



SUPPLIER MANUAL

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SUPPLIER MANUAL

metagal

Revision History

Date	Review	History
19/07/2004	00	Issue of the manual.
28/02/2007	01	Including supplier audit system and PPAP 4th Edition.
04/06/2007	02	General revision of the Handbook.
03/12/2007	03	Revised item 5.
07/05/2008	04	Revised Approvals / Included Readiness activity.
13/01/2009	05	Revision of item 4.1 and addition of item 12.6.
26/05/2010	06	Inserted item 13. workers' rights and safety.
26/06/2012	07	Reviewed by responsible people.
17/09/2012	08	Included RAC delay costs, controlled shipment, and PSA requirements.
03/06/2013	09	Revised responsible parties, including product liability, IGF and included note on "C" supplier rating.
12/08/2013	10	Revised the criteria for the indicators.
13/09/2013	11	Changed PPAP submission level - level 3.
20/01/2015	12	General revision of the Handbook.
22/10/2015	13	Overhaul.
03/11/2015	14	Included systematics for MMOG Audits / Systematics for Metagal Group companies.
07/01/2016	15	Updating according to the revised operational flow of the Acquisition Process and the FIFO compliance requirement.
04/01/2017	16	General review contemplating the demerit criteria in the monthly supplier score. (IGF), quality objectives, and update of ISO 9001:2015 and IATF 16949:2016 Standards.
05/01/2018	17	General revision, including updating the quality objectives (PPM), CQI audits of the supply chain, ZERO DEFECT policy, criteria for implementing Controlled Embarkation and the system for dealing with nonconformities.

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02/05/2019	18	Updating of the supplier entry criteria in the CBP (Critical Suppliers Program). BIQS self-assessment. Identification of the responsible manager for the safety and product liability of the subcontractor and note for demerit in cases of non-shipment notice.	
13/02/2020	19	Update of the quality break systematics and general review.	
17/02/2023	20	Revision of the table in item 11.4, changing the term EQF to Supplier Quality. Revision of the SGQ and Environmental. Inclusion of items 20.3, 20.4 and 20.5.	
19/05/2023	21	Packaging identification criteria review, Product and Process Audit, Integrated Policy and general review.	





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Critical Analysis	Approval	Date
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Preface.

The search for leadership and continuity in the automotive market requires companies to adopt business management systems that offer products and services at competitive costs and with technology that exceeds customer expectations.

Metagal, included in this context, requires from its suppliers the practice of continuous improvement, as a way to ensure its participation in the market and in the development of new business throughout the production chain.

The procedures determined and adopted here have been common practice with our customers in the automotive industry, resulting in more effective actions in the development of new components / suppliers, resolution of quality problems and non-quality costs, reverting into improvements in the treatment of non-conformities.

In order to assist in the development and continuous improvement of our partners' Quality System, and to prioritize those who seek common goals with Metagal in new business, we are forwarding you this revised and updated Supplier Manual, which brings clarification on the Development and Management of Metagal Suppliers.

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Quality Expectations

Metagal's expectation is that its suppliers have a total commitment to quality, to the planning of their products, processes, business, and subsequent actions that lead to continuous improvement. This commitment must be made under the leadership of the Supplier's Top Management, must be disseminated to all levels and be applied to all aspects and activities of its operations.

Note: To ensure that Quality Expectations are understood and met on an ongoing basis, Metagal will hold a Workshop with its suppliers, on an annual basis, where the requirements, guidelines, requirements, general performance indices, etc., applicable to Metagal suppliers will be reviewed and revised, regardless of whether they are new or existing.

1 - Introduction.

Scope.

This manual covers the specific requirements of Metagal and its customers, and the work cycle with our suppliers:



The cycle covers the start of work with our suppliers until the eventual need for disqualification and change. The standard activities for Metagal suppliers are activities 1 / 2 / 3 / 4 / 5 / 6. Activities applicable only for critical suppliers are activity 7 and, if necessary, activity 8 that will organize the termination of activities with our current supplier and manage the process of releasing supply and resuming through a new source.

7 and, if necessary, activity 8 that will organize the termination of activities with our current supplier and manage the process of releasing supply and resuming through a new source.

Application.

The system described in this Manual applies to suppliers and service providers of our units installed in Brazil.

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2 - Objective.

Clarify to suppliers the requirements necessary for the development of components / materials and services provided, as well as present evaluation and monitoring criteria applied to Metagal's suppliers.

These requirements and criteria are based on compliance with ISO 9001, IATF 16949, and specific Metagal customer requirements.

3 - Supplier Responsibilities.

Suppliers must adopt as a standard the delivery of materials, products, components and services with "Zero Defects", as well as 100% of the quantities formally requested delivered within the established deadlines. Any goals established in this manual should not be understood as an Acceptable Quality Level, but rather as an opportunity to seek continuous improvement. The emphasis should be on fault prevention processes instead of detection methods, increasing productivity and allowing, at the same time, continuous quality improvement, which benefits both the supplier and METAGAL.

- It is desirable that suppliers establish a "ZERO DEFECT" program to disseminate this policy within the organization. With this action, it is expected to meet the quality objectives established by Metagal and its customers.
- To attend Metagal's representatives, as requested, either in the supplier's plant or in Metagal's units in Brazil / Argentina.
- Develop and implement specific practices that ensure product and process quality, traceability, and repeatability.
- Ensure access and understanding of the importance of this manual to everyone involved in the organization and chain (tier "n").
- Maintain objective evidence that all products and/or services provided are in accordance with the Product Approval Process (PAPP Manual).
Note: Applicable for components and direct materials (productive).
- Commitment to continuous improvement of processes and product characteristics and/or services, with reduction of variation between parts and elimination of waste, using appropriate statistical techniques (Reference Manual of CEP from IQA - Institute of Automotive Quality or similar).
Note: The implementation of statistical controls (SPC) is required for monitoring processes related to the manufacture of safety items, or that contain critical dimensions detailed in the design.
- Execution of operations in compliance with the environmental / social legislation and regulations applicable in the jurisdiction where the supplier performs its activities, as well as regulations required by the customer.

- Compliance with requirements related to the use, control, and packaging of packaging / tooling and devices.
- Suppliers must have Contingency Plans (at a minimum: power outages, critical equipment failures, invoice issue failures, product returns, and transportation and labor shortages) to adequately protect Metagal against product and/or service supply failures in emergency events.
- Suppliers must, by obligation, respect the FIFO (First In First Out) of all products supplied to Metagal.
- Meet specific customer requirements whenever required.
- Suppliers of inspection, testing and/or calibration services shall be certified to ISO/IEC 17025 (or similar national standard). This requirement shall also be met for suppliers that perform testing, inspection and/or calibration.
- Recall: The supplier undertakes to observe the pertinent legislation in force or that comes into force during the term of the supply, with special observance of article 10 of the Law 8.078 of 11/09/90 (Consumer Defense Code) and Ordinance No. 487, of 15/03/2012 / MJ - Ministry of Justice in case of need for *Recall* action due to defects related to Metagal products in the market and that presents as a proven root cause of the *Recall* a nonconformity originated from failure originating from products and / or services under the responsibility of the Metagal supplier. The Metagal supplier, by mutual agreement, shall bear the costs arising from the event and support Metagal in the measures that are necessary to meet the market and the current legislation. Failure means a divergence / deviation in manufacturing the product / component according to Metagal product specifications (drawings, standards, etc.) and / or divergence in meeting the PPAP requirements originally approved by Metagal's Supplier Quality department.
Note: It is recommended that the supplier assess the need for contracting insurance.
- Environmental protection and control / non-use of restricted substances: In compliance with the requirements of our end customers and the ban and / or restricted use of heavy metals such as Mercury, Cadmium, Lead and Hexavalent Chromium in vehicles and vehicle parts, Metagal requires from suppliers: the registration of raw materials and their chemical composition in IMDS (*International Material Data System* - www.mdssystem.com) and the declaration of conformity in situations of development of new items or replacement of raw materials and/or process changes, and any other situations where this requirement is applicable and/or when required by Metagal Supplier Quality. For IMDS registration submission, use the Metagal ID 20326. The submission of this requirement is part of the PPAP documentation and is mandatory requirement for its approval.
- The supplier undertakes to observe and comply with the applicable environmental legislation in force (municipal, state and federal) and requirements subscribed by it, being responsible for obtaining and maintaining any permits or licenses required by public agencies as a result of the direct or indirect execution of the supply of products and/or services to Metagal, including

commitment to sustainable development, with the prevention of pollution and waste of natural resources. The supplier must keep and make available its documentation always updated and its employees and/or representatives properly informed, with special observance to the relevant standards, exempting Metagal from any claims and / or compensation arising from non-compliance by the supplier.

- Confidentiality of information: The supplier shall not disclose to third parties not directly involved in the design, production or inspection of Metagal products, any information or document that has been made available by Metagal for the fulfillment of the supply and / or product development, unless there is formal authorization from representatives of Metagal. All drawings, specifications, models, samples, data and any other information provided by Metagal to the supplier and all property and copyrights on them are the exclusive property of Metagal. The law 13.709 - General Law of Data Protection should also be used as a reference for the control of information.
- Suppliers must send to the responsible Metagal buyer the documentation relating to their economic and financial situation. The documents that must be submitted, as well as the frequency, will be informed by the buyer.
Note: failure to comply with this request will result in demerits in the IGF and the issuance of a Quality Breach to the supplier corresponding to the cost of issuance via Metagal.

4 - Official Language.

The official language of Metagal is Portuguese, for all types of communication and documentation. For suppliers located abroad, communication in English is allowed in official documents.

5 - Supplier Qualification and Product Quality Planning.

