Supplier Quality Manual

JUNE 2, 2025

Rev -

TABLE OF CONTENTS

This manual is not intended to replace a supplier's existing quality system. Suppliers should perform a self-evaluation to determine where their quality system and supply chain align with this manual. As included in the terms and conditions, acceptance of a PROTOTEK purchase order constitutes acceptance of the requirements of this manual. Suppliers should require similar terms and conditions with their supply chain. Suppliers are expected to have procedures designated to ensure that they comply with the laws, rules, and regulations of the countries and locations in which they operate.

1 Vision

Our vision is for all PROTOTEK Suppliers to implement and maintain a quality system that allows them to produce and deliver to PROTOTEK globally competitive products and services that are clearly seen by our customers as superior in performance and value.

2 Purpose

The purpose of this Supplier Quality Manual is to define the Quality Requirements that PROTOTEK requires of their suppliers upon acceptance of a PROTOTEK purchase order. It also contains guidelines to define the business relationship between PROTOTEK and its suppliers.

3 Scope

This manual applies to all PROTOTEK suppliers of products and services. This includes suppliers to all PROTOTEK locations as well as shipments going directly to PROTOTEK customers.

Suppliers who outsource any processes are responsible for ensuring that their sub-suppliers meet all print and specification requirements and that these suppliers are able to provide inspection and quality data for their processes.

4 General Quality Requirements

All PROTOTEK suppliers should have a Quality System which demonstrates that acceptable quality standards can be maintained. Such a quality system must be capable of providing parts with PPAP submittal and maintaining and providing quality records which ensure that all production parts are acceptable for use as intended. These quality records include:

- Production Inspection records
    - Full, dimensional layout using calibrated measurement tools
    - Bubble print with correct revision, highlighting all dimensions that were documented
    - Supporting data or documentation for all additional customer-specific requirements on the print
- Control Plan
    - Defined in the AIAG manual
- Receiving inspection records (material certifications)

- Date of certification
- Supplier name and address
- Heat, batch, or lot number of the material
- Type and grade of the material
- Chemical composition of the material

• Verification Warrant

- Part number and correct revision
- Drawing number (if applicable)
- List of submittals (what PPAP documents are being submitted along with Warrant)
- Manufacturing facility
- Quality contact name and phone number
- Indication that all requirements are met
- Any exceptions that the supplier is taking to the requirements
- Date of submittal
- Signature of Quality representative

Certain parts or assemblies may require additional quality documentation. These requirements will be identified by a PROTOTEK Quality Representative at the time of final design review or soon after a purchase order is placed.

These documents may include:

• Design and Process Failure Modes and Effects Analysis

• Process Flow Diagrams / Process Map

• Measurement Systems Analysis Data (Gage R&R for Key Characteristics)

• Capability Studies and SPC Data

• Special Process Data (i.e. Heat Treat, Plating, Painting, etc.)

• Appearance Approval Report

• Functional and Performance Test Data

PROTOTEK will not accept PPAP charges if they were not included in the original quote. All required documents shall be submitted to PROTOTEK prior to shipping parts. All documents must be submitted in English.

It is the responsibility of the Supplier to verify that the substances listed in the attachment below are not in any products, parts, components, or materials supplied to PROTOTEK at or above the referenced threshold.

Regulatory Compliance information (REACH, RoHS, Conflict Minerals, etc.) shall be provided to PROTOTEK when requested.

5 Control of Documents and Records

Suppliers and sub-tier suppliers shall establish and maintain records to provide evidence of conformity to requirements.

Process Control Documents shall be current and followed.

Suppliers are responsible for using the most current standards, to understand them, and to review changes to standards.

All quality and supply chain records shall be kept for at least three years unless otherwise agreed to by PROTOTEK.

6 Material and Process Control

Quality shall be controlled through process control methods such as mistake proofing, checking fixtures, gaging, process/product audits, or other methods.

Product identification shall be maintained through all stages of receipt, production, and delivery.

