



Supplier Quality System Requirements

Do it right the first time, do it right every time, continually improve.

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This SQSR version supersedes all prior releases for quality requirements LB. All prior editions are obsolete and should not be used. **It is the user's responsibility to assure that only the latest revision of this standard is used.**

1. Introduction

The LB Supplier Quality System Requirements are based upon the latest edition of IATF 16949 Quality Requirements. These LB requirements are an integral and legally binding aspect of the LB Purchase Order. Although this does not alter or reduce any other requirements of the contract, it is intended to provide a concise understanding of LB quality expectations.

It is the vision of Le Belier that suppliers shall:

- **Do it Right the First Time** by planning, preparing, and being trained to supply quality products and sub-contracting
- **Do it Right Every Time** by assuring consistent quality products and services through addressing all concerns. Repeatability of the performance will be a key metric for evaluation in Le Belier.
- **Continually Improve** by proactively improving the quality and value of products and services.

1.1. Le Belier policies (ide link a felhőbe)

1.1.1. Ethics & gift policy

Both as a matter of sound procurement practice and basic business integrity, Le Belier must make our purchase decisions solely on the basis of which suppliers offer the best value for the goods and services we need.

We avoid doing anything that suggests that our purchase decision may be influenced by any irrelevant or improper consideration whether illegal, such as a kickback or bribe, or technically legal, such as personal friendship, favours, gifts or free entertainment.

Business with suppliers and customers should always be conducted in an atmosphere of mutual respect and in keeping with irreproachable standards of business and professional ethics.

Entertainment provided or funded by Le Belier suppliers for Le Belier employees or members of their families must be reasonably related to the business at hand. In any case, suppliers are asked to be able to document them upon request from Le Belier.

1.1.2. Vehicle End of Life, REACH requirements, environment items

Vehicle End Of Life: the End-of-Life Vehicle (ELV) Directive, 2000/53/EC, was enacted by the European Commission "to minimize the impact of end-of-life vehicles on the environment." The use of lead, mercury, cadmium, and hexavalent chromium are prohibited in vehicles and their components, except for certain exemptions published in Annex II of the Directive. This is a mandated requirement for European Union (EU) Member States and also required by North American, and some Japanese, vehicle manufacturers.

Additionally, other legal requirements, such as EU Directives 2002/95/EC, 2002/96/EC, and 2003/11/EC restrict the use of certain flame retardant substances: polybrominated biphenyls (PBBs) and polybrominated diphenyl ethers (PBDEs). PBBs or PBDEs shall not be present in components or materials supplied to Le Belier.

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Suppliers in all regions shall ensure that all components and materials supplied to any Le Belier facility comply with the above-mentioned legal requirements.

REACH program compliance : LB suppliers commits in giving all required data's that could be necessary to fulfil the REACH database, and also commits in registering all products, substances and articles that should legally be.

1.1.3. Regulatory requirements

LB suppliers commit to deliver products processes, services conform to the current applicable statutory and regulatory requirements in the country of receipt. If LB decide to transfer the products, processes to another country, LB is responsible for the conformity with the local regulatory and statutory requirements.

1.2 Classification of Le Belier suppliers

1.2.1 Critical suppliers (direct influence on the delivered product):

Level 1: - Raw Material suppliers (aluminium alloy, pure alloy, master alloy)
- Components (components assembled in the product: bushing, pin, etc)

Level 2: Suppliers of: (this list is not a complete, exemplary value)

- Machining tools
- Lubricant for machining
- Casting dies, sand core boxes, fixtures (machining, casting)
- Pure sand
- Coating material, coated sand, resins
- Production sub-contracting: a unique evaluation system must be applied to outsourced processes, which must be agreed between LB and the supplier, depending on the service.
- Sorting companies
- Calibration and testing
- Machines and equipment
- External maintenance, critical spare parts (not applicable for standard spare parts, from catalogue), **and subcontractors**

1.2.2 Non-critical suppliers

Level 3: Suppliers of:

- Transportation
- Temporary workers & training (delegated to HR)
- Others (consumables, etc....)

1.2.3 Quality certification requirements

The supplier who have a production process, should provide a written confirmation and evidence of a third-party certification to the active version of IATF 16949 or ISO 9001 v2015 or EN9100 when relevant. Otherwise the supplier who does not have a production process (only sales activities) the certification according ISO 9001 is not required. In this case, the manufacturer of

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the marketed products is subject to the requirement of ISO 9001 certification. For applicability, see the matrix in the supplier evaluation section.

