SUPPLIER'S QUALITY MANUAL

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Edition of changes

Issue:	Change description	Editor	Date
00	Draft	Piotr Soboń	05.12.2014
01 – A	Editorial corrections	Piotr Soboń	18.12.2014
02 – B	Point 1.2 – refinement	Grzegorz Darłak	27.03.2017
03 – C	Point 1.2 – refinement	Grzegorz Darłak	26.04.2017
04 – D	Point 1.2 – IATF 16949	Anna Kozak	02.01.2018
05 – E	Point 1.2 – language of communication	Marcin Pasternak	29.03.2018
06 – F	A footer – BDO number	Aleksandra Smoleń	02.07.2018
07 – G	Point 1.2; 2.3; 6.2 – IATF 16949	Anna Kozak	17.01.2019
08 – H	Point 4.4	Rafał Stryjnik	04.07.2019
09 – I	Point 1.2 - MAQMSR	Anna Kozak	21.01.2020
10 - J	Point 1.2; 6.2 – SPICE requirements	Piotr Soboń	03.03.2020
11 - K	Point 5.2 - claim response time	Piotr Soboń	05.07.2021

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1. Introduction

1.1. Quality philosophy

Bury Sp. z o.o. would like to meet the highest demands of our Customers by consistent quality management. This standard can be achieved only in cooperation with our Suppliers. Partner relationships with our Suppliers provide the basis for strategy: "zero error". Quality of produced products is always of the highest priority for all our actions, considerations and decisions.

One of the pillars of our quality strategy is prevention of errors at the earliest stages of product preparation. Rigorous exchange of information during development stage is one of the critical elements of this process. Supplier will be asked to contribute a specialist technical knowledge and constructive, alternative proposals.

1.2. Aim and scope of application

The present document refers to all Suppliers of prototypes, pre-series components, series components and services delivered to Bury Sp. z o.o. and this document is a part of all requests for quotation and orders. The supplier is obliged to maintain the Quality Management System which meets the ISO 9001 or EN9100 standard and to its further development, in order to achieve the conformity IATF 16949 or VDA6.1 and Automotive SPICE min Level 2 or higher when requested for the development suppliers of the dedicated software. Suppliers who have not started the implementation of IATF16949 yet, are required to implement and fulfil the Minimum Automotive Quality Management System Requirements (MAQMSR). Supplier will produce and check the products in accordance with principles of Quality Management System. Planning and performance of inspection will be documented to ensure products and deliveries free of errors. Supplier is obliged to pursue efforts to achieve the "zero error" strategy and optimize and improve their production processes in a continuous and monitored manner.

Supplier will oblige their sub-suppliers to respect the obligations which were included in this document. Bury Sp. z o.o may demand from the Supplier to provide an objective evidence of effectiveness of Quality Management System applied by their sub-suppliers and/or to ensure the quality of their products by other means.

The supplier is obliged to complete the details of the developed elements, according to the Supplier`s Feasibility Form. The purpose of the document is to receive the Supplier`s confirmation on the ability to realize a given product taking the specific Customer`s requirements into account. The data included in the aforesaid requirements comprise necessary information for Bury for futher verification and making a decision on the Supplier`a ability to perform the product.

The official language of communication is English. The supplier will provide qualified persons who are fluent in English. Documentation presented by suppliers must be in English. Unless agreed otherwise.

2. Classification of suppliers

2.1. Approval of suppliers

Bury Sp. z o.o. maintains the List of Suppliers and their production locations, if these Suppliers have shown their capability in relation to fulfilment of logistic, quality and technical requirements. All materials, semi-products and also services - both the samples and serial deliveries - are purchased only from the Suppliers who are included in the list of qualified Suppliers.
New suppliers and new production locations may be included in the list of qualified Suppliers, if:

- have valid QMS certificate compatibly at least with ISO 9001,
- have achieved positive assessment of purchase division (on the basis of evaluation questionnaire of supplier),
- have passed successfully an audit qualifying a supplier (audit of analysis of potential) - if applied.

Bury Sp. z o.o. expects from their Suppliers the active environmental policy and require the Suppliers to implement an adequate environmental management system.

