SUPPLIER REQUIREMENTS MANUAL

1.0 Introduction

The Auria Supplier Requirements Manual servers as a Web Guide under Auria's Purchase Order Terms & Conditions. It has been developed to communicate the following;

- Global Supplier Quality Requirements
- Provide a common process that includes all phases of product development (APQP & Launch Readiness) through the production (Current Supplier Quality) of the awarded product.

Should you have any questions, please contact your respective buyer or regional supplier quality representative.

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2.0 Scope

This manual applies to all Auria production, non-production, and service suppliers globally. Compliance to the requirements defined within this manual, as well as to the Purchase Order Terms & Conditions is mandatory. By acknowledging and accepting the Purchase Order, you are accepting the Terms & Conditions defined within said Purchase Order.

It is the responsibility of the supplier to check at regular intervals for updates to this manual. It can be found: https://www.auriasolutions.com/suppliers/#

If for any reason the website cannot be accessed, it is your responsibility to contact your assigned buyer or regional Supplier Quality for a copy of the current manual.

This manual has been developed to describe and define the Auria's requirements and expectations. It is intended to drive consistency in Auria's sourcing and procurement activities at the global level.

Our aim is to create a favorable business environment for both Auria and our suppliers. Together we will strive towards exceptional customer satisfaction in an environment that supports continually improving costs, quality, efficiencies, productivity, and ultimately profits.

The value of the supply chain is fully recognized at Auria. With our global supplier network, this helps to create value within the supply chain. Continuous improvement can only be attained through effective communication, documentation and acknowledgement of Auria's expectations and the successful implementation of supportive action plans that support long-term customer loyalty and satisfaction. Through these activities together we will improve, innovate, become efficient & effective and gain the flexibility to deliver the support that our customers need and expect from us.

Globalization at Auria will be achieved through the penetration of the existing and emerging markets with breakthrough technology, bench marking and extensive customer partnerships on a global basis. Through these activities, Auria's leadership position is supported by a flexible, cross-functional, global organization that responds quickly to customer and market requirements, as well as, successfully leverages our manufacturing, distribution, and supply chain superiority.

Auria recognizes its production, non-production, and service supply base as an extension of its business and the need for consistent suppliers on a global basis.

3.0 Supplier Communication to Auria

It is our expectation that all suppliers meet or exceed the following requirements:

- Supplier communication to Auria will be pro-active and will include notification of all sub-suppliers / sub-contractor issues that could affect Auria or its customers. All communications to Auria Corporate office will be in English.

- Suppliers can communicate to Auria in another language if this is agreed upon upfront between the Auria and the contact.

- It is Auria's expectation and the responsibility of the awarded supplier that all Auria and any applicable customer specific requirements and any changes made to awarded products are cascaded down to their sub-suppliers, including pass through parts. Failure to meet this expectation could result in the one or more of the following:

    - Reflection in awarded supplier's monthly scorecard, under "Customer Satisfaction"
    - On-site audit of the awarded and sub-supplier for conformance to required quality management system

- All requests for authorization of any proposed material, process changes, or moves of production locations (including internal moves; i.e. from one machine to another that was not originally submitted) must be submitted in writing 60 days in advance to your respective Auria buyer with regards to all timing issues.

- Early notification of any potential supply / capacity issues must be communicated in writing to your Auria buyer.

- Contingency planning strategies must be in place for all manufacturing facilities that ship to Auria. They must be available for review upon request by either your Auria buyer or Corporate Supplier Quality. Contingency plans are also subject to audit evaluation, as part of our conformance to the IATF 16949 quality standard (6.1.2.3 – Contingency Plans), VDA, other Customer Specific Requirements (CSR's).

- Upon completion of a program, the supplier will ensure that all tooling is clearly identified and properly stored to prevent damage and is readily available to meet any service requirements.

- Suppliers must acknowledge that the achievement of Zero Defects is a fundamental objective for quality and 100% on-time delivery performance. Suppliers are required to monitor their performance via the corporate scorecards within SQTS. As evidence of corrective actions to high PPMs per month, action plans or other tools are to be made available upon request.

- Suppliers are required to monitor the Supplier Quality Tracking System (SQTS) for any QN's that have been issued. It is their responsibility to answer and provide objective evidence to any concern that has been raised through the QN process. It is also the responsibility of the supplier to obtain access to the SQTS, and all other web-applications required. Access can be requested by going to: https://www.auriasolutions.com/suppliers/#

- All suppliers are expected to be compliant with the environmental directives of our customers and applicable legal requirements including; Product Material Content and Recyclability (PMCRR-IMDS) and REACH (Registration, Evaluation, Authorization and Restriction of Chemicals). REACH is only applicable to the European supply base and is required to be compliant with all required reporting activities.

- It is imperative that all our suppliers work in accordance to all applicable health, safety, and environmental laws and regulations.

- It is Auria's goal to ensure that all suppliers are aware of the new conflict mineral rule under the Dodd-Frank Wall Street Reform and Consumer Protection Act. This rule imposes a new reporting requirement on certain US manufactures and contact manufactures that file with the SEC. If conflict minerals are necessary to the functionality or production of the productions of the SEC reporting manufacture, the manufacture must disclose whether their products contain conflict minerals (gold, tin, tantalum, and tungsten) from the Democratic Republic of the Congo (DRC) or an adjoining country. All suppliers are required to report the source of any conflict minerals contained in their products to AURIA. All suppliers are required to complete the Conflict Minerals Reporting Template (CMRT) found in Appendix B. Auria requires this report to be completed and submitted on an annual basis. Specific inquiries will be addressed to the individual suppliers. Further information is available on the A.I.A.G website (www.aiag.org).

