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1. General

In order to manufacture the high-quality products of RIA-Polymers GmbH (hereinafter referred to as "RIA-Polymers" or "we"), it is necessary to use raw materials of an equally high quality, because the quality of the products supplied has a significant influence on the end product. These high standards apply equally to processes and services provided by external suppliers.

Therefore, RIA-Polymers expects its suppliers to implement and apply the principles and management methods set out in this technical supply specification.

2. Basic requirements, scope of application

RIA-Polymers' requirements for the quality and environmental management system of its suppliers are based on the respective current version of ISO 9001 and ISO 14001, customer-specific requirements and the relevant statutory provisions.

This technical supply specification forms an integral part of all contracts concluded by RIA-Polymers with its suppliers for the products or other services offered by them, in particular all supply contracts, call-off agreements and purchase orders, and shall apply in addition to the General Terms and Conditions of Purchase of RIA-Polymers GmbH as amended from time to time (hereinafter "Terms and Conditions of Purchase").

3. Requirements for the supplier's quality management system

3.1 Quality system requirements

The supplier is obliged to implement and apply a quality management system based on ISO 9001 as amended from time to time (the "QM System"). RIA-Polymers reserves the right to conduct an audit of the QM System at the supplier's premises itself or through third parties commissioned by RIA-Polymers and/or to review the audit results of the supplier on site. If deviations of the QM System from the applicable requirements are identified during the audit, the supplier is obliged to submit an action plan for the improvement of its QM System and to promptly implement the action plan.

3.2 Performance of the audit

The supplier shall be informed of a scheduled audit of the QM system well in advance in writing. RIA-Polymers shall, as required, and after having made an appointment in advance, at any time during normal business hours be entitled to have its own employees or employees of its customers inspect those production facilities of the supplier where products for RIA-Polymers and its customers are manufactured. RIA-Polymers shall also be entitled to inspect order-related criteria during such audit.

4. Order-related requirements for product quality

4.1 Requirements before series production

4.1.1 Sampling and initial sample approval

4.1.1.1 Sample material

Sample materials shall be delivered with proof of quality as required. An acceptance test certificate according to DIN EN 10204:3.1 is usually sufficient as proof of quality. If further certificates are required by RIA-Polymers, these shall be specifically agreed with the supplier.

4.1.1.2 Production process and product release

As a general rule, an initial sample testing must be carried out by the supplier prior to the delivery of new materials, in case of technical changes to the material, and in case of changes to the production process. The type and scope of the production process and production release procedure shall be determined in consultation with RIA-Polymers. An acceptance test certificate according to DIN ISO 10204:3.1 is usually sufficient as proof of quality. For certain products, which will be supplied to the automotive industry, the requirements of VDA Volume 2 (process flow diagram, test plan, etc.) may be applied.

Series supplies require an internal evaluation and approval based on our order by way of an acceptance test certificate.

If an IMDS entry is required, the supplier must enter the necessary information into the International Material Data System (IMDS). A corresponding request for this will be made by our quality assurance department.

4.2 Requirements during series production

4.2.1 Quality assurance

4.2.1.1 Monitoring of series production

The supplier shall ensure that the products manufactured by him are manufactured and tested in accordance with the latest and approved technical documents. Suitable procedures must be used to monitor quality and to timely initiate corrective action in case of quality deviations.

4.2.1.2 Quality records

The quality documentation shall be recorded and maintained in accordance with the legal requirements and the specifications of the QM system. The supplier shall allow RIA-Polymers to inspect quality records and/or make copies for review by RIA-Polymers and its customers.

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4.2.2 Labelling

4.2.2.1 Labelling of deliveries

Each packaging unit shall be identified and marked with a hang tag (label).

The label must contain the following information:

- Material designation
- Batch number
- Weight
- RIA-Polymers item number

Any deviations from these requirements must be agreed with RIA-Polymers.

Each delivery shall be accompanied by a delivery note stating the order number, material designation, delivery quantity, packaging unit, batch number and delivery note number.

4.2.2.2 Labelling of changed materials

If and to the extent the material has been changed, the deliveries shall be marked accordingly.

