SUPPLIER QUALITY MANUAL

1. Introduction

1.1 General Business Requirements

Suppliers are considered an integral part of the business. The capabilities of our suppliers support the fulfillment of ACT Limited mission and the achievement of company objectives. Relationships with our suppliers are built on total quality principles and practices to achieve the best performance, delivery, service and total cost.

As such, all suppliers shall abide by the policies set forth in the Supplier Quality Manual.

All suppliers considering doing business with ACT Limited will be required to sign a Non-Disclosure Agreement.

All drawings, specifications, technical information and data furnished by ACT Limited remain the property of ACT Limited and may not be copied, duplicated or shared with any third party without the prior written consent of ACT Limited.

1.2 Supplier Code of Conduct

Suppliers shall uphold the principles of ACT Limited code of conduct and shall adopt the same principles to eliminate the use of forced or coerced labour. The principles shall also be adopted within the suppliers own sub-tier supply base.

1.3 Gifts and Hospitality

Suppliers to ACT Limited shall not offer gifts or favours to ACT Limited employees that may be interpreted as an attempt to influence business decisions or a supplier selection outcome.

1.4 ACT Limited Supplier Quality Policy

ACT Limited strives to consistently offer quality parts and services at a good value; to support LEAN initiatives; to drive continuous improvement and to provide consistent, quick delivery to the end user. These same guiding principles towards maintaining customer satisfaction and continuous improvement necessarily become a mutual goal of ACT Limited and its suppliers.

Suppliers are accountable for product conformance, system and process compliance and increased performance in a globally competitive environment.

As such, it is ACT Limited policy to support the development of its suppliers as applicable and to recognize suppliers for sustained performance and for continuing improvement.

Quality is the “Number One” operating priority at ACT Limited. Our goal is to give Quality the highest priority in every decision we make. This philosophy is implemented by ACT Limited in using the following directives:

1. Every ACT Limited product must be perceived by the customer as the unquestioned Quality Leader in its market.
2. Every ACT Limited supplier must recognize that Quality means total conformance to specifications and procedures that will result in satisfied customers.

3. Top management at suppliers must be involved in the organization and the management of Quality programs.
4. Suppliers will design and fully implement process control systems to verify capability and product characteristics to help us…

"DO IT RIGHT THE FIRST TIME"

1.5 Purpose

This Supplier Quality Manual establishes minimum quality requirements for ACT Limited. These minimum quality requirements align with the latest version of ISO 9001 / ISO14001 and IATF16949 and makes reference to the following:

The Automotive Industry Action Group (AIAG) manuals and forms.

The requirements within this manual are provided as a supplement to, and do not replace or alter the terms or conditions within ACT Limited supply and purchase documentation, engineering drawings and / or specifications.

1.6 Scope

This document applies to all external providers of a part or product and service suppliers, including sub tier special process suppliers, i.e. heat treatment, coating, plating etc. This manual applies to indirect material suppliers only when it is required by an ACT Limited purchase order.

1.7 Responsibility

Under the guidance of the ACT Limited Quality Team, a cross functional team consisting of representatives from Sourcing and Engineering are responsible for the Supplier Quality Manual implementation and have the authority to ensure all suppliers meet and fulfill its requirements.

Suppliers are responsible for ensuring that parts, products and / or services provided meet established requirements and assume full responsibility for the quality thereof.

The Supplier's senior management is responsible for providing and maintaining resources to the extent necessary to comply with the ACT Limited purchase order requirements. Suppliers shall provide training to their employees to the extent necessary in order to carry out and meet ACT Limited and its customer's requirements. Training shall include interpretation of ACT Limited specific requirements including the requirements of this document. This shall include, but is not limited to, training of the supplier's employees to meet purchase order requirements for any identified special processes, quality inspection, test functions and compliance. The supplier shall ensure that personnel performing tasks on behalf of ACT Limited are competent on the basis of appropriate education, training or experience and the supplier shall retain associated records.

