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|  | <b>SUPPLIER MANUAL</b> | Code: | MO0022-01 | Edition: | 1          |
|  |                        |       |           | Date:    | 03/04/2018 |

### 1. Purpose:

This manual outlines the conditions proposed by Antex to ensure that the supplier's level of commitment and competence meets Antex's expectations and leads to both customer satisfaction and compliance with market requirements. When accepting an Antex Purchase order, the supplier agrees to the terms and conditions specified in the Supplier Manual which can be accessed on our website.

### 2. Revisions:

Supplier Manual will be revised on a regular basis.

### 3. Supplier Quality Management System requirements

All Antex suppliers are obliged to define, implement, maintain and abide by a Quality Control System as per ISO9001 requirements, to be certified by a third party.

### 4. Supplier selection process

Supplier selection will be carried out following internal procedures which will include when necessary second part audits to verify adherence to IATF 16949 requirements as well as risk assessment evaluations.

### 5. Mass Production Launch

Mass production launch refers to when initial samples and their corresponding control reports demonstrating compliance with specifications are submitted to Antex.

- a) The supplier will send the specified product quantity and corresponding control reports following agreed deadlines:
  - Samples must be manufactured under mass production conditions.
  - Supplier control reports and product technical specifications will be determined on a case by case basis.
- b) Prior to the delivery of initial samples:
  - Any deviation, discrepancy (e.g. failure to carry out specified tests correctly or difficulty to adhere to specifications) or non-compliance, must be solved either directly between Antex and the supplier and be documented and signed by both parties, or by a mutually agreed change in specifications.
- c) Once Antex is in possession of samples and documentation these will be classified as follows:
  - Accepted; the supplier is authorized to start mass production of the product. This certification does not however discard the possibility of a delivery or batch being rejected if there is evidence that it is different in any way from the original sample.
  - Conditional Acceptance; applies to when there is evidence that product specifications have not been met but that this error does not affect the product's end use and can be resolved. The supplier is authorized to send the product but must resolve any deviation or discrepancy directly with Antex personnel and send new initial samples and control reports.
  - Not accepted; applies to when failure to adhere to specifications renders the product non-usable. The supplier is not authorized to supply the product without the express written authorization from Antex. The supplier has to resolve the non-conformances and re-send first samples and control reports.

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## 6. Quality during mass production

The supplier has the ultimate responsibility for the quality of its product and its delivery.

With each and every delivery or batch the supplier will submit quality control report results.

When products are deemed faulty upon receipt, ANTEX will implement product entry controls based on their typology and the claim type. In such a case ANTEX will immediately notify the supplier.

The supplier agrees to the immediate replacement of the product and if this is not possible agrees to its classification, selection or repair within Antex facilities, or to authorize Antex to do this directly at the supplier's cost.

ANTEX will issue a claim report presented in HTML format outlining the relevant information and the supplier commits to respond to this notification by informing ANTEX of the actions it will implement.

The supplier is required to have a contingency plan to guarantee the regular supply of the