

NN Inc. / Autocam Corporation Group NAO

SUPPLIER REQUIREMENTS MANUAL

This manual outlines the expectations of suppliers to Autocam Precision Components Group NAO facilities. This manual is posted on the Internet at www.autocam.com under the tab entitled "About". The copy on the Internet is the only valid version of this manual.

Suppliers must ensure that their employees and contractors understand the requirements of this manual.

For additional information contact the appropriate Purchasing or Quality associate.

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Section 1 – Introduction

1.1 Supply Management Strategy

Autocam intends to establish and maintain long term relationships with suppliers who are committed to innovation and continuous improvement in total cost management, quality, delivery and service. Those suppliers who embrace this philosophy and act to achieve synergies throughout Autocam facilities worldwide will have the opportunity to enter mutually beneficial business partnerships with Autocam. Autocam believes evidence to this commitment includes, but is not limited to; ISO/IATF certification, inventory turn and productivity improvements.

1.2 Objective

The objective of this manual is to provide our suppliers with a clear understanding of the requirements and responsibilities to supply NN Inc. / Autocam Corporation (“Autocam”).

This manual describes the procedures used to ensure that purchased materials and services conform to our specified requirements, including but not limited to, engineering specifications, drawings and other related requirements. It also describes the various terms and conditions of our commercial supply agreements.

1.3 Quality Statement

At Autocam we recognize the critical role quality plays in our success. The foundation to this is the Autocam Corporation Quality Statement Policy Statement that states **“Worldwide leadership will be achieved by providing the highest quality products and services. We improve these continually by reducing variation in all of our organization's processes.”**

1.4 Supplier Performance Monitoring

Compliance to Autocam requirements will be monitored through the Supplier Performance System (SPS) and is an important part of our Supplier Development Strategy.

Our approach is to prevent problems before they become obstacles to success. If problems arise, we strive to resolve them by working with our suppliers to find the appropriate solution.

Section 2 – Commercial

2.1 Quotations

- Requests for Quotation: Autocam utilizes an automated Revision Notice System (RN) to request quotations for all production items. RN's may be viewed by access through the Autocam Supplier Portal at <http://supplier.autocam.com>. Supplier responses are expected via this portal no less than one week from the date of the RN request.
- Cost Breakdowns: All suppliers are encouraged to provide quotations to Autocam using an approved Cost Model format and include all detail regarding run size, pack size and ship frequency.
- Duration: Unless otherwise stipulated, all quotations will be effective for the life of Autocam's customer programs plus up to ten years of service requirements.
- PPAP submissions: Suppliers will provide at no cost to Autocam all required PPAP and production samples for all new and existing programs including any changes required as outlined in the most current edition of the AIAG PPAP manual.

2.2 Purchase Orders

The purchase of a product or service can be initiated only by issuance of an Autocam Purchase Order (PO) or Long-Term Agreement (LTA) which has been signed by an authorized agent of Autocam. The PO and / or LTA constitutes an offer of purchase which may be accepted subject to Autocam Standard Terms and Conditions of sales together with this Supplier Manual and will constitute the Contract between Autocam and its Supplier. The PO/LTA will establish price, part revision levels and other terms not covered in this document. Autocam may at any time, by written order, make changes to any one or more of the following: (1) drawings, designs or specifications, (2) method of shipment or packing, or (3) time and place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of, any part or service under the Contract, the parties will consult regarding whether any adjustment should be made in the price and/or delivery schedule for the Contract. Any changes in the price and/or delivery schedule must be mutually agreed upon and documented in writing.

2.3 Prices and Billing

Autocam requires all supplier invoice prices and quantities to match Autocam Purchase Orders / contracts exactly. To achieve this, any price change must be documented by the issuance of a modified purchase contract. The Autocam PO / LTA defines what we understand as the agreed price. Invoices that do not match will be returned to the supplier for correction. All price changes must be submitted in writing along with supporting documentation and are subject to a 60-day internal review before any acceptance can be offered.

Payment Terms: Net 60-days applied upon receipt of a conforming invoice.