5.1 Definitions.

Direct materials: materials that will be processed and used in the products manufactured by Metagal. These are materials that will be used by the assembly, injection molding, painting or mirror manufacturing. Ex: plastic raw material / packaging / glass.

Indirect materials: materials that will or will not be processed, that will not be used in the products manufactured by Metagal. Materials used by the factory or administrative. Ex: oil / machine maintenance parts / equipment / stationery.

Direct components: components that will be used in the products manufactured by Metagal. These are components that will be used by the assembly in the assembly of the rear view mirror. Ex: injected / stamped / machined / molded parts.

Means of production: thermoplastic injection molds, aluminum or zamac injection molds, devices, dies, used for manufacturing components that will be used in the products manufactured by Metagal.

Services: Services that impact the quality of our product (transportation and sequencing, equipment maintenance, technical assistance).

Civil and Criminal Product Liability: Objective liability of the one who manufactures, produces, and supplies products that will be commercialized.

Direct suppliers: suppliers of components and materials that will be used in the products manufactured by Metagal.

Indirect suppliers: suppliers of materials that will not be used in the products manufactured by Metagal.

QF: Supplier Quality.

PCM: Material Purchase Planning.

POP: Purchase Optimization Process.

CBP: Critical Suppliers Program.

5.2 Qualification / Homologation of Suppliers.

Metagal adopts as a normative standard for the Quality Management System of suppliers the IATF 16949 standard in its current version. The criteria for qualification / approval of suppliers and / or applicants are:

Qualification for direct component supply.

Step 1: Technical / commercial definition of potential suppliers - RESP. PURCHASES / QUALITY OF SUPPLIERS.

- Positive / competitive business evaluation.
- ISO 9001 certification (minimum).
- IATF 16949 certification or timeline / action plan for implementation desirable.
- Monitoring the performance of A- or B-scored deliveries.
- Sending the documentation of the homologation process.
- Scheduling of the date for the execution of the homologation process.

Step 2: Completion of the homologation process documentation - RESP. SUPPLIER.

- Submission of the copy of the quality management system certificate.
- Submission of the response from the cadastral questionnaire.
- Presentation of the Potential Analysis self-assessment (P1 of VDA 6.3).
- Presentation of the Logistics self-assessment (MMOG).
- Presentation of process from last audits (self-assessments). CQI's applicable (annual frequency).
- Presentation of the signed product liability letter.
- Presentation of the signed Supplier Manual receipt and acceptance statement;
- Presentation of the self-assessment of the proof of production capacity per budgeted product.
- Presentation of the comparative list of specifications x budgeted.

Step 3: Execution of the homologation process - RESP. QUALITY OF SUPPLIERS.

- Approval of the submitted QMS certificate and/or IATF 16949 schedule / action plan.
- Approval of the completion and information provided in the cadastral questionnaire.
- Performing Potential Analysis (P1).
- Analyze the Logistics (MMOG) evaluation and execute as needed.
- Approval of the CQI's submitted or execution of the audit.
- Approval of the product liability letter signed by the legal guardian.
- Approval of the Supplier Handbook term signed by the requested departments.
- Execution of the analysis of proof of production capacity per budgeted product (when applicable);

- Checking the availability/training of the quality manuals:
 - ✓ FMEA Manual - Potential Failure Mode and Effect Analysis.
 - ✓ APQP Manual - Advanced Product Quality Planning.
 - ✓ MSA Manual - Measurement Systems Analysis.
 - ✓ Handbook of SPC - Statistical Process Control.
 - ✓ PPAP Manual - Production Part Approval Process.
 - ✓ MMOG Handbook - Logistics Assessment.
 - ✓ CQI Handbook 20 - Effective Problem Solving.
 - ✓ Manual CQI's 9 / 11 / 12 / 14 / 15 / 17 / 23 / 27 / USCAR 21, according to the manufacturing process.

Step 4: Full approval / Partial approval with action plan / Fail - RESP. QUALITY OF SUPPLIERS.

- Presentation of the report of the homologation process with result.
- Presentation, if necessary, of the action plan.
- Scheduling, if necessary, of a new visit to conclude the homologation process.

Step 5: Presentation at Metagal of the final result of the homologation process - RESP. QUALITY OF SUPPLIERS.

- Presentation of the result of the process.
- Follow-up, if necessary, of the actions outlined until the process is closed.
- Registering the supplier in the Supplier Management System or closing the process.

Step 6: Supply approval - RESP. QUALITY OF SUPPLIERS.

- Delivery approval process
- Closure of the homologation process and start of performance monitoring.
- The first full Process Audit must be performed after one year from the delivery start date

Note 1: The Potential Analysis will be performed based on the checklist in P1 of VDA 6.3.

Note 2: Logistics evaluation will be performed based on the MMOG, short version.

Note 3: The supplier must use the official AIAG and/or IQA manuals. Those responsible for the processes in the company will be charged with presenting and training on the updated versions.

Note 4: special processes, direct or subcontracted, must meet the requirements of CQI-09/11/12/14/15/17/23/27 and USCAR 21, current edition.

Qualification to supply Direct Materials / Bulk Materials:

Step 1: Technical / commercial definition of potential suppliers - RESP. PURCHASING / SUPPLIER QUALITY

- Positive / competitive business evaluation.
- ISO 9001 certification (minimum).
- IATF 16949 certification desirable, or timeline / action plan for implementation.
- Monitoring the performance of A- or B-scored deliveries.
- Sending the documentation of the homologation process.

Step 2: Documentation of the homologation process - RESP. SUPPLIER

- Submission of the copy of the quality management system certificate.
- Submission of the response from the cadastral questionnaire.
- Presentation of the Logistics self-assessment (MMOG).
- Presentation of the signed product liability letter.
- Presentation of the signed Supplier Manual receipt and acceptance statement.

Step 3: Execution of the homologation process - RESP. QUALITY SUPPLIERS

- Approval of the submitted QMS certificate and/or IATF 16949 schedule/action plan.
- Approval of the completion and information provided in the cadastral questionnaire.
- Logistics evaluation analysis and execution as needed.
- Approval of the product liability letter signed by the legal guardian.
- Approval of the Supplier Handbook term signed by the requested departments.

Step 4: Full approval / Partial approval with action plan / Fail - RESP. SUPPLIER QUALITY

- Presentation of the report of the homologation process with result
- Presentation, if necessary, of the action plan
- Scheduling, if necessary, of a new visit to conclude the homologation process

Step 5: Presentation at Metagal of the final result of the homologation process - RESP. SUPPLIER QUALITY

- Presentation of the process result
- Follow-up, if necessary, of the actions outlined until the process is closed.
- Registration of the supplier in the Supplier Management System or closure of the process

Step 6: Supply approval - RESP. SUPPLIER QUALITY

- Delivery approval process
- Closure of the homologation process and start of performance monitoring.

Note 1: Suppliers of plastic raw materials, paints, varnishes, rolls, tapes, adhesives, glues, etc., are classified as MAG (Bulk Material).

Note 2: Logistics evaluation will be performed based on the MMOG, cut version.

Indirect Materials Sourcing Qualification**Step 1: Technical / commercial definition of potential suppliers - RESP. PURCHAS**

- Positive / competitive business evaluation.
- Sending the documentation of the homologation process.

Step 2: Documentation of the homologation process - RESP. SUPPLIER

- Submission of the response from the cadastral questionnaire.

Step 3: Approval / Fail - RESP. PURCHASES

- Documentation review

Step 4: Submission at Metagal of the result of the homologation process - RESP. PURCHAS

- Presentation of the process result
- Supplier Registration or Process Termination

Step 5: Delivery Approval - RESP. REQUEST

- Delivery approval process
- Process Termination

Qualification for the Supply of Means of Production**Step 1: Technical Evaluation of the company - RESP. DEVELOPMENT TOOLS**

- Conduct a technical visit to the company for evaluation according to the form designed for this activity.
- Sending the completed form along with the company's registration and financial query to the Advanced Purchasing department.

Step 2: Documentation Review - RESP. ADVANCED PURCHASING

- Analysis of the documentation received.

Step 3: Execution of the homologation process - RESP. ADVANCED PURCHASING

- After the evaluation of the documentation with approved status, the following forms are sent to the company for completion and signature (Mold Construction Manual, Tooling Quotation, Registration Form, and Mold Supply Agreement).

Step 4: Full approval / Partial approval with action plan / Fail - RESP. ADVANCED PURCHASING

- Evaluation of the forms received from the company.
- Presentation, if necessary, of an action plan submitted by the company.

Step 5: Submission at Metagal of the result of the homologation process - RESP. ADVANCED PURCHASING

- Presentation of the result of the process.
- Follow-up, if necessary, of the actions outlined until the process is closed.
- Registering in the Suppliers Panel or closing the process.

