

PAUMAC TUBING



EXTERNAL PROVIDER QUALITY REQUIREMENTS MANUAL



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WELCOME PAUMAC TUBING SUPPLIERS:

If you are an existing External Provider to Paumac Tubing LLC, thank you for your continued dedication. If you are a new External Provider to Paumac Tubing LLC, welcome to our team.

This External Provider Requirements Manual is intended to be a communication to External Providers on how to do business with Paumac Tubing LLC. In all cases Purchase Orders, External Provider agreements, contracts and any other written business agreement may take precedence.

This manual will provide a guideline for cooperative efforts between Paumac Tubing LLC, our supply partners, and providers to produce the highest quality parts possible.

Please review the manual, complete the attached Acknowledgement of Receipt, and return to Paumac Tubing's Purchasing department at Purchasing@paumactubing.com.

External providers are also required to complete an External Provider Assessment in which can be found on Paumac Tubing LLC website <https://www.paumactubing.com/>

Completed assessment must be emailed to Paumac Tubing's Purchasing representative along with a copy of your current certifications, such as ISO/IATF.

Thank you,

Norman MacDonald

CEO

Paumac Management Team

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1. Introduction

Paumac Tubing Purchasing Department is the External Provider's first line of communication and supplier approvals where raw material, components or services are contracted or provided to Paumac Tubing. The Purchasing Department coordinates External Provider information and provides the support activity to the External Provider, with the manufacturing and quality of the product.

External Providers are responsible for meeting the External Provider Quality Requirements Manual (EPQRM) requirements. Failure to meet these requirements may result in the loss of existing and / or future business, in addition to reimbursement of the External Provider's expertise with the cost to Paumac Tubing resulting from those failures.

External Providers are expected to meet the requirements stated herein. These requirements do not supersede any of the purchase order, engineering drawing or specification requirements, or relieve the External Provider of exercising independent expertise and skill in providing products or services to Paumac Tubing.

This Supplier Manual is incorporated as part of the terms and conditions for purposes of Supplier's to Paumac Tubing. It is the supplier's responsibility to check at regular intervals for updates to this manual on Paumac Tubing's website: <https://www.paumactubing.com> Any updates and changes to this manual will be communicated through subsequent supplier communication through Paumac Tubing's Purchasing Department.

This document along with the ISO 9001, ISO 1400, IATF 16949, TISAX and AIAG standards, Paumac Tubing's specific requirements "Customer Specific Requirements", and Purchase Order define the fundamental quality system requirements for organizations supplying and / or service activities to Paumac Tubing. The purpose of this document is to advise suppliers to Paumac of specific requirements so that a quality system can be established, maintained, and continually improved for ongoing supply of quality assured product to Paumac Tubing.

While Paumac may assist the External Provider in achieving quality requirements and improving quality, the responsibility for External Provider quality remains with the External Provider.

Please note throughout this manual you will see the terms External Provider and Supplier used – Both these terms reference the supplier providing Paumac Tubing services and or products.

1.1 Purpose

This manual has been created to assist our suppliers in understanding the purchasing expectations and quality requirements for products supplied to Paumac Tubing. The manual is also a tool to assist Paumac Tubing in compliance to ISO 900, ISO 14001, IATF 16949. TiSAX and to select, develop, control, and monitor our suppliers.

For Paumac Tubing to maintain compliance to the ISO 9001 and IATF 16949 requirements, suppliers to Paumac Tubing must have a plan to achieve certification by an accredited certification body to a current version of ISO 9001 quality management systems at minimum or be able to demonstrate assessment and approval by an OEM or by a second party audit made by Paumac Tubing following the customer specific requirements to use suppliers without Quality Management system certification.

This manual is intended to communicate uniform quality requirements, which Paumac Tubing expects of all External Providers, it provides a general instruction and outlines procedures which are to be followed to become and maintain their Approved External Provider status.

1.2 Scope

This manual applies to all Paumac Tubing approved External Providers this includes all suppliers that provide products and services that affect those suppliers that provide outsourced operations such as (tooling, paint, wrap, etc.), as well as laboratory and calibration services.

This includes External Providers of production materials other than those that provide Bulk or Commodity Materials that are made to specifications and standards that are not controlled by Paumac Tubing. Materials that may be specifically excluded are those made to commercial standards such as ASTM, JIS, ANSI and others. However, if Paumac Tubing and the External Provider have agreed to Special Conditions such as tighter wall thickness tolerances, weld seam locations, minimum inside diameters or closely held cutting conditions this manual will be applied.

This manual is a quality standard and requires the formation and maintenance of a documented, effective quality system for all External Providers to Paumac Tubing LLC.

Acceptance of a Paumac Tubing LLC purchase order constitutes acceptance off all requirements contained within this document.

This EPQRM establishes specific minimum requirements. It shall be the External Provider's responsibility to implement and maintain any additional controls deemed necessary to continually ensure "fitness for use" reliability, and product conformance to stated specifications.

There may be suppliers who have been supplying product to Paumac Tubing prior to the implementation of this manual. Those suppliers will be grandfathered into our system, Paumac will monitor performance and continue to guide these suppliers to work towards achieving certification to current version of ISO 9001 quality management systems at minimum.

1.3 Quality Policy

Suppliers to Paumac should be aware of and strive for compliance to Paumac Tubing's Quality Policy. Paumacs Quality Policy is available for review on Paumacs website www.paumactubing.com .

