ACCURATE
MACHINE AND TOOL

Accurate Machine and Tool
SUPPLIER GUIDELINES
Revision 06

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Accurate Machine and Tool Supplier Guidelines

INTRODUCTION

Accurate Machine and Tool's goal is to develop a Suppliers Partnership and maintain a fair enterprise relationship. As a supplier partner these guidelines are provided as an opportunity to best understand the working relationship.

"Forever Requirements"

The foundation of a good relationship with our supply base is premised on open, effective and proactive communication. The occurrence of non-conforming product, unauthorized changes or related supply, or capability issues, present risk to both Accurate and to our Customer when not communicated and managed effectively. This risk also increases when these occurrences happen at your suppliers or sub-contractors.

Our "Forever Requirements" are as follows:

Proactively communicate with Accurate. Know when to raise the "red flag".
Notify Accurate of proposed material or process changes. (PPAP)
Notify Accurate of proposed manufacturing location changes. (PPAP)
Notify Accurate of potential quality, delivery / supply and / or capability issues.

Your Responsibility:

The intent of these requirements is to eliminate surprises and special cause events that can impact Accurate's Customers. These requirements include ALL suppliers and sub-contractors included as part of the process of manufacturing our components, and it is expected that you will manage your entire supply base with these principles.

SUPPLIER PARTNERSHIP QUALITY ASSURANCE PHILOSOPHY

Accurate requires a commitment from you to assist us in meeting our goal of continuously improving Customer Satisfaction by striving for World Class Performance.

Accurate in turn will seek to establish a long-term relationship with you in a joint effort to remain competitive in the global economy.

Accurate will remain loyal to our suppliers who are committed to working with us to find solutions to our Customers' needs and who meet quality, cost and total service requirements.

- 100% On – Time Delivery is a requirement.
- Zero-Defects
- Just – In – Time (JIT)
- Timely and Effective Responsiveness (Quality of Service)

Quality Management System

We expect our suppliers to promote a philosophy of continuous improvement, risk-based thinking as outlined in IATF 16949 and to develop, monitor and maintain the following.

- Registered Quality System; ISO-9001 as a minimum effective Jan 2019
- IATF 16949 third party registration effective 2025
- Designated high risk suppliers, suppliers with the status will be denoted on their scorecard.
    - High risk supplier are designated based upon commodity and historical quality performance,
    - Designated high risk supplier's conformance to IATF 16949 by Jan 2020 is required, by an internal audit with verification of competent auditor (s) or second party audit.
- Core competencies at outlined in the AIAG publications which may be obtained from the Automotive Industrial Action Group at (248) 358-3003 or online at www.aiag.org
- Participation in continuous / cost saving programs.
- Confidentiality of products, processes, technologies utilized including those of our Customer and their products, processes and technologies.

Note: for non-automotive suppliers these are intended goals and may be waived.

Environmental Management System

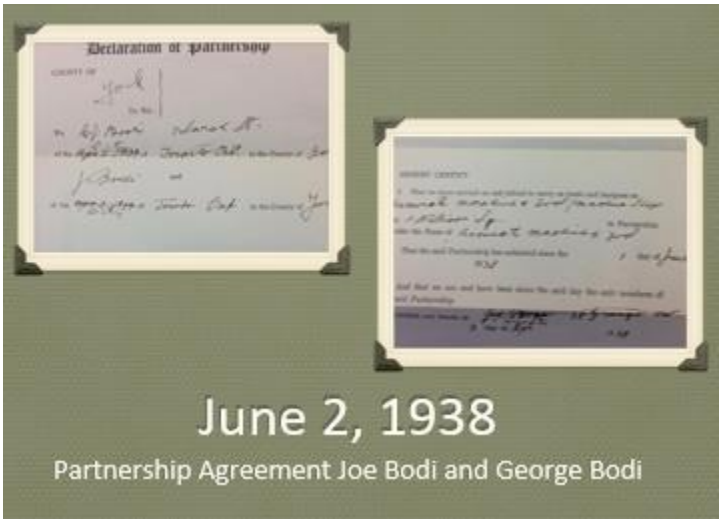
- Accurate strongly encourages third party certification to ISO-14001
- At minimum our supply partners are required to participate in environmental compliance obligations and projects to reduce harmful impacts on our environment.

SUPPLIER RECOGNITION FOR EXCELLENCE IN PERFORMANCE:

Accurate annually will award suppliers who have successfully met our targets for quality, delivery and service. At minimum a certificate of achievement will be provided, and the supplier's company name displayed prominently at Accurate.

