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PREMISE

In the belief that the support of Suppliers is essential to ensure the efficiency and effectiveness of the Quality system active in Ellamp Systems, consistent with the requirements relating to the ISO 9001:2015 standards, it is considered necessary to share its contents with the supply chain.

PURPOSE AND SCOPE

This document applies to all supplies of significant goods and services for the purpose of ensuring the quality of products released on the market. To achieve this result, Ellamp System intends to:

- 1) define the standard Quality requirements necessary for the supply to Ellamp Systems of any type of mass production parts and/or services related to the product (e.g. external processing).
- 2) monitor the evolution of relations with the Supplier, identifying and allocating internal/external operational skills from the development of a new product.
- 3) clarify what is required of the Supplier for the development of the tools necessary to manage, plan, verify and document the control of the product supplied, including through the control of its production process;
- 4) require its Suppliers to comply with any specific requirements of the Customer (Customer Specific Requirements).

TECHNICAL DOCUMENTATION MANAGEMENT

The technical documents (drawings, instructions, bills of materials, diagrams and tables, etc.) and the contractual documents (Purchase Orders/Production Orders) sent to the Suppliers to allow the processing of requests, are the property of Ellamp Systems and may not be disclosed or reproduced, in full or in extracts, without the prior authorization of Ellamp Systems.

QUALITY SYSTEM REQUIREMENTS

The existence, application and certification of one's own Quality System is considered an important factor in the choice of a Supplier and in the continuation and development of supply relationships. The Supplier must in any case demonstrate compliance with the minimum requirements of a quality management system, by submitting to second-party audits (performed by qualified Ellamp Systems personnel) and/or through self-assessment (if so defined by Ellamp Systems).

MANDATORY REQUIREMENTS (MANDATORY)

Since Ellamp Systems exports its products globally, it is the express obligation of the Supplier to ensure that the products, processes and services purchased comply with the applicable mandatory requirements and reported in the Purchase Order (OA), and that any special controls required are applied in full. The Supplier remains responsible for compliance with the above also towards its own supply chain (sub-suppliers).

PRODUCT APPROVAL

The term "Product Approval" means a production carried out by the Supplier with the final means and equipment (management, manufacture, control and logistics) that will be adopted for mass production.

The sampling object of the activity must fully comply with the specification, i.e. it must be representative of the mass production; in the absence of these requirements, the pieces are to be considered "in development", not definitive and therefore not suitable to receive approval.

When you need it

A sample for approval must be presented whenever there is:

- creation of a new product;
- failed approval on the previous sampling;
- modification of the project of the product in operation;
- Modification of even one of the following elements:
 - ✓ Material/Raw Material
 - ✓ methods and/or equipment of construction and control
 - ✓ Work environment / production site
 - ✓ Technological modification of the process
 - ✓ Modification or deletion of the sub-supplier
 - ✓ introduction, duplication, refurbishment of equipment
 - ✓ presence of serious or repeated non-conformities
 - ✓ production stoppage for a period of more than 24 months.

The Supplier:

- is invited to take the above into account and to collaborate for the implementation of the activity;

- is authorized to deliver the standard parts only following the formal issuance by Ellamp Systems of an "approval to produce".

Note: in the absence of previous agreements between Ellamp Systems and the Supplier, the approval for the sampling, certifying the success of the activity, justifies the payment/balance of the equipment.

Presentation of the samples

The sampling must be received at the same time as or after the presentation of the documentation/evidence required by the relevant specifications. Otherwise, it may not be accepted and may be returned to the supplier with a charge for any costs incurred.

Unless otherwise stated on the purchase order, the supplier delivers at least 3 (three) "sample pieces" for each code provided for approval. These samples must be measured for the dimensions/characteristics shown in the drawing/technical sheet or agreed in writing with Ellamp Systems, which may request to be present at the measurement phase at the Supplier's site. The result of the measurement, reported in a Dimensional Report, must be attached to the presentation documents, by the Supplier.

Note: In the case of products made with molds with multiple figures, these activities must be applied to each individual cavity.