Supplier shall maintain inspection and test results to be available for review by PROTOTEK.

Instructions for rework and repair, including re-inspection requirements, shall be accessible to and utilized by appropriate personnel.

A maintenance system shall be implemented for equipment including, but not limited to, production machines, tooling, facilities, and test equipment.

The supplier shall establish and maintain documented procedures for the calibration, control, and maintenance of measuring, inspection, and test equipment. This includes reaction plans when a gauge is found out of calibration.

Processes should be developed to ensure that employees are enabled to do the job right every time. This includes, but is not limited to data collection systems, training, and error-proofing techniques.

An internal audit program shall be documented and performed annually on the quality system.

Suppliers are expected to manage changes through a structured process.

Supplier shall notify PROTOTEK of the following changes: Location of manufacturing, materials used in manufacturing the part(s), and production processes and/or equipment affecting the manufacture of product or services. Once the change is approved, new PPAP data will be requested before the product is approved to ship.

7 Non-Conforming Material

The supplier is responsible for performing adequate inspection and/or verification activities to ensure that PROTOTEK requirements are met. If a nonconformance is identified, the supplier will be notified by PROTOTEK to provide immediate containment and support to resolve the problem.

Within 24 hours of notification of non-conforming parts, the supplier must:

• Implement Containment at their facility

• Identify a plan for Containment at customer

• Report containment methods and methods to identify certified material

• Inform WCI of the plan to replace suspect material

• Identify short-term corrective action

If the supplier wishes to have nonconforming material returned, they must provide a Return Material Authorization (RMA) within 24 hours of notification.

Suitable means shall be used to identify and segregate non-conforming products.

If inspection or sorting is performed by PROTOTEK or a 3rd party, all related costs will be charged to the supplier. A Cost of Poor Quality Charge may also be applied.

8 Product Packaging

PROTOTEK expects products to be packaged in such a way to ensure delivery of product

intact and in usable condition.

Parts must be rust-free at the time of receipt at the Ship-To facility. They must be capable of staying rust-free indoors at the receiving facility for 90 days in original, unopened supplier packaging.

All parts must meet the customer specifications. In accordance with USDA regulations, all pallets must be approved for use and free from infestations.

9 Delivery

All deliveries are expected to be 100% on time based on delivery dates agreed upon when the purchase order is issued and acknowledged. On-time for domestic suppliers is defined as ‘3 days prior/0 days after’

the agreed upon delivery date. On-time for international suppliers is defined as “7 days prior/0 weeks after” agreed upon delivery date. Unless prior arrangements are made with PROTOTEK, payment terms will be effective as of the original due date and not any early ship dates.

It is the supplier’s responsibility to inform PROTOTEK of any change in ship dates. PROTOTEK will accommodate changes in ship dates if possible.

Suppliers are expected to have the necessary resources (personnel, property, facilities, equipment, and materials) to supply the products required to accommodate PROTOTEK’s PO requirements. The supplier should provide for fluctuations in requirements due to scheduling changes.

10 Right of Entry

PROTOTEK may request access to the supplier’s facility to perform inspections or audits to verify the quality of work and records.

11 Corrective Action Request (CAR)

A supplier Corrective Action Request may be issued for non-conformances. The supplier is responsible for identifying the root cause of the problem and implementing a corrective action to prevent recurrence.

Supplier shall use a documented problem-solving process such as 8D or equivalent.

12 Risks

Supplier shall identify internal and external risks to the manufacturing processes and infrastructure essential to maintain production output. Contingency plans shall be identified and a notification plan to PROTOTEK shall be documented.

13 Continuous Improvement

Supplier shall have posted and understandable performance metrics with goals. Actions shall be taken if the goals aren’t being met.

A formal process shall be in place where data is collected, analyzed, and used to define continuous improvement activities

14 External Providers

The supplier shall determine criteria for the evaluation, selection, and monitoring of performance, and reevaluation of external providers. The supplier shall retain documented information of these activities and any necessary actions arising from the evaluations