



Metco Industries, Inc. Secondary Supplier Quality Requirements Manual

<u>Date</u>	<u>Revision</u>	<u>Reason for Revision</u>
05/02/18	1	IATF 16949:2016 was ISO/TS 16949 ISO 14001 was ISO 14000 SDS was MSDS Revised Supplier Score Card
2/22/2021	2	Embedded Forms in manual, and added Metco ID for the Material Data System to section 4.13 and 4.15
4/28/21	3	Revised
8/8/22	4	Clarified section 5- lot traceability to clearly define documentation requirements for completed product.
6/2/23	5	Section 2.6: Added Health and Safety / Human Rights Policy
2/6/24	6	Added Section 2.7 Non-disclosure Agreement and Confidential information

Preface

This manual has been created to assist our suppliers in understanding the purchasing requirements for quality products supplied to Metco Industries, Inc... The manual is also a tool to assist Metco Industries, Inc. with the compliance with our IATF 16949:2016 requirements to develop our suppliers.

In order for Metco Industries, Inc. to comply with the development of our suppliers we request an accreditation certificate to ISO 9001:2015 or current version to the Quality Management system, or to be able to demonstrate assessment with a product, process and system audit done by Metco Industries, Inc.

We look forward to a long and mutually beneficial relationship with our suppliers.

Contents

1 Introduction

- 1.1 Scope
- 1.2 Purpose
- 1.3 Application

2 METCO INDUSTRIES, INC. Expectations

- 2.1 Engineering / Technical/Support
- 2.2 Manufacturing Capability / Capacity
- 2.3 Consistent Quality
- 2.4 On Time Delivery
- 2.5 Cooperative Management Attitude
- 2.6 Health and Safety/Human Rights
- 2.7 Non-disclosure Agreement and Confidential information
- 2.8 Rights of verification of Products / Processes

3 Supplier Selection and Performance

- 3.1 Supplier Assessment and Selection
- 3.2 Supplier Monitoring

4 Quality Requirements

- 4.1 Quality Management System
- 4.2 Product Quality
- 4.3 Quality Assurance Plan / Advanced Product Quality Planning (QAP/APQP)
- 4.4 Handling of Non-Approved parts
- 4.5 Production Part Approval Process (PPAP)
- 4.6 Pre-Production Ramp up Inspection
 - 100% inspection of all key /critical characteristics
 - Control plan frequency doubled.
 - For appearance items 100% inspection shall be based on the approved boundary and master samples.
- 4.7 Annual PPAP Re-validation
- 4.8 Continuous Improvements and Statistical Process Control (SPC)
- 4.9 Process Records
- 4.10 Non-Conforming Product Control
- 4.11 Supplier Request for Change / Deviation Approval
- 4.12 Packing and Shipping requirements
- 4.13 IMDS Report
- 4.14 Special Processes
- 4.15 REACH Report

4.16 Safety Data Sheet (SDS)

5 Product Traceability

Appendix A:

- General Guidelines

Appendix B: Forms

(Forms are Confidential Property of Metco Industries)

- Metco Industries, Inc. Secondary Supplier Quality Requirement Manual Acknowledgement Receipt (form # SUP-1)
- Supplier PPAP Submission Requirements (form # SPSR)
- Metco Supplier Request for Deviation (form # SUP-2)
- Supplier Request for Change (form # SUP-3)

Appendix C: Examples of Completed Forms

(Forms are Confidential Property of Metco Industries)

Appendix D:

- Terms and acronyms

SECTION 1: INTRODUCTION

1.1 Scope:

This manual has been developed to communicate the general expectations, Metco Industries, Inc. requirements, customer requirements and procedures of Metco Industries, Inc... Acceptance of any and/or all purchase orders constitutes acceptance and commitment on our suppliers to comply with this manual's content. System Improvements that exceed the requirements within this manual are always encouraged.