Qualification for Service Delivery

Approval for service providers is accomplished through approval by the contractor and purchasing department. It must consider:

Service Type	Qualification Criteria	Responsible	Records
MSA Calibration Laboratory	* RBC Accreditation (17025) and / or customer's derogation and / or ISO IEC 17025 evaluation. When qualified laboratories for specific instruments are not available the manufacturer may be used or Metagal shall make an audit on it	Requestor and/or qualified collaborator indicated or subcontracted	ISO IEC 17025 certificate and/or customer waiver or check list (FGI215)
Laboratory Tests	*RBLE accreditation or customer's derogation or ISO IEC 17025 evaluation. When no qualified laboratory is available for specific tests Metagal shall perform an audit in it (except when the laboratory is the customer's)	Requestor and/or qualified employee appointed or outsourced	ISO IEC 17025 certificate and/or customer waiver or check list (FGI215)
Inspection	*At the customer's plant or at Metagal by controlled shipment (customer's requirement) or by Metagal's internal need. Suppliers are defined from According to the need and as indicated by the customers, and this way the derogation is not necessary.	Requestor or qualified employee appointed or outsourced.	Client's website, letter, or other document that proves the satisfaction of requirement
Equipment Maintenance	*Skilled labor and adequate equipment to perform the maintenance. *Promptness in attending to occurrences *Have an organized system for planning and managing maintenance.	Requestor or qualified employee appointed or outsourced.	Contract



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Tool and Device Design and Construction	* Skilled labor for design and construction * Technology available, Machines/equipment in good condition, * Good facilities, Organization, and cleanliness. * Technical References, Planning for the execution of the work, Consult IT.50	Requestor or qualified employee appointed or outsourced.	Purchase Order / IT50
Prototype Design and Construction.	*Skilled labor for design and construction *Machinery/equipment/process in good condition *Organization, cleaning *Technical References *Planning for the execution of the work	Requestor or qualified employee appointed or outsourced.	Purchase Order
Product Design	* Skilled labor for the project * Technical References	Requestor or collaborator qualified indicated. or outsourced.	Contract
Technical Assistance (Service Provider)	*Skilled labor. *Knowledge of assemblers and Metagal of line returns and warranty analysis, Knowledge of product and assembly process, *Knowledge and Analysis and Troubleshooting (MASP), *Technical References	Requestor or qualified employee appointed or outsourced.	Contract
Sequencing (Service Provider)	* Commercial Assessment * Accreditation with the Assemblers	Applicant or nominated qualified collaborator. or outsourced.	Contract
Transportation Service Provider)	* Commercial Assessment * Accreditation with the assemblers * Adequate fleet	Requestor or contributor qualified indicated. or outsourced.	Contract



5.3 Drawings and specifications.

Any and all doubts regarding drawings, specifications, standards, must be clarified at the time of the critical analysis of the contract. If no doubt is raised, it is understood that the requirements are clear and are the full responsibility of the supplier. All suppliers must meet the requirements defined in any form of project presentation (drawings, specifications, mathematical models and/or standards).

5.4 Product or Service Quality Planning (APQP).

The supplier must develop the production process and plan its quality using the APQP manual (Current Edition).

The Advanced Quality Planning process used should be intended to identify:

- All potential and actual risks that affect the integrity of the product.
- Every opportunity to incorporate error-proofing (poka yoke) techniques.
- The fulfillment of the minimum capability indices, being $PPk=1.67$ in process development (PPAP) and $CPk=1.33$ for statistical process control (current process), required for all special characteristics (critical and safety).

IMPORTANT: The Supplier must not make unauthorized modifications to the product (for example: material, component, sub-assembly, etc.) or process used for production without having the previously approved PAPP or formal authorization from Metagal.

6 - Supply Approval.

Suppliers must comply with the latest version of the PPAP Manual - Production Part Approval Process. PPAP submission must be made for the following conditions:

- Development of new sub-suppliers.
- New product development.
- When required by Metagal's customer.
- In the validation of the product or process change management process.
- Change in Plant Location.
- Production interrupted for 12 (twelve) months or more.
- Specification change (drawing, standards), and
- The definitions contained in the PPAP Manual.

6.1 Submission Documents.

Metagal adopts as standard the PPAP submission level 3 for components (e.g., springs, screws, plastic, and aluminum injected parts, wiring harnesses, fittings, etc.) in accordance with the requirements established in the PPAP manual in force for direct components. For components used in GM assemblies, the submission must be level 5 mandatory. For raw materials, paints, varnishes and bulk materials, Metagal adopts submission level 1.

NOTE: In specific cases, PPAP submission levels 2 and 4 may be applied upon approval by Metagal Supplier Quality.

In specific cases and agreed upon with Metagal, PPAP documentation may also be prepared by the supplier using the VDA 2 format.

PPAPs will be requested from suppliers via Purchasing and monitored by Supplier Quality.

The criteria and required documents are defined in the PPAP manual of the current edition.

Together with the PPAP, the supplier must present its updated production capacity analysis, which must include all the components supplied to Metagal, considering the factory's available production capacity to meet Metagal's needs.

Metagal Conflict Minerals Policy:

Pursuant to the Dodd-Frank Act of August 22, 2012, section 1502 Wall Street Reform and Consumer Protection (Conflict Minerals; every corporation that uses or acquires in a direct or indirect manner the minerals: ***tantalum, tin, tungsten or gold***, in their products or processes, must prove that they are not acquiring minerals or even benefiting Armed Groups, located in the Democratic Republic of Congo (DRC); and/or in adjacent countries (Angola, Burundi, Central African Republic, Republic of Congo, Rwanda, Sudan, Tanzania, Uganda and Zambia), that conduct the extraction of these minerals in a manner that directly afflicts human rights.

Metagal defends the physical and moral integrity of the human being, and we work in a socially responsible manner, together with our customers, suppliers and society. Therefore, we prohibit any use of minerals from the DRC and its neighboring countries in Metagal products.

Metagal will be performing systemic control throughout its supply chain. In situations where the supplier uses any of the minerals cited in any phase of the process in Metagal products, even if this mineral is later removed from the product, (except for impurities present in raw materials such as Steel, Zamac, Aluminum, etc.), the supplier must fill out the "Conflict Minerals Reporting Template - CMRT" form (according to the version provided by the department of Quality Suppliers), informing which are their raw material sub-suppliers and request all of them a statement committing not to buy minerals from

conflicts arising from the Conflict Zone (DRC) in the manufacture of raw material. The supplier must submit these documents on an annual basis and inform Metagal of any change of raw material sub-supplier.

For every new PPAP submission, for products that have conflict minerals in the IMDS (with the exception of minerals from impurities in raw materials), the supplier must send along with all PPAP documentation the updated "CMRT" form, including the new product in the list of products in the form, and if applicable, the declarations of the new raw material suppliers.

It is the Supplier's responsibility to monitor their sub-suppliers so that the raw material purchased does not use Conflict Minerals from the Conflict zone (DRC). Metagal reserves the right to audit when necessary its suppliers and sub-suppliers if applicable.

In order to fully comply with this requirement, below are the pertinent instructions for filling out the CMRT" form:

- Step 1: Read the "CFSI CRMT_Guide" file and understand the minimum completion requirements and meanings of the form fields.
Source: <http://www.responsiblemineralsinitiative.org/>.
- Step 2: Fill out the "Declaration" tab, with the help of the "Instructions" tab and the "Definitions", present in the "CMRT" form.
- Step 3: Fill out the "Product List" worksheet, listing all the products supplied to Metagal that contain Conflict Minerals, for example: products that have tin, gold, or tungsten welding processes, capacitors that contain tantalum, etc.
- Step 4: If applicable, include the data of the Smelter or Ore Refining Company that manufactures the raw material used in the "Smelter List" tab.
- Step 5: Request the Raw Material Sub-supplier, when applicable, to send a declaration committing not to buy conflict minerals from the Conflict Zone (DRC), signed by the company's Legal Responsible Person.

6.2 Products that do not require PPAP.

Indirect materials and services.

6.3 PPAP samples.

Metagal reserves the right to monitor and control the manufacture of the initial batch of parts at the supplier's facilities. The minimum quantity of the lot will be 125 parts but may be adjusted between Quality Suppliers / Supplier and Metagal user unit or Product Engineering.

6.4 Restrictions on the use of Heavy Metals.

IMDS - *International Material Data System*. Access: www.mdssystem.com

Every product supplied to Metagal must be registered in the IMDS system. The ID number must be informed in the PSW in the appropriate field in the PPAP, submitted the plant mentioned in the purchase order.

Santa Rita do Sapucaí site METAGAL ID number: 20326. METAGAL ID number of the Conceição dos Ouros site: 162275. METAGAL ID number of the Diadema site: 45856.
METAGAL ID number of the Argentina unit: 53020.

Full PPAP approval is conditional on IMDS acceptance.

6.5 Critical, Safety and Legislation" Characteristics (Symbology).

Safety-critical features or legislation will be indicated on the drawing by characters.



CRITICAL



SECURITY



LEGISLATION (When Applicable)

CRITICAL: Feature not related to legal or safety considerations. Product characteristic for which a variation will affect customer satisfaction (loss of primary function), such as: function, assembly, processing, or manufacturing.

SAFETY / LEGISLATION: Relates to legal and safety considerations, a characteristic that, if outside the specification, may affect the safety of the product or its compliance with your government regulations, such as: Flammability, Occupant Protection, Steering Control, Brakes, Product Breakage, etc.

Other characteristics may be identified, by the supplier itself, during product development. These should be incorporated in their control plans, to be evaluated through statistical methods and sent to Metagal when requested.

For items with security features, all documents/records must be archived for 15 years and are subject to audit by the Supplier Quality area.

6.6 Prototypes.

Samples and or prototypes must always be accompanied by:

- . Full dimensional report.
- . Materials Report.
- . Report on heat and surface treatments.
- . Appearance report, if applicable.

Specific instructions beyond these stated requirements must be agreed upon and documented during development. Samples and/or prototypes must be packaged and identified in appropriate packaging

as requested for sample items. The sample lot must be properly identified as "Material under Development" - A/C (mention the responsible person).

6.7 Productive Capacity Evaluations.

Metagal reserves the right to perform capacity evaluations (volume) at the supplier's facilities, in order to identify the bottleneck operations of each manufacturing process, as well as to establish action plans to ensure the contracted volumes.

6.8 Product Verification.

The supplier shall allow Metagal, as well as its customers, the right to verify, *on* the supplier's premises, that the subcontracted products and services conform to the specified requirements, *on-site*.