1.4 Responsibility

External Providers are responsible for meeting the requirements stated in this manual.

Failure to meet these requirements may result in the loss of existing and/or future business with Paumac Tubing, in addition to reimbursement of the cost to Paumac Tubing LLC resulting from failures.

External Providers shall ensure their direct material/service External Providers are consistent with the concepts in the ISO9001:2015 & IATF 16949:2016 standards. External Providers shall adopt the standards of Zero Defects and 100% On Time Delivery to Paumac Tubing. External Providers shall understand that any established PPM target is not an Accepted Quality Level but represents an intermediate continual improvement.

1.5 Reference Documents

- ISO 9001
- ISO 14001
- IATF 16949
- Advanced Product Quality Planning & Control Plan (AIAG APQP)
- Measurement System Analysis Manual (AIAG MSA)
- Statistical Process Control (AIAG SPC)
- Potential Failure Mode and Effects Analysis (AIAG FMEA)

2.0 External Provider Selection and Approval

Paumac Tubing initially selects a candidate as a potential new supplier based on its positive perception of the supplier's capability in meeting Paumac's requirements and expectations. In addition to competitive pricing, one of the key elements that form this positive perception is the potential new supplier's quality management system certification to the IATF automotive standard by an accredited third-party certification body. However, whereas supplier IATF certification is strongly preferred, it is not mandatory at this time for Paumac Tubing. The minimum QMS requirement that Paumac has for its potential new and current suppliers is that they are compliant to ISO 9001 through second-party audits.

With environmental concerns on the rise across all industries, Paumac Tubing also takes into consideration ISO 14001 compliance during the selection of external providers. While not required to become a supplier of Paumac Tubing, it is highly recommended and possibly a future requirement. If your organization has been third-party certified to ISO 14001 standards, please supply a copy of your currently-held certification to your Paumac Purchasing representative so it can be added to our records and your scorecard. Vendors certified to ISO 14001 will receive a one-point differential on their quarterly ratings.

Paumac Tubing's requirement for all approved production supplier manufacturing locations is, First compliance to ISO 9001 through second party audits; Second, through 3RD part certification to ISO 9001; Third, certification to ISO 9001 with compliance to IATF 16949 through second party audits; Lastly, certification to IATF 16949 through third party audits.

Important Note: Registration to ISO 9001 is only acceptable for those suppliers that do not meet the applicability requirements of IATF 16949 as described or as an interim step to achieving IATF 16949 certification. Suppliers are also required to submit renewed certificates for each manufacturing location at time of renewal.

External Provider information packages, including External Provider Assessment requests are sent to prospective External Providers. On-site audits are conducted as deemed necessary by Paumac Tubing and may include the audit of External Provider's Information Security Management System (ISMS). See section 19.1

External Providers achieving an acceptable assessment score as well as meeting other Paumac criteria (including, but not limited to; cost, logistics and commitment) may then be added to the Paumac Approved External Provider's List.

Once approved by Paumac Tubing, on-going External Provider ratings (i.e., quality and delivery) cost and other commercial factors will determine long-term business potential. (See section 18.0 for further information on External Provider ratings and maintaining approved External Provider status.)

3.0 External Provider Quality System Assessment

Each candidate identified as a potential new supplier to Paumac Tubing will be required to complete an External Provider Assessment – Risk Evaluation. This assessment assists Paumac in decision making during the supplier award process. Based on factors such as Paumac’s customer requirements, importance of the product supplied, and supplier quality performance with its current customers, Paumac may elect to perform an on-site audit at the potential new supplier. If Paumac is considering awarding a new job to an existing supplier Paumac may elect to perform an on-site audit at the supplier for manufacturing/service facilities that already provide product to Paumac.

External Providers may be required to submit corrective actions noted from self-assessment or on-site audit based on an identified risk assessment as determined by Paumac Management. Depending on the risk of these corrective actions, items may need to be addressed prior to approving the supplier or awarding the order. This applies even if the assessment final score is unsatisfactory.

If at any time an External Provider's 3rd Party QMS registration expires or is rescinded by its registrar, Paumac Tubing’s Purchasing or Quality department must be notified immediately.

Ongoing assessments maybe performed as determined by Paumac Tubing’s Purchasing and Quality departments.

Second Party Audits: Suppliers will be audited (on-site second party or self-audit assessment) to the most current version of Paumac Tubing’s External Providers Assessment (may elect to conduct a process audit on site for External Providers that have an unacceptable Quality Rating).

Second party audits will be scheduled at supplier locations based on risk level.

Second Party Audit Frequency:

- Low Risk Suppliers: *As required
- Medium Risk Suppliers: *As required.
- High Risk Suppliers: Bi-annually or *As required.

*As Required – example – new product launch or required by Paumac Tubing Management.

Frequency of Suppliers completing a self-assessment: * As required.

Suppliers will be notified prior to audit when an audit is required. Number of audit days shall follow IATF rules.

Current risk thinking factors shall include but not be limited to the following:

- Suppliers not ISO 9001 Certified
- ISO Certified but not IATF Certified.
- IATF Certified
- Supplier Performance
- Product Safety / Regulatory Requirements
- Environmental & Information Security (ISO14001 \ TISAX)

4.0 Government Statutory & Regulatory Compliance

External Providers shall comply with all applicable governmental regulatory and statutory regulations for products, processes and services performed. These regulations relate to the health and safety of the workers, environment protection, toxic and hazardous materials, and free trade. External Providers should recognize that the applicable government regulations may include those in the country of manufacture as well the country of sale.

