

Section: 13-Purchasing Work Instruction: E	Document #: LWI-WI-13-E	Rev: 6/23/2017	LWI –Chicopee, MA
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LEONI

(LWI)

Supplier Requirements Manual

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1 Purpose

The purpose of this manual is to convey LEONI (LWI), LWI's customer, and regulatory requirements, controls, and expectations to our external providers (suppliers).

2 Scope

LWI has determined the controls to be applied to externally provided processes, products, and services when products and services from external providers are intended for incorporation into LWI products and services; when products and services are provided directly to LWI customers by external providers on behalf of LWI; or when a process, or part of a process, is provided by an external provider as a result of a decision by LWI.

3 Responsibility

PERSON AND/OR DEPARTMENT	RESPONSIBILITY
LWI Purchasing	<ul style="list-style-type: none"> Responsible to establish the process, implement it, and assure that it is maintained.
LWI External Providers	<ul style="list-style-type: none"> Responsible to comply with all requirements of this manual, notify LWI of any exceptions taken.

4 Record of Revisions

Date of Rev.	Contents of Revision	Reason for Rev.	Revised by	Approved by / Dept.
6-23-2017	New Document	To convey AS9100D requirements to Suppliers	B. Mitchell	C. Deloria / Purchasing

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5 General

This manual defines the minimum requirements of acceptance for our external providers. This acceptance is recognized with the receipt and confirmation of any purchase order. Any exceptions or deviations must be reported in writing to LEONI Wire Inc. Failure to comply with these requirements could lead to supplier disqualification. Standard Purchase Terms and Conditions also apply.

External providers (suppliers) are an integral part of LWI's Management system. They play a critical role in the quality of our products, processes and services. They provide a great contribution to the success and conformity of LWI. *This information must be flowed down to all levels of the supply chain.*

LWI must make sure that externally provided processes, products, and services do not have an adverse effect on our ability to consistently deliver good products and services to our customers.

LWI requires all suppliers to have a Quality Management System in place.

All suppliers must follow ethical practices in all business decisions.

All suppliers must be committed to meet all applicable regulatory and environmental requirements.

All suppliers must be committed to continually improve the effectiveness of their Quality Management System.

6 LWI Management Policy

Based on Leoni WCS Quality and Environmental policies, it is the policy of LWI Management to operate the business being mindful of legal and quality requirements, the environment, and the health and safety of all.

- *We strive to please our customers and shareholders by continually improving our people, processes and products.*
- *We use energy and environmental resources efficiently.*
- *We respond quickly to market needs and promote innovation.*
- *We are proactive – identifying risks and implementing procedures to improve quality and reduce environmental impacts, injury, and illness among our staff.*

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7 Supplier Selection and Evaluation

All LWI external providers are evaluated before being approved as a supplier. Their performance is monitored continually and re-evaluated bi-annually. As a minimum, evaluations take into consideration risk, on-time in full delivery, conformity, packaging, and service. It is expected that all external providers strive to achieve 100% on time delivery and zero defects. If a supplier rating falls below a score of 80% a supplier may be disapproved or placed in a higher risk level until appropriate actions are implemented.

When designated by LWI or by LWI customers the external provider must assure that only those approved sources are used.

8 Verification and Inspection Activities

LWI will perform verification of products. Any inspection test and certification requirements to be performed by the supplier will be listed on the purchase order or applicable product specification. This includes information about critical items or key characteristics as well as statistical techniques.

Leoni Wire requires conformance to specifications as stated on the purchase orders, including certifications and/or statistical data as requested. We expect to receive certifications with each shipment unless the supplier has made other arrangements for providing us with this information.

Should there be a need to visit the external provider's site; the external provider must accommodate visit requests in a reasonable time period. Access must be granted to all relative production and test areas, storage areas, and document and record locations. This includes access to any external provider's supplier sites. Access shall be provided for Leoni Wire employees, delegates, and/or Leoni Wire customers.

9 Purchasing

LWI will provide external providers with information regarding product, process and service requirements. This includes technical data, specifications, and drawings as deemed necessary. Any special process requirements will be clearly stated. Should special processes be required the external provider must assure that competency requirements are met.

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10 Communication

English is the language of precedence in the event of translation conflict when reviewing any Leoni Wire documentation or correspondence. All suppliers should be capable of sending communication using email and telephone.

These requirements, LWI Purchase Terms and Conditions, and other pertinent information can be found at <https://www.leoni.com> or by contacting us via mail at: Leoni Wire Inc. 301 Griffith Rd. Chicopee, MA 01011 USA or by telephone at: (413) 593-6618.

11 Packaging and Labeling

All product sold to Leoni Wire Inc. must be packaged to ensure that the product maintains conformance to specified requirements and that the packaging prevents damage or deterioration during transport. Packaging should be adequately labeled and contain all necessary information required by Purchasing.

12 Changes to Product, Service, or Process

Supplier's design and development activities must be controlled and documented. When specified, the external provider must provide test specimens for design approval, inspection/verification, investigation, or auditing.

Suppliers are responsible to notify Leoni Wire of any significant process changes at their facility. These significant changes may include one or more of the following:

- Use of other construction material than was used in the previous supplied product
- Production following upgrade or rearrangement of existing equipment
- Production from equipment transferred to a different plant site or from an additional plant site
- Change of sub-supplier for non-equivalent materials
- Product produced after equipment has been inactive for volume production for twelve months or more
- Product and process changes related to components of the production product manufactured internally or manufactured by suppliers
- Change in test/inspection method or new technique (no effect on acceptance criteria)
- New source of raw material from new or existing supplier
- Change in product appearance attributes

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13 Documentation / Records

External providers need to retain documented information. Retention period must be greater than 7 years or as stated on the PO whichever is longer. Records beyond the disposition date must be dispositioned appropriately so as to prevent improper access and use.

14 Nonconforming Product

External providers must request a deviation approval in writing prior to shipping any nonconforming material. Nonconforming material without deviation approval will be returned to supplier at their expense.

Any supplier has the right to ask for suspect nonconforming samples prior to providing the return authorization; however, the supplier sample request and their analysis and summary findings have to be communicated back within five working days or the materials will be returned freight collect unless an extension is otherwise agreed to.

15 Counterfeit Parts

Leoni Wire requires its suppliers to ensure that they have a counterfeit policy in place to protect Leoni Wire and our customers. Suppliers shall be held accountable for compliance to this policy. If material at Leoni Wire is identified as suspect or counterfeit, the supplier will be contacted and provided with the data that supports the counterfeit nature of the material. If the material is confirmed to be counterfeit, the material must be made unusable and documentary evidence provided to the supplier.

16 Product Safety

External providers must assure that product safety is considered as part of the management system. When risk is identified, appropriate actions must be taken.

17 Supplier Flow Down

External Providers are required to flow down all customer requirements and all requirements from this Manual to their suppliers. This applies to any and all levels of the supply chain.