The following information must be included on each invoice: Autocam PO/LTA contract number, PO / LTA release line item number, part number, quantity, delivery location, price per unit and, if applicable, Receipt (RC) or Kanban card ID number. To expedite the process, the Autocam supplier number must be included, i.e. 40-12345.

Billing Address: NN Inc. / Autocam Corporation

PO BOX 42404

Indianapolis IN 46424

2.4 Cost Reductions

It is Autocam's expectation that Supplier's through their own continuous improvement initiatives reduce the price and cost of products sold to Autocam annually. It is also expected that they participate in cost improvement activities with Autocam when requested. It is our expectation that both parties benefit from these activities.

Suppliers will maintain records of their continuous improvement efforts with Autocam and provide a copy to the appropriate Lead Buyer no less than quarterly. These efforts will be recorded on the Supplier Scorecard and will count towards enhancements in the score and status.

2.5 Chargeback Policy

The costs incurred and responsibility for resolving any supplier performance issues will remain at all times with Supplier. In the event a performance issue occurs Autocam will charge suppliers for all resulting costs. Charges may include but are not limited to the following:

Actual cost of parts or services and additional activities required as a direct result of the nonconformance; such as: Investigation, Engineering, Material Handling, Sorting, Rework, Inspection, Travel and Expenses, Supplies, Tooling, Fixturing, Downtime in an Autocam Process/Facility, Inbound/Outbound Freight, Scrap, and Charges imposed by Autocam's Customer, such as Warranty Claims or costs associated with a Recall Campaign.

Suppliers will have 14 days in which to respond to a charge back. Lack of response after 14 days will constitute acceptance and the amount shown on the Debit Memo will be debited automatically.

Section 3 – Supply and Delivery Requirements

3.1 Supply of Product

Autocam communicates requirements through a QAD Supply Chain Portal website including, Scheduled Releases, Kanban Visualization (KV) and Min/Max inventory control. Suppliers must have the ability to access this portal @ www.mfgx.net and is required to monitor and adhere to the schedules and requirements displayed therein.

Autocam Suppliers are required to have on hand the Authorized Raw and Fabrication quantities listed on our Mfgx.net website. If Supplier needs to produce/purchase finished goods, material or parts in excess of authorizations, it must outline the special conditions requiring minimum purchases or abnormal lead-times and receive written approval from the appropriate Lead Buyer. Approval is confirmed via an update to the Authorized Quantities listed on the QAD Portal.

Suppliers of raw materials must provide a copy of the mill and processor certification with each shipment. Refer to the individual Material Specification Sheet (MSS) for requirements.

Suppliers of Outsource services must provide a copy of certification of compliance with each shipment. Refer to individual part or service certification, print and requirements.

Suppliers of perishable tooling listed on our KV-Kanban website are authorized to have on hand up to 3 times the full KV loop quantity this is inclusive of WIP and finished goods. One loop quantity will be stored at Autocam and the remaining inventory will be held by the supplier. A full loop is considered to be approximately one month of supply of tooling, which is shown on the Portal as one or more Kanban cards with varying quantities contained therein. Acceptance of an RN for a perishable tool as a Kanban item constitutes Autocam's agreement to buy and the supplier's agreement to stock required inventory.

In the event a KV loop is made inactive the authorized on-hand inventory will be purchased by a spot buy purchase order with scheduled receipt within 120 days of inactivation. Autocam and supplier will work in cooperation to monitor and adjust KV loops (add / remove cards) to reflect appropriate usage and stocking levels.

Perishable tooling setup on the Min/Max system via RN must be monitored via MFGx.net. When an item "QOH" drops below "Order Point" Quantity the supplier is authorized to ship the required quantity shown as "Order Multiple Quantity".

It is the expectation of Autocam that suppliers manage their own inventories and that steps will be taken to ensure that appropriate stocking levels of tooling and material will be maintained at all times. If suppliers fail to deliver on time or it is determined that inventory is not being managed accordingly, the supplier and/or the items noted may be added to an Inventory Management Program where weekly reports will be required that demonstrate production schedules, material stocking levels, usage, and required logistics required to keep stock in place. Suppliers will be contacted by the lead Buyer when this data is required.