4.1 International Material Data System (IMDS) / REACH Requirements

The material data concerning the ingredients of the parts to be delivered to Paumac Tubing, may be required to be entered into the International Material Data System (IMDS). The respective ID-number must be stated on the cover sheet of the testing report.

It is the External Provider's responsibility to supply evidence, to Paumac Tubing, that the IMDS has been entered or REACH declarations have been identified as applicable.

5.0 Advanced Product Quality Planning

Advanced Product Quality Planning is the recommended process for establishing quality objectives and for establishing the plans for meeting or exceeding these objectives.

Advanced Product Quality Planning is recommended for the following:

- During the development of new processes and / or products
- Prior to significant changes to processes and or products (as determined by Paumac Tubing)

It is highly recommended that External Providers form quality planning teams for every new or changed product. These teams should use the planning techniques identified in the AIAG APQP manual as well as Paumac Tubing's specific requirements throughout the quality process development and preproduction phases.

External Provider APQP teams may include at Paumac Tubing request, Purchasing and / or Quality.

Paumac Tubing requires the use of the AIAG Advanced Product Quality Manual as the External Provider APQP requirements.

Refer to the AIAG APQP & FMEA manuals for specific details on creating Process Flow Diagrams and FMEA's. External Providers are required to adhere to Paumac Tubing specific requirements in addition to AIAG requirements.

5.1 Process Flow Diagram

Flow diagrams are required for PPAP approval and shall be tied numerically to the Control Plan and PFMEA.

5.2 Failure Mode and Effects Analysis (FMEA)

FMEA's shall be used in both product design and manufacturing process planning. FMEA's are required for all new or changed products or processes. FMEA's are "living documents" and are required to be updated for

design or process changes due to corrective actions, continual improvement activities or lessons learned, throughout the product life.

Paumac Tubing may require preliminary PFMEA's to be submitted prior to PPAP as part of the APQP process. Process FMEA's are required for PPAP approval. DFMEA's are required only if the External Provider is design responsible for the supplied product.

5.3 Control Plans

Control plans are to be developed and should be in the AIAG latest edition format. Updates to control plans are required in the event of a process change due to a corrective action or continual improvement activity.

Changes of significance (fit, form, function, durability, appearance, or level of control) are to be submitted for approval to Paumac Tubing's Quality department. Changes of no significance (document format, spelling) do not require PAUMAC TUBING approval. Contact PAUMAC TUBING Quality or purchasing representative if there are questions concerning approval requirements.

The Control Plan must list:

- Known Key Process Characteristics (KPC) and critical characteristics (CC) by the External Provider, based on product and process knowledge, as well as customer requirements.
- All KPC / CC identified on Paumac Tubing engineering drawings and specifications.
- Product or process characteristics identified during the APQP process and FMEA development.
- Product or process characteristics identified in Paumac Tubing External Provider quality planning meetings.

Once control characteristics have been identified, control methods must be established and documented on the control plan.

Control Plans should detail all controls from receipt of raw materials through finished product shipment. All Control Plans must include reference to a minimum of a dimensional layout, performance test (where applicable) chemical test (where applicable) and / or material analysis by the External Provider.

Control plans submitted without this reference will not be approved. Paumac Tubing designated KPC's/CC's must have SPC control referenced in the control plan. KPC's must have error-proofing / mistake proofing to ensure 100% quality is always received at Paumac Tubing. Mistake proofing control shall be referenced in the control plan, including the External Provider's method of daily verification of the continued function of established controls.

Paumac Tubing may require preliminary submission of control plans prior to PPAP as part of the APQP process. Final control plans must be submitted for PPAP approval.

NOTE: Approval of the External Provider control plans is required to ensure conformance to the AIAG and Paumac Tubing quality requirements. Paumac Tubing approval of an External Provider's control plan is in no way to be interpreted as unconditional approval of the process, or quality of the materials / components supplied under the control plan. The responsibility of the External Provider always remains with the External Provider.

5.4 Gaging Requirements

When specified on the purchase order, it is the responsibility of the External Provider to supply gaging for the components. This may include gages for External Provider and Paumac Tubing to use. All gages must be certified before use, records of certification / calibration must be maintained by the External Provider and made available upon request of Paumac Tubing.

5.5 Measurement System Analysis (MSA)

Product and process conformance must be determined by measurements made with appropriate test equipment and gages.

The External Provider must establish the error of measurement to specification ratio since the test equipment or gauge is a significant part of the process. Any error in these measurements, whether known or unknown, has a direct effect on the ability to judge process / product conformance and capability.

Paumac Tubing requires that all test equipment and gauges used to evaluate any control plan characteristic have gauge R & R studies conducted which meet the requirements of the AIAG MSA manual or be removed from service and be replaced with a conforming gage. Variable gauging shall be used wherever possible. GR&R studies shall be submitted for all KPC gauging for PPAP approval.

5.6 Statistical Process control

Statistical process control (SPC) shall be used as an integral part of the External Provider's process to provide the necessary information for the process parameters and product characteristics, referred to as KPC or key characteristics that affect the fit, form, function, durability, or appearance of the product. Variable control charts are the preferred method of SPC.

External Providers are expected to utilize the data from the control charts to identify opportunities for improvement to continually reduce the variation in process output.

When unique process condition, historical data or other factors suggest an exception to the use of statistical controls, supporting rationale must be provided with a proposed control plan and PSW to Paumac Tubing quality or purchasing representative for approval.

