



DEEPLY COMMITTED

Supplier Manual (*Revised May 14, 2020*)

The most current revision of this manual can also be found at:

www.metalflow.com/resources

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Section 1 - Preface & Introduction

This manual was created by Metal Flow Corporation (“Metal Flow”, “MFC”) to give clear direction to our supply base regarding the expectations of producing products or services for all new and existing suppliers.

Metal Flow Corporation strives to build partnerships with a supply base that will meet our customer requirements of competitive price, exceptional quality, and on-time delivery with every shipment.

1.0 Metal Flow Corporate Mission Statement

It is the goal for Metal Flow Corporation to set the standard for the industry we serve and to be the organization against which others are measured. The following principles will dictate our actions as we continue our quest for excellence in all that we do.

1. Strive to achieve a company-wide commitment to continual improvement in all areas of our business.
2. Maintain the highest standards of honesty and integrity in all relationships with our team members, customers, suppliers, service groups and community.
3. Utilize the best technology in mechanical, statistical and management techniques to effectively bring high quality products to the marketplace and to ensure team member and customer satisfaction.
4. Embrace change as a vehicle to the future.
5. Dedicate ourselves to the principle of craftsmanship and the notion that the customers, suppliers and the workforce, being brought together with mutual respect for each one's contribution, has created today what is Metal Flow Corporation.

1.1 Metal Flow Visitor Policy

All visitors must sign in and have a visitor badge visible if they enter any of the facilities beyond the main lobby or the shipping and receiving areas. The lobby area has designated phones for visitors to contact Metal Flow personnel. All visitors must be accompanied by a Metal Flow team member while walking through our facilities. Visitors will be required to wear necessary personal protective equipment while in designated areas. For suppliers performing work on site, Form number 22702543 – “Facility Access Agreement”, should be requested and completed before performing on-site work.

1.2 Metal Flow Environmental Commitment

Metal Flow has prepared an Environmental Policy that establishes the foundation for our environmental management system which communicates your responsibilities as a Metal Flow partner. Our environmental policy can be found on our website: www.metalflow.com/resources

1.3 Supplier Responsibility for Environmental

Metal Flow places a high priority on conducting its business in a sustainable manner that places the least practical burden on the environment, while protecting the health and safety of our team members and partners.

We ask that all suppliers show an effort to comply with these ISO:14001 policies and continuous improvements through their own environmental policy or in their everyday business.

Please review this full policy at www.metalflow.com/resources

1.4 Metal Flow Ethics Statement

Metal Flow and its team members are not to receive any gift, gratuities, or benefits from our suppliers beyond normal and reasonable business practices. Any such gift may not be of significant cost value or used to influence the judgment or conduct of a Metal Flow team member.

Section 2 - PURCHASING

2.0 New Supplier/Approved Supplier Criteria

Supplier will be evaluated on the following criteria:

- a) Accredited Third party registration to a quality system specification including, but not limited to: IATF 16949 or ISO-9001.
- b) Appropriate CQI (Continuous Quality Improvement)
- c) Completion of Metal Flow Supplier Self Audit Form
- d) Quality and/or process systems audit by Metal Flow upon request
- e) Ability to meet the guidelines provided in this Supplier Manual

2.1 Disapproved Suppliers

Metal Flow reserves the right to remove a supplier from the Approved Supplier List. The Quality and Purchasing Departments will determine all the various circumstances that result in a decision to no longer pursue existing business or new business with that supplier.

Circumstances that may affect the status of a supplier include but are not limited to: financial competitiveness, quality performance, delivery performance, PPAP capability, timeliness of response to requests for corrective action, overall responsiveness and effort to resolve any open issues.

2.2 Directed Suppliers selected by Metal Flow Customers

Includes suppliers selected by Metal Flow customers, whose supplied product or service has been directed by our customer without the participation of Metal Flow. Though the supplier may be directed to Metal Flow by our customer, the over-sight of the supplier's quality and service is the responsibility of Metal Flow.

All directed suppliers must meet New Supplier Approval Criteria and follow all guidelines set for in the Metal Flow Supplier Manual.