3.2 100% On-Time Delivery

Autocam expects 100% on time delivery performance of all Suppliers which is established as 5 days early and zero days late of the scheduled due date unless defined otherwise by Long-term Contract, PO or other agreement.

It is the Supplier's responsibility to ensure goods are received at the required location on the date/time required by Autocam. In instances where an Autocam designated truck picks up the goods, these goods must be available at the prescribed pick up time.

Exceptions will not be considered in either circumstance unless communicated to Autocam's Lead Buyer and Area Product Manager in writing within 24 hours of receipt of the schedule and are not effective until accepted by Autocam in its sole discretion.

Each facility has hours when deliveries are allowed. Suppliers are expected to contact the facility to confirm these times.

Supplier will be responsible for down time expenses and /or premium freight charges incurred due to late deliveries.

3.3 Weekend and Holiday Work

Autocam does not feel it is beneficiary for suppliers to work weekend and holidays on a permanent basis and will make every effort to avoid it. However, when customer demand warrants it, suppliers are expected to work weekends and holidays. Autocam will make every effort to provide reasonable notice prior to when the weekend or holiday schedule is to begin.

3.4 Product Identification and Shipping

It is Autocam's requirement that all material shipped be packaged by the supplier to meet Autocam's Packaging requirements and the normal rigors of shipping. Materials delivered to Autocam that arrive in damaged containers will be subject to return and rejection even if shipment terms are FOB "Supplier". Shipments received damaged will be returned to the supplier at the cost of the supplier or signed for as damaged and payment held until such time as Autocam can sort through the damaged product. All related sorting costs and other non-conforming issues shall be charged to the supplier as defined above, if applicable.

The supplier is to affix an Autocam approved label to each container that designates the Part Number, Quantity in the container and associated Lot Number.

All Packing Lists must include the Autocam Purchase Order number, Part Number and, if applicable, KV Card numbers. Material certification records must be provided at or before delivery of every raw material shipment.

With the exception of small tools that do not have enough surface area for markings, all non-standard tooling must be etched with the Part Number and production Date and / or Lot Number.

The PO / LTA will establish other shipping requirements not covered in this document.

3.5 Consignment Material

Product contracted as consignment inventory will be maintained on Autocam's premises. Suppliers will be allowed access to this inventory upon request.

3.6 Hazardous Material and Product with Shelf Life

Supplier will follow all relevant Health, Safety and Environmental regulations, ensure all proper markings are on containers and provide proper paperwork to responsible Autocam Safety associate before delivery.

In the case of a Product with shelf life, Supplier shall at the time of delivery state the expected shelf life of the product on the Products container, which shall also state the date of manufacture. At least seventy-five percent (75%) of the Products expected shelf life must remain at the time of delivery.

Autocam reserves the right to refuse any delivery that does not conform to these delivery requirements.

Section 4 – Quality Requirements

4.1 Product Inspection and Rejects

All materials furnished by the Supplier must conform to contractual requirements/specifications and are subject to inspection and approval by Autocam after delivery. Autocam reserves the right to reject and/or return at the risk and expense of the Supplier, all or any portion(s) of shipment(s) which fail to comply with Autocam requirement/specifications. Supplier will provide

appropriate manpower as necessary for sorting and/or repair of its non-conforming products. This may, at times, require travel to Autocam and/or Autocam's customer's facilities to do such work with immediate response. If fault is found with the supplied material, Autocam reserves the right to withhold payment.

4.2 Lot Control and Lot Integrity

4.2.1 Definitions

Lot Control. A method used to maintain lot integrity.

Lot Integrity. Managed segregation of one production lot from another production lot. A lot may consist of one container or several containers.

Routing Tag. A printed ticket that represents the content of and travels with each lot/container of parts through all operations. When routing tags are utilized in the production process each operation listed on the tag must be initialed before a lot may be moved to the next operation. Routing Tags must include the Autocam part number, Date of part creation (Lot date), Material Heat Lot number, Quantity, Subsequent operations and revisions, and Operation Sign-off.

Special Tags. Printed tickets that supplement the Routing Tag which alert associates of any special disposition placed upon a lot. Exceptional care must be taken with special tag lots to ensure segregation from all other lots.

