Supplier Guidelines Manual

Irvin Products LLC

Revision: 04

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APPROVED BY

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REVISION RECORD		
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12012018	December 01, 2018	Update
02012020	February 01, 2020	Update – see revisions
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REVISION	SECTION	DESCRIPTION	DATE
01		Release	9/1/17
02	**2.4.2**	**Removed**	**12/1/18**
02	**4.2.1**	**Added warranty sharing**	**12/1/18**
02	**4.3**	**Added section on Diversity**	**12/1/18**
02	**4.5.1**	**Added additional time for service parts**	**12/1/18**
02	**5.1.3**	**Tooling timeline requirement added**	**12/1/18**
02	**6.3.2**	**Added Financial and Capacity Risk**	**12/1/18**
02	**6.4.4**	**Added requirement for initial capability for CD Dimensions**	**12/1/18**
02	**7.1.4**	**Added Molding Systems, Soldering and Warranty to AIAG CQI requirements**	**12/1/18**
02	**7.2.2**	**Updated GM colors: Trim Transmittal from GM MAT SPEC system**	**12/1/18**
02	**7.2.6**	**Note added on color plaques and AAR samples**	**12/1/18**
02	**7.4.1**	**Added requirement for Cpk 1.33 for SC and CD during annual validation PPAP**	**12/1/18**
02	**8.3.2**	**Added Financial and Capacity Risk**	**12/1/18**
02	**8.4.3**	**Added Employee Morale**	**12/1/18**
02	**8.5.1**	**Added Internet Disruption**	**12/1/18**
02	**9.2.1**	**Added customer, OEM and warranty**	**12/1/18**
02	**9.2.2**	**Added containment of in-transit material**	**12/1/18**
02	**10.1.1**	**Added $10 per hour for labor charge**	**12/1/18**
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03		Company name updated to Irvin Products	**02/1/2020**
03		Quality Policy updated	**02/1/2020**
03	**2.4**	Removed Labor Contract Data	**02/1/2020**
03	**4.6**	Revised PO / Invoice Requirements added QAD	**02/1/2020**
03	**8.6**	Added Supplier Request for Change	**02/1/2020**
03	**11.1.1**	Releases, Accum, Material Authorization added QAD	**02/1/2020**
03	**12.4**	Added Irvin Products Supplier Transport Label standard	**02/1/2020**
03		Supplier PPAP Submission Checklist updated	**02/1/2020**
04		Added Plant 5 to Irvin Facility Directory / Updated executives names & titles / Corrected some “typos”	**11/4/2022**

IRVIN FACILITY DIRECTORY

FACILITY NAME	FACILITY ADDRESS	SHIP TO ADDRESS	MAIL TO ADDRESS
Corporate Office	*Irvin Products LLC 2600 Centerpoint Parkway Pontiac, MI. 48341 Phone: 248-451-4100 Fax: 248-451-4311*	*Same as Facility Address*	*Same as Facility Address*
Jaropamex Acuna Plant 1	*Jaropamex Acuna, Plant 1 Calle Mexico # 1405 Parque Industrial Amistad Cd. Acuna Coahuila, Mexico Phone: 830-774-5920 Fax: 830-774-5950*	*Jaropamex Acuna, Plant 1 2A Fawcett Dr. Del Rio, TX. 78840*	*Jaropamex Acuna, Plant 1 P.O. Box 421117 Del Rio, TX. 78842-1117*
Jaropamex Acuna Plant 2	*Jaropamex Acuna, Plant 2 Carretera Presa de La Amistad Km. 6.5 Parque Industrial Amistad Cd. Acuna Coahuila, Mexico Phone: 830-768-5800 Fax: 830-768-5822*	*Jaropamex Acuna, Plant 2 2A Fawcett Dr. Del Rio, TX. 78840*	*Jaropamex Acuna, Plant 2 P.O. Box 420037 Del Rio, TX. 78842-0037*
Jaropamex Sabinas Plant 3	*Jaropamex Sabinas, Plant 3 Carretera Sabinas-Rosita Coahuila, Km. 12 Sabinas Coahuila, Mexico Phone: 011-528-613-0228 Fax: 011-528-613-0166*	*Jaropamex Sabinas,Plant 3 2A Fawcett Dr. Del Rio, TX. 78840*	*Jaropamex Sabinas,Plant 3 P.O. Box 421327 Del Rio, TX. 78842-1327*
Jaropamex Acuna Plant 4	*Jaropamex Acuna, Plant 4 Chihuahua #385 Parques Industriales Amistad Cd. Acuna Coahuila, Mexico26220 Phone: 830-774-5920 Fax: 830-774-5950*	*Jaropamex Acuna, Plant 4 2A Fawcett Dr. Del Rio, TX. 78840*	*Jaropamex Acuna, Plant 4 P.O. Box 421117 Del Rio, TX. 78842-1117*
Jaropamex Gomez Palacio Plant 5	*Jaropamex Gomez Palacio, Plant 5 Manuel Rodriguez Castillo 2000 Gómez Palacio, Durango, México CP 35079*	*Jaropamex Gomez Palacio, Plant 5 2A Fawcett Dr. Del Rio, TX. 78840*	*Jaropamex Gomez Palacio, Plant 5 P.O. Box 421117 Del Rio, TX. 78840*
Del Rio, Texas	*Irvin Products 2A Fawcett Dr. Del Rio, TX. 78840 Phone: 830-768-5800 Fax: 830-768-5809*	*Same as Facility Address*	*Same as Facility Address*

QUALITY POLICY

It shall be the policy of Irvin Products to provide our customers with the highest quality products and services, at a competitive price. In order to achieve this, the following objectives have been incorporated into the way we perform our normal activities:

Maintain a constant commitment to process innovation, manufacturing excellence, and continual improvement.

Be responsive to the requirements and expectations of our customers.

On-time delivery of the highest quality products.

Maintain product, engineering and technology leadership in our industry.

Conduct our business within the strict bounds of accepted ethical, corporate, and legal standards.

Recognize that people are our most important asset, and strive to provide opportunities for, assist all employees to grow, participate, and be recognized as contributing members of the team.

Never ending pursuit of our corporate acceptance goal of "Zero Defects"

Joe Finn
President / CEO

1.0 INTRODUCTION

1.1 Purpose and Applicability

1.1.1 The purpose of this manual is to communicate the requirements and expectations for all suppliers that deliver parts, services and materials to Irvin Products. This manual reinforces the Irvin Purchase Order Terms and Conditions and defines Irvin's customer specific requirements.

1.1.2 This manual has been written to cover the general requirements of all Irvin Products "Irvin" facilities. Unless otherwise specified, this manual applies to all current Irvin suppliers as well as potential new suppliers who wish to obtain business with Irvin.

1.1.3 Irvin may provide additional requirements throughout the supply chain based on customer specific requirements requested for any given program.

1.2 References

1.2.1 Referenced materials are included in the appendix and are notated throughout this manual in *italic underlined* type font.

Note: Suppliers shall be responsible for obtaining copies of the referenced *Automotive Industry Action Group (AIAG) Manuals* and for maintaining the latest editions.
These documents may be obtained by contacting AIAG at www.aiag.org.

1.3 Supplier Guidelines Manual Revisions

1.3.1 The Irvin Supplier Guidelines Manual will be updated periodically as requirements or conditions change. Irvin will notify the supply base through email with a new copy of the Manual as soon as it is available. It will become effective 10 days after distribution. The supplier accepts the new revision if no written comments are received within 10 days of distribution.

1.4 Confidentiality

1.4.1 It is the supplier's responsibility to apply sufficient controls to protect the confidentiality of Irvin data. A written Non-Disclosure Agreement may be required obligating Irvin and the supplier to mutual confidentiality of proprietary information as defined in the agreement.

2.0 SUPPLIER SELECTION AND APPROVAL PROCESS

2.1 Approved Supplier List

2.1.1 Suppliers will be selected and assessed on their ability to meet Irvin requirements. A list of approved suppliers is maintained by Irvin's Purchasing Department. This list is updated as required to reflect any revisions to a supplier's approval status which can change as a result of Irvin's evaluation of on-going supplier performance. *(Reference Section 8.2)*

2.1.2 The Approved Supplier List is composed of suppliers providing production components and materials, production tooling, services such as testing, calibration, inspection, and manufacturingsupport.

2.1.3 A supplier may be removed from the Approved Supplier List at Purchasing's discretion.

2.2 Qualifications Required for Inclusion on Approved Supplier List

Note: One or more of the following conditions must be satisfied for those suppliers providing production components and materials:

2.2.1 **Customer Directed:** Supplier is approved by the customer for a specific commodity and/or service and is shown on an approved supplier list.

2.2.2 **Irvin Approved:** The supplier is a direct supplier to an automotive manufacturer, and has undergone an

acceptable assessment from one or more of the manufacturers.

2.2.3 **Third Party Registered:** The supplier has obtained third party registration to IATF 16949.
Supplier shall provide evidence of certification and provide written notification to Irvin within 5 business days should status of certification change.

2.2.4 Supplier has obtained ISO 9001 third party registration with a defined plan to achieve IATF 16949 certification

2.2.5 Suppliers who are not certified may be approved at the Purchasing Director's discretion. This may require the need to perform a supplier system survey as outlined in Section 2.3.
Documentation will be maintained in their supplier file detailing the reason for the exception

2.2.6 **Customer Waiver:** A waiver relieving the supplier of registration requirements has been received from the customer where supplier parts are used.

2.3 Supplier Assessment

2.3.1 Irvin reserves the right to perform supplier system surveys at any current or potential new suppliers (and/or at their sub suppliers) to evaluate their quality management system and assess their ability to meet Irvin requirements. This will be determined on a case by case basis.

2.3.2 Irvin requires the implementation of a quality management system-based upon IATF 16949 requirements. Second party system surveys, which may be performed, will assess the supplier's compliance to these quality standards. This requirement applies to all suppliers.

3.0 REQUEST FOR QUOTATION

3.1 General

3.1.1 The Irvin Purchasing group will submit a request for quotation when selecting a potential supplier to deliver a new product or service. The supplier is required to thoroughly complete the information requested and return it to the appropriate Irvin buyer by the due date indicated.

3.1.2 Quotation responses that are not complete or are late may not be evaluated and will adversely affect the Supplier Scorecard rating in the corporate support category.

3.1.3 Suppliers are encouraged to submit suggestions for alternate design, material, etc. during the quotation process.

3.2 Cost Breakdown Requirements

3.2.1 The Irvin buyer will require additional cost breakdown information to accompany the Request for Quotation documentation such as:

- Piece price breakdown per *Piece Price Breakdown*
- Tooling cost breakdown per *Tooling Cost Breakdown*
- Any other requirements as specified by Irvin buyer.

3.2.2 Irvin's customers may require specific cost breakdown information and reporting formats. In those instances, the supplier will be provided the customer specific forms to complete in addition to the Irvin cost breakdown forms.

4.0 PURCHASING

4.1 Contact Information

4.1.1 The Irvin corporate office controls all purchasing. All correspondence and contacts concerning

purchasing issues should be directed to this centralized Purchasing Department.

4.1.2 Visits to Irvin's production facilities by supplier's quality and manufacturing personnel are strongly recommended. These visits should be coordinated through Irvin Purchasing and the plant Materials and Quality Departments. Suppliers should schedule visits at a frequency that is beneficial to the supplier and the Irvin facilities to ensure adequate communication, understanding and follow-up is taking place for any issues that affect customer satisfaction. In the event of quality or delivery problems, additional visits are expected.

4.1.3 Ensuring customer satisfaction requires effective communication between Irvin and its suppliers. All new suppliers are expected to visit the manufacturing facility prior to their first shipment unless waived by the Director of Purchasing. This is encouraged to enhance more efficient communication and to ensure the supplier has a firsthand knowledge and understanding of Irvin's processes.

4.1.4 Irvin suppliers that could also be considered competitors must be approved in advance by the Directo of Purchasing prior to any plant request.

4.2 Directed Buy

4.2.1 Irvin shall pass through terms as assigned by the directing customer to Irvin. These items include, but are not limited to, piece price, payment terms, fab/raw authorization, warranty sharing, minimum runs, lot size, and pre-production reimbursement. Issues identified by the directed supplier must be resolved with Irvin prior to any involvement of the

sourcing authority. Irvin will notify supplier if sourcing authority involvement is required.

4.2.2 The directed supplier shall conform to all Irvin requirements including, but not limited to quality, delivery, responsiveness, and launch readiness.

4.2.3 Directed supplier tooling will be paid to terms once the customer payment has been received.

4.3 Diversity

4.3.1 Suppliers should recognize, promote, and practice the principles of a sustainable business; elements which suppliers should consider include Commitment to sustainability includes being a leader in promoting diversity in the supply base. Irvin recognizes the benefits of purchasing goods and services from minority- and women-owned businesses, and when we share these values across our networks, we amplify our ability to supportand grow these important businesses. Our ongoing relationships with diverse suppliers are key to our success, enabling innovation across our supply chain and strengthening our go-to-market capabilities. When we partner with diverse-owned businesses we also promote economic growth in the automotive industry and throughout our communities. This commitment supports our customers' expectations and provides Irvin with a competitive advantage that contributes to the overall growth of our business. We expect our suppliers to incorporate supplier diversity best practices and objectives into their own supply chain. We believe this approach strengthens the NMSDC and WBENC networks and grows business for MBEs and WBEs.