A skills matrix is suggested by ACT Limited as a means for suppliers to identify skill sets within the business, and to identify potential further training / competency requirements to ensure adequate coverage of key skill requirements.

The Supplier's senior management shall be focused on customer satisfaction with emphasis on key performance activities of on time delivery, zero quality defects, continuous improvement and risk management.

1.8 Supplier Receipt and Acceptance of Supplier Quality Manual

All new and existing suppliers must:

- Sign, date and return the "Acknowledgement Form" from the Supplier Manual **(Appendix A)** to concede reading the document and its requirements.
- This manual may be updated periodically by ACT Limited. The current revision is posted on www.applied-components.com. Printed copies are considered uncontrolled documents.
- Suppliers are responsible for obtaining and using the correct current revision of this document.

2. Quality Requirements

2.1 Quality System Requirements

Suppliers shall establish, maintain and demonstrate Quality Systems with supporting procedures to ensure that products and services conform to ACT Limited purchase agreements and specifications. Suppliers and potential suppliers may be requested to complete and submit a Self-Assessment – "Supplier Assessment Audit", for review, where and when required. In addition, a site Baseline Validation audit by ACT Limited representatives may be required prior to awarding new business.

2.2 Requirements for Suppliers of Production Materials and Services

Suppliers shall maintain a documented Quality System that is aligned with ISO9001 or the accreditation deemed suitable for the service that they supply – for example UKAS for calibration services and includes but is not limited to processes and procedures establishing and maintaining as a minimum the following elements (unless otherwise agreed to):

Suppliers may be subject to periodic reviews and required to show compliance with the minimum requirements listed above, unless otherwise or previously agreed to.

3. Supplier Approval and Certification

3.1 Introduction

Only suppliers listed on the ACT Limited Approved Suppliers Log will be eligible to supply production material or services to ACT Limited.

Approval will depend on a successful cross-functional review of a supplier's suitability to supply the intended product or service in alignment with ISO9001.

3.2 Supplier Evaluation

Suppliers shall have a minimum of ISO9001 certification to enable a supplier to be added to the ACT approved supplier list. The only exceptions to this are a customer designated sub-supplier or non automotive suppliers.

In either case ACT will control the supplier in accordance with the requirements of ACT or its customer. Upon evaluation, which may include site visits and auditing of the facilities, product and production processes, a review will be facilitated by a cross functional team consisting of members from the Quality, Purchase and Engineering Departments. This review may include both financial and quality aspects of the business.

Fully approved suppliers meet and exceed minimum requirements and have shown a consistent history of satisfying the supplier performance metrics. Materials from fully approved suppliers may be exempt from the receiving inspection process at ACT Limited.

A fully approved supplier's status may change in the event of the discovery of discrepant product or unsatisfactory performance. The change may consist of removal of one or all products supplied from the receiving inspection free status. The supplier will then be required to certify every shipment of product and validate the product conformance to ACT Limited specifications with supporting statistical data.

If the discrepancy is of such a large magnitude or has a significant impact, the status of the supplier shall be reviewed and corrective action(s) requested.

3.3 Approved Supplier List

An Approved Supplier List (Fully Approved suppliers) will be maintained by ACT Limited for future business opportunities.

4. Part Approval and New Product Launch

4.1 Prototype and Initial Sample Submission

Suppliers are required to comply with the Automotive Industry Action Group (AIAG) Production Part Approval Process (PPAP) requirements (www.aiag.org). A "Level 3" PPAP is defined as the Default Level for all submissions, however, ACT shall issue document 2017-004 which defines the approval requirements for the specific product being supplied. Suppliers are permitted, where applicable, to use their own forms or documents, providing that they comply with the requirements of ACT Limited.

For all new components and materials, suppliers shall submit with the validation package, a copy of ELV/IMDS Reporting verification or submission reference. This reference verifies the submission of End-of-Life Vehicle component content, but does not imply acceptance of the submission until acceptance has been conducted by ACT Limited. Based on the absence of this document, ACT Limited will not approve the PPAP submission.

