

# **POLICY: QUALITY MANAGEMENT IN THE PROCUREMENT PROCESS**





# POWERFUL, PRECISE, RELIABLE: THE UNIQUE WEYCOR QUALITY.

## Foreword

We strive to be the best: we pride ourselves on new technical developments, the highest quality, and absolute reliability in our products and services. The results are clear: powerful machines that you can depend on. Our customers have been rewarding us for this for years with their loyalty. That loyalty is our constant motivation to maintain consistently high standards and to continue to develop and offer products that will be sustainable in the future.

How do we achieve the high quality of weycor products? The basis is the outstanding team spirit that links our suppliers, employees, and sales partners. As a medium-sized enterprise, we are also extremely flexible and we are able to maintain a clear overview of our organization. Our sales partners and suppliers are integrated into our philosophy and decisions are taken quickly. This close interaction will also continue in the future. Reliability of people and machinery was, is, and will remain of central importance to us.

We want to improve continuously. We therefore work on developing our quality standards across the entire supply chain at all times. The competence and commitment of our suppliers has a crucial influence on the reliability and quality of our products in this context.

## We therefore expect of our supply partners:

- › robust processes that are continuously being improved,
- › flexibility and speed of implementation,
- › proactive, open, and fast communication,
- › a willingness to take on responsibility.

The following Quality Policy documents the relevant measures and methods to be applied to quality management in the procurement process. It is essential that our suppliers strictly follow the procedures described so that potential sources of errors can be detected at an early stage and eliminated permanently.

If additional, specific requirements have to be fulfilled for manufacturing and/or testing processes, we will, of course, reach individual agreements with you as a supplier.

These form the basis for our supplier relationship. It is important that you implement these measures consistently so that we can continuously improve the quality of our products and services. The customer satisfaction that we achieve in this way is a guarantee of long-term cooperation and positive business development for both partners.



# I. BASIC INFORMATION

## Purpose

This policy describes the requirements that ATLAS Weyhausen makes of its suppliers in order to achieve two objectives: delivering perfect quality at all times and continuously improving our processes. As part of the contract, or if quality problems occur, we agree to specific measures and methods with our partners that must be implemented for quality assurance.

The aim of the requirements defined in this guide is to ensure that

- › a long-term partnership can be established with the supplier,
- › the parts produced meet the specifications of ATLAS Weyhausen in all respects, and
- › process reliability and control is ensured at all times for the supplier.

## The system comprises 3 pillars:

- › supplier selection,
- › validation and verification for product realization, and
- › monitoring of series..

Our pillar system is based, on the one hand, on compulsory elements of quality management which each of our suppliers must fulfill. On the other hand, there are optional elements that are required only for certain specifications. These are agreed upon individually. Our aim is to deliver the product in question as quickly as possible, sustainably, and with the quality required. We can therefore eliminate stages that are not required for the process in question.

The forms required for the respective processes are available to download from [www.weycor.de](http://www.weycor.de). They always represent the minimum requirements of ATLAS Weyhausen.

## Scope of Application

The requirements come into effect when the supplier makes contact with ATLAS Weyhausen, and when it is agreed upon whether a long-term contract is possible.

## Principles

The principles for the individual process stages represent the established methods of DIN EN ISO 9000ff. and of the VDA which are familiar from practice. In addition, enhanced regulations adapted to the specific case may also apply. These will be agreed upon on an individual basis.

## Responsibility

This guide represents the schedule by means of which security of supply and services can be provided sustainably for the supplier, for ATLAS Weyhausen, and ultimately also for our customers. Both parties are therefore required to comply with the guide or to improve it with further innovations.