4.4 Purchase Order Terms and Conditions

4.4.1 Irvin's Standard Purchase Order Terms and Conditions will be referenced on the purchase order. The PO may contain additional specific terms and

conditions for a particular part. Irvin's Standard Purchase Order Terms and Conditions can be found on the "Suppliers" tab of www.irvinproducts.com.

4.4.2 All Purchase Orders and alterations must be acknowledged and returned to Irvin within ten working days after receipt.

4.4.3 The supplier shall establish and maintain a system for ensuring that the latest applicable drawings and related specifications, and any changes are on file and in effect. Obsolete drawings and specifications shall be removed from use. Notification of these changes shall be made through the issue of Irvin's Purchase Orders.

4.4.4 Changes in production material, sub-supplier sources, process, manufacturing location, etc. are not to be instituted without prior written approval from Irvin Purchasing, Engineering, and Quality. The supplier must submit a *Supplier Change Request* prior to any actions taken toward the change.

4.4.5 Suppliers instituting unauthorized changes shall be accountable for any financial liability incurred by Irvin that is required to meet our customers' change request policies and requirements.

4.4.6 There are three general types of purchase orders which may be issued by Irvin:

- Blanket Purchase Order (B-XXXXXX-X)
- Spot Buy Purchase Order (S-XXXXXX-X)
- Tooling Purchase Order
  - Production (T-XXXXXX-X)
  - Prototype (PT-XXXXXX-X)
  - Production Steel Rule (TS-XXXXXX-X)
  - Prototype Steel Rule (PS-XXXXXX-X)

4.5 Service Parts Policies

4.5.1 **Service and Replacement Parts:** Suppliers shall be capable of supplying service parts for a fifteen year period or more per Irvin's contractual agreement with customer after Irvin completes

current model purchases and shall sell parts in the quantities and at the times determined by their Buyer to fulfill past model service requirements. Unless otherwise agreed to by Buyer, the price(s) during the first 7 years of this period shall be those in effect at the conclusion of current model purchases. For the remainder of this period, the price(s) for goods may be negotiated and shall be as agreed to between the supplier and Irvin.

4.6 PO / Invoice Requirements

4.6.1 **PRMS:** Irvin's PRMS MRP system is used to generate supplier material orders. Each part number on a Blanket Purchase Order (BXXXXXX-X) is assigned its own Purchase Order number in PRMS. Supplier invoices must reference this PRMS PO number, otherwise Irvin will not be able to process the invoice which could result in delayed payment.

4.6.2 **QAD:** Alternately, Irvin's QAD MRP system may be used to generate material orders from certain plants and the corporate office. In this case supplier invoices must reference the QAD Blanket PO number and list each part by line-item number, otherwise Irvin may not be able to process the invoice which could result in delayed payment.

5.0 TOOLING PROCEDURES

5.1 General Requirements

5.1.1 Tooling will be authorized by Irvin via a Tooling Purchase Order. All sample submissions must follow PPAP guidelines outlined in Section 7.0.

5.1.2 Samples of plastic molded parts must be submitted by cavity for dimensional and pre-grain approval prior to graining. Samples shall be resubmitted after graining per PPAP requirements outlined in Section 7.0.

5.1.3 Tooling timeline shall be submitted to buyer and any deviations need to be communicated within 24 hours of change.

5.2 Tool Maintenance Requirements

5.2.1 The supplier at its expense shall maintain all tooling in good condition and repair or replace tooling to the extent necessary to produce production quality parts to drawing specifications. The Irvin program buyer must be notified of any tool maintenance repairs to injection mold tools.

5.2.2 Tooling shall not be moved from the supplier's premises without Irvin Purchasing prior written approval.

5.2.3 Any tool maintenance, tool repairs, or tool modifications which might affect part dimensions, fit and function, part durability, or other performance properties must be PPAP'd.
(Reference PPAP requirements in Section 7.2)

5.3 Tooling Identification

5.3.1 An Irvin tool tracking tag will be required to be permanently affixed on all tools. The tag will be provided by the Irvin buyer. This includes Irvin owned and customer owned tooling.

5.3.2 Final invoice processing for tooling will require evidence of tooling identification per specific OEM requirement. The Irvin buyer will provide the requirements for the OEM asset tag for customer owned tooling.

6.0 ADVANCED PRODUCT QUALITY PLANNING (APQP)

6.1 General Requirements

6.1.1 Suppliers shall implement an Advanced Product Quality Planning process involving the use of multi-disciplinary teams to support the development of new or changed products and services.

6.1.2 It is recommended that suppliers utilize disciplines and guidelines outlined in the AIAG *Advanced*

Product Quality Planning and Control Plan reference manual to develop this process.

6.1.3 Suppliers are required to report the status of APQP plan activities as requested and must notify Irvin of any issues or problems that may result in missing planned target dates.

6.2 New Product / Process Launch Preparedness

6.2.1 The Supplier Development function within Irvin Corporate Purchasing shall monitor and manage selected suppliers throughout the APQP process to ensure suppliers are capable of meeting Irvin requirements.

6.2.2 Suppliers are included as members of Irvin's cross functional development team and are encouraged to provide input during the APQP process and participate in support activities as requested.

6.3 Identifying High Risk Suppliers

6.3.1 Supplier Assessments will be conducted to identify "High Risk Suppliers" for a particular product, process, or service and to determine which suppliers will be tracked by Supplier Development.

6.3.2 The criteria used to identify "High Risk Suppliers" shall include but is not limited to the following:

- Historical product / process / warranty concerns
- Past supplier launch history
- Product / process complexity
- New product / process for supplier
- New product / complexity for Irvin
- New supplier or new supplier location
- Impact on final product
- Late design changes / compressed program timing
- Financial risk
- Capacity risk

6.4 Supplier Design Review Meeting

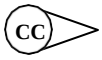
6.4.1 Supplier design review meeting and tooling presentation are held with selected suppliers prior to

issuance of the Purchase Order. The purpose of this meeting is to review component design, raw material specifications, tooling issues, part application issues, etc. and identify special characteristics. Preliminary program timing will be reviewed and key milestone dates agreed upon between Irvin and the supplier.

6.4.2 A Supplier Design Review Meeting notice will be forwarded to the supplier which establishes the meeting date and time, defines participant requirements, preparation requirements and items to bring to the meeting.

6.4.3 In preparation prior to or during the design review meeting the supplier is required to complete the ***Irvin tooling presentation*** provided.

6.4.4 Irvin denotes Special Characteristics on its drawings and defines them as follows:



Critical Characteristic: Product characteristic or process parameter which affects a product's safety or compliance with regulatory requirements, and which require specific manufacturing, assembly, shipping, or monitoring actions and inclusion on the supplier's quality documentation (PFD, PFMEA, Control Plan, Work Instructions, etc.).

Significant Characteristic: Product characteristic or process parameter which affects a product's fit, function, appearance or has other reasons for control and documentation such as specific customer requirements. Supplier must utilize SPC to monitor and control process. SPC designated characteristics shall be included in supplier's quality documentation (PFD, PFMEA, Control Plan, Work Instructions, etc.).

Controlled Dimension: A product characteristic which must be monitored and included in the supplier's quality documentation (PFD, PFMEA, Control Plan, Work Instructions, etc.) Supplier must demonstrate short term capability to exceed 1.67 Ppk at time of PPAP.

Note: If the supplier is not utilizing statistical methods for the monitoring and control of a Controlled Dimension (CD) then the reaction plan included or referenced in the control plan must at a minimum require 100% inspection of suspect nonconforming

material from the time the nonconformance was detected until corrective actions have been verified to resolve the concern. In addition, product that was produced prior to detection of the nonconformance until time of the last OK check must be considered as suspect and the reaction plan shall also require, at a minimum, 100% inspection for product produced during that time frame.

6.4.5 Suppliers shall provide evidence of on-going control and process capability for all significant characteristics identified. This may be accomplished by forwarding copies of control charts and capability reports for the significant characteristics affected on a monthly basis minimum to the receiving Irvin manufacturing facility's receiving inspection supervisor.
If documentation reveals process to be unstable or not capable supplier must submit action plan detailing containment methods to prevent shipment of nonconforming material and actions to achieve process capability. Failure to adhere to these requirements can affect the supplier's monthly performance rating on the Supplier Scorecard.
(*Reference Section 8.0)*

Note: Supplier must demonstrate short term capability to exceed 1.67 Ppk and long-term capability to achieve 1.33 Cpk minimum.

6.4.6 Supplier shall provide evidence of inspection results for controlled dimensions on an as requested basis only.

6.5 Run At Rate

6.5.1 The purpose for performing a Run at Rate is to identify and correct any quality or productivity problems prior to start of production by simulating mass production conditions. The run at rate is a confirmation of supplier preparedness for mass production. It must be conducted early enough to allow adequate time for improvement and corrective action confirmation. It is a physical verification that

the production process is capable of producing quality products at the quoted production rates.

6.5.2 The Run at Rate must be representative of mass production conditions:

- All processes run in correct sequence
- Trained operators
- Production level facilities, tooling, and equipment
- Production level material
- Mass production line speed including tool changes and set-ups

6.5.3 Irvin will notify the supplier as to the timing and type of Run at Rate that is required:

- **Supplier Monitored:** Run At Rate is performed by the supplier with results documented on the designated reports (*Run at Rate/Launch Readiness Summary Report*, *Run at Rate Launch Readiness Worksheet*) and forwarded back to Irvin.

- **Irvin Monitored:** Run at Rate is performed by the supplier under the observation of onsite Irvin representative(s). Supplier is responsible for documenting results on the designated reports (*Run at Rate/Launch Readiness Summary Report*, *Run at Rate Launch Readiness Worksheet*) and forwarding back to Irvin.

Note: Irvin's customers may require specific Run at Rate reporting formats. In those instances, the supplier will be provided the customer specific forms to complete in place of or in addition to the Irvin forms.

6.5.4 If the supplier is unable to meet Run at Rate target levels after initial corrective actions have been implemented immediate notification must be issued to Irvin Purchasing. In addition, the supplier shall present an action plan on activities scheduled with timing to achieve the desired Run at Rate targets.

7.0 PART SUBMISSION AND APPROVAL PROCESS (PPAP)

7.1 General Requirements

7.1.1 A PPAP submission is required for approval of all production parts and materials supplied to Irvin

unless a mutual agreement for waiver is reached between purchasing, quality, and the supplier. PPAP is required to assure that the process has the potential to produce parts which meet the specified requirements during an actual production run at the quoted production rate.

7.1.2 All PPAP submissions to Irvin shall be prepared in conformance to the requirements outlined in the AIAG *Production Part Approval Process* manual. Suppliers shall by default submit Level 3 PPAP packages unless instructed otherwise. Irvin specific requirements are outlined in Section 7.2 defining the submission requirements for various circumstances.

7.1.3 Submissions of PPAP documentation shall be made to the Irvin FTP site set up for supplier PPAP submissions. Submissions must be made with all items contained in one (1) PDF file. (No folders or other file formats should be submitted. Irvin will not accept multiple files). FTP Site address: ftp://suppliers:L19bfyCF@ftp.irvinautomotive.com. Username: suppliers, Password: L19bfyCF (if asked)

Note: There should be a separate section labeled in the PDF file for each of the submission requirements listed on the Irvin *Supplier PPAP Checklist*. If documentation is not required or is not applicable for a particular section, then a blank sheet should be inserted in that section labeled “NOT APPLICABLE”.

7.1.4 Substances of Concern (SOC), Environmental Requirements, Conflict Minerals, IMDS and AIAG CQI requirements

- Conflict Minerals reporting is required each year. Irvin requires submission using the iPCMP tool or completion of the latest CMRT. These tools can be found at www.conflict-minerals.com and http://www.conflictfreesourcing.org/conflict-minerals-reporting-template/ respectively
- Suppliers shall register with the IMDS database through www.mdsystem.com so they can enter all required data through the IMDS website under the appropriate Irvin ID (#183338)
    - An IMDS submission shall be required for Original PPAP submission, when supplier of products or

services are changed, when there is a change to part weight that will affect the overall part weight, when the part level bumps, and every time a warning is issued by mdsystem.
    - IMDS should be reviewed during the annual validation PPAP submission. All warnings issued by mdsystem must be reviewed and updated immediately.
- AIAG has published special process assessments for heat-treat, plating, welding, soldering, molding systems, warranty and coating processes. OEM customers require all tiers of suppliers to ensure these self-assessment audits are performed annually per the applicable AIAG/CQI guidelines.

7.1.5 The supplier shall take parts for PPAP from a significant production run as defined in the AIAG *Production Part Approval Process* manual. In some instances, Irvin may require completion of a successful Run at Rate as a prerequisite for full PPAP approval. The supplier will be notified in advance in those instances.

