Datum:	2025-03-07
Utfärdare:	Petra Rattunde
Version	3
Kontrollerad av:	Mikael Strand

BRICKPACK

SUPPLIER QUALITY MANUAL

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1. Purpose

The purpose of this Supplier Quality Agreement is to define the terms by which production activities will be established, controlled, and maintained for the manufacturing of Brickpack AB products by its suppliers.

2. Scope

This agreement applies to all materials, components, subassemblies, surface treatment and products manufactured for Brickpack by Supplier.

3. Responsibility

3.1. The Quality department contact responsible for general inquiries or communication from Brickpack is quality@brickpack.se

3.2. The Purchase department contact(s) responsible for general inquiries or communication from Brickpack is purchase@brickpack.se

4. Definitions

4.1. Customer: BP: Brickpack AB

4.2. Supplier: any company, organization, or entity that provides goods, materials, components, subassemblies, surface treatments, or services to Brickpack AB. This includes all direct suppliers involved in the production, processing or delivery of products or services to Brickpack AB.

5. Agreement

5.1. General Requirements

5.1. This agreement covers all products manufactured by the Supplier or by their subcontractors for BP.

5.2. The Supplier's manufacturing system shall, at a minimum, comply with the applicable requirements of ISO 9001:2015, and preferably compliant with IATF 16949:2016 standards. Justification for non-compliant processes and an explanation of the controls that will be implemented to improve those processes must be provided in writing to BP:

- A copy of the Supplier's certificate of registration to Quality System standards must be provided to BP. Subsequent updates to registration certificates must also be provided to BP.
- BP must be notified at least 3 months in advance by Supplier in the event that any of the required certificates expires without planned recertification. In the case of unexpected certification revocation, the responsible BP Purchasing Agent and Quality Manager are to be notified immediately.

5.3. Production records shall be made available to BP and to the appropriate regulatory authorities (e.g., Notified Body, etc.) upon request by BP.

5.4. All products/items manufactured by supplier shall comply with BP specifications provided to Supplier. Compliance with all conditions stipulated in BP purchase orders is also required.

5.5. The supplier and its subcontractors must comply with the requirements of the Supplier Code of Conduct. A Supplier must upon request, verify to a reasonable extent that the Supplier and its subcontractors comply with the requirements of the Supplier Code of Conduct.

5.6. The Supplier's manufacturing system shall be compliant with the applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the customer-identified country of destination, if provided. Those requirements may include the following items:

- Child, Forced Labor, Human Trafficking Laws
- Conflict Minerals/ other regulatory requirements (REACH, SVHC, ROHS, Prop 65, TSCA)
- CBAM declaration and CO2 footprint
- Labor and Human Rights Policy
- Working Conditions
- Diversity, Equity and Inclusion Measures
- Employee Health and Safety Reporting
- Sustainability Policies/ Goals

Any changes of above shall be informed to Brickpack AB.

5.2. Supplier Quality Representative

The Supplier shall assign a Quality Representative for the duration of this contract. This individual shall be responsible for overseeing Supplier activities that impact BP products/items and act on BP behalf in matters associated with product/item quality and acceptance.

- Assuring the quality of products meets the defined requirements in BP specifications and this agreement.
- Conducting audits of the Supplier's Quality System in accordance with a defined schedule.
- Conducting process and product audits of the manufacturing operations responsible for the production of BP products/items.
- Coordinating the evaluation of the Supplier's subcontractor performance (i.e., only those subcontractors that impact the production of BP products/items).
- Coordinating the approval of concessions/waivers that must be obtained from BP.
- Ensuring the communication and understanding of this agreement and its requirements among all affected Supplier personnel.

5.3. Initial Sample Approval (AIAG PPAP, VDA)

5.3.1. Supplier agrees to conduct a PPAP of its parts and process to current standards of AIAG PPAP.

5.3.2. Supplier agrees that all of the following scenarios require a (new) initial sample submission:

- If a product is being produced for the first time.
- A change in (geographic) location of supply.
- A change in Supplier's sub-contractor / sub-supplier.
- A product design modification or material change.
- A production process modification.
- Implementation of additional or replacement tools / cavities / molds / forming devices.
- Utilization of alternative capital equipment.
- A planned change in material specifications.
- After a supply or production interruption of more than one year.

5.3.3. Supplier agrees to provide advanced written notification of such changes to the responsible purchasing agent and SQE and receive back written concurrence from BP prior to any such changes being initiated.

5.3.4. Supplier acknowledges that an AIAG PPAP Submission Level 3 (or VDA PPF Level 2) is required by BP for such changes (unless alternative agreements are made with the BP SQE) and that no parts are to be shipped without the BP SQE approval.

5.3.5. Supplier shall submit their material data in IMDS 30 days prior to their PPAP submission. The submitted IMDS details will be checked by BP for correctness and compliance and BP will either accept or reject the submission. Supplier further understands that it is their responsibility to track the status of their submission within the IMDS system and update the submission if rejected by BP. Finally, Supplier must include the IMDS approval in their PPAP submission to BP and understands that they will not receive full initial sample approval without a BP-approved IMDS submission.

5.3.6. For parts with applicable special processes, supplier must ensure their (or their subsupplier's) processes are in accordance with the applicable AIAG CQI standard by conducting an appropriate audit and submitting the results with Supplier's PPAP.

5.3.7. In the case where initial samples deviate from the BP specification and/or requirements, the BP SQE should be notified in advance of receiving the Initial Sample Submission. Any deviation requires written approval in advance from BP using one of BP standard deviation templates. This approval must be part of the Initial Sample Submission.