4.2.2 Direct Materials and Components.

Material must meet all Autocam General Material Specifications and all part specific Material Specification Sheet requirements.

Suppliers of direct raw materials and/or components that are used for production of Autocam product will identify material through all stages of the manufacturing process and employ an effective lot control system that ensures full material traceability.

Supplier will maintain sufficient records so to, upon notice by Autocam or by suppliers own detection, effect immediate containment of non-conforming or suspect product.

4.2.3 Outsource Services.

Suppliers of outsourced services, such as heat treat or plating of Autocam product, will maintain Autocam Lot Integrity through compliance with Routing Tags, Special Tags, Colored Packaging/Totes and other lot control methodologies as required.

Routing tags must remain with the parts they were created for at all times. In the event that parts require subsequent operations Autocam may determine that parts be combined into one lot. Routing tags for combined lots must be stapled together and marked with a new quantity written on the top tag; else a new tag may be created to represent this lot.

It is the responsibility of the supplier to promptly communicate, by email to the appropriate Autocam Product Manager, any potential loss of lot control. Potential lot control loss includes but is not limited to:

Mixed part or job numbers, combined product from different material heat lots, mislabeled product, switched routing tags, usage of incorrect color totes, mixed product from different operation levels or lots.

It is also the responsibility of the supplier to promptly inform the appropriate Shipping and Receiving associate of any detected breakage or spillage of any Autocam product.

4.3 Control of Nonconforming Material

4.3.1 At the discretion of Autocam Purchasing, Autocam Quality, or Product Team, a supplier delivery issue or quality spill may be documented in a DMR (Defective Material Report), and a Corrective Action Request (8D) may be required.

If a Corrective Action is issued, the supplier is required to take immediate containment actions to ensure Autocam is protected from using the nonconforming material. The Supplier's containment process must cover all possible areas of potential defective product including:

1. Supplier's manufacturing location(s)
2. All potential inventory locations (at supplier, in transit, at warehouse, at Autocam, etc)
3. The AIAG Inventory Containment Form or equivalent shall be submitted to Autocam to document containment activities at all possible inventory locations.

4.3.2 If non-conforming product is found at supplier location, product must be contained and identified accordingly. Supplier shall notify Autocam and return product for disposition.

4.3.3 Supplier FMEA and Control Plans are to be reviewed and revisions made as part of the problem-solving process. These updated documents will be submitted as part of the completed 8D / DMR response. Process changes as a result of the problem-solving process are expected to be submitted to Autocam for review per Section 6.2 – Supplier Request for Process or Requirements Change

4.4 Supplier DMR Management

4.4.1 DMR Severity Level Criteria.

SEVERITY LEVEL	CRITERIA
A	Any quality/delivery spill that affects Autocam's performance with its customer Any repeat of a previously closed DMR
B	Any significant disruption to Autocam operations Any spill that created Autocam downtime
C	Any incident not fitting criteria A or B at the discretion of SQE or Plant Quality/Materials
D	Informational or warnings only

4.4.2 DMR Response Expectations.

RESPONSE REQUIREMENT Severity Levels A-C	
8D Section 1-3	Within 24 hours
8D Section 1-5	Less than 2 weeks
8D Section 1-8	Within 4 to 6 weeks.

Severity Level D response requirements will be case specific.

Supplier product may be placed on controlled containment. In addition, Supplier may be required to present to Autocam Management their root cause and corrective action plans. The appropriate Lead Buyer or SQE will schedule these meetings

Appeals to any DMR must be submitted in a written format, with supporting documentation, and provided to the appropriate SQE and Lead Buyer within 7 business days of receipt.

4.5 Verification of Supplier's Product and Services

When required, Autocam or Autocam's customers shall be afforded the right to verify at the suppliers premises that the product or services supplier to Autocam conform to quality and specified requirements.

Supplier will also accommodate Autocam on-site supplier audits for any reason, including but not limited to, the following:

- Scheduled Supplier evaluations
- Review of plant relocations
- Significant plant renovations or process changes
- Changes in ownership of Supplier
- Quality problems
- Based on risk
- Customer requests (Will coordinate with supplier prior to visit)

Suppliers that do not pass the on-site audit may not be considered for inclusion on or may be removed from, the Autocam's "Approved Supplier List".