4.2.3 Packaging

The packaging must ensure that the products delivered by the supplier are in any event protected according to the quality requirements. The packaging must be chosen by the supplier in such a way that it is optimised with regard to economic efficiency, storage, transport and recycling of the packaging and the products.

4.2.4 Supply quality

The supplier is obliged to carry out all tests required for his products to achieve the zero-defect target, including, in particular, a pre-shipment inspection.

In order to prove the conformity of important features, the enclosure of certificates in the form of acceptance test certificates according to DIN EN 10204-3.1 is always required.

4.2.5 Limited incoming goods inspection

Irrespective of the pre-shipment inspection to be carried out by the supplier, RIA-Polymers will carry out random inspections of direct deliveries with at least the following checks:

- Identity check
- Visual inspection for directly visible transport damages
- Quantity checks

In all other respects Clause 4 of the Terms and Conditions of Purchase shall apply.

4.2.6 Corrective action

If RIA-Polymers gives notice of quality defects, the supplier shall respond and take corrective action within 24 hours of receipt of the notice of defects. The final 8D report shall be prepared by the supplier and provided to RIA-Polymers by the date specified in the notice of defect. RIA-Polymers expects the corrective action initiated by the supplier to have a lasting effect and that a recurrence of the defect will be excluded.

4.2.7 Other measures due to defects

If defects are detected in the products manufactured by the supplier, the necessary measures (reworking, sorting, special trips for replacement deliveries, etc.) shall be arranged or commissioned by the supplier promptly upon consultation with RIA-Polymers.

5. The supplier evaluation system

RIA-Polymers regularly evaluates the supplier with respect to the agreed criteria for quality, quantity and delivery reliability, based on characteristics from the areas:

- quality
- purchasing
- logistics

In case of conspicuous evaluations the supplier will be informed in writing of the results of the evaluation and, if necessary, will be invited to submit comments and to propose any necessary corrective action. RIA-Polymers reserves the right to make counter-proposals and to check the implementation of the agreed measures at the supplier's premises.

6. Production and product-related changes

6.1 Information requirements of the supplier

The supplier is obliged to inform RIA-Polymers of any kind of planned process or product changes immediately and well in advance before the change will be implemented. Changes that become immediately necessary through no fault of the supplier (e.g. due to force majeure) must be reported immediately. Appropriate measures will then be discussed and initiated between the supplier and RIA-Polymers. These can be, for example, new sampling with subsequent internal release, simple release or investigations to be specified.

6.2 Consequential costs of unapproved changes

In case of a change without the prior consent of RIA-Polymers, the supplier shall be obliged to fully assume all expenses and costs arising therefrom.

7. Responsibility of the suppliers

7.1 Responsibility for the quality of the products

The supplier shall be fully responsible for the quality of the products that he delivers. He shall be responsible to ensure that the products that he delivers and that the services that he provides fully comply with the respective current regulations. Unless otherwise agreed in individual cases, the supplier shall deliver zero-defect quality without tolerance. If the supplier detects deviations from the agreed quality (drop in quality), he will inform RIA-Polymers immediately and present measures to remedy the quality deviation.

7.2 Responsibility for an effective risk management (emergency planning)

In order to be able to continue to supply RIA-Polymers with products in case of an emergency, the supplier must have an emergency plan in place. The emergency plan must take the following objectives as minimum requirements into account and be kept up to date:

- maximum protection for staff and equipment
- recording of all known (and continuous monitoring with regard to identifiable or imminent) incidents or interruptions to operations
- immediate determination of suitable remedial action
- correction of remedial measures if they are found to be inappropriate or if opportunities for improvement are identified
- reduction of the hazard potential through training measures
- preparation of suitable product-related emergency plans

The emergency plans shall take into account at least the following points:

- IT failures
- material failure
- bottlenecks in material procurement
- tool- or machine-related failures
- work interruptions
- damage to factory and office buildings
- employee-related breakdowns
- infrastructure failure
- transport problems

RIA-Polymers shall be entitled to review the supplier's emergency planning and to request commercially reasonable improvements which are necessary to ensure the ability to supply.