5.3.8. For parts supporting new program launch, BP will determine the PPAP sample quantity based on the specific program needs. For parts already in production going through a design or process change, Supplier shall provide five PPAP samples (minimum) for line trials at the BP facility if not determined otherwise by BP.

5.3.9. Supplier shall be responsible for keeping master samples from the Initial Sample Submission and the last documented process or design change must be retained for a minimum of seven (7) years, at the end of the required retention period, the Supplier shall contact BP to determine the appropriate disposition of the records (e.g. send to BP or to be destroyed).

6. Safe Launch

6.1. Supplier shall develop and implement a safe launch control plan prior to initiation of the production part supply. The safe launch control plan shall cover the initial part supply + ninety (90) days and shall, at a minimum, include additional samplings, additional checks or tests and/or increased frequencies to ensure quality issues are contained within their facility and are not forwarded to BP.

6.2. All inspection, measuring, and testing conducted by the Supplier shall be in accordance with defined requirements and utilize only calibrated instruments and equipment. Acceptance criteria for finished products/items shall meet all corresponding BP specifications provided to the Supplier.

7. Engineering Changes

7.1. Proposed changes and/or deviations to Supplier production process documentation must be communicated to and approved by BP when those changes could potentially affect the form, fit, or function of BP products.

7.2. Any engineering changes impacting custom BP products shall not be implemented until written approval from BP has been received by the Supplier.

8. Performance Reporting

Targets for the suppliers to aim for are **100 % delivery performance and zero defects**. If these targets are not met, an ongoing action plan for reaching these targets shall be in place. When delivery precision is below 90% the correction actions must be communicated to BP

9. Product Shipments

A Certificate of Conformance and copies of inspection/test records shall be included with every lot shipped from the Supplier to BP as applicable.

10. Customer Complaint / Returned Product Analysis Process

10.1. Regardless of Supplier's quality performance, Supplier agrees to react immediately and thoroughly to all quality complaints.

10.2. The Supplier shall have a documented process for receiving and processing customer complaints. Any complaints received from BP shall be documented, investigated, and resolved in accordance the 8D method. Records of complaint handling shall be retained by the Supplier.

10.3. The Supplier's complaint handling process shall also include provisions for the receipt and investigation of returned products. Any product returns from BP shall be documented, investigated, and resolved in accordance with this process. Records of returned product analysis shall be retained by the Supplier.

10.4. Expedited delivery of replacement stock (certified and tagged appropriately), if requested by BP, to ensure uninterrupted supply to BP's Customer.

10.5. Acknowledgement of receipt of the notification and defined immediate actions sent back to the BP Warranty contact within 24 hours of the initial notification.

10.6. A Non-Conformance Administrative Fee of SEK 1500 will be charged to the supplier for each incident of Non-Conformance material sent to BP.

10.7. An administrative Fee of SEK 1500 will be charged to the supplier for each incident of Non-Conformance material that has not been resolved within 30 days.

10.8. Supplier acknowledges that all costs and expenses (including administrative charges) for the quality incidents will be debited from Supplier's account. Supplier has the right to review and dispute any debit. However, Supplier is not excused from further performance during review of the debit.

10.9. Supplier understands they have 20 working days from the receipt of the initial claim to dispute a quality incident. Failure to meet this timing will result in 100% of the costs being applied to their account.

10.10. With any dispute regarding a quality incident, it is Supplier's obligation to provide clear, accurate and convincing evidence (that the root cause is not their responsibility) to BP in a timely manner before a claim would be considered for reversal.

10.11. Supplier understands that, in certain situations (e.g. repeat quality defects, pass-through quality defects to our customer, increased occurrence of quality defects, quality defects with safety-critical componentry, concerns identified during a process audit, which could put BP, or our customers at risk, etc.) BP reserves the right to institute the use of 100% offline inspection (within Supplier's facility or on BP premise) utilizing a third-party company (chosen at BP sole discretion) at Supplier's expense. In such situations, the third-party inspection will stay in place until such time that Supplier can prove (with data) that the corrective actions implemented have effectively resolved the issue(s) causing BP's concern.

11. Corrective and Preventive Action Process

11.1. The Supplier shall define, implement, and maintain a corrective and preventive action process. This process should include a disciplined approach to determining the root cause of problems and issues and developing, implementing, and verifying the solutions needed to resolve them.

11.2. The Supplier's corrective and preventive action process shall include provisions for recording (and reporting, when requested) the following information to BP for actions associated with or having an impact upon BP products:

- Problem statement
- Root cause investigation method and results
- Solution description and associated implementation plan
- Verification of implementation and effectiveness

11.3. Corrective and preventive action records shall be retained in accordance with the Quality Record Retention requirements below. In addition, records shall be made available upon request by BP.

12. Quality Record Retention

12.1. The following Supplier quality records related to the production of BP products, as applicable, must be retained for a minimum of seven (7) years:

- Calibration Reports
- Process Validation Records
- Device History Records (DHR)
- Design / Document Change Records
- Customer Complaint Records
- Corrective and Preventive Action Records

12.2. At the end of the required retention period, the Supplier shall contact BP to determine the appropriate disposition of the records (e.g. send to BP, or to be destroyed)

13. Contingency Plans

Supplier must establish and provide an executable contingency plan to ensure supply of product to BP. This plan should generally address natural disasters, power outages, labor work stoppages, etc. The plan should also specifically address the facility and equipment used to produce the BP products and details regarding alternative means to continue the supply of product to BP.

14. Auditing by BP

BP shall have the right to audit Supplier facilities and quality system at its discretion based on supplier performance, changes to the Supplier's quality system, etc. Notification by BP and approval by Supplier will precede the conduct of all such audits.