1. PURPOSE

The Supplier Manual describes the way of working and communicating between suppliers and Autoneum as well as Autoneum's requirements during the business relationship.

2. SCOPE

This document is applicable to all suppliers delivering direct materials/parts to sites in the Business Group Europe of Autoneum.
This document is applicable for all steps of the relationship between suppliers and Autoneum, which are:
- Selection / Development (Design, validation, ramp-up) / Serial production

3. KEY WORDS

Supplier, selection, assessment, checklist, PPAP, deliverables, monitoring, requirements, logistic

4. RELATED DOCUMENTS

- Supplier assessment
- Supplier checklist and standards related
- Standards related to the logistic specifications
- Requirements related to the Hazardous Substances

5. DESCRIPTION

6. CHANGES

I/ OBJECTIVE OF THE SUPPLIER MANUAL

This manual applies to all suppliers providing direct materials/parts to Autoneum BGEU, and it forms an integral part of our conditions of purchase.

The requirements specified in this manual are the basics deriving from the Autoneum–supplier relationship and must be fulfilled by the supplier at all times.

We are interested in building a long-term relationship with our suppliers, ensuring that all direct materials/parts are subject to permanent improvement. However, the responsibility for the implementation of Autoneum's basics lies exclusively with the supplier.

The improvement must be focused on:

- Quality
- Delivery
- Environment
- Cost

The success of both parties is expressed through full customer satisfaction and ensures the long-term relationship.

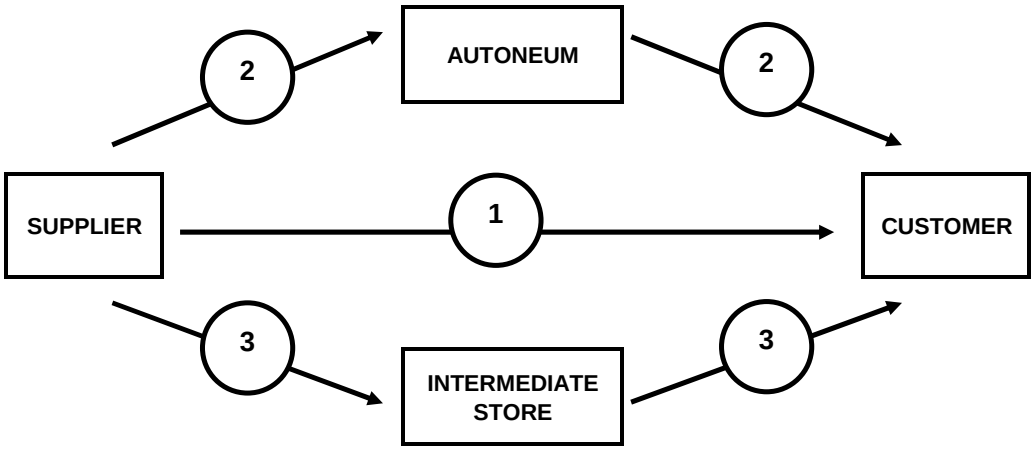
If the supplier will engage sub suppliers, the supplier undertakes all necessary activities to distribute all the obligations deriving from this manual.

II/ PURCHASED PARTS

The scope of application of this document is related to all suppliers delivering direct **materials/parts** to sites in the Business Group Europe of Autoneum.

Kind of Purchased Parts

- Raw materials (RM) = aluminium, resins, fibers, bitumen, polyol, isocyanate, etc.
- Semi-finished products (SF) = adhesives, nonwovens, felt, carpet, heavy layers, etc.
- Parts = plastic parts, electronics parts, fasteners metal, fasteners plastic, etc.
- Trade parts = Parts which are produced and delivered by the supplier without any added value related to manufacturing operations at Autoneum.
  There are three kind of categories of trade parts related to the supply chain:



	Category 1	Category 2	Category 3
Flow by category	Direct delivery from Supplier to Customer (Autoneum labelling)	Delivery from Supplier via Autoneum to Customer	Delivery from Supplier via Intermediate store to Customer
Potential activities		relabelling and/or repackaging	relabelling and/or repackaging

Purchased Parts Families

The Families are defined in the Autoneum portal *(see chapter V/ 1⁋ of this manual)*

III/ CRITERIA OF SELECTION

Suppliers applying to be integrated in the Supplier Panel and waiting to be approved by Quality must fulfill three criteria:

- Acceptance of the rules defined in the Supplier Manual
- Level of certification
- Supplier assessment

1ϑ Criteria 1: Acceptance of the rules defined in the Supplier Manual

By accepting the GENERAL TERMS AND CONDITIONS OF PURCHASE OF AUTONEUM the supplier automatically accepts this Supplier Manual.

2ϑ Criteria 2: Certification level

The requirement of certification is related to the kind of materials/parts purchased:

	Raw materials (RM)	Semi-finished products (SF)	Parts	Trade parts
ISO 9001	**X**	**X**	**X**	
ISO/TS 16949			**Preferred : if the supplier is in charge of the development**	**X**

Notes :

- ISO 14001: is a recommendation.
- Materials/parts identified with safety or regulatory requirements :
  - must be produced in a plant certified ISO/TS 16949.
  - if this requirement is not reached(for example, supplier only certificated ISO 9001), additional actions are mandatory:

    - definition and implementation of a specific and robust follow-up of the Quality performance of the supplier (Autoneum monitoring)

    - definition and implementation by the supplier of adapted level of capability on concerned characteristics

    - if necessary, implementation by the supplier of firewall to protect Autoneum of the deliveries

- Derogation to the above rules:
  - might be given on supplier's request by the Head of Quality Autoneum Business Group Europe.