Paumac Tubing requires initial Cpk of 1.67 minimum and to maintain in production a 1.33 Cpk minimum. External Providers are responsible for maintaining Statistical data and providing to Paumac upon request. When such indices are below these minimum requirements, reaction conditions are specified by AIAG in the PPAP manual, and External Providers must adhere to these requirements. Failure to do so may result in PPAP and / or shipment rejection.

5.7 Lot Size (If Applicable)

External Provider lots must be the quantity of product produced under similar conditions such as that the product within the lot is expected to be consistent in all significant attributes. Maximum lot size shall be limited as follows:

- One shift of production
- One batch of product produced in a batch process

Each lot must contain homogeneous components or raw materials. If a specific product and/or manufacturing process does not lend itself to these requirements, alternate methods may be used but must be approved by Paumac Tubing's quality or purchasing representative.

5.8 Lot Traceability

For all Paumac Tubing products, the External Provider shall establish and maintain procedures for identifying the product during all stages of production including receipt, work in process, storage, and delivery. In addition, lot traceability of all subcomponents, raw material and process inspection data shall be maintained.

Each production lot shall be identified by an External Provider lot number.

The External Provider lot traceability system must provide for the following situations: Isolation of suspect product on a precise basis based on lot number on each container and / or part.

- Identification of External Provider lot number on each container. This lot number must be the key to the lot number traceability in the External Provider's system.
- Localize causes of failure and take corrective action at minimal cost to External Provider and Paumac Tubing.
- Determine traceability to component lot numbers and production / quality data specific to the lot number the container. (Reverse traceability)
- Determine External Provider finished product lot number (s) produced on a given lot of components or on a given shift of production. (Forward traceability)
- Each lot of die colorant for plastics / textiles

5.9 Product Handling, Storage, and Delivery

The External Provider is required to have documented procedures for handling, storage, and delivery of the product. The External Provider must also conform to any specific requirements stated on the Pauma Tubing purchase order or drawing / engineering specifications.

- Handling: The External Provider shall utilize methods and means of handling product to prevent damage and deterioration before, during and after the manufacturing process.
- Storage: The External Provider shall use secure storage areas to prevent damage or deterioration of product pending use or delivery.
- Appropriate methods for authorizing receipt and dispatch to and from such areas shall be stipulated to maintain control and assure FIFO. To detect deterioration, the condition of the product in stock shall be assessed. Shelf life is to be monitored, as applicable, to ensure products shipped have greater than 50% of shelf life remaining, unless approved in advanced by Paumac Tubing's quality or purchasing representative.
- Shelf-life expiration date or manufacture date must be identified on each container.
- Special storage condition requirements (i.e., temperature, humidity levels) must be determined, and implemented to prevent deterioration during storage at External Provider location.
- Delivery: The External Provider shall arrange for the protection of product quality sub-sequent to manufacture, this is to include delivery to destination. External Providers responsible for design of packaging, must be cost

effective and ensure that when product reaches Paumac Tubing, or Paumac Tubing's customer, that it is conforming and "fit for use", regardless of F.O.B. terms, (apart from blatant carrier damage and / or neglect).

- Material delivery condition: Paumac Tubing reserves the right to decline shipment at the External Providers' expense if material delivered does not meet any of the above requirements. ALL material MUST arrive at Paumac Tubing: *rust-free, de-burred, meeting spec for measurements of straightness & diameter roundness, free of any debris within the tubing or packaging, and without dents or gouges in the surface of the metal.* Should Paumac Tubing deem that any of the above conditions have not been met to our satisfaction, the in-bound shipment may be rejected. Subsequently impacting PPM's and external provider rating score.

5.10 Material Certifications or Performance Test Results

The External Provider shall provide Paumac Tubing with Material Certifications/Certificate of Conformance. External Providers must also conform to the IMDS system as required by Paumac Tubing.

6.0 Production Part Approval Process (PPAP)

External Providers shall ensure that the PPAP document and sample submissions are in accordance with the requirements of the Automotive Industry Action Group (AIAG) PPAP Manual, and any Customer specific requirements. They shall also ensure that all requirements are met before submission to Paumac Tubing up to and including obtaining Paumac Tubing approvals for any change requests.

External Provider submission of a non-conforming PPAP package will be recorded as an External Provider performance failure and could affect the External Provider's performance rating.

When applicable, External Providers shall include in the PPAP submission the Engineering Specification (ES) test plan and the ES test results. An approved/accredited laboratory must conduct the ES tests.

Approvals must be granted by the Paumac Tubing quality or purchasing representative prior to any production shipments by the External Provider.

Unless otherwise specified by Paumac Tubing, the required PPAP submission Level 4 which contains the following elements unless otherwise directed by Paumac Tubing's quality or purchasing representative:

- Ballooned Print
- Dimensional Layout
- Samples - 3 pieces for single cavity/die, 1 piece per cavity/die for multi cavity/die tool
- Material Certs
- Test Performance as applicable
- Part Submission Warrant (PSW)
- Current ISO9001:2015 or TS/IATF 16949 certification (if certified)

Note: a full level 3 PPAP, per AIAG, including all supporting documentation, must be maintained at the External Provider's location, and made available to Paumac Tubing upon request within 24 hrs.

External Provider PPAP submissions must include actual dimensional, material and test data (as applicable) documenting conformance.