## II. BASIC REQUIREMENTS

### ATLAS Weyhausen

- › Comprehensible and complete information provided to the supplier
- › Clear communication channels and responsibilities
- › Clear and generally comprehensible documentation in accordance with the product-specific requirements
- › Clear definition of the quantity framework and delivery details, including anticipated fluctuations
- › Support and advice

### Supplier

- › Willingness to comply with the regulations and develop them further
- › A documented and certified QM system that meets DIN EN ISO 9001 or higher
- › Practical knowledge of QM methods, VDA techniques
- › Practical implementation, a “zero error strategy”, and their continuous development
- › Willingness to implement improvement measures that are identified together as quickly as possible
- › Open communication and information in the event of
  - › demands that cannot be met,
  - › missing or unclear specifications,
  - › problems that crop up,
  - › capacity bottlenecks.





# III. OVERVIEW OF THE MEASURES IN THIS POLICY

Pillar 1: Supplier Selection	Pillar 2: Validation and Verification for product realization	Pillar 3: Series a
<p><b>1. Supplier Self-Assessment</b> Mandatory element</p> <p><b>2. Confidentiality Agreement</b> Mandatory element</p> <p><b>3. System Audit</b> Optional element</p> <p><b>4. Quality Assurance Agreement (QAA)</b> Mandatory element</p> <p><b>5. Emergency Plan</b> Optional element</p>	<p><b>1. Feasibility Declaration</b> Optional element</p> <p><b>2. Initial Sample</b> Mandatory element</p> <p><b>3. Production Control Plan</b> Optional element</p> <p><b>4. Process Audit</b> Optional element</p> <p><b>5. Process Capability</b> Optional element</p> <p><b>6. Evidence of Reliability</b> Optional element</p>	<p><b>1. Continuous Evaluation</b> Mandatory element</p> <p><b>2. Complaint Processing</b> Mandatory element</p> <p><b>3. Product Audit</b> Optional element</p> <p><b>4. Special Approval</b> Mandatory element</p> <p><b>5. Stricter Tests</b> Optional element</p>

# IV. PILLAR 1: SUPPLIER SELECTION

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## 1. Supplier Self-Assessment (Mandatory element)

### Objective

The self-assessment gives the supplier the opportunity to provide ATLAS Weyhausen with their initial overall impression. This includes general information about the company, technical data, and customer references. In this way, we record the basic capacity of the company and evaluate how the supplier fits into the supplier portfolio

### Implementation

The “Supplier Self-Assessment” questionnaire is completed and sent to Purchasing at ATLAS Weyhausen.

## 2. Confidentiality Agreement (Mandatory element)

### Objective

Through the confidentiality agreement, the two parties ensure that all information and data exchanged between ATLAS Weyhausen and the supplier is treated with confidentiality.

### Implementation

The confidentiality agreement is sent to the supplier by the ATLAS Weyhausen Purchasing department, completed by the supplier and returned to Purchasing.

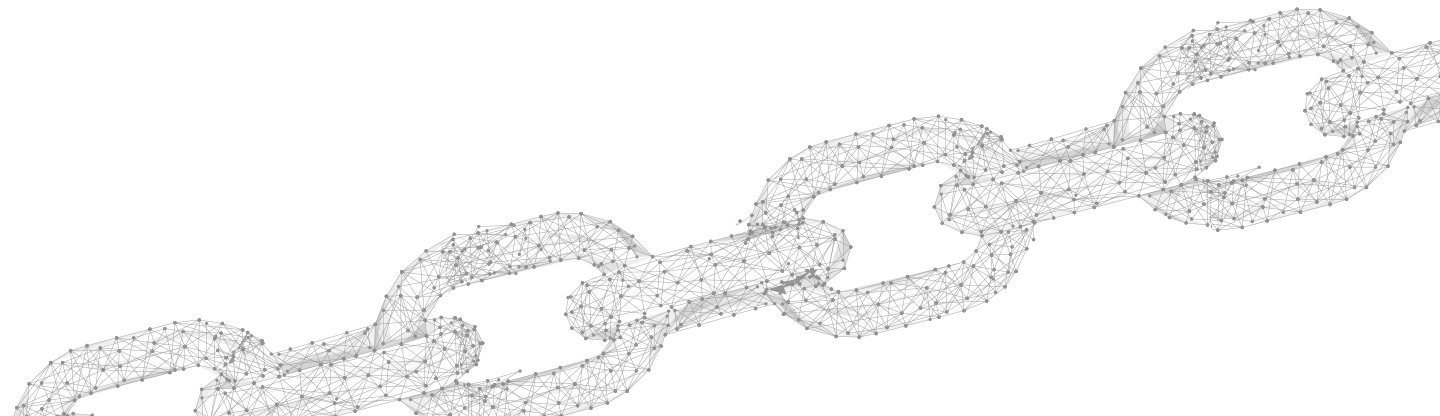
## 3. System Audit (Optional element)