3) Criteria 3: Supplier assessment

The selection of a new supplier is made by the analysis of the risks.
The risks are evaluated based on the company profile and existing certifications. In case of necessity the risks are evaluated with an audit based on a Autoneum standard called: **"Supplier assessment".**

The audit is split in 6 sections:

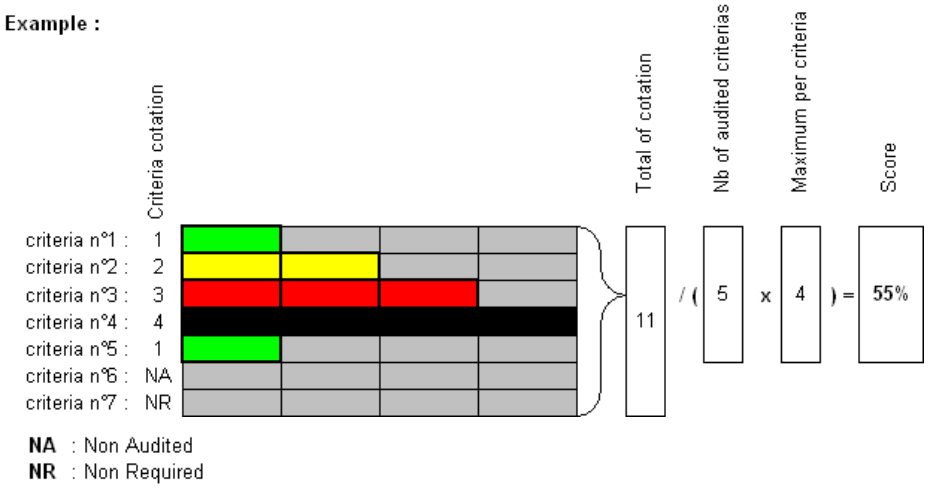
- General organization
- Product development
- Production
- Resource management
- Risks management
- Risks related to the product concerned

All the criteria included in each section are evaluated by a rating from 1 to 4 :

1 = Acceptable
2 = Potential risks, or improvement needed - corrective action required
3 = No evidence, or nonconformity, without direct consequence on
the product - Corrective action required and to be validated
4 = Criteria not taken into account, or nonconformity, with direct consequence on the product - Corrective action required and to be re-audited

The calculation of the risks is the result of the sum of all the criteria at 1/2/3/4.

Example :



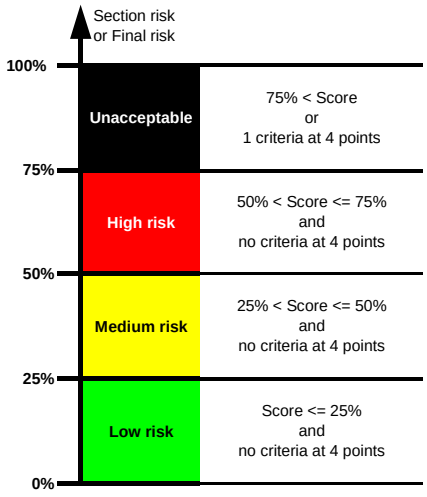
The overall risk is assessed by a grid:

Unacceptable risk : Supplier not approved

High risk : Corrective actions required before approval following the relevance of the action plan and followed up by a second audit.

Medium risk : Corrective actions required before approval following the relevance of the action plan

Low risk : Supplier approved



IV/ SUPPLIER QUALITY ASSURANCE : AUTONEUM APPROACH

1ʃ Purpose

The approach is a **process** consisting of different phases and activities designed to reach the defined milestones and the expected QCD targets. Autoneum's approach is consistent with the car manufacturer's approach.
- If the approach is followed, with the arrangements defined and implemented by the supplier, Autoneum and the supplier will strive towards delivering conforming products in the quantity and time required during the serial production.

The process has

- 5 main phases :

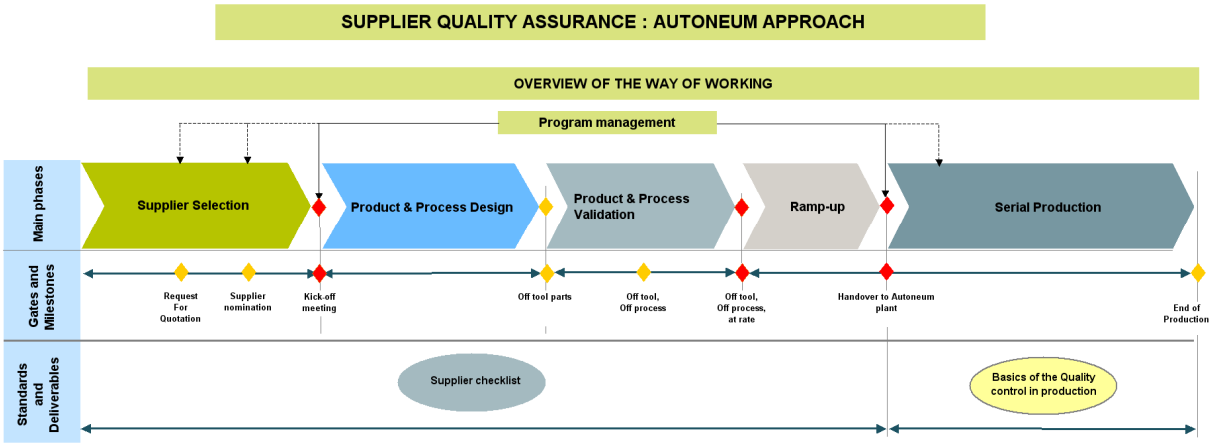
- Phase 1 : Supplier selection
- Phase 2 : Product and Process Design
- Phase 3 : Product and Process Validation
- Phase 4 : Ramp-up
- Phase 5 : Serial production

and

- 8 main gates and milestones :

- Request for quotation
- Supplier nomination
- Kick-off meeting
- Off tool parts (Tooling completed)
- Off tool, Off process (Product verification)
- Off tool, Off process, at rate (Product and Production Process validation)
- Handover to Autoneum plant *(supplier not concerned)*
- End of production

2ʃ Overview of the approach



3ʃ Expectations

The approach is based on the list of activities to do following timing and the delivery of evidence **= Deliverables.**
The readiness of all the deliverables expected at each phase permits the process to continue.

