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Revision History				
The information in this Manual is subject to change without notice.				
Section	Revision Detail	Author	Approver	Issue Date
All	Content developed in response to ASG' need for improvement in supplier management. Developed in alignment with ISO 9001:2015; 14001:2015; IATF 16949:2016, ISO 45001:2016 & Customer specific requirements at date of issue	S Warburton	S Harris	May 2017
All	Rebranded to Autocraft Solutions Group. Added requirement to follow Codes in section 5.1	S.Alexander	S.Warburton	Aug 2018
7.3	Change to F1490 Supplier Performance Scorecard			
40	Updated whistle blowing policy	S.Alexander	S.Warburton	12.02.2021
All	Total rewrite to include the contractor's manual	MJ Conron	See e-sign	August 2025

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1 Copyright

© All contents are protected by copyright. The copyright for any material (in any form) created by Autocraft Solutions Group (ASG) is reserved.

Any duplication or use of content other than for the purposes prescribed in this Supplier Requirements Manual (manual) and its appendices or in any electronic or printed publications is not permitted without the written consent of Autocraft Solutions Group.

This electronic edition of the manual supersedes all other forms of the manual.

2 Confidentiality

The supplier is required to maintain confidentiality of all drawings, specifications, documents, data or information provided by ASG in any form or means. All ASG provided documentation, whether hard copy or electronically, is to be maintained in a secure environment which protects the information from damage, deterioration, loss and corruption.

3 Scope

The term supplier, in this manual, refers to an individual, business or contractor that supplies a service or product to ASG.

This manual applies to current and potential suppliers, who provide production and service materials, including software, components and services directly to ASG plants / facilities, or direct to ASG customers on our behalf. The content applies to suppliers who have been sourced directly by ASG, and to those who are directed by customer.

4 Purpose

The purpose of this manual is to define ASG expectations and requirements of our suppliers that are the backbone of a long term mutually beneficial and profitable relationship.

5 Access

ASG Sites

Anyone visiting an ASG site must complete, upon arrival, the relevant site induction .

Suppliers working on an ASG site must ensure their relevant risk assessments and method statements have been approved prior to starting work and any permits to work (hot works, working at height or confined spaces etc.) have been obtained. A high level of housekeeping including waste management must be maintained.

Any incidents involving a supplier on an ASG site must be reported to your site contact, these include accidents, near misses, hazard IDs or environmental incidents.

Any supplier found to be working in an unsafe manner will be asked to stop work and may be asked to leave site

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ASG Supplier sites

The supplier will allow ASG and their own / customers' representatives reasonable access to their premises to:

- Conduct audits as may be necessary to confirm that the management system is performing as expected,
- Confirm that product, subcontracted product or service conforms to specified requirements,
- Confirm the ability to sustain the declared production capacity,
- Verify the actions taken following a corrective action.

When circumstance allows ASG will notify the supplier in advance of planned visits.

6 Introduction

Suppliers to ASG are expected to implement and maintain a Management System (MS) which promotes safety, quality and preserves the environment.

ASG will assess each supplier on their ability to comply with the requirements contained in this manual and based on the perceived risk assessment, may require an on-site audit of the facility by an ASG Representative.

ASG expects all suppliers to acknowledge and comply with the requirements contained in this manual.

Whilst no formal acknowledgement of this manual is required, the contents and requirements contained herein are considered accepted by the supplier, unless otherwise advised to the ASG Purchasing team by the supplier, within 1 month of issue.

7 Relevant Legislation, Standards, Specifications, ASG Policies and Forms

Legislation

It is a legal requirement that all suppliers comply with the latest legislation relating to their areas of expertise.

Standards and Specifications

The current version of the standards and specifications listed below apply unless specified by ASG. This list is not exhaustive, and additional specifications, including customer specific requirements, will be applied as needed.

IATF16949	Automotive Quality Management Systems
ISO45001	Occupational health and safety management systems — Requirements with guidance for use
ISO9001	Quality management systems — Requirements
ISO14001	Environmental management systems — Requirements with guidance for use
ISO17025	Testing and calibration laboratories
AIAG	APQP Manual
AIAG	FMEA Handbook
AIAG	Control Plan
AIAG	PPAP
AIAG	SPC
AIAG	MSA
CQI – 8	Layered Process Audit Guidelines
CQI - 9	Special Process: Heat Treat System Assessment
CQI - 11	Special Process: Plating System Assessment
CQI - 12	Special Process: Coating System Assessment
CQI-15	Special Process: Welding System Assessment
CQI-17	Special Process: Soldering System Assessment

ASG Policies

Suppliers must be aware of, and comply with, the following ASG Policies, copies of which can be obtained from the Purchasing team

IMS Policy Statement
 Anti-Slavery
 Social Responsibility
 Anti-Fraud & Crime
 Bribery and Corruption
 Whistle Blowing

ASG Forms

ASG has the following forms available to suppliers, ASG forms should be utilised wherever possible. The latest copies of which should be obtained from the purchasing team