7.1.6 PPAP approval is mandatory prior to shipment of any production level parts or materials from the supplier to any Irvin facility. Any waiver from this requirement requires a signed approved deviation as specified in Section 12.2. Any shipment of deviated parts must be properly identified as specified in Section 12.2.

7.2 Irvin Specific Requirements

7.2.1 PPAP submissions for Irvin approval are required under the following circumstances (see Table 7.2.1).

Table 7.2.1

WHEN PPAP SUBMISSIONS ARE REQUIRED	COMMENT OR EXAMPLE
A new part or product supplied to Irvin.	▪ Initial release of part ▪ Previously approved part which has a new or revised part # assigned to it ▪ New color submission ▪ etc.

Resubmission for correction of a previous discrepancy.	Submission is required to correct any discrepancy on previously submitted part. This can include full approval of a part replacing an interim approval.
Externally and internally driven engineering changes.	Submission is required on any engineering change to production/part design records, specifications, or materials.
Supplier initiates process, material, sub-contract source, and/or manufacturing changes.	▪ Use of other construction or material than was used in the previously approved part ▪ Production from new, additional, replacement, or modified tools, dies, molds, patterns, etc. ▪ Addition of a new process ▪ Refurbishment or modifications to tooling or equipment to increase its capacity, performance, or change its existing function ▪ Rearrangement of tooling or equipment which changes the process flow sequence ▪ Change in manufacturing location ▪ Change of sub-contract sources for parts or services (e.g. heat treating, plating, laminating, etc.) ▪ Any product/process changes that affect fit, form, function, performance, and/or durability of the part.
In short, any change that affects customer product requirements for fit, function, form, durability, or performance may require a PPAP submission. Contact your responsible buyer if you have any questions regarding whether or not a PPAP submission is required and/or the submission level required.	

7.2.2 Suppliers shall submit the following PPAP documentation to meet Irvin requirements for part approval for the circumstances defined below unless otherwise specified (see Table 7.2.2).

Table 7.2.2

REASON FOR PPAP SUBMISSION	COMMODITY TYPE	DOCUMENTATION REQUIRED	SAMPLE PARTS REQUIRED
New part submission	Metal Components	▪ *Supplier PPAP Checklist* ▪ Complete level 3 submission per AIAG PPAP manual ▪ For appearance parts, actual colorimeter / spectrophotometer readings for color with the Appearance Approval Report (AAR) ▪ Marked drawing included with dimensional layout ▪ Copy of IATF 16949 certificate ▪ Laboratory Scope (*reference 7.2.4*) ▪ Applicable Substance Use Restrictions form per Ford WSS-M99P9999-A1, GMW 3059, or Chrysler CS9003.	Minimum 6 samples per color (3 samples per tool/cavity) ALL PARTS ARE TO BE HELD AT SUPPLIER LOCATION
	Plastic Components	▪ Same as above plus: ▪ Pre-Texture Evaluation Report, if a customer requirement ***Note:*** If different size equipment is used to mold the part a separate PPAP package must be submitted for each tonnage utilized in the production of the part.	Minimum 6 samples per color (3 samples per tool/cavity) at pre-grain and post-grain submissions ALL PARTS ARE TO BE HELD AT SUPPLIER LOCATION
	Thread, Trim Binding	▪ Same as above	Minimum one 12” swatch per color
	Fabric, Vinyl, Leather	▪ Same as above plus: ▪ End customer color and/or construction approval *(reference 7.2.3)* **GM colors:** Trim Transmittal from GM MAT SPEC system **FCA Colors:** Source Approval Status Form (SASF) **Ford Colors:** Material/Color Durability Compliance Certification (MCDCC) Other customer requirements as needed	Minimum of two swatches each color sized 8” x 11”
Resubmission for correction of a previous discrepancy	All	▪ *Supplier PPAP Checklist* ▪ Resubmit new dimensional layout for any rejected dimensions only ▪ Resubmit corrections to previous rejected paperwork including a new Part Submission Warrant (PSW)	Update sample parts and continue to hold latest level.

REASON FOR PPAP SUBMISSION	COMMODITY TYPE	DOCUMENTATION REQUIRED	SAMPLE PARTS REQUIRED
Externally and internally driven engineering changes	All	▪ *Supplier PPAP Checklist* ▪ Part Submission Warrant (PSW) ▪ Dimensional layout of affected changes only with marked print *(100% dimensional layout with capability studies may be requested if major change)* ▪ Material certifications ▪ Updated control plan, process flow, and PFMEA (if affected) ▪ Performance test results (if affected)	Update sample parts and continue to hold latest level.
Supplier initiates process, material, sub-contract source, and/or manufacturing changes	All	Contact buyer to determine level of PPAP submission	Contact buyer to determine level of PPAP submission
Resubmission due to drawing updates	All	▪ *Supplier PPAP Checklist* ▪ New Part Submission Warrant (PSW) ▪ Resubmit any paperwork that was affected by drawing revision level change	Not required. Resubmit sample parts only on request.
New color submission of previously approved part	All	▪ *Supplier PPAP Checklist* ▪ Part Submission Warrant (PSW) ▪ Appearance Approval Report (AAR) with actual colorimeter / spectrophotometer readings for color ▪ Updated control plan, process flow, PFMEA if color part numbers appear on those documents ▪ Material certifications and color specific test results (current within one year) ▪ Applicable Substance Use Restrictions form per Ford WSS-M99P9999-A1, GMW 3059, or Chrysler CS9003. *(reference 7.2.5)* ▪ End use customer color and/or construction approval *(reference 7.2.3)* **GM colors:** Trim Transmittal from GM MAT SPEC system **FCA Colors:** Source Approval Status Form (SASF) **Ford Colors:** Material/Color Durability Compliance Certification (MCDCC)	Submit sample parts same as for New Part Submission requirements listed above for the applicable commodity

7.2.3 Only PPAP approved raw material sources may be used. Supplier must include copy of end customer color and/or construction approval.

Note: This requirement typically applies to raw material sources of appearance items such as plastic, fabric, vinyl, and leather suppliers.

7.2.4 ***Laboratory Accreditation:*** If supplier's laboratory was used for materials and/or performance testing for the PPAP submission then supplier must show compliance to ISO/ECI 17025 guidelines or equivalent. This condition can be met by including a copy of the supplier's ISO/ECI 17025 guidelines or equivalent certificate along with their Laboratory Scope in the PPAP package.
Otherwise, laboratory testing must be performed by an accredited laboratory and copy of the lab's accreditation (ISO/IEC 17025, or national equivalent) and Laboratory Scope must be included with the PPAP submission.

7.2.5 ***Substance Use Restrictions:*** Supplier must include the applicable Substance Use Restrictions form per Ford WSS-M99P9999-A1, GMW 3059, or Chrysler CS9003 in all PPAP submissions.

7.2.6 ***Color Readings:*** Supplier shall include actual colorimeter / spectrophotometer color readings with their Appearance Approval Report (AAR) for appearance parts.

Note: Supplier is responsible for acquiring certified master color plaques, color chips from raw material suppliers is not adequate to satisfy this requirements. Supplier will provide 3 sets of parts to Irvin for the initial AAR process. Once AAR approval is provided one set of parts will be held by Irvin Corporate, one set provided to Irvin Manufacturing Plant and one set will be sent back to supplier for historical reference.

7.2.7 ***Supplier PPAP Submission Checklist:*** Supplier must include the *Supplier PPAP Submission Checklist* with each PPAP submission to ensure all

documentation is included to satisfy Irvin requirements.

7.3 PPAP Status

7.3.1 Irvin shall notify the supplier of the PPAP submission status as follows:

- **Full Approval:** PPAP submission meets all Irvin specifications and requirements and authorizes the supplier to begin production shipments of the part to Irvin material releases.

- **Rejected*:*** PPAP submission fails to meet Irvin specifications and requirements. Supplier is not authorized to make any production shipments. Corrected PPAP must be submitted and approved before production shipments are authorized.

7.3.2 Irvin will notify supplier of PPAP status by returning a signed copy of the PSW Warrant Cover Page with the PPAP status notated on it (if approved)

7.4 Annual PPAP Re-Validation Requirement

7.4.1 All suppliers are required to submit a Level 3 PPAP annually for all production parts and materials. PPAP documentation must be no more than one year old at the time of PSW submission. Any deviation to level submission for the annual validation requirement must be approved by the Irvin plant quality manager prior to any submission. Supplier must demonstrate long term capability to exceed 1.33 Cpk for all significant and controlled dimensions.

Note*:* Irvin's customers require PPAP documentation be no more than one year old at the time of PSW submission to them. In most cases the annual supplier PPAP submission to Irvin will satisfy this requirement. However, there may be some circumstances in which the particular Irvin submission date to our customer and the annual supplier PPAP submission on file will not satisfy the maximum one year customer requirement. In these instances Irvin will require the supplier to provide an update to the minimum documentation required to satisfy this requirement.

7.4.2 An updated copy of the supplier's QMS Standard certificate, Laboratory accreditation and scope shall be included with the annual re-validation PPAP package.

8.0 SUPPLIER PERFORMANCE AND DEVELOPMENT

8.1 Supplier Scorecard

8.1.1 On-going supplier performance will be monitored and evaluated by Irvin on a monthly basis. Performance will be tracked in the areas of quality, delivery, and corporate support. A minimum score will be required to maintain approved status on the Irvin approved supplier listing. Failure to maintain a minimum score can result in temporary "no quote" status. Failure to demonstrate improvement in performance to acceptable levels can result in product de-sourcing.

8.1.2 A Supplier Scorecard will be issued each month from each Irvin manufacturing facility location. This Supplier Scorecard provides the overall composite score with the detailed breakdown of each category rated for the previous month's performance. A separate scorecard is issued from each Irvin facility to which the supplier ships product.

8.1.3 The monthly Supplier Scorecard will be issued to the supplier's designated contact who is responsible for distribution to the appropriate personnel within their organization. The supplier is responsible for reviewing the scorecard information and responding in a timely manner when applicable (i.e. when corrective action response is required for unacceptable performance (8.2.1) or if supplier wishes to dispute the rating issued).
If the supplier disagrees with its monthly performance rating a written response must be received within the month that the rating was issued to the appropriate materials, quality, or purchasing representative detailing the reasons the rating is disputed along with supporting documentation. Irvin will review the dispute and if in agreement with the

supplier's information the scorecard will be corrected.

Note: Any correspondence the supplier submits to dispute scorecard ratings must also be copied to the appropriate Irvin corporate commodity manager and Supplier Development Manager.

8.2 Unsatisfactory Supplier Performance

8.2.1 The supplier must submit a corrective action response for unsatisfactory performance on the monthly scorecard (less than 70 points for overall composite score) addressing root cause and corrective actions which will be implemented to achieve an acceptable rating. The corrective action report shall be submitted to the issuing plant and copied to Irvin Corporate Commodity Manager (corporate address) Supplier Development Manager by the end of the month in which the scorecard was issued. Failure to provide an on-time corrective action report for sub-standard performance will affect the next month's corporate support rating.

8.2.2 The supplier will not be allowed to quote or obtain new business from Irvin with 3 consecutive months where the composite score falls below 70 points. The supplier's "no quote" status will be indicated on the approved suppliers list. The supplier will remain on probation until the conditions below are met at which time their approved status will again be recognized on the approved supplier list.

- Achieves two consecutive months with an overall composite score at or above 70 points
- Corrective action plan is submitted and closed by the issuing plant.

8.2.3 Other circumstances that may result in a supplier's approval status to be changed to "no quote" status include:

- Continual noncompliance to any requirement outlined in the Supplier Guidelines Manual

- Continual performance issues in the areas of quality, delivery, or corporate support
- Suspension of Quality Management System Certificate or unacceptable assessment performed by Irvin
- Unresolved commercial issues
- Financial risk
- Breach of trust

Note: Irvin shall make every effort to work in tandem with suppliers for the intent of improving their ongoing performance. However, if progress toward acceptable improvement in supplier performance can't be demonstrated then de-sourcing of the product shall be a viable option.

8.3 Supplier Performance Review (SPR) Meetings

8.3.1 Irvin conducts Supplier Performance Review meetings with selected suppliers at the manufacturing facility and corporate levels. Top problem suppliers are selected to attend these meetings and required to present action plans which will result in problem resolution.

8.3.2 Top problem suppliers are identified and may be required to attend an SPR meeting based on the following:

- Unacceptable or deteriorating supplier scorecard ratings
- Major quality spill requiring sorts or rework at Irvin or its customer
- Controlled Shipping status
- Production interruption due to quality issue or parts shortage
- Lack of responsiveness
- Financial risk
- Capacity risk

8.3.3 Supplier Performance Reviews will be conducted at the Irvin manufacturing facility level. Each Irvin plant will identify its top problem suppliers and will hold the SPR meeting at its facility. Formal notification will be provided to the selected suppliers via e-mail and will detail the date, time, and supplier required actions in preparation for the SPR meeting. Failure of the supplier to attend or properly support SPR

meetings will negatively affect its monthly corporate support scorecard rating.