COMPANY BACKGROUND

Accurate Machine & Tool Ltd. was founded in Toronto in 1938 by Joseph Bodi and his son George Bodi. The business continues to be run by their family.



FACILITIES

- Corporate office and manufacturing site: 1844 Wilson Ave, Toronto Ontario, M9M 1A1
- Manufacturing site: 987 Grand Rapids Street, Middleville Mi, 49333

Accurate Machine and Tool Supplier Guidelines

OBJECTIVE

Our goal is to supply product and services, which meet and / or exceed the needs of our Customers.
Our products reflect quality workmanship in which design, development, manufacturing, tested performance and Customer service are of the utmost importance.

VISITING OUR FACILITIES

Suppliers must make an appointment in advance and be accompanied by an Accurate representative at all times.
You will be required to sign in by completing a log for your traceability safety location.

SUPPLIER SAFETY REQUIREMENTS WHEN VISITING ACCURATE

To ensure the safety of our supplier representatives ensure the following personnel protection equipment (PPE) at all times;

- Safety glasses
- Safety footwear
- Hearing protection
- Visitors Pass

Any other potential requirements will be addressed for your safety.

Environmental Management System:

- Contractors performing work are required to complete a checklist to ensure conformance to our environmental initiatives.

Accurate's Supplier Guidelines Accessed on Our Website

The guidelines can be accessed http://accuratemachineandtool.com

It is the supplier's responsibility to review and follow the guidelines. If there are any exceptions or clarifications required, address in writing to Accurate's purchasing and quality. Please ensure you as a supplier have a documented agreement from Accurate to acknowledge any and all exceptions.

Notice of revision (s) to the guidelines will be provided and suppliers are assumed to have acknowledged and confirmed conformance unless otherwise addressed in writing by the supplier to Accurate's purchasing and quality. Please ensure you as a supplier have a documented agreement from Accurate to acknowledge any and all exceptions.

1.0 Selection and Assessment of Suppliers

1.1.1 To ensure competitive bidding, a **Request for Quotation (RFQ)** will be issued for goods and services not previously supplied to Accurate.

1.1.2 A **Supplier Profile** will be sent for completion to all Accurate's suppliers. This information is important when reviewing any possible new business and for communication purposes. This form must be completed as required.

1.1.3 Accurate's goal is to purchase goods and services from suppliers who are certified to the latest ISO 9001 / IATF 16949 standards.

1.1.4 Accurate reserves the right to review and assess a supplier's Quality Management System (QMS,) financial, operational, environmental and Health & Safety systems.

1.1.5 Suppliers / Sub-suppliers providing heat treated product and heat-treating services must be in compliance with CQI-9 "Special Process: Heat Treat System Assessment"

For all FORD programs - W-HTX survey less than one year old (Ford Specific Heat Treat Assessment).

PPAP submission for heat treat must be from a full batch or load at minimum. The default PPAP quantity of 300 is not adequate for heat treat parts.

1.1.6 **Steel Service Supplier cannot reclassify material grade, up or down regardless if mechanical properties and chemistry meet another grade.**

NOTE 1: if yield strength for SAE J2340 exceeds 800 MPa Customer approval required and Third Party verification of micro structure, mechanical properties and chemistry is required.

NOTE 2: SAE J2340 requires presence of calcium (Ca).

1. Records must be kept and made available to Accurate upon request. The records must specify at a minimum;

1. Supplier (i.e. – mill of origin),
2. Chemistry, mechanical properties, galvanized thickness or other as applicable to material engineering standard
3. Date of material receipt,
4. Coil / bar bundle lot number,
5. Coil # (if available),
6. Date & time of material usage,
7. Part number of the component being manufactured and,
8. The component lot number.

Material, steel, aluminum, brass, copper or other must be traceable back to the mill origin. Service center's must include with the shipment on their material certification the mill source**.**

Do not purchase material from the open market without a known mill source,
Accurate does not accept this practice, material will be rejected at receiving inspection.

1.1.7 Suppliers / Sub-suppliers providing plated parts must be in compliance with CQI-11 "Special Process: Plating System Assessment". Plating processes shall be assessed annually. Assessments must also be conducted following any plating process/ equipment changes. Corrective actions for each "Not Satisfactory" and "Needs Immediate Action" item must be addressed within timelines stated on the documents. . **(See copies of AIAG CQI & Customer Specifics)**

1.1.8 Suppliers / Sub-suppliers providing coated parts must be in compliance with CQI-12 "Special Process: Coating System Assessment". Coating processes shall be assessed annually. Assessments must also be conducted following any plating process/ equipment changes. Corrective actions for each "Not Satisfactory" and "Needs Immediate Action" item must be addressed within timelines stated on the documents**. (See copies of AIAG CQI & Customer Specifics)**