Metal Flow will request from the directed supplier necessary documentation such as:

- Technical specifications of product or process

- Health and security specifications of product or process
- Recycling specifications
- PPAP approval following Metal Flow's PPAP Submission requirements

2.3 Metal Flow Purchase Order Terms & Conditions

Please review Metal Flow's Terms & Conditions at: www.metalflow.com/resources

2.4 Cost Reductions

To remain competitive in the industries we serve, it is expected that suppliers of Metal Flow take part in cost reduction initiatives. This may include any of the following:

- Year over year cost reductions on the award of business
- Percentage annual rebate on current business
- Value- Added Value Engineering activities

2.5 Supplier Responsibility

- Supplier will immediately communicate to Purchasing any activities that may affect product quality or delivery.
- Supplier will immediately communicate to Purchasing any changes in economic or other conditions that might affect purchasing decisions and put Metal Flow Corporation at risk. Examples of conditions are: A major change in management or ownership, a notable change in capacity (equipment or personnel), commodity changes, major environmental impact (flood, fire, etc.).
- Metal Flow will only be responsible for material within the forecast and contracted lead times.
- Supplier will conduct negotiations ethically, without attempts to influence through offering valuable personal gifts or entertainment.
- Supplier will work with Metal Flow to develop the means for annual cost reduction and continuous improvement goals.
- Supplier will only be paid if they have a valid Metal Flow PO number stating goods/services required and the agreed-upon price.
- Supplier will work to develop and provide or recommend contingency plans or actions for products or services rendered to Metal Flow Corporation.
- Supplier will be responsible for risk mitigation for products and services provided to Metal Flow Corporation.
- Supplier will notify Metal Flow of any Premium Freight shipments. This could include any product sent outside of a supplier transport normal routing, parcel service, or expedite service to deliver parts to Metal Flow.

Section 3 - QUALITY

The quality expectations apply to all direct material suppliers and outside service suppliers to Metal Flow. Tooling and equipment suppliers should also adhere to these expectations unless otherwise informed.

3.0 Scope

All suppliers shipping to Metal Flow facilities are expected to meet the quality expectations set forth in this manual.

3.1 Quality Expectations

Metal Flow's goal is that all suppliers have a common approach to quality and a systematic means for training and change management. Metal Flow's quality objectives are driven by our customer's expectation of zero defects.

It is Metal Flow's expectation that all products arrive on the requested due date.

Metal Flow desires all direct material or outside service suppliers become certified to the current version of IATF 16949. Suppliers that have not achieved certification to IATF 16949 must have at a minimum achieved certification to ISO-9001 and a formal plan to demonstrate compliance to IATF 16949. Suppliers that choose not to become certified will need to apply for a Metal Flow Certification Waiver (Document ID: 18203367).

All direct material and outside service suppliers are required to submit updated copies of all certifications (ISO-9001, IATF 16949, and ISO-14001) on an annual basis.

Suppliers must also be compliant with the CQI assessments as necessary and submit updated certification annually.

CQI-9 Heat Treat System Assessment

CQI-11 Plating System Assessment

CQI-12 Coating System Assessment

All renewed certifications should be received by Metal Flow prior to expiration of the old certification. Failure to submit could negatively affect supplier metrics.

Metal Flow may verify compliance with all certifications with an on-site audit as deemed necessary.

Metal Flow requires all suppliers when submitting Production Part Approval Process ("PPAP") for production material to declare that the product submitted does not contain any materials defined on the Global Automatic Declarable Substance List. A listing of hazardous materials can be found at www.gadsl.org.

- REACH: Regulation Substance of very High Concern (SVHC) Compliance
- Conflict Mineral Act
- RoHS 2 Compliance

3.2 Product Certifications with Shipment

Metal Flow will provide product Prints, Specifications, and Approved Purchase Orders outlining the type and extents of controls used to verify conformity of supplier provided products, processes, and services to Metal Flow and external customer requirements.

All raw material and outside processes suppliers must submit material certifications with each shipment confirming product or process conforms to Metal Flow requirements set forth in the purchase order including specifications, tolerances, etc.

All raw material certifications must include PO number, heat number, master coil number (if required), tag number, gauge and width with tolerance, producing and re-roll (if-required) mill, if available. For CR (Critical Receiving) material, Physical and Chemical analysis and any other requirements identified on the purchase order.

All outside process suppliers must include PO number, serial lot numbers, quantity of parts, date of processing, specification requirements and proof of conformance.