8.3.4 In those instances that a supplier demonstrates a chronic condition of ongoing issues the SPR meeting may be raised to the corporate level. A corporate level SPR meeting will be chaired by the Irvin Director of Purchasing and may require the attendance of the supplier's executive management. At a minimum, participation by the supplier's Plant Manager, Quality Manager, and/or Materials Manager will be required depending on the nature of the concern.

8.4 Supplier Development

8.4.1 Irvin works with suppliers for the purpose of improving their overall quality management system to ensure delivery of on-time, cost competitive, and high-quality products and services. A primary goal isfor suppliers to be third party registered to a minimum of ISO 9001 with the ultimate goal of IATF 16949. The prioritization of suppliers for development is based on the supplier's performance, as well as the degree of risk to Irvin product/process of the product and/or service being supplied.

8.4.2 In the event of mergers, acquisitions, significant changes in facilities, operations or management, etc., relative to a supplier, the continuity of the resulting quality management system will be evaluated for effectiveness. The supplier is expected to notify Irvin Purchasing of these developments.

8.4.3 Irvin expects all suppliers to create and maintain a culture which promotes employee involvement and results in the pursuit of continual improvement throughout all levels of the organization. At a minimum, suppliers shall demonstrate that systems are in place, relative to the monitoring,

measurement analysis and improvement processes needed to:

- Demonstrate conformity of the product
- Ensure conformity of the Quality Management System
- Continually improve the effectiveness of the Quality Management System
- Employee Morale

8.4.4 Irvin requires all suppliers to establish and maintain documented processes and procedures to ensure that parts, materials and services received from their sub-suppliers meet all necessary requirements. Suppliers are required to have systems in place and shall apply adequate controls to effectively manage their supply base to ensure sub-supplier products and services conform to Irvin requirements. This system should include the use of 2nd party audits to asses sub-supplier risk. Irvin may require the supplier to cascade and report specific customer deliverables through the supply chain.

8.4.5 Irvin requires all suppliers that provide a product with embedded software to implement and maintain a process for software quality assurance for their product. This system must also consider applicable statutory and/or regulatory requirements. Assessments of the supplier's capability to maintain a software development program will be completed per IATF 16949 requirements. Documented information shall be retained by the supplier showing proof of a software development capability self-assessment and provided to Irvin Products upon request.

8.5 Supplier Contingency Plan

8.5.1 Irvin requires the supplier to create and maintain a production contingency plan that combats production interruption, including but not limited to, natural disasters, fire, equipment shutdown, internet disruption, labor strike, supply interruption, or other

force majeure type events. Documented information in this plan shall be retained by the supplier and shall be provided upon request from Irvin.

8.5.2 Contingency plan must include manufacturing site location along with all sub-tier supplier locations for Irvin Product part numbers.

8.6 Supplier Request for Change

8.6.1 Suppliers are prohibited from making any change to part or process without prior written approval from Irvin Products. Prior to any change the supplier is required to complete a Supplier Request for Change form along with all supporting documentation and email to SRC@irvinproducts.com. Once the documents are received the supplier will be notified of the next steps in the process. Completing the forms is not an approval to proceed with the change, it only starts the process.

9.0 DISCREPANT MATERIAL REPORTING AND RESOLUTION

9.1 Supplier Notification of Suspect Material Shipped

9.1.1 The supplier shall initiate immediate notification to the using Irvin facility in the event it suspects that non-conforming material has been shipped. Supplier shall take steps to immediately identify and contain the non-conformance and take appropriate actions to replace the suspect material in such a manner that there is no interruption to the Irvin process.

9.1.2 Successful implementation of the above activities will be considered a proactive process by the supplier and as such the supplier's performance metrics may not be penalized as a result of any defective material captured in the containment process. PPM calculations and the monthly supplier scorecard rating may not be affected in this instance as long as the issue was effectively contained

before it resulted in any interruption to the Irvin process.

9.1.3 Supplier shall initiate its discipline problem solving process to identify the root cause which allowed the nonconformance to occur and escape from its facility and establish permanent corrective actions which will prevent future occurrences including read-across to other processes.

9.2 Irvin Notification of Discrepant Material Detected

9.2.1 Quality issues detected at Irvin facilities, our customers, OEMs or through warranty that are determined to be supplier related will be communicated to the supplier through issuance of a Discrepant Material Concern / Response Report **(DR) along with an 8D request for corrective action**. This report assigns a tracking number for the supplier concern and provides contact information and concern description details. (For situations requiring immediate response the supplier will be notified by phone, or e-mail with formal issuance of the DR to follow).

9.2.2 In addition, the DR report is formal notification to thesupplier to initiate the following activities:

- Implement immediate containment activities at the supplier's facility and material in transit to prevent escape of additional nonconforming material and appropriately identify the certified material for the next shipment.
- Initiate immediate contact with the using Irvin facility to determine severity of concern and level of response required. Supplier must verify impact of rejected materials and arrange for replacement of rejected materials as required.
- Initiate the appropriate activities required to resolve the concern.
- Request sample parts exhibiting the reject condition within 48 hours of receipt of the DR.

- Provide acceptable resolution for disposition of the discrepant material within 48 hours of receipt of the DR.

Note*:* Discrepant material will be returned or scrapped at supplier expense if an acceptable resolution for disposition of material is not received within 48 hours (excluding weekends).

- If requested, as indicated on the DR or 8D request, submit corrective action response:

- **Initial response** for corrective action is due within 24 hours of receipt of the DR or 8D request. At a minimum the initial corrective action report shall define the problem description and detail all containment activities implemented. Data results of any containment activity must be provided as frequently as requested, but at a minimum daily.

- **Completed response** for corrective action is due within 7 calendar days of receipt of the DR or 8D request or as directed by the issuing Irvin plant. In those instances where the quality issue cannot be resolved in 7 days, the supplier shall provide a weekly updated 8D plan with timing until closure. The preferred method is 8D format, but supplier may utilize their own format as long as the following minimum information is included:

    - List of team members with areas of responsibility identified *(i.e. quality, production, maintenance, etc.)*
    - Problem description
    - Containment/Short term/Immediate Corrective Actions
    - Root Cause *(Shall address both occurrence and escape failure modes under root cause, corrective actions, and prevention 8D steps)*
    - Long term/Permanent Corrective Action Verification
    - Implementation and Validation of Corrective Actions
    - Prevention/Systemic Corrective Actions including read-across to other processes as applicable

Note: Irvin's customers may require specific corrective action reporting formats. In those instances, suppliers are required to substitute the customer specific corrective action report in place of or in addition to their own when requested.

9.3 Supplier Escalation

9.3.1 Reasonable efforts must be made to resolve all concerns through Irvin plant staff. The escalation process will be utilized to support the plant staff in areas of chronic supplier quality and delivery issues or in specific cases where there is significant cost or impact to performance. Escalation path within the plant is through Quality/Materials Supervisor, Quality/Materials Manager, and Plant Manager prior to escalation to the corporate office. If all attempts at resolution fail, escalation to Irvin corporate Commodity Manager or Director of Purchasing will occur.

9.4 Supplier Support Activities

9.4.1 Once a supplier related issue is identified the supplier must take the actions necessary to resolve the concern. This involves establishing communication with the Irvin facility to determine the support activities that will be necessary to protect against the production and shipment of nonconforming material by either Irvin or the supplier and ensuring on-time deliveries.

9.4.2 In those instances that onsite sorting and certification of suspect material at Irvin facilities is necessary, the following actions are required:

- Supplier is responsible for the immediate coordination of the sorting activities required. Supplier's lack of immediate coordination/containment will require Irvin implementation at supplier expense. *(Reference Section 10.1)*

- Supplier is responsible for the supervision, selection, and training of sort personnel to the acceptance/rejection criteria. Irvin requires the use of a sorting company that that is certified to ISO – 9001 or approved for use by Irvin.

- Supplier may utilize their employees, company representatives, and/or 3rd party sorting companies to perform the necessary sorting activities. It is supplier's responsibility to ensure onsite supervision of any 3rd party sorting personnel.

- Supplier must ensure that sort personnel selected understand any Irvin facility specific requirements (i.e. safety requirements, procedures for entering/exiting plants, identification requirements, methods of identifying rejected and certified material, etc.). Any questions regarding facility specific requirements should be addressed through that facility's Incoming Quality department.

- On occasion, due to space restrictions at Irvin facilities, supplier may be required to seek alternate Irvin approved sorting sites or may be charged for square footage used for sorting activity.

- Data results from any sort activity must be provided upon request or at a minimum daily. More frequent reporting may be required. Results must be provided electronically.

- Product within an Irvin facility cannot be removed from inventory without authorization from Irvin incoming inspection supervisor.

- Supplier must have authorization from Irvin facility management prior to starting any rework on parts already in Irvin inventory.

9.4.3 PPM calculations for the monthly Supplier Scorecard shall be based on confirmed rejected parts. Reject parts from any supplier sorting activity will be included in the calculation of the supplier's PPM.

9.4.4 Irvin reserves the right to send the appropriate Irvin representative(s) to the supplier's facility or its sub-supplier facilities to verify effective corrective actions are in place or where necessary to assist the supplier in the problem resolution process.

9.4.5 Irvin's customer representatives shall also have the right to accompany Irvin representatives to the supplier's facility or its sub-supplier facilities to verify corrective actions are in place and systems are compliant.

9.5 Controlled Shipping

9.5.1 Irvin shall place a supplier in Controlled Shipping status in those instances where the supplier's problem resolution process is ineffective and its

current controls are not sufficient to prevent the shipment of nonconforming material. Controlled shipping requires the implementation of additional controls which will prevent the shipment of nonconforming material. Controlled shipping status will be 100% at the suppliers' expense. Space and Irvin personnel used for any controlled shipping effort will be charged back to the supplier.

9.5.2 The supplier will be formally notified of Controlled Shipping status via a notification letter detailing the specific nonconformance(s), the controlled shipping level imposed (CS1 or CS2), and the required supplier actions, including inspection and exit criteria. Any CS1/CS2 disputes will be escalated to Irvin corporate level for resolution.

9.5.3 The supplier is required to return a signed copy of the notification letter to confirm receipt and understanding of the containment requirements. Regardless of the containment level imposed the supplier should utilize the controlled shipping activity as a part of its data driven problem resolution process. The supplier is required to document all controlled shipping inspection results, maintain these records on file, and forward them to Irvin on request.

9.5.4 **Controlled Shipping Level 1 Containment (CS1):** Supplier shall implement additional controls and inspection process at its facility utilizing its own employees to 100% inspect for the nonconformance(s) identified. Guidelines for setting up the containment shall include

- Containment area to be separate from production area
- Containment area must be highly visible, properly lighted and adequately equipped for the inspection/testing being performed
- Containment area material flow to be well defined with clearly identified areas for incoming, outgoing and rejected materials

- Parts certified as approved after inspection through the controlled shipping containment process to be identified as specified in the Controlled Shipping notification letter
- No rework to be performed in containment area
- Containment personnel to be properly trained with work instructions, quality standards and boundary samples readily assessable in the containment area
- Containment inspection results to be updated daily to expedite data driven problem resolution

9.5.5 **Controlled Shipping Level 2 Containment (CS2):** CS2 will be imposed when the supplier's CS1 activity fails to protect Irvin facilities from the receipt of nonconforming material. CS2 may also be imposed (without CS1 notification) directly if warranted due to considerations such as lack of supplier controls, repeat issues, problem duration or severity, etc. In this case an independent 3rd party source will be required to implement additional controls and inspection process to 100% inspect for the nonconformance(s) identified.
The 3rd party inspection source shall be a certified inspection firm or approved for use by Irvin.
Guidelines for setting up CS2 containment are same as listed above for CS1 containment except that the 3rd party inspection source is responsible for performing the containment function and providing the inspection results to both the supplier and Irvin.

9.5.6 **Removal from Controlled Shipping status:** Suppliers are responsible for petitioning for removal from Controlled Shipping status after permanent corrective actions have been implemented, verified and validated. Suppliers are responsible for providing all supporting documentation required to demonstrate that the established exit criteria has been satisfied. Formal petitions for removal from Controlled Shipping status along with all supporting documentation shall be made to the issuing plant. The supplier's request will then be evaluated to determine whether the Controlled Shipping exit

criteria has been met and that all supporting documentation provided is adequate to close the concern. Once these conditions are confirmed Irvin will formally notify the supplier that Controlled Shipping status has been removed.

10.0 COST RECOVERY POLICY

Note: Irvin will recover all costs that are related to a supplier non-conformance. This includes, but is not limited to, issues associated with pre-production parts, serial production parts, or documentation requirements.