1.1.9 Suppliers / Sub-suppliers providing welded parts must be in compliance with CQI-15 "Special Process: Welding System Assessment". Welding processes shall be assessed annually. Assessments must also be conducted following any welding process / equipment changes. Corrective actions for each "Not Satisfactory" and "Needs Immediate Action" item must be addressed within timelines stated on the documents**. (See copies of AIAG CQI & Customer Specifics)**

1.1.10- Note: 0ther CQI requirements may apply as well, see AIAG listing

1.2 Supplier Status

1.2.1 Suppliers to Accurate are designated and monitored into status categories; Green, Yellow or Red.

1.2.2 Suppliers are informed of their status, or change in status, through the issuance of their 'Supplier Performance Report' or in response to a sudden change in performance, directly through the Supplier Quality representative or another authorized representative of Accurate.

1.2.3 New suppliers are required to implement internal containment on all new products shipped to Accurate for 30-days or until zero-defects have been achieved for 30 consecutive working days as reported by internal metrics and by Accurate. This process is also known as launch containment and GP-12.

1.2.4 Suppliers will develop inspection plans (attributes derived from the control plans) and keep metrics (normally I-charts or Paynter charts) demonstrating zero-defects have been achieved for all characteristics. These charts must be submitted upon request to Accurate.

1.2.5 Where any nonconformance is identified by Accurate during the containment period, suppliers will be contacted to initiate containment and provide corrective and preventive actions. New suppliers will be required to extend the certification period on the affected part(s) until such a time that a 30-day zero-defect period of time is achieved following the corrective action implementation

1.2.6 New suppliers who do not meet the initial 30-day zero-defect containment period will be charged for any actual costs associated with nonconformance and ongoing incoming inspection.

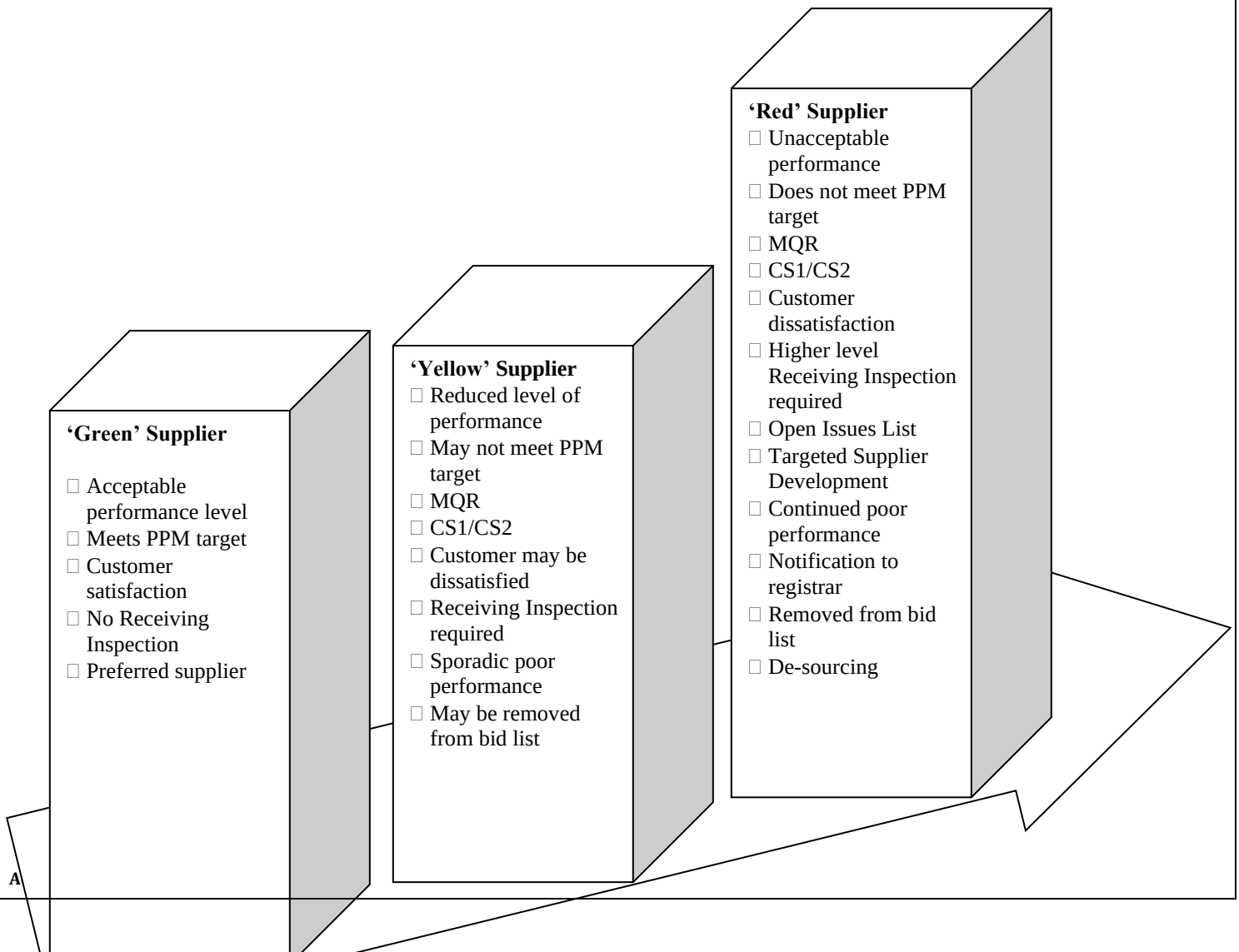
1.2.7 For existing 'Yellow' suppliers - open corrective action status, affected parts received will be subject to incoming inspection process until a history is established (normally 30-days) demonstrating conformance to all requirements.