7 - Managing Non-Conformity.

Metagal adopts the method below for dealing with non-conformities:

7.1 Corrective Action Report - RAC.


The 8D system is adopted for the application of deadlines and methodology for problem analysis / solution. The objective is the application of the MASP tool to analyze the root cause of the problem and verify the effectiveness of the corrective actions, which must be designed and implemented by the supplier. The supplier will be notified.

In case of opening a RAC / 8D issued by Metagal to the supplier, it will be the supplier's technical representative's responsibility to go to our consumer unit of the material for the presentation of the stages of Root Cause Analysis / Action Plan and Verification of Effectiveness, respecting the deadlines for each stage according to Metagal's schedule.

In specific cases, depending on the criticality of the occurrence, the unit's Management and Board of Directors participate in this meeting. In case of approval of the material presented, the notification will be finalized.

The supplier will be notified and must respond to Metagal according to the deadlines below:

Deadline for Response	Description	Validation method:
24 Hours	Containment Action at the Assembler Customer, Metagal, and or Supplier Plant.	Evidence and completed form sent via e-mail

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7 Days	Root Cause Analysis and Action Plan	Presentation at the Metagal Unit held by the Supplier's Management / Direction		
14 Days	Implementation of Corrective Actions	Evidence and completed form sent via e-mail		
30 Days	Effectiveness Check	Presentation at the Metagal Unit held by the Management / Direction of the Supplier		

Note: The form that should be used for response is the FGI.197 RAC.

For notifications issued to suppliers of materials / components of products supplied to GM to be closed, it is mandatory to perform a "Shop Floor" audit on the supplier (check list GM 1927-72) by Quality Suppliers. This applies to non-conformities detected at the GM customer's plant.

7.2 Quality breakdown (costs involved).

The Supplier shall supply **defect-free** products. This shall be ensured by the application of updated and effective Quality Management System, including the implementation of the "Zero Defect principle" in the product development and manufacturing processes.

Any rework, selections, losses and costs associated with non-conforming materials are the responsibility of suppliers, including rejection costs (sets), yard actions at the customer and others, due to failure of the purchased component / material. Metagal will pass on these costs through the Quality Defect procedure. There may also be a passing on of costs via Quality Breakdown for the use of technical personnel and / or internal / external testing laboratory, in the analysis of quality problems in which the supplier does not show progress in the treatment of non-compliance occurrences.

Metagal, in compliance with what is applied and expected by customers, is engaged in improving its processes, as well as the quality of its products. Therefore, Metagal aims, through the application of Quality Break, to seek continuous improvement of our suppliers' processes.

Questions regarding the responsibility for the breach of quality and analysis regarding the problem must be asked during the discussion of the non-conformity. We will not accept follow-up questions.

The supplier will have a period of three working days after the notification of indemnity to contest values associated with Quality Break, with the presentation of technical data that justifies the

contestation. The contestation will be analyzed by a committee that must decide whether to maintain the charges.

Table of practiced values associated with a Quality Break, either NNC or RAC:

Nº	Description	Value (R\$)
1	Administrative costs for opening the Notification (NNC or RAC).	542,00

2	Reoccurrence or failure detected in Metagal customers.	1.474,00
3	Delay in sending the notification response or response disapproved by Metagal.	194,00 (Per day)
4	Rework / selection / return of national materials.	48,00 (Per hour)
5	Costs and charges related to customers (0 km) (fines, debits, returns, selection, rework, scrap).	Actual value passed on by the client + 10%.
6	Customer-related costs and charges (warranty).	Actual value passed on by the client + 10%.
7	Extra freight costs and charges due to supplier responsibility item.	Actual value passed on by the customer and/or Metagal + 10%.
8	Costs related to damaged parts because of handling, testing, sorting, and rework.	Actual value passed on by the customer and/or Metagal + 10%.
9	Metagal assembly line downtime cost.	1.100,00 (Per hour)
10	Cost per invoice received without "Notice of Shipment".	150,00

The values established above will apply to all suppliers and may be adjusted every 12 months. When readjusting the values, Metagal will communicate to its suppliers the readjustment and all the values that will be practiced. The new values will become effective 30 days after the communication.

The hours will be noted by Metagal's Receiving Inspection and Quality Suppliers in the management of dealing with Non-Quality occurrences.

We reinforce that the Supplier has the responsibility to send Metagal products that meet all the specified requirements (quality, deadlines and agreed quantities), and to meet all

the requirements of the purchase orders, including the requirements of this manual, thus avoiding costs related to non-compliance.

7.3 Containment.

It is up to the supplier to immediately meet the request for containment in the Metagal consumer unit of the claimed component, for this, it is recommended that the supplier's own resources are used to perform the containment. For domestic materials in which the supplier cannot perform the immediate service in our unit, Metagal will authorize the use of companies providing selection and rework services. For imported materials, Metagal will be responsible for hiring specialized labor in selection and rework, until the arrival of a new batch with the identification of containment and or validation of the effectiveness of the actions responded in the treatment of non-compliance.

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The employees who will provide selection and rework in our units must comply with the work safety procedures in force in Metagal, therefore, before the employee moves to our unit, the supplier must contact the Receiving Inspection responsible to help him/her in this integration procedure.

7.4 Warranty.

The supplier is responsible for warranty claims for the products and services it provides, from their delivery to Metagal until the end of the warranty period determined for the final product delivered to the customer.

If the product problem is confirmed, all costs arising from these warranties will be passed on to the supplier. This includes the cost of the part, costs for replacement and additional costs (penalties), when charged by Metagal customers. All such costs will be notified and passed on to the supplier via the Quality Breakdown procedure.

7.5 Supplier Visit at the Metagal Plant.

The supplier's visit to the Metagal units is applied according to the request of Quality Suppliers, Reception Inspection, or Quality Engineering, whenever requested and made possible.

8 - Tools and Devices.

All Metagal tooling must be identified with Metagal's code and name on it. The supplier shall establish preventive and/or predictive maintenance procedures for all key process tools and equipment. Records of preventive and/or predictive maintenance history and charts shall be documented and made available for review as requested by Metagal Supplier Quality.

The supplier must have in its controls a master list containing all METAGAL tools and devices, as well as preventive maintenance schedules that will be evaluated in the scheduled audits.

The supplier is responsible for establishing a system to ensure that tools, devices, molds, and returnable packaging are maintained in a manner that ensures their integrity.

Note 1: In order to work preventively in maintenance and tool replacement in series, the supplier must send an annual analysis of all METAGAL tooling (according to standard form METAGAL FGI.299), with legible photos and technical data of the tool.

Note 2: For revitalization process or new tooling construction, the analyses must be sent at least 8 months in advance. Validation of tooling conditions will be done *in loco* by Quality Suppliers, Tooling and Metagal's customers.

9 - Supplier Qualitative Performance Follow-up Meetings (ADQF).

Suppliers with "B" and "C" performance in Metagal's qualitative monitoring, disclosed monthly to our suppliers through the Receiving Inspection, must present a systemic action plan for the occurrences of the month under analysis, as well as the closing evidence.

Other criteria may include the supplier in the ADQF meeting, these are:

- Production part submission performance.

- Metagal's customer service.
- Performance in Metagal audits.
- Performance in the CBP.
- Low performance in the AI (Attendance Index).

Note: maximum period of 15 days from the date of receipt of the Performance. If there is a delay in sending the Action Plan, the supplier will be demerited in the IA (Performance Index) of the IGF (General Supply Index).

10 - Subcontractor Control.

Each Metagal supplier is also responsible for the control and continuous improvement efforts of its subcontractors, who must also implement and document appropriate controls. Metagal suppliers shall require their subcontractors to comply with the requirements specified in this manual for the purpose of subcontractor development. Conformance to ISO 9001 is recommended, and IATF 16949 system development makes up an appropriate system.

The supplier shall conduct Special Process Audits (SQA's) applicable to subcontractors annually using the latest edition in effect and submit the audit report and auditors' qualification certificates to Metagal. The supplier shall maintain an updated schedule for conducting these audits.

Applicable Special Processes:

- CQI 9 - Heat Treatment System Evaluation.
- CQI 11 - Deposition System Evaluation.
- CQI 12 - Coating System Evaluation - Painting.
- CQI 14 - Automotive Warranty Management.
- CQI 15 - Welding System Evaluation.
- CQI 17 - Solder Brand System Evaluation.
- CQI 23 - Molding System Evaluation.
- CQI 27 - Casting System Evaluation.
- USCAR 21 - Performance Specification for Wire Harnesses.

Metagal and/or its customer reserve the right to visit subcontractors when required. The communication of this visit will be made in advance to the supplier.

supplier should maintain records indicating o manager responsible for safety and product liability of its subcontractor.

11 - Supplier Monitoring.

11.1 Supplier Monitoring Periodicity

The qualitative monitoring of direct suppliers is carried out monthly based on the ADQF - Follow-up of the Qualitative Performance of Suppliers.

11.2 Qualitative Monitoring

The qualitative monitoring of service providers is done through the evaluation of the contract requester. The criterion for evaluation is FGI 010 - EVALUATION OF SERVICE PROVIDERS. The frequency of the evaluations is managed by the Purchasing department through FGI 009 - MANAGEMENT OF SERVICE CONTRACTS. This system applies to service providers / suppliers, whose product / service is linked to product realization, or linked to activities with environmental impacts.