### Objective

The supplier is assessed in terms of the capabilities that are fundamentally required for cooperation. This relates in the first instance to the QM system, but may, if necessary, go beyond that. The capacity required by ATLAS Weyhausen should be established and documented.

### Implementation

An audit of the company is carried out on-site by the ATLAS Weyhausen Audit team. Dates and precise content are agreed upon in advance with the supplier. The outcomes are then evaluated together. We define the measures required together, verify their feasibility and agree a possible time frame.





# IV. PILLAR 1: SUPPLIER SELECTION

## 4. Quality Assurance Agreement (QAA) (Mandatory element)

### Objective

The QAA is a supplementary set of regulations with additional details to prevent inconsistencies and breakdowns in the relationship between ATLAS Weyhausen and the supplier. The rights and obligations in question are regulated and defined transparently for both sides.

### Implementation

The QAA is regarded as a supplement to the signed framework agreements, and is put in place if it is deemed necessary in the scope of the business relationship.

## 5. Emergency Plan (Optional element)

### Objective

The emergency plan is intended to ensure the supplier's ability to deliver even in unplanned operating situations, such as machine or tool failures, material bottlenecks, and cases of force majeure.

### Implementation

The type and scope of the emergency plan, including in relation to the products concerned, is agreed with ATLAS Weyhausen.

# V. PILLAR 2: VALIDATION AND VERIFICATION FOR PRODUCT REALIZATION

## 1. Feasibility Declaration (Optional element)

### Objective

In the feasibility declaration, the supplier confirms that it can produce the products that have been developed by ATLAS Weyhausen in the long term, using the specifications provided within the given tolerances.

### Implementation

The supplier checks that it can produce the products required using the documents available and asks for other essential data as necessary. It then sends the completed "Feasibility declaration" form to Purchasing at ATLAS Weyhausen. Once feasibility has been confirmed, production of the sample part ordered can begin. If other data is required, a response from Purchasing at ATLAS Weyhausen must be awaited.

## 2. Initial Sample (Mandatory element)

### Objective

The supplier demonstrates that the products have been produced under series production conditions and meet the specifications of ATLAS Weyhausen. Written approval using the initial sample test report is required for the ordered series products to be delivered.

### Implementation

The detailed process and the type of implementation are recorded in the "Initial Inspection Process" document, and can be viewed at [www.veycor.de](http://www.veycor.de)