4ʃ Standards used

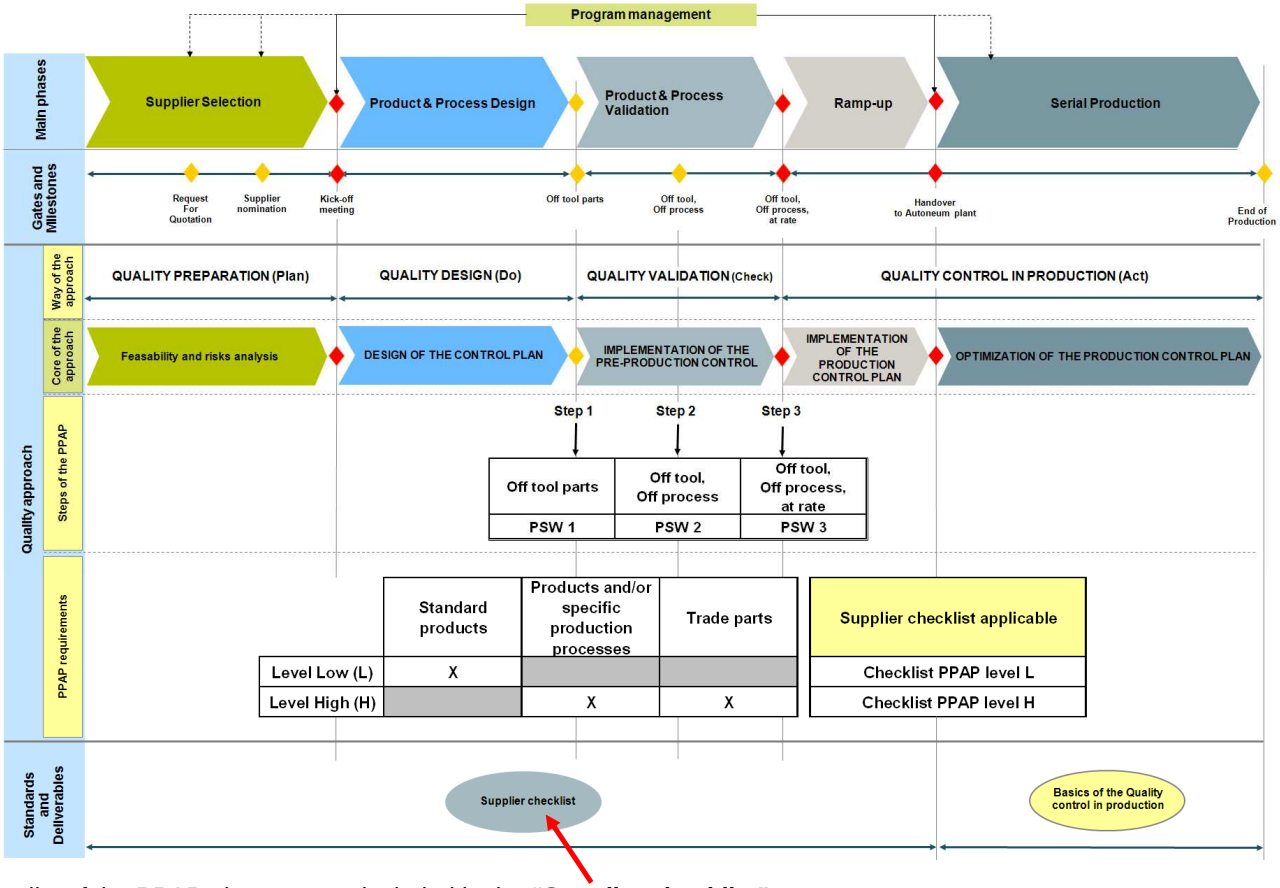
The approach is based on a Autoneum development procedure called **'Supplier checklist'.**
In this checklist, the deliverables expected are defined with the mandatory or suggested standards.

5ʃ PPAP level

The level of PPAP required is related to the kind of products purchased. Kind of products purchased:

Standards Products	**Products and/or specific production processes**	**Trades parts**
Products from catalogue, products already used, products without development. These products can be: - Raw materials (RM), - Semi-finished products (SF), or - Parts.	Products and/or production processes not known by Autoneum which need: - a development, - a capacity verification and - a production process validation.	Parts which are produced and delivered by the supplier without any added value related to manufacturing operations at Autoneum There are three kind of categories of trade parts related to the supply chain (see chapter IIʃ)
PPAP level required: **Level Low (L)**	PPAP level required: **Level High (H)**	PPAP level required: **Level High (H)**

PPAP level and SQA approach



The list of the PPAP elements are included in the **"Supplier checklist"**.

6) PPAP documentation

All the PPAP documentation delivered has to be, at least, in English

7) Control of the changes

The supplier must have a process to control the changes which impact the material/parts provided (chapter II). Autoneum has to be informed regarding all the changes about the product and the production process related. After agreement of Autoneum, all the changes have to be validated by the implementation of the Autoneum approach (chapter III) to ensure the compliance with the requirements.