4.6 Periodic Validation

Periodic validation may include the following:

- Certificates of conformance
- Test Results
- PPAP's
- Audits
- Self-Assessments
- Or criteria based on customer specific requirements

4.7 Supplier Audits

Suppliers audits will be performed based on:

- Initial audit
- APQP
- Risk assessment
- Supplier performance status (Score card)
- Or criteria based on customer specific requirements

4.8 Record Retention Schedule

This applies to direct raw materials and out-source service providers only. Record retention schedule is based on customer specific requirements Please contact Product Manager, Manufacturing Quality Engineer, Purchasing or Supplier Development for specific customer requirements.

Section 5 – Supply Base Management

5.1 Approved Supplier Status

It is Autocom policy to utilize suppliers currently identified in good standing on the Autocom Approved Supplier List.

Suppliers must also demonstrate continuous performance improvement including; acceptable Supplier Performance trends, effective use of statistical process controls and, upon request via an APQP request, effective use of Failure Mode and Effect Analysis (FMEA) to reduce high Risk Priority Numbers (RPN).

5.2 Supplier Quality Management System Development

Autocom suppliers shall develop, implement, and improve a quality management system certified to ISO 9001, unless otherwise authorized by the customer [e.g., item a) below], with the ultimate objective of becoming certified to the IATF standard. Unless otherwise specified by the customer, the following sequence should be applied to achieve this requirement.

- a) compliance to ISO 9001 through second-party audits;
- b) certification to ISO 9001 through third-party audits; unless otherwise specified by the customer, suppliers to the organization shall demonstrate conformity to ISO 9001 by maintaining a third-party certification issued by a certification body bearing the accreditation mark of a recognized IAF MLA (International Accreditation Forum Multilateral Recognition Arrangement) member and where the accreditation body's main scope includes management system certification to ISO/IEC 17021;
- c) certification to ISO 9001 with compliance to other customer-defined QMS requirements (such as Minimum Automotive Quality Management System Requirements for Sub-Tier Suppliers [MAQMSR] or equivalent) through second-party audits;
- d) certification to ISO 9001 with compliance to IATF 16949 through second-party audits;

- e) certification to IATF 16949 through third-party audits (valid third-party certification by an IATF-recognized certification body).

Waivers to this criteria may be granted to suppliers that meet one or more of the following criteria:

- a) Product volume supplied to automotive customers is less than 40%
- b) Number of employees companywide is less than 25
- c) Supplier presents a low risk based on long term Scorecard status and the quantity and type of items provided

5.3 Supplier Monitoring

5.3.1 Supplier Performance System (SPS)

Autocam utilizes the SPS to align key metrics with our customer requirements and to support future sourcing decisions.

SPS scores are based on key performance areas including quality, delivery and price performance. The SPS report lists quality and delivery scores for the most recent month as well as 12 months history and will be sent to suppliers via e-mail attachment or made available on the Autocam Supplier Portal.

Supplier Performance Score Calculation								
Quality				Delivery		Price Performance		
Maximum Score 50				Maximum Score 35		Maximum Score 15		
Quality	Qty of DMR Open (Customer related DMR counts twice)		DMR Response Time		Qty DMR Incidents	Price Performance		
(Customer related DMR double % and subtract from a 100%)	Max Score 10		Max Score 10		Max Score 35	Max Score 15		
Max Score 30								
% Defect Free x 30	Qty DMR Open	DMR Score	Days to Acceptable Response	DMR Response Score	Qty DMR Open	DMR Score	% Annual Discount	Price Score
	0	10	0-30	10	0	35	1	5
	1	5	31-60	5	1	25	2	10
	>1	0	61+	0	>1	0	3	15
Performance Score = Quality + Qty of DMR Open + DMR Response Time + Qty DMR Incidents + Price Score								
Performance Score				Performance Status				
86 -100				Preferred				
76 - 85				Approved				
66 - 75				Probationary				
< 65				New Business Hold				

Appeals to Supplier Status must be submitted in a written format, with supporting documentation, and provided to the appropriate SQE and Lead Buyer within 10 business days of receipt.