Bury Sp. z o.o. reserves the right to carry out the quality audit at the Suppliers site. Audit may be carried out as a part of the process of classification of Supplier and include the Quality Management System, production process and product. Bury Sp. z o.o. reserves the right to carry out the quality audit in the case of deterioration in deliveries quality. Supplier guarantees the right to carry out the audit by the representative of the Customer of Bury Sp. z o.o.. Date and scope of audit will be, in each individual case, agreed with Supplier.

Bury Sp. z o.o. expects from their Suppliers an adequate documentation management and archiving. Archiving must guarantee the access to data during their storage period. In the case of technical documents which are not related to the characteristics and components essential from the point of view of safety, period of their storage is minimum 5 years, if another time limits have not been determined. In the case of all other documents, legislative guidelines are valid.

More details can be find in VDA 1.

2.2. Choice of Supplier

Choice of Supplier for the specified product or service is carried out only on the basis of the list of authorized Suppliers. One prefers the Suppliers who, beside the certified quality management system, have the environmental management system certified according to ISO 14001 and occupational health and safety management systems according to PN-N 18001 / ISO 45001 or OHSAS 18001/ ISO 45001.

2.3. Development of Suppliers

Bury Sp. z o.o. creates a group of their Suppliers who are expected to maintain the compliance with requirements of IATF 16949. Bury S o.o. is prepared to support their Suppliers by transfer of the necessary information and clear determination of expectations. Meetings with Suppliers enable the exchange of experience and knowledge.

To meet the requirements of Bury Sp. z o.o., the quality management system of the Supplier must be oriented at the prevention and not the detection of errors. For this purpose, it is necessary to make full use of knowledge gained during development of product and process which prevents the production of components which do not meet requirements. Such adequate preventive methods as production capability analysis, errors analysis, reliability determination, FMEA, etc., used in quality planning, must be used during planning the devices, processes, operations and tools. Methods for prevention of errors must be also used during solving the problem.
For the purpose of realization of development, Bury Sp. z o.o. demands from their Suppliers next consistent classification of their employees and application of motivation systems aiming at continuous improvement.

3. Development of product, process – planning and realization

3.1. Stages of development - definitions

Prototypes are the components which usually are not produced with the use of serial tools. If not specified otherwise, prototypes are produced with the use of production operations at sole discretion of manufacturer. There are drawings and drafts of prototypes and sometimes also the performance specification describing the component. Manufacturer produces the components with the use of all available for the Manufacturer technical and productional auxiliary means, according to above mentioned data. Prototypes must be distinctly marked with the use of hanging or glued labels.

Pre-series components are the components whose production process is still not completely compatible with production process planned for serial production. In general, the manufacturer, material and the most important production tools are already consistent with status of serial production. Deviations from status of serial production in relation to the component are admissible upon a consent of Bury Sp. z o.o.
Pre-series components are subject to technical approval by adequate development departments of Bury Sp. z o.o. For this purpose, before the delivery of pre-series components, the samples along with sampling documents must be delivered. They must include at least:

- test of dimensions,
- test of functions,
- certificate of material tests,
- IMDS or Safety Data Sheet.

Moreover, one should document, with the use of determined form, all non- conformities

of the component and all non-conformities of production process along with the associated corrective actions. Pre-series components must be distinctly marked with the use of hanging or glued labels.

The first samples are produced by the production personal at the final (ultimate) production location with the use of final serial tools, final production operations, final materials, processes, maintaining adequate production rate and cycle time. On the basis of the first sampling process the supplier confirms, wheather the product and its production process achieve the state which fulfils the requirements specified by drawings and specifications. The first sampling is subject to the approval by Quality Inspection Division of Bury Sp. z o.o, according to the VDA 2 or reference manual AIAG – Production Part Approval Process (PPAP).
The first samples must be distinctly marked with the use of hanging or glued labels.

3.2. Assessment of production capacities

All such technical documents necessary for development process, as specifications, drawings, list of components and CAD data, must be verified by the Supplier in relation to the general completeness, lack of discrepancies and foreseen aim of application. Bury Sp. z o.o. expects from the Supplier the proposals concerning necessary changes and supplements to drawings and specifications which are carefully checked and performed by the Supplier with intention to guarantee a continuous increase of product quality, process safety and effectiveness of production. The supplier evaluates, whether the analysed component can be produced in serial production conditions, according to the conditions which are required and described in technical drawings and specifications.