1.2.8 Suppliers become 'Green' by demonstrating 0-defects within 30-days as a result of implementing and maintaining quality systems that consistently produce product that meets Accurate's requirements that incoming Inspection is redundant.

In response to continued negative performance, spills and dissatisfaction by Accurate or our Customers, suppliers may be designated as 'Red'. This status requires the attendance of the supplier at Accurate for a presentation of containment, corrective and preventive actions aimed at eliminating the causes and potential for specific nonconformance's. This meeting is the MQR or Management Quality Review process which will be discussed further on in this manual.

1.2.9 Suppliers designated as 'Red' may have parts which will be on Level 1 (containment at the suppliers site) and/ or third party containment Level 2 (a third party) and/ or PPM exceeding Accurate supplier development strategic goals and targets. Suppliers are required to develop, maintain and execute an open issues list, update it and submit it to Accurate monthly or as requested by Accurate quality dept.

1.2.10 The continued inability of the supplier to contain defects and manage their defect elimination open issues list, may be issued increasing levels of containment, or be de-sourced.



2.0 Performance Monitoring

Supplier scorecards will be issued with PPM, quality and delivery performance. The scorecard will indicate if a corrective action plan is required and timeline for response. Corrective action requested will be systemic in nature.

2.1 Supplier Development Methods

2.1.1 Systemic and corrective action plans / Open Issues List and or Management Quality Review (MQR) which have been requested by Accurate will be used to assist in developing supplier's procedures and systems in meeting Accurate and its Customer's requirements

2.1.2 Accurate will potentially call a MQR (Management Quality Review) with our suppliers any time their supplied product contains a defect which impacts our Customer. This will ensure that supplier management is aware of the nature of the issue and is involved in the corrective action process. The MQR will be held either at our facility in or by a conference call, with a minimum participation of the Quality and Manufacturing / General Manager of the supplier's organization. A MQR notice will be sent in advance by Email. This MQR notice must be acknowledged and returned. Suppliers must submit and / or bring sufficient copies of reports detailing containment, root cause analysis and corrective / preventative action plans.

2.1.3 An MQR is requested if a supplier has a trend of poor performance, has not met dates on previously requested action plans / quality concerns or nature of concerns are judged to have a significant impact on cost, delivery or quality to Accurate or its Customers.

2.1.4 Corrective and Preventive actions will be requested by Accurate as deemed necessary to ensure that the nonconformance, or any potential nonconformance are identified and controlled. Accurate may appoint a Quality Engineer to regularly monitor the supplier's performance including as necessary;

- Request on-site visits by supplier's management to Accurate, 'Management Quality Review' (MQR)
- Issuance of containment levels
- Visits by Accurate and / or other authorized personnel to the suppliers site
- Visits by Accurate's Customer representatives to the suppliers site
- Presentation of data, action plans and / or related documentation supporting control and prevention of reported nonconformities.
- Submission of debit memos to recover costs.
- In assisting suppliers with their efforts, specialized development / improvement training modules are available from Accurate. These are available from your Quality Engineer.

    - Fast Response
    - Corrective Action
    - Product & Layered Process Audits (LPA)
    - Systemic Actions

3.0 Document Control

3.1.0 All new or revised drawings concerned with the supply of product or services to Accurate will be forwarded electronically to suppliers. Responsible personnel within the supplier's organization will ensure that this documentation is receipt acknowledged to Accurate, reviewed, approved, communicated and controlled.

