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Erstellt/Geändert: M. Ambrozy	QS-VA 006	Datum: 07.05.2018
Freigegeben: A. Gaier	Quality Agreement for Suppliers	Datum: 07.05.2018

1. Quality Agreement

1.1 Contractual Partners

This quality agreement is concluded

between the purchasing company

Herrmann CNC-Drehtechnik
GmbH Josef-Neumeier Str. 1a
D-85664 Hohenlinden
(hereafter called HCNC)

and

XXX
XXX
XXX
XXX

(hereafter called the supplier)

1.2 Introduction

Product quality is becoming increasingly important as regards competition and from the viewpoint of product safety, customer satisfaction and the avoidance of costs. Our quality agreement is based on the requirements of DIN EN ISO 9001 and EN 9100 from which derive the measures necessary for your quality management system.

1.3 Intention and Scope

This agreement is concluded with the intention of establishing a long-term supply partnership of mutual benefit. The basis for the fair cooperation is fault-free consignments delivered by the agreed delivery date and assured by the deployment of capable persons during the delivery process. The supplier is responsible for any subcontractors involved in the process. The signing of the agreement by the contractual partners means that this quality agreement becomes an integral component of every future sales contract and also applies to the specifications and customer requirements contained in the technical documentation. The technical documentation that our offer requirements and orders are based on stipulates the quality we demand.

1.4 Distribution and Revision

The quality agreement is distributed to selected suppliers of HCNC. Copies or printouts produced by the suppliers serve merely for information purposes and are not revised by us. Revision is only effected by HCNC. All previous versions become invalid following revision and signing. The current version of the amended QS-VA 006 can be retrieved at <http://herrmann-cnc.de/qualitaet/downloads/>.

Suppliers are obligated to retrieve the amended version!

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2. Requirements

2.1 QM System Requirements to be met by the Supplier

The supplier undertakes to maintain an effective quality management system to assure the quality of his products and services. It is to be based on the valid international standards DIN EN ISO 9100 and DIN EN ISO 9001 and its complete compliance as well as certification evidenced.

2.1.1 Access Rights and Auditing

The supplier agrees that the suitability and efficacy of the quality management system is, if required, verified by a person authorised by HCNC. The supplier also grants corresponding access rights to customers of HCNC, relevant authority or department or agency which is directly or indirectly involved in the process. Depending on the occasion, this could entail a general inspection of the plant or access to the quality-related drawings and documents to ensure compliance with requirements. In the event of a well-founded necessity, this may also involve product or process related audits.

2.1.2 Subcontracting

The subcontracting of manufacturing orders to subcontractors is in principle impermissible and requires the prior written approval by HCNC. If the supplier passes manufacturing orders on to subcontractors, the supplier is to ensure that the requirements of this quality agreement are fulfilled by the subcontractor. Should these points not be observed, HCNC reserves the right to undertake measures that can lead to the termination of the services ordered and refusal of acceptance of the product.

2.2 Contract Review

The supplier is obligated following receipt of a query or an order to examine the following points and in the event of uncertainties or deviations from stipulations to notify HCNC immediately.

- Are the quality requirements in the technical documentation (see Point 2.3) unambiguous, clear and complete?
- Can the delivery date be observed?
- Feasibility study, if necessary with an evaluation of the risk involved when manufacturing with new technologies and / or for short delivery periods.

2.3 Technical Documentation

The quality-relevant criteria and tolerance stipulations to be observed by the supplier are to be taken from the technical documentation such as drawings, national/international standards, customer guidelines or standards, packaging and delivery regulations and/or the order-specific stipulations. The supplier ensures that manufacture, inspection and delivery always comply with the latest version of the technical documentation in his possession.

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2.3.1 Deviations and Alterations to Technical Documentation

Deviations and alterations to these technical documents require the written approval by HCNC before delivery is effected. Deviations and alterations to these documents must be noted on the delivery papers.

2.4 Testing

The supplier ensures by means of suitable quality planning that only products are delivered that comply with the specifications. It is the responsibility of the supplier to submit a test concept on the basis of the documentation cited in Point 2.3 and to produce trackable test records.

2.4.1 Test Certificates / First Article Inspection Test Report

Special or critical criteria are stipulated by HCNC and, if required in the order instructions, to be certified in a works test certificate or final inspection certificate compliant with EN 10204. Depending on the product or manufacturing process requirements, the presentation of a manufacturing release by means of an First Article Inspection Test Report may be required.

2.5 Inspection Equipment Monitoring

The tests are to be conducted using calibrated and suitable testing and measuring equipment. Insofar as the manufacturing equipment are used as inspection equipment, these are likewise to be assigned to the process of inspection equipment monitoring.

2.6 Faulty Products

The supplier is obliged to maintain a system for dealing with faulty products that comprises the following points:

- Labelling and segregation of faulty products
- Reporting of faulty products if these are provided for working on
- Locking and, if necessary, renewed release of the products concerned
- Implementation of corrective and preventative measures
- Should counterfeit products appear or be suspected, these have to be put in quarantine immediately and HCNC is to be informed with immediate effect.