Assessment of production capacities must be performed by the Supplier and presented when submitting the offer. Assessment of production capacities is required for new products and also in the case of change of operations.

In particular, one should take into consideration the tolerances determined from the point of view of statistics and also the functions and loads for the component. Then, one should determine, whether Supplier's production capacity enables delivery of planned quantity of products and meeting expected deadlines.

3.3. Advanced product quality planning (APQP)

Advanced product quality planning creates the basis for the potential prevention of errors and continuous improvement. Process of advanced quality planning includes the steps starting from the development until the series production. In such a process an interdisciplinary team is required. This team should consist of such main departments as sale department, development department, production planning department, production department, purchase department and quality assurance department. Contact data of the team members for the specified project, should be communicated to Bury Sp. z o.o.. Within the framework of APQP, the plan must be created. This plan should present the individual steps, adequate date of closing the actions and responsibility within the framework of required actions.

The more detailed description is included in the VDA standard – Maturity level assurance for new parts or in the AIAG reference manual – Advanced Product Quality Planning and Control Plan (APQP).

3.4. Documentation and requirements

Bury Sp. z o.o. offers all necessary information and technical data for requests for quotation and orders. These data include this Supplier's Quality Manual, all up to date drawings and specifications of Bury Sp. z o.o., technical guidelines of Bury Sp. z o.o. and technical terms of delivery and also standards of Bury Sp. z o.o., and Customer's standards describing the quality characteristics which have to be fulfilled.

If the Supplier is responsible for development of product, they have to present additionally relevant technical data. These data are approved by appropriate development departments of Bury Sp. z o.o.

If tests or verifications, specific for the project, have to be performed, their scope and plan must be presented by the Supplier in the framework of APQP for the acceptance in adequate test laboratory of Bury Sp. z o.o..

During the duration of the particular APQP levels, the Supplier verifies systematically technical data from the point of view of completeness, essentiality and correctness. In the case of introduction of changes, the Supplier is obliged to agree their range with adequate development department in Bury Sp. z o.o..

Changes made in relation to the approved products and processes have to be reported according to the applied sampling procedures and can be introduced only after an approval from the Bury Sp. z o.o..

3.5. Special characteristics of the product

Special characteristics of the product are the characteristics of a component or a subassembly which are of special importance for its functions or safety or compliance with low regulations. FMEA analysis must be performed and documented during product development in order to determine the special characteristics of the product. Special characteristics of the product are indicated in the technical documentation with the use of symbols:

 - fitting / function,

 - conformity / safety.

3.6. Special characteristics of the process

Special characteristics of the process are the characteristics of a production process which are of special importance for the functions of the component or subassembly or for the safety or compliance with low regulations or for the process stability. FMEA analysis must be performed and documented during process development in order to

determine the special characteristics of the process.

3.7. Process capability for special characteristics

Taking into account the special characteristics, the Supplier is obliged to carry out the analysis of process capability and submit the adequate evidences of achievement of initial process capability during the first sampling process and process capability during series production. In the above cases, the following process capability indices will be applied:

Type of test	Process capability index
Initial process capability (before start of series production)	Ppk ≥ 1,67
Long-term process capability (series production)	Cpk ≥ 1,33

If required capability indicators are not achieved, the Supplier must optimize their processes. Until the achievement of minimum value, 100% test must be carried out in order to eliminate the defective supplies.

Special characteristics must be indicated adequately in all documents: Process Flowchart (PFC), FMEA, Production Process Control Plan (CP), Work Instructions.

The more detailed description is included in the VDA 4 standard or the AIAG reference manual – Statistical Process Control.

3.8. Process Flowchart (PFC)

Process Flowchart shows graphically the complete process starting from incoming goods through the production until the expedition. This process is complemented by short description of individual production steps, and specifies the production means and various inspection points and shows the flow of material. Process flow charts are necessary for quality planning. They create the basis for the FMEA and production process control plans and maintenance plans.