3.3 Safety Related Parts

All Metal Flow Corporation parts that are identified as “Safety Related” will be identified either on the Print, the Specifications, or the Approved Purchase Order or all that applies with “<SR>”. This call out indicates to all suppliers that the part or process they are involved with is part of a safety related product and can impact the performance of the part. See image below for example.

Safety Related Example:



Any process changes or re-working of Safety Related (<SR>) product requires a signed deviation with executive level approval from Metal Flow.

3.4 Supplier Self-Audits

All direct material and outside service suppliers are required to complete a Metal Flow Supplier Self-Audit form (Document ID: 21230046). The Supplier Self-Audit form will be supplied by Metal Flow staff or available via Plex Supplier Portal. Metal Flow may perform an on-site audit as deemed necessary. The Supplier Self-Audit form will be updated annually and sent to Metal Flow.

3.5 Advanced Product Planning (APQP)

APQP as documented by AIAG is an industry standard practice for product launches, on-going production and quality systems. Metal Flow expects all direct material and outside service suppliers to adhere to the APQP processes. Suppliers shall also ensure that sub-suppliers can meet APQP standards, where applicable. Metal Flow reserves the right to perform a Quality Systems Audit to verify that supplier follows these APQP processes and procedures.

Reference: Advanced Product Quality Planning, aiag.org

3.6 IMDS

Suppliers must submit their material data to Metal Flow's *IMDS Account #7063* prior to, or with, their PPAP submission upon request.

More information can be found at the website: www.mdssystem.com

3.7 Change Requests

Suppliers that want to make a temporary or permanent change to processes, materials, handling, or other elements of their operation which affect Metal Flow parts, must submit a Metal Flow Supplier Change Request Form (Doc ID: 12804037) or deviation request and receive approval from Metal Flow prior to putting changes into effect. Changes may require a new PPAP submission. Changes include (but are not exclusive of) machinery moves within the plant, using new equipment, altering processing time or temperature, changes in chemicals or solvents, etc.

3.8 MSA, Gages, Statistical Control

Suppliers will utilize AIAG's Measurement System Analysis manual (and applicable Customer Specific Requirements) which describes the methods to ensure techniques and equipment are capable for collecting accurate data. Documentation as evidence shall be readily available for review and submitted to Metal Flow as part of the PPAP submission.

All specific gages or check fixtures used for Metal Flow part quality shall be dimensionally certified as part of initial PPAP. Evidence of compliance to the drawing will be included in the PPAP package. All gages or measuring instruments used for controlling Metal Flow product must be calibrated annually unless frequency is higher based on manufacturer's recommendations.

The supplier's approved Control Plans will define the means to control Critical Characteristics and Significant Characteristics as defined in customer requirements during production. Where possible, production should be poke-yoked for CC and SC identified. Poke-yokes should be verified at the start of every shift and

verification also defined in the Control Plan. Unless otherwise instructed, suppliers will target short-term capability at 1.67 Cpk and long-term capability at 1.33 Cpk. (If Cpk is different due to MFC customer requirements, the supplier will be notified during the launch process). Suppliers will re-evaluate CC and SC items any time there is an engineering change, major tool repair or maintenance, or if a major process change is to be implemented.

Reference: Measurement Systems Analysis (MSA), aiag.org
Reference: Statistical Process Control (SPC), aiag.org

3.9 Record Retention

Suppliers shall maintain quality records in a manner that is legible and retrievable by Metal Flow upon request. Records should be maintained for the life of the program, plus 3 years, or based on customer requirements as provided and/or directed by Metal Flow. Documents not required to be maintained after life of the program would be the Supplier Self Audit (Doc. ID 21230046), and the Supplier Manual acknowledgment form.

Records should include any documentation related to non-conforming products. Suppliers will extend this requirement, as applicable, to sub-suppliers.

3.10 Lot Control

The supplier is responsible for maintaining lot control for both Metal Flow parts as well as for other materials and purchased goods. Documentation related to lot control shall apply to raw materials and sub-suppliers as well. Metal Flow labels will have “MFC” printed on WIP product that is processed at any outside service and should be used as an identifier when managing product.

WIP JOB #: **22975** **MFC**

259 - 2245

NEXT OPER: OSS - Plating FG

NOTE

SERIAL NO: **S3817046**

TRACKING(LOT)#: 5-28-19

MFG DATE: 06/17/19 15:17

QTY: 4500

NEXT WORKCENTER:
(TO OSS IF BLANK)

OPER COMPLETE: Stamping/Inspection

HEAT #: 852937

3.11 Supplier Part Submission

All pre-production parts must be marked / labeled with the Metal Flow part number and revision level as indicated on the CAD model and / or drawing, if applicable. Pre-production parts that are shipped without proper identification as stated above may be returned at the supplier's expense.