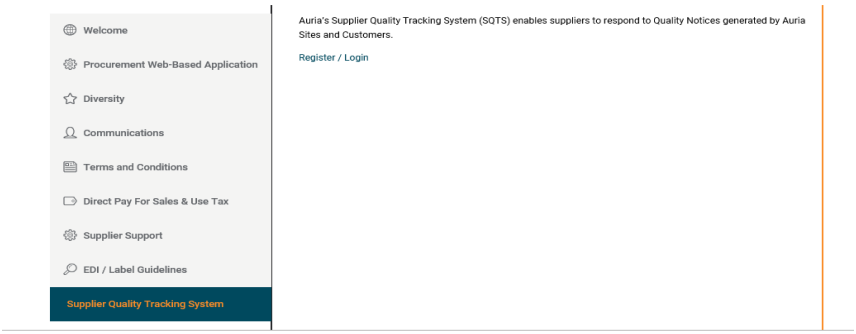
4.0 Registration to Auria's PLEX & Supplier Quality Tracking System (SQTS)

All suppliers are required to register a supplier administrator for access to the Auria's PLEX and SQTS applications.

Your supplier administrator will be responsible for assigning user access ID's and passwords for others in your company to access the Auria Procurement applications, which include:

- Supplier Quality Tracking System (SQTS)
- Specific Web Guide information by region

To register an administrator for your company, access the Auria website (www.auriasolutions.com). See the Supplier Portal User Guide for information.



Plex access ID's will be provided by the PLEX Security Admin. This can be accomplished using the following email: SPortalAccess@auriasolutions.com

A PLEX Supplier Access Request form will be sent to you for completion. Return to the document to Auria and it will be processed for approvals and access.

Once complete, the PLEX system administrator will send you, via secure email your access credentials.

5.0 External Production Supplier Electronic Data Interchange Requirements (EDI)

All supplier providing production parts, assemblies, components, and production materials to any Auria plant is required to have EDI capabilities.

For additional information on EDI, refer to the Auria Website (www.auriasolutions.com) / Supplier tab.

If you are not EDI capable, then you are required to obtain PLEX access.

6.0 Customs and Importation

For additional information on Customs and Importation, refer to the Auria website (www.auriasolutions.com) / Supplier tab to review packaging, global label, and other requirements.

7.0 Supplier Quality Registration and 3rd Party Customer Approval Guidelines

Auria is certified to the IATF 16949 and all applicable Customer Specific Requirements as they apply to our automotive production and relevant service parts organization.

- The Auria quality certification requirement for all approved production supplier manufacturing locations is 3rd party certification to either IATF 16949 or ISO 9001:2015.
- 3rd Party Customer approvals also include such audits as BIQS (GM) and VDA (European) audits.
- Registration to ISO17025 is required for all 3rd party / sub-contracted service providers that is being utilized for the purpose of calibration, and/or lab services.
    - Example: When a tool shop requires a calibration service to be performed on a gage and/or secondary equipment the contracted provider must be certified to ISO17025 or equivalent standard.

IMPORTANT NOTE:

Registration to ISO 9001:2015 is only acceptable for those production suppliers who do not meet the applicability requirements of IATF 16949 as described below or as an interim step to achieving IATF certification.

Production suppliers that are not 3rd party certified to these standards shall be required to submit self-audits to Auria Corporate Supplier Quality upon request. If performance warrants, physical on-site review will be conducted. All on-site audits will be conducted in accordance with the physical location of the supplier. If in Europe, the VDA audit will be used, if in North America the Corporate Supplier Audit form will be used, unless where deemed required the VDA Potential Analysis will be used in lieu of the Corporate Supplier Audit form.

- Suppliers are also required to submit renewed certifications for each manufacturing location, at time of renewal.
- Information on all certificates must match the name and address of record of the manufacturing location. See submission information below.

Applicability Requirements:

IATF 16949 applies to organizations that manufacture products that end up in the final vehicle assembly, including:

- Production Materials
- Production or Service Parts
- Assemblies
- Heat Treating, Welding, or Molding processes

Submission of your current / renewed quality certificate and transition plans should be sent to your respective buyer or regional Corporate Supplier Quality.

- All Auria production suppliers are required to establish documents and implement effective production, quality, and management systems compliant with the above outlined requirements, including all customer specified requirements.

- Auria reserves the right to verify a supplier's manufacturing location for site compliance to the requirements defined within the manual by performing on-site audits, by a designated Auria Representative. For those suppliers identified as having a high impact to safety, fit, form, function, quality, and/or customer down-time.

- 3rd party certification does not relieve the supplier of the full responsibility for the quality of the product(s) supplied.

- Auria requires all production suppliers to monitor their sub-supplier's quality management systems per the VDA P5 and/or IATF Clause 8.4 (Control of externally provided processes, products, and services). This includes suppliers that are not currently registered to either ISO 9001:2015 or IATF 16949.

    - Verification of sub-supplier's 3rd party certification includes obtaining a copy of the valid registration certificate and receiving updates as certificates expire.
    - Documented evidence of sub-supplier compliance must be available for review upon request.
    - If a sub-supplier provides a proprietary material, is not registered and/or on-site verification is very impractical (limited resources and/or location), exceptions must be documented and approved by an authorized representative of Auria Procurement.