Important operations, automatic inspections and places of tests must be identified, evaluated in FMEA of process, taking into account the risk existing and protected in the production process control plan by adequate test methods. Marking of material and flow of material must be specified in such a way to make impossible the use of the incorrect material or part. At all meetings which take place in pre-series phase and refer to FMEA process, production process control plan and confirmation of capability, the current and detailed process flow chart must be always presented.

3.9. Failure Mode and Effect Analysis (FMEA)

FMEA is a tool helpful for prevention of failures achieved by structured analysis of causes of occurring potential failures. FMEAs must be performed both during development of product and also during process planning. They are necessary for all

new or changed products and processes. FMEAs are "living documents" which must be still updated in relation to changes of product and process.

Product FMEA must be carried out by the department responsible for design of product.

Process FMEA detects the potential weak points of the process and supports the preparation of adequate actions aimed at elimination of such weak points. Competent department of production process development is responsible for carrying out of such analysis before start of production of tools and devices. During the carrying out of analysis one should take into account in particularly the special characteristics from the FMEA of product or from the technical documentation of subassembly or component.

The more detailed description is included in the VDA 4 standard or in the AIAG reference manual – FMEA.

3.10. Production process control plan (CP)

Preparation of the production process control plan is a very important stage in the quality planning. Production process control plan describes the system for carryin out of tests for the components and processes. Particular production process control plan may be referenced to the group or family of products which were produced with the use of the same process at the same location. Additionally, the instructions for process inspection and the maintenance plans should be determined and applied all the time.

Production process control plan describes the actions necessary at each stage of production process including tests of received goods, tests referring to the process, end of line tests of products and all periodical tests (requalification) which take place in order to confirm that all processes are under control. Such periodical tests are for example functional tests, reliability tests and endurance tests, according to the technical specification and requirements of product.

Production process control plan is necessary during all operations carried out in relation to the product, i.e. at the stage of prototype, pre-series production and series production. Control plan is still living document which reflects the tests methods, frequency of tests, documentation and used measuring systems.

Production control plan has to include all special characteristics resulting from the product FMEA or technical documentation of subassemblies or components. Additionally, production control plan has to include the process special characteristics resulting from the process FMEA.

3.11. Work instructions

Adequate department responsible for production process development has to ensure that adequate work instructions include all necessary details and are available for the personal responsible for carrying out of the production process.

Work instructions have to be placed on adequate work stands and they must include

information about all actions, machines settings etc., essential for the processes.

3.12. Planning of tools and devices

Process flow charts, process FMEA and production process control plan must be verified. Aim of this verification is to check on the basis of previous problems, whether all resulting from them requirements are taken into account in the development of new machines, tools, measuring devices and equipment.

The supplier has to develop the detailed timing plan for purchase of new tools, measuring devices and equipment. Such a timing plan must be checked systematically, taking into account its behaviour, to guarantee its compatibility with plan of Bury Spółka z o.o.. If, as a result of technical changes, problems with tools or other causes, the supplier's timing plan is not compatible, one should report this fact to the responsible employees of purchase department of Bury Spółka z o.o. immediately.

3.13. Test and measuring devices

Supplier is obliged to implement adequate test and measuring devices used for process control. To guarantee the safety for production and expedition of free from defects components, all listed in production process control plan test and measuring devices must be approved, and capability of test and measuring devices enabling supervision of special characteristics must be proved.

The more detailed description is included in the VDA 5 standard or in the AIAG reference manual – Measurement System Analysis.

3.14. Packaging plan

Chosen packaging method influences on the quality of product and therefore the packaging method must be verified during assessment of production capabilities and before submitting the offer.

Supplier must ensure adequate packaging, taking into account various methods of transportation and routes of transportation and also taking into account the prevention of risks to loss of quality as a result of moisture, corrosion and dirt. Supplier must ensure that all components will reach the customer free of defects and in the state in which they did not lose their value. Packaging is subjected to the approval by adequate department of Bury Spółka z o.o.

3.15. Quality assurance in case of the sub-supplier's component

It is responsibility of Supplier that their subcontractors have to fulfil all requirements of Burys Spółka z o.o.. Supplier has to convey all necessary information to their subcontractors.