A supplier on Probation for more than 30 days will take the following actions:

- Supplier management must present quarterly their supplier corrective action plan to NN / Autocam Management to include timing for closing all open DMR's.
- No new DMR's issued for 90 consecutive days.

A supplier on New Business Hold for more than 30 days must take the following actions:

- Supplier management must present at the monthly supplier corrective action plan meeting to NN Autocam Management
- Presentations must provide some or all of the following:
 - Closure time of DMR's (open to close)
 - Delivery improvements
 - Action Item Review
 - Audit Finding Review
 - Systemic Corrective Action Review

- Suppliers may not be on New Business Hold for more than twelve months or de-sourcing will begin. Suppliers whose status falls into New Business Hold are not qualified to participate on new business opportunities.
Failure to improve performance to Approved or Preferred status may be cause for removal from Autocam's approved supplier list.

5.3.2 Supplier Total Excellence Program (STEP)

5.3.2.1 Certain key supplier may be subject to participate in this program which is an opportunity to grow and develop our joint interests. This program allows for Autocam and the supplier to review performance metrics, business updates in alignment for future commercial prospects. Topics will include:

- Safety
- Quality
- Delivery
- Commercial

5.3.2.2 This will involve supplier upper management and APCG personnel. The supplier will be required to present and implement plans that will result in higher supplier status. The Autocam Buyer will determine the program format and schedule timing.

Section 6 – Product Launch and Change Requirements

6.1 Product Launch Process

The Autocam Supplier Product Launch Process begins upon issuance of a Production Part Approval Process (PPAP), Purchase Order or Letter of Intent. The product launch process includes, but is not limited to, Advance Product Quality Planning (APQP), PPAP, Run at Rate, and International Material Data System (IMDS).

6.1.1 APQP

The designated Launch Team Engineer will provide select suppliers with an Autocam APQP Checklist. The initial APQP Checklist will be reviewed jointly after which supplier will complete and satisfy all items to a GREEN status. This may require periodic on-site visits by Autocam. The Launch Team Engineer will champion this effort until closure.

The Launch Team Engineer will also provide a PPAP Requirements Request Form to the supplier and identify requirements necessary for PPAP submission.