1.2 Purpose

Metco Industries, Inc. would encourage our suppliers to ship Inspected product, and relies on the supplier for "Zero Defects". Together we must strive for a quality system that provides for continuous improvement in the quality of product, delivery and services. Emphasis should be on preventive actions and the reduction of variation and waste.

1.3 Application

The expectations and requirements described in this manual apply to all suppliers of production products. Suppliers must meet all applicable requirements within this manual. When circumstances dictate the requirements of this manual may be modified to comply with the requirements with the Metco Industries, Inc. guidance with supplier development. Deviations to this manual will only be completed with written authorization from Metco Industries.

SECTION 2: METCO INDUSTRIES, INC. EXPECTATIONS

2.1 Engineering / Technical Support

Metco Industries, Inc. is dedicated to the manufacture of the highest quality products. In order for this objective to be achieved, all suppliers should offer engineering and technical support to Metco Industries, Inc. when support is requested.

2.2 Manufacture Capability / Capacity

Suppliers are expected to have the resources necessary (property, facilities, equipment, and materials) to supply the products required to accommodate Metco Industries, Inc. and their production schedule. This is a requirement to be able to achieve preferred supplier status with Metco Industries.

2.3 Consistent Quality

Zero-defect products are required from suppliers to Metco Industries. Any deviation from this will result in rejection and return of the product to the supplier with subsequent charges attached. This is according to the Automotive Standard. Payment by Metco Industries, Inc. shall not constitute acceptance. Even after acceptance of a shipment, Metco Industries, Inc. reserves the right to return any material that proves to be defective for full credit. Defective material shall be returned at the supplier's expense and account debited accordingly. Additional charges for sorting, administrative fees and other related costs (extra transport, end customer charges, etc.) will also be added. Metco Industries will make every attempt to partner with Suppliers to minimize the impact to both parties.

2.4 On Time Delivery

Metco Industries, Inc. requires all suppliers to provide 100% on time delivery performance with the correct quantity and pricing agreed upon. Monitoring of performance levels in this area will be ongoing, with formal reporting on a periodic basis, based on performance and supplier scorecard. The quantity shipped per order or release cannot vary from specified quantity without consent of Metco Industries.

If a production line is shut down due to poor quality, late delivery, or incorrect quantity on any shipment, the supplier will be responsible for all costs incurred including expediting shipments or charges from Metco Industries, Inc. customer.

Metco Industries recognizes the efforts made by Suppliers to respond to changing priorities and delivery requirements, necessary to meet Customer needs. These factors are considered when determining whether actions are needed and/ or chargebacks will be applied.

2.5 Cooperative Management Attitude

Metco Industries, Inc. expects our supplier's top management to share our commitment to meet or exceed customer's quality expectations through continuous improvements. It is also expected that they will give their full support to the relationship that exists between our companies and demonstrate flexibility in assisting Metco Industries, Inc. in meeting all of our customers' requirements.

The Supplier is required to ensure that they have contact information for the appropriate Metco contact for their product, which can also be located on www.metcopm.com. Suppliers must also provide their contact list to Metco, which can be readily available to assist in solving problems relating to quality, delivery and other issues. Focus should be on continuous improvements.

In some cases, our customer may request a visit to the supplier facility. The supplier will be notified as far in advance as possible prior to the visit.

2.6 Health and Safety / Human Rights

The supplier should have a health and safety policy in place along with a human rights policy to ensure a safe work environment and an equal opportunity atmosphere. This is a part of our internal requirements and Metco Industries strives to carry this throughout the supply chain.

Suppliers must follow all Federal, State, and Local mandated requirements including labor, environmental and ethical laws, while striving to sustain a diverse workplace.

Metco Industries considers a strong relationship with our suppliers to be key to ensuring our mutual and long-term success. This Supplier Sustainability Policy identifies our expectations of our suppliers to be followed in their business dealings with Metco Industries.

This Policy applies to any supplier that provides goods or services to Metco Industries, including but not limited to production parts and materials as well as their subcontractors. Further information regarding our requirements and standards for our suppliers is outlined in this manual.