3.1 Control of Specifications

3.1.1 Specifications noted on drawings and /or sketches supplied by Accurate, subsequent specifications referred to within the body of those specifications shall be obtained by suppliers directly from the controlling authorities (i.e.: ASTM, SAE, etc.)

3.1.2 All suppliers / subcontractors must have a documented system in place for obtaining all required specifications. System shall address annual verification procedure by suppliers to controlling authorities.

4.1 Labeling and Packaging Requirements

4.1.1 Labeling plays a key role in ensuring Accurate meets our Customers' requirements on-time for product launch, manufacture and delivery.

4.1.2 All suppliers providing goods to Accurate which are considered to be controlled under W.H.M.I.S. (Workplace Hazardous Material Information Systems) must be familiar with and comply with all such regulations for labeling, packaging, and shipping. Material Safety Data Sheets (M.S.D.S.) must be forwarded prior to any initial shipment from all suppliers.

4.1.3 All cartons and totes must not exceed thirty-five (35) pounds total maximum weight (carton/tote and parts).

4.1.4 It is the responsibility of the supplier to ensure all shipping containers, dunnage and pallets have sufficient strength to withstand in transit and in-house handling.

4.1.5.1 Accurate prefers to have one-part number per skid. When necessary, one package per shipment per week containing different products may be packed on the same pallet, providing the load is identified with a mixed load label (all parts with quantity must be listed on this label) on a minimum of two sides. Parts must be organized and grouped on the pallet.

4.1.5.2 Lots cannot be mixed without Accurate approval.

4.1.5.3 Cavities for stamping and fine blank parts should not be mixed in same container without written approval.

4.1.6 Accurate is working towards for future reference suppliers to purchase and maintain their own returnable (plastic totes, skids and lids.) Returnable containers should be managed to ensure a sufficient quantity to meet reasonable increases in product demand.

4.1.7 Suppliers should pick up returnables, lids and skids with each delivery. This information must be communicated to Shipping in a timely manner in advance allowing the packaging to be collected.

4.1.8 All suppliers are to apply "Engineering. Change Label" 8½ x 11 labels on all 4 sides of the containers / skids for the first three shipments of parts subject to a new ECL. The label must be Blue in color.

4.1.9 All prototype parts, trial parts & sample parts MUST be labeled with a "Proto type & Sample Parts Label" on each container (see examples section). The Accurate requestor will provide the completed labels with instructions. i.e.: 1 label per box, label on all 4 sides of bin, etc.

4.1.10 All products shall have a Bar Code label placed on each container with Accurate's part number. Label should comply with A.I.A.G. (Automotive Industry Action Group) guidelines.

4.1.11 Suppliers are responsible to ensure old labels are taken off Accurate containers. Suppliers must ensure no debris is left in the containers. Any damage to containers must be reported to the Purchasing department immediately. Suppliers must handle Accurate owned containers with proper care to not damage them.

5.1 Purchasing Requirements

5.1.1 As a condition of business, all suppliers must be prepared, on request, to provide any information required by Accurate to substantiate the capacity to provide the necessary products, commodities and services. This shall include, but is not limited to, technical capability systems, procedures to evaluate key product characteristics and financial information. In addition, the supplier must be prepared to provide proactive initiatives such as cost reduction proposals and recycling programs.

5.1.2 The extent of the purchase contract shall be from:

- The Accurate Purchase Order with its terms and conditions
- Requirements as presented in the Accurate Supplier Guidelines Manual.
- Compliance with all relevant local, provincial, state and federal government legislation with emphasis on hazardous waste and other environmental requirements

5.1.3 Annually all suppliers must provide Certificate of Origin and other documentation required under the US/Canada Free Trade Agreement and the North American Free Trade Agreement. All customs requirements must be met in a timely manner to ensure efficient transportation of goods.

5.1.4 Supplier may be asked to submit a tooling timeline along with a Tooling Progress Report for all outstanding tooling on scheduled basis. The report is to be sent to Accurate Engineering and Manufacturing Engineer.

5.1.5 **Future Guideline**: Suppliers to Accurate shall cooperate with Accurate in support of compliance to requirements of the US Customs and Border Protection and Canada Border Services Agency joint security program known as the Customs-Trade Partnership Against Terrorism (C-TPAT) and Partners in Protection (PIP).
http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/
http://www.cbsa-asfc.gc.a/security-securite/pip-pep/menu-eng.html
Shipments that cross international borders should ensure that the truck container shipments have a high security seal that meets or exceeds the standards outlined in ISO/PAS 17712. The seal number must be included on the supplier's ASN for production and service shipments.