Supplier must ensure effectiveness of quality assurance system with its subcontractors,

according to the applicable standards of the quality assurance system. Actions plan must be prepared for all stated nonconformities.

Additionally, the supplier is responsible for supervision of their products quality by its subcontractors, who should achieve this by:

- use of the production process control plan,
- assurance that all delivered products and rendered services fulfil applied specifications and traceability is guaranteed,
- implementation of corrective actions (for example by implementation of 8D processes) and availability of applied documents.

If, after approval of the first sample, a new subcontractor is introduced, new first samples must be delivered and approved. Additionally, supplier has to carry out systematically the tests of products, process and system with its subcontractor and verify, whether subcontractor carries out an audit himself. Bury Spółka z o.o. is authorized to visit in any time subcontractors of their supplier, after prior arrangement of this fact with supplier, in order to carry out the assessment of quality of products and processes.

3.16. First samples

Before start of series production, Supplier is obliged to submit for approval a product and process, according to the VDA 2 or the reference manual AIAG – Production Part Approval Process (PPAP). This process must be preceded by technical approval of the product.

Approval of product and process is carried out by production and submitting first samples. For this purpose, Supplier carries out the validation of effectiveness of the production operation which starts with production trial run. This production trial run must be carried out by the production personal at the final (ultimate) production location with the use of final serial tools, final production operations, final materials, processes, maintaining adequate production rate and cycle time. Minimal number of produced components is usually 300, however it may be agreed otherwise. Components produced as a result of production trial run are used for:

- determination of the initial process capability,
- assessment of the measuring systems,
- confirmation of the production capacities,
- validation of production process,
- release of production parts,
- assessment of packaging.

The first samples must be delivered as marked with the use of hanging or glued labels with overprint "First samples".

Series production part approval process is determined in the standard VDA 2 (PPF) or the reference manual AIAG – Production Part Approval Process (PPAP).

During process of approval of series production part, the Supplier is required at least:

- the delivery of components according to the order (quantity/time limit),

- report on first samples tests (EMPB/PSW) and protocols which confirm complete measurement of 5 samples per mould / tool for each part number and all dimensions according to drawing,
- drawing (all measured positions marked and bearing number according to the report on measurements),
- maintaining all dimensions required on drawing,
- tests concerning initial process capability which shows Pp/Ppk for all special characteristics on the basis of minimum 25 random samples, each time for 5 pieces in order to achieve the data sufficient for taking a decision,
- list of test and measuring devices along with proof of their capability,
- safety data sheet which must be completely prepared within the framework of "International Material Data System" (IMDS) and sent to Bury Spółka z o.o. - IMDS identification number must be specified in the report on tests of first samples EMPB/PSW,
- analysis of material confirming fulfilment of all specifications in the range of applied materials or certificates of materials inspection, according to EN-10204- 2004 standard,
- test data concerning all requirements which are indicated in drawing or technical specifications (functional and endurance tests),
- process flowchart,
- production process control plan,
- production process authorized by Supplier in writing,
- confirmation of respecting law requirements.

In case of finding the nonconformities during tests of first samples, the supplier has to attach a plan of corrective actions to the submission documents. These actions have to include activities, responsibilities and time limits for completion. In this case only conditional acceptation can be given.

After analysis of submitted documents and tests carried out by Bury Spółka z o.o. and also after completion of possible corrective actions, full acceptance is given by quality assurance department of Bury Spółka z o.o..

4. Series production

4.1. Supplier's Responsibility

After achievement of approval of first samples, The supplier must guarantee that only those parts will be delivered which conform with requirements given in technical documentation, catalog part specification. The supplier is required to present certificate of conformance for a manufactured batch on BURY company's request. The supplier is responsible for all actions which contribute to fulfilment of the above requirement (FMEA, production process control plan, etc.) and they must guarantee such a situation during whole period of deliveries.
Incoming goods tests, test carried out during production process and EOL tests must be performed according to the production process control plan and instructions for carrying out of tests. Range of tests and process control must be determined in relation to the

stability and capability of processes. All actions of Supplier must be aimed at methods of errors elimination in order to minimize expenditures incurred for tests and increase of process safety.
Statistical Process Control (SPC) is used for elimination of errors. For this reason, such process control cards, as cards X-R or X-s, worked out on the basis of initial process capability, must be used. Control of processes or product quality must be carried out taking into account special characteristics. Process capability must be checked systematically and essential documentation must be complete.