## 3. Production Control Plan (Optional element)

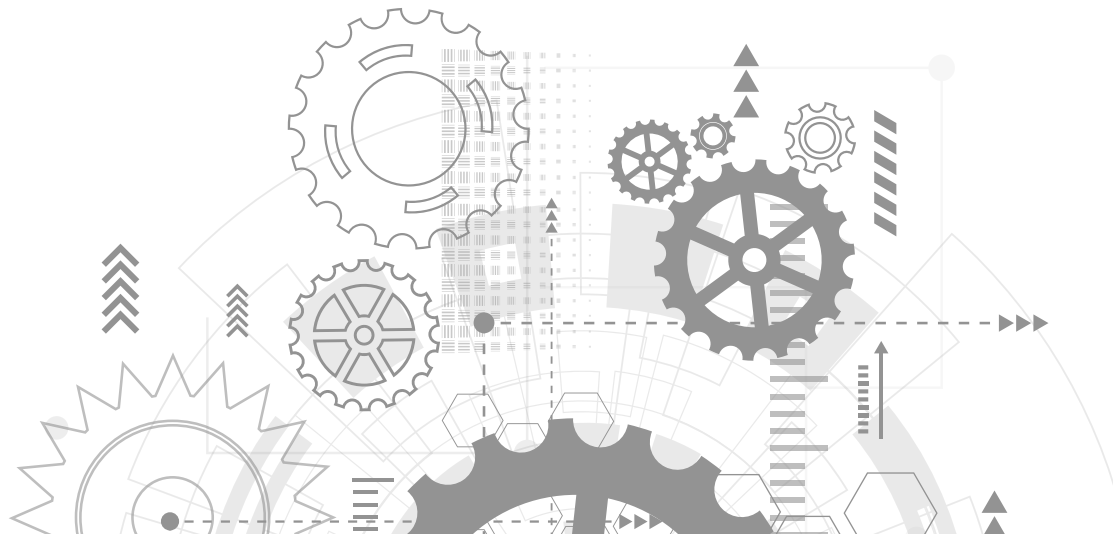
### Objective

In order to ensure sustainable delivery of products and services, it is necessary to plan how the objective can be achieved across the entire production and delivery process.

### Implementation

Before production of the initial samples, the supplier plans and documents the work and testing procedures for parts and assemblies through the entire productions and supply chain (QM plan/control plan). In doing so, the supplier verifies and documents all of the essential features of the product.

This documentation is corrected as necessary following completion of the samples on the basis of the initial experience in production and sent with the inspection documents to ATLAS Weyhausen. ATLAS Weyhausen checks the planned procedure in the context of the initial inspection process. FMAE methods and weakness analyses can be used here for support.





# V. PILLAR 2: VALIDATION AND VERIFICATION FOR PRODUCT REALIZATION

## 4. Process Audit (Optional element)

### Objective

ATLAS Weyhausen assesses the quality capability of the product realization and logistics processes of the supplier in relation to ensuring continuous and sustainable delivery and service.

### Implementation

An on-site audit is carried out, in which the audit team of ATLAS Weyhausen assesses the relevant product realization process. Dates and precise content are agreed in advance with the supplier. The outcomes are then evaluated together. We define the measures required together, verify their feasibility, and agree to a possible time frame.

## 5. Process Capability (Optional element)

### Objective

Statistical methods are used to demonstrate that the product realization process is stable in relation to certain features. Stable in this context means that the specified tolerance values are being met as precisely as possible.

### Implementation

In the production process, the data required for the defined features is determined in sufficient quantities and evaluated statistically, e.g. by the "Gaussian distribution curve", in order to arrive at a reliable result. An adequate amount of evidence must be attached to the inspection documents for all defined features to the extent necessary.

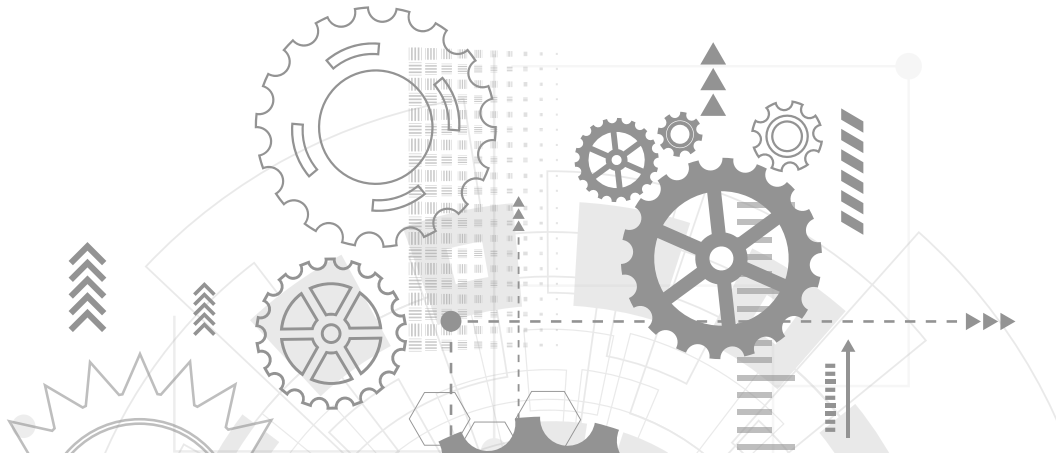
## 6. Evidence of Reliability (Optional element)

