



# TRELLEBORG

## OPERATING PROCEDURE

**TITLE:**

Supplier Quality Standard

### 1.0 Purpose

- 1.1 This procedure defines the minimum quality system requirements for Suppliers providing goods and services to Trelleborg Sealing Solutions.

### 2.0 Scope

- 2.1 This procedure is applicable to all Suppliers of goods and services when specifically referenced on a purchase order. This procedure will be applied to all suppliers and will be flowed down to any sub-suppliers delivering products or services for Trelleborg Sealing Solutions purchase orders.

### 3.0 Responsibility

- 3.1 The Trelleborg Sealing Solutions-Aerospace Quality Manager has the responsibility for maintenance of this procedure.
- 3.2 The Trelleborg Sealing Solutions -Logistics Center Americas Purchasing Manager has the responsibility for the implementation and distribution of this procedure.
- 3.3 Suppliers are responsible for compliance to all requirements set forth in this document.
- 3.3.1 Acceptance of the purchase order implies acceptance of the requirements of this document as part of the conditions of the purchase order.
- 3.3.2 Any exceptions to the conditions contained in this document shall be submitted in writing by the supplier to the buyer, prior to acceptance of the order. The buyer will confirm acceptance of the exceptions in writing.
- 3.3.3 The supplier shall flow down these requirements to any sub-suppliers performing services or providing products for Trelleborg Sealing Solutions purchase orders.
- 3.3.4 Trelleborg Sealing Solutions requires the supplier to meet 100% conformance of all purchase order, drawing and specification requirements, including delivery dates.
- 3.3.5 **Workmanship** – Materials/Product shall be uniform in quality and condition, sound and free from foreign materials and imperfections that are detrimental to the usage of the product.
- 3.3.6 The supplier shall ensure that persons performing work on products, materials and services for Trelleborg Sealing Solutions orders are aware of their contribution to product/service conformity, product safety, and the importance of ethical behavior.



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#### 4.0 General

Trelleborg Sealing Solutions focuses on building and strengthening our Supplier relationships. We value our Suppliers as an integral part of our business and believe it essential that we share a common set of goals. We seek Suppliers that are dedicated in sharing our goal to provide our customers excellent quality and service yet remain competitive through ongoing process improvements. This document has been developed to strengthen communication channels and applies to both internal and external Suppliers. The requirements specified in this procedure are supplementary to the terms and conditions of purchase documents and related drawings/specifications and does not replace or alter them.

#### 5.0 Foreign Object Debris/Damage

5.1 Foreign Object Debris/Damage is a priority at Trelleborg Sealing Solutions. Purchasing can access information of FOD rejections through CAQ for procured product and flow down FOD prevention requirements commensurate with that risk when necessary.

#### 6.0 Minimum Supplier Quality Requirements

##### 6.1

The Supplier must maintain an effective documented quality management system that communicates, identifies, coordinates, and controls all key activities necessary to design (if applicable), develop (if applicable), produce, deliver, and service Products to TSS.

The Supplier shall be certified/ registered to one of the following international quality management standards by a recognized, independent, and accredited third party certification/ registration body:

- ISO 9001 Quality Management Systems – Requirements
- IATF16949 Quality Management Systems – Automotive Requirements
- SAE EN 9100 Quality Management Systems – Aerospace Requirements
- ISO 13485 Quality Management System – Medical Devices Requirements

Other internationally recognized standard(s), may be accepted, but require written approval from TSS.



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Note: The Supplier must notify TSS immediately, if Supplier's third party registration expires, or is revoked. TSS reserves the right to access all certification/ registration details of the Supplier.

In addition, TSS reserves the right to:

- Conduct TSS supplier quality assessments in addition to third party verification, as requested by TSS;
- Invite customers to participate in relevant audits;
- Disqualify, demote, and/ or adjust Supplier segmentation status, and/ or full requalification, prior to resuming business and/ or shipment with TSS;
- Notify third party certification/ registration body used by the Supplier, in the case of breach/ misuse of its quality management system.

### 7.0 Supplier Requirements

7.1 The Supplier shall meet all requirements noted on the Trelleborg Purchase Order (P.O.) including, but not limited to:

- |                        |                                     |
|------------------------|-------------------------------------|
| • drawing              | • methods, processes, and equipment |
| • specifications       | • release of products and services  |
| • documentation        | • testing                           |
| • service              | • audits                            |
| • process requirements | • inspection                        |
| • work Instructions    |                                     |
| • products             |                                     |

See Trelleborg Sealing Solutions Terms and Conditions of Purchase Order for additional details.

7.2 Capacity - Suppliers are responsible for ensuring they have the capacity and the capability to supply products that conform to all specifications and requirements prior to quoting an order.

7.3 Traceability - Products and services supplied to Trelleborg Sealing Solutions must be traceable to original lots and/or batches and, when applicable, back to the Supplier's sub-suppliers products and services.