Code of Business Conduct and Ethics

Metco Industries conducts business with integrity and in compliance with all applicable laws and regulations and requires all suppliers to do so. A commitment to integrity is critical to how we conduct business and maintain our outstanding reputation in the communities in which we do business. Suppliers are expected to understand and comply with Metco Industries Supplier Requirements Manual and demonstrate the highest standard of integrity and ethical conduct in all business activities.

Legal Compliance

Metco Industries is committed to complying with all applicable legal requirements. Our suppliers are expected to comply with all applicable legal requirements and prevent incidents or conditions that might result in a violation of the law. This includes, without limitation, that all purchased materials used to manufacture products shall satisfy current governmental and safety regulations on toxic and hazardous materials, as well as environmental.

Workforce Diversity

Suppliers shall maintain a diverse and equitable and inclusive workforce. Metco Industries understands that the strength of our company lies in the diverse workforce, and this is passed down to our suppliers. Suppliers shall offer fair and equal opportunity to all persons regardless of race, sex, disability or health status, sexual orientation, gender identification or expression, age, religious beliefs, this is expected from our suppliers as well. Suppliers shall hire individuals based on qualifications, performance, skills, and experience. Suppliers shall follow all employment laws.

Coercion, Harassment and Discipline

Suppliers treat employees with respect and shall not tolerate physical, mental, emotional, or otherwise abusive practices towards any of their employees.

Working Conditions

Suppliers shall comply with all applicable wage and hour laws, including equal pay, minimum wage, overtime maximum hours, and rest periods.

Child Labor

Suppliers to Metco Industries shall follow all child and labor laws.

Forced Labor and Human Trafficking

Suppliers to Metco Industries shall not use forced or involuntary labor of any kind including modern forms of slavery and/or human trafficking.

Monitoring and Reporting

Metco Industries complies with all applicable legal requirements and prohibits incidents or conditions that may result in a violation of the law. Metco Industries monitors our internal operations along with our external suppliers to ensure all comply with the law. Any violations that occur will be handled immediately by termination of the contract.

Audit and Corrective Action Process

Metco Industries reserves the right to conduct audits to ensure compliance with these requirements and to take appropriate measures, including discontinuing any relationship with a supplier, should the supplier violate, or fail to correct.

Data Protection

Metco requires its suppliers to have a data protection system in place to ensure sensitive information is protected from being damaged and/or lost.

2.7 Non-Disclosure Agreement / Confidential Information

All written and oral information and materials disclosed or provided by Metco Industries to its suppliers under this agreement constitute Confidential Information regardless of whether such information was provided before or after the date of this agreement or how it was provided to the Supplier. Unless otherwise documented, the Supplier must keep this information confidential. This includes the following, but is not limited to drawings, patterns, formulas, devices, methods, processes, techniques, and programs. Acceptance of the supplier requirements manual signifies agreement to the non-disclosure agreement.

2.8 Rights of Verification of Products/Processes

Metco Industries, Inc. reserves the right to verify the products on the supplier's premises by their representatives and our customer and/or their representative. This can be done by different kinds of audits and the supplier will be notified in a timely fashion.

SECTION 3: SUPPLIER SELECTION AND PERFORMANCE

3.1 Supplier assessment and Selection

Metco Industries, Inc. supply base will consist of organizations supporting our business needs. Metco Industries, Inc. utilizes control methods through which suppliers are evaluated, selected, developed and monitored.

Criteria for assessment and selection of suppliers for placement on the Metco Industries, Inc. approved supplier list are based on the supplier's abilities to meet our specific supplier requirements.

3.2 Supplier Monitoring

All vendor/ supplier corrective actions issued from Metco Industries, Inc. will be reported into the Metco Industries, Inc. corrective action computer system. Depending on the severity of the concern, Metco may utilize an action log, instead of issuing a formal 8D corrective action request. The Action logs will be retained electronically. Metco Quality department will periodically review corrective actions and Action Logs with the responsible Metco representatives and determine if concerns need escalated to follow up with the suppliers that cannot meet our requirements. On an as-needed basis, Metco Industries, Inc. will call these suppliers for meetings and will expect that the top management will be involved and can show us their action plans to solve the problem. New Business Hold status will be raised based on the supplier's performance and their ability to solve the problems.