6.1 Scheduling Requirements

6.1.1 Accurate requires 100% on time delivery. If a window time or a delivery date is specified, this must be met. If a supplier is unable to meet a window time or delivery date, the supplier must notify Purchasing Department by telephone no later than 24 hours prior to their window time/delivery date

6.1.2 Fluctuations in demands have become commonplace in the automotive industry. Accurate expects that an increase in demand of up to 30% be supported at all times without any extra costs to Accurate. Another 30% must be available each and every day following, without any extra cost to Accurate.

6.1.3 Fabrication and raw authorization is supplied with releases. Any further quantities shown on your release is for planning purposes only. Suppliers shall maintain a minimum two days inventory in house at all times assuming that they have the appropriate release authorizations.

6.1.4 All expedited shipments due to a delivery or quality issue must be expedited the same day at the supplier's expense unless Accurate agrees otherwise. The supplier assumes all costs associated with a production shutdown at Accurate or its Customer and any incurred costs for premium freight to its Customer.

6.1.5 Expedite shipments to Accurate and /or our Customers facility must be tracked by suppliers and communicated hourly to the point of confirmation of arrival.

6.1.6 Any product that is over-shipped, without having been specifically requested to be over-shipped, may be returned at the supplier's expense. A Nonconformance will be issued.

6.1.7 Premium freight instances are to be reported by the supplier to Accurate's purchasing in writing as each event occurs. Include part number, reason (s) why and action taken to mitigate risk.

7.1 Potential Problem Notice; Supplier Notification to Accurate

7.1.1 Please help, we will work with you, if you suspect or have confirmed nonconforming products, have been shipped, contact us, by phone and e-mail.

For stamping suppliers, if a punch is broken and even if the supplier determines suspect product is quarantined, Accurate requires notification. Accurate Quality Engineer will review if the characteristic is a pass-through characteristic, (PT) i.e.: will not be detected by Accurate process. If no error proofing exists for the PT, the supplier will be asked to provide a quality alert and Accurate will post on our line.

7.1.2 In the case of suppliers who receive and process steel, fasteners, E-coated products, etc. from Accurate managed sub-suppliers, in the event of a nonconformance found by the supplier with the sub-supplier's product, the supplier will communicate said nonconformance immediately to the Quality Department at Accurate. Debit memos for costs incurred by the supplier, as a result of a nonconformance with the sub-supplier's product must be forwarded to the Quality Department within 15 days.

7.1.3 Accurate's responsibility for the sub-supplier in no way relieves the supplier from responsibility for the product, and any value added by the supplier to the sub-supplied product. Suppliers must review and address product / process risks from sub-suppliers in their control plans and FMEA's and implement controls necessary to protect Accurate from these nonconformities.

8.1 Corrective and Preventive Action

8.1.1 8D is the default format, a supplier's method / format is acceptable if meets the 8 disciplines. Where required a customer prescribed format is required.

8.1.2 Notification to a supplier from Accurate of any nonconformance or potential nonconformance by a supplier shall be followed up by;

i) Immediate containment, including 3rd party where necessary at the suppliers and Accurate facility to include replacement (certified) material if requested.
Where suppliers cannot provide replacement product in a timely manner and / or sort / rework personnel are not readily available, suppliers must arrange with Accurate an alternate acceptable plan.

ii) Written initial corrective action response time 24 hrs.

iii) Written interim corrective action response with root cause(s) and proposed actions within 10 days. In cases where the severity of the defect impacts Accurate's Customers or has a negative impact on Accuate's performance, response may be requested within 48 hours.

iv) Written long-term corrective action forwarded within 15 business days, with irrevocable conditions to prevent the further occurrence of similar nonconformance. Permanent corrective action fully implemented within 30 calendar days (unless otherwise agreed upon in writing with the appropriate personnel).

v) Statistical documentation, if applicable, to support evidence of verification of irrevocable corrective action taken.

vi) Updated control plan & PFMEA will always be requested along with other applicable evidence i.e.: training records

8.1.3 Accurate must review and approve the Supplier CAR before it is considered closed. Closure may only occur when there is sufficient documented evidence to support effectiveness of the corrective and / or preventive action.

8.1.4 When Nonconformance's occur, Suppliers are required to look within their Quality System to ensure that the root cause of the failure cannot recur with other similar products and / or processes which may further impact Accurate.

8.1.5 All costs incurred by Accurate, as a direct result of supplier caused nonconformance, will be the responsibility of the supplier / subcontractor.