4.1.1 Advanced Product Quality Planning (APQP)

Suppliers may be requested to provide APQP status reports for a new product with regard to meeting the Program objectives of quality, cost, performance and timing. ACT Limited will provide the format, frequency, and the required content of these reports if deemed applicable by the ACT project team. Suppliers to ACT Limited are responsible for managing their new product introduction process to the guidelines provided in this document.

As stated previously, regardless of component / material complexity, every supplier is expected to ensure that an appropriate project management process is used for ACT Product.

4.2 Tooling and Gauge Requirements

Suppliers will be responsible for the purchase, maintenance, and calibration of all gauges and equipment necessary to maintain process and product control. Calibration systems must comply with recognized UKAS standards or agreed Traceability to National Standards. Current ACT Limited supplied tooling and gauges will be maintained utilizing the same process.

4.3 Special Characteristics

At a minimum, suppliers shall implement process controls for Special Characteristics as designated on all ACT Limited drawings. Additional characteristics relating to product safety, government regulation, product performance, and the ability to assemble product and / or customer satisfaction features shall be identified on the control plan. These are identified by various symbols, requiring specific levels of special controls and process capability.

For those characteristics / features showing a Cpk of less than 1.67, the supplier shall create an action plan that defines the containment and process improvements. Process capability can be conducted with both variable and attribute data. The minimum acceptable sample size for variable data is 30 pieces and for attribute, 100 pieces. Containment must effectively separate non-conforming material from the population. Containment, generally either 100% sort or some form of mistake proofing, must continue until such time that the process Cpk demonstrates capability greater than or equal to 1.67 unless otherwise specified by a product line designation.

5. Corrective and Preventive Action

5.1 Introduction

Suppliers are responsible for providing defect-free product and services; meaning accountability for quality, reliability and conformance. If quality issues occur, the supplier is required to determine the root cause and corrective action to resolve the issue and to ensure no recurrence. ACT Limited reserves the right to recover justified expenses from suppliers for performance failures related to quality and delivery issues.

5.2 Non-conformance and Supplier Response

Supplier must take immediate action upon receipt of a "Non Conformance report" including direct contact with the stated ACT Quality representative. **The Supplier must acknowledge receipt of a NCR and provide an initial response, (containment of issue) within 24 business hours**.

As a minimum, the following activities must be initiated when initially responding to the Corrective and Preventive Action Request:

- Identify and initiate a short-term containment plan to prevent additional non-conformance at ACT Limited. This may include the inventory at ACT Limited facilities, in the distribution system, at the supplier and in supplier production.
- Identify a short-term Corrective Action Plan with timing to replace non-conforming material with certified material.
- The containment actions, short-term corrective actions and date implemented must be documented in writing by the supplier and communicated as prescribed in the Corrective and Preventive Action Request.

Following the initial containment the Supplier must send a formal response to an "NCR" within 10 business days. The response must include or document:

- Appropriate analysis and description of the "Problem Statement".
- Definition and verification of the non-conformance root cause including supporting data and/or study result.
- Verification of permanent corrective action including supporting data, implementation dates.
- Any updates to the corrective action plan, such as completion dates, must be communicated to ACT Limited.

6. Supplier Deviation Request

6.1 Issues Requiring a Deviation

The supplier shall notify ACT Limited in writing, as soon as they become aware of any facts suggesting the product shipped does not conform to design requirements. In addition, the supplier shall also notify in writing, prior to any change in process or tool modification.

6.2 Request for Deviation

The supplier may submit a Deviation Request to the Quality and / or Sourcing Department for product not conforming to design requirements. The Quality and / or Sourcing Department will process the request in order to ensure that form, fit, function or durability is not affected. The request must be approved prior to the shipment of discrepant material. All deviated product must be clearly identified. If the deviation is not approved, the supplier may not release the product. Unapproved product will be rejected.