SECTION 4: QUALITY REQUIREMENTS

4.1 Quality Management System

Our suppliers are required to be certified to the quality management system ISO 9001:2015 by an accredited 3rd party registration body to be used for all Metco applications. However: Suppliers, who are not certified, may be selected and used by Metco Industries, when they are not used for an automotive part, and Metco's Customers do not require sub-supplier certification. Suppliers are, however, encouraged to register to the automotive quality management system IATF 16949:2015 and comply with the environmental management system ISO 14001. Supplier quality systems shall be formally documented, implemented, and maintained to ensure that supplier's products conform to the identified purchase specifications, engineering, or material specifications and/or contract requirements. The system should be defined. If a manual exists it should be made available to Metco Industries, Inc. for review upon request.

Suppliers not registered to a quality management system shall submit a plan and / or date when they will achieve registration, if required. Failure to comply or demonstrate working toward requirement may lead to **NEW BUSINESS HOLD** or these suppliers will be disqualified for business requiring an ISO certification. They can be selected when an ISO/IATF certification is not required.

4.2 Product Quality

Suppliers are fully responsible for the quality of their products, including their sub-suppliers when required. Both are responsible for providing products that meet all Metco Industries, Inc. requirements, specifications, and drawings as identified on the purchase order and that the products are free from defects as warranted in Metco Industries, Inc. general purchasing conditions. Zero-defect products are expected from all suppliers.

4.3 Quality Planning (Quality Plan / APQP)

Suppliers may be required to participate in the APQP process with Metco Industries Personnel and may need to report on the activity when requested.

4.4 Handling of Non PPAP approved Parts

Upon request, for deliveries of non-approved parts, the supplier may need to provide an inspection report detailing:

- Certified Parts – A five-piece certification must be supplied with each batch of product.
- Remaining parts – Inspect all key characteristics defined on the drawing or as specified in the Quality Plan / APQP process.

4.5 Production Part Approval Process (PPAP)

The PPAP, with all requested documentation and samples, according to the Quality Plan/PPAP request, shall be available or submitted on the agreed upon date using Metco form Supplier PPAP Submission Requirements (SPSR). This form shows all requirements needed to meet PPAP.

The supplier can apply for an Interim approval if the part or documentation cannot conform to all specified requirements. The supplier must apply for this as soon as they see that they cannot present a complete PPAP on the agreed date. The Interim approval shall specify what requirement that the supplier cannot fulfill and an action plan showing how and when the part or documentation will be according to specification. An interim approval is always restricted for a limited number of parts or time period.

Metco Industries, Inc. reserves the right to inspect these samples for conformance and will return a signed Warrant indicating whether it is approved to produce parts for production purposes. This report will be submitted to the supplier.

4.6 Pre-Production Ramp up Inspection

If applicable, at the Start of Production (SOP), the Supplier might be required to implement a reinforced inspection for an agreed period, produced number of parts or until all requirements regarding capability studies are fulfilled. This reinforced inspection plan must contain all key characteristics defined on the drawing as a minimum requirement and will require submission and approval Metco Industries, Inc. Quality Manager or Buyer. It must be submitted during the Quality Plan / APQP process and is a part of the PPAP submission.

The reinforced inspection plan will be subject to the following rules:

- 100% inspection of all key characteristics based on Metco Industries, Inc. requirements and/or non-conforming capability results.
- The production control plan frequency shall be doubled for all characteristics.
- For appearance items 100% inspection shall be based on the approved boundary and master samples.

4.7 Annual PPAP Re-Validations

Whenever Metco Industries, Inc. is required to submit PPAP to their customers, all supplier PPAP documentation must not be more than one year old. At the time, all PPAP's over one year old are to be updated, upon request from Metco Industries.