### Objective

In the case of safety-critical or technically multifunctional, complex components, it must be demonstrated that the products also achieve the service life and reliability in use specified by ATLAS Weyhausen.

### Implementation

The basis for determining reliability is provided by tests carried out by the supplier. In order for ATLAS Weyhausen to get a general picture of the partnership, the supplier must document in writing the type and scope of the tests, the test results, and the determined reliability, and attach this to the initial sample documentation. The test results are analyzed and interpreted using the Weibull analysis.



# VI. PILLAR 3: SERIES MONITORING

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## 1. Continuous Evaluation (Mandatory element)

### Objective

In order to be able to intensify and improve the business relationship, it is necessary to optimize the testing processes at ATLAS Weyhausen and with the supplier. The supplier must receive regular feedback about the quality delivered and potential improvements.

### Implementation

In the close business relationship between ATLAS Weyhausen and the supplier, data is continuously generated and recorded. Improvements can be initiated on this basis. Specifically, this comprises data about:

- › product quality,
- › delivery and logistics performance,
- › costs.

The supplier may actively request the data or have it sent regularly. If the agreed targets are not met, the supplier must define specific measures to achieve them and send this plan to Purchasing at ATLAS Weyhausen.

## 2. Complaints management (Mandatory element)

### Objective

Risks and disruptions to the ATLAS Weyhausen production process must be rectified permanently as quickly as possible so that repeated faults can be avoided.

### Implementation

If a risk or disruption is identified, the supplier receives a quality notification immediately. ATLAS Weyhausen describes the incident in the notification and, if it is very urgent, the immediate measures taken. The supplier analyzes the incident and provides prompt feedback to ATLAS Weyhausen. This must be completed using the 8D system/8D report.

## 3. Product Audit (Optional element)

### Objective

Monitoring must take place to ensure that the specified features are being produced continuously, as agreed.

### Implementation

ATLAS Weyhausen and the supplier define together which products and features are subject to a product audit outside production. The supplier must document the results and send them to ATLAS Weyhausen on request. It is expected that, if discrepancies are identified, the supplier will establish and implement sustainable measures to correct them.



# VI. PILLAR 3: SERIES MONITORING

## 4. Special Approval (Mandatory element)

### Objective

Products with different specifications must be checked and flow into the production process at ATLAS Weyhausen in a controlled way.

### Implementation

As soon as a deviation is identified, the supplier completes the "Application for deviation approval" and sends it to the purchasing department at ATLAS Weyhausen. Here a check is carried out to determine whether the product can be used despite the deviation. Following the check by ATLAS Weyhausen, the supplier receives a decision on approval for delivery. If delivery is approved, the goods can be marked with the approval and delivered separately from IO goods. Without approval, the products with deviations may not be delivered.

## 5. Stricter Tests (Optional element)

### Objective

If new and unexpected faults occur during series production, the product quality required must be restored.

### Implementation

If it is established in the context of the approved series production that the measures and methods defined for product realization are not adequate, other measures may be introduced and required as obligatory at a later stage.

These are primarily the optional elements listed under point III, such as

- › Production control plan,
  - › Process audit,
  - › Evidence of process capability,
  - › Evidence of reliability
- or the introduction of accompanied product audits. The supplier must document the respective results and send them to ATLAS Weyhausen.

# PERFORMANCE & EFFICIENCY FOR THE WORLD OF TOMORROW.

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