4.2. Process capability in series production

In case of series production, process capability indicator should be given for agreed specific characteristics. Requirements for indicators were given in subsection 3.7. In case of detected nonconformity, its reason must be found and eliminated by adequate actions. 100% inspection must be carried out from time to time, until the desired capability can be demonstrated again.

The supplier is responsible for processes control and for storage of SPC data. At the request or according to agreement, the supplier must convey the data to Bury Spółka z o.o.

4.3. Limit samples

Limit samples determine the quality of non-measurable characteristics by determination of visual standard of acceptation. Characteristics which should be controlled with the use of limit samples are determined in the production process control plan.

The supplier is responsible for selection of components used for determination of limit samples. Components must be representative for production process and should be chosen from among components from preproduction. The samples must be delivered to Bury Spółka z o.o. in good time, whereas the quality characteristic should be clearly marked on the component. They should be clearly marked as "limit samples" with data and signed. Two sets is the minimal number of samples (but larger number of samples which are used by customer of Bury Spółka z o.o. can be possible).

4.4. Process of implementation of changes

The supplier must not take any independent changes in production process or product. If introduction of change will be necessary, before introduction of change, the formal query is necessary. Such a proposal must be submitted to the purchase department of Bury Spółka z o.o.. Submitting such a proposal does not mean permission for introduction or carrying out of change. The change may be carried out only when the supplier is given the permission from Bury Spółka z o.o. in writing. Process for informing on changes is determined in the standard VDA 2 (PPF) or the reference manual AIAG – Production Part Approval Process (PPAP). Each time, change implementation period must be agreed and approved, and such a period depends on the

internal validation (Bury) and also the external validation (Final Client)

4.5. Traceability

With the use of products labelling (or, if it is not possible, by the use of other means), the supplier ensures the possibility of identification of delivered products. It is necessary for the supplier to create the system aimed at assurance of traceability of all components delivered to Bury Spółka z o.o.. Such a system should provide information on production batch, date, etc. Traceability is required in order to provide a proof of having met the requirements for compliance with technical specification with regard to a given production batch. All the time, the supplier must improve and stabilize the quality of this system to enable quick separation of defective components. In case of service action, effective traceability system contributes to minimization of costs. The system must enable traceability for the batch, taking into account production line, production date and test documents. Batch numbers and production dates should be specified on each component.

4.6. Requalification

Each year, the supplier must (if it was not agreed otherwise) check the determined number of components from the production line, taking into account assurance of all requirements determined by Bury Spółka z o.o.. Such test requirements must be included in the production process control plans. The supplier must document the requalification tests and make them available for Bury Spółka z o.o. in a timely manner.

5. Nonconformities and corrective actions

5.1. Informing on nonconformity

Quality planning, approval of prototype, pre-series and series components and product and process control system of the supplier create the initial assurance for meeting the quality requirements of Bury Spółka z o.o. which are indicated in drawings and specifications. At the same time, Bury Spółka z o.o. expects immediate formal notification when the Supplier states that delivery of inconsistent material is possible. Such a manner of handling contributes significantly to minimization of failures effects.

In extraordinary circumstances, when Bury Spółka z o.o. quality requirements can not be fulfilled, the Supplier may ask for special approval. Validity of special approval is limited in relation to the determined period of time and/or quantity of components.

During this period of time, the supplier must solve the problem. Corrective actions must be included in the documentation of Supplier's quality assurance system.

5.2. Proceeding with the non-compliant product

All delivered components which have been determined by Bury Spółka z o.o., as defective are stopped and separated in the temporary warehouse of non-compliant

components. Responsible supplier is informed immediately. To prevent forced interruptions in production in Bury Spółka z o.o., delivery of conformable components must be of the highest priority for the Supplier. For this purpose, the Supplier is obliged to take immediate determination with Bury Spółka z o.o. of such an adequate action as sorting, replacement, reworking, etc. If the Supplier is not able to achieve this, Bury Spółka z o.o. will start the necessary works at the cost of Supplier.