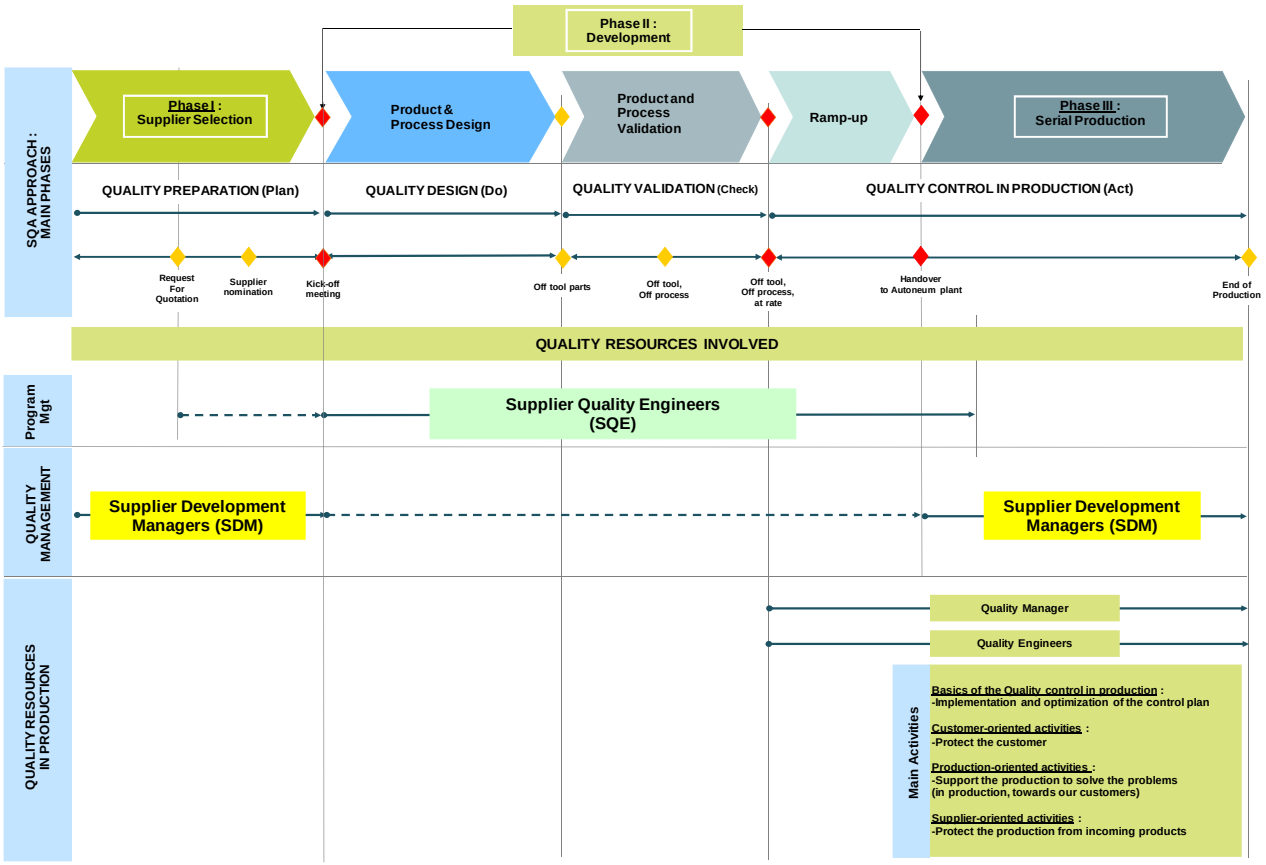
V/ AUTONEUM ORGANIZATION

In the business relationship with Autoneum, different Quality resources are involved :

1) In Selection phase: Supplier Development Managers (SDM)

2) In Development phase: Supplier Quality Engineers (SQE)

3) In Serial production phase: Quality teams in Autoneum plants / Supplier Development Managers (SDM)



VI/ MONITORING IN SERIAL PRODUCTION

1ʃ Autoneum portal

For supporting and communicating with suppliers, Autoneum put at the disposal of the suppliers a portal called BGI (Buyer Gateway Interface).

The address is : http://www.purchasing.autoneum.com/

2ʃ Key Performance Indicators

The supplier performance is monitored by 3 main indicators :
- number of claims (daily performance)
- number of PPM (monthly performance)
- Supplier Performance Index (semi-annual performance)

3ʃ Supplier Performance Index

The Supplier Performance Index consists of measurements in five specific areas of the supplier's performance (**P.R.I.D.E**):

Product Quality :	based on claims and PPM	Value between 0 and 25 maxi
Relationship :	based on flexibility, communication, innovation.	Value between 0 and 10 maxi
Integrity :	based on the certification level	Value between 0 and 20 maxi
Delivery :	based on respect of quantity and due date	Value between 0 and 25 maxi
Economic.:	based on price trends	Value between 0 and 20 maxi

A potential maximum SPI is 100.
More detailed explanations can be found in BGI.

4ϑ Performance monitoring

4.1ϑ Claims and PPM

The Autoneum plant that receives the deliveries is in charge of managing the nonconforming goods received.
The Quality department is responsible to declare a claim for each nonconformity detected and is in charge of the claim monitoring.
For each claim, the supplier has to answer with an 8D (supplier or Autoneum standard to be used).
A robust problem solving and an action plan need to be provided together with the 8D.
(See also the following chapter " Escalation process")

4.2ϑ 8D process

Autoneum is expecting a 8D report in line with the following time targets :

1. D1 to D3 : report =< 48 hours
2. D4 to D5 : report =< 10 days
3. D6 to D8 : report =< 20 days (based on process faults)
4. D6 to D8 : report =< 30 days (based on engineering issues)

8D process flow
A process flow is described in the next pages.

Rule defined (to be implemented after D6) :
"At supplier, 100% inspection of the conformity of the 2 first deliveries, after implementation of corrective actions"

4.3ϑ Administrative cost

Following a claim, an administrative cost is transmitted to the supplier.
The administrative cost is standardized : 100 € per claim

4.4ϑ Basic monitoring actions of Autoneum

Following the seriousness of the issues and/or the efficiency of the actions implemented after a claim, the Quality department in each Autoneum plant and/or Quality Management BGEU (attended with Purchasing if needed) can audit the production process of the supplier to check the deviation after the validation phase.

4.5ϑ Annual monitoring actions of Autoneum

At the end of each year, the annual performance for all suppliers is evaluated (SPI, pareto by number of claims, number of PPM and disturbances in the plants).
A list of the weak performing suppliers of the year is defined.
Autoneum defines targets for the next years (from 1 to 3) and provides them to these suppliers.
In return, Autoneum requests to receive the acceptance and an action plan for obtaining the targets.
A checking of the progress of the actions is made at a specified frequency.
This process is steered by Quality Management BGEU and Purchasing departments.