The characteristics of the materials used to manufacture the product supplied must be checked and certified in compliance with the specifications indicated in the drawing, specifications, test standards, etc.

The validation tests prescribed by the specifications indicated on the drawings and/or specifications must be carried out, certified and summarized in a single document/folder, with the test reports attached.

The laboratories used for product validation and more generally for carrying out periodic tests or calibrations, must be accredited according to the UNI EN ISO/IEC 17025 standard or equivalent standard, or by laboratories approved by Ellamp Systems.

Note: The instruments and/or equipment used for product validation must be adequate for the measurements and subject to documented periodic calibration.

MATERIALS SUBJECT TO STANDARDS, REGULATIONS, TECHNICAL STANDARDS

In the case of items subject to legislative and/or homologation constraints, or for which the Customer/the market requires adequacy to specific technical standards, it is necessary to carry out the tests to obtain the required homologation, according to the agreements made between the Supplier and Ellamp Systems.

Alternatively, if so previously agreed, it must be evident that the materials used comply with the requirements and/or have a valid homologation/certification from the manufacturer, demonstrable by sending technical data sheets and/or homologation reports in a valid state, referring to the product to be supplied (the link between the article code and the material used to make it must be clear).

SUPERVISION OF APPROVALS AND CERTIFICATIONS

Some of the product sectors in which Ellamp Systems operates are regulated by:

- mandatory EU standards, which provide for the issuance by homologating bodies (e.g. the Ministries of Transport of EU countries), of "approvals", i.e. documents that a material or product comply with specific requirements, the evidence of which is a unique homologation number.
- reference standards, which require that a material or product comply with (be certified) with the requirements expressed by these standards, the evidence of which must appear in the technical data sheets or in the declarations of conformity of the manufacturers.

The Approval Bodies and Customers prescribe that Ellamp Systems guarantees compliance with these approvals and certifications over time, carrying out periodic checks on the materials and products involved.

To fulfil this commitment, Ellamp Systems reserves the right to ask its suppliers to confirm compliance with the requirements prescribed in the specifications by submitting, upon request, documents (technical data sheets, purchase documents, countersigned bills of materials, etc.).

In addition, Ellamp Systems, with the same purpose, may carry out random checks, analyzing the composition of the products or evaluating the performance of functional products, by carrying out internal tests or at competent laboratories: the negative outcome of these checks may be the origin of Non-Conformity and may produce the blocking of supplies and the request to pay direct or indirect costs (e.g. the costs of tests, the penalties of the Customers for production stoppage, the costs of retrofitting non-approved material) deriving from the failure to comply with the requirements of the specification.

PRODUCT APPROVAL

Ellamp Systems requires the delivery of samples and the following documents for product approval:

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Requirements	s/r
Dimensional survey report	s
Certificate of conformity of materials	s/r
Cosmetic requirements test report when applicable	s
Product Sample	s
Basic Materials Datasheets	s/r
Evidence of type-approvals relating to mandatory standards, if applicable	s/r

Note: s= The supplier must submit the documentation to the body responsible for approving the product, keeping a copy, in the appropriate places, including the manufacturing facility. r= The supplier must maintain the documentation in the appropriate locations, including the manufacturing facility, and make it readily available to the customer's representative upon request.

PRODUCT SAFETY

If there are safety requirements for the parts supplied, Ellamp Systems identifies and communicates the mandatory and safety requirements of the product through the technical documentation provided: it will be the responsibility of the Supplier to ensure compliance on all the parts supplied.

PRODUCT SUPPLY

Product Realization

The realization of the product must be carried out following the technical specifications (instructions or drawings) mentioned in the Purchase Order/Production Order.
It is the responsibility of the Supplier to ensure that the technical documentation held is up-to-date with the requirements.

Production controls

If it is required (reported in the Purchase Order/Production Order, in the documents cited in the same, in communications accepted by the Supplier), systematic controls must be recorded during production; If requested, copies of the registration documents must be attached to the delivery documentation, for each batch delivered.
Whatever the method and frequency of the checks carried out, the Supplier guarantees that the material supplied complies with the technical and supply specifications and can be received without further checks by Ellamp Systems.
Note: the instruments and/or equipment used for production controls must be adequate to the measurements and subject to documented periodic calibration.