2.6.1 Reworking

If there is reworking of products, this must not lead to any impairment of or to deviation from the requirements in the technical documentation (see Point 2.3). If this cannot be excluded, a written approval of deviation must be obtained from HCNC. A copy of the deviation approval must be added to the delivery and a note added to the delivery documentation. Products that have undergone reworking must be subject to renewed inspection in compliance with the stipulated quality test process before delivery.

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2.6.2 Complaints

If products ordered have deviating characteristics and are delivered without this being approved and this is discovered only when the goods are received by HCNC, the supplier receives a Complaint Report (F39) for processing. The Complaint Report contains not only the order instructions but also the following information:

- Product description
- Article/drawing no. with index or date
- Quantity details (ordered, delivered, faulty, OK, released)
- Description of fault
- Immediate measures (e.g. parts segregated or returned to supplier)
- Necessity of an 8D-Report

When the Complaint Report is processed, we expect a detailed explanation from the supplier on the cause of the fault, measures taken to remedy the fault and measures taken to prevent the fault recurring. If the supplier recognises that further deliveries might be effected by this fault, he has to notify HCNC immediately. Depending on the type of fault, reworking or segregation by HCNC may result. We reserve the right to invoice the supplier for all reworking and test costs as well as administrative costs.

2.7 Labelling and Trackability

The supplier shall maintain a system that assures that the products / transport containers at all stages of the material flow ending in delivery

- are clearly labelled
- display the test status in a recognisable form
- trackability to the manufacturing documentation is assured

2.8 Handling, Conserving and Packing

The supplier assures by means of suitable measures regarding handling, if necessary, conserving as well as packing that damage, pollution, corrosion or impairment due to weather are prevented.

2.9 Delivery

The consignment is to contain the following documentation:

- Delivery note
- Works test certificate or final inspection certificate if required
- First Article Test Report (FAI), if required
- Copy of the deviation approval, only for products with deviating characteristics

If delivery documents are missing, acceptance and payment of the goods will be suspended until HCNC is in possession of all the required documentation.

2.10 Alterations to Processes and Procedures

The supplier is obligated to inform HCNC about all alterations to processes and procedures insofar as the requirements set out in the order and the relevant technical documentation in accordance with Point 2.3 might be impaired or if an alteration cannot be excluded.

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2.11 Documentation and Archiving Periods

The supplier is obligated to maintain records on internal audits, product tests, product/process releases, test equipment monitoring and delivery. All quality recordings serving as evidence of quality requirement compliance are subject to an archiving period of at least 10 years from the respective date of issue. Should the supplier intend to destroy this documentation once the period has expired, he must obtain consent from HCNC. In addition to these requirements, the statutory as well as, if relevant, official requirements are to be observed. The above-mentioned records are to be submitted to HCNC in individual cases if HCNC so requests.

2.12 Confidentiality

All information of the other contractual partner, that is not in the public domain and all commercial and production information that is not intended for dissemination to third parties, that becomes known to the other contractual partner via this agreement shall be treated in the strictest confidence and as a business secret by the contractual partners. Dissemination of information as well as technical documentation (see Point 2.3) is forbidden in principle. Consent to dissemination can be issued in specific exceptional cases but requires prior written approval by HCNC. This also applies for the time after termination of this agreement.

2.13. Requirements of staff

It must be guaranteed that all staff who have any influence on the conformity of the products possess all the necessary competence including the required qualifications. Furthermore, the awareness of the employees regarding the following points needs to be raised:

- Influence on product conformity
- Influence on product security
- Ethical behaviour

2.14 Term of the Agreement

This agreement is concluded for an indefinite period. Termination is to be effected in writing and requires a period of notice of 3 months after receipt of same.

2.15 History

May 18: Point 2.1, modification to DIN EN ISO 9100 and DIN EN ISO 9001
 Feb. 18: Point 1.4, retrieving of the amended version and web link added
 Point 2.6, Handling of counterfeit products
 Point 2.13 introduced
 Point 2.14 was previously 2.13 and point 2.15 was 2.14
 Sep. 17: Point 2.1, Adaptation to new standard
 Point 2.6.2, Complaint report added, Linking the table of contents
 Aug. 13: Complete QA/VA revised and reformatted
 Jan. 13: Point 1.1 and Point 3, address corrected
 Mar. 12: Point. 1.3, Deployment of capable personnel added
 Point. 2.6, Reporting of faulty products added
 Point. 2.10, Alteration to processes and procedures added
 Apr. 10: Point. 2.1.1, Access rights for Hermann customers added
 May 09: Point. 2.1.1, Access rights for authorities & department or agency added

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3. Signatures

We hereby agree to the quality agreement for supplies to the

Herrmann CNC-Drehtechnik GmbH

Hohenlinden, _____
Town, date

Stamp and signature

Supplier

Town, date

Stamp and signature

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