4.8 Continuous Improvements and Statistical Process Control (SPC)

Continuous improvements in the quality of products and/or processes are important to be a preferred supplier to Metco Industries. The supplier should maintain documented evidence of continuous improvement for review upon request by Metco Industries, Inc. representative. One portion of any continuous improvement program should be the proper use of statistical methodologies. Statistical data shall be provided as required from Metco Industries, Inc. representative, as identified by the respective engineering drawing, applicable specifications, or standards, and/or the purchase order.

Critical characteristics:

As applicable, designated critical characteristics may be subject to continuous on-going Statistical Process Control. Other characteristics may be called out for initial or continued, ongoing SPC control.

Customers generally select special characteristics (dimensions) impacted by safety standards and/or critical to fit or function. Those are identified by symbols.

Initial Capability: Products are taken from preproduction at the manufacturing locations(s) and analyzed statistically. Parts from each unique production process e.g. A position of a drill hole, shall be measured and representative parts tested. Metco Industries, Inc. requirement for initial capability studies is a MIN of 1.67 Ppk. A Pp of minimum 2.0 may also be required.

For noncritical dimensions, a minimum Ppk of 1.33 might be required.

On-going Control: For critical or agreed upon characteristics where the process can be adjusted during the production run, SPC should be used to control the process output. If nothing else is agreed the Metco Industries, Inc. requirement on serial production capability is Min 1.33 Cpk.

In the event of noncompliance with the capability requirements, the supplier is required to perform 100% sorting and / or to implement a poka-yoke or other Methodology on the corresponding characteristics until accepted action plan is completed and the capability results fully comply with the requirements. These actions (100% sorting or poka-yoke) will have to be fully documented in the Process Control Plan and the Process FMEA.

4.9 Process Records

Process records shall be maintained and be available for Metco Industries, Inc. upon request. All records shall be retained for a minimum time period of 3 years unless otherwise specified. Sample submission paperwork shall be retained for the life of the part plus 2 years or unless otherwise specified.

4.10 Non-Conforming Product Control

If a supplier's parts are found to be defective, the supplier will be notified by Metco Industries, Inc. personnel to provide immediate containment and support to resolve the problem. This may need to be documented using an action log or 8D format corrective action.

The most serious concerns are when a supplier product/process shuts down a Metco Industries, Inc. customer product line or causes a late delivery. Any condition causing a customer line down and/ or late shipment warrants the supplier's immediate action to eliminate the condition. The supplier is responsible to address containment of the problem at their organization, for parts in transit, for parts at Metco Industries, and at the Metco Industries, Inc.'s end customer(s).

If requested, a supplier, or a supplier hired by a third-party company, may be directed by Metco Industries to send in a team to sort parts at the supplier's expense. If Metco Industries must sort supplier parts, to keep production supplied with defect free components, the supplier may be charged for the sorting cost. This charge may be applied to both components and possible finished assemblies in which the components are used. If a supplier defect causes Metco Industries finished product to be reworked or scrapped, all charges incurred may be the responsibility of the supplier. All other related costs may be charged to the supplier including eventual costs from Metco Industries, Inc. customer. As noted in section 2.3, Metco will work to partner with suppliers to reduce the impact on both parties.

If a supplier cannot implement a permanent corrective action to supply zero defects to Metco Industries, Inc. and problems continue, Metco Industries, Inc. will implement a Quality Improvement plan. This is a containment process that will be implemented until the supplier has shown their ability to ship defect-free material on a continuous basis. A Metco Industries, Inc. representative will follow up the containment actions. This may be required through the corrective action or action log process.

If another defect is discovered within the containment period, the supplier will be placed on new business hold. The process is not designed to penalize our supplier, but the purpose is to prevent any nonconforming part to be delivered to Metco Industries and to assist our supplier's efforts to achieve the zero-defect quality level.

Any rework or repairs to suspect material must be conducted in a controlled manner that assures that the reworked or repaired product meets Metco Industries, Inc. specifications.