5) Escalation process

An escalation process is implemented for two criteria :

- after dealing with a claim, an additional delivery of defective parts has occurred
- PPM results exceed the agreed PPM range

This escalation process is called **Controlled Shipping**
Autoneum defines two levels of Controlled Shipping (CS) : CS Level 1 **(CSL1) /** CS Level 2 **(CSL 2)**

5.1) Controlled Shipping - Level 1 (CSL1)

The CSL 1 requires that the supplier immediately put in place a 100% inspection process to sort for nonconforming product/material, while implementing a root-cause problem-solving process.
The redundant inspection is in addition to normal controls.

Note :
For PPM results, a CSL1 has to be initiated if the period of time outside the agreed PPM range is 3 months

CSL1 process flow
A process flow is described in the next pages.

Rule defined :
"At supplier, 100% inspection of the conformity of the next 3 production batches"

5.2) Controlled Shipping - Level 2 (CSL2)

The CSL 2 includes the same processes as Controlled Shipping - Level 1, with an added inspection process by a third party representing Reiter's interests specific to the containment activity :

- The third party is selected by the supplier, approved by Autoneum, and paid for by the supplier.
- Suppliers may select the third party from an approved listing maintained by Autoneum.

CSL 2 process flow
A process flow is described in the next pages.

Rule defined:
"- Escalation meeting with supplier
- KPI reporting for every production batch during 6 months
- Monthly meeting with supplier
- 100% inspection by external company at supplier for the next 5 production batches (cost paid by supplier)
- Autoneum Resident Engineer present at the supplier for follow up if needed (cost paid by supplier)."

5.3) New Business Hold

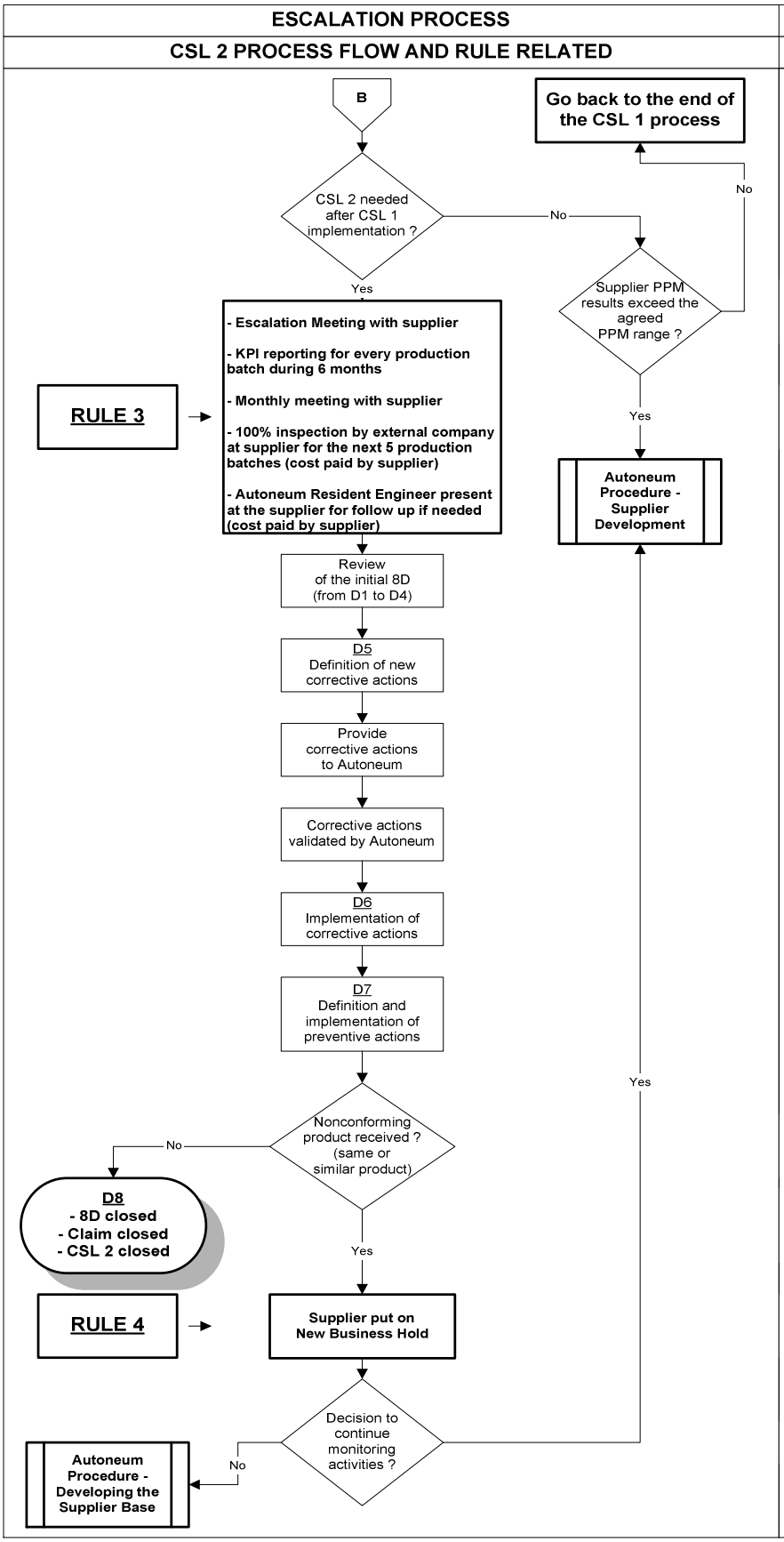
A supplier is put on New Business Hold when he is not able to exit CSL2 within appropriate time defined by SDM.
New Business Hold means that Autoneum Automotive does not consider the supplier for new projects.