10.1.1 **Potential costs will be debited at a labor rate of $10 per hour, $100 administrative fee per occurrence and other charges at actual cost and may include, but is not limited to, the following:**

- Irvin plant sorting of supplier product or finished good material on line or in the plant
- Expedited freight costs incurred as a result of supplier past due parts, avoidance of past due parts, or discrepant material
- Excess transportation costs such as unauthorized shipments or use of unauthorized carriers
- Overtime costs required to meet customer requirements as a result of supplier fault past due parts or discrepant material
- Production downtime costs for Irvin as a result of supplier fault past due parts or discrepant material
- Production downtime costs billed to Irvin by its customer as a result of supplier fault past due parts or discrepant material
- Quality department time for problem investigation
- Sorting/rework/containment activity costs billed to Irvin by its customer as a result of supplier fault discrepant material
- Costs of work in process (WIP) or finished goods inventory deemed unusable due to supplier responsible defects

- Costs associated with the disposition or return of unapproved or unauthorized material sent by the supplier
- Costs associated with Irvin customer returns
- Costs associated with the administration of the actions to support the rejection

11.0 MATERIAL RELEASING PROCEDURES AND EXPLANATIONS

11.1 Releases, Accum, and Material Authorization

11.1.1 Material releases are issued against purchase orders by the user plants. Irvin utilizes QAD to support supplier EDI releases. Suppliers are to work with Irvin to get set up on EDI with QAD.

11.1.2 Suppliers must use the weekly demand information provided through EDI releases to build in advance and ship product for the given week. All products are required to be available to be shipped via normal established freight in advance to arrive on the Monday of the week that it is due. If the supplier cannot meet the release and regular ship day schedule the supplier must notify Irvin Material Planner in advance and provide a written recovery plan detailing when the supplier will be up to schedule on a part number by part number basis. Authorizations are also included in the EDI releases. Suppliers should review and verify these authorizations are correct on a weekly basis, if not your Material Planner should be contacted for resolution.

11.1.3 Suppliers will be provided with their designated ship dates and ship frequencies. If this information has not been supplied the supplier should contact their respective Material Planner.

11.1.4 An ASN must be transmitted via EDI for every shipment sent on the day it was shipped. Suppliers not capable of electronic transmissions shall contact

their procurement analyst to arrange for suitable alternative methods.

11.1.5 All delivery ratings will come with the supplier scorecard. If supplier disagrees with an event that affects its delivery rating it must be disputed within one week of the issuance of the scorecard. All disputes must be resolved through the respective plant procurement analyst for the part in question.

11.1.6 Irvin's system is driven by the accum shipped verses the demand. It is the responsibility of the supplier to ensure its accum matches the Irvin accumon a weekly basis and reconcile accordingly. Requirements will be distorted if accum do not match.

11.1.7 In accordance with OEM standards suppliers are responsible to meet a 15% increase over the material authorization window and not consider low points while still having the material available to be shipped in advance via normal freight to meet the Monday due date. An example of the proper calculation of the 15% rule is attached in the appendix section

11.1.8 Suppliers must use the weekly demand information provided through EDI releases to build product for the given week. Authorizations are also included in the EDI releases.

11.1.9 Suppliers shall ship to Irvin facilities based on the suggested delivery quantity that is shown in EDI on the designated ship day for each part number supplied. Suppliers will be provided with their designated ship dates. If this information has not been supplied supplier should contact their respective procurement analyst.

11.1.10 Premium shipping authorization numbers are required for all nonstandard/expedited shipments to Irvin's plants including production and samples. Any unauthorized use of Irvin's premium transportation

information will be immediately charged back to the supplier.

11.2 Supplier Delivery Problems

11.2.1 The Purchasing Department and the “ship to” location must be informed of any tooling problems, quality problems, lead time changes, or other issues that may effect on-time delivery of parts to Irvin. This notification should be immediately communicated verbally and followed up in writing.

11.2.2 Premium transportation expenses incurred by Irvin, including those necessary to meet our customer’s requirements due to the supplier behind schedule, will be debited against the supplier’s invoices. These expenses will be reviewed by the plant materials department prior to issuance of the debit to ensure accuracy and legitimacy. The supplier will be notified of the debit action prior to its issuance and will cover the premium portion only. In addition, other expenses incurred by Irvin due to supplier behind condition may be debited against supplier as outlined in Section 10.0.

11.2.3 The supplier’s monthly delivery rating in the Supplier Scorecard will be affected by late deliveries, shipping discrepancies, or incorrect documentation. The Irvin procurement analyst will notify the supplier in those instances that a formal corrective action response is required.

11.2.4 Irvin may require additional documentation to be provided with each shipment based on internal or Irvin customer requirements for a specific product.

11.3 Documentation Required with Shipments

11.3.1 **Material Certifications:** Unless otherwise specified material certifications must accompany every shipment to the “ship to” location. Supplier is required to maintain a copy of all certifications for shipments and have this information readily

available. All material certifications must be current within a year.

11.3.2 **Material Safety Data Sheets (MSDS):** When making the initial shipment for a product, or the product properties have changed, the supplier must email the MSDS to the Irvin using facility's procurement analyst prior to shipping.

11.3.3 **Certificate of Origin:** Irvin is required to complete Certificates of Origin per the North American Free Trade Agreement (NAFTA). Certificates are valid for one calendar year only (January 1 – December 31) and are required to be updated on an annual basis or if the origin of the part being shipped changes. Suppliers are required to submit a Certificate of Origin for each part prior to its initial shipment and must also resubmit updated certificates to Irvin on an annual basis by December 15th for any parts shipped to its Mexico facilities in the following year.

(For example: A carry-over part that will be shipped to an Irvin Mexico plant in January 2018 must have an updated Certificate of Origin submitted by December 15, 2017)

11.3.4 For materials purchased through spot buys (Not covered on the production PO) the supplier must provide a Certificate of Origin with every shipment under the spot buy PO.

11.3.5 In addition to hard copy with the shipment, all Certificates of Origin and Commercial Invoices shall be forwarded to the following email address regardless of the actual ship point for the part: IrvinImportExportGroup@IrvinProducts.com. Please include the tracking number or truck number for the shipment so the documents can be matched.

11.3.6 **Commercial Invoice:** A commercial invoice must be included with every shipment which references the PRMS purchase order number. *(Reference Section 4.4)*

11.4 Obsolescence Claims

11.4.1 Obsolescence claims must be filed within 14 days of the final shipment. Claims submitted after that time period will not be acknowledged.

Note*:* Suppliers will be notified by their procurement analyst of build out requirements and final ship date requirements.

11.4.2 Supplier must retain all obsolete material until the claim has been fully settled and material has been dispositioned. Irvin may require additional documentation or an onsite audit of the material.

11.4.3 Claim forms are available from your procurement analyst. Any questions regarding the obsolescence claims procedure should be addressed to your procurement analyst.

11.5 MMOG Requirement

11.5.1 The Materials Management Operations Guideline (MMOG/LE) is a global document jointly created by the Automotive Industry Action Group (AIAG), Odette representatives, OEM representatives, and automotive suppliers. It is a document with recommended business practices for the supply chain management processes of automotive industry suppliers and is intended to establish a common definition of materials practices to drive effective communication between supply chain partners. The purpose of the MMOG/LE, as well as the reasoning behind the deployment of this by Irvin Products LLC, is to produce one common material planning and logistics evaluation that can be used by the supplier and customer throughout the product life cycle. The MMOG/LE is being deployed with our suppliers as a self-assessment tool. However Irvin reserves the right to audit MMOG/LE scores by conducting an onsite review of supplier facilities. Suppliers can purchase a download of the MMOG/LE publication or attend training on how to

use the assessment by contacting AIAG on the internet at www.aiag.org, or calling (248) 358-3003.

11.5.2 A MMOG scorecard performance should be completed for each supplier shipping location to Irvin in order to serve as a guideline in developing their materials management business processes. It only has to be submitted once per supplier location, but on an annual basis Irvin expects the supplier to review their status and notify the scorecard manager if the score has changed. The initial MMOG scores should be submitted to david.gustin@irvinproducts.com.

12.0 SHIPPING, PACKAGING AND LABELING REQUIREMENTS

12.1 Shipping Requirements

12.1.1 Irvin reserves the right to create shipping schedules for weekly requirements with the objective of improving material flow and reducing logistics costs. These schedules will be discussed and agreed on by Irvin, Supplier, and 3rd Party Logistics (3PL), if used, prior to implementation. All shipments for any of the Irvin plants must be called into 3PL twenty-four hours in advance with the approximate time the shipment will be available for the carrier to pick up. If twenty-four-hour notice is not given, it will be the supplier's sole responsibility to arrange for transportation of the product to the Irvin plant. Additionally, the supplier will be responsible for the transportation cost including cost of expediting the freight if the Irvin plant requires. Suppliers will also be responsible for waiting time charges and any other accessorial charges imposed by carrier due to supplier caused delays. Special arrangements or shipping schedules that are mutually agreed on by Irvin and the supplier will take precedence over this requirement. Supplier is to contact the Irvin procurement analyst for the designated 3PL carrier to be used for shipments to Irvin plants.

12.1.2 Unless otherwise specified, supplier is to ship complete on its scheduled leave date. If extra shipments are made due to supplier's inability to

fulfill the entire release, the shipment is to be made "prepaid". If not, the supplier will be debited for the extra shipment and the cost will be indicated in the evaluation as premium freight. Special arrangements (i.e. daily pulls, shipments to min/max levels) that are mutually agreed on by Irvin and the supplier will take precedence. In such cases the supplier will be responsible for having all required materials available to ship on the date indicated on the release.

12.1.3 Over-shipments will be returned at the supplier's expense.

12.1.4 Packing slips and product identification must reference the Irvin part number. All ASN's transmitted must have packing slip number as the reference number.

12.2 Shipment of Deviated Material

12.2.1 The supplier must obtain Irvin authorization prior to shipping any parts or material that deviate from the drawings, specifications, appearance standards, PPAP requirements, etc. Any authorized shipments under deviation shall be of a specified quantity of pieces and/or time frame.

12.2.2 The supplier shall initiate Irvin review for authorization of deviated product by completing and forwarding an Irvin Products *Deviation Form*. The supplier shall fill out all sections of the form that are applicable and submit it to the appropriate Irvin buyer for review. If the deviation is approved Irvin will assign it a Control #, specify on the deviation the quantity of parts and/or time frame that is authorized, specify whether PPAP submission is required for any proposed changes, and record approval signatures. If Irvin customer approval is required, Irvin will seek the approval. The supplier

DEVIATION # X X X X

cannot implement until the signed deviation is returned.

12.2.3 All shipments of deviated product must be identified by the supplier as follows.

- A copy of the signed off deviation form must accompany each shipment.

- Each shipping container shall be identified with the **Irvin Deviation Control #** that is assigned. A sticker, tag, label, etc. must be applied to all four sides of the shipping container that identifies the deviated product as follows:

Note: Shipments are subject to rejection if deviated product is not identified properly as specified above or if shipments are made in excess of the authorized quantity or timeframe.

12.3 Packaging Requirements

12.3.1 Pallets should contain one part number only. If it becomes necessary to mix pallets, a mixed pallet master label is required.

12.3.2 All carton quantities must have a standard quantity. This quantity must be communicated to the procurement analyst. The analyst will input this into your release and you will be released in standard pack count quantities.

12.3.3 If there are minimum order quantities, the procurement analyst must be informed. Just because there is a minimum order quantity, it does not mean that it is the minimum quantity to ship. Supplier must only ship to the release requirements (nearest carton).

12.3.4 Salvage material and used containers, pallets, crates, or other shipping devises will not be

accepted by Irvin's assembly plants, except for items on a reuse program by special agreement.

12.3.5 Manually handled containers, including bundles, not exceeding 40 pounds will be the required method of packaging. The corrugated box board used in these containers must have a minimum burst test of 275 pounds. Containers must be modeled to fit standard 48"x45" pallets unless otherwise authorized.

12.3.6 Reinforced tape or clear packing tape is the only acceptable carton closure method. The following applications are prohibited: asphaltic tapes, staples and glue. Staples or glue may be used to form only the bottom closure of carton.

12.3.7 All shipping containers must be designed to deliver production parts to the using assembly plant in good condition. All packs must have sufficient vertical strength and stability to withstand stacking two-high in transit via routines specified by Irvin (compression test: 300# / sq. ft. equally distributed loading). Pack design and parts count must not vary, and containers must be shipped completely filled, except as agreed by the user plant.

12.3.8 Recommended pallet and pallet base sizes are:

- 48 inches length x 45 inches width
- 3 1/2 inch entry under clearance
- Pallets must provide 4-way entry
- Pallets must be double-faced wood construction
- Pallet must be heat treated and must be branded by approved source as required
- Pallets other than wood construction must be authorized by packaging engineer and materials manager before adoption

12.3.9 Maximum allowance height of pallet units is 48 inches for truck shipped items. These sizes are compatible with standard truck dimensions. Pallets must be banded or stretch wrapped. Cartons must fit on pallet without any overhang.

12.3.10 Air shipments and other special routed shipments must be packed with special care in reinforced containers to withstand abnormal

handling to which they may be subjected. Parts must be in acceptable condition when received at the assembly plant.

12.3.11 Standard parts (nuts, bolts, screws, washers, etc.) are to be packed in RSC (regular slotted cartons) either ¼ keg 8 ½" x 7 ½", or full keg 11" x 11" x 7" cartons. Gross weight must not exceed 40 pounds.

