	<b>QHSE REQUIREMENTS APPLICABLE TO SUPPLIERS</b>	Procedure : Operation Version : V1 - 15/06/2017
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## **1. Object**

The purpose of this document is to outline the QHSE requirements to be applied by suppliers to ensure the compliance of the delivered products with TEKFLOW and to reduce the environmental impact. For suppliers certified by our customers, the requirements of these customers take precedence over those of this document.

This procedure accompanies all supplier orders

## **OUTSOURCING**

The supplier agrees not to subcontract our products without our agreement.

## **Change of site location**

The supplier commits to send us his new address and to notify any change in the location of the manufacturing sites.

## **MATERIAL**

If we supply the material, you must use it and no other material of your supply, and send us the remaining balance in batch material.

If you supply the raw material, you must use the type of material that is clearly identified on the order and the plan. You must then send us, upon delivery, the corresponding production material conformity certificate and attach the references, batch and quantity of parts made.

The supplier must imperatively declare the products that are unsuitable, deteriorated, rejected etc. (Mastery of the property of the client)


## **TRACEABILITY**

### **A) PRODUCED:**

- Lots of parts must be identified, marked and separated throughout the manufacturing process and at the time of the delivery.

### **B) QUALITY:**

- As part of the provisions relating to our Quality system, ALL the records relating to the manufacture of our products (processes, supplies, process qualification, control statements ...) must be kept for a period required by the EN9130 standard. At the end of this period the supplier must obtain our agreement before any destruction.

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- The documents provided with the order (plan, instruction sheet, comparison, ..) are the documents to use for any service.

\_ Traceability includes people involved throughout the manufacturing and product control.

**DELIVERY**

- If you perform a chemical treatment (passivation, anodizing ... etc.) or a heat treatment, you must send us, at the time of your delivery, a declaration of conformity of treatment specifying the nature of the treatment carried out and attach the references, batch and quantity of pieces made.

- Personnel performing work that affects the quality of our products must be competent, based on initial and professional training, know-how and experience. When required, the personnel must be qualified to perform the ordered operation. Proof of qualification must be provided upon request of our quality department.

- All products must be imperatively packaged to ensure their preservation.

**QUALITY ASSURANCE - CONFIDENTIALITY**

- The supplier is fully responsible for ensuring the conformity of its products. For special processes: suspension of qualifications and / or restrictions must be communicated to TEKFLOW.

- The supplier undertakes to notify the non-conformities of the products and the approval provisions of these non-compliant TEKFLOW products.

- Inform us when any major process changes affecting the quality of our products or services.


- The supplier agrees not to divulge, diffuse, reveal to third parties and not to use for other uses than the production of our parts, the technical, specific information and plans provided by TEKFLOW.

**Risk control:**

The supplier shall establish and maintain a system for the identification and ongoing assessment of risks up to the fulfillment of the contractual requirements.

This risk management system comprises at least:

- An analysis of potential risks at each stage of the product life cycle (design, development, industrialization, manufacturing, after-sales support, etc.) ideally in the form of FAI.
- An appropriate action plan to minimize the consequences of the risk and / or reduce its probability of occurrence
- A security plan in the event of a major incident such as a strike, a fire or natural disasters.

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**MONITORING THE SUPPLIER**

TEKFLOW and its client reserve the right to carry out surveillance in the supplier's establishments without this reducing its liability. This monitoring must not be used by the supplier as proof of actual quality control, nor should it be relieved of its responsibility to provide a product that complies with the requirements or to prevent a subsequent rejection of the product by TEKFLOW. This monitoring covers:

- The supplier quality system
- The means involved in the execution of the contract: the procedures, provisions put in place to meet the clauses of this document as well as the processes (human resources and processes) implemented to achieve the product
- Products to control compliance, the supplier shall provide TEKFLOW representatives, its customers, or the authorities with free access to the facilities and documents contributing to the realization of the product.
- The supplier agrees to allow the regulatory authorities access to their client.

**PERFORMANCE**

Annually, an evaluation of the logistic performances and the quality of the suppliers is carried out.

- Rate of Service (ROS): the supplier agrees to respect the objective set annually. If this is not required, an action plan may be requested.
- Compliance Rate (CR): the supplier agrees to respect the compliance rate target set annually. If this is not required, an action plan may be requested.


Suppliers must have ISO9001 certification or set up a system that is close to it, in which case TEKFLOW reserves the right to perform a system audit.

**HSE requirements**

TEKFLOW expects from its Suppliers that they control the impacts of their activities and that their practices comply with the environmental regulations applicable to them. It is recommended that they draw on international best practices in these areas, in particular by setting up an environmental management system.

**Energy:** TEKFLOW asks its Suppliers to implement actions to improve their energy efficiency and reduce their greenhouse gas emissions.

**Natural Resources and Biodiversity:** TEKFLOW asks its Suppliers to optimize the use of natural resources, and to control their impacts on biodiversity.

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**Emissions and Waste Management:** TEKFLOW requires its Suppliers to control the emissions and releases associated with their activities, including those related to waste generation and management.

TEKFLOW encourages efforts to minimize the generation of waste, especially hazardous waste, and to implement all forms of reuse and recycling.

**Product Regulation:** TEKFLOW requires its Suppliers to comply with the current regulations on products and market access (as in the REACH Regulation in Europe) and attach the utmost importance to the knowledge and control of toxicological impact products it uses.

**Traceability of products:** TEKFLOW asks its Suppliers to ensure the legal origin of the materials and products delivered to TEKFLOW and their good traceability, in particular with regard to raw materials. TEKFLOW does not want to buy products that are derived from, or are composed in whole or in part, of ores or materials from conflict areas or countries subject to international sanctions.

**Employee Safety:** TEKFLOW requires its suppliers to respect the working conditions and each employee and to prohibit any form of discrimination.

Approver	Editor
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