

# Quality Guidelines for Suppliers

Of Aumann Beelen GmbH, Aumann Espelkamp GmbH, Aumann Lauchheim GmbH, Aumann Limbach-Oberfrohna GmbH  
(As of February 2024)

## 1. Purpose

The Quality Guideline (QGL) of the companies Aumann Beelen GmbH, Aumann Espelkamp GmbH, Aumann Lauchheim GmbH and Aumann Limbach-Oberfrohna GmbH (hereinafter referred to as "Aumann") forms an integral part of the purchase orders and is thus binding for all Suppliers, hereinafter referred to as business partners. The QGL is applicable to prototypes and serial lines. The business partner undertakes to impose on his Suppliers the observation of appropriate quality guidelines, in order to fulfill the requirement of this QGL. He maintains a quality and / or environmental management system, which complies with the state of the art based on the certificates applicable to Aumann. The business partner concedes to Aumann, to Aumann customer and to regulatory authorities the right to convince themselves of the efficiency of the quality assurance system of the business partner and to participate in inspection tests of the service items on site. A long-term availability of component parts has to be ensured by the business partner on behalf of Aumann (e.g. spare parts). Discontinuities have to be communicated to Aumann in due time.

## 2. Terms/Abbreviations

QM "Quality Management"  
QGL "Quality Guideline"  
ISI "Initial Sample Inspection"  
APEI "Analysis of Potential Errors and Impacts"

## 3. Competences

Business Partner (supplier the sense of the standard): Implementation of the requirements of this QGL.  
Aumann Purchasing: Binding contracting party of the business partner.  
Aumann-QM: Assessment of the business partners' quality capability and examination of the practice-oriented implementation of specific purchase order-related quality requirements.

## 4. Description

### 4.1. Purchase Order Documents

The business partner undertakes to supply the contractual items in conformity with the technical specifications that have been supplied and / or with the manufacturing documents that have been stipulated as mandatory documents in the purchase order. For this purpose, the business partner shall be committed to review the purchase order documents in order to make sure that the specifications / the drawings / the manufacturing documents can be applied and realized in his factory.  
Any binding agreements / clarifications have to be realized through the responsible purchasing department of Aumann.

### 4.2. Standard and Catalogue Parts

The technical information outlined in the standards and catalogues is the applicable basis for placing orders and is therefore binding: The business partner has to inform Aumann in advance in case of any changes.

## 5. Quality Planning

### 5.1. Development Planning

The business partner shall establish a development planning scheme that includes predefined milestones. This development planning scheme has to be made available to Aumann unsolicited and in a timely manner.

### 5.2. Purchase Order Planning

The business partner has to make sure that all deliveries and services provided by him comply with the requirements stipulated in the purchase order. For this purpose, he shall submit the deliveries and services provided by him to a factory control (control of incoming goods, process control and final inspection control) and eliminate any defects or deficiencies detected.  
Aumann reserves the right to demand a quality management plan for the parts shown on the drawings, if the Quality Management Department considers this to be necessary.

### 5.3. Work Planning

The business partner shall establish a suitable work plan in order to be able to prove the required work sequences and treatment processes. Inspection, measuring and heat treatment records shall for instance be considered as being a proof. If necessary, the business partner has to make these documents available to Aumann.

### 5.4. Test Planning

The business partner will carry out a suitable inspection plan (technical and time related). Any inspections carried out have to be documented by the tester in a suitable place with the date. Aumann must be informed of the examination dates on request in order to enable Aumann to participate.

### 5.5. Measuring Instruments

The business partner shall use suitable inspection and measuring instruments and check compliance with the admissible tolerances of the inspection and measuring instruments for performance records systematically (calibration).

### 5.6. Requirements regarding the Product and Process Quality

The business partner is committed to observe the applicable technical rules (such as DIN, VDI, VDE, DVS etc.) in all processes such as special technologies, special processes and special manufacturing procedures (such as DIN, VDI, VDE, DVS etc.). The proof of the product quality has to be furnished at regular intervals. The type and scope of the performance records are defined in the purchase order. If the business partner determines that any requirements outlined in the purchase order should contradict the applicable technical rules of the industrial sector, a clarification should be sought with the Purchasing Department of Aumann before furnishing the proof.

### 5.7. Deviations Measures and Corrective Measures

Before carrying out any repair work, such repair work has to be approved explicitly by Aumann and has to be marked and identified clearly on the product (by tags, labels and the like). Any deviations from the set of drawings call for an approval in writing, e.g. for an error report established by the business partner and signed by Aumann. The approval has to be included in the product consignment. The reason for the deviation and the corrective measures taken has to be mentioned in the business partner's error report executed by Aumann. The person to contact regarding binding regulations is the responsible person in the purchasing department of Aumann.

### 5.8. Treatment of Faulty Products

The business partner shall take appropriate measures to exclude any delivery of rejected or unrepaired and unaccepted deliveries to Aumann – whether this is directly or indirectly. The business partner shall also be subject to compliance with the reporting duty on faulty or defective goods that have already been supplied to Aumann.