Suppliers shall demonstrate conformity to ISO 9001 by maintaining a third-party certification issued by a certification body bearing the accreditation mark of a recognized IAF MLA member and where the accreditation body's main scope includes management system certification to ISO/IEC17021.

If applicable (and based on customer CSR requirement), the supplier is subject to the requirement of ISO 14001 certification.

For suppliers with outsourced process for anodization, proofs of CQI-12 self-audit is necessary on yearly basis.

For Chinese critical suppliers, the minimum requested certification is ISO 9001.

Should this miss, a plan with a dated timeline shorter than 2 years or a written deviation signed by LB representative is required.

1.3 Continuous Improvement requirements

In response to customer demands for year-over-year PPM reductions, Le Belier has been forced to cut PPM rates by more than 75% to retain current business and gain future business. Le Belier needs efforts from its suppliers and help in obtaining quality improvement along with your continued commitment to year over year PPM & LB satisfaction improvement.

1.4 Suppliers evaluation rules

The monitoring is ensured by the Quality Department of each concerned plant for:

- **Raw material (level 1)**

AQG146 is fulfilled at each delivery for **aluminum alloys**, and results of evaluation are sent 1/ year to the supplier. The evaluation criteria are:

Criterion	Coefficient
• Claim	5
• Answer to quality claim	5
• Premium freight	4
• Conformity certificate	3
• Samples	5
• Chemical composition	15
• Gaz content and inclusions	8
• Identification of bundles	10
• Delivery date	5
• Metallurgic incident in production	10
• Packaging	5
• Disruption in production due to raw material	10
• Quality issue at customer	15

AQG 237 is fulfilled at each delivery for **master alloys**, and results of evaluation is sent 1/ year to the purchasing department. The evaluation criteria are:

Criterion	Coefficient
• Claim	8
• Answer to quality claim	5
• Premium freight	4
• Conformity certificate	10
• Metallurgical conformity	15
• Identification	10
• Delivery date	5
• Metallurgic incident in production	10
• Packaging	8
• Disruption in production due to raw material	10
• Quality issue at customer	15

The acceptance criteria are:

< 96,9% Not acceptable

97 - 99% Acceptable

99 - 100% Good quality

For the acceptance level, the annual average must be considered. All individual deviations (for delivery) will be handled separately with the supplier.

The monitoring is ensured by purchasing department of each concerned plant for:

- **suppliers' level 2**

The evaluation criteria are:

1 - PURCHASE PERFORMANCE	Coefficient
Price (<i>offering volume discount or rebates, price development compared to the market price...</i>)	3
Payment terms on days (<i>60 =3; 45 = 2; 30 = 1; <30 = 0</i>)	3
2 - QUALITY	Coefficient
Quality System (<i>IATF 16949 = 3; ISO 9001= 2 (if IATF is needed, if not = 3); ongoing = 1; any = 0</i>)	3
Delivered product or service conform to requirements (<i>conform = 3; alternative but acceptable = 2; non conform = 0</i>)	5
Reactivity to non – conformity (<i>Including evaluation Y-1 if applicable</i>)	3
No special status customer notifications related to quality or delivery issues (<i>NO=3; YES = 0</i>)	5
No dealer returns, warranty, field actions, and recalls are related to supplier (<i>NO=3; YES = 0</i>)	5
3 - SERVICE	Coefficient
Delivery schedule performance (<i>on time deliveries / total deliveries: over 90% = 3; 75%-90% =2; 50%-75% = 1; below 50% = 0</i>)	5
Reactivity (<i>in case of problem</i>)	5
Flexibility (<i>scale up of production, lead time for orders...</i>)	3
Provision of spare parts (<i>leadtime, price, reactivity</i>)	5
Ensuring representation in the country	3
No customer disruptions at the receiving plant, including yard holds and stop ship (<i>NO=3; YES = 0</i>)	5
No occurrences of premium freight (<i>NO=3; YES = 0</i>)	3
4 - TECHNICAL	Coefficient
Technical performance (<i>cycle time on the machine, or specified parameters, performance</i>)	5
Innovation (<i>of product, service, improvement process, research and development</i>)	3
Documentation (<i>necessary documentation available as technical, maintenance documentation, certificates...</i>)	5
5 - ENVIRONMENT / SECURITY	Coefficient
ISO 14001 (<i>ISO 14001 = 3; no certification = 0</i>)	3
Conflicts Minerals and Reach Regulation (<i>certified=3; not certified=0</i>)	3
6 - ANTI BRIBERY	Coefficient
Presence of an anti-bribery policy (<i>YES = 3, NO=0</i>)	1
Safe payment process & conditions	5
7 - Communication	Coefficient
Dedicated account manager or contact person	3
Handling of urgent or emergency request (<i>YES = 3, NO=0</i>)	3
Availability of contacts	3