The supplier shall perform a root cause analysis and develop a corrective and preventive action plan as it relates to the deviation request.

As a minimum, the following information must be included as part of the deviation request:

a. Part Number and Description
b. Engineering Drawing Number
c. Deviation Quantity or Expiration Date
d. Reason or Cause for Deviation
e. Corrective and Preventive Action Plan (including effective implementation dates)
f. Method of Identification (for affected product / parts)

7. Supplier Rating and Monitoring

7.1 Supplier Performance Metrics

The criteria for performance will include the following elements:

- On time delivery goal – 100% on time for all standard orders.
- Quality performance (PPM) during a rolling 12 month period.
- Concern management - Number of quality concerns (NCR) raised and open.
- Third Party certification – ISO9001 / IATF16949

A Supplier Scorecard shall be maintained by ACT Limited Quality Department recording the monthly performance metrics, an annual report that defines how each supplier is performing is available on request.

7.2 On-site Assessments

Suppliers and their sub-tier suppliers may be audited as part of ACT Limited Supplier Monitoring Program to investigate issues or scores of less than acceptable limits. ACT Limited reserves the right to perform periodic on-site appraisals of the supplier's facility, quality systems, records, and product ready for shipment. The supplier's personnel, gauging, and testing facilities shall be made available as required.

7.3 Annual Layout Inspection

Suppliers are required to conduct an annual layout inspection for all parts supplied to ACT Limited and to retain a copy of the results which may be requested by the ACT Limited Quality Department; the inspection shall, as a minimum, consider all dimensions shown on the product drawing.

8. Supplier Development

8.1 Continuous Improvement

Suppliers are expected to demonstrate a commitment to continuous improvement in products and processes provided to ACT Limited. Objective evidence of "self-development" may be requested. Quality system emphasis is placed on preventing non-conformity rather than detecting non-conformity.

ACT Limited encourages suppliers to implement business systems eliminating non-value added activity, mistake-proofing and cost reduction / avoidance. Cost reduction must be an integral part of the long-term success of ACT Limited and its suppliers in order to remain competitive and strong in the marketplace. Suppliers are expected to develop or maintain the ability to offer cost avoidance / reductions through effectively implementing internal quality improvement programs and value analysis techniques.

Supplier development also entails a proactive approach to encourage and / or to assist suppliers in successful deployment of continuous improvement efforts ranging from simply providing feedback (opportunities for improvement) to launch and execution of complex joint projects. Opportunities for development can be identified to include, but not limited to, technical issue resolution, product development, training in quality methodology / tools (e.g. Six Sigma or Core Tools), materials and logistics, contingency planning, lean manufacturing, etc.

9. Change Control and Request

9.1 Change Requirements

The assigned ACT Limited Quality representative will receive all requests for changes to product, tooling, production processes or services and requests for deviation originating with a supplier.

The request must be initiated utilizing a change request form with supporting / justification information to accompany the request. This should include information on costs, impact on form, fit and function, reliability and functional test data, field testing (when appropriate), part, process and product capability studies, and other documentation as deemed necessary after discussions between the supplier and ACT Limited.

A "Level 3" PPAP (unless otherwise specified); including samples of the product, materials or services will need to be submitted to verify compliance.

No change to tooling, product, services or processes will be made by the supplier without prior notification and / or approval of ACT Limited. If warranted, ACT Limited will facilitate a deviation to permit continued production for the length of time needed for the supplier to complete the change.

The cost of any unauthorized change by the supplier is not limited only to the repair or replacement of the product or service, but may include sharing of post-production costs and damages. The supplier may also be responsible for additional costs resulting from the disruption of production and / or services at ACT Limited; including but not limited to additional inspection, re-work and re-manufacturing costs.

When a Supplier initiated change affects a material, product or service requiring compliance to national or International standards and codes, it is the responsibility of the supplier to submit documentation verifying that the changed product or material satisfies such codes and standards.