6) Verification of the product validation during s erial production

Each year, the supplier has to make the verification of the product validation.
The product validation has to follow the approach described in the chapter III).
The records of this verification have to be provided to Autoneum on demand.

8D PROCESS	Responsibilities				Document
PROCESS FLOW AND RULE RELATED	Decision	Execution	Support	Information	
Nonconforming supplier product at Autoneum plant					
Opening a claim and sent to supplier		Autoneum plant		Supplier	8D template
Acknowledgement receipt of supplier		Supplier		Autoneum plant	
D1 / D2 Kick-off of 8D		Supplier		Autoneum plant	8D filled in
D3 Implementation of countermeasures at supplier		Supplier		Autoneum plant	8D filled in
D4 Root cause analysis		Supplier		Autoneum plant	8D filled in
D5 Definition of corrective actions		Supplier		Autoneum plant	- 8D filled in - Corrective actions
Provide corrective actions to Autoneum plant		Supplier		Autoneum plant	- 8D filled in - Corrective actions
D6 Implementation of corrective actions		Supplier		Autoneum plant	- 8D filled in - Corrective actions
RULE 1 → **At supplier, 100% inspection of the conformity of the 2 first deliveries, after implementation of corrective actions**	Autoneum plant	Supplier		Autoneum plant	- Supplier report
D7 Definition and implementation of preventive actions		Supplier		Autoneum plant	8D filled in
Nonconforming product received ? (same or similar product)	Autoneum plant				8D template
Yes → **Escalation process : CSL 1** → A					
No → **D8 - 8D closed - Claim closed**	Autoneum plant				8D filled in

ESCALATION PROCESS CSL 1 PROCESS FLOW AND RULE RELATED	Responsibilities				Document
	Decision	Execution	Support	Information	
A					
CSL 1 needed after 8D implementation ?	Autoneum plant				8D template
No → **Go back to the end of the 8D process**					
Yes					
Review of the initial 8D (from D1 to D4)		Supplier		Autoneum plant	8D filled in
D5 Definition of new corrective actions		Supplier		Autoneum plant	- 8D filled in - Corrective actions
Provide corrective actions to Autoneum		Supplier		Autoneum plant	- 8D filled in - Corrective actions
Relevant corrective actions ?	Autoneum plant				- 8D filled in - Corrective actions
No → - At supplier, verification of the relevance of the corrective actions - At supplier, implementation of a production process audit if needed					
Yes					
D6 Implementation of corrective actions		Supplier		Autoneum plant	- 8D filled in - Corrective actions
RULE 2 → **At supplier, 100% inspection of the conformity of the next 3 production batches**	Autoneum plant	Supplier		Autoneum plant	Supplier report
D7 Definition and implementation of preventive actions		Supplier		Autoneum plant	8D filled in
Nonconforming product received ? (same or similar product)	Autoneum plant				
Yes → **Escalation process : CSL 2** → **B**					
No → **D8 - 8D closed - Claim closed - CSL 1 closed**	Autoneum plant				8D filled in


ESCALATION PROCESS
CSL 2 PROCESS FLOW AND RULE RELATED
B
CSL 2 needed after CSL 1 implementation ?
No
Yes
Go back to the end of the CSL 1 process
No
Supplier PPM results exceed the agreed PPM range ?
Yes
Autoneum Procedure - Supplier Development
RULE 3
- Escalation Meeting with supplier
- KPI reporting for every production batch during 6 months
- Monthly meeting with supplier
- 100% inspection by external company at supplier for the next 5 production batches (cost paid by supplier)
- Autoneum Resident Engineer present at the supplier for follow up if needed (cost paid by supplier)
Review of the initial 8D (from D1 to D4)
D5 Definition of new corrective actions
Provide corrective actions to Autoneum
Corrective actions validated by Autoneum
D6 Implementation of corrective actions
D7 Definition and implementation of preventive actions
Nonconforming product received ? (same or similar product)
No
Yes
D8
- 8D closed
- Claim closed
- CSL 2 closed
RULE 4
Supplier put on New Business Hold
Decision to continue monitoring activities ?
No
Yes
Autoneum Procedure - Developing the Supplier Base
Responsibilities
Decision
Execution
Support
Information
Document
Autoneum SDM
Autoneum SDM
Autoneum SDM
Autoneum SDM
Autoneum PUR
Supplier
- Meeting minutes
- Supplier report
Autoneum SDM
Autoneum PUR
Supplier
Supplier
-Autoneum SDM
-Autoneum plant
8D filled in
Supplier
-Autoneum SDM
-Autoneum plant
- 8D filled in
- Corrective actions
Supplier
-Autoneum SDM
-Autoneum plant
- 8D filled in
- Corrective actions
Autoneum SDM
Autoneum plant
Supplier
- 8D filled in
- Corrective actions
Supplier
-Autoneum SDM
-Autoneum plant
- 8D filled in
- Corrective actions
Supplier
-Autoneum SDM
-Autoneum plant
- 8D filled in
- Corrective actions
Autoneum plant
Autoneum plant
8D filled in
Autoneum PUR
Autoneum PUR
Autoneum SDM
- Supplier
-Autoneum plant
Autoneum PUR
Autoneum PUR
Autoneum SDM

VII LOGISTIC SPECIFICATIONS

1 Request for quotation

1.1 Who is responsible = Autoneum Purchasing

1.2 Deliverables provided by Autoneum

- Autoneum contacts
- Specific data to the contract
- Purchasing Quotation Analysis Form (QAF) with breakdown of logistic costs
- Delivery Terms Specification
- Logistics Protocol
- and other documents mentioned in the Autoneum **Supplier Check list**

1.3 Autoneum Logistic Specifications for the Requ est For Quotation (RFQ)

1.3.1 Logistic aspects to be considered in Autoneum Purchasing QAF

- Labour for packaging:
  Breakdown of logistics cost is integral part of QAF and this should include all logistic costs concerning packaging related to labour or to supplier process (forming time, strapping, handling, etc)
  Cost to be filled in into the “Part 3 of QAF” - “Packaging Cost”.

