible to ensure the products supplied to Muller Technik Koszalin comply completely with specifications and meet Muller Technik Koszalin quality and delivery expectations during the entire life cycle of the product.

For any/all significant or critical characteristics and for any characteristics where Muller Technik Koszalin and the supplier have agreed to ensure process capability the following indices are to be used:

Pre-production: These runs do not typically involve all process variables such as human, material and other changes and therefore must be calculated and reported using the Potential Capability Indices (Ppk).
Acceptable level is 1.67 Ppk

Production: For ongoing monitoring and reporting for Process Capability Indices (Cpk) will be the required format. Cpk is not valid unless the data is collected from sufficient production runs to ensure all process variables have occurred and the process has demonstrated statistical stability.
The acceptable level is 1.33 Cpk.

9. Inspection/Audit

Muller Technik Koszalin recognises audit results in accordance with VDA, volume 6.1/6.3, and QA 9000 from approved auditors if the results are not older than 3 years. At the same time Muller Technik Koszalin reserves the right to conduct its own supplier evaluation in audits. The supplier shall grant Muller Technik Koszalin and the end customer access to all relevant production areas and the possibility of viewing all production-related documents. The supplier shall independently conduct a process audit and a system audit for all product groups at least once a year. The audits shall be based on the requirements of IATF 16949, VDA 6.3 as well as the customer-specific requirements.

10. Confidentiality

Both the supplier and Muller Technik Koszalin mutually commit to protect know-how and safeguard the confidentiality of company-specific and internal information. This shall also apply after any termination of the business relationship

11. Problems and Communication

In case of quality problems Muller Technik Koszalin needs:

First 24 hours- Suppliers must complete the first three (3) steps of the corrective action report which includes containment and full traceability and lot control and initial root cause analysis including review of the process(s) where the issue could have occurred. Suppliers are also expected to have at least interim corrective action in place at this time. Suppliers must report status to the Muller Technik Koszalin plant quality department via the initial 8D report and telephone.

Within 10 days- Suppliers must complete the formal corrective action report (8D), have permanent action identified, verified, validated and implemented where possible. If permanent action is not implemented interim corrective actions must be validated and approved by Muller Technik Koszalin and in place until permanent corrective action is complete

For each accepted complaint will be charged administration fee **150 €**.

Supplier chargebacks are also used to capture additional costs that are incurred as a result of nonconforming material.

Applicable charges may include but are not limited to third party sorting, operator downtime, additional labor or overtime, customer support hours, premium freight, material handling labor, rework, warranty returns, and/or assembly scrap. Suppliers can expect Supplier Chargebacks to include supporting documentation such as third party invoices, downtime records, freight invoices, etc.

12. Period of validity

This quality assurance agreement shall come into force as of the point of time of the first order and/or the conclusion of a supply contract or co-operation contract between the supplier and Muller Technik Koszalin and can be terminated in writing at the end of a calendar year with 12 months' notice. It shall apply to all deliveries of contract items which are ordered during the period of validity of this QA agreement.

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This agreement is issued in two originals and shall be signed by both parties.

Customer representative:

Muller Technik Koszalin Sp. z o.o.

Koszalin

Place

Zdrowiecki Artur

Name

Quality Manager

Function

03.04.2020

Date



Signature

Supplier representative:

Place

Name

Function

Date

Signature

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