- In conjunction with VDA and/or IATF standard Auria is required to ensure that our customer specific requirements are properly cascaded down through the supply base. It is required that all suppliers and the plant representatives have access to the most current customer-specific requirement

    - https://www.iatfglobaloversight.org/oem-requirements/customer-specific-requirements/
    - Plant representative: Is required to identify and communicate with their respective supplier all customer-specific requirements and ensure their compliance to this requirement.
    - Corporate Supplier Quality: During the course of any on-site audit they will verify /validate compliance to the appropriate customer-specific requirement. In addition, supplier quality will provide insight and support to the plant / supplier to ensure compliance to the appropriate customer-specific requirement when called upon to do so.

8.0 Environment Occupational Health & Safety Requirements

All Auria suppliers are expected to work proactively with Auria to reduce the environment footprint of Auria's products and comply with the environmental requirements of our customers and those countries in which Auria operates.

As the world takes a greater look into Sustainability and Occupational Health & Safety, Auria is taking the steps to ensure that our suppliers are in keeping with the domestic standards, laws and regulations (for their local region) to promote ongoing continuous improvement of the workplace environment. Therefore, suppliers that support any of Auria's European locations are required to have an effective environmental management program in place. Either a 3rd party registration to the International Environmental Management Standard (ISO 14001) and Occupational Health & Safety (OH&S) ISO45001or Responsible Care Management System. Even though registration to ISO14001 or ISO45001 is not a requirement for Auria's North American suppliers to obtain & maintain, we stand behind the recommendation that there is to be an effective environmental management and occupational health & safety program in your facility, which can be verified during any onsite visit by one or more of Auria's representatives.

Suppliers are required to submit copies of all certificates and/or renewed certificates to their respective buyer or regional Corporate Supplier Quality.

9.0 Sustainability, Code of Conduct, and Conflict Mineral Requirements

It is the responsibility of the supply base to adhere, report, and maintain records of compliance to Auria's Sustainability and Conflict Mineral requirements.

- If you are a new supplier to Auria, then the questionnaires are required to be completed and returned for review along with the signed acknowledgement page of this manual.
- All Auria supplier are responsible for cascading these requirements down to their respective sub-suppliers and the collection of data from the said sub-suppliers.
- Failure to comply will be reflected in the supplier's monthly scorecard performance as measured in "Customer Satisfaction".

Sustainability: In an effort to comply with our customer specific requirements and expectations we have established the use of a Self-Assessment Sustainability Template (Appendix A). This assessment is to be completed on an annual basis and returned to your respective buyer or regional Corporate Supplier Quality for review. If required, further instructions will be provided.

- Questionnaire is a self-assessment of your process and practices.
- Questionnaire is to be completed on an annual basis and returned to your regional Corporate Supplier Quality for review. Questionnaire must be completed within 30-days of receipt.

- Failure to complete, disclose, or provide fraudulent information could result in a non-compliance and plant will be subject to an on-site audit to verify compliance.

Code of Conduct: Auria is committed to the highest standards of business conduct and ethics. It is expected that our supply base adheres to those same expectations. For North American suppliers, this includes the requirements outlined by Customs and Border Patrol (C-TPAT).

Conflict Minerals: As stated in section 3.0 (Supplier Communication to Auria), compliance of our supply base is essential to our compliance to the Dodd-Frank Wall Street Reform and Consumer Protection Act. As a result, we have implemented the use of the Conflict Mineral Reporting Template (CMRT) (Appendix B). This report is required to be completed on an annual basis and returned to your respective buyer or regional Corporate Supplier Quality for review. If required, further instructions will be provided.

- Questionnaire is a self-assessment of your practices and material used to manufacture product provided to Auria. This includes all sub-suppliers and their provided product.

- Questionnaire is to be completed on an annual basis and returned to your regional Corporate Supplier Quality for review. Questionnaire must be completed within 30-days of receipt.

- Failure to complete, disclose, or provide fraudulent information could result in a non-compliance and plant will be subject to an on-site audit to verify compliance.

Energy Management: Auria is committed to continuously finding ways to reduce our energy consumption, improve energy efficiencies, and comply with regulatory requirements and legal commitments.

We expect our suppliers to participate in the following principles:

- Energy awareness from top management to the employee
- Commitment to improving and reducing the energy efficiencies and consumption
- Evaluation of processes, with respect to energy efficiency and consumption
- Implementing energy enhancing programs
- Purchasing of energy efficient products and services

10.0 Product Materials Content Recyclability Reporting (PMCRR-IMDS-REACH)

Product material content, recyclability, weight, and other information is to be reported via IMDS in North America, India, and Asia and REACH in Europe. Product containing substances of concern that are restricted and/or prohibited must comply with current legal customer requirements. Life cycle assessments (LCA) data must also be required for specific programs. In addition, it is the expectation to work in accordance to local laws and requirements incl. health, safety and environment, e.g. information for hazardous materials in use, information for safety of machinery

All suppliers must provide evidence of product data submission acceptance by Auria with every PPAP submission, or as requested. A copy of the printout or screen shot of the Recipient Data from the Auria IMDS / REACH Site (66187 for NA, India, and Asia / 55789 for Europe) is the only valid evidence of acceptable submission. The part numbers in the acceptance note must match the part numbers submitted for PPAP or other approval. PPAP or other approvals will not be granted for the parts not accompanying this documentation. Auria suppliers are responsible for cascading this requirement and collecting data from their respective sub-suppliers. Failure to comply with this requirement will be reflected in the supplier's monthly scorecard performance as measured in "Customer Satisfaction".