F1595	PPAP Checklist
F1403	Packaging Specification -EU1121
F1038	Concession Request
F1010	Change Request
F1032A	Supplier Corrective Action Report
F1648	Part Submission Warrant

8 Definitions and Abbreviations

Below is a list of abbreviations used by ASG, this is not exhaustive

ASG	Autocraft Solutions Group and associated operations
AIAG	Automotive Industrial Action Group
APQP	Advanced Product Quality Planning
ASN	Advanced shipping Notification
CAR	Corrective Action Request
CC	Critical Characteristic
COC	Certificate of Conformance
COSHH	Control Of Substances Hazardous to Health
COO	Certificate of Origin
ECR	Engineering Change Request
FMEA	Failure Mode and Effect Analysis
IMDS	International Material Data System
IMS	Integrated Management Systems
MS	Management System
MSA	Measurement System Analysis
MSDS	Material Safety Data Sheet
OEM	Original Equipment Manufacturer
PO	Purchase Order
PFMEA	Process Failure Mode and Effect Analysis
PPAP	Product Part Approval Process
PSW	Part Submission Warrant
PTC	Pass Through Characteristic
QMS	Quality Management System
Rabbit	Dummy part used to check process
RAMS	Risk Assessments & Method Statements
RPN	Risk priority number as developed in the PFMEA
RFQ	Request for Quotation
SC	Significant Characteristic
SPC	Statistical Process Control
Supplier	An individual, contractor or business that supplies a service or product to ASG
8D	8 Discipline problem resolution report

9 Management Systems

A robust Management System is a minimum requirement to become an ASG supplier.

ASG require their suppliers of automotive products and services to develop, implement, and improve a quality management system certified to ISO 9001, with the ultimate objective of becoming certified to the Automotive standard IATF16949.

The following sequence should be applied to achieve this requirement:

- a) compliance to ISO 9001 through second-party audits;
- b) certification to ISO 9001 through third-party audits; unless otherwise specified by the customer, suppliers to the organization shall demonstrate conformity to ISO 9001 by maintaining a third-party certification issued by a certification body bearing the accreditation mark of a recognized IAF MLA (International Accreditation Forum Multilateral Recognition Arrangement) member and where the accreditation body's main scope includes management system certification to ISO/IEC 17021;
- c) certification to ISO 9001 with compliance to other customer-defined QMS requirements (such as Minimum Automotive Quality Management System Requirements for Sub-Tier Suppliers [MAQMSR] or equivalent) through second-party audits;
- d) certification to ISO9001 with compliance to IATF 16949 through second-party audits;
- e) certification to IATF16949 through third-party audits (valid third-party certification of the supplier to IATF 16949 by an IATF-recognized certification body).

Suppliers certified, by a certification body bearing the accreditation mark of a recognized IAF MLA member and where the accreditation body's main scope includes management system certification to ISO/IEC 17021, to ISO45001 and ISO14001 will be given preference over those who are not.

If a supplier receives a HSE Notice of Intended Prosecution (NIP) or has a change of status of their Management System certification, the supplier must notify ASG Purchasing team within 5 working days.

End Customer Expectations

In the automotive industry it is necessary for all suppliers to be familiar with the end customers' quality requirements. ASG are responsible for cascading these requirements down to suppliers.

10 Supplier Selection

Potential suppliers are subject to a selection and approval process. Upon approval the supplier is listed in the Approved Suppliers List. Sourcing is made from those listed in the Approved Suppliers List. A review process is conducted to ensure all suppliers continue to meet ASG' expectations for safety, quality, the environment, delivery, responsiveness and ability to stay current with technology and cost.

All present and potential suppliers to ASG shall be able to demonstrate, with evidence, that they satisfy the requirements defined in this manual.

11 Supplier Approval

To be awarded business from ASG, a potential new supplier is required to enter a competitive bidding process with a 'lowest total cost approach'. When it becomes evident that business will be awarded to the potential new supplier, a more in-depth analysis is done of the supplier's ability to meet ASG

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requirements for safety, quality, the environment, delivery, responsiveness, technology and cost. An onsite audit may be conducted by ASG or their representative to confirm the supplier's capability and capacity to meet the requirements.

12 Supplier Performance Evaluation

For suppliers deemed as critical to ASG supplier performance will be evaluated and tracked.

13 Special Characteristics

Product is designated with special characteristics where variation is likely to significantly affect customer satisfaction with product fit, form, or function. These designations are defined by ASG or our customer and listed on the design record. These characteristics must be identified on all PFMEAs and Control Plans. Special characteristics can include product characteristics and process parameters.

14 Change Management

Any request for changes should be addressed to the respective ASG Engineering representative and ASG Purchasing team. Approvals for the requested change must be obtained before implementation.

Changes that are not approved by ASG are not acceptable.

Non-approved changes put at risk our processes and those of our customers.