10. Product Acceptance

10.1 Minimum Requirements and Penalties

Product supplied to ACT Limited may be subject to inspection and verification at receipt to assure compliance with technical and administrative requirements. All goods must have a certificate of conformity in order to be accepted, failure to supply this information may lead to the penalties below being applied.

ACT Limited reserves the right to perform source inspection or to request third-party inspection at the supplier's facility. The supplier will be held accountable for these costs.

Suppliers who send material not meeting expectations will be responsible for the costs involved in sorting, repairing, reworking and replacing this product or material. The supplier will be responsible for providing these services with their own or third party resources. All cost associated for any of these activities performed or coordinated by ACT Limited personnel will be passed down to the supplier accordingly at a rate of £25.00 per person per hour.

Where material or product is found to be discrepant at receipt or upon subsequent use, even if no rework, repair or replacement is necessary, the supplier is expected to develop and implement corrective actions to address the issue. Time lines for completion of these actions will be based on the extent and impact of the discrepancy as assigned by the ACT Limited Quality department. An Administration fee of £50 may be applied for non conformance, for repeat concerns this fee will increase to £150 with the potential of being removed from the "approved supplier list".

Suppliers are responsible for maintaining documentation showing inspection and / or testing of any in-process, final or lot sample testing and inspection for material and product provided. These documents must be available for review upon request. The preferred language is English, unless otherwise specified. This documentation must be maintained for a minimum of two years from the shipment of material.

10.2 Identification and Traceability

For sub-contract processes, the supplier shall identify the ACT Limited batch number on their internal works order or have a method for linking the ACT Limited batch number to their own internal traceable number. Sub-contract suppliers shall always reference the ACT Limited batch number on their release paperwork back to ACT Limited.

All items being delivered into ACT Limited shall be marked with either permanent markings in line with drawing requirements, or labelled, such that ACT Limited can match the batch traceable details on the supplier CofC to the received parts during the goods in process.

10.3 Customer Property

The supplier shall take care with ACT Limited supplied property and shall assume responsibility for any loss, damage or destruction while it is under the suppliers control or being used by the supplier.

Any materials free issued to a supplier for furtherance of an ACT Limited order shall only be utilized on ACT Limited product. Suppliers shall maintain traceable records of all free issued items for potential future audit by ACT Limited. The supplier must maintain identity of all surplus material and tooling for return to the purchaser at the end of the contract unless otherwise directed by the purchaser.

Suppliers shall have a process in place to monitor the condition of ACT Limited supplied tooling / equipment on a regular basis to ensure that items remain in a serviceable condition. If a tool is worn or damaged then ACT Limited shall be contacted to determine corrective actions to be taken. The supplier is responsible for the routine calibration of this ACT Limited supplied tooling / equipment in line with the supplier's calibration system requirements.

10.4 Preservation of Product

Suppliers shall have a process to eliminate Foreign Object Debris (FOD) from their products, and from their deliveries in to ACT Limited.

Any materials being shipped to ACT Limited that have a shelf life shall have the shelf life clearly labelled on the incoming goods and on the incoming paperwork so that ACT Limited can identify the shelf life window. Goods shall not be supplied with a shelf life lower than 6 months without prior approval from ACT Limited.

Parts being supplied to ACT Limited shall be packaged sufficiently to avoid any damage during transit. All bare metal components being shipped to ACT Limited shall be suitably protected from corrosion through the use of temporary protection methods applicable to the contract as defined on the Purchase Order.

10.5 Supplier documentation requirements

Suppliers are requested to provide a Certificate of Conformance (CofC) with delivery of goods in to ACT Limited. This CofC shall contain the following information:

- Part number as per ACT Limited purchase order
- Part issue number
- Part Description
- Quantity of parts
- Supplier Address
- ACT Limited purchase order number
- Batch or serial number of delivered product
- Copy of manufacturers certificates for standard parts
- Signature from an approved signatory of the supplier
- Details of any applicable concessions, along with a copy of the relevant approved concession paperwork.