6.1.2 PPAP

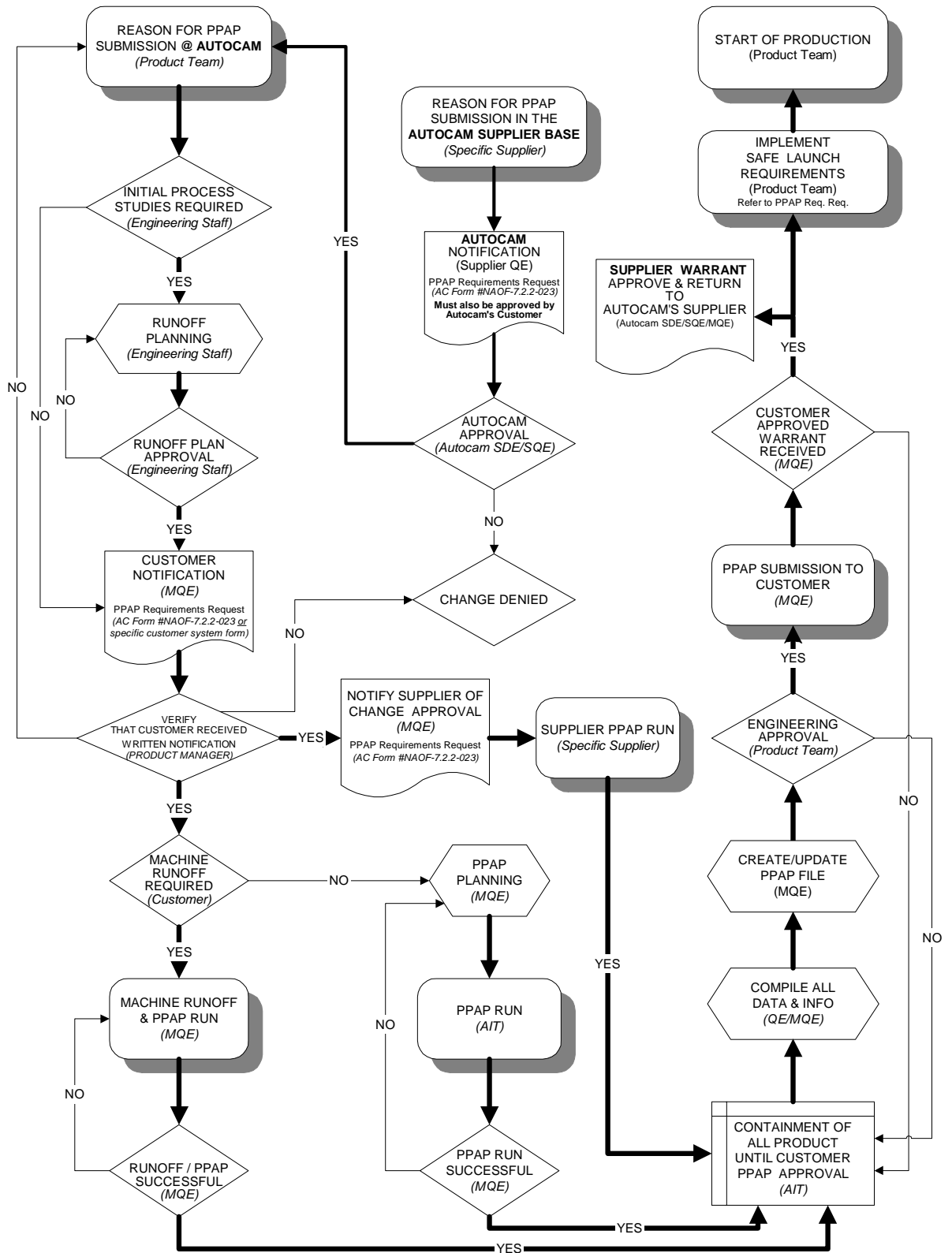
Supplier must submit PPAP documents according to the Automotive Industry Action Group (AIAG) PPAP Manual, the APQP timeline, all design & test specifications, and all requirements listed on the PPAP Requirement Request. The PPAP must address "Product Safety Requirements" if applicable. The PPAP will be reviewed and if acceptable, approved by the Launch Team Engineer.

Suppliers are required to inform and obtain prior written approval for any changes to the production and inspection process that deviates from the PPAP submission. This would include, but is not limited to, reworking, reprocessing, or repairing the product.

Reference PPAP Process Flow Chart (below) and AIAG PPAP Manual (section 1.3 Customer Notification). If required, a separate PPAP Requirements Request Form will then be sent to the supplier.

6.1.3 PPAP Process Flow.

The following is an uncontrolled pictorial view of the Autocom PPAP Process Flow



6.1.4 Run at Rate

When it is determined necessary by the Launch Team, a run at rate will be conducted as soon as possible after PPAP and prior to Start of Production (SOP).

6.1.5 IMDS

End-of-Life Vehicle Directive Compliance.

To comply with the European End-of-Life Vehicle (ELV) Directive (2000/53/EC), Autocam utilizes the International Material Data System (IMDS) at www.mdsystem.com to track the material composition of our production components. Finished component, semi-finished component, outsourced operation suppliers where new materials are added, and select chemical suppliers will be required to submit IMDS entries to Autocam based on our customers' ELV requirements. Raw material suppliers will not be required to submit IMDS entries unless directed by Autocam's customers.

6.1.6 REACH

All suppliers must comply with the European REACH regulations concerning all products supplied to Autocam defined as Substances, Preparations or Articles according to the REACH terminology. Refer to the Automotive Industry Guideline at: www.acea.be/reach for an overview of REACH requirements and recommended actions.

6.1.7 RoHS

Any RoHS requirements will be communicated to Suppliers as applicable.