12.4 Labeling Requirements

12.4.1 It is mandatory that all incoming production material be identified in conformance with the latest revision of the Irvin Products Supplier Transport Label Standard. No other means of identification will be accepted and will result in material rejection.

12.4.2 It is the supplier's responsibility to package and identify all hazardous material in conformance to published U.S. Department of Transportation regulations.

12.4.3 Pre-production and/or trial material must be clearly identified with an ***Initial Sample Label***. This label shall be bright blue in color. An example of the label is shown in the appendix.

13.0 LOT TRACEABILITY AND INVENTORY MANAGEMENT

13.1 Product Identification and Lot Traceability

13.1.1 Suppliers shall establish and maintain documented procedures for product identification and traceability from receipt of material throughout all stages of production, warehousing, and delivery. Parts manufactured by the supplier shall be traceable to the raw materials used including services provided by sub-suppliers.

13.1.2 An effective traceability system serves to minimize costs incurred in the event a recall (or containment) is issued and enables more efficient and effective segregation and containment of suspect material for

quality concerns. In addition, the traceability system(via documented records for production line, shifts, manufacture dates, inspection records, etc.) can beused to simplify and assist in root cause investigations and expedite completion of the problem solving process for quality concerns.

13.1.3 Unless otherwise specified, lot sizes shall not exceed one day's production. Lot numbers/date codes must be identified on each container/package. In some instances, additional detailed product/lot identification requirements may be communicated to suppliers via drawings, purchase orders, or other correspondence.

13.1.4 Traceability records shall be properly maintained by the supplier in a manner that makes them readily assessable when required. Suppliers shall be capable of supplying traceability records within 48 hours of a request for a particular event.

13.2 Inventory Management (First-In First-Out)

13.2.1 Suppliers are required to immediately respond and contain suspect parts and defects, expedite implementation of design or process changes as requested, minimize exposure for obsolescence claims, and prevent the quality deterioration of their products as a result of excessive shelf life or exposure to elements. To achieve these requirements suppliers are expected to practice a first-in first-out inventory management method.

13.2.2 First-in first-out practices should apply throughout the supplier's entire process from incoming warehousing, in-process/line side storage, finished goods warehousing, through shipping and delivery.

APPENDIX

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AUTOMOTIVE INDUSTRY ACTION GROUP (AIAG) MANUALS

Suppliers shall be responsible for obtaining copies of the referenced Automotive Industry Action Group (AIAG) Manuals and for maintaining the latest editions.
These documents may be obtained by contacting AIAG at www.aiag.org.

- ***QUALITY MANAGEMENT SYSTEMS IATF 16949***
- ***ADVANCED PRODUCT QUALITY PLANNING AND CONTROL PLAN (APQP)***
- ***PRODUCTION PART APPROVAL PROCESS (PPAP)***
- ***SHIPPING/PARTS IDENTIFICATION LABEL STANDARD***
- ***MEASUREMENT SYSTEMS ANALYSIS (MSA)***
- ***STATISTICAL PROCESS CONTROL (SPC)***
- ***POTENTIAL FAILURE MODE AND EFFECTS ANALYSIS (FMEA)***
- ***AIAG-VDA FMEA HANDBOOK (FMEA)***
- ***QUALITY SYSTEM ASSESSMENT (QSA)***

Irvin Products LLC

Piece Price Breakdown Worksheet

IRVIN AUTOMOTIVE PRODUCTS
Piece Price Breakdown

Note: *Supplier to complete gray shaded cells*
Automatically calculated/locked cells

Today's Date:
IAP RFQ Ref. No:
Program:
SOP:
Prox 60
USD

Supplier Quoted Capacity			
Quoted Annual Volume:			-
MAX Capacity Available (at no add'l cost):			
	Day/Hour/Shift	Peak Daily	Peak Weekly
Work Pattern to Meet Quoted Capacity (+20%):			
Work Pattern to Meet **MAX** Capacity (at no add'l cost):			

Part #:
Part Description:
Supplier:
Supplier Mfg.Location:
Supplier Contact Name:
Supplier Contact Phone:
Supplier Contact Email:

Est. Program Life (yrs):
Payment Terms:
Currency Used to Quote :
Std. Production Hours/Shift
Std. Production Shifts/Day:
Std. Production Days/Week:
Std. Production Days/Year:

Capital (In Place/New Required?):
Comments:

RAW MATERIAL

Choose UOM: LBS

Use only for quoting changes

Sub-Component Part Number	Sub-Component Description and OEM Spec	Material	Material Source	Shot/Gross Weight	Net Part Weight	Material Cost per UOM	Scrap Weight	Scrap Resale Price/Unit	Eng. Scrap Credit	Cost (piece)	Mark-Up (percent)	Mark-Up (currency)	Current Quote	Prior Level	Variance
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
							0.000		0.000	0.000		0.000	0.000		**0.000**
SUB-TOTAL RAW MATERIAL										0.000		0.000	0.000	0.000	0.000

PURCHASED COMPONENTS

Use only for quoting changes

Purchased Component Part Number	Directed or Non-Directed	Purchased Component Description	Unit of Measure	Source	Unit Cost	Qty per Assembly	Unit Cost (extended)	Mark-Up (percent)	Mark-Up (currency)	Current Quote	Prior Level	Variance
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000
SUB-TOTAL PURCHASED COMPONENTS							0.000		0.000	0.000	0.000	0.000

PROCESSING COSTS

Use only for quoting changes

Sub-Component Part Number or Process Description	Press Tonnage	Cavities/Pcs per Cycle	Cycle Time (Seconds)	Pieces per Hour	Number of Operators	DIRECT LABOR w/FRINGES Rate per Hour (currency)	Cost per Part (currency)	PRESS & BURDENS Rate per Hour (currency)	Cost per Part (currency)	Total Labor + Burden	Mark-Up (percent)	Mark-Up (currency)	Current Quote	Prior Level	Variance
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
				0			0.000		0.000	0.000		0.000	0.000		0.000
							0.000		0.000	0.000		0.000	0.000	0.000	0.000

Process Scrap (pct)	Scrap (currency)	Current Quote	Prior Level	Variance
	0.000	0.000		0.000

SUB-TOTAL PROCESSING COST	Current Quote	Prior Level	Variance
	0.000	0.000	0.000

ASSEMBLY OPERATIONS COST

Use only for quoting changes

Sub-Assembly Description	Number Parts per Hour	Number Operators	DIRECT LABOR w/FRINGES Rate per Hour (currency)	Cost per Part (currency)	BURDEN VARIABLE PER PART (currency)	FIXED PER PART (currency)	TOTAL PER PART (currency)	Total Labor + Burden	Mark-Up (pct)	Mark-Up (currency)	Current Quote	Prior Level	Variance
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000
				0.000			0.000	0.000		0.000	0.000		0.000

SUB-TOTAL ASSEMBLY OPERATIONS COST	0.000	0.000	0.000	0.000	0.000

LTA COMMITMENT

Effective Date **%**

TOTAL RAW MATERIAL AND PURCHASED COMPONENTS		0.000		0.000
TOTAL PROCESSING AND ASSEMBLY OPERATIONS		0.000		0.000
TOTAL MANUFACTURING COST		0.000		0.000
TOTAL SG&A & PROFIT	0.00%	0.000		0.000
TOTAL COST (less pkg // less frt)		0.000	0.000	0.000
TOTAL COST (plus pkg // less frt)		0.000	0.000	0.000
TOTAL COST (plus pkg // plus frt)		0.000	0.000	0.000

FREIGHT

Inco Terms quoted:

Title Transfer Point

Use only for quoting changes

	Current Cost	Previous Cost	Variance
Freight from Title Transfer to Irvin:	0.000	0.000	0.000

Misc. Part Specific Notes/Comments

% Breakout Comparison to Quoted Piece Price

EXPENDABLE PACKAGING DETAIL

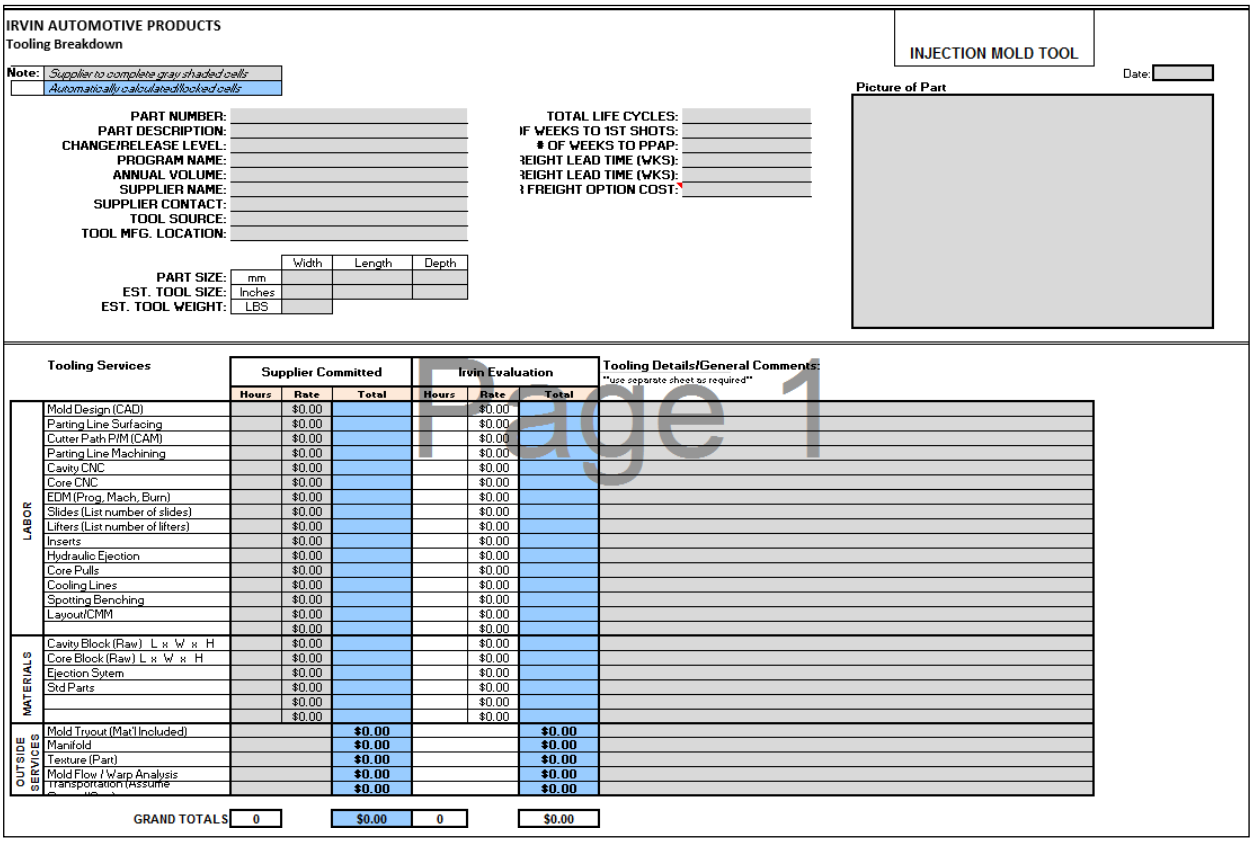
Use only for quoting changes

Item/ Description	Dimensions in UOM (L x W x H)	Loaded Pallet Weight	Stack	#Parts/ Item	Cost/Item	Cost/Part	Previous	Variance
						0.000		0.000
						0.000		0.000
						0.000		0.000
						0.000		0.000
						0.000		0.000
						0.000		0.000
						0.000		0.000
						0.000		0.000
UOM:	IN	LBS						

TOTAL EXPENDABLE PACKAGING COST PER PART	0.000	0.000	0.000

Irvin Products LLC

Tooling Cost Breakdown Worksheet



IRVIN AUTOMOTIVE PRODUCTS
Tooling Breakdown

INJECTION MOLD TOOL

Date:

Note: *Supplier to complete gray shaded cells*
Automatically calculated/locked cells

Picture of Part

PART NUMBER:	
PART DESCRIPTION:	
CHANGE/RELEASE LEVEL:	
PROGRAM NAME:	
ANNUAL VOLUME:	
SUPPLIER NAME:	
SUPPLIER CONTACT:	
TOOL SOURCE:	
TOOL MFG. LOCATION:	

		Width	Length	Depth
PART SIZE:	mm			
EST. TOOL SIZE:	Inches			
EST. TOOL WEIGHT:	LBS			

TOTAL LIFE CYCLES:	
IF WEEKS TO 1ST SHOTS:	
# OF WEEKS TO PPAP:	
REIGHT LEAD TIME (WKS):	
REIGHT LEAD TIME (WKS):	
R FREIGHT OPTION COST:	