Proprietary documents may be excluded from PPAP submissions upon approval of Paumac Tubing Quality Department. When such conditions exist, the External Provider shall include a letter in the PPAP submission

stating the reason the document is proprietary and stating that the document is available for review by Paumac Tubing at External Provider location.

6.1 Launch Requirements System - Prototype & Pre-Production PPAP Requirements

The Paumac Tubing Quality Planning System (QPS) is used for all prototype and pre-production components and sub-assemblies considered to be a high-quality risk at initial product launch. QPS duration is until the External Provider has achieved full PPAP approval from Paumac Tubing. QPS criteria will be established, documented, and agreed on during the initial launch meetings with Paumac Tubing APQP Representative and / or Quality Representative.

All QPS Inspection samples must be identified as per Paumac Quality Representative.

Identification must be attached to each component / sub-assembly. For bulk items, the Identification can be attached to each container.

Each component/bulk material container must have a sticker label attached with the Paumac Part / Item Number clearly on all packaging.

- Each shipment of prototype / pre-production components or sub-assemblies must be 100% dimensionally inspected to the latest engineering print release, data report is to be sent with the shipment.
- Dimensional requirements: quantity, measurement points and tolerance concessions will be discussed during the initial launch meetings held between External Provider and Paumac Tubing. Dimensions are to be taken in a "free state" unless otherwise agreed in writing by Paumac Tubing Launch Team.
- The shipper, for each delivery, must include the following information: Purchase Order #, Part description, Paumac Tubing item #, Drawing # (if applicable), Color code (if applicable), Design /and / or Revision level, as stated on the Purchase Order, date of delivery quantity and overall weight.

Dimensional Layout Requirements:

- Paumac Tubing requires that a minimum 3-piece dimensional layout be performed. For multiple cavities / dies tooling, a minimum of 1-part layout per cavity / die is required. Capability studies must be performed on a minimum of 30 pieces and or required by Paumac's Quality Department.

Performance Requirements:

- Paumac Tubing requires a minimum of 3 parts be tested, or as indicated in the performance specification.

Master Samples:

- The External Provider is to submit 1 PPAP master sample with the PPAP submission and retain the balance of the master samples. Paumac Tubing, and / or the External Provider may use these External Provider-retained samples for future reference. As such they must be easily retrievable and clearly identified.

Note: The lack of PPAP approval is not an acceptable excuse for not meeting shipment releases. It is the External Provider's responsibility to submit a complete, conforming PPAP package, on time to the Paumac Tubing Quality Tech. If the External Provider does not have PPAP approval and it will affect their ability to ship product on time per Paumac Tubing releases, the issue must immediately be brought to the attention of Paumac Tubing Purchasing and Production Control.

Service Component PPAP Requirements:

- When service parts are ordered from Paumac Tubing, it is required that External Providers implement the same controls as documented on most recent control plan approved for production. Any changes made to the control plan for service must be approved in advance by Paumac Tubing quality or purchasing representative.

Perishable / Expendable / Refurbished Tooling:

- Perishable / Expendable Tooling is defined as tooling that has limited useful life and is expected to be replaced during normal production activity (i.e., die cast tooling).

Controls for Perishable / Expendable tooling shall be referenced in the External Provider's control plan and shall include the following requirements at a minimum:

- Tooling changes and maintenance activities shall be identified and tracked through the External Provider's lot traceability system.

These requirements apply to normal tool / die / mold / refurbishment.

Packaging: Paumac Tubing and External Providers shall agree upon the packaging plan during APQP, including the following requirements:

- Component - There shall be only one part number in a box or packaging unit.

All packaging units shall be labeled, and the label shall include:

- Paumac Tubing item number with part/material name.
- Quantity
- External Provider name
- Lot traceability number and date.

7.0 Container Shipping Label Requirements

It is the responsibility of the External Provider to provide labeling that meets the Paumac Tubing requirements.

The minimum requirements are Paumac Tubing item number, revision level, quantity, External Provider number, P.O. number and lot number / manufacture date.

Shipping Requirements for External Service Providers shipping product on Paumac Tubing's behalf.

- External service providers shipping finished goods direct to Customer plant must use the AIAG Standard B10 Barcode label or as provided by Paumac Tubing.
- External service providers shipping finished goods to Customer plant must use the shipper provided by Paumac Tubing at time of shipment.
- Tracking information must be communicated to Paumac Tubing within ½ hour after the truck leaves the dock of the External service providers facility. Paumac Tubing is responsible to enter this information into our system and send the ASN.

8.0 Shipment Certification Requirements

Paumac Tubing may elect to charge an administration fee, for any rejected materials received. Paumac Tubing quality or purchasing representative will notify the External Provider if it is necessary to supply shipments with quality data / certifications.

Examples of situations that would require data to be sent with shipments: Raw Material (Certifications to required specification), Prototype Parts, Pre-Production parts and items with repeat quality concerns.

8.1 On-Going Shipment Certification

The External Provider must provide dimensional inspection, test and / or SPC data at the request of the Paumac Tubing within 24 hours for any characteristic in the approved control plan.

9.0 Process Changes

Paumac Tubing encourages process improvements to enhance quality and reduce cost. However, any changes in process require Paumac Tubing approval. External Providers shall submit a written request to their Paumac Tubing purchasing for product or process change. Change approval may take an extended period when Paumac Tubing's customer approval is required. Changes will not be implemented prior to the receipt of written approval from Paumac Tubing. VERBAL REQUESTS WILL NOT BE ACCEPTED.