11.3 Supplier Qualitative Performance Follow-up (ADQF).

The ADQF is composed of the Reception Inspection Indicators / PCM Indicators / Supplier Quality Indicators. Each indicator has its weight on the ADQF, according to the composition below, resulting in 100% of the supplier's overall score (**IGF**). $IGF = (IGQ*0,30) + (IGA*0,30) + (IGS*0,40)$, where:

- IGF - General Supplier Index. IGQ - General Quality Index. IGA - General Service Index.
- IGS - Supplier Quality System General Index.


11.4 Supplier Quality Indicators.

IGQ (General Quality Index) - It is the monitoring of the Reception Inspection based on the supplier's supply history, and is composed as follows:

$$I.G.Q = (0,5*I.Q.F) + (0,5*PPM)$$

IQF (Supplier Quality Index) - Measured in POINTS, through the registration of occurrences / Notifications / RACs in the "Non Conformity Treatment Sheet" of the Reception Inspection. IQF scoring criteria:

Occurrence	Criterion	I.Q.F
INTERNAL RAC	<ul style="list-style-type: none"> - Out-of-specification characteristic with no functional impact detected on the production lines or in the Metagal Receiving Inspection; - Feature that is out of specification that is not classified as critical/safety; - Out-of-specification appearance characteristic. 	1 point
INTERNAL RAC	<ul style="list-style-type: none"> - Out-of-specification characteristic with functional impact detected on the production lines or in the Metagal Receiving Inspection; - Out-of-specification characteristic that is classified as critical / safety or recurrence with the same failure mode within 6 months. 	3 points
RAC EXTERNAL (ASSEMBLER)	The component that is out of specification detected at the customer's receiving or assembly line.	5 points

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RAC EXTERNAL YARD / FIELD LOCK / WARRANTY	Component that is out of specification, detected in the yard and or field or returned components from vehicle warranty.	7 points

Score	Index
0 or 1 point	index will be 100%.
2 or 3 points	index will be 75%.
4 points	index will be 50%.
More than 4 points	index will be 0%.



PPM (Parts Per Million) - Measured in POINTS through the registration of occurrences / notifications / RAC's in the "Non-Conformity Treatment Spreadsheet" of the Reception Inspection. Criteria for scoring the PPM:

Criterion		Demerit PPM
PPM up to 9		0 Point
PPM from 10 to 99		1 Point
PPM above 99		2 Points
Score	Index	
0 point	index will be 100%.	
1 point	index will be 50%.	
2 points	index will be 0%.	

IGA - (General Supply Index) - It is the PCM monitoring based on the supplier's supply history, and is composed as follows:

$$I.G.A = (0,5 * P.E) + (0,5 * D.F)$$

EP (Delivery Time) - Is measured in POINTS through the registration of logistical occurrences/incidents in the "Logistical Incidents Spreadsheet" of the PCM. Criteria for scoring the EP:

Criterion		Demerit
1 delay without line stop		1 Point
2 delays with no line stop at Metagal		2 Points
3 delays without line stop at Metagal and/or 1 line stop at Metagal or at the customer		3 Points
Score	Index	
0 point	index will be 100%.	
1 point	index will be 75%.	
2 points	index will be 50%.	
3 points	index will be 0%.	

NOTE: Failure by the supplier to send the "Notice of Shipment" will be measured in POINTS through the registration of occurrences / logistical incidents in the "Logistical Incidents Spreadsheet" of the PCM (according to the table above). The supplier will be charged R\$ 150.00 per invoice received without the "Notice of Shipment".

DF (Physical Divergence) - It is measured in POINTS through the logistic occurrences/incidents register in the "Logistic Incidents Spreadsheet" of the PCM. Criteria for scoring the DF:

Criterion		Demerit
1 divergence		1 Point
2 divergences		2 Points
3 divergences or more		3 Points

Score	Index
0 point	index will be 100%.
1 point	index will be 75%.
2 points	index will be 50%.
3 points	index will be 0%.

IGS - (General System Index) - It is the Supplier Quality monitoring, considering the supplier's Quality System (ISO 9001 or IATF 16949), Process Audit scores, and Compliance Index of the deadlines set for problem solving, Action Plans, and PPAP's, and is composed as follows:

$$\text{I.G.S} = (0,40 * \text{I.S.Q}) + (0,30 * \text{I.A.P}) + (0,30 * \text{I.A})$$

ISQ (Quality System Index) - Is measured based on the supplier's quality management system, in the "ASQF Worksheet". ISQ scoring criteria:

Score	Index
IATF 16949 (within expiration date)	100
ISO 9001 (within expiration date)	80
IATF 16949 (expired)	10
ISO 9001 (expired)	5

IAP (Process Audit Index) - It is the score in POINTS referring to the result of the Process Audit performed by Supplier Quality at the supplier.

AI (Index of Attendance) - It is measured in POINTS based on the supplier's delays in dealing with suppliers, these delays are controlled by the Supplier Quality and Reception Inspection:

Criterion	Demerit
0 delay	0 Point
1 or more delays within the month	1 Point
Reoccurrence of late treatment in the following month	2 Points

Score	Index
0 Point	index will be 100%.
1 Point	index will be 50%.
2 Points	index will be 0%.

11.5 Supplier Classification.

The classification of suppliers in the qualitative monitoring respects the following criteria:

- . IGF = 90 to 100 points- "A" grade
- . IGF = 80 to 89 points- "B" grade
- . IGF = 0 to 79 points- "C" grade

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11.6 "C" rating.

Suppliers that are rated "C" in the qualitative monitoring for three consecutive months or for three alternate months within the last 6 months of evaluation, i.e., suppliers who did not meet the general treatment of the Reception Inspection and Quality of Suppliers, will be directed to a special treatment (PFC). Suppliers not meeting the critical supplier program (CBP) may be disqualified and directed to Metagal Change Management.





DESEMPENHO - FORNECEDORES

EMPRESA	<input type="text"/>		
MÊS:	<input type="text"/>	UNID.	<input type="text"/>

OBJETIVOS METAGAL:	
PPM :	≤ 9
NÃO CONFORMIDADES :	até 1 NNC
ATRASO DE ENTREGA (s/ parada linha) :	até 1
DIVERGÊNCIA FÍSICA	até 1
AUDITORIA DE PROCESSO	≥ 90
SISTEMA DE GESTÃO DA QUALIDADE	IATF 16949:2016
PRAZO DE PPAP	7 DIAS
PRAZO DAS AÇÕES	24 h, 7 e 14 dias (RAC)
	24 h e 7 dias (NNC)

TABELA DE CLASSIFICAÇÃO DE FORNECEDORES:		
IGF (NOTA)	CONCEITO	CLASSIFICAÇÃO
90 - 100	A	EXCELENTE
80 - 89	B	ACEITÁVEL
0 - 79	C	INSATISFATÓRIO

NOTA: O IGF é calculado considerando o critério:

$$IGF = (IGQ * 0,30) + (IGA * 0,30) + (IGS * 0,40)$$

Onde:
IGQ (Qualidade) é formado pelo PPM e Nº de notificações (IQF);
IGA (Logística) é formado por Prazo de Entregas (PE) e Divergências Físicas (DF);
IGS (EQF) é formado pela nota de Auditoria de Processo (IAP), Certificação do Sistema de Gestão da Qualidade - ISO 9001:2015 / IATF 16949:2016 (ISQ), pontualidade na tratativa de PPAP e atendimento aos prazos das ações traçadas (IA).

IMPORTANTE:
 Fornecedores que apresentarem conceito "C" estarão automaticamente excluídos de participação em novos negócios.
 A reincidência do conceito "C" por 3 meses consecutivos acarretará na abertura do Programa de Fornecedores Críticos (PFC), onde serão realizadas as tratativas cabíveis para a melhoria do fornecedor. Em caso de não evolução, o mesmo será descontinuado.

Comentários:

IGF:	100	CONCEITO	A
QUALIDADE	LOGÍSTICA	EQF	
NOTIFICAÇÕES	DIVERGÊNCIAS FÍSICAS	SISTEMA DE GESTÃO	ÍNDICE DE ATENDIMENTO
100	100	100	100
PPM	ATRASOS ENTREGA	AUDITORIA DE PROCESSO	
100	100	100	

HISTÓRICO DO DESEMPENHO

IGF

EQF

IGS

IAP

ISQ

IA

QUALIDADE

IGQ

PPM

IQF

LOGÍSTICA

IGA

PE

DF

RAC / NNC	PA / AUDITORIA	PPAP
0	0	0

11.7 Supplier Performance Disclosure

Monthly, the result of the supply performance (IGF) will be disclosed to suppliers. In response to the disclosure of performance, suppliers classified as "B" and "C" will be charged with a systemic action plan with all the actions outlined for the occurrences noted in the qualitative monitoring. The supplier must send the Action Plan to Metagal within a maximum period of 15 calendar days from the date of receipt of the Performance. **IMPORTANT:** If there is a delay in sending the Action Plan, the supplier will be demerited in the IA (Attendance Index) of the IGF.

11.8 Containment Actions due to Supplier Performance.

According to the suppliers' performance, the departments of Supplier Quality, Receiving Inspection, PCM and Purchasing, may, together or individually, define containment actions on the suppliers. Example:

- ✓ Controlled shipment at the supplier.
- ✓ Anticipation of audits.
- ✓ Technical Visit.
- ✓ Veto for new business development.

12 - Critical Suppliers Program (CBP).

It is the program used by Metagal to conduct suppliers that have been classified as "C" in the performance monitoring for three consecutive months or in three alternate months within the last 6 months of evaluation, in other words, suppliers that did not meet the standard adopted for our suppliers by the Reception Inspection / Supplier Quality / PCM / Purchasing. In this program, the supplier will be monitored monthly through specific work that will have the objective of bringing the supplier back to the goals established in the performance monitoring (A and B).