- Packaging:
  Supplier must propose the best packaging solution.
  When returnable packaging solution is economically relevant, his offer shall include depreciation of containers over the lifetime of the product.
  Cost to be filled in into “Part 6 of QAF” -- “Packaging Cost”.

- Transport:
  Delivery frequency is requested according to the requirements specified in the logistic protocol.
  If nothing is specified, a weekly delivery is required.
  Cost to be filled in into “Part 7 of QAF” – “Freight Cost”.

1.3.2 Definition of packaging

- Returnable packaging:
  The supplier's proposal shall allow for a flow of packagings as a number of consumption days.
  This flow shall include the entire supplier/Autoneum loop.
  The flow is calculated based on a daily rate specified (specific data to the contract).

- Temporary packaging
  In case of returnable packaging shortage, the supplier must use a cardboard packaging.
  The cardboard packaging must have the same outer dimensions as the returnable packaging and must contain the same number of goods.

- Packaging validation
  Will be done in phase 3 of the SQA approach according to the "Supplier checklist".
  The Autoneum Advanced Quality Planning Engineer controls this validation.
  This validation is described in the packaging definition (Delivery Terms Specification).

- Packaging and Loading unit
  Autoneum requires as small packaging unit as possible in order to allow frequent delivery, easy human handling and workstation supply.
  Small packaging weight must not exceed 12kg (tare included). See the definition in **appendix 1**.
  When the Packaging Unit (PU) is equal to the Loading Unit (LUnit) (for example container without inside cardboard packaging), costs will mention either in the LUnit part or in the PU part, entering the number of PUs per LUnit equal to 1.

1.3.3 Incoterm

If nothing is specified on the logistic protocol, supplier must comply with below incoterms :

- Intra EU flow : DAP - Delivered At Place (named destination place)
- From Non European Union country to EU : DDP
- From EU to Switzerland : DDP

1.3.4 Labelling

- A label is required satisfying Galia / Odette and/or VDA / EDIFACT - Automotive standards (http://www.galia.com, http://www.odette.org ,http://www.vda.de/,).
- See the examples in the appendix **(appendix 2)**

1.4 Deliverables expected by Autoneum in the Request For Quotation step

- Supplier contacts
- Business continuity plan (plant of the supplier concerned)
- Breakdown of logistic costs filled in the Autoneum Purchasing Quotation Analysis Form (QAF)
- Validated packaging specifications or supplier proposal (Delivery Terms Specification)
- Initialised logistic protocol

2 Procurement

2.1 Supplier delivery conditions

2.1.1 Logistic Protocol

- The logistic protocol is the contractual summary of logistic information necessary for correct operation of the procurement flow.
- This protocol is validated by Autoneum and the supplier before any delivery

2.1.2 Order

- The supplier will receive orders from the Autoneum Purchasing department before delivering the goods.
- For blanket purchase orders, supplier will respect delivery programs related to the relevant Autoneum plant (Firm period maximum 10 working days, monitoring of forecast period).

2.1.3 Delivery frequency

- The supplier must deliver according to the Autoneum requirements defined in the logistic protocol.

2.2 Supplier commitments

The supplier agrees to:

- Strictly respect time and quantities given in delivery orders sent by Autoneum.
- Respect the packaging defined in the order.
- Notify if he is unable to satisfy quantitatively or qualitatively delivery orders transmitted to him, or if he cannot do so in time, on the day that he receives the program from Autoneum plants.
- Communicate a new delivery date (or supply date) in accordance with the Autoneum plant concerned, if he is unable to respect a delivery order.

3ℐ Transport

3.1ℐ Transport documentation

3.1 Safety protocol

All transport companies vehicles shall have the safety protocol for the site to which the delivery is to be made.
This document shall be signed and may be requested from the transport company at the entry to the site or before unloading any goods.
The supplier is responsible for transmitting this document and having it signed by the transport company.

3.2 Delivery note

The delivery note must comply with the requirements in the Galia / Odette standard / VDA.
The delivery documents will include specified documents if required (inspection report, etc.).
Delivery will be refused if the delivery note is nonconforming or if other required documents are missing.

3.2ℐ Premium freight

If the supplier is responsible of a materials shortage, Autoneum requires an emergency supplies at the supplier's costs.
The supplier must to inform Autoneum plant about any Premium Freight for purpose of performance monitoring and release 8D report accordingly. (See chapter VIℐ Mo nitoring in Serial Production - 4ℐ Performance Mon itoring).

4ℐ Storage

4.1ℐ Stock management

The supplier shall use a stock management system that guarantees stock rotation, for example the First In – First Out (FIFO) system.

4.2ℐ Operating stock

The operating stock shall be suitable for firm orders and forecasted needs expressed by Autoneum.

4.3ℐ Safety stock

Autoneum will make a specific request if a safety stock is to be set up.
In this case, the location of this stock shall be defined jointly.

4.4ℐ Management of stocks in consignment

Autoneum may ask for management in consignment, and in this case there shall be a special contract.

VIIIℐ HAZARDOUS SUBSTANCES

The information related to the Hazardous Substances (see below) are available in the Autoneum portal BGI.
Address: http://www.purchasing.autoneum.com/

1ℐ End of life vehicle
- Autoneum Black and Grey List (Prohibited substances).
- Material Data Declaration (in the International Material Data System – IMDS).

2ℐ European regulation
- REACH compliance.
- Material Safety Data Sheet (MSDS).