Important Note: External Provider's must submit a (PCN) process change notification. Note: PCN may require a PPAP prior to shipping product produced from incorporating a change as defined above. If there is any doubt regarding approval requirements of a change, contact the Paumac Tubing Quality department for assistance. Failure to obtain approval in advance of shipment will result in product rejection and financial liability for all affected Paumac Tubing raw, W.I.P. and finished goods inventory.

10.0 External Provider Request for Deviation

Paumac Tubing requires that External Provider's ship product that is 100% conforming to the engineering print requirements and referenced specifications. Additionally, Paumac Tubing requires that the manufacturing process remains consistent with those utilized to produce to PPAP approved product. These requirements are to be followed without exception.

If, at any time, an External Provider wishes to ship product which does not conform to Paumac Tubing prints & referenced specifications or is produced from a changed process, Paumac Tubing approval is required in advance of shipment via approved request for deviation. Sufficient data, corrective actions, etc. shall be included to facilitate the approval process. The External Provider may be requested to submit additional information prior to approval.

Submission of a Request for Engineering Deviation is not an approval to ship. Receipt of a fully signed Request for Engineering Deviation by a Paumac Tubing Representative is approval to ship.

The lack of approval is not an acceptable reason for failing to meet Paumac Tubing shipping requirements.

If approval may affect the External Provider's ability to ship product on time per Paumac Tubing releases, the issue must immediately be brought to the attention of the Paumac Tubing Quality, Purchasing and Production Control.

11.0 Notification of Quality Concerns / Non-Conforming Product or Service

Paumac Tubing requires that External Providers notify the affected manufacturing plant of any quality concerns within 24 hours of discovery, without exception. This applies to all quality concerns identified by External Providers for which product shipped is suspect.

Notification must go to the Paumac Tubing Quality Representative and the Materials Manager, or in their absence, the Plant Manager. External Providers should be prepared to present the concern in detail, the lot numbers / shipments affected, along with the containment and preliminary corrective action plan.

Non-conformance from the External Provider will be communicated to Paumac Tubing quality or purchasing representative.

The External Provider will be notified, and a Defective Material Report will be entered. The External Provider is required to provide containment protection within 24 hours of notification and disposition of non-conforming product within 5 business days.

12.0 Rework / Repair

Re-work consist of any actions to the product that are not part of the documented approved production process.

Since any actions to salvage a product which does not originally meet customer requirements is both a source of variation and inherently costly, Paumac Tubing's goal is to eliminate such actions.

Re-work is considered a process change, the External Provider must obtain approval from Paumac Tubing. The External Provider must develop written procedures. These procedures must provide for additional inspection and (if applicable) testing after rework to ensure conformance to Paumac Tubing specifications, prior to shipment or further processing.

13.0 Returned Product Analysis

The External Provider is required to analyze any non-conforming product that is returned from Paumac Tubing. Records of the results of these analyses must be submitted to Paumac Tubing upon completion. External Providers shall submit corrective actions for any defects discovered during the analysis process to Paumac Tubing's Quality Department.

13.1 Cost Recovery for Non-Conforming Product

The External Providers are liable for all costs incurred when the External Provider is the cause of a non-conformance. The External Provider shall absorb all cost associated with non-conforming product as received or processed through a Paumac Tubing manufacturing facility. The costs incurred may include but not be limited to the following items plus any associated costs (freight, logistics etc.) at Paumac or at Paumac's Customers caused by the Paumac External provider.

- Containment Costs – Sorting of suspect material in house, customer location, third party warehouse (3rd party if required by Customer)
- Count of Parts discrepancy supplied.
- Disposition of scrap (Supplier responsibility)
- Overtime to avoid production shutdown (downtime) or potential shutdown as a result of defective/suspect material or delivery issue.
- Premium Freight including air freight to final customer/OEM, if the situation demands, resulted from Supplier defective/suspect material or delivery issue.

- Recall of material costs.
- Replacement for material costs.
- Return for Rework costs
- Repair, Rework, Replacement of parts
- Travel Expenses for customer support
- Warranty Costs
- All other customer related chargebacks.

Written notification to the External Provider as well as written agreement from the External Provider shall be obtained by Paumac Tubing prior to any debit memos being issued.

14.0 Corrective Action

It is required that External Provider's implement and maintain a system for corrective action of quality concerns.

Paumac Tubing may generate an External Provider Corrective Action Request (CAR). This system must include a multi-disciplinary approach to problem-solving (i.e., 5 whys, 8D, 7 steps, etc.) and implementation and effectiveness of implemented actions. Any External Provider quality concerns detected at Paumac Tubing, or its customers will be formally directed to the appropriate External Provider contact. The required External Provider response is as follows:

Within 1 Business Day of Notification

- Containment actions at External Provider location and at Paumac Tubing. Defect containment by the External Provider at Paumac Tubing is expected within 24 hours (i.e., on-site sorting). This is to be coordinated with Paumac Tubing's Quality department. External Provider quality ratings are computed on returned / scraped parts per million shipped ratios. External Providers who do not support on-site containment will be subjected to full shipment returned, as opposed to actual number of defects, in computing of their PPM rating. Any issues that make an on-site sort impractical may be discussed with the Paumac Tubing's Quality department and alternate actions may be taken. Replacement material requirements are to be coordinated with the Paumac Tubing Materials department.
- All certified material must be identified by a green dot sticker on the bar code label on each shipping container. This is to continue until permanent corrective actions are implemented, verified, and approved by Paumac Tubing Quality department.
- Suspect inventory - lot numbers, manufacture date, qty, etc. will need to be contained.
- Return Authorization number must be issued to Paumac Tubing for any product in house that are to be returned to the External Provider.