- Details of any special processes if applicable.

11. Packaging, Labeling and Handling

All packaging, labeling and handling requirements will be specified and included as part of the contract and / or purchase order.

1. Delivery Note, minimum requirements include:
   a. ACT Limited Part Number
   b. Part and Product Description
   c. Quantity (ordered and shipped, if different)
   d. Number of cartons, containers, etc., including quantity in each
   e. ACT Limited PO Number
   f. Any other as previously agreed to
   g. Delivery note to be accompanied by certificate of conformity.

2. Invoice minimum requirements include:
   a. Invoice Date and Number
   b. Ship To Information
   c. PO Number
   d. Material Number
   e. Part and Product Description
   f. Invoice Quantity and Amount

12. Health, Safety & Environmental Protection

ACT Limited promotes strong relationships with its suppliers and the supply chain to minimize Health, Safety and Environmental (HS&E) risks and impacts and prevent business interruption and damage to our reputation. These relationships should also be used to reduce total costs by carefully considering all costs, direct and indirect, associated with the acquisition of goods and services.

HS&E performance shall be included in the criteria for the selection and continued use of suppliers and must be assessed as part of the Supplier Quality Assurance (SQA) process. HS&E requirements should be considered similar to any other specification and supplier's conformance to them documented accordingly. ACT Limited HSE criteria are based on the following:-

1. Customer Requirements – ELV / IMDS Compliance - Suppliers with chronic non-performance may be nominated for placement on bid suspension and / or new business hold.
2. International Standards - ISO 14001 Certification – Highly recommended & expected but not mandatory.

12.1 Environmental Policy Statement

ACT Limited are committed to complying with accepted environmental practices, including the commitment to meet or exceed applicable legal and other requirements, to strive for continual improvement in our environmental management system, and to prevent the creation of wastes and pollution. We will, therefore manage our processes, our materials and our people in order to reduce

the environmental impacts associated with our work.

Our Environmental policy provides the framework for setting and reviewing environmental objectives and targets. Our environmental policy is documented, implemented, maintained and communicated to all employees.

This policy is communicated to all persons working on behalf of ACT Limited and is available to the public via the ACT website.

12.2 Environmental Guidelines

Many automakers and suppliers, including ACT Limited, are convinced that the future and permanent protection of our environment, land, water and air can only be achieved through the joint efforts of industry, government and society. Top priority will be to strive for continuous improvement in environmental performance. This will be accomplished through the development of new products, processes and working methods that further enhance our environmental performance. We strive for economical use of raw materials, energy, water and other goods; and will fully consider the life cycle of our products through production, use and disposal. The environmental impact of our products during manufacturing includes both manufacturing at ACT Limited and that of our suppliers. This means that both, we and our suppliers, must perform activities such that the impact of those activities on the environment is reduced to a minimum. We, therefore expect from our suppliers an active engagement in environmental concerns and the establishment and adherence to environmental management as per ISO 14001 or other equivalent standard. This does not release the supplier from complying with all relevant national and international regulations. Certification to ISO14001 is strongly recommended.

The techniques and methods below are those that we believe to constitute the prerequisite to reach the above-mentioned environmental targets:

- Written guidelines regarding the environmental performance
- Regular review of production, maintenance, supply and disposal processes and products to determine their environmental impact
- An emergency plan.
- Definition of targets to improve environmental protection and documentation of their fulfilment which includes:
  - Safeguarding of resources (raw materials, energy, water)
  - Prevention and reduction of environmental pollution
  - Minimization of waste and rejects
  - Reduction of expendable packaging
  - Compliance with all automotive regulations regarding materials and substances
  - Have a recycling concept/program

12.3 Registration, Evaluation, Authorisation and Restriction of Chemicals

The European Regulation concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) entered into force in June 2007. Suppliers shall comply with all applicable REACH requirements that affect the products that they supply to ACT Limited. ACT Limited expects that

suppliers will have a dialogue with their own supply chain and with ACT Limited regarding all applicable aspects of REACH.