Tooling Services		Supplier Committed			Irvin Evaluation			Tooling Details/General Comments: "use separate sheet as required"
		Hours	Rate	Total	Hours	Rate	Total	
LABOR	Mold Design (CAD)		$0.00			$0.00		
	Parting Line Surfacing		$0.00			$0.00		
	Cutter Path P/M (CAM)		$0.00			$0.00		
	Parting Line Machining		$0.00			$0.00		
	Cavity CNC		$0.00			$0.00		
	Core CNC		$0.00			$0.00		
	EDM (Prog, Mach, Burn)		$0.00			$0.00		
	Slides (List number of slides)		$0.00			$0.00		
	Lifters (List number of lifters)		$0.00			$0.00		
	Inserts		$0.00			$0.00		
	Hydraulic Ejection		$0.00			$0.00		
	Core Pulls		$0.00			$0.00		
	Cooling Lines		$0.00			$0.00		
	Spotting Benching		$0.00			$0.00		
	Layout/CMM		$0.00			$0.00		
			$0.00			$0.00		
MATERIALS	Cavity Block (Raw) L x W x H		$0.00			$0.00		
	Core Block (Raw) L x W x H		$0.00			$0.00		
	Ejection Sytem		$0.00			$0.00		
	Std Parts		$0.00			$0.00		
			$0.00			$0.00		
			$0.00			$0.00		
OUTSIDE SERVICES	Mold Tryout (Mat'l Included)			$0.00			$0.00	
	Manifold			$0.00			$0.00	
	Texture (Part)			$0.00			$0.00	
	Mold Flow / Warp Analysis			$0.00			$0.00	
	Transportation (Assume			$0.00			$0.00	
GRAND TOTALS		0		$0.00	0		$0.00	

FORMS

- ***RUN AT RATE/LAUNCH READINESS SUMMARY REPORT***
- ***RUN AT RATE/LAUNCH READINESS WORKSHEET***
- ***SUPPLIER PPAP SUBMISSION CHECKLIST***
- ***DEVIATION FORM***
- ***INITIAL SAMPLE LABEL***
- ***SUPPLIER CHANGE REQUEST***
- ***15% RULE EXAMPLE***
- ***SUPPLIER FEASIBILITY COMMITMENT***
- ***PACKAGING PROPOSAL***

RUN AT RATE / LAUNCH READINESS SUMMARY REPORT

Supplier Name		**Program/MY**	
Mfg. Location		**Part Name**	
Supplier Code		**Part #**	
Irvin Using Facility		**Drawing #**	
Quoted Volume		**Eng. Change Level**	

Item	Requirement	Documentation		Actual Process	
		Accept	Reject	Accept	Reject
1	Process Flow Diagram				
2	Design (if applicable) and Process FMEA				
3	Control Plan				
4	Incoming Material Qualification				
5	Drawing and Product Specifications				
6	Equipment, Tooling, Fixtures and Gages Identification/Certification				
7	Operator Instructions / Training				
8	Preventive Maintenance Plans				
9	Packaging/Shipping Specifications				
10	Quality Systems and Process Capability				
11	Early Production Containment Plan				
12	Manufacturing Capacity Results				

MANUFACTURING CAPACITY PLAN VS. ACTUAL			
	Item	**Planned**	**Actual**
A	Run at Rate Date		
B	# of Hours Run		
C	Shifts to Run		
D	Downtime		
E	Reason for Downtime		
F	# of Good Parts Built		
G	# of Total Parts Built		
H	Build Rate, parts/hour (= B/G)		
I	Yield, % (= F/G * 100)		

RUN AT RATE STATUS							
Supplier Monitored	**Irvin Monitored**	**Pass**	**Open**	**Fail**	**Corrective Action Required (Yes/No)**	**By (Date)**	**Rerun Date if Failed**
Comments/Open Issues:							

Approvals	Supplier	Irvin
Authorized Signature		
Title		
Date		

RUN AT RATE / LAUNCH READINESS WORKSHEET

ITEM	?	GUIDELINE QUESTIONS	Y/N	COMMENTS
1		***PROCESS FLOW DIAGRAM***		
1.1	D	Is process flow diagram available and acceptable? (Dated and current, includes receiving, shipping, rework/scrap, testing/inspection points)		
1.2	P	Does the actual manufacturing process agree with the process flow diagram?		
1.3	P	Is the workplace properly configured (level of cleanliness, space & lighting appropriate for commodities being produced) and matches the process flow diagram?		
1.4	P	Are there identified areas for nonconforming ma[illegible] segregated from the manufacturing area?		
2		***DESIGN AND PROCESS FMEA***		
2.1	D	DFMEA (if supplier is design responsible) is available, acceptable (correct part #, revision level and includes special characteristics and specifications defined on Irvin drawings) and evidence used as a living document?		
2.2	D	Does the DFMEA include RPN calculations for each failure mode and recommended actions for high risk RPN's?		
2.3	D	PFMEA is available, acceptable (RPN's, numbers match process flow and include special characteristics) and evidence used as a living document?		
2.4	D	Does the PFMEA include RPN calculations for each failure mode and recommended actions for high risk RPN's?		
2.5	P	Are controls and recommended actions identified in PFMEA incorporated in the process?		
2.6	P	Potential failure modes, identified in the PFMEA are addressed through error proofing or the control plan?		
3		***CONTROL PLAN***		
3.1	D	Control plan available, numbers match PFMEA and Process Flow, and include all special characteristics and specifications defined on Irvin drawings?		
3.2	D	Are process controls identified to address high PFMEA Risk Priority Numbers?		
3.3	D	Does the control plan include incoming inspection, in-process inspection and controls, final part audit and testing, and pre-launch containment requirements?		
3.4	P	Are all controls identified being used in the production process?		
3.5	P	Does the production process conform to all requirements of control plan?		

ITEM	?	GUIDELINE QUESTIONS	Y/N	COMMENTS
4		***INCOMING MATERIAL QUALIFICATION***		
4.1	D	Are there approved sub-supplier Part Submission Packages available for all supplier purchased components?		
4.2	D	Has the receiving inspection/supplier certification plan been developed for each purchased component part?		
4.3	P	Are controls in place to ensure only approved incoming material is released for production use?		
4.4	P	Is an effective lot traceability system in place linking components/raw materials to the final part?		
5		***DRAWING AND PRODUCT SPECIFICATIONS***		
5.1	D	Is latest revision drawing available at the production facility?		
5.2	D	Are current revisions of the product/test specifications available at the production facility?		
6		***EQUIPMENT, TOOLING, FIXTURES & GAGES IDENTIFICATION/CERTIFICATION***		
6.1	D	Have test and measurement equipment been calibrated with procedures in place to calibrate on an on-going basis?		
6.2	D	Have gage R&R studies been completed and are acceptable (ref. AIAG Measurement Systems Analysis)?		
6.3	P	Are all equipment, tooling, gages, fixtures, process settings the same as will be used for production?		
6.4	P	Are all equipment, tooling, gages, fixtures properly identified and include Irvin/Customer asset tags where required?		
7		***OPERATOR INSTRUCTIONS/TRAINING***		
7.1	D	Have operator work instructions been completed for each operation including inspection, gage/fixture and testing requirements?		
7.2	D	Do operator work instructions include reaction plans for nonconforming product?		
7.3	D	Is a system in place to qualify operators and verify operator training on the work instructions, gage/test equipment instructions, inspection requirements, etc.		
7.4	P	Are operator work instructions and visual aids readily accessible by the operators at each work station?		
7.5	P	Do the operators understand and follow the work instructions? Have the operators been properly trained?		
7.6	P	Are rework and repair procedures available and being followed?		

ITEM	?	GUIDELINE QUESTIONS	Y/N	COMMENTS
8		***PREVENTIVE MAINTENANCE PLANS***		
8.1	D	Has a preventive maintenance plan been developed for each tool and/or piece of equipment?		
8.2	P	Is the preventive maintenance plan being followed?		
8.3	P	Is an adequate supply of spare parts and technical assistance available for new equipment?		
9		***PACKAGING/SHIPPING SPECIFICATIONS***		
9.1	D	Has packaging [illegible] developed and is available for use?		
9.2	D	Does the designed packaging and labeling meet Irvin requirements (reference section 12 of Irvin Supplier Guidelines Manual)?		
9.3	D	Have Certificates of Origin been submitted to the Irvin Customs Superintendent for component parts designated for shipment to Irvin Mexico facilities (reference section 11 of Irvin Supplier Guidelines Manual)??		
9.4	D	Does the supplier have access to and an understanding of the Irvin I-Supply System and is set up to send ASN notices?		
9.5	P	Does the actual packaging and labeling meet Irvin requirements (reference section 12 of Irvin Supplier Guidelines Manual)?		
9.6	P	Does the actual packaging and material handling methods protect parts from damage? (Comment on methods used to verify packaging is adequate to protect the product during all stages of handling and shipment)		
10		***QUALITY SYSTEMS AND PROCESS CAPABILITY***		
10.1	D	Have initial process capability studies been completed for all significant characteristics and do short term studies indicate process is in control and capable (Cpk > 1.67)?		
10.2	D	Are systems in place for on-going data collection to drive process improvement for this part (i.e. tracking of downtime, scrap, premium freight, internal/external PPM, customer concerns, etc.)?		
10.3	D	Have quality issues and lessons learned been incorporated and updated in the FMEA, Control Plans, and operator instructions?		
10.4	D	Are all 8D's/corrective action plans which impact this part resolved?		
10.5	P	Is all in-process documentation, such as process control charts/data sheets, in place at the time of the Run at Rate? Is the documentation utilized to drive a defined reaction plan and corrective action process?		
10.6	P	Are any out of control conditions being noted with the corrective action taken?		
10.7	P	Are product audits showing acceptable results (incoming, in-process, final product)? Do parts manufactured during run at rate meet Irvin quality requirements?		
10.8	P	Is the system being followed to ensure the correct revision level is in place for all documentation (FMEA's, control plan, operator instructions, visual aids or boundary samples, engineering specifications, drawings, etc.)?		

ITEM	?	GUIDELINE QUESTIONS	Y/N	COMMENTS
11		***EARLY PRODUCTION CONTAINMENT PLAN***		
11.1	D	Has a pre-launch control plan been developed which includes additional product and process controls to be implemented until the production process is validated?		
11.2	D	Is there a procedure to identify, segregate and control nonconforming product to prevent shipments?		
11.3	P	Were all nonconformances detected during the Run at Rate previously identified on the production control plan? (If nonconformances were detected as result of pre-launch activity that were not identified previously, have effective actions been put in place such as change in the production control plan, error-proofing, failure mode identified in PFMEA, etc.)		
12		***MANUFACTURING CAPACITY RESULTS***		
12.1	D	Have contingency plans been established to support production in the event of equipment breakdown or facility shutdown?		
12.2	D	Is the acceleration plan sufficient to meet Irvin ramp-up requirements?		
12.2	P	Does the net output from each operation support the quoted capacity?		
12.3	P	Can all line changeovers be performed within the quoted capacity requirements?		
12.4	P	Does the net through-put of acceptable parts coming off end of line meet production requirements?		

ITEM	ADDITIONAL COMMENTS

SUPPLIER PPAP SUBMISSION CHECKLIST

Supplier				Rev Level		Supplier must complete yellow sections
Irvin L/F NO.				OEM Customer		
Color P/Ns				Program		
				Date		

		Submission Req'ts				Supplier		IRVIN USE ONLY		
		Initial Submission	AAR/ New color	Engineering Change	Annual Validation	included	n/a	YES PASS	NO FAIL	Comments
Step 1										
1	**IMDS**	R	R	R	R					
	Initial submission. Note IMDS numbers here									
Step 2										
2	**Flammability** 5 samples per color	R	R	"(1)"	R					
Step 3										
3	**Letter of Submission (Warrant)**									
	Production rate, weight to 4 decimal places, correct drawing revision, reason for submission	R	R	R	R					
4	**Design Records**									
	Irvin Drawing # with Rev level	R		R	R					
	Release Date									
	Note "Yes" if print is Marked up									*A marked up print MUST be signed and dated by the engineer
5	**Design FMEA**	R		R	--					
6	**Process Flow Diagram**	R		R	--					
7	**PFMEA**	R		R	--					
8	**Production Control Plan**	R		R	--					
9	**MSA Studies** Noted for all gages listed on control plan	R		R	R					
10	**Dimensional Inspection Report**									
	6 samples per cavity; All dimensions measured; Tolerance and measurement disposition listed	R		R	R					
11	**Material Performance Test Results**									
	All material certifications to all specifications listed on the drawing with supporting test results	R	R	R	R					
12	**Initial Process Studies** SPC/ Capability studies	*		--	--					
13	**Qualified Lab Documents**									
	ISO/TS Certs and lab scopes	R		R	R					
14	**AAR**									
	Applicable customer source approvals - SASF, MCDCC, trim transmittals, etc - Required	R	R	--	R					
15	**Sample Product** Vendor to retain	(R) vendor to retain								
16	**Checking Aids**	R	R	R	R					
17	**Customer Specific Requirements**	*	--	--	--					
Documentation										
18	**Tier Supplier PPAP (If Required)**	R	R	R	R					
19	**TS/ ISO Certificate**	R	R	R	R					

(1) Note Flammibility must be current within 1 year for all submissions
** = If changed or If Applicable

This ppap package has been reviewed for correct and complete documentation.

The ppap submission package consists of all requirements detailed by Irvin Automotive.