The Supplier must take the following actions:
- marking and separation of defective parts owned by the Supplier,
- marking of three first deliveries of conformable components with the use of adequate stickers on each container,
- preparation of 8-D report which demonstrates completion of step 1, 2 and 3 (3-D) within 24 hours since reporting the nonconformity,
- determination of a main reason and definition of the corrective and preventive actions (5-D) within 14 days since reporting the nonconformity – where it is not possible, the detailed report must be submitted, which refers to the carried out so far actions and the timing plan for the next manner of handling.
- closing the 8-D report within 28 days since reporting the nonconformity (if not stated otherwise).

Analysis of cause must refer both to the occurrence of error and also the cause for lack of recognizing an error before shipment.
The supplier is charged with the costs for the actions needed from Bury Sp. z o.o.

5.3. Components subjected to re-machining

Every additional re-machining must be accepted by Bury Spółka z o.o. before shipment of these components. Such components must be adequately marked and delivered as a separate delivery. The supplier must confirm that components subjected to re-machining were inspected before shipment by quality department of Supplier, taking into account the complete fulfilment of specified actions consisting in repairs and the fact that components meet requirements included in specifications and drawings.

If defective components can not be repaired in such a way to achieve their compatibility with all specifications, the Supplier may exceptionally apply for special approval, to send these components. Special approval is prepared in writing.

5.4. Solution of problems

The supplier must perform an analysis of components which were sent back by Bury Spółka z o.o. to find a cause of errors, work out the possible solutions and implement the corrective actions which prevent their repeated occurrence. For this purpose and also in case of internal errors, the method of solving problems must be implemented. 8-D procedure is the method preferred by Bury Spółka z o.o.. Comparable methods can be used after adequate agreement. Methodology of Supplier must be determined in writing and include the following aspects:
- carrying out of the test enabling determination of root causes of errors,

- determination of short term and final corrective actions which are taken to eliminate the root cause,
- the inspections implemented in order to ensure that corrective actions are taken and their effectiveness is achieved,
- determination of any similar problems which require preventive actions what includes, among others, variants and similar processes,
- preventive actions and use of inspection in order to ensure that they are effective,
- determination of responsibility for all actions.

6. Assessment of Supplier

6.1. General information

The Supplier of Bury Sp. z o.o. is assessed cyclically. The Supplier is informed on achieved evaluation by adequate purchase division employee. Assessment of cooperation is carried out, taking into account both the quality and also logistic aspects. The Supplier is obliged to build up their indicators on an ongoing basis.

6.2. Assessment of results in terms of quality

Results in terms of quality of Supplier are assessed on the basis of the indices presented below:
QS – index of assessment of the management and control system,
QZ – shipment quality index.

Index of assessment of the management and control system is determined on the basis of submitted by the Supplier certificates confirming maintaining the environmental management system and quality assurance system. One prefers the certified systems confirming the compatibility with requirements of automotive industry: IATF 16949, VDA 6.1.

In order to calculate the shipment quality index, one takes into account the results of incoming inspection and also nonconformities found during production process and complaints of customers.

6.3. Assessment of results in terms of logistics

Basis of assessment is created by nonconformities or their lack, if such nonconformities are related to fulfilment of specified requirements. In particular, keeping specified quantities and time limits of deliveries and also possibility of stocking and price competitiveness, belong to logistic requirements. Above aspects are taken into account for calculation of individual indices – adequately:
T – delivery reliability index,
Z - index of stockholding capacity,
C – index of price competitivity.

6.4. Assessment of remaining cooperation conditions

Calculation of availability of technical service (S) is carried out taking into account the fact, whether the Supplier, besides the products itself, makes available also the technical consultation and trainings.

6.5. Process of escalation

Unsatisfactory assessment of Supplier may lead to escalation. In this case, the Supplier is informed in writing on initiation of escalation and also on required actions and consequences. Depending on the effectiveness of introduced actions, the reduction or increase of escalation level takes place. Escalation process ends with cancellation of escalation or termination of business relations. Details of escalation process are included in the manual F NJ – 133 – "Escalation model – the supplier playing critical role for serial production".