Written instructions should detail the rework or repair, the re inspection of reworked product and the return of this product to normal production flow. A formal deviation request from the supplier must be sent to Metco Industries, Inc., and approval must be received from the Buyer or Representative before any reworked material is shipped to Metco Industries.

The supplier is expected to implement all necessary actions to close the 8D or action log within an agreed upon time frame.

If an extension is required, the supplier must notify Metco Industries via written request.

The supplier will be notified if any aspect of the 8D report is not acceptable and will be required to resubmit the updated report in a timely fashion.

A supplier complaint may also be issued for other reasons. Some examples include, but not limited to

- 1) Late delivery or late delivery without prior notification.
- 2) Repeated over/under shipments.
- 3) Incorrect items sent.
- 4) Inadequate or incorrect containers/packaging received without authorization from Metco Industries, Inc...
- 5) Lack of shipping and/or certification paperwork.
- 6) Lack of timely response to supplier complaints.

4.11 Supplier Request for Change / Deviation Approval

No changes to the product, process and chemicals/fluids are allowed without written Metco Industries, Inc. approval. The supplier shall notify the appropriate Metco Quality representative in the event of any deviation or request for change. The supplier shall use the Metco Supplier Request for Change Form (SUP-3) to detail any requested permanent change and submit the form to the Metco Quality representative. The supplier shall use the Metco Supplier Request for Deviation Form (SUP-2) to detail the nature of any requested temporary deviation and submit the form to the Metco Quality representative. Metco Industries, Inc. will then determine the possibility of implementing the change and will inform the supplier when a decision has been made. A re-validation of the part and process will be requested if the change is accepted. Notification and a request have to comply with the latest edition of AIAG PPAP manual or quality plan as agreed upon.

Any rework operation must be approved by Metco prior to attempted rework process. This must be done using Supplier Change Request Form (SUP-3)

4.12 Packaging and Shipping Requirements

The supplier shall package, label and ship products according to the agreed upon packaging instruction and shipping agreement where described in the purchase order.

4.13 IMDS Report (International Material Data System)

All components and materials delivered to Metco Industries, Inc. which will finally be mounted in personal cars weighing less than 3500kg must be entered into the IMDS system. This will be required in the Purchase order. The IMDS report must be accepted before the PPAP can be approved.

4.13.a In the event that the subcontractor does not support IMDS reporting, the subcontractor will be required to contact their sub-supplier to provide Metco with the necessary information, by submitting the required IMDS report.

4.13. b IMDS information may be required at PPAP submission or at any time during the life of the product.

4.13.c Submission to Metco Industries on the material Data system website should be made to user ID: 24910

4.14 Special Processes

Based on IATF 16949 2016 requirements, a supplier who provides one of the services listed below must submit a copy of their CQI audit results to Metco Industries on an annual basis.

CQI 9	Special process heat treat system process
CQI 11	Special process plating system assessment
CQI 12	Special process paint process assessment

4.15 REACH Report (Registration, Evaluation, Authorization, Restriction, Chemicals)

When required, suppliers shall comply with the following REACH requirement EC 1907/2006. One of the requirements of REACH is that manufacturers and importers have a duty to register, for each legal entity, substances on their own, or in preparations that they produce or import in quantities over 1 ton per year (per manufacturer/importer). Unless the substance is exempt from registration. Registration requirements also apply to substance(s) intentionally released from articles under certain conditions, in which case the article producer/importer is responsible for the registration. Submissions to Metco Industries on the Material Data System website should be made to user ID 24910

4.16 Safety Data Sheet (SDS)

A material safety data sheet, in accordance with OSHA/ EU guidelines, must be sent and approved by the Metco Industries, Inc. representative before any chemicals can be used in the production process.

SECTION 5: PRODUCT TRACEABILITY

All suppliers to Metco Industries, Inc. must have an identification system that distinguishes one lot/batch/part from another when shipping finished product.