As required, all Auria suppliers must re-submit their part to Auria for re-approval per IMDS / REACH and any applicable customer requirements.

REACH: https://europa.eu/youreurope/business/product/chemicals-reach/index_en.htm
IMDS: https://www.mdsystem.com/imdsnt/startpage/index.jsp

11.0 Supplier Quality Tracking System (SQTS)

SQTS is Auria's Global Supplier Quality Tracking System for reporting and resolving supplier quality, delivery, warranty, and customer satisfaction issues. It is an online 8D system that provided a standardized method of issuing and tracking Quality Notices (QN's) to all suppliers. The system was designed with open fields for input and follows a disciplined problem-solving methodology. Suppliers must respond to QN's that are entered into the system.

Data collected in the SQTS database is used to generate both monthly scorecards and metric reports.

QN's created for quality, delivery, warranty, or customer satisfaction issues represent the number of Written Complaints on each suppliers' scorecard.

The number of rejects in a quality QN will be used in the calculation of a supplier's PPM. This will be on each suppliers' scorecard.

Requirements:

- All suppliers must have a Supplier System Administrator and have a minimum of two contacts registered with access to the system at each of their shipping/manufacturing locations.
- There are two types of corrective actions that can be assigned.
    - **Initial Response Only (Red Font)**
    - **Full 8-D (Blue Font)**

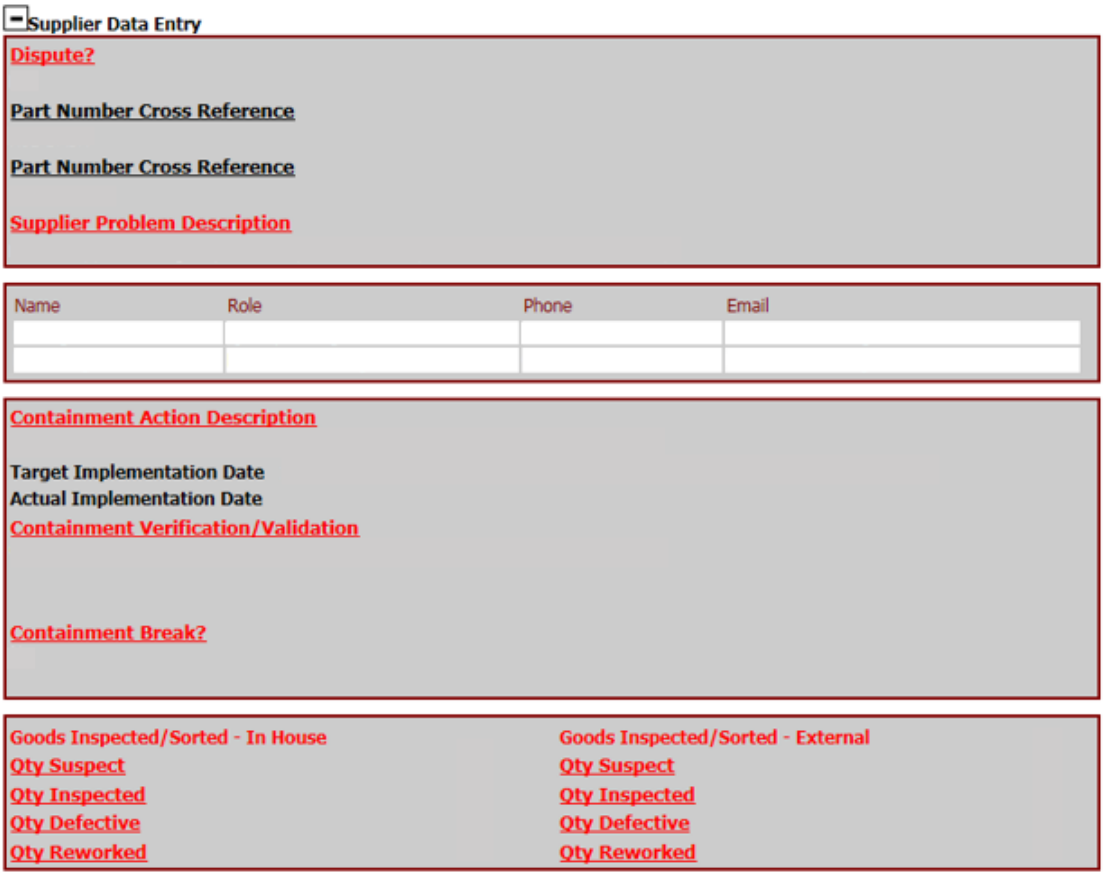
- Initial Response: Applies to both types of corrective actions. Initial response is due within 24hrs of the QN notification (designed supplier representative should monitor the system daily). QN notification should come via email to all registered users.

- Containment Action / Validation and Verification / Containment Break (Certified Breakpoint): Applies to both types of corrective actions. These fields must be completed as it is a part of the initial response and is due within 24hrs of the QN notification.

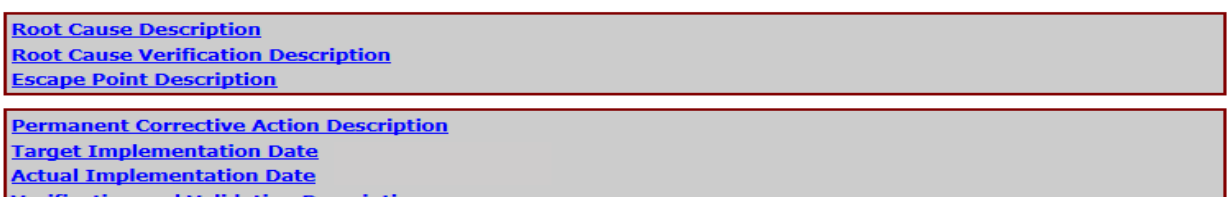
- Goods Inspected / Sorted for both Internal and External: Quantities need to be completed.