12.1 PFC program duration

It will be 3 months, and the supplier must recover its B or A rating in this period, based on the targeted work that will be outlined for the supplier. If the supplier does not regain its B or A rating within this period, it will be disqualified and directed to Metagal's Change Management.

12.2 CBP validation and exclusion from the program

The supplier will be considered approved and able to leave the CBP after a period of 3 months without recurrence of a C rating. In cases of recurrence of a C rating within 3 months, an analysis will be conducted to assess the feasibility of opening a new CBP or directing it to disqualification and conduct through Metagal's Change Management.

12.3 Blocking for participation in quotations / new projects

Suppliers who are in the CBP will not be able to participate in quotations / new projects. These suppliers will be released for new quotations / projects only after CBP validation and program closure.

12.4 Controlled embarkation level I and II

At the opening of the CBP, the supplier will automatically be included in Controlled Embarkation level. I. If the supplier demonstrates lack of control or reaction to problems and actions, level II Controlled Embarkation will be implemented to safeguard Metagal until the conclusion and closure of the CBP:

Controlled Shipment Level I - 100% final inspection, additional to the normal process inspection done at the supplier's plant with own manpower.

Controlled Shipment Level II - Final inspection of 100% additional to the normal process inspection made at the supplier's plant or at METAGAL, with labor from an outsourced company indicated by METAGAL, with costs under the entire responsibility of the supplier.

Note: The definition, criteria and responsibilities are described in item 19 of this Manual, excluding the supplier's permanence period in the Controlled Embarkation, which, in the case of the CBP, may extend up to 90 days.

13 - Procurement Optimization Process.

It is Metagal's program responsible for conducting the **decision** process **on the maintenance or discontinuation of business** with suppliers, when they present situations in which Metagal may have losses, such as: Quality / Image / Financial / Production.

14 - Change Management.

Product or process changes to components and direct materials must be conducted in Metagal's Change Management Program. Included in this context is the need for supplier change motivated by the disqualification process through CBP.

The request / proposal must be formalized using the supplier change request form, and must be requested to Quality Suppliers or to Metagal's Purchasing department.

IMPORTANT: Suppliers must obtain Metagal's approval of the request before implementation.

Metagal must be notified at least 90 days in advance, in case of change of supplier's facilities, where the whole process will be validated by Quality Suppliers. New

homologation process will occur in this phase to validate the new supplier installation, new PPAP approvals and others as agreed with Supplier Quality.

15 - Layout Inspection and Functional Testing.

Layout inspections shall be performed annually after product approval. Dimensional, material and functional analyses (when applicable) must be performed simultaneously on all products supplied to METAGAL. When requested, it must be presented to Quality Suppliers.

15.1 - Product and Process Audits.

Product and Process Audits shall be performed annually by the supplier after product approval. Dimensional, material, process parameters, capacity, packaging, labeling and test equipment capacity analyses shall be performed simultaneously on all products supplied to METAGAL. They must be available and when requested, must be presented to Metagal Supplier Quality.

16 - Scheduled Audits.

16.1 Process/Product Audits (supporting documentation).

The Process / Product and Item Audit with supporting documentation is performed by Supplier Quality, based on VDA 6.3 (Process), and applies to direct component suppliers.

The frequency of audits is set based on your score from the last process audit:

A" grade in Process Audit	B" grade in Process Audit	C" grade in Process Audit
3 years	2 years	1 year

Audit Note	Overall level of audit performance	Description of the audit note
A	90 points or more	Vendor approved without restriction
B	Between 80 and 89 points	Supplier approved with action plan
C	Below 80 points	Vendor Failed for New Business

Where Applicable, whenever a part is designated as a safety and/or legislative part, the supplier will be required to meet specific requirements for the provision of safety items / legislation, as specified by Metagal, this may cover specific audits.

of standards or legislation, Statistical Process Control (SPC), engineering tests, quality and manufacturing information retention.

For suppliers located outside the national territory (international), Metagal adopts the completion of the Process Audit Self-Assessment - check list P1 (self-assessment performed by the supplier).

Audit score (self-assessment)	Overall level of audit performance	Description of the audit note
A	90 points or more	Vendor approved without restriction
B	Between 80 and 89 points	Supplier approved with action plan
C	Below 80 points	Vendor Failed for New Business

Note: The supplier should perform process audits on the sub-supplier periodically and on a planned basis.

16.2 Special Process Audits (CQI's).

The audits will be carried out according to the CQI manual applicable to the process, in its latest edition. The following will be audited: CQI-9 / CQI-11 / CQI-12 / CQI-14 / CQI-15 / CQI-17 / CQI-23 / CQI- 27 / USCAR 21 annually or in advance in cases of low performance of attendance. Metagal also considers a self-assessment performed by the supplier to meet this requirement, provided it is performed by qualified auditors as described in the respective manuals.

An action plan will be generated for evaluations deemed unsatisfactory or non-compliant, the goal being to periodically check the process for continuous improvement.

16.3 IATF 16949 Certification.

Applicable only to suppliers who are not IATF 16949 certified. The objective is to encourage our suppliers to migrate to this certification, as well as to monitor them on the degree and progress of implementation. In process audits conducted by Metagal, the implementation schedule will be verified.

16.4 MMOG/LE (Logistics Evaluation) Audits.

The MMOG/LE (Materials Management Operate Guideline / Logistics Evaluation) is a continuous improvement tool that should be assimilated for the purpose of evaluating and developing the company's logistics context.

Metagal adopts the practice of requesting a biennial self-assessment. After analyzing the results presented and verifying the logistics standard of our suppliers, if necessary, we schedule an *on-site* evaluation to verify the compatibility of the self-assessment with the actual performance, thus validating the answers. Action plans should be prepared to remedy.

the eventual non-conformities and thus achieve the maximum score, a circumstance in which we once again evaluate our supplier.

16.5 BIQS Self-Assessment.

Suppliers must annually send the self-assessment relating to BIQS requirements (form FGI 104 - Audit BIQS sub-suppliers) completed to Metagal. The Quality of Suppliers department is responsible for sending, receiving and analyzing the self-assessment.

The supplier should fill in the Action Plan on the form for the questions that have a "yellow" or "red" rating.

The deadline for returning the completed self-assessment to Metagal is 15 calendar days after receipt.

17 - Delivery / Extra Shipping.

The supplier must meet 100% performance of delivery times and quantities agreed to in purchase orders or delivery schedules. The supplier shall monitor and maintain records of overcharges that include both supplier and sub-supplier paid expenses. Excess freight costs will be passed on to the

supplier through Quality Control (Q.Q.) in situations where non-compliance with delivery schedules or non-conformance in products and services affects end customer supply.

18 - Identification / Packaging.

All products supplied must be packaged appropriately, ensuring adequate protection against damage or deterioration until delivery to Metagal's ordering unit.


The packages and/or products must be properly identified to allow the perfect traceability of the records and controls made during the manufacturing / inspection of the product, including the raw material used.

The package label must contain at least the information below:

- Metagal product / material code.
- Product / Material Description.
- Lot number traceable to the material certification.
- Supplier code (optional).
- Quantity.
- Date.
- Expiration date for perishable items, such as: adhesives, chemicals.

These labels must have a single attachment position on the packages to avoid double identification.

In situations of development, changes, sample submission, the supplier must use the identification below (FGI 051).

	ETIQUETA DE IDENTIFICAÇÃO DE PRODUTO EM DESENVOLVIMENTO / PROTÓTIPO
Fornecedor: _____	
Código Peça: _____	
Descrição da Peça: _____	
Quantidade: _____ Lote: _____	
Data do Desenho: _____ Revisão Desenho: _____	
Alteração: _____	
Projeto: _____	
Aos Cuidados: _____	
Área: _____	
Unidade: _____	
Data: _____	
<small>FGI 051 - Revisão 00 de 01/08/2018</small>	

19 - Controlled Embarkation.

Controlled Embarkation is an additional inspection process to screen and segregate non-conforming material / component. Controlled Embarkation consists of two types or levels of containment: Level I and Level II.

19.1 Level 1 (CS-I).

Prior to the implementation of Controlled Embarkation in the application of Metagal's Critical Suppliers Program (CBP), the Receiving Inspection, through established criteria, may request the implementation of Controlled Embarkation.

Criteria for applying the Controlled Embarkation Level I (CS-I) regime:

One of the criteria below not being met will result in the application of Controlled Embarkation.

- Reoccurrence of non-conformities in the receiving inspection, Metagal production process or at the Metagal customer within a 12-month period;
- Non-conformity with relevant impact on the Metagal customer (Ex: issuance of notification by the customer to Metagal where, the root cause of the notification, stems from failure in the material / component purchased) and / or request from the Metagal customer;
- Five RAC's issued to the supplier in a single month's supply;
- Number of RAC's issued to the supplier equal to or greater than 7 (seven) within the last 3 consecutive months of supply.

Note: The Level I Controlled Embarkation will be maintained for a period of 40 calendar days, and in case of recurrence of the failure mode (non-conformity) in the same material / component in this period, the Level II Controlled Embarkation will be implemented.

Supplier Responsibilities in the Controlled Level I (CS-I) Shipping Process:

Level I Controlled Shipment is carried out by the supplier, with the costs under his responsibility, at his premises and in an area physically removed from the normal production process.

- Contain all non-conforming material / component in its facilities, in stock, at the customer's premises upon notification of Controlled Embarkation;
- Provide an additional inspection station for non-conformities found in a separate area from normal production, with all documentation related to the procedure per material / component (Inspection Plans, Records, Quality Alerts, Versatility Matrix / Training List, Escalation Contact List, Standard Sample, etc.);
- Provide inspection data and send the records weekly to Metagal (Supplier Quality and Reception Inspection);
- Implement corrective actions in order to prevent reoccurrence of the failure;
- Review all material / component approval documentation.