Signature _____ Date _____

Printed Name _____

Form: IAPQUAL-001 Version 1.0

DEVIATION FORM

Irvin Automotive Products	Request For Deviation	Part No:
		Date:

General Information		
Initiator:	Part Number:	Level:
Address:	Part Name:	
	Drawing Number:	
City, St, Zip:	Level:	
Phone/Fax:	Plant:	
Description:	Status:	

Deviation Type	
☐ Temporary Deviation For a Specific Part	Number of Parts:
	N/A
☐ Permanent Deviation	Issued Date:
	Start Date:
	Expiration:
☐ Irvin Corporate	Cavities:
☐ Form, Fit, Function or Appearance is affected	Tool ID:

Problem Definition	
	Cause:
	Temporary Countermeasure:
	Permanent Countermeasure:

Reason For Request							

Approvals			
Initiator:		Quality:	
Name:	Date:	Name:	Date:
Engineering:		Purchasing:	
Name:	Date:	Name:	Date:

INITIAL SAMPLE LABEL

SERVICE--
SPECIAL ORDERS--
SAMPLE PARTS

IRVIN PART # _____
REV LEVEL _____

P.O.# _____ **ASN** _____

SERVICE ☐

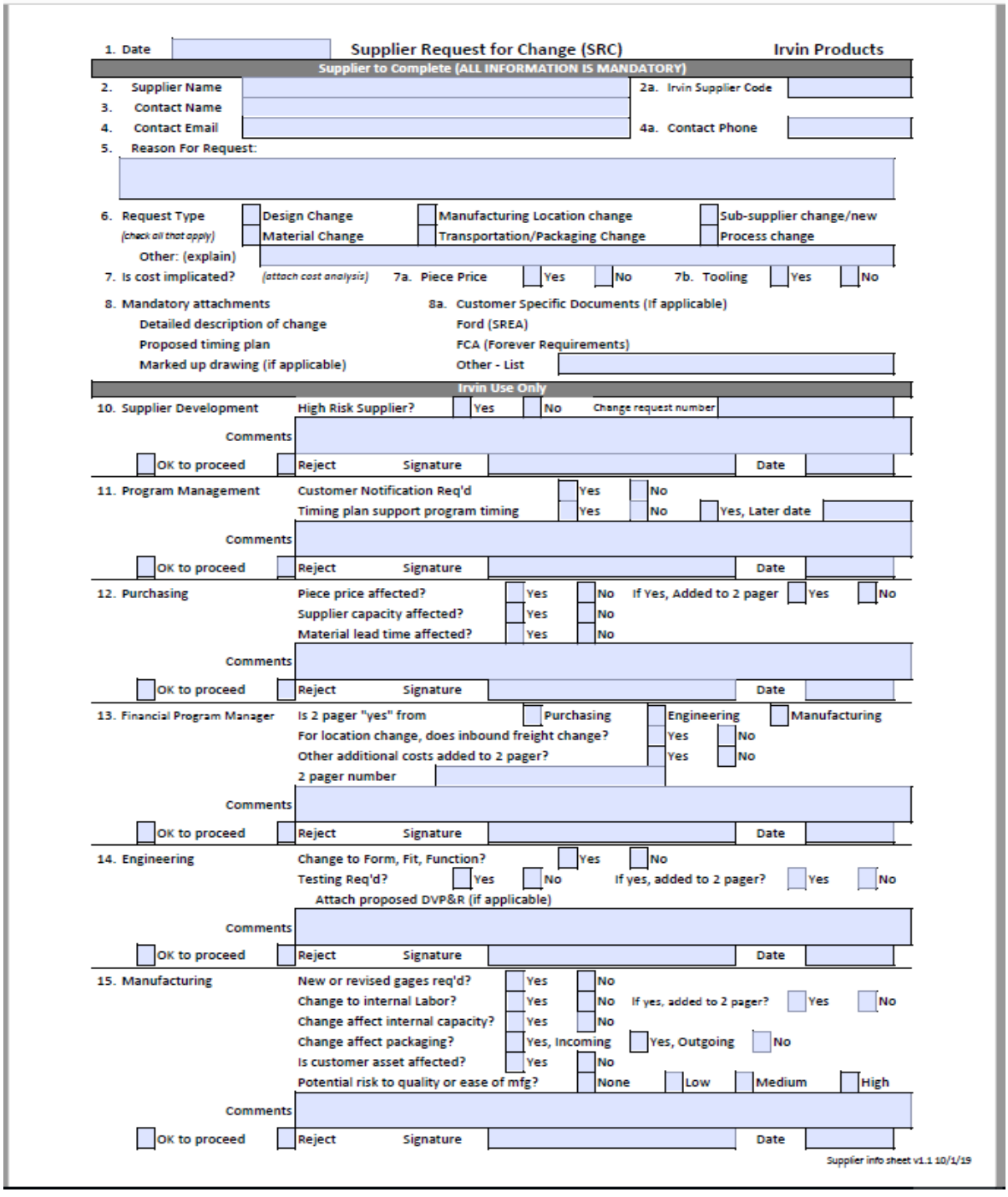
SPECIAL ORDERS ☐

SAMPLES ☐

COUNTRY OF ORIGIN: _____
SUPPLIER: _____
PART NAME: _____

Irvin Form: Samples Incoming Rev Level: Issue Rev Date: 7/18/07
Irvin Automotive Products

SUPPLIER REQUEST FOR CHANGE



1. Date

Supplier Request for Change (SRC) — **Irvin Products**

Supplier to Complete (ALL INFORMATION IS MANDATORY)

2. Supplier Name
2a. Irvin Supplier Code
3. Contact Name
4. Contact Email
4a. Contact Phone
5. Reason For Request:

6. Request Type *(check all that apply)*
☐ Design Change ☐ Material Change ☐ Manufacturing Location change ☐ Transportation/Packaging Change ☐ Sub-supplier change/new ☐ Process change
Other: (explain)

7. Is cost implicated? *(attach cost analysis)* 7a. Piece Price ☐ Yes ☐ No 7b. Tooling ☐ Yes ☐ No

8. Mandatory attachments
Detailed description of change
Proposed timing plan
Marked up drawing (if applicable)

8a. Customer Specific Documents (if applicable)
Ford (SREA)
FCA (Forever Requirements)
Other - List

Irvin Use Only

10. Supplier Development — High Risk Supplier? ☐ Yes ☐ No — Change request number
Comments
☐ OK to proceed ☐ Reject Signature Date

11. Program Management
Customer Notification Req'd ☐ Yes ☐ No
Timing plan support program timing ☐ Yes ☐ No ☐ Yes, Later date
Comments
☐ OK to proceed ☐ Reject Signature Date

12. Purchasing
Piece price affected? ☐ Yes ☐ No — If Yes, Added to 2 pager ☐ Yes ☐ No
Supplier capacity affected? ☐ Yes ☐ No
Material lead time affected? ☐ Yes ☐ No
Comments
☐ OK to proceed ☐ Reject Signature Date

13. Financial Program Manager
Is 2 pager "yes" from ☐ Purchasing ☐ Engineering ☐ Manufacturing
For location change, does inbound freight change? ☐ Yes ☐ No
Other additional costs added to 2 pager? ☐ Yes ☐ No
2 pager number
Comments
☐ OK to proceed ☐ Reject Signature Date

14. Engineering
Change to Form, Fit, Function? ☐ Yes ☐ No
Testing Req'd? ☐ Yes ☐ No — If yes, added to 2 pager? ☐ Yes ☐ No
Attach proposed DVP&R (if applicable)
Comments
☐ OK to proceed ☐ Reject Signature Date

15. Manufacturing
New or revised gages req'd? ☐ Yes ☐ No
Change to internal Labor? ☐ Yes ☐ No — If yes, added to 2 pager? ☐ Yes ☐ No
Change affect internal capacity? ☐ Yes ☐ No
Change affect packaging? ☐ Yes, Incoming ☐ Yes, Outgoing ☐ No
Is customer asset affected? ☐ Yes ☐ No
Potential risk to quality or ease of mfg? ☐ None ☐ Low ☐ Medium ☐ High
Comments
☐ OK to proceed ☐ Reject Signature Date

Supplier info sheet v1.1 10/1/19

15% RULE EXAMPLE

Part Number	Description	RELEASE	CUM	RAW	FAB	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec
2426448600R-AA	VINYL B-SHEFFIEL W/3MMDOW JBLK												
		16-Oct	22835	31235	27155	26075	27155	28175	29075	29375	29375	29375	31235
Example with 6 week lead time/material authorization window for material due 11/24		23-Oct	23429	33089	28229	26129	27149	28229	29309	30209	30209	30209	33089
Calculate net due back the 6 week leadtime		30-Oct	25179	32619	29139	26139	27159	28239	29139	30219	30219	30219	32619
Accum required 6 weeks back: 29375 (in yellow cell L25)		6-Nov	26343	34443	30333		27303	28323	29223	30333	30363	30363	33543
Minus accum received 6 weeks back: 22835 (in yellow cell E25)		13-Nov	27782	35462	30422			28382	29282	30322	30422	30422	33542
Equals: 6540		20-Nov	28422	36462	30422				29502	30356	30402	30402	33462
Net due times 1.15:	(6540*1.15)=7521												
Then add back to accum received the leadtime back: 22835+7521=30356													
Supplier is liable to an accum of 30356													

TEAM FEASIBILITY COMMITMENT

QUOTATION NO:		**PROGRAM:**	
CUSTOMER:		**DATE:**	

MARKETING:	Has the customer supplied statement of work documents been reviewed for commercial and program timing requirements? If subject program is not feasible, note concerns under comments.	
	Feasible:	Reviewed by:
	Feasible, minor concern	
	Not feasible:	Date reviewed:
	Comments:	
ENGINEERING:	Has the customer supplied statement of work documents been reviewed for design input and output requirements? If subject program is not feasible, note concerns under comments.	
	Feasible:	Reviewed by:
	Feasible, minor concern	
	Not feasible:	Date reviewed:
	Comments:	
QUALITY:	Has the customer supplied statement of work documents been reviewed for quality, reliability, dimensional and appearance requirements? If subject program is not feasible, note concerns under comments.	
	Feasible:	Reviewed by:
	Feasible, minor concern	
	Not feasible:	Date reviewed:
	Comments:	
PURCHASING:	Has the customer supplied statement of work documents been reviewed for commercial timing and tooling requirements, relative to sub-contractor selection? if subject program is not feasible, note concerns under comments.	
	Feasible:	Reviewed by:
	Feasible, minor concern	
	Not feasible:	Date reviewed:
	Comments:	
MANUFACTURIN	Has the customer supplied statement of work documents been reviewed for manufacturability, labor and capital requirements? If subject program is not feasible, note concerns under comments.	
	Feasible:	Reviewed by:
	Feasible, minor concern	
	Not feasible:	Date reviewed:
	Comments:	
EXECUTIVE MANAGEMENT:	Have the departmental feasibility statements been reviewed? With minor exception(s), is the program feasible? If subject program is not feasible, note concerns under comments.	
	Feasible ☐	Approved by:
	Not feasible ☐	
		Date approved:
	Comments:	

Packaging Approval Form

Part Number	Rev	Part Description	Program	Supplier Name	Date

Supplier Address		Contact Name:		Contact Phone:	

Primary Packaging

Expendable ☐ Returnable

Contact E-Mail:

Container Style / Description	Outer		Attach Digital Photograph of Carton or Primary Container	Attach Digital Photograph Showing Parts in Carton or Primary Container
	Inner			
Container Outside Dimensions	L	W	H	
Unit of Measure:				
Container Material				
Dunnage Material / Description				
Parts per Container				
Containers per Layer (on Pallet)				
Layers per Pallet				
Containers per Pallet	0			
Parts per Pallet	0			
WEIGHTS	Unit of Measure:	Lbs		
Part				
Container Tare				
Pallet Tare				
Total Weights	Unit of Measure:	Lbs		
Full Container	0		Attach Digital Photograph of Pallet	Attach Digital Photograph of Pallet Configuration (Containers on Pallet)
Full Pallet	0			
Container Inventory				
Daily Usage				
Days Supply of Containers				
Color(s)				
Container Inventory				
Pallet Inventory				

Containers per Trailer FULL		Is Container Collapsible?	☐ YES	☐ NO
Containers per Trailer EMPTY				

Material Handling Methods:

DUNNAGE TYPE		PALLET DIMENSIONS		PALLET TYPE		OVERALL PALLET DIMENSIONS (Fully Loaded)		ADDITIONAL DESCRIPTION
EXPENDABLE	☐	LENGTH	0	WOOD, Treated WOOD, Untreated	☐	LENGTH	0	
RETURNABLE	☐	WIDTH	0	RETURNABLE	☐	WIDTH	0	
NONE	☐	HEIGHT	0	CORRUGATE / FIBERBOARD	☐	HEIGHT	0	

Approval - Supplier:

Print Name	*Signature*	*Date*

Approval to proceed with initial quantities to support first build - Irvin Products Packaging Engineer:

Print Name	*Signature*	*Date*

Production Fleet Approval - Irvin Products Packaging Engineer:

Print Name	*Signature*	*Date*