Suppliers are responsible for securing REACH authorizations for continued use of any materials or preparations containing REACH Annex XIV listed substances and to ensure that ACT Limited "use activity" is contained in the authorization. Other than certain specific exemptions, continued use of Annex XIV substances after the chemical's sunset date requires that an authorization for that use be granted by the European Chemicals Agency (ECHA). Authorizations under REACH are granted to individual manufacturers, importers and downstream users for specific use activities.

In particular, suppliers located outside the EU/EEA and export products (parts or materials) to ACT Limited within the EU/EEA shall nominate an EU "only representative" to undertake any applicable REACH importer obligations.

12.4 Product Regulatory Compliance & Standard for Control of Prohibited & Restricted Substances

Suppliers in all regions shall ensure that all components and materials supplied to ACT Limited comply with legal requirements.

12.5 International Material Data System (IMDS) Reporting & Verification

To ensure compliance with the various legal and customer requirements, ACT Limited requires its suppliers to report material and substance information for all types of purchased materials, components or items supplied to ACT Limited. All substances and / or materials shall be reported to ACT Limited using the International Material Data System (IMDS) (www.mdsystem.com). ACT Limited IMDS registration number is 38002.

Suppliers shall submit the required IMDS to ACT Limited as soon as possible upon award of new business, but in any case prior to the PPAP submission. The supplier IMDS information shall be subject to ACT Limited review and approval. Once approved by ACT Limited, the supplier of the material or component shall indicate such approval in the PPAP documentation supplied to ACT Limited.

12.6 Materials Management Operations Guideline (MMOG)

If specifically requested by ACT Limited in the contract then the supplier must agree to implement MMOG.

12.7 Material Safety Data Sheet (MSDS)

To ensure compliance to Legal, Government or Environmental requirements, each supplier shall provide a Material Safety Data Sheet for each component supplied to ACT, whether in a single component form or part of an assembly (sub-assembly). Material or substances that are restricted

may not be used without express written approval from ACT who shall consult with individual customers. Any material or substance that is prohibited, shall not be used and must not be supplied to ACT. Any deviation from this clause will result in the immediate suspension of supply, and the supplier shall be responsible for any costs incurred as a result of non compliance.

Appendix A

Supplier Quality Manual Acknowledgement Form

ACT

Supplier Acknowledgement

Dear Supplier,

ACT has developed this Supplier Quality Manual in an effort to communicate, clarify and document our requirements to all current and future suppliers.

It is requested that Supplier representatives sign and date this acknowledgement and return it to the ACT Quality Systems Manager using the following:

email: diana.mcinerney@applied-components.com

We, the undersigned, hereby acknowledge the receipt of the ACT Supplier Quality Manual, Revision _____, and confirm that the content has been considered and shall apply to products or services supplied to ACT.

SUPPLIER INFORMATION

Name: _____

Address: _____

_____

_____

Signature:

_____

Print Signature Title Date

Appendix B

PPAP Requirements Information and Forms

A. PPAP Requirements, brief explanation:

1. Design Records

A copy of ACT Limited drawing for the submitted part must be included with submission when requested.

2. Engineering Change Documents

In case of design and / or drawing changes the Engineering Change Notice (ECN) shall be submitted. In case of change in process at supplier (not affecting design or drawing) and PPAP required by ACT Limited a Change Notice (ECN) shall be submitted.

3. Customer Engineering Approval, if required

In cases when design change or drawing change has been made pertaining to the supplier's proposed change, Signed Engineering Change Request from ACT Limited will be enclosed.

4. Design FMEA

Design FMEA is required if the supplier is responsible for design. Refer to latest edition of AIAG Potential Failure Mode and Effect Analysis reference manual.

5. Process Flow Diagrams

Flow chart describing the production process for the part (including Goods receipt)

6. Process FMEA

Refer to the latest edition of AIAG Potential Failure Mode and Effect Analysis reference manual.