Each lot/batch/part of material should be clearly identified with the product and on the product packaging. The traceability must comply with the FIFO (First In-First Out) principles for incoming and outgoing material.

After secondary operations have been completed and product is conforming, the tracer form must be signed off, by the supplier, and placed back in each barrel/ container, indicating that the parts have been completed at that process and are approved to continue to the next operation(s). Parts cannot continue through subsequent processes unless all the proper paperwork is in the containers and all paperwork is properly filled out. This is required to maintain lot traceability and ensure parts are complete and compliant. Parts received with incomplete documentation and/ or part identification will be flagged as a quality non-conformance for monthly supplier ratings.

Appendix A

Subcontracted (Secondary) Services

GENERAL GUIDELINES (Ref. Metco Secondary Supplier Quality Requirements Manual):

- Current Subcontractors are included on the approved Subcontractor / Supplier List.
- Subcontractors must be [or in the process] at a minimum ISO registered, unless otherwise agreed upon with Metco Industries.
- Process/equipment/gauge changes are unacceptable unless Metco reviews and approves prior to change.
- Form SPSR [Supplier PPAP Submission Requirements]
- All fluids/oils/etc., used in the processing of Metco Industries product, must be reported.
- Part Specific Gauges provided by Metco Industries must be returned to Metco Industries for calibration at the required frequency.
- Supplier shall exercise care, protect and maintenance of the Part Specific Gauges/Equipment provided by Metco Industries.
- Metco property that is lost, damaged or unsuitable for use shall be reported to Metco; the supplier may be required to replace or compensate Metco for said property.
- Subcontractor must supply calibration records of gages used on Metco products upon request.
- Machine Capacity
- Run@Rate (A formalized production capacity study that verifies proper cycle times, quality expectations and yields)
- Complete 8D problem solving response, or Action Log, for nonconforming product.
 - *Identify, correct, and eliminate recurring problems.*

- Records of nonconforming products from Subcontractors and Suppliers will be maintained and reviewed by Metco Industries
 - *Metco Quality or Production can request a special evaluation of a supplier if they consistently fail to meet requirements.*
 - *Metco Industries may request problem Suppliers and Subcontractors to prepare a corrective action plan or action log.*
 - *Suppliers and Subcontractors who do not progress toward improving their performance may be removed from the Metco Approved Subcontractor/Supplier List*
 - *Suppliers and Subcontractors may be reinstated to the List after showing evidence of completing and implementing their corrective action.*
- Suppliers will be re-evaluated when performance indicates that there is a problem, or for award of a new critical product launch. Re-evaluation will be done based upon quality of product, on time delivery, and response to corrective action. On-Site evaluations are on an as needed basis and may be pro-active or a performed as a response to concerns.
- Supplier Rating
- **Gloves are to be worn at all times when handling Metco product.**
 - *Gloves must be made from lint free material.*
i.e.: latex gloves, rubber gloves, etc.

Appendix B: Forms

- Metco Industries, Inc. Secondary Supplier Quality Requirement Manual Acknowledgement Receipt. (Form # SUP-1)



Form SUP-1_Metco
Supplier Requireme

- Supplier PPAP Submission Requirements. (Form # SPSR)



Form SPSR_
METCO_Subcontract

- Metco Supplier Request for Deviation. (Form # SUP-2)



Form SUP-2_Metco
Supplier Request fo

- Supplier Request For change. (Form # SUP-3)



Form SUP-3_Metco
Supplier Change Re

Appendix C: Examples of Completed Forms

- Metco Industries, Inc. Secondary Supplier Quality Requirement Manual Acknowledgement Receipt. (Example Form # SUP-1)



Example Form
SUP-1.docx

- Supplier PPAP Submission Requirements. (Example Form # SPSR)



Form SPSR_
Example.doc

- Metco Supplier Request for Deviation. (Example Form # SUP-2)



Example Form
SUP-2.doc

- Supplier Request For change. (Example Form # SUP-3)



Example Form
SUP-3.xls

Appendix D:



Supplier
Manual_Quality Glo