Delivery and packaging

The Supplier must guarantee the integrity of the product supplied through the use of packaging suitable for internal and external handling, regardless of the carriers used.
The packaging used must be designed in such a way as to ensure, even in the event of re-packaging, the integrity of the individual component until it is placed in the production cycle.
The Supplier is responsible for delivering the material to the correct destination and on the agreed date.
The suitable packaging method to comply with the above must be assessed by the Supplier during the feasibility analysis.
When necessary, the Purchase Order will indicate the type of packaging and/or container to be used for deliveries.
It is required that all individual packaging units be identified as a minimum with the following data:

- data
- customer "Ellamp Systems"
- article number of Ellamp Systems
- Material / Component Description
- Job / Order
- quantity
- Net weight (extruded)
- Drawing and revision number (if applicable)
- Figure identification (in case of multiple stamping figures)

Each delivery must be accompanied by a transport document (DDT), on which must appear as a minimum:

- data
- the Order/Job Order number
- Ellamp Systems' article number (complete)
- the Supplier's article number (opt.)
- The quantity delivered
- whether delivery is made as a balance of the order or on account.

The product must remain within the volume of the container/platform that supports it, to avoid damage during handling or during stacking of the packaging units.

The weight of the individual packaging units packaged for manual handling (e.g. boxes) must not exceed the weight of 25 kg.

Non-compliant packaging units may be discarded, and in any case will be accepted with the note "Acceptance with Reserve of Quality and Quantity" indicated on the copy of the transport document to be returned to the Supplier.

The supply of the product with a non-compliant packaging method may render the supply itself non-compliant and give rise to a Non-Conformity.

Product Compliance Documentation

If it is requested at the time of the Purchase Order/Production Order and/or in the documents cited therein, the supply must be accompanied or preceded by:

- Certificate of conformity of the raw material product or similar document
- Product Quality and Conformity Declaration to Technical and Supply Specifications
- Copy of the records of the surveys carried out during production
- Final test report drawn up on forms provided by Ellamp Systems or other registration document with the same contents (for products with mechanical or electrical functions).

Recording Retention

Unless otherwise indicated by contractual specifications or legal/regulatory requirements, records must be kept with the supplier as follows:

Document	Duration
Documentation created during the approval phase (R)	5 years
Documentation that includes safety features	10 years
All product and process control records	5 years from their elaboration.
Certificates of Quality and Conformity (CQC) of Raw Materials	3 years from the last production batch

Note: longer periods may be requested from the Supplier if requested by the end customer of Ellamp Systems.

Identification and traceability

In order to avoid the use of unsuitable parts for the production of the product supplied to Ellamp Systems, it is suggested that the Supplier ensure the identification of the product throughout its process, starting from the acceptance of the arrival of materials, components, semi-finished products from its sub-Suppliers, up to the delivery to Ellamp Systems, passing through all the various phases of its production process,

The Supplier, when requested by Ellamp Systems, must be able to guarantee the traceability of the product/supply in order to be able to identify and trace with certainty to:

- Supply lot;
- Batch of components/raw materials used;
- Process parameters;
- Checks performed and their results;
- Functional and performance tests, where required.
- Reference figure (in case of more than one figure).

The supplier must be able to guarantee similar procedures for the components made in its sub-supply chain.

For measurements and/or tests with variable data, the supplier must be able to guarantee the records of the actual values found.

Management of sub-suppliers

Unless subcontracting is expressly prohibited by Ellamp Systems, the Suppliers have the right to assign part of the work to third parties; in this case, the Supplier is directly responsible for the quality of the products purchased through its Suppliers, even if these are imposed by Ellamp Systems. or made by sub-suppliers and must provide for formal operating procedures to check the conformity of the product with the prescribed requirements.

The supplier must expand the criteria of this document to its own Suppliers as well.