APPENDIX 1:

Definition of Packaging Unit and Loading Unit

Packaging Unit (PU)
Small packaging / handling unit containing goods allow frequent delivery, easy human handling and workstation supply. Small packaging weight must not exceed 12kg (tare included)
Diagrams :

PACKAGING UNIT (PU)
Cardboard box

PACKAGING UNIT (PU)
Plastic Box

Loading Unit (LUnit) combines individual items or items in shipping containers into a single "unit" that can be moved easily with pallet jack or forklift truck. **Loading Unit (LUnit)** packs tightly into warehouse racks, modular containers, trucks, which can be easily broken apart at an advanced logistics warehouse, consignment store or Autoneum warehouse, etc.
Diagrams :

LOADING UNIT (LUnit)
More that one cardboard packaging

LOADING UNIT (LUnit)
Big cardboard packaging

LOADING UNIT (LUnit)
Plastic boxes

LOADING UNIT (LUnit)
Container

APPENDIX 2:

Example of labels

OTL.1 / ETI.1 - 210x148 (A5) for all Loading Units (LUnit)

OTL.8 / ETI.8 - 210x74 (¼ of A4) for Packaging Units (in case of PU small height)

APPENDIX 3:

Abbreviations

AQP	**A**dvanced **Q**uality **P**lanning
BGEU	**B**usiness **G**roup **Eu**rope
BGI	**B**uyer **G**ateway **I**nterface
CSL	**C**ontrolled **S**hipping **L**evel
DAP	**D**elivery **A**t **P**oint
DDP	**D**elivered **D**uty **P**aid (Incoterm)
EU	**E**uropean **U**nion Country
FIFO	**F**irst **I**n **F**irst **O**ut
IMDS	**I**nternational **M**aterial **D**ata **S**ystem
ISO	**I**nternational **O**rganization for **S**tandardization
KPI	**K**ey **P**erformance **I**ndicator
LUnit	**L**oading **U**nit
MSDS	**M**aterial **S**afety **D**ata **S**heet
PPAP	**P**roduction **P**art **A**pproval **P**rocess
PPM	**P**arts **P**er **M**illions
PRIDE	**P**roduct Quality / **R**elationship / **I**ntegrity / **D**elivery / **E**conomic
PU	**P**ackaging **U**nit
PUR	**PUR**chasing
QAF	**Q**uotation **A**nalysis **F**orm
QCD	**Q**uality / **C**ost / **D**elivery
REACH	**R**egistration, **E**valuation, **A**uthorization and **R**estriction of **Ch**emical substances
RFQ	**R**equest **F**or **Q**uotation
RM	**R**aw **M**aterial
SDM	**S**upplier **D**evelopment **M**anager
SF	**S**emi-**F**inished Product
SPI	**S**upplier **P**erformance **I**ndicator
SQA	**S**upplier **Q**uality **A**ssurance
TS	**T**echnical **S**pecification

6. CHANGES

Changes	Version	Application date
Creation	1	November 21, 2008
Change the content of the chapter 5ꟾ in page 1. Add requirement in the chapter IIꟾ 1ꟾ Certificati on level / Notes (page 3). Merge with the Supplier Logistic Manual D0074. Rieter Supplier Quality Manual becomes Rieter Supplier Manual. Changes about the content of the Logistic specifications. Add a chapter related to the Hazardous Substances.	2	July 2, 2009
Add a chapter regarding the Control of the changes. - page 1/17 : title in **5. DESCRIPTION** (IIIꟾ - 6ꟾ - Control of the changes). - page 7/17 : comments of the chapter 6ꟾ - Control of the changes.	3	January 12, 2010
21 pages instead of 17. Change the chapter **5. DESCRIPTION** (p 1) : 7 main chapters instead 6. Add new chapter : Rieter organization (new chapter IVꟾ). Page 3 : ISO 9001 and ISO/TS 16949 without date of version. Business Acquisition becomes Supplier Selection (chapter Vꟾ 4ꟾ and 5ꟾ). Add sub-chapter IIIꟾ 6ꟾ PPAP documentation (page 7). Sub-chapter IIIꟾ 6ꟾ "Control of changes" becomes chapter IIIꟾ 7ꟾ. Central Quality and Central Quality BGEU becomes Quality Management BGEU (Sub-chapters Vꟾ 4ꟾ and 5ꟾ). Changes in sub-chapters Vꟾ 4ꟾ and 5ꟾ (Performanc e monitoring and Escalation process). Administrative costs standardized to 100 € per claim. Add process flow descriptions of 8D process and escalation process - CSL 1 and CSL 2 (pages 12, 13, 14). Supplier Quality Engineer becomes AQP Engineer (Chapter Vꟾ 1.3.2 - Packaging validation). Deletion of the page "Related Documents" (was page14/17). Changes in chapter VIꟾ Logistic Specifications. Change Appendix 1 : wordings and pictures. Change Appendix 2 : title and labels. Add Appendix 3 : Abbreviations. Change Job profile of Writing.	4	October 18, 2010
Add new chapter regarding the Verification of the product validation during serial production (Chapter VIꟾ - 6ꟾ page 11/20). Changes in pages 15-16-17/20(Logistic specifications).	5	June 1, 2011
Replace Rieter by Autoneum in all the document. Changes in the workflows (8D process / Escalation process) regarding the responsibilities.	6	September 7, 2011
Creation of a new chapter "Purchased Parts". Additional comments regarding Trade Parts. Additional comments regarding "Materials/parts identified with safety and regulatory requirements" (Chapter IIIꟾ). Supplier assessment: adaptation of the chapter related. SQA approach: changes regarding the phases, gates and milestones. PPAP level: changes of the level required (Low and High). Update of the address of the portal BGI. Update of the workflow CSL 2.	7	March 14, 2012
Additional comments regarding "Premium freight". (Chapter VIIꟾ Logistic Specifications – 3.2ꟾ Prem ium freight). Update the chapter Vꟾ Autoneum Organization accord ing to the new Quality Organization BGEU of June 2012.	8	September 18, 2012

WRITING	VERIFICATION	APPLICATION
Management System Manager BGEU	Head of Quality Management BGEU	Heads of Quality Management and Purchasing BGEU