- Permanent Corrective Action: Implementation is to be completed as quickly as possible with verification of effectiveness to be complete within 30 days of the initial response. RCA and is due within 72hrs after QN initial response have been accepted by the issuing Auria plant. Evidence of implementation / validation & verification is required before any 8-D can be closed.

Initial Response Fields:



Full 8-D Fields:



12.0 Production Supplier Performance

To meet the VDA and/or IATF 16949 requirements for measuring supplier performance, the SQTS system can be utilized for generating monthly scorecards and metrics reports. With the uses of composite measures, this covers a various aspects of supplier performance.

These performance metrics provide:

- Monthly and YTD records for quality, delivery, written complaints, and customer satisfaction metrics.
- Recognition of exceptional supplier performance
- Improved communication on performance issues
- Objective data for use in Supplier Management and Auria sourcing decisions
- Opportunities for continuous improvement

The performance metrics are based on monthly receipt data and QN's issues in the SQTS system by Auria receiving plants.

Auria conducts internal quality meetings at their manufacturing facilities and corporate offices. Suppliers that do not meet the expectations are required to attend and present containment / corrective actions. These suppliers are identified based on the following deliverables:

- Performance History of Repetitive Quality Issues
- Responsiveness to Concerns
- Severity of Issues
- Warranty Issues

Supplier representatives are required to download their monthly corporate scorecard each month. Any discrepancies in the data must be reported to the individual Auria Plant providing the data.

Production suppliers are required to submit written notification to the receiving Auria plant(s) and their respective buyer for the following information:

- All changes to the suppliers “Remit To” information
- Copies of all updated 3rd party certification with expiration dates for each manufacturing site that ships to Auria.
- Any changes in ownership of the company / corporation.
- Copies of notification of 3rd party containment.

13.0 Pre-Production and New Product Launch Requirements (APQP)

All production suppliers involved in pre-production and new product launches are required to produce advanced quality plans, where applicable, to support the development of new products and/or services, in accordance with the guidelines defined in the AIAG – APQP Manual or VDA, depending on the product / customer specific requirements.

Supplemental Requirements:

All suppliers are required to:

- Obtain the appropriate access credentials into Auria PLEX

14.0 Launch Readiness Measures

Auria’s Supplier Management team monitors and manages selected suppliers from new product releases through the start of production. New product/process launch readiness measures are implemented to ensure that the suppliers can produce in accordance with all requirements of the purchase order and other agreements between procurement, the supplier, and customer requirements.

Supplier Risk Assessment

The regional corporate supplier quality team will conduct a supplier risk assessment to determine those suppliers whose products are to be identified as “high risk”. The suppliers that have been identified as “high risk” will be evaluated by the regional corporate supplier quality team. The criteria to determine a “high risk” supplier includes, but is not limited to:

- Product / Process Complexity
- Product Specifications (all applicable Federal & OEM test requirements)
- New Product / Complexity for Auria
- Product Environment Impact
- Past Product / Process Concerns

- Supplier Launch History
- Impact on Final Product
- Past Warranty Concerns
- New Supplier
- New Product / Process for Supplier
- Mergers, Acquisitions, or Affiliations associated with a Supplier
- Economic or Financial Impacts

Component Review Meeting (CRM):

The regional corporate supplier quality team, as required will champion component review meetings with the appropriate supplier(s) to identify key product / process characteristics that are statistically monitored to ensure stability.

Suppliers are required to conduct CRM's with their own sub-suppliers and highlight / identify customer specific requirements, i.e.; part branding / identification.

Prototype Production / Testing Requirements:

For prototype parts, a prototype inspection report must be presented for first delivery and for changes made to the parts. AIAG or VDA Vol.2 initial sample form must be used according to the requirements defined by Auria Solutions. All drawing characteristics, and/or extent of modifications for at least one part must be verified. In individual cases, any additional required documents will be specified by the responsible Auria Solutions department.

Supplier Document / Process Review:

As determined by the regional corporate supplier quality team, a supplier will complete and return a "Supplier Document & Process Review" form (GF-SPR-20.8) for each representative part number that is scheduled to launch at the suppliers manufacturing location.

This process is to demonstrate a supplier's compliance to and commitment to the continual improvement of their overall product quality plan and will meet the following requirements:

- Each identified part number is required to have its own form and is to be completed prior to PPAP submission.
- For "high risk" suppliers, the document and process review will be conducted by the regional corporate supplier quality team.
- It is an Auria Solutions requirement that the supplier perform a similar document and process review audit and monitoring to closure with their sub-supplier base and provide the results upon request to Auria Solutions.
- Auria Solutions regional corporate supplier quality team has the authority to request this information and/or conduct an onsite document and review process audit at any time during the life of the program and into service.

- All requested / required documents will be provided to the regional corporate supplier quality team as a progress report for current activities and a method of monitoring to closure of any open items.

Compliance to this requirement does not relieve the supplier's responsibilities to comply with other specified AIAG / VDA requirements.