The performance assessment is made yearly (AQG184), the acceptance criteria are:

- C (<60% and/or at least one of the questions with coefficients 5 is evaluated with 0): NOT ACCEPTABLE, immediate actions are necessary, or terminate the operation with the supplier
- B (80 - 60% and/or at least one of the questions with coefficients 5 is evaluated with 1): ACCEPTABLE, with assigning development directions to the supplier
- A (> 80% and any of the questions with coefficient 5 is not evaluated with 1 or 0): CONFORM

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In case the evaluation is level C, the following aspects must be considered by Purchasing manager:

- it is a strategic supplier
- is there another supplier for the product / service in question
- whether there is an opportunity to improve the supplier

For all suppliers:

After analyzing the results of evaluation, the purchasing manager decides whether to upgrade or discard the supplier. If we decide on the development, we will ask the supplier for an action plan with a deadline of 3 months. After 3 months, we make sure that the planned measures have been taken. This is done by an on-site audit or we ask for all the evidence.

Within 3 months, the purchasing manager and optionally the concerned area manager will decide whether to purchase the product, under specific circumstances, from the concerned supplier (eg if it is a strategic product that cannot be obtained from another source).

If there is no change in 3 months, we will have to stop by the supplier and look for another option.

If we get rid of the supplier, it must be removed from the List of approved suppliers (AQG 190) and the SAP system.

In case the evaluation is **97 - 99%** (for aluminium suppliers) or **level B**, the following aspects must be considered by Purchaser:

- based on the analysis, to identify the weak points, for which he will request from the supplier a development proposal with a deadline of 3 months. The weak points and the request for development proposals must be part of the evaluation letter AQG 212.
- Development actions must be followed by the purchaser and considered in the next year's evaluation.
- **Evaluation of subcontractors**

Our approved subcontractors must be included in the list of Approved suppliers AQG 190_3. The subcontractors are evaluated by the purchaser, based on individual evaluations submitted by the EHS manager (each job is evaluated separately). Results should be recorded in AQG 228.

The acceptance criteria are:

92-100% acceptable

91,99 - 77% acceptable, but if one of critical issues is rated 0, an action plan must be required

>77% Immediate action or disqualification. Disqualification is decided by the EHS manager.

1.5 Contingency plans

Suppliers are required to have prepared and documented a contingency plan to protect the supplies for Le Belier. This should include, but not limit to:

key equipment failures; interruption from externally provided products, processes, and services; recurring natural disasters; fire; pandemics; utility interruptions; cyber-attacks on information technology systems; labour shortages; or infrastructure disruptions.

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1.6 Spare parts

Unless otherwise specified, Le Belier critical suppliers are required to deliver parts in low-series for repairs and spares for 15 years after the end of the project (last order from Le Belier).

1.7 Communication

Le Belier's official language is English. All official communication with Le Belier will be done in English. Documents may display the native language when integrated in parallel translation. In this instance, the English is the only valid version.

It is absolutely forbidden for the supplier to establish direct contact with LB's final customer. Verbal or written contacts from LB final customer to the LB supplier should be reported by LB supplier in writings no later than 48 hours after the call. Should this rule not be respected, a quality fine of 250 € will be charged for each offense that LB can document.

2. **Development / Project management (valid only for special projects, identified by LE BELIER)**

2.1. Project management requirements

All critical LB suppliers, shall use a disciplined project management tool (APQP or similar process for project management, applicable only for components, or outsourced process for the parts, as anodization). *If supplier do not have his own form that meets the requirements of the automotive industry, please use the attached form for APQP AQG130, for Manufacturing feasibility studies AQG 25.*

2.1.1. Project management kick-off meetings

LB suppliers could be required to attend to a kick-off meeting, whom aim is to launch the project, and secure both timing and quality of the project. Planning of this kick-off meeting is LB initiative, and timeline should be commonly defined with the supplier.

