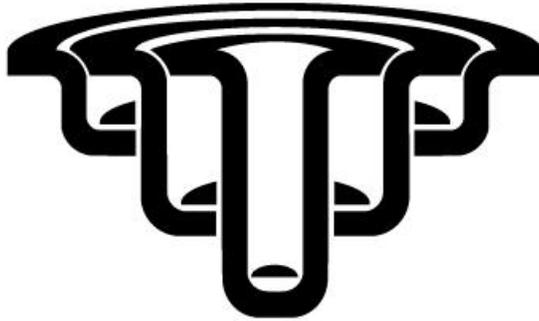


# DOMENY TOOL &



# STAMPING COMPANY

## SUPPLIER QUALITY MANUAL

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### Version Control

Version	Date	Author	Change Description
1.0	06/12/2020	MGMT	Initial Release
1.1	6/18/2020	MGMT	Update to ISO requirements

**Note:** Domeny Tool & Stamping at its option, may change, delete, suspend, or discontinue parts of, or the policy in its entirety, at any time without prior notice. This policy will remain in effect unless otherwise amended or extended.

## Introduction:

Domeny Tool & Stamping Company (“DTS”) is a manufacturer of simple, compound, and progressive dies that are primarily used in our stamping division. Our products support a global market in numerous fields that require precision deep drawn metal stampings. The high quality and delivery standards that DTS is held to cannot be obtained without partnering with our suppliers. For this reason, DTS has created this standard to help communicate our requirements and expectations to enable DTS and its suppliers to work together in meeting our Quality policy:

*“Domeny Tool and Stamping Company, a manufacturer of metal stampings, specializing in drawn metal products, commits to comply with applicable requirements, continually improve the quality management system, and establish and review quality objectives.”*

**Our Goals: 100% Quality (0 PPM) and 100% On-time (0 Late)**

## Working Conditions

DTS is committed to maintaining working conditions and standards that result in dignified and respectful treatment of all employees within all operating locations, as well as those of our supply chain. It is therefore the expectation of DTS that our suppliers will have appropriate policies, procedures, and systems in place, to support the following standards:

- A) Child labor shall not be utilized. Underage labor, as defined by local labor law, will not be utilized unless it is part of a government approved training or apprenticeship program that clearly benefits the participants.
- B) Any form of forced or compulsory labor is prohibited.
- C) Workers, without fear of reprisal, intimidation or harassment should be able to communicate openly with management regarding working conditions.
- D) Workers shall be protected against any form of harassment and discrimination in any form, including but not limited to gender, sex, age, religion, disability, and political beliefs.
- E) Workers shall have a safe and healthy workplace that meets or exceeds all applicable standards for occupational health and safety.
- F) Workers shall be compensated with wages and benefits that are competitive and comply with local law, including minimum wages, overtime hours and legally mandated benefits.
- G) Working hours shall comply with all applicable local laws regulating hours of work.

It is our expectation that all our suppliers will maintain these working conditions in all their operations, while also promoting adoption of these principles with their own suppliers. Failure to comply with any of these working conditions may prevent the award of future business and could lead to loss of existing business.

## Statutory and Regulatory Compliance

By signing this agreement, you are ensuring purchased products, processes, and services conform to current applicable statutory requirements in the country of receipt, the country of shipment, and customer-identified country of destination, if provided.

## Conflict Minerals

A law, referred to as the “Dodd-Frank Act”, passed by the United States Congress requires US and certain foreign SEC (Securities and Exchange Commission) issuers to investigate and report on the sources of four minerals: Tin, Tantalum, Tungsten and Gold (referred to as Conflict Minerals) in their products and production processes.

These minerals are known to be mined in the Democratic Republic of the Congo (“DRC”) in Africa or the adjoining countries (“Covered Countries”). Armed militias control much of the mining in this area and use the proceeds from mining to fund their operations. These militias have been known to commit atrocities against the local population.

As a part of this Law, DTS is required to submit the EICC Conflict Minerals reporting template. ***New suppliers that use these four (4) minerals will be required to complete this template before they can become an approved supplier. Existing suppliers will be notified when updated templates will need to be submitted.***

## REACH/ROHS Compliance

**REACH** is a regulation of the European Union, adopted to improve the protection of human health and the environment from the risks that can be posed by identified chemicals. REACH stands for Registration, Evaluation, Authorization and Restriction of Chemicals. It entered into force on 1 June 2007.

REACH places the burden of proof on companies. To comply with the regulation, DTS must identify and manage the risks linked to the substances used in manufacturing and market to the EU.

**RoHS** is a product level compliance based on the European Union's Directive 2002/95/EC, the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (RoHS). Products compliant with this directive do not exceed the allowable amounts of the following restricted materials: lead, mercury, cadmium, hexavalent chromium, polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE), with some limited exemptions.

DTS has many global customers that require components meet the REACH and ROHS standards. Suppliers may be asked to certify processes, and/or the composition of materials used in products supplied to DTS, and meet the stringent requirements set forth by these standards.

## Quality System Minimum Requirements

- 1.0 All suppliers must be a minimum of ISO 9001: 2015 registered by an accredited, third party registrar.

## PPAP Requirements

- 1.1 If required by Customer, DTS will request a PPAP to the appropriate level.