Data Protection & Record Retention:

The supplier shall also maintain a system which ensures that technical documents, information, and other confidential material are not passed onto a third party and are confidentially stored. There must be a back-up documents or back-up system for documents which must be stored in a safe and protected area.

The supplier must define and keep retention periods for documents, records and reference samples. The minimal requirements must be met:

- All products and/or material relevant documentation are to be retained for a minimum of **5 years** and/or according to the program / customer requirements.
- All records of product conformity which contain legal and/or contractual security relevant characteristics shall be retained for a minimum period of **15 years** (or according to the agreement between Auria and customer specific requirements) after ending of the product lifecycle in a secure & safe manner**.**
- All records shall be made available for review by authorized Auria employee upon request.

The regulations do not replace legal requirements. Long retention periods (up to 30 years) are recommended based on the background of periods of limitations concerning liability claims of products.

Pre-Launch Production Trial Run:

All suppliers are required to perform a production trial run (run @ rate) prior to PPAP submission. This will be done to confirm that the supplier's actual production process is able to meet program volumes at an acceptable quality level.

The regional corporate supplier quality team will coordinate with the supplier and program management to ensure that the proper paperwork and process is followed. As required, the regional corporate supplier quality team will be present during the run @ rate to ensure integrity of the data provided.

The supplier's process must be able to produce 100% + 15% of the quoted volumes using production tools and equipment and within the actual manufacturing site and process. The additional 15% includes the Max Flex volumes projected by the OEM. Prior to production release, a full capacity verification needs to be successfully performed (i.e.; 300 parts or 3 hrs., run@rate, or 2-day production), whereas the process capability for all determined criteria has been

confirmed. Arrangements regarding modifications can only be made in agreement with the customer.

If the regional corporate supplier quality team is not present during the scheduled run @ rate, then it is the responsibility of the supplier to ensure that the completed form is returned to the program management team and the regional corporate supplier quality team for final approval.

Suppliers are required to their sub-suppliers have completed and submitted a run @ rate. Documentation of approved run @ rate is to be submitted to the supplier at time of PPAP. All documents are to be retained and available to Auria Solutions upon request.

Launch Support:

At any time during the launch of a product at any Auria Solutions production facility, a supplier may need to require on-site support. The supplier's selected representative(s) must be knowledgeable, capable, and empowered to make all appropriate decisions. At times, this coverage may include the off shifts. The selected representative(s) must be able to accommodate as needed by the Auria Solutions manufacturing plant.

Any component or assembly that is identified as safety, critical, and/or contains any special record retention requirements must have a safe launch inspection plan implemented prior to the Auria Solutions manufacturing facility receiving any products for launch. Each shipment must be certified for 30 days or six (6) shipments of defect free product, whichever is the longer period.

All safe launch plans must be submitted to the Auria Solutions manufacturing plant quality engineer and regional corporate supplier quality team for approval prior to the first shipment.

Suppliers may be required to attend key event builds prior to production launch. This will be communicated by either the plant quality engineer and/or the regional corporate supplier quality team.

Tooling Identification & Manufacture:

All tooling, fixtures, gages, assembly aids, and/or equipment (defined as tooling or secondaries) that have been authorized by the issuance of an Auria Solutions Purchase Order, placed under control by an OEM customer resourcing action, and/or as the result of an acquisition must be identifiied and documented.

No tooling payment submission will be accepted without the appropriate identification and documentation. For specific requirements refer to the "Auria Solutions – Supplemental Tooling and Equipment Terms, located on the Auria website (www.auriasolutions.com/supplierportal).

15.0 Production Part Approval Process (PPAP) / EMPB:

All production supplier is required to obtain PPAP approval from the Auria Solutions manufacturing facility per the AIAG or VDA requirements, according to the latest revision level.

Timing for approval will be based on the requirements of the Auria Solutions manufacturing facilities quality engineer responsible for that program. The appropriate customer specific requirements are valid to the supplier.

PPAP Samples / Master Samples are to be sent to the Auria Solutions Plant Quality Engineer / Quality Manager with the appropriate test reports or other required approvals. Make sure that when sending samples, that the box identifies the designated recipient.

For appearance related items: The PPAP samples shall include:

- Signed off master sample along with the associated color data
- Copy of the customer approved AAR.
- If applicable, any engineering or material approvals provided by the customer

At any time, during the life of the program new samples and PPAP approval is required in the event of the one or more of the following:

- New product / materials
- Changes to current product / materials
- Changes in sub-supplier (where applicable)
- Changes in specifications / customer requirements
- Changes in production conditions / process changes / location changes (including from one machine to another that was not previously approved)
- A prolonged discontinuation of production (longer than one year)

Unless otherwise specified by the Auria Solutions manufacturing plant, all PPAP's will be submitted until the Level 3 criteria.

Unless otherwise specified by the Auria Solutions manufacturing plant, annual layouts are required to verify continuing conformance on all parts and components. Data collected shall be retained for the life of the program + 10 year and shall be available upon request by any Auria Solutions authorized personnel.

If the Auria Solutions manufacturing plant is required to submit PPAP to its customer, all suppliers are required to submit PMCRR-IMDS or REACH, depending on the program, customer, and country of origin. Where applicable, the supplier may not submit any PPAP data is more than one year or 364 days old, at the time of submission to the Auria Solutions manufacturing facility.