Subject to the express consent of Ellamp Systems, the Supplier has the right to disclose the relevant technical documentation to the entire supply chain, with criteria and methods established by Ellamp Systems.

Periodic retraining

If requested by Ellamp Systems, the Supplier must requalify the codes provided, i.e. carry out the checks applied again to obtain the approval of the product. These requalifications must be shared with Ellamp Systems and the results must be forwarded to the same.

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MANAGEMENT OF NON-CONFORMITIES

Ellamp Systems reserves the right to carry out conformity checks on the batches of products supplied, both on delivery and during the production process, in the production departments where they are used. For sampling, Ellamp Systems applies the AQL acceptable quality level of 1 (ref. UNI ISO 2859-1).

Based on the results of the checks carried out on the product received with a negative result or following a deviation reported by its Customers and attributable to the Supplier, Ellamp Systems will report to the same any anomalies detected/reported that have led to the Non-Conformity.

Notification

The report will be made through a report in which the resolution adopted will also be specified (derogation, rejection, selection, rework, the actions requested from the Supplier, to be shared with Ellamp Systems as feedback, etc.). An initial response is required within 48 working hours following the communication.

The selection and/or rework activities carried out by Ellamp Systems in the event of failure or late reaction by the Supplier may be charged to the same.

Treatment and resolution

For the correct and effective management of a Non-Conformity, it is essential that the Supplier supports Ellamp Systems both in the containment phase of the problem and for its prevention, to prevent it from happening again in the future.

Ellamp Systems' primary need is to manage the problem, therefore the Supplier must give written confirmation of the measures taken, notifying:

Actions	Timing (x) solar days
short-term buffer or containment actions (within x calendar days from receipt of the notification of non-compliance, unless emergencies or other critical issues require greater timeliness)	5
the cause of the non-compliance (within x calendar days);	10
Corrective action plan and implementation time (within x calendar days)	15
verification of the effectiveness of corrective actions (within x days of the application of the agreed corrective action).	30

In the event of a failed or late or unsatisfactory response, the material delivered by the Supplier after notification (new batches) may be quarantined to be 100% checked by Ellamp Systems or, depending on production needs, by internal or external personnel appointed for this purpose: the cost incurred for this selection may be charged to the Supplier.

Invoices relating to the disputed batch may be suspended until the Non-Compliance is resolved.

The material subject to the Non-Conformity will remain available for viewing/collection up to 15 calendar days from the notification, then it can be scrapped, attributing any costs to the Supplier or recognizing the value of the recoverable scrap.

In the case of non-compliant products, Ellamp Systems reserves the right to:

- ask the Supplier for 100% checks on the material in stock at its premises, without additional costs;
- provide, for reasons of urgency or impossibility of the Supplier, directly or through its internal or external representatives, 100% control of the material in stock at Ellamp Systems and/or its Customer
- agree on and implement internal or external rework to bring the product back into conformity,
- in the event of a lack of or unsatisfactory response, implement internal or external rework to bring the product back into conformity.

Costs arising from:

- production stoppage and/or slowdown;
- hours of labor for selections/recoveries;
- product recall campaign issued at customers' premises;
- additional material and processing supported;
- internal tests/verifications and/or at external laboratories;
- additional transport;
- charges of the end customer to Ellamp Systems, deriving from hidden defects attributable to the Supplier

may be charged to the Supplier.

Closing the Non-Conformity

Non-Conformities must be concluded within 60 calendar days of notification by means of a reinstatement, a credit, a documented negotiation, unless:

- specific agreements agreed in writing with ELLAMP SYSTEMS

- the occurrence of critical issues related to non-compliance (production / delivery block, safety, delivery obligations).

After this time, Ellamp Systems will charge the equivalent value of the material and any other cost incurred for the management of the Non-Conformity.

Corrective

The Supplier must implement methods of analysis of the causes of Non-Conformities aimed at defining actions for the resolution of the causes themselves, in order to avoid the recurrence of the aforementioned Non-Conformities and the related consequences in terms of costs and inconvenience.