7. Control Plan

The Control Plan should describe as a minimum, the operation steps, classified requirements, tolerances, measurement technique, sample size and frequency, records and reaction plan when nonconformity occurs.

8. Measurement System Analysis (MSA)

A measurement system analysis must be performed to understand how measurement error is affecting the measured values. To be done for the measuring, gauging or test equipment, used to produce the Process Capability Studies. Refer to the latest edition of

AIAG Measurement System Analysis (MSA) manual.

9. Dimensional Results

Dimensional inspection must be done for all parts and product materials (see sample products" below) with dimensional requirements to determine conformance with all design records specifications. It is the supplier's responsibility to provide dimensional measurement results. If a third party inspection service has been used, this must be stated on the results sheet. Any compensation for costs using external services will not be

accepted by ACT Limited if this was not included in the quote. A full report is required for minimum of 5 pieces.

10. **Material, Performance Test Result**
    All performance, durability and material test specified on drawings or technical requirements must be performed and recorded by the supplier if not otherwise agreed upon with ACT Limited. This clause includes results from material analysis documented in a material certificate.

11. **Initial Process Study (capability study, Cpk)**
    Process capability studies must be carried out on the classified requirements specified in ACT Limited drawings as well as on the critical process parameters identified by the supplier's process FMEA. Special processes, which cannot be verified by means of control and testing afterwards, should be tested, documented and controlled in order to guarantee that the specifications are fulfilled. ACT Limited requires the supplier to report the Cp and Cpk results for the initial process study approval of process. If the obtained Cpk is less than recommended limits, a 100% inspection of parts is required. Refer to the latest edition of AIAG Statistical Process Control (SPC) manual.

12. **Qualified Laboratory Documentation**
    Laboratory scope is a quality record containing:

    The specified tests, evaluations and calibrations a supplier laboratory has the ability and competency to perform

    - A list of the equipment which it uses to perform the above
    - A list of the methods and standards to which it performs the above

13. **Appearance Approval Report**
    Applies only to parts with appearance requirements stated in the drawing.

14. **Sample Products**
    The supplier is to provide production level parts as requested on the order. Parts must be manufactured according to the methods and with the equipment intended for future serial production. Parts must be from a production run unless otherwise agreed upon with ACT Limited. A Master Sample is the sample that is to be retained at the supplier for referral.

15. **Master Sample**
    The supplier should save parts as reference sample parts from the initial sample submission.

16. **Checking Aids**
    Description and verifying document covering the measuring devices or measuring units to be used for verifying purposes.

17. **Records of Compliance of Customer Specific Requirements**
    Documentation of compliance of customer specific requirements including IMDS.

18. **Part Submission Warrant**
    The Part Submission Warrant (PSW) form shall correspond with AIAG PPAP-manual model and be signed by ACT Limited before production and deliveries to ACT Limited take place. The PSW form will be submitted together with supporting documents.

REVISION HISTORY SHEET

Revision Date	Revision Level	Reason for Revision	Author and Date
Apr 2015	A	Original Issue	DP 23/04/2015
Jul 2015	B	IMDS code change – section 12.5 Rectify typing error in Non-Disclosure Agreement	DP 17/07/2015
Jan 2016	C	Statement added to section 7.2 regarding on-site regulatory body visits	DP 11/01/16
Jun 2016	D	Section 12.7 added - Requirements for Material Safety Data Sheet	DP 16/06/16
May 2017	E	Supplier Approval Process changed to include clarified requirements	DP 02/05/17
May 2018	F	Title changes to Supplier Quality Manual Updated to refer to IATF16949 where applicable References to required forms removed Non-disclosure Agreement forms removed General updates throughout the document	DP 23/05/18
October 2019	G	Change of e mail address to return signed copy	DM 22/10/19
October 2020	H	Removed design and Aerospace references	DM 04/11/2020