8.1.6 Suppliers must submit completed and validated corrective / preventive action plans to Accurate prior to terminating any specified containment or validation period. The validation period is normally 15 days following implementation of documented actions

8.1.7 Documentation must include but is not limited to; revised Control Plan & PFMEA, copy of the completed corrective/ preventive action & documented evidence of containment data showing zero-defects for 15-days following the validation of completion of the corrective / preventive actions.

Note: Administration fees will be charged for each non-conformance notice issued to a supplier/sub supplier and for work being performed by Accurate personnel (i.e.: sorting, reworking). Charges will include, but are not limited to; per person / per hour, per shift for Supervisor support, per shift use of forklift, etc.

9.1 Problem Reporting and Resolution; Third Party Containment

9.1.1 Where Accurate believes that the supplier cannot contain, identify root causes and resolve systemic quality problems and the risk of recurrence and Accurate and our Customer dissatisfaction is high, extraordinary containment levels will be required from our suppliers.

9.1.2 Containment levels may be one or more of the following;

1) Containment Level 1 (GP-12 or CS1). Suppliers will perform the containment within their facilities and may use their own personnel (if preferred). 100% Inspection must be off-line, separate activity whenever possible.
2) Containment Level 2 (CS2). Suppliers will perform Level 1 containment prior to 100% inspection by the 3rd party. Level 2 inspections must be 3rd party and a separate activity off-line in all cases.

10.1 Engineering Change Level Production Part Approval Process (PPAP)

10.1.1 The supplier shall fully comply with all requirements set forth in the Production Part Approval Process (PPAP) manual, An Interim level warrant signed by Accurate constitutes the minimal requirement for manufacturing and shipping parts.

11.1 Engineering Changes to Tooling

11.1.1 Changes will be coordinated from the Engineering Department and Purchasing Department. Tracking reports shall be submitted to Accurate Engineering on a scheduled basis, as a minimum.

12.1 PPAP (Production Part Approval Process)

12.1.1 Suppliers **shall not** be allowed to ship to Accurate without prior establishment of full or limited production approval. Suppliers **shall** adhere to AIAG PPAP submission guidelines, unless otherwise authorized by submission responsible personnel in writing.

12.1.2 A Process Sign Off (PSO) may be required to be performed by Accurate at the supplier's facility. In these cases, suppliers will be notified in advance to complete the necessary documentation and schedule trial run(s). Boundary samples from PPAP are to be treated as visual master samples. Authority to sign off on Visual Master Samples must be obtained through the Quality Engineering Department.

- ► If existing tooling is transferred.
- ► If additional tooling or replacement tooling is constructed.
- ► If sub-contractor or source is changed (raw material or process)
- ► If same part is produced in more than one facility or location.
- ► If part is re-released after being discontinued; if tooling has been pulled and not in production for over one year.
- ► Following an Accurate request to suspend shipment due to a quality concern.
- ► Prototype parts. (see section 18.1)

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12.1.3 Sample run quantity shall be from a 300 unit minimum production run unless notified in writing by Accurate Purchasing Department that a deviation from this quantity is permitted. Sample part layout and submission is six- (6) pieces minimum. (in the case of a multi cavity tool / die, a minimum of 1 piece per cavity totaling 6 pc minimum) NOTE: Reference 1.1.5 & 25.1.1.1 for Heat Treat parts.

12.1.4 Sample submission procedures shall apply to each mold, cavity or station of multiple cavity molds, dies or from multiple station equipment. One-part dimensional layout minimum per above requirements. (Total minimum 6 parts)

12.1.5 Suppliers are to submit PPAP at level three (3) unless otherwise previously agreed with Accurate Quality department.

12.1.6 It is the responsibility of the supplier to ensure that samples conform to all dimensional specifications prior to submission.

12.1.7 If a supplier requires a deviation due to out of spec. parts on prototype or PPAP submissions, they SHALL forward a completed "Supplier Deviation Request for sign-off **BEFORE** submission to Accurate. Any parts or PPAP package received without proper authorization will be rejected. .

12.1.8 Parts approved for deviation must be labeled accordingly.

12.1.9 A family of parts may be accepted in one PPAP and / or surrogate data / PPAP for a process.

13.1 Annual Revalidation

13.1.1 Suppliers are required to track due dates for and perform annual revalidations. These must be available and submitted upon request. The annual revalidation must be performed at Level 3 and include all updated / revised documentation.

13.1.2 Annual revalidations are due upon the anniversary date of the original PPAP submission each year. A "Late PPAP" charge will apply if this documentation is not available when requested. Revalidations must include a default 6 piece match print layout (in the case of a multi cavity tool / die, a minimum of 1 piece per cavity totaling 6 pc minimum), all specified testing (as required by drawing and control plan), validation records including material certification and any PPAP documentation which has been revised since your last PPAP submission. You are not required to submit the dimensional samples unless requested by the program Quality Engineer.