## Delivery Requirements

- 2.0 DTS considers any item three (3) days after the promise date as being late.
- 3.0 DTS *may* not accept material that arrives more than five (5) working days prior to promise/due date. For raw material only, early deliveries must be preapproved by DTS in writing (e-mail is acceptable).
- 3.1 DTS must be informed in writing as soon as possible, of any items anticipated to be late. Advanced notification may alter a "late delivery" against the supplier if the delayed date can be accepted without affecting DTS production.
- 3.2 Any items received by DTS three (3) days after original promise date, may have excess freight charged back to the supplier.
- 3.3 All orders are to be shipped complete per scheduled release(s) with supplier. Any partial shipments received without prior DTS written consent must be paid for by supplier.
- 3.4 Shipping tolerance for raw material is +/- ten percent (10 %) of the total weight ordered unless preapproved in writing by DTS, or per purchase order requirements.
- 3.5 If DTS requests any change(s) in shipping requirements, supplier must notify DTS in writing within three (3) business day from the requested change(s) if there are any additional charges the supplier incurred.

## Material Certifications

- 4.0 Raw material suppliers shall provide material certifications (including data) with each shipment. Certificate of compliance is not acceptable unless agreed upon. DTS verifies information on the material certificates against the submitted purchase order. Any items that are called out on the purchase order shall have the measured results on the material certification. If the findings do not match the purchase order, the shipment will be held for investigation.
- 4.1 Suppliers shall conform to the requirements of the International Material Data System (IMDS) and submit information about their raw material usage. Suppliers must monitor and

control their processes to assure that there are no sources of contamination that would cause the product, sold to DTS, to exceed Substance of Concern (SoC)/ELV elements, or Substances of Very High Concern (SVHC) as indicated in the GADSL regulations, as well as the REACH and RoHS regulations, including all sub-materials that pertain to the product.

- 4.2 Outside services (plating/coating/heat treating) must provide certification per customer requirement, or as stated on DTS purchase order.
- 4.3 Errors identified on submitted material certifications confirmed by an accredited third-party lab will require further investigation by the supplier. The supplier must have an independent accredited third-party lab certify, or re-certify, all information on certifications provided for the suspect product(s). If errors are confirmed by both independent labs, any fees or costs incurred by DTS will be the responsibility of the supplier.
- 4.4 In the event product does not meet DTS requirements, including material specification (i.e. ASTM, DIM or Supplier Product call out), a Formal Deviation is required. All deviation requests must be submitted on a "Request for Deviation" Form DTS-QUA-24 and submitted to our Quality Manager for review. A DTS material review board team will review and decide if the deviation will be accepted or declined.

#### **Non-Conformance**

- 5.0 In the event of a non-conformance, DTS requires a formal corrective action. Initial response is required within twenty-four (24) hours of notification in writing. The final report shall be submitted within fourteen (14) days. Extensions may be available. Please submit extension requests in writing prior to expiration of the fourteen (14) day time frame. The request must include how much additional time is required to complete the corrective action.
- 5.1 The supplier is responsible for any additional costs in relation to the non-conformance. Additional costs may include, but are not limited to; line shut down, excessive or expedited freight, scrapped or sorted material and parts, and labor.

#### **Sorting Fees**

- 6.0 Suppliers are allowed twenty-four (24) hours from complaint submittal to instill sorting activities at DTS and its' customer(s) if such action is required. If the supplier has failed to activate a sorting solution within the twenty-four (24) hour window, DTS in-house sorting rate of \$60.00 per hour will automatically begin. In the event the complaint has reached our customer, sorting fees will be based upon the quoted rate provided to DTS by our customer, or a third-party sorting company. These costs will be debited from any supplier invoices. ***Please use the twenty-four (24) hour initial response time to minimize costs by addressing quarantine, sorting, and providing certified material at DTS and our customers.***

## Disposition of Non-Conforming Product / Material

- 7.0** DTS requires the supplier to Issue an RMA number within five (5) business days of notification in writing. Failure to do so will result in material being returned to the supplier at their expense.

## Supplier Evaluations

- 8.0** Suppliers are evaluated on Delivery and Quality performance.
- 8.1** A “Preferred Supplier” has a 100% on-time delivery and 100% quality performance score during the annual performance review. DTS criteria is anything more than three (3) days late will be marked against the supplier. Any quality issues will be marked against the supplier’s annual performance review.

If a supplier falls below 80% in either Delivery or Quality, a supplier visit may be set-up at DTS to discuss the issues. Corrective action will be used to document this meeting. It will then be the supplier’s responsibility to complete action items to correct the situation.

Supplier Status Delivery Rating

Supplier Status	On-Time Delivery & Quality Rating
Preferred	100% required
Approved	80% required
Probation	<80%

- 8.2** For new suppliers, DTS will conduct a supplier survey and document the results on form (DTS-PUR-08) External Provider Approval Record. DTS may request information from the supplier to complete said survey.
- 8.3** If required, DTS will schedule an on-site audit using form (DTS-PUR-09) External Provider Audit Record. A copy of the form will be provided to the supplier before the audit.
- 8.4** Suppliers will be approved upon review of the approval record, onsite audit report, or as specified by the customer, and signed DTS Supplier Manual.
- 8.5** Current suppliers may be audited based on performance or set intervals using form (DTS-PUR-09) External Provider Audit Record. A copy of the form will be provided before the audit. Suppliers will be notified when an audit is necessary. Audit will not be scheduled until supplier approved audit date.

**SUPPLIER ACKNOWLEDGEMENT**

I acknowledge receipt of the Domeny Tool & Stamping Company Supplier Quality Manual on behalf of \_\_\_\_\_ (company name).

I will ensure that the appropriate personnel within my organization have also read this manual.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Return a copy of this signed page to Domeny Tool & Stamping Company

Email: [tzierke@domenytool.com](mailto:tzierke@domenytool.com)

Fax: 847-526-5701