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- Bear all costs arising from Controlled Embarkation.
- Establish and communicate the improvement plan status with Quality Suppliers.
- Receive the person in charge of Supplier Quality for the Controlled Shipment follow-up without prior scheduling.

Controlled Shipment Level I (CS-I) Exit Criteria

All of the following criteria must be met for Controlled Embarkation to be withdrawn.

- After implementation of the definitive corrective action, the inspection data must show no rejection within the inspection area, as well as in the receiving inspection and production process of Metagal or its customer, for 40 calendar days;
- Evidence that the root cause of the problem has been detected and that the corrective actions have been definitively implemented and validated. Metagal Supplier Quality will perform this assessment.
- Introduce error-proofing devices within your process to avoid reoccurrence of the nonconformities specified in the issued RAC's or evaluation / approval of the actions implemented in the process by Metagal Supplier Quality;
- Update the PFMEA, Control Plan, Flowchart, Operator's Standard Work Instructions, and resubmit the PPAP to Metagal (according to the PPAP Manual rules in its current edition);
- Stop performing the inspection within the Controlled Embarkation process when you receive, in writing, the letter of removal from the Controlled Embarkation.

Note 1: This procedure may be extended according to the analysis of Quality Suppliers;

Note 2: If a new failure mode is detected in a material / component that is under Controlled Embarkation Level I, all inspection station documentation for this process must be updated including this new failure mode and all components in stock at the supplier and Metagal must be reviewed again.

Note 3: Reoccurrence of a particular failure mode in materials / components that are under Controlled Embarkation Level I, will result in the implementation of Controlled Embarkation Level II.

19.2 Level II (CS-II).

Below are the criteria for placing a supplier under Level II Controlled Embarkation:

- Reoccurrence of a failure mode (non-conformity) in the material / component that is under Controlled Embarkation Level I, detected at the Metagal plant or at its customer.

Supplier Responsibilities in the Controlled Shipment Process Level II (CS-II)

Level II Controlled Embarkation must be performed by an external company (3rd party) and the workstation must be physically separated from the Level I Controlled Embarkation station as well as from the manufacturing stations;

All costs for Level II Controlled Embarkation are the sole responsibility of the supplier.

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The supplier may homologate a specialized third-party company for the execution of the Level II Controlled Embarkation of its choice, but the supplier must obtain formal approval from Metagal Supplier Quality regarding the subcontracted company before the beginning of the work.

- Provide inspection data and send the records weekly to Metagal (Inspection of Receipt and Quality Suppliers).
 - Implement corrective actions to prevent reoccurrence of the failure.
 - Review all material / component approval documentation.
 - Establish and communicate the improvement plan status with Quality Suppliers.
 - Receive the Metagal Supplier Quality representative responsible for monitoring the Controlled Embarkation without prior scheduling.

The supplier must notify the respective IATF 16949 or ISO 9001 certification body regarding Level II Controlled Embarkation no later than 10 calendar days after its implementation.

Note: Level I Controlled Embarkation must be maintained.

Controlled Shipment Level II (CS-II) Exit Criteria

The exit criteria for Level II Controlled Embarkation are the same as those established for the Level I Controlled Embarkation process.

Note 1: After removal from Controlled Shipment Level II, Controlled Shipment Level I must be maintained until the exit criteria for this process are met.

Note 2: To start supplying components to Metagal, whether for a new development or due to transfer of supply source, the supplier must put in place a containment system through "Controlled Shipment Level I - CS-I" or similar, for all items in a 3-month period, and the I-charts with inspection results must be sent to Metagal's Supplier Quality department, which will control and monitor the results, with the aim of ensuring the quality of the component received by Metagal, in order to protect the end customer.

Until there is evidence that the supplier is producing with the required conformity and the Controlled Embarkation detects no more defects for 30 calendar days, after *on-site* evaluation by Metagal's Supplier Quality representative to prove the documentation and the effectiveness of the process in question, the Controlled Embarkation will extend for another 30 days, with no time limit for removal.

For each containment plan, a specific agreement for the identification of the batches will be made (proof that the components went through containment), must be included in a visible place on the outer packaging. **NOTE:** Depending on the assessment of the person responsible for Quality Metagal Suppliers and / or Metagal customer requirement, the supplier will be subject to also identify each component.

A containment plan will be put in place in case of proven repetitive failures (recurrence) that exceed the PPM target set at the beginning of the project (Quality Agreement).

20 - Specific Requirements of the Quality, Environmental, Occupational Safety, and Social Responsibility Systems.

20.1 Quality.

External Document Control.

The supplier shall possess all current revisions to current drawings, designs, standards and specifications required and that these have been satisfactorily understood and accepted. These documents must be properly controlled in the supplier's quality system. Metagal establishes that its suppliers must perform once a year (minimum), a verification of the updating of the technical documentation of external origin (designs, drawings, standards, specifications, etc.).

Register Control.

Records of part approvals, purchase orders, and contract amendments must be kept for as long as the part (or family of parts) is active plus one calendar year. For safety products or features involving legislation the retention time is 15 years. Records of internal audits and management meetings must be retained.

20.2 Confidentiality.

The projects, drawings, standards, specifications, etc., are confidential and cannot be disclosed without Metagal's formal authorization.

20.3 Environmental.

Metagal recommends that its suppliers are ISO 14001 certified or equivalent (e.g.: ABIQUIM) and requires that they have environmental protection definitions that establish and involve the company's activities before the legislations and the environment.

Environmental suppliers must provide a valid copy of the Operation License and a valid Fire Department Inspection Report.

Item applicable for suppliers of hazardous materials and waste transportation and disposal. This Qualification is carried out during Audits / Visits made by the corporate environmental or occupational safety sector **(FGI 193)**.

Air quality: Suppliers must control atmospheric emissions by means of operational controls, as well as monitoring by means of a periodic report, evidencing that the emissions are within the levels allowed by legislation and what preventive actions are taken, combating and reducing the emissions of pollutants and the effects of degradation of the atmospheric environment.

Energy Efficiency and Greenhouse Gas Emissions: The supplier must relentlessly pursue energy efficiency through measures and awareness of its team, always aiming for continuous improvement, with the goal of changing existing systems to more effective systems and monitor the efficiency of the equipment they use, directly influencing the reduction of greenhouse gases, thus improving the energy efficiency of your company.

Water quality and consumption: The supplier must monitor the quality and consumption of water, with the aim of reducing it by using as little as possible in our operations, in order to avoid waste, always instructing its employees on the best way to act and showing them how to contribute positively to the sustainability of the environment.

Sustainable resource management and waste reduction: The supplier should monitor waste generation and aim to reduce waste.

Responsible chemical management: A suitable system is required to develop chemical management in a responsible way. The supplier shall identify chemical materials and hazardous substances and ensure their proper use, storage, recycling, reuse and disposal. All legislation and regulations in force related to chemical materials and hazardous substances must be respected.

Transportation of finished product and components between plants (Environmental).

The periodic assessment of the Black Smoke Emission from diesel-powered vehicles must be performed. This control is carried out by the gates of the Metagal units according to the Ringelman scale, and in cases of failure, the transport may be prevented from entering the Metagal units.

20.4 Workers' Rights and Safety.

For Metagal, observance of general human rights forms the basis of all business relationships. We therefore expect our business partners to comply with the general human rights and labor law of the country in which they operate. In addition, the following requirements must be observed:

Freedom of association.

The basic right of all workers to form and join trade unions and worker representations is recognized. Where this right is limited by local law, alternative possibilities for worker representation shall be encouraged in accordance with the law.

Absence of discrimination.

Equal opportunities and equal treatment are guaranteed irrespective of ethnic origin, skin color, sex, religion, nationality, sexual orientation, social origin or political convictions insofar as they are based on democratic principles and the

tolerance for difference. As a matter of principle, employees are selected, recruited and promoted on the basis of their qualifications and capabilities.

Any form of abuse, intimidation, threat or harassment, whether physical, sexual or verbal, is not tolerated. We must respect your employees' right to privacy.

Absence of forced labor.

Metagal is against any and all use of forced and compulsory labor, including debt bondage or non-involuntary detainee labor.

Under no circumstances should the supplier use forced labor under the ILO Conventions. The term forced or compulsory labor refers to all slave labor required of an individual under threat of any form of physical punishment, confinement or violence used as a method of discipline or control, such as the withholding of identification documents, passports, work visas or deposits from employees as a condition of employment.

Absence of child labor.

Child labor is prohibited. The minimum age for admission to employment is dictated by state regulations.

Compensation.

The wages and benefits paid for a normal working week correspond at least to the respective national minimum legal standards or the minimum standards of the respective national branches of the economy.

The supplier must guarantee its employees' salaries that, at a minimum, comply with national legislation or industry standards and are governed by binding collective agreements, including about overtime and other pay schemes.

Working hours.

The working hours correspond to the respective national legal provisions or the minimum standards of the respective national branches of the economy.

Employees must work in compliance with all current legislation and mandatory industry standards regarding instituted working hours and overtime, including breaks, rest periods, vacations, and maternity and paternity leaves, such hours must not require a workweek longer than permitted by law, employees must be entitled.

Labor and health protection.

The trading partner complies, as a minimum, with the respective national standards for a safe and hygienic working environment and in this regard takes appropriate measures to ensure.

health and safety in the workplace, so that health-promoting working conditions are ensured.

Ergonomics.