13.1.3 A current level 3 engineering change submission on file is sufficient to meet this requirement as long as a complete match print was also performed. Under these circumstances, a new revalidation date will be generated based on this submission date.

13.1.4 For HEAT TREAT component annual revalidation, submit the CQI-9 & PPAP together. Timing for submission is prior to the expiry of the current CQI-9 / W-HTX (Ford Spec).

14.1 IMDS Requirement

14.1.1 As a supplier to Accurate, you are required to use the International Material Data System (IMDS) website – http://www.mdsystem.com - to report material/substance composition. Choose "System" in the menu to find more information on registering your company. There is no cost to utilize this website.

Accurate is shown in website as **"Accurate Machine and Tool "**

Toronto IMDS Company ID 61290

Middleville IMDS Company ID is 177048

15.0 Lot Traceability

15.1 Suppliers must provide traceability of all parts shipped on the packing slip. The supplier's date and shift of manufacture shall be used for the lot number. A lot is not to exceed eight hours or one day production run and suppliers must ensure lot traceability on all components and assemblies is maintained.

15.1.1 Material, steel, aluminum, brass, copper or other must be traceable back to the mill origin. Service center's must include with the shipment on their material certification the mill source**. Do not purchase material from the open market without a known mill source, Accurate does not accept this practice**.

15.1.2 The supplier shall use an inventory management system to optimize inventory turns, assure stock rotation and minimize inventory.

15.1.3 Suppliers must maintain First in First out (FIFO) at all times. A nonconformance report, request for corrective/ preventive action and penalties may be levied if FIFO or materials traceability are not maintained.

16.0 Program Phase-out / Obsolescence / Service

16.1 Notice of program phase out will be sent to our suppliers when we are given notice from our customers. As programs end, suppliers will need to ship to **exact** quantities and not standard pack sizes. This will reduce any obsolescence. All claims for obsolescence must be submitted within 10 days of last shipment. Any late obsolescence claims will not be accepted. Accurate will not accept imbalance from two off tools due to supplier quality issues. All imbalances must be reviewed and addressed at the time of occurrence.

16.2.1 Suppliers are expected to maintain tooling, gauges and fixtures and supply service requirements at production prices for a minimum of fifteen (15) years after program cessation. No set-up charges or minimum run sizes will be allowed for Service orders. Suppliers are expected to keep a stock of components on hand ready for Service orders. All tooling, gauges, fixtures, etc. are to be stored at supplier's location until disposition of tools can be made by the Customer.

16.2.2 When programs phase out, suppliers will be responsible for ensuring dies, tools, fixtures and gauges are kept in good condition in order to comply with service requirements from our Customers. To prepare the equipment for storage, the supplier must ensure tooling and fixtures are cleaned and coated with 6008 lubricant prior to storage. The supplier must also ensure the following information is kept on file for the duration of service requirements: Program Name, part number, part description, steel type, tool dimension (LxWxH), estimated weight of tool and fixtures, tool identification, checking fixture with last off part attached, last off progression strip in the die, operator instructions, set up instructions, change over instructions, gauge instructions, location of tool complete with address, and the type and tonnage of equipment used for the appropriate tooling.

Environmental – End of Life

16.3 At the end of life of a program thorough consideration and evaluation:

- Compliance Obligations
- Re-use
- Recycle

Supplier Profile

Please complete and return to the attention of our Purchasing Manager

Company Name: _____

Address: _____

Phone Number_____

Emergency Contact (s) cell numbers:

Name_____ Cell Number_____

Name_____ Cell Number_____

Executive Manager, Name_____

Number_____/_____
Business & Extension Cell

E Mail_____

Quality Manager, Name_____

Number_____/_____
Business & Extension Cell

E Mail_____

Production Manager, Name_____

Number_____/_____
Business & Extension Cell

E Mail_____

Revision History:

Rev 06 July 2021

- Cleaned up page spacing

Rev 05 July 2021

- Added Environmental to preface, third party registration to ISO-14001
- Page 7 Visitors – contractors required to complete an EMS assessment for impacts
- Added 16.3 – End of Program EMS considerations

Rev 04 Oct 2019:

- added section 6.1.7 Supplier Reporting Instances of Premium Freight
- page 8 updated supplier acknowledgment policy and availability by our website

Rev 03 March 2019 added section 15.1.1 and same notes added to 1.1.6. as well detail item #2

Rev. 02 Sept 2018 Page 6, enhanced details of QMS registration, high risk supplier designation

Rev 01 Aug 2018 Initial release