Auria Solutions manufacturing facilities, plant quality engineer / quality manager, and/or the regional corporate supplier quality team reserves the right to reject, interim approve, or approve any PPAP submitted as defined by the requirements in either the AIAG or VDA manuals, and/or customer requirements. If PPAP has been rejected or given interim approval, the requesting / responsible party shall notify the supplier of needs to be corrected or conditions for full approval. All corrections are to be submitted back to the requesting / responsibility party within an agreed upon timing plan.

PPAP's that are over one year old are to be updated upon request by the Auria Solutions manufacturing plant, regardless of the supplier's business relationship at the time of the request (i.e.; customer directed supplier) with Auria's customer.

Quality PPAP Documentation:

- **FEMA / Control Plan / Process Flow Diagram**

Are to be developed in accordance with the appropriate / latest version of the AIAG or VDA Vol. 4 reference manual. All documents shall be established for each phase of the project, according to the assigned AIAG or VDA nomenclature.

- **Measurement System Analysis (MSA)**

Must be verified for all planned measuring equipment. The entire measuring process and tolerance of characteristics to be measured must be taken into consideration. The verification must be performed according to the latest version of the AIAG (MSA) or the VDA Vol. 5 reference manual.

- **Capability studies**

Whether machine and/or process, must be performed according to the requirements defined in the AIAG (SPC) or VDA Vol. 4 reference manuals.

- **Process Capabilities**

Are to be carried out at the suppliers manufacturing location. These studies are to be analyzed for features that will influence the functionality, security, and / or the decisive quality factors.

  - Pre-production capabilities: Are based on the parameters achieving process capability of pp>1.67 and estimated process capability characteristic value of Ppk>1.67.
  - Production capabilities: Are achieved when continuous process capability of the series parameters meet the minimum requirement of cp>1.33 and the process capability parameters meet the minimum requirement of Cpk>1.33.
  - The parameters are documented in control charts which are either manually entered or completed by a statistical software. Verified during on-going production.
  - If the baseline parameters are not achievable, all possibilities of process optimizing must be implemented and suitable test procedures must be applied to achieve the quality goal.
  - Verification of the process capability takes place; the supplier must take the opportunity of a special test measurement to avoid delivery of defective parts (i.e.; 100% inspection)
  - Auria reserves the right to request to view and verify statistical process controls, reported results, special test methods, and/or measurements.

- **Certificate of Conformity / Analysis (CoC / CoA)**

Must be submitted to the Auria Solutions manufacturing facility on request or otherwise agreed upon between the purchase agreement and/or the plant quality department.

16.0 Production / Manufacturing Phase

- All Product / Process / Location changes require **ADVANCE WRITTEN APPROVAL** from the Auria Buyer and where applicable, the regional corporate supplier quality and / or plant quality representative.

- If process / product changes are required samples will be required for evaluation to determine the potential impact to Auria's manufacturing process. In addition, PPAP samples and PPAP submission will be required, but level of PPAP will be determined by the plant quality representative and/or regional corporate supplier quality representative.

- For all location changes, **ADVANCE WRITTEN APPROVAL** require approval from **ALL** Auria production facilities affected and procurement. The supplier must submit a completed "Supplier Location / Process Change Request" from to their Auria buyer and the Auria receiving plant(s) 30 days in advance to obtain all appropriate approvals. Form is available upon request.

    - Input from Auria Procurement, Program Management, and the Auria Receiving plant(s) are required for obtaining approval for the supplier location change. If customer approvals are required, then this must be completed, and their requirements met prior to any official move.

    - Tool move plan must be included. This must include timing the following:
        - ◊ Production Bank Builds
        - ◊ Production Validation Runs / First Off's at new location
        - ◊ Any tooling modifications that may be required
        - ◊ Understanding of Auria's production and service requirements
        - ◊ Any shared tools need to be identified and called out

17.0 Product & People Safety Regulations

Where applicable, when people of foreign origin are involved documents must be in include their native language and/or English.

For product safety, EU suppliers are required to conform to 2001/95/EG of the European Community.

Suppliers, which deliver safety related parts/products or documented safety critical parts, need to conform to applicable OEM customer specific requirements. All associated documents are subject to auditing and shall be retained as defined in 14.0 – Data & Record Retention.

18.0 Production Supplier Extended Shutdown / Start-up Audit

- When applicable, Auria Procurement and ALL Auria receiving facilities must be **notified in writing** prior to a supplier's extended production shutdown. The supplier must complete the SESSA audit for all parts / products that are received by any of the Auria receiving facilities.

- The completed audit must be submitted to their Auria buyer with a copy emailed to the Supplier Management Mailbox (suppliercerts@auriasolutions.com). Subject line of the email should read: SESSA AUDIT RESPONSE. Any questions that have a "NO" answer require an action plan, which must be in place prior to the shutdown period to ensure compliance.

    - Examples of Extended Shutdown Periods:
        - ◊ Customer Changeovers
        - ◊ Unscheduled Preventative Maintenance
        - ◊ Extended Holiday Closings
        - ◊ Anticipation of Work Stoppage due to Union Contract Negotiations
            - The SESSA audit must be submitted six months prior to the actual Union contract expiration date.
        - ◊ Acts of God

- Copies of the "Supplier Notification of Extended Shutdown/Start-up Audit" are available upon request from your assigned Auria Buyer.

19.0 Preventative Maintenance

It is required that the supplier ensures proper preventative maintenance (where applicable, in accordance to VDI 2890), that all tools, equipment, and installations used are operating and ready for use at any time.

Unless otherwise stipulated in writing, tool maintenance is included in the piece price and cannot be claimed separately. This applies to all Auria tooling and secondaries. For tooling that has been transferred from one supplier to another a dedicated addendum can be agreed upon.