7.3 Responsibility for compliance with legal regulations and relevant standards

7.3.1 The supplier undertakes to comply with all applicable statutory provisions (environmental requirements, etc.) with regard to the products that he supplies.

7.3.2 In particular, the supplier shall ensure that its internal processes as well as the products and other services supplied to RIA-Polymers fully comply with the provisions of REACH (Regulation (EC) No 1907/2006REACH).

7.3.3 The following regulations also form the basis for every delivery to RIA-Polymers:

- list of declarable substances in automotive engineering (GADSL)
- EU End-of-Life Vehicle Directive (2000/53/EC, ELV)
- EU Directive "Restriction of the use of certain hazardous substances in electrical and electronic equipment" (2011/65/EC, RoHS)

Any deviations from the statutory provisions and the aforementioned regulations for which the supplier is responsible shall be reported to RIA-Polymers and remedied immediately upon discovery.

8. Claims management

8.1 Insurance obligation

The supplier shall be obliged to take out the insurance policies referred to in clause 12.7 of the General Terms and Conditions of Purchase of RIA-Polymers and to maintain them as long as he delivers to RIA-Polymers.

8.2 Duty to notify in the event of recalls

In the event of a recall, the supplier shall provide RIA-Polymers with a copy of all data, materials and information prepared by the supplier in connection with the products supplied to RIA-Polymers. This includes, in particular, test and production information. This information shall be provided to RIA-Polymers upon request within five (5) days. The obligation to notify exists regardless of whether the recall is initiated by or with the assistance of the competent authority (*Kraftfahrtbundesamt* or similar) or is voluntary in order to prevent serial damage in the field.

8.3 Product liability

In case of damages the contract partners shall immediately coordinate their actions with the participation of the insurers. Both parties are obliged to support all measures necessary to avert risks to life and limb and/or considerable material or financial damages to third parties, and to mitigate the damage that has occurred to the best of their ability.

Legal rights shall remain unaffected hereby.

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9. Social responsibility

The supplier undertakes to observe human rights in accordance with the "Universal Declaration of Human Rights" of the United Nations.

RIA-Polymers expects from its business partners:

- To comply, without exception, with social and minimum standards such as minimum wages, fair working hours and freedom of association in accordance with nationally applicable standards and guidelines.
- To avoid child labour by observing the conventions of the International Labour Organization (ILO) regarding minimum age and child labour.
- To prevent forced labour and discrimination: The suppliers guarantee equal opportunities and ensure fairness and diversity. Discrimination based on race, colour, age, gender, disability, religion, ethnicity, union membership or political orientation will not be tolerated.

10. Ethical and moral business standards

RIA-Polymers expects its suppliers to strictly prohibit and refrain from bribery, corruption, embezzlement and extortion. RIA-Polymers expects its suppliers to comply with relevant international, national and local laws and regulations. The supplier actively commits to foster fair competition.

RIA-Polymers avoids the use of materials whose extraction and marketing is under the control of violent military and paramilitary groups. Some of the conflict-affected raw materials come from Congo and neighbouring countries and are used in part to finance latent conflicts in these regions. We expect our suppliers to refrain from using raw materials from this region and insist on being informed immediately if a supplier uses conflict materials.

11. Information security and data protection

The supplier undertakes to introduce an information security management system including an IT emergency concept. This shall enable the rapid recovery and/or maintenance of the ability to deliver even after an IT failure or IT attack (virus attack, hacker attack, hardware defect, etc.). Cloud-based solutions may only be used with activated encryption for the processing of data from RIA-Polymers.

When processing personal data, the supplier undertakes to comply with all requirements of the EU General Data Protection Regulation. If required by law, the supplier shall appoint a data protection officer.

12. Recorded information

Unless otherwise agreed by RIA-Polymers and the supplier, the supplier shall retain all records, documents and documentation for ten (10) years from the end of the series production of the products supplied by the supplier.

13. Confidentiality

The supplier is obliged to maintain confidentiality in accordance with clause 5 of the General Terms and Conditions of Purchase.

14 Applicable documents

- General Terms and Conditions of Purchase of RIA-Polymers GmbH
- if applicable, customer-specific requirements (to be announced in each case)