2.1.2. Project management reports & review

Project management requires regular follow-up meetings and reporting, that include alert system based on Project management green / yellow / red rating of each gate/level of the project.

LB suppliers are required to have a formal report and rating of each gate/level, and to escalate to LB of each Red status, for common problem solving. If rating or alert is missing, LB supplier will be considered as responsible of the impact on the project timing or success, and bear the associated costs.

2.2. Initial sample requirements

First sample expectations are defined either by PPAP, VDA 2 or by individual agreement. For each first sample request, the purchaser will send the expectations, which will be specified in AQG 216. The supplier must act accordingly. The submission of the initial sample is subject to separate

agreement. *If supplier do not have his own form that meets the requirements of the automotive industry, please use the attached form **AQG32***

Without otherwise informed by LB authorized representative, first sample presentation is according PPAP manual, submission level required is 3.

If the supplier cannot prepare a first sample report (trader, does not have a quality system), in this case the company-level laboratory can prepare an internal first sample report.

2.3. Product & Process Change Management

The supplier agrees to seek approval of Le Belier **prior to**

- changing the production method/materials (including sub suppliers)
- changing of sub suppliers
- changing test methods/equipment
- relocating production sites
- relocating production equipment at the same site

and to furnish the quality documentation (ECR, MPCR) agreed upon in this connection.

Suppliers shall submit a written request (ECR, MPCR) for product or process change and obtain Le Belier approval prior to implementing the change. Change approval may take an extended period when Le Belier customer approval is required. *If supplier do not have his own form that meets the requirements of the automotive industry, please use the attached form **ECR AQG 230, MPCR AQG133.***

Changes **shall not** be implemented prior to the receipt of written approval from Le Belier. **VERBAL REQUESTS WILL NOT BE ACCEPTED.** This written approval from Le Belier is to be considered authorization to implement the process/product change.

Off-Line **rework**, not included in the original Control Plan, is considered a process change and suppliers shall obtain Le Belier approval for it as specified above. Rework shall be supported by operating and inspection instructions.

2.4. Safe Launch Plan

Context: used to validate that Pre-Launch Control Plans effectively ensure that the end product will meet customer requirements prior to shipment. The SLP will allow supplier and LB to go smoothly to rump up of serial production, and capitalize the launch problems that could occur

SLP requirements: If the final customer does not specify otherwise, then for at least 3 months / 10.000 parts (minimum of these 2 conditions apply), supplier is request to install a reinforced control system on the parts delivered to LB. These conditions must be part of the quotation request.

Safe Launch Plan request a **follow-up, and reporting of the findings**. The conditions of this follow up will be agreed on initial phases of the project.

Exit criteria and cost bearing will depend on the **fulfilment of the quality agreements** that are defined in the contract.

Escalation process for Safe Launch Plan:

- Supplier is requested to inform within 24 hours LB in case of quality issues, or difficulties in installation of the SLP
- In case of permeability of SLP, or significantly high rejection rates at the SLP second control station, supplier will be requested to install a containment system, or solve irreversibly the issue that caused the failure. Without completion of one of these 2 conditions, LB will put the supplier in Containment Status Level II (additional control made after supplier's, charged to the supplier). At this stage, supplier top management will be notified to attend an Incoming Quality Meeting in LB headquarters to present corrective action plans, and quality commitments in Step Down Charts.

2.5. Special Characteristics

As defined in IATF 16949, and Customer specific requirements, a special characteristic is a product characteristic or manufacturing process parameter which can affect safety or compliance with regulations, fit, function, performance or subsequent processing of product.

A list of special characteristics will be forwarded to the supplier by a Le Belier representative, as a part of the quotation request (AQG216).

Suppliers shall include them in their control plan, and use the symbol to identify the process steps that affect those special characteristics on process, control documents (drawings, FMEAs, control plans, operator's instructions).

Unless otherwise specified by Le Bélier, if applicable, **suppliers shall meet capability, with minimum acceptable capability indices value of Pm, Pmk>1.67** (if there is no other agreement, then the sampling is from 50 consecutively produced pieces), **and Cp, Cpk>1.33** (if there is no other agreement, then the sampling is 25 x 5 samples taken from the production).