The main objective is to gradually eliminate strenuous and excessively repetitive work, which are

harmful to health, and can be mitigated through job rotation, inclusion of breaks, mechanization, and improvement of ergonomic working conditions. The supplier must keep the theme disseminated within the company and may create a Multifunctional Ergonomic Committee where its role is to support the ergonomic processes and drive the evolution of ergonomics in the company as a whole.

Emergency preparedness.

The supplier must have a fast and planned reaction in case of an emergency, as this can, minimize damage to the environment and can also save the lives of employees, the supplier must have employees trained in this type of situation and prepared to follow the emergency procedures.

Incident and accident management.

The supplier must have a control of incidents and accidents inside its plant, with the purpose of controlling and preventing occupational risks. The supplier must address the theme in training as a way of keeping a trained team for the prevention of incidents and accidents. Keep documents for the follow-up of accidents and near-accidents with the evaluation of the responsible area that has the demand to mitigate such risks.

Personal Protective Equipment.

The supplier must prioritize safety in the work environment. Therefore, the supplier must provide all the PPE's required in the operation and conduct evaluations by function to prepare a procedure which includes the description of activities, risks associated with the activities, thus specifying the necessary PPE's and procedures in case of accidents.

Machine Safety.

The supplier must follow the orientation and train its employees on how to handle the machines and equipment correctly. Keep the equipment with the maintenance as indicated by their manufacturers, thus increasing the safety of the machines and all the training and guidance aims to ensure the health and safety of employees, avoiding possible dismissals.

Handling of chemical products.

Many accidents occur due to the incorrect use of chemical products. To protect yourself it is essential to stay alert to all safety procedures and handle them correctly.

Protection against fire:

The supplier must know the risks inherent to its process, have the Fire Department Inspection Certificate ensuring that the points and places where the real need is characterized have a signaling system (ground and wall). There must also be escape route signs and fire extinguisher locations. The supplier must have employees trained to help in case of emergency, thus increasing the protection and fighting the fire.

20.5 Business ethics.**Corruption.**

The supplier must repudiate any form of corruption. Always remaining alert to situations that characterize this type of behavior. The practice of such acts is subject to disciplinary measures and

sanctions according to the legislation in force.

Privacy.

There are clear guidelines for protecting privacy when dealing with personal data. For any use of personal or corporate data, the approval of those involved regarding the use of such data is essential.

Financial Responsibility.

The supplier must consciously use its resources by improving processes and procedures and commits to financial registration with a focus on transparency and accuracy of recorded information.

Information disclosure.

The supplier knows the responsibility he must disclose information about all the actions taken by his company on relevant topics such as health and safety, environment, among others. That is why it is important to have control over what information will be disclosed.

Fair Competition.

The supplier should only conduct business based on merit, market economy principles, and free competition, thus respecting the law and Ethical principles.

Conflict of interest.

The supplier must respect the private interests of its employees by defining for the employees what is accepted and what is not accepted so that there is no conflict of interest.

Counterfeit parts.

The supplier should understand the impact of counterfeit parts on the market and should veto the use of counterfeit parts or software from illicit or dubious sources.

Intellectual Property.

The Supplier must preserve the physical, intellectual and material assets of its company and its own health and safety and that of others who work on the company's premises. Therefore it must respect and value the intellect of its collaborators, business partners and competitors.

Exports and Economic Sanctions.

All supplier's employees must follow and respect the export control and economic sanctions policy as well as all laws in effect in the country in which they are operating. This includes laws and regulations regarding trade embargoes and economic sanctions, export control, cargo security laws, import classification and valuation, product/country of origin marking and free trade agreements.

Retaliation.

The supplier shall make available a whistle-blowing channel to be informed, on an anonymous basis, that no persecution, punishment or any other form of retaliation shall be practiced against whistle-blowers or witnesses involved in ethics-related processes. The mechanism should be monitored by a person appointed for this purpose, who will keep these records and take the necessary measures in a confidential manner.

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Civil and criminal product liability.

Suppliers have primary responsibility for the manufacture of purchased and assembled parts, and MUST designate a manager responsible for safety and product responsibility, in order to ensure product integrity and safety, and this employee must have technical knowledge related to the material / Component supplied and decision-making power (senior management of the company). According to FGI Form 314.

Contracts.

It is the supplier's responsibility to carefully read, sign and comply with all the requirements and clauses that are in the supply contracts, the Commodate and the supply manual, considering that the failure to comply with any requirement may result in the breach of contracts, thus ending the partnership between Metagal and supplier.

NOTE: These requirements do not replace any regulations.

21 - Metagal Integrated Policy.

Aiming at the development of our supply chain, we rely on our suppliers to meet our integrated policy, evaluating and deploying actions in their respective plants.

POLÍTICA INTEGRADA

O grupo Metagal Indústria e Comércio Ltda, em suas atividades de desenvolvimento e manufatura de soluções para retrovisão e componentes para a indústria automotiva têm como compromissos:

QUALIDADE

- Fornecer produtos e serviços com nível de qualidade que atenda as expectativas dos clientes com prazos adequados e custos competitivos.
- Melhorar continuamente os processos administrativos e técnicos, visando proporcionar aos clientes benefícios superiores aos da concorrência e atendimento às legislações do segmento.

MEIO AMBIENTE

- Preservar o meio ambiente para a atual e as futuras gerações, através da redução do consumo de recursos naturais, considerando água, energia e gás, bem como buscar a redução na geração dos resíduos, emissões de gás de efeito estufa e da utilização de energia renovável.
- Atender às legislações e normas ambientais aplicáveis e aos requisitos do setor automotivo;
- Apoiar o desenvolvimento sustentável através da melhoria nos produtos e processos visando à prevenção ambiental e a busca pela eficiência energética, a qualidade e o consumo consciente de água e uma gestão química responsável.

SAÚDE E SEGURANÇA DO TRABALHO

- Visar a eliminação e o controle dos riscos potenciais à integridade física e a saúde dos colaboradores e visitantes, considerando a utilização de equipamentos de proteção individual ou coletivo, a segurança de máquinas, o manuseio de produtos químicos, a proteção contra incêndio e o sistema de preparação e resposta à emergências.
- Promover treinamento, conscientização e o envolvimento dos colaboradores e prestadores de serviço nas boas práticas de segurança do trabalho.
- Buscar melhorar as sistemáticas de trabalho para a proteção relacionada à segurança e saúde ocupacional, além do atendimento dos requisitos legais aplicáveis.

RESPONSABILIDADE SOCIAL

- Valorizar os funcionários, oferecendo boas condições no ambiente de trabalho, o desenvolvimento profissional, o estímulo à qualidade de vida, a promoção da saúde, o trabalho ético, o respeito à segurança da informação e a proteção de dados pessoais.
- Respeitar os direitos humanos, as diversidades, a inclusão e igualdade, sempre visando os princípios de cidadania, inclusão social e não discriminação, além de apoiar à erradicação do trabalho infantil, escravo e/ou degradante.

"Existimos PARA PROPORCIONAR UM TRANSITO SEGURO POR MEIO da Criação E FABRICAÇÃO CONSCIENTE DE SOLUÇÕES RETROVISÃO

SOMOS INOVADORES POR VOCAÇÃO FOCADOS NO COMPROMISSO E BRASILEIROS COM MUITO Orgulho

COLABORADORES E ACIONISTAS

VEMOS ISSO ATRAVÉS DA NOSSA HISTORIA DE MAIS DE

60 Anos

FAZENDO A EMPRESA SER EXEMPLO DE GESTÃO, PRODUTOS, CRESCIMENTO E INCLUSÃO SOCIAL.

DE TUDO ISSO QUE NOS SOMOS A Metagal

NOS ENTENDEMOS QUE NOSSO PROPÓSITO, DEVER E MISSÃO É CONTINUAR SEMPRE SENDO O PIONEIRO, FAZENDO A EMPRESA EXCEDER AS EXPECTATIVAS DE NOSSOS CLIENTES.

ELAS SÃO CONSTRUÍDAS NOS PILARES DA BELEZA, INOVAÇÃO, FUNCIONABILIDADE, E CUSTO, SEMPRE RESPEITANDO A ÉTICA, O MEIO AMBIENTE E PRIORIZANDO A VIDA

22 - Protocol (Statement of receipt and acceptance from Metagal's supplier manual).

Dear Supplier,

Metagal Ind. e Com. de Rearview Mirrors revised and updated its Supplier Manual, aiming to achieve the following objectives:

- Adopt the best practices and methodologies for effective Supply Chain management.
- Unfold the specific requirements of our customers in the Supply Chain.
- Refine and perform continuous improvement of existing requirements.
- Consolidate the Supplier Manual as the main normative technical pillar of Metagal's technical / commercial relations with its suppliers. All suppliers of materials and direct components must meet the requirements contained in this manual, in its entirety. The revision level of this Manual becomes effective immediately after its edition and communication of the changes to our supply chain, as communicated by the Quality Department of Metagal Suppliers.



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We have received the Metagal Supplier Manual, REVISION MAY 2023, we understand and agree with the expectations of Metagal Indústria e Commerce de Rearview Mirrors expressed in this manual.

Company:

Address:

City:

State:

Quality Manager

Name:

Job Title:

Date:

Signature

Commercial Manager

Name:

Job Title:

Date:

Signature

Comments:

DEADLINE FOR RETURN: Ten working days after receipt of the document.

The terms described in the Supplier Manual will be considered as accepted in the absence of a formal statement from the supplier within the deadline established by signing this term.

NOTE: Any questions and/or disagreements should be forwarded to Metagal Supplier Quality. The exception and/or partial and/or total suppression of compliance with any requirement of the Manual must be documented and previously authorized by Metagal Acquisition department through the form "Supplier Manual Addendum".