20.0 Sub-Contractor Development

With the increasing demands of Auria's customers for high quality at a lower cost, the entire supply chain is responsible for increasing quality and contribution to a lower overall cost.

By developing and improving our sub-contractors, Auria's production suppliers have the potential to obtain substantial savings to themselves and ultimately, to Auria.

It is Auria's expectation that all Auria production suppliers work closely with their supply base to ensure that the quality level of received product meets Auria's requirements and expectations.

The primary focus is in the communication and documentation of customer requirements, which is achieved through APQP and other various methods and tools. It is through this process that the sub-contractor is informed of customer requirements and expectations.

21.0 External Production Supplier – Controlled Shipping

When non-conforming product has made its way into the Auria's receiving/manufacturing facility a Quality Notice (QN) is issued against the supplier via the Supplier Quality Tracking System (SQTS). At times, it may be necessary to implement and require controlled shipping from the supplier's manufacturing location(s) and onsite certification is needed to segregate, contain, and identify conforming and non-conforming products. When that type of situation arises, controlled shipping status will be implemented, and the requirements will be defined by the affected Auria facility.

However, there are additional reasons for an Auria facility to request controlled shipping. It is the responsibility of the supplier and Auria plant to determine all aspects of this process and define the exit criteria.

- Control of engineering changes / product changes / prototypes
- Product validation / verification
- Production launch, controlled shipping will be a part of the safe launch plans
- Top 3 highest FMEA RPN's
- Post launch – due to historical failure modes
- Potential high impact customer issues
- FMVSS (Federal Motor Vehicle Safety Standards) requirements / safety related issues

Controlled Shipping – Level I (CS-I)

- Requires the supplier to implement extraordinary inspection of product to contain a specific failure or non-conformance.

- The affect Auria facility will request from the supplier, via phone & email the request for controlled shipping. The plant has the right to request a 3rd party sorting company to provide support the containment activities on behalf of the supplier.
- CS-I requires the supplier to implement extraordinary inspection of product to contain a non-conforming product spill, major discrepancies which may have been identified during a process / product audit, and/or engineering changes that were approved through the APQP process.
- Containment actions must verify that the requirements are met and approved by the Auria receiving / manufacturing plant.
- Duration and parameters of CS-I will be defined by the Auria receiving / manufacturing plant.
- Incoming product identification / break-point identification will be defined by the Auria receiving / manufacturing plant and as agreed upon by the supplier.
- Inspection methods must be approved by the receiving Auria plant and all containment actions and activities are to be documented and retained in accordance to our Data and Document Retention requirements.
- The supplier is required to do the following:
    - Establish a containment process. It can be either in-line in the production process, off-line of the production process, or at the Auria receiving plants facility.
    - Purge the pipeline of all suspect material.
    - Establish a clean point with proper tracking and data collection from all sorting activities. Including, material in storage and / or in transit; where applicable.
    - Have a clear understanding of the requirements.
    - Notify **ALL** affected Auria facilities, or where applicable, customer facilities that receive the same part, informing them of the non-conformance and provide containment activities as required.
    - All certified product (product confirmed to be conforming) is to be clearly identified, as agreed upon by the affected Auria plant.
    - Report all findings as defined by the affected Auria plant.
    - Fast Response methodology is required. All activities, including root cause analysis, corrective measures, implemented corrective measures, validation of corrective measures, updated CP / FMEA and where applicable, process flow are to be submitted as part of the exit criteria.
    - Exit criteria is based upon long term (typically 30 days but could be longer based upon the results of the containment activities and validation of corrective measures) actions and results. Criteria must be agreed upon between the supplier and affected Auria plant. Once all elements of the exit criteria have been met, the affected Auria plant will notify the supplier that they have successfully exited.

Controlled Shipping – Level II (CS-II)

- Implemented as a result of the supplier not being able to contain the failure within its own facility.
- CS-I inspection will stay in place until exit criteria has been met.
- Requires the supplier to provide an independent 3rd party to separate and inspect product from normal production prior to release for shipment to the receiving Auria plant.
- Supplier shall issue a PO to the 3rd party inspection source within 24hrs of notification.
- Supplier shall provide adequately trained resources to continue the CS-I inspections.

- If requested by the customer, the supplier must submit corrective action plans to its IATF / ISO registrar for review and/or assessment, with authorization to submit the review / assessment findings to the customer.
- All requirements of CS-I apply to CS-II.
- Requires that all inspection must be done in a separate area, away from point of production, prior to shipment and by an independent 3rd party inspection source.
- Requires that all actions taken have been verified to meet Auria's requirements.
- Requires that all inspection methods and criteria's have been approved by Auria.
- Requires that all containment actions are properly documented in accordance to Auria's requirements.
- If there is evidence of long-term stability, the affected Auria plant can replace CS-II with CS-I, while reserving the right to re-implement CS-II if the situation requires it.
- Failure to meet the exit criteria may result in new business hold (NBH) status.

22.0 Acknowledgement & Signature Page

As a supplier providing production material, goods, and/or services to Auria Solutions, we are hereby stating that we acknowledge and will strive to meet these requirements defined within this manual. Our signature below, is the acknowledgement and acceptance of the parameters defined within this manual.

If at any time we believe that we cannot meet these requirements, we acknowledge that it is our responsibility to notify our respective buyer and/or corporate supplier quality representative for assistance and support.

Supplier Representative Date

Supplier Address

Supplier Phone Supplier Email