Suppliers shall also strive to continuously improve capability indices throughout production.

3. Manufacturing control

3.1. Maintenance of tools & gauges

The supplier must use and maintain properly all the tools or gauges lent by Le Bélier. He must inform Le Bélier if a repair is necessary.

3.2. Problem solving – 8D reports

In case of quality claim, the supplier must prepare a 8D report. Depending on the problem, this can be complete or simplified.

The response deadlines are as follows (unless otherwise agreed): D3: 24 hours D6: 10 days D8: 15 days

*If supplier do not have his own form that meets the requirements of the automotive industry, please use the attached form **AQG45***

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3.3. Project, Process and Product Audits

The supplier shall authorize Le Belier to determine through project, process or product audits whether his quality assurance activities meet the requirements of Le Belier. An audit can be conducted as a project, process or product audit according to Le Belier or its customer audit standards (including audit according customer requirements (ex. CQI-12, CQI-XX...))

The supplier shall support even short-term audit date requests, within a limit of information 72 hours before the audit.

The supplier shall grant Le Belier and its customers, to the extent necessary - access to all plant areas, test departments, warehouses and adjoining areas, as well as access to quality-relevant documents.

Reasonable restrictions imposed by the supplier to safeguard business secrets will be accepted.

Le Belier shall communicate the result of this audit to the supplier. If Le Belier considers corrective actions to be needed, the supplier agrees to prepare an action plan immediately, to implement it on schedule, and to notify Le Belier of the progress made.

3.4. Containment necessities

The supplier takes in charge the specific transportation cost.

3.5. Supplier metrics

Le Bélier informs the suppliers once a year on their quality level.

In case of bad performance, the supplier must prepare an action plan.

3.6. Product & process deviations

The supplier can ask Le Bélier a quality derogation with adequate justification.

3.7. Product & process audits

Le Bélier can organise a yearly product & process audit with the supplier.

4. Costs of Non Quality

A possible charge of 100 € (or equivalent) can be applied for the following events:

- a) Non-conformance Report (e.g. DMN, QPR) or Non-Conforming Service.
- b) Non-Conforming Product Deviation Requests, when parts already delivered to Le Belier
- c) PPAP Submission Rejections or shipments of unapproved product.
- d) Delivery Performance Failures (in addition to any actual costs associated with the failure)
- e) Unauthorized / non-communicated product or process changes

These fees correspond to Le Belier administrative costs to handle the Non-Conformity, and do not release the supplier for liability on the other CONQ consequent to the failure (premium freight, sorting actions,...).

Le Bélier informs the supplier about the detail of such non- quality costs.

5. Information Security Management (ISMS) Requirements

To ensure that all suppliers handling the Company's information, materials, or digital resources comply with the Information Security Management System (ISMS) requirements and contribute to maintaining the confidentiality, integrity, and availability of information.

These requirements apply to all suppliers providing goods or services that may involve access to, or handling of, Company information, data, or documentation.

5.1 Confidentiality and Data Protection

Suppliers shall treat all information received from LE BELIER as confidential. Such information shall not be disclosed, copied, or used for any purpose other than that specified in the contractual agreement.

5.2 Information Security Controls

Appropriate technical and organizational measures (e.g., access control, encryption, password protection) shall be implemented to protect LE BELIER data from unauthorized access, loss, or alteration.

5.3 Access Authorization

Only authorized supplier personnel shall have access to LE BELIER information. Access rights must be granted based on necessity and reviewed periodically.

5.4 Incident Reporting

Any actual or suspected information security incident, such as data loss, system intrusion, or malware infection, shall be reported immediately to LE BELIER's designated contact person.

5.5 Legal and Regulatory Compliance

Suppliers shall comply with all applicable information security, privacy, and data protection laws, as well as the LE BELIER's ISMS policies and procedures.

5.6 Sub-tier Supplier Management

When subcontractors or sub-suppliers are engaged, the supplier shall ensure that they also comply with equivalent ISMS and confidentiality requirements.

6. Acknowledgement page

The supplier signs the acknowledgement page before starting the contract, with specific comments if necessary.

He is supposed having accepted these SQSR requirements if no specific comment or signature.

Any reservation of the supplier:

Date Name LE BELIER visa

Date Name Supplier visa