MANAGEMENT OF DEROGATIONS

If the Supplier:

- predicts and/or verifies the presence of non-conformities judged not to be serious
- is unable to comply with the technical specification or prescribed supply requirements

may request a waiver/concession from Ellamp Systems by sending a request for waivers to the e-mail address quality.assurance@ellampsystems.com with reasonable notice, stating in writing the following details of the request:

- Ref. Oda
- Item Number
- Affected quantity/duration of deviation over time
- Description of the deviation
- Justification for the deviation
- alternative proposal if applicable
- technical documents (material sheets, homologation certificates, dimensional reports, test results, etc.) relating to the proposed alternative.

The request will be evaluated internally at Ellamp Systems and the decision taken will be communicated by Quality to the Supplier.

NOTE: In the event that the object of derogation concerns products with variances with respect to the technical specifications on safety or critical characteristics, Ellamp Systems must request and obtain the approval of the end customer, before authorizing the derogation.

If the derogation/concession is approved, the Supplier must:

- Identify all packaging units with reference to the waiver/concession document submitted or approved by Ellamp Systems;
- deliver the batch accepted in derogation in a single solution (sending in consecutive parts is allowed only in the case of shared production needs or prolonged derogation).

The Supplier must in any case implement appropriate actions to ensure the resolution of the problem even following the derogation granted; evidence of such actions may be requested by Ellamp Systems from the Supplier.

Any waiver or concession received from other bodies or offices, if not documented in writing with notice from Ellamp Systems, may be considered invalid and therefore give rise to a Non-Conformity.

REVISION

Audits performed by Ellamp Systems

Ellamp Systems, following prior agreements, reserves the right to carry out audits at the Supplier's production site and possibly also at the Suppliers of the same (sub-suppliers). The purpose of such audits may include:

- Evaluation of the general aspects of the Supplier's organization, especially if it does not have third-party system certification (System Audit)
- Evaluation of the machining process and control (Process Audit)
- Verification of the application of the procedures/instructions issued by Ellamp Systems and the validity and compliance with the control plans issued by Ellamp or developed by Supplier A
- Verification of the progress of the works before the start of the production process A
- Verification of the effectiveness of corrective actions in the event of serious defects
- Verification of the approval documentation filed with the Supplier (R)

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- Verification of the presence and use of personal protective equipment, protections on operating machines, fire-fighting equipment, in general compliance with applicable safety and hygiene regulations.

These audits will be carried out with the use of checklists developed by Ellamp Systems.

The Supplier must be able to guarantee adequacy with respect to the requirements set out in these checklists. The methodology used will be communicated in advance to the Supplier by the entity responsible for the activity.

Ellamp Systems has the right to organize, subject to the consent of the Supplier, visits or specific Audits requested by its Customers, relating to the purpose of the supply provided and/or the organization of the Supplier.

Audits performed by the Supplier

It is suggested that the Supplier carry out process and product audits at scheduled intervals in accordance with the standards defined by standard ISO9001:2015 and related and to extend these activities to the Sub-Suppliers.

MONITORING

The progress of supplies is monitored by Ellamp Systems by recording information relating to ISO9001 certification, punctual deliveries, quality on pieces and batches, responsiveness, which generate an index called "Vendor Rating", which is periodically checked for each supplier. An inadequate level of the index may give rise to the need to intervene with the Supplier by carrying out Audits and/or requesting Improvement Plans, the success of which is linked to the continuation of the collaboration relationship.

EMERGENCY, HEALTH, SAFETY AND ENVIRONMENT PLAN

The supplier, on the basis of the risk and impact analysis for Ellamp Systems, must take these aspects into account, possibly documenting this activity within an implemented and periodically tested emergency plan.

Ellamp Systems asks its Suppliers to undertake to carry out their production in compliance with laws, rules and regulations relating to:

- Public Health and Safety,
- Health and safety at work,
- Environmental protection in both the country of production and sales.

The Supplier must also be able to provide mandatory regulatory documentation such as:

- Safety Data Sheets,
- Marking and labelling of hazardous materials, and make available, on request:
- Declarations of conformity for the safety of the machines and related maintenance and use manual.