3.12 Process Sign-off (PSO) and Run@Rate

Metal Flow or its Customers may require a Run@Rate and Process Sign-off (PSO) with an on-site visit. The PSO and Run@Rate are an evaluation of a supplier's readiness to produce product. A PSO may entail document review as well as actual production processes.

3.13 Production Part Approval Process (PPAP)

Metal Flow suppliers may be required to provide a Production Part Approval Process (PPAP) package for new parts and for re-validation of existing parts, corrections to previous submissions, engineering changes and/or other planned changes to design, process or facility. Submission and approval by Metal Flow is required prior to shipping saleable parts.

The PPAP package applies to production processes. Prototype processes or parts, or other processes and parts processed using methods different from the intended normal production process are NOT considered as part of the PPAP standard.

Suppliers may be required to submit annual PPAPs or perform annual validation of parts and/or processes.

All timing for PPAP submissions shall be communicated between Metal Flow personnel and supplier personnel with agreed-upon target dates. Once production has been initiated, the PPAP package may be reviewed by Metal Flow personnel on-site at the supplier.

The supplier is responsible to submit the PPAP package, at no cost to Metal Flow, to designated Metal Flow personnel for approval, along with the required sample parts and IMDS certification number. Unless otherwise directed by Metal Flow, a **Level 4 PPAP** submission is required for all parts. All parts used for the PSO build or for the production of saleable product must be submitted for customer approval.

A Metal Flow representative may choose to validate the submission package content at the supplier's facility. At Metal Flow discretion, a submittal review may also be conducted at the supplier's sub-sources.

Elements in a PPAP submission:

- 1 Design Record, if applicable
- 2 Engineering Change Documents, if any
- 3 Customer Engineering approval, if required
- 4 Process Flow Diagrams*
- 5 Process FMEA (PFMEA)*
- 6 Control Plan*
- 7 Measurement System Analysis Studies (MSA)
- 8 Dimensional Results- Use sequenced numbered dimensions referenced on drawing
- 9 Material, Performance Test Results
- 10 Initial Process Studies

- 11 Qualified Laboratory Documentation, Certifications
- 12 Sample Product – N/A, Only for RAW Material
- 13 Master Sample– N/A, Only for RAW Material
- 14 Checking Aids
- 15 Records of Compliance with Customer Specific Requirements
- 16 Part Submission Warrant (PSW)
- 17 IMDS
- 18 Packaging Approval Form (*as required*)

*or applicable process control documents.

Upon approval of PPAP, the supplier receives authorization to ship parts for production builds from a Metal Flow representative. Generally, parts should not be shipped by the supplier to Metal Flow without a signed and approved Part Submission Warrant (PSW) unless otherwise directed by Supplier Quality Engineer, Purchasing Manager, or Designated Metal Flow Quality staff.

If a PPAP package is rejected, the Metal Flow quality representative will establish timing for a new PPAP submission. Metal Flow may choose to issue a deviation (depending on the discrepancy) if it is necessary to utilize the parts prior to full approval. If a deviation is issued by Metal Flow, an Interim Part Submission Warrant will be issued referencing the deviation to provide approval to ship parts. If a deviation and/or Interim PSW is issued, the supplier is required to develop a corrective action plan to address any non-conforming elements or parts and resubmit the PPAP or element for approval prior to the expiration of the deviation an interim approval. Suppliers are responsible for implementing containment measures that protect the customer during period in which the deviation is in effect.

Reference: Production Part Approval Process (PPAP), aiag.org

3.14 Supplier Performance and Scorecard (applies to designated suppliers)

Metal Flow will evaluate designated suppliers' key metrics on an on-going basis. Elements may include:

Quality:

- Customer Incidences of defects or failures which are supplier related
- 8D/Supplier Corrective Acton Report (SCAR) Submission Timing
- Submitting Certifications (IATF, ISO, CQI, Supplier Self-Audit, etc.) on time or before expiration of previous certification.
- Warranty Claims

Shipping:

- On-Time Delivery
- Premium Freight and number of occurrences

It is a Metal Flow expectation that suppliers will utilize industry standard problem-solving methodology to investigate discrepancies and document their investigations.