Within 10 Business Day of Notification

Completed Corrective Action is due to the Paumac Tubing Quality department detailing the following information:

- Initial response information
- Root cause
- Permanent corrective action(s) taken with completion dates.

- Verification of permanent corrective actions, method of verification with evidence
- Recurrence prevention plan

If it is not possible to implement and verify corrective actions in the ten (10) business day timeframe, Paumac Tubing Quality representative must receive the External Provider's plan to permanently resolve the issue, within ten (10) days, with associated task and responsible persons documented. Completed corrective action plans, with actual task completion dates and verification records, must be submitted to Paumac Tubing's Quality department as agreed between the External Provider and the Quality representative.

Late initial (24hr) and / or final (10 day) corrective action responses may result in notification to Paumac Tubing purchasing of customer dis-satisfaction and by result in a poor rating.

Paumac Tubing requires implementation of error-proofing device for permanent corrective actions wherever possible.

Paumac Tubing does not accept additional Inspection / training as a permanent corrective action closure.

Note: Paumac Tubing's Quality representative will review and approve closure of all corrective actions. Paumac Tubing Quality representative reserves the right to require additional controls to be implemented and / or additional documentation to be provided to effectively resolve External Provider quality concerns.

Containment Categories 1 & 2

External Providers who have failed to contain or correct quality issues effectively and immediately will be placed on Category 1 containment.

- **Category 1** - The External Provider will be required to perform a 100% certification of all products before it is shipped, through an off-line inspection process. This will be in addition to any existing controls and containment measures currently in place.

External Providers who fail to contain or correct quality issues through the Category 1 containment program, are placed on Category 2 containment.

- **Category 2** - External Providers are required to subcontract a third-party source to independently 100% certify all products prior to shipping. All cost associated to Category 2 containment are the responsibility of the External Provider.

External Providers required to implement Category 1 or 2 Containment will be notified by Paumac's Quality and Purchasing. The additional containment measures are meant to be interim steps to ensure conforming products are being shipped to Paumac Tubing. Permanent actions to prevent recurrence are expected to be implemented in conjunction with these containment levels. Once permanent actions have been implemented and verified as effective for 30 days, the External Provider will be released from Category 1 or 2 containment status.

Each container of certified product must be clearly identified with Green Dot sticker on the bar code label on each shipping container. A list of all conditions that are being certified must also be submitted with each container.

15.0 External Provider Control of Sub-External Providers

External Providers of Paumac Tubing shall have capabilities to manage their respective External Providers including APQP disciplines and periodic auditing. External Providers to Paumac Tubing shall select sub-External Providers based on their ability to meet subcontractor requirements, including Paumac Tubing quality requirements defined herein.

The External Provider shall ensure that the sub-External Provider quality and system controls are effective and meet Paumac Tubing External Provider Quality Requirements. The External Provider shall be prepared to show documented evidence of sub-External Provider quality levels at the request of Paumac Tubing, and provide Paumac, and customers to Paumac, access to the sub-External Provider facilities and records, if requested, at any time. External Providers shall target sub-External Provider business with a minimum ISO-9001:2015 conformance.

External Providers are fully responsible for the quality and "fitness for use" of goods and/or services subcontracted.

Paumac Tubing's recommendation or stipulation of a sub-External Provider shall in no way relieve the External Provider of full responsibility for ensuring the sub-External Provider, and the products they supply, meet all Paumac Tubing requirements.

16.0 External Provider Improvement Program

External Providers whose performance fails to meet one or more of the critical aspects outlined in the Continuous Improvement Process may be subject to an improvement program. Repetition of poor performance or a single catastrophic breakdown from an External Provider can start this process. The process often starts with the External Provider being invited to present at a Paumac Tubing External Provider Quality meeting. The External Provider will be required to present corrective action plans to Paumac Tubing Plant Management, External Provider Quality and Purchasing.

External Provider's may be selected for improvement based on the following criteria:

- Repetitive quality issues
- High PPM
- Chronic quarterly PPM activity
- Negative PPM Trend
- Quality concerns causing significant impact to the production operations at Paumac Tubing or its customers.
- Late Deliveries
- Excessive Premium Freight

Failure of the External Provider to successfully complete this process could result in partial or complete loss of business and removal from the active quote list.

17.0 External Provider Performance Ratings

Zero defects and 100% On-Time Delivery are the Paumac Tubing's expectations for purchased parts/raw material and external services. Paumac Tubing will monitor External Provider's performance and update the formal scorecard quarterly. Scorecards are cumulative for the calendar year. The External Provider performance will include Quality Rejections (PPM), On Time Delivery data, premium freight occurrences, customer disruptions, and Corrective Action timeliness. Suppliers that provide evidence of certification to an environmental management system (ex. ISO-14001:2015) or an information security assessment (ex. TISAX) will be granted a one (-1) point consideration on their rating score.

Rating Score:

- **1-4 Excellent Rating (eligible for dock to stock status)**
- **5-6 Good – Needs Improvement**
- **7+ Poor - Probation**

An External Provider with an excellent rating (1-4) may be placed on a Dock-to-Stock Program or Skip Lot inspection system based on performance. A poor performance may result in additional inspection and containment activities of which the External Provider will be held responsible. Continued poor performance may result in an External Provider being omitted from future sourcing decisions.

