

Sapa Profiles Kft.	PROCESSING AND COOPERATING PARTNERS	sapa:
Version number: 3		SUPPLIER GUIDE ANNEX 1
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1. SUPPLIER APPROVAL PROCESS

Before ordering the prototype it is Sapa Profiles Kft's responsibility to make known its expectations applicable to suppliers, along with its requirements in relation to the specific product, regarding documentation and supply.

At Sapa Profiles Kft. it is the Project Manager's responsibility to select and validate the suitable suppliers of integrated parts.

Suppliers are generally required to submit quality planning documents as per PPAP 4 or VDA 1; however, Sapa Profiles Kft. reserves the right to deviate from this.

PSW documents have to meet the PPAP or VDA levels required by Sapa Profiles Kft.

PSWs shall be signed by the Project Manager.

1.1. SUPPLIER MATERIAL SPECIFICATION; REQUIREMENTS AND DOCUMENTS TO BE SENT TO THE SUPPLIER

Quality specification of the base and auxiliary materials that will be used for the product and have a significant effect on the quality of the product; provision of the technical specifications.

Technical specifications shall include, as a minimum:

- Specification of the ordered material;
- References to the manufacturing and/or acceptance standards;
- Method of certification of product quality upon delivery;
- Product drawing / 3D models;
- Specifications, standards, requirements;
- Critical product characteristics;
- PPAP, VDA levels, requirements
- Measuring points, Cpk requirements;
- Packaging drawing.

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1.2. SAFETY CRITICAL PARTS

Special requirements like the special tracking of safety critical parts shall only apply upon express request from Sapa Profiles Kft.

1.3. RELIABILITY AUDIT

To be completed in accordance with the agreement between Sapa Profiles Kft. and the supplier.

1.4. FIRST SAMPLES APPROVAL PROCESS

First samples (samples from sample production / test production) are workpieces in compliance with the specification and manufactured under conditions identical to those to be used during series production.

The first samples shall be sent to Sapa Profiles Kft. as per the schedule, together with the required documents in accordance with PPAP or VDA. It is required that the PSW or PPF be sent in all cases, and the level indicated thereon shall be identical with the PPAP or VDA level required by the customer.

The report shall cover all the characteristics indicated on the drawings and in the requirements.

No series production can be initiated without the approval of the first samples by Sapa Profiles Kft.

First samples shall be sent to Sapa Profiles Kft. in the following cases:

- * New / or modified parts are ordered;
- * New production procedures are deployed;
- * New dies, production equipment are put in use;
- * The base material is changed;
- * The production process is changed;
- * Dies are changed;
- * Production is suspended for more than a year.

This shall apply even if Sapa Profiles Kft. does not order any samples.

The first sample shall be sent separately and equipped with a conspicuous "First sample" label at all times. The documents received with the specific PPAP package are retained by Sapa Profiles Kft. at least as long as it uses the parts for production.

Sapa Profiles Kft's Project Manager shall be responsible for validating the suitable suppliers of integrated parts. Supplier PSWs/PPF documents shall be signed by the Project Manager.