7.4 Change Notification - Suppliers shall notify Trelleborg Sealing Solutions Buyer in writing, of any changes to products, processes, and/or location of the manufacturing



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facility and obtain written approval from Trelleborg Sealing Solutions prior to shipping affected product.

7.5 Nonconforming Product –

7.5.1: Prior to shipping any nonconforming product, Suppliers shall notify Trelleborg Sealing Solutions in writing. All waivers issues shall specify time and/ or quantity limit, which is subject to the sole and final approval of TSS. If approved by TSS, all products shipped must be accompanied by a copy of the approved waiver requisition.

7.5.2: If suspected nonconforming product is shipped to Trelleborg Sealing Solutions or on Trelleborg Sealing Solutions' behalf, the Supplier shall notify Trelleborg Sealing Solutions Procurement Department immediately. One or more of the following actions will occur: Supplier's immediate replacement of the Product; Return of batch/ lot/ shipment to the Supplier, with the condition of complete replacement, sorting or rework of the Products, and any other charges incurred, at the Supplier's expense; Third-party sorting organized at any site specified by TSS, at the Supplier's expense; Supplier sorting at TSS site, at the Supplier's expense; or Scrap, loss, and any other additional costs incurred by TSS, as a result of Non-conforming Products, are at the Supplier's expense.

7.5.3: Suppliers are expected to ensure that product dispositioned for scrap be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

7.5.4: In case of Non-conforming Products, the Supplier shall submit a formal written corrective and preventive action report, to address specific defects identified.

- The general format of the corrective and preventive action will be a Corrective Action Report form (8D), otherwise specified. The Supplier shall submit the 8D for TSS evaluation and acceptance.
- The Supplier shall implement the containment action, and submit to TSS in writing (steps D1-D3 of the 8D form) within 24 hours (starting from Supplier's receipt of the 8D form).
- If TSS disagrees with the containment action, Supplier must respond (with a revised containment action) within 24 hours (starting from TSS receipt of Supplier's notice).

Failure analysis leading to the root cause determination shall be done within 10 working days, or an alternative time frame agreed upon with TSS.



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- The Supplier shall use appropriate tools such as, but not limited to, fishbone diagram, 5W+2H, FTA (Factor Tree Analysis) for occurrence and non-detection, Lessons Learned Cards to effectively reach zero recurrence, etc.
- The 8D form will not be considered complete until proposed corrective and preventive actions and an appropriate implementation plan has been approved by TSS.

Involvement of TSS in the approval of remedial action does not change the fact that the Supplier remains liable for any Non-conformances in the Products, including Non-conformances resulting from the implementation of the remedial action. Until the claim has been verified and closed by TSS, the Supplier shall adopt all measures to safeguard the interest of TSS and its customer).

- 7.6 Flow Down Requirements - Suppliers shall flow down all applicable requirements to their suppliers as they pertain to Trelleborg Sealing Solutions P.O. This includes but is not limited to purchasing documents and key characteristics, as applicable.
- 7.7 Right of Access - Trelleborg Sealing Solutions reserves the right of access to our Suppliers' facilities and their applicable supplier facilities for Trelleborg Sealing Solutions, Trelleborg Sealing Solutions' customers, and regulatory authorities to all facilities involved in a given order and to all applicable records at any level of the supply chain shall be made available to ensure that requirements are met. Trelleborg, our customer or a regulatory body may visit at any level of the supply chain. This may be for the purpose of reviewing processes, auditing, and/or performing inspection at the source. This requirement does not absolve the Supplier from supplying totally conforming product.
- 7.8 Regulatory and Restricted Substance Requirements - Suppliers are expected to comply with all regulatory requirements, including safety, health and environmental regulations, and to practice good environmental stewardship in carrying out Trelleborg Sealing Solutions orders. Any use of restricted substances in products supplied to Trelleborg Sealing Solutions must be declared with or prior to the first shipment of product.
- 7.9 Counterfeit Parts Prevention - The supplier shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.

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Counterfeit part prevention processes should consider: (a) training of appropriate persons in the awareness and prevention of counterfeit parts; (b) application of a parts obsolescence monitoring program; (c) controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources; (d) requirements for assuring traceability of parts and components to their original or authorized manufacturers; (e) verification and test methodologies to detect counterfeit parts; (f) monitoring of counterfeit parts reporting from external sources; and (g) quarantine and reporting of suspect or detected counterfeit parts.

- 7.10 Statutory & Regulatory Requirements - All products, processes and services shall conform to the current applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the customer identified country of destination, if provided. Suppliers shall ensure that special controls for certain products with statutory and regulatory requirements are implemented and maintained as defined.

### 8.0 Quality Records

- 8.1 Records evidencing compliance to the requirements of Trelleborg Sealing Solutions orders must be generated and retained for fifteen (15) years or longer depending on the requirements of specific customers or industries served. Planners will flow any requirements that differ from the 15-year requirement down to purchasing.