18.0 Access to Facilities and Records

External Providers shall allow Paumac Tubing, and customers to Paumac Tubing, access to any facility and quality records associated with the product and supply of products directly to, or on behalf of Paumac Tubing. This requirement is to include sub-External Providers as well.

19.0 Information Security & Confidentiality

External Providers shall be committed to protecting any sensitive information provided to them by Paumac Tubing. This includes any OEM's and/or sub-tier customers data whether it be transmitted electronically or through analog means.

19.1 Information Security Management System

As a Tier 1 supplier to OEM customers, Paumac Tubing, LLC is committed to maintaining high standards of information security. In alignment with OEM expectations and industry best practices, we have implemented an Information Security Management System (ISMS) assessed according to the TISAX (Trusted Information Security Assessment Exchange) framework.

This ensures the protection of sensitive information such as intellectual property, prototype data, and any proprietary or confidential information shared during product development and production processes.

While TISAX certification is not currently a mandatory requirement for our external providers, Paumac Tubing, LLC expects all suppliers to adopt appropriate information security controls commensurate with the nature of the data being shared—AND with the parameters of the confidentiality agreement in section 19.2

External providers handling sensitive or confidential data (e.g., product designs, customer-specific information, prototypes, or personal data) may be subject to additional information security assessments or requirements as required by Paumac Tubing, LLC.

We reserve the right to evaluate a supplier's information security practices and request documentation or assurance of adequate controls in alignment with our ISMS policies.

19.2 Non-Disclosure and Confidentiality Agreement

WHEREAS, Paumac Tubing, LLC agrees to furnish external providers certain confidential information relating to research & development, customer information, process capabilities and business strategies pursuant to the purchase of raw material, services, and other supplies, in accordance with customers' specifications.

WHEREAS External provider agrees to review, examine, inspect, or obtain such confidential information only for the purposes described above, and to otherwise hold such information confidential pursuant to the terms of this Agreement.

BE IT KNOWN, Paumac Tubing, LLC has or shall furnish external provider certain confidential information and may further allow external provider the right to discuss the following conditions:

1. External provider agrees to hold confidential or proprietary information ("confidential information") in trust and confidence and agrees that it shall be used only for the contemplated purposes, shall not be used for any other purpose, or disclosed to any third party.
2. No copies will be made or retained of any written information without the permission of Paumac Tubing, LLC.
3. At the conclusion of any discussions, or upon demand by Paumac Tubing, LLC, all confidential information shall be returned to Paumac Tubing, LLC.
4. Confidential information shall not be disclosed to any employee, consultant or third party unless they agree to execute and be bound by the terms of this Agreement, and have been approved by Paumac Tubing, LLC
5. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

APPENDIX

Maintenance of Tooling, Fixture, Gages and Equipment:

External Providers who are in possession of Paumac Owned or Paumac Customer Owned tooling/fixtures, gages and or equipment are responsible for the cost of maintaining any of these items that are provided by the Paumac.

The Supplier shall adhere to any of Paumac's' and or Paumac's Customer Specific requirements in identification and maintenance of any Equipment and Tooling including fixtures and gages in their possession. The Supplier shall utilize a preventive and predictive maintenance programs to maintain the condition of all production equipment and tooling. Paumac may periodically inspect the condition of equipment.

It is the supplier's responsibility to notify Paumac of any concerns/shortcomings in any of Paumac supplied Tooling, Fixtures, Gages or Equipment. If shortcomings are not promptly addressed with Paumac and corrected, Paumac Tubing reserves the right to correct any shortcoming and debit the Supplier the costs. The Supplier must maintain adequate insurance on the assets. Contingency plans for critical equipment must be defined by supplier and any sub-tier supplier utilized. This shall include a list of critical spare parts to ensure compliance. Suppliers will need to provide evidence of these activities when requested.

Tooling suppliers to Paumac should provide preliminary drawings for Paumac's approval once designed are finalized the tooling supplier must provide Paumac with final tool drawings. Tooling validations onsite at tool supplier or in Paumac's facility is required. All other specific requirements to be detailed on tooling purchase order.

Calibration/Lab Services: Suppliers that provide Paumac with Calibration and Lab services must be certified to ISO/IEC 17025 and provide traceability to NIST. All calibration or tests reports shall include the mark of the national accreditation body as well.

Change Management				
External Provider Quality Requirements Manual				
Date	Revision	Section	Description	Revised By
08/01/2017	Ori.	All	Original Issue	Douglas Smyth
11/01/2017	1	All	Final Approval	Douglas Smyth
12/01/2017	2	All	Replace Suppliers to External Providers	Douglas Smyth
02/13/2018	3	All	Revised Intertek Mark and ISO Cert. to 9001~2015 updated 5.0 to clarify PPAP requirements, removed Appendix A Supplier assessment-this is completed online, also completed minor updates to verbiage throughout the manual.	Mary Sanctorum
09/17/2018	4	19	Shipping Label Requirements for Providers shipping finished product on behalf of Paumac Tubing.	Mary Sanctorum
05/07/2021	5	All	Updated to meet IATF Requirements	Dayle Farrimond
08/15/2025	6	ALL	Updated to include ISO-14001, TISAX, Confidentiality Agreements, material delivery condition, IMDS/DUNS numbers, and minor changes to External Provider Ratings	Eric Beauchamp