## 6. Storage Period and Control of Documentations

The business partner defines a method for the control of product-specific and purchase-order related documentations in order to ensure the identifiability and traceability. Such documentations include for instance test, measuring and heat treatment records or material certifications. If necessary, the business partner shall make these documents available to Aumann.  
As a rule, the documentation has to be kept available for the period of 10 years from delivery of the last part.

## 7. Packaging and Storage

The packaging has to be made in a way that the product cannot be damaged during delivery. If necessary, the product has to be protected against damaging environmental impact. If any limitations on the storage time have to be observed, an appropriate notice has to be fixed and the manufacturing date of the product has to be mentioned (in elastomer parts, this is the vulcanization date and the expiry date of the product's durability).

## 8. Initial Sample Inspection (ISI)

The Initial Sample Inspection is meant to furnish a proof of the fact that a safely repetitive serial manufacturing process can reasonably be expected. Therefore, the Initial Sample Inspection shall serve as an evidence of the fact that all technical design and specification requirements have been understood, assigned, verified and documented correctly. When processing an order, the business partner will take appropriate measures to furnish proof of the safely repetitive serial manufacturing possibility. An Initial Sample Inspection (ISI) for standard and catalogue parts has to be carried out if so required in the purchase order. In case of any changes to the outer shape, the suitability and the function of those parts and in case of a disruption of the delivery time of > 2 years or a displacement of the production site, the ISI has to be repeated. If required, the ISI planning has to be agreed upon with Aumann. Then Aumann will have to be informed two weeks before the start of the Initial Sample Planning, so that they can participate.

The minimum requirements of an ISI are:

An inspection of the product against the drawings (e.g. all features, material attestations, identification of critical component parts). Verification of special processes (e.g. welding, soldering, adhesion bonding, heat treatment, surface treatment, environmental conditions, staff training etc.) e.g. by destructive / nondestructive testing. Validation of devices / gauges and product-specific tools (e.g. special tools, contour cutters, adaptors etc.) Validation of test and user software for the production process (CNC and measuring programs). In this respect, the guideline "Quality Management of Initial Sample Inspections" EN 9102 2001 (draft) has to be referred to regarding aviation and aerospace

products. The detailed documentation of the ISI remains with the business partner. An ISI record which – apart from the designation of the component part (name, Aumann production number and serial number) – certifies that the above-referenced products have been checked and inspected successfully and finished without any objections within the bounds of the ISI, has to be added to the consignment of goods on the occasion of the first delivery.

Internally:

As this Guideline is included in the document management system, it may also be called off through the Intranet internally by Aumann.

#### 9. Traceability

If the purchase order stipulates the requirement of Traceability, the following provision shall apply:

The product development stage, the use or the whereabouts of a product must be retraceable by means of suitable records and, if necessary, a parts identification scheme.

#### 10. Risk Management

For the control of remedies to risks and to safeguard any possible sources of errors, the business partner will use appropriate methods according to the current state of the art (e.g. FMEA, fault tree analysis etc.).

#### 11. Operating Requirements for Specific Manufacturing Procedures

Technical facilities and documentations that are required for the work processes must be available. The technical facilities have to be maintained and adjusted by the expert personnel.

#### 12. Requirements for Personnel in Specific Manufacturing Processes

The persons employed must be able to furnish proofs of recognized vocational education schemes (e.g. in welding according to EN 287-1/-2 or an appropriate DVS education program) or internal training programs, so that manufacturing, inspection planning and testing in accordance with the current state of the art is ensured. If necessary, a qualification overview of all members of the staff involved in the execution of the purchase order has to be submitted. The same shall be applicable accordingly in case of subcontracting according to 14 of this QGL.

#### 13. Special Quality Requirements from Aumann Customers

In the event any special quality requirements imposed by our customers should exist which are important for the business partner's product or service purchased, these requirements will be taken into consideration accordingly in the assessment of the business partner's ability to provide quality products.

#### 14. Outsourcing / Sub-contracting of Work

In the event the business partner should have the intention to outsource the purchase order in part or completely or to have the purchase order executed by a sub-contractor, such outsourcing or subcontracting shall be subject to the prior consent by Aumann. For this purpose, the business partner has to inform the purchasing department of Aumann in advance. Analogously, this shall also be applicable to any changes or amendments that occur during the execution of purchase orders.

#### 15. Requirements for Occupational Safety and Environmental Protection Policies

Aumann complies with the applicable laws and laws of the countries in which the company operates and demands the same from its business partners. Compliance with regulations and prohibitions is the basic principle of all economic activity.

Environmental risks and negative effects on the environment are to be kept as low as possible through preventive measures. These include in particular:

- The reduction of energy consumption and greenhouse emissions
- The avoidance of waste
- Responsible handling of chemicals (chemical management)
- Responsible sourcing of raw materials

Aumann expects its business partners to protect the environment and to comply with the applicable national occupational safety and environmental laws with their regulations and standards.

#### 16. Notes and Comments

If the business partner is unable to meet any or several of these requirements, he will have to communicate this to the Purchasing Department of Aumann in writing in order to obtain the authorization for suitable exceptions.

#### 17. Documentation

See 6 "Storage Period and Control of Documentations"

#### 18. Distribution List

Externally:

As it is published on the Aumann homepage, this QGL is accessible to the business partners.