The supplier will be held liable for any cost incurred by the changes made without obtaining an approved change request from ASG and written supplemental Purchase Order. The supplier will not be paid for product, tooling, processing equipment, etc. until the change is approved.

Safe Launch Process: It is the supplier's responsibility to ensure all production processes are launched in such a manner that they will not adversely impact ASG or its customer's production processes to meet timing and quantity. The use of Safe Launch tools, for example pre-production product flow diagrams and control plan are encouraged.

ASG reserve the right to conduct Change Verification Audits as part of the change sign off process.

15 Non-Conforming Product

When non-conforming product is found in an ASG facility a Supplier Non-Conforming Material Notice (NCM) will be issued to the supplier.

The supplier must notify ASG as soon as non-conforming product is found, including if there is potential for non-conforming product in transit, or already at the ASG manufacturing plant location.

When ASG finds supplied product to be non-conforming, the product will be tagged, segregated and the supplier will be notified for immediate action to be taken by replacing product with certified material, and / or providing onsite sort requirements.

In the event that non-conforming material is received by ASG, the supplier is required to take immediate containment action and must isolate ASG from further delivery of defective material. The supplier must

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provide a detailed problem-solving analysis. Where required, the specific OEM format will be used to document the permanent corrective action.

ASG expects all suppliers to deliver material ready for use, without the need for incoming inspection. Suppliers are also required to perform annual validation and layouts to ensure product meets all quality, functional and appearance requirements.

The supplier is required to account for and document the disposition of all non-conforming material. ASG at its sole discretion, may request formal confirmation/photos of the disposal and/or scrapping of non-conforming or obsolete material.

16 Corrective Action

When corrective actions are required, they will be addressed in the following manner:

- 8D Methodology to be used
- 48hrs to D3
- 15 days to D5
- 28 days to D8
- PFMEAs and Control Plans must be updated to reflect the corrective actions taken.

The supplier must submit a recovery / contingency plan for any quality, delivery, loss, or spill that could affect production flow of material into ASG.

ASG may follow up with a visit to verify corrective action implementation.

17 Costs

ASG reserve the right to recover reasonable costs associated with poor quality from the suppliers, costs incurred by ASG due to poor product quality, non-conforming product, and delivery not meeting contractual requirements may be charged back to supplier. Costs will be provided on a case-by-case basis.

18 Tooling, Equipment and Gauges

ASG Tooling (Moulds, Equipment, Gauges)

Suppliers contracted to design and manufacture tooling, equipment and gauges that are funded by ASG are required to provide a detailed drawing of proposed tooling, equipment and gauge designs to ASG for approval and sign-off prior to commencing work.

Tooling and equipment designs must adhere to the ASG requirements that are supplied with the purchase order. Final tooling, equipment, and gauge detailed drawings must be supplied to ASG in an agreed electronic format.

The ASG Quality team may, at its discretion, require gauge correlation studies, boundary samples, and detailed measurement process instructions to assure comparable measurement results.

Supplier gauges must be capable of meeting the Measurement System Analysis (MSA) guideline in accordance with AIAG standards and be certified by a recognised accredited body.

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Identification of ASG Owned Tooling

All ASG (and ASG customer) owned tooling that resides at the supplier's facility requires a signed Bailee clearly establishing ownership; the signed document must be forwarded to the ASG Purchasing department prior to release of final payment.

The supplier is responsible for protecting and safeguarding from damage, all ASG (and ASG customer) owned tooling, equipment and gauges. If the property is found to be lost, damaged or otherwise found to be unsuitable for use the supplier must immediately report this to the ASG Purchasing contact.

All tooling and equipment owned by ASG or an ASG customer must be permanently marked so that the ownership of each item is visible and can readily be determined.

The supplier must have documented processes and schedules for preventive maintenance. The maintenance schedule must include all ASG (or ASG customer) owned equipment and tooling. The supplier is responsible for identifying and stocking critical spare parts.

19 Packaging Requirements

Packaging will be designed to ensure that the integrity of the product is maintained throughout the supply chain.

Returnable containers are the preferred packaging method if total cost is justified. The containers are to be controlled and returned to the supplier for reuse. 'Returnable' containers are supplier owned or ASG owned, such as plastic or metal bins, racks, pallets, trays, separators, and/or loose components.

Note: Cleanliness and maintenance are a requirement to ensure no part damage in transit.

All returnable containers and internal dunnage must be approved by ASG. Packaging proposals by the supplier must be submitted to the ASG Purchasing team for approval and be signed off by an ASG Engineer prior to implementation.

All products shipped to ASG must be clean and free from contamination. Any cleaning chemical, preservative, or lubricant must be reviewed and approved for use on ASG parts by ASG Engineering.

It is the supplier's responsibility to remove all old labels from returnable containers.

20 Closing Note

If you wish to discuss any part of this manual in further detail, please contact a member of the ASG Purchasing team or the Health, Safety Quality and Environmental team.

End of Manual

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