6.1.8 The Responsible Minerals Initiative

Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act), passed in July 2010, requires certain companies to determine whether their products contain conflict minerals and report their findings to the Securities and Exchange Commission (SEC) on an annual basis. Autocam reserves the right to ask for annual validation from Suppliers that their products are deemed conflict free and are sourced responsibly. The requirements apply equally to both domestic and foreign companies. Refer to www.responsiblemineralsinitiative.org for an overview of requirements and recommended actions

6.1.9 Sustainability Program (ISO-14001)

Autocam suppliers shall comply with all Regulatory and Statutory requirements. They should also develop, implement, and improve a Sustainability Program that meets ISO14001 standards.

6.1.10 – Diversity

It is the policy of Autocam to extend opportunities to qualified diverse businesses and all are invited to participate as suppliers and contractors to Autocam in their area of expertise. We are committed to fostering business growth through outreach efforts and supplier development

6.1.11- Embedded software

At this time, Autocam does not produce any product utilizing embedded software, nor do we purchase any product utilizing embedded software. In the event that Autocam does utilize embedded software, procedures will be developed to cover these instances.

6.2 Supplier Request for Process or Requirements Change

Supplier will adhere to Section 3.1 of the AIAG PPAP Manual regarding Customer Notification and Submission Requirements to determine whether a change requires notification to and /or approval from Autocam.

If notification or approval is required, and **prior to the implementation of a change**, the Supplier will provide a PPAP Requirements Request Form to the appropriate Autocam Supplier Development Engineer for approval. If approved, the Supplier will submit a PPAP per the Request. A signed copy of the PSW (Part Submission Warrant) shall be obtained from Autocam Quality Manager or Supplier Development Engineer / Supplier Quality Engineer prior to implementation of the change(s). If denied, all activity relative to the requested change is to be terminated.

Until approved by Autocam, all material produced from a changed process or any parts found to be outside of specification must be contained and not shipped to Autocam.

A Supplier Change request must be routed and approved by Autocam Purchasing, Supplier Development Engineer / Supplier Quality Engineer, Product Manager, Manufacturing Quality Engineer, and Quality Manager. If a change request is approved for PPAP submission from supplier to Autocam, a signed PSW from Autocam MQE or SDE / SQE must be obtained by supplier to shipment of affected product to Autocam or Autocam's Customer.

Requests for a temporary change at a supplier shall be conducted the same as a permanent process change. A temporary process change includes, but is not limited to, deviation from documented load size parameters, testing methods, inspection sampling plan, etc.

Record Retention requirements are available through Autocam Purchasing.

Section 7 – Visitors

Suppliers are required to check in with the receptionist, obtain and wear a visitor badge as well as safety glasses and appropriate safety protective gear if they enter any of Autocam's buildings beyond the receiving areas or lobbies.

Suppliers are required to have an escort for the duration of your visit. Frequent visitors are required to sign Autocam's Confidential Disclosure Agreement. Proof of liability insurance must be on file with Autocam prior to any supplier performing work on Autocam property.

Section 8 – Gift Policy

The offering of gifts and gratuities by an Autocam supplier to an Autocam employee is discouraged. Autocam associates may not accept any gift from a supplier with a value greater than \$100.00 on an annual basis. All gifts must be legal, comply with Autocam's Gift Policy and be aligned with a business related purpose. In addition, a gift may not be in the form of cash.

No gift may:

- 1) Compromise, or appear to compromise the integrity of the business relationship.
- 2) Place the supplier or Autocam employee in an unsafe environment i.e. alcohol related activities.
- 3) Embarrass or damage the reputation of either party and/or it's employer.
- 4) Place either party in an inappropriate environment, i.e. adult entertainment clubs.

If you in any way question whether or not the intended gift may fall in any of the four areas listed above, do not offer the gift to an Autocam employee. Failure to comply with this policy will result in forfeiture of Autocam business and other penalties as local laws permit. Services provided (for example, meals or routine outings) are not included in the gift policy, unless, such services are unusual or extravagant in nature.

Autocam employees are prohibited from solicitation of gifts or favors from a supplier. In the event a request or suggestion occurs that conflicts with Autocam's policy please contact our Human Resource department.

Autocam is dedicated to complying with regulations and ethical principles and ask that good judgment be used when sending traditional and electronic Holiday Greetings.