Suppliers may be assigned to initiate containment and provide an 8D corrective action. Suppliers may be responsible for costs associated with any quality defects or shipping error. Costs could include:

Administrative fees, additional labor or overtime, material handling, floor space utilization, additional packaging, tooling and equipment, scrapped or rejected material, and freight costs.

Metal Flow will assign rankings to suppliers on a quarterly basis based on the number of incidents assessed in Metal Flow’s Plex Problem Control Log each quarter. See example below:

Quality Incidents	Status	Score	Delivery	Status	Score
0	Excellent	50	90 – 100 %	Excellent	50
1 - 2	Acceptable	25	50-89%	Acceptable	35
3 - 5	Poor**	0	49% or less	Poor**	0
Reference only					
Warranty Claim			Premium Freight : incidences per quarter		
No Warranty Incident	Excellent	0	0	Excellent	0
Warranty Incident	Poor**	-30	Per Incident	Poor**	-5

Company Name	Supplier Type	Status	Month / Year	OTD	PR	Warranty Claim	Premium Freight	# of PF Occurances	Special Status	Warranty Adj	PF Adj	Score
	Raw Material	Active-Quality	Jan-18	50	50	NO	NO	0	No	0	0	100
	Components	Active-Quality	Jan-18	50	50	NO	NO	0	No	0	0	100
	Inspection-3rd Part	Active-Quality	Jan-18	50	50	NO	NO	0	No	0	0	100
	Plating	Active-Quality	Jan-18	50	50	NO	NO	0	No	0	0	100
	Raw Material	Active-Quality	Jan-18	50	50	NO	NO	0	No	0	0	100

**Metal Flow will also review a supplier’s performance and conduct a review of suppliers that regularly receive a “Poor” assessment during the year.

This review will focus on the information leading to the “Poor” score, and work done to address the root cause(s). This review can also lead to an on-site assessment to determine if the supplier is able to meet manufacturing requirements. Should the supplier require further corrective actions or have poor audit performance, a Supplier Development Plan may be developed for short term/long term improvements.

3.15 AIAG References

Metal Flow recommends suppliers obtain copies of the AIAG manuals. aiag.org

3.16 Quality Defects received at Metal Flow

For quality defects received from a supplier at Metal Flow (or at subsequent locations in the process chain), Metal Flow may proactively engage internal staff or initiate third party containment depending on urgency of demand on parts or nature of the defect. The supplier will be responsible for the containment and sorting costs, if deemed responsible. Upon notification of a quality issue, the supplier will take immediate containment actions in their location to avoid shipping further defects. All product in transit will be deemed suspect and contained upon receipt at Metal Flow. All containers sent to Metal Flow will be properly identified as certified defect free by the supplier for period or quantity determined by Metal Flow.

The supplier is responsible for taking the necessary corrective action(s) to resolve any quality or delivery problems. The supplier is required to use acceptable problem-solving method(s), such as 8D, to investigate the root cause of the problem and implement corrective actions to eliminate them.

1 - An 8D will be issued upon the occurrence of a quality issue due to a gap in supplier performance.

- 1.1 Supplier shall provide the 3D response within 24 hours of receipt of the 8D. Supplier should communicate any issues/risk containing suspect product related to the 8D issue
- 1.2 Within 15 days, a response to section 3b and 4 should include a 5 WHY, and a root cause with a risk rating (low, medium, high) in relation to the issue.
- 1.3 8D should be completed and shared with Metal Flow with a 30-day target to close out the issue, unless otherwise requested or directed by Metal Flow.

2- 8D severity

- 2.1 8D will be issued as a Formal-SR if part is safety related and any financial impact to Metal Flow occurs because of the quality issue.
- 2.2 8D will be issued as a Formal if any financial impact to Metal Flow occurs because of the quality issue.
- 2.3 8D will be issued as an Informal if the quality issue does not carry any monetary impact.
- 2.4 FYI – This is a notification that something was not right. No 8D is required.

3 - Metal Flow will work to support supplier with any corrective action necessary to address quality concern.

- 3.1 Where applicable, a corrective action for one problem should be implemented on similar processes and products to eliminate re-occurrence of the problem.
- 3.2 All corrective actions will be verified to make sure that they remain effective.

3.17 Quality Defects at Supplier Locations

All line-side bins will be clearly marked to distinguish between good parts and non-conforming parts. All containers for non-conforming parts should be color coded RED. Storage locations in the plant should be a clearly designated area to avoid mixing with good product.

Legible records should be kept on internal defects (Internal PPM) and available for review upon request.

For quality issues at the supplier location, Metal Flow expects proper labeling and containment locations.

3.18 First In-First Out (FIFO)

Suppliers should adhere to “First in-First out,” for any given part number.

Incoming parts and materials should be widely separated from outgoing materials in shipping and receiving. Where the same shipping/receiving area is utilized, extra controls should be in place to prevent mixing finished goods with unprocessed material.

3.19 Operator training

Suppliers should maintain a training matrix that identifies which employees have had proper instructions in various processes at the supplier location. Methods should be implemented to prevent improperly trained or untrained staff from performing activities which they have not been certified as having met the criteria for that task.

3.20 Shutdown & Re-start

For suppliers that shut down on weekends or holidays, suppliers should have a robust start-up procedure for verifying all equipment is functioning at correct parameters to ensure quality control for parts when beginning production after a shutdown.

3.21 Part Handling/Dropped Parts policy

Metal Flow parts that are dropped during supplier processing should be considered scrap and disposed of at the supplier's cost. Due to quality concerns, Metal Flow cannot ship parts that have dropped on the floor to our customers. Suppliers will immediately implement policies and procedures that will quarantine and secure any dropped parts as suspect, properly labeled as such and kept separate from other good parts. Further, when a major spill occurs, it is required that the supplier inform Metal Flow contact with quantity, serial number of the container from which the parts spilled and confirm containment/quarantine has been implemented. Dropped parts should NOT be mixed in with parts that have not been dropped or spilled.

3.22 Inspection Suppliers Specific

Inspection, sorting, and containment activities will adhere to strict control processes to ensure non-inspected material does not get mixed with inspected material and escape review.

All gauges used for inspection shall be identified and calibrated as necessary. Identification numbers and specifications will be included on the control plans or work instructions for the inspection taking place.

Data will be provided, broken down so it can be analyzed with a pareto chart or other designated method.

Metal Flow owned gages must be maintained in good condition.

Suppliers will notify Metal Flow for any maintenance or adjustment needs.

Suppliers will notify Metal Flow in advance of gage re-certification dates.

Gage identification shall be indicated on inspection work instructions.

LOGISTICS AND PACKAGING

4.0 International Shipping Requirements

Accurate shipments: In the case of over or under shipments versus the shipping documentation, Metal Flow will notify Customs and make the appropriate adjustments with Customs and the supplier. Metal Flow will only accept invoices in US currency.

Supplier will be responsible to comply with all international customs regulations. U.S. Customs requires 100%. All International shipments must comply with the following:

- Commercial Invoice
- Requirements
- Instructions

Consequences
Supplier Contents Reporting Transportation Security Administration (TSA)
Customs Trade Partnership against Terrorism (C-TPAT)
Cargo Security Requirements for Shipping to the United States

PURPOSE

SCOPE

REFERENCES

DEFINITIONS

SUPPLIER RESPONSIBILITY FOR SHIPPING CONTAINERS

Container Security - Inspection

Container Security - Seals

SECURITY REQUIREMENTS FOR SUPPLIERS AND BUSINESS PARTNERS

Definitions

Major uses of the 3Ts and Gold

References

4.1 Wood Pallet Requirements & Restrictions

Suppliers should include measures to reduce the risk of introduction and/or spread of quarantine pests associated with wood packaging material (including dunnage), as may be required by Metal Flow.

Reference: International Plant Protection Convention-<http://www.ippc.int>

4.2 Supplier Label Packaging and Delivery requirements:

- Supplier will label the product per AIAG Guidelines and/or Metal Flows directives.
 - Package labeling to include bar code information as determined by AIAG standard
- Supplier is expected to maintain 100% on-time delivery.
- Supplier will package to protect the product during shipment and maintain the integrity of the product during transportation
- Returnable dunnage should be returned to Metal Flow as agreed upon.
- Packaging type, lot traceability, delivery date and quantities must be in compliance with the Approved PPAP packaging. Supplier will submit packaging for approval using the Metal Flow *Supplier Packaging Form* (Document ID: 13405957), which Metal Flow will supply in electronic format
- Suppliers who pack Metal Flow parts into final pack containers that will be delivered to the customer are responsible for correct pack quantity and materials.
- Raw Material must follow specification DS-3903.
- Any expenses in excess of those agreed upon that are incurred at the receiving plant because of non-compliance with these requirements may be billed to the supplier.
- All Outside Services containers shipped to Metal Flow on skids must be securely held to the skid using stretch wrap or banding.
- No mixed part numbers on a pallet unless agreed upon.
- Each shipment must be accompanied by a packing slip. The packing slip will be used for receipt. The packing slip must be securely fastened to the container and must contain the following:
 - Supplier Name and Address
 - Metal Flow Part number
 - Metal Flow Job Number
 - Pack Slip Number

- Each shipment must be accompanied by the relevant certification as required
- Part Quantity
- Purchase Order number
- Date
- Serial Number
- Part Description
- Total Weight
- Material certifications for raw material, cleanliness, heat treat, coating, plating, etc., as required.

See example of highlighted areas which are required:

General

PACKING SLIP No.: A28241		
DATE: April 24, 2015		
PAGE: <u> 1 </u> of <u> 1 </u>		
SOLD TO	SHIPPED TO	
Metal Flow Corporation 11694 James Street Holland MI. 49424 Tel: 616- 392-7976 Fax: 616- 392-5814		
CUSTOMER CODE:	Customer Information	
	P/O: 276 P/S: 8262	
	CARRIER: Customer Arranged	
SHIPPED BY:	TOTAL WEIGHT: 552 lbs. NET: 484 lbs.	
FREIGHT ORDERED BY: <input checked="" type="checkbox"/> Customer	PAID BY: <input checked="" type="checkbox"/> Customer	
ITEM	DESCRIPTION	QUANTITY SHIPPED
1	P/N: 259 2144 Solenoid Tube Job: 6031 S/N: S986881, S986882, S987038, S987269, S987390, S987654, S987841, S987860, S987948, S987950, S987972, S988003, S988138, S988238, S988260, S988331, S988346, S988380, Lab sample: 1	80,744

Requirements:

- E-mail or Internet access is mandatory for electronic communications
- Bar Coding Capabilities or a plan for Bar coding capabilities
- Supplier will declare any hazardous materials that are provided to Metal Flow. A list of these materials can be found at www.gadsl.org

4.3 Inventory Management

Inventory cycle counts may be required on a periodic basis.

Section 4 - TOOLING & EQUIPMENT

5.0 Standards

Metal Flow will specify tooling and other aspects of equipment per the program specific needs and engineering review.

5.1 Identification

All Metal Flow Corporation owned tooling or customer owned tooling, or equipment will be labeled "Property of Metal Flow" or with customer name. If part specific, the Metal Flow part number will be on the label. Labels should be permanently affixed to the tool or equipment in a readily visible location.

5.2 Care

Suppliers using Metal Flow owned tooling or equipment will ensure it is stored, moved and maintained in good condition with appropriate regular maintenance. Maintenance logs must be kept on all Metal Flow owned equipment and available for review upon request.

5.3 Accountability

Metal Flow reserves the right to inspect Metal Flow owned tooling or equipment without notice upon demand.

5.4 Insurance

Metal Flow Corporation owned tooling, equipment, and parts must be covered by the suppliers' Property insurance policies at full replacement cost value from the time supplier assumes care, custody, and control of Metal Flow's Property until Metal Flow's Property is returned to and accepted by Metal Flow, with Metal Flow Corporation named as lenders loss payee for all of Metal Flow's Property.

Section 5 - Notes

Section 7 - RECEIPT OF MANUAL

Please detach this page and return signed to Metal Flow indicating receipt of this supplier manual.

Supplier Company _____

Supplier Contact _____

Contact Position _____

Signature _____

Date _____

Mail:

Metal Flow Corporation
RE: Supplier Manual Confirmation
11694 James St.
Holland MI 49424

Email: areiner@metalflow.com

Addendum A – COVID-19 Visitor Policy

Metal Flow Corporation has implemented a COVID-19 Visitor Policy, effective 5/14/2020.

The policy, and the details included, can be found on our website at the following link. All revisions will be published at this link and will supersede visitor policy specified in this manual.

https://www.metalflow.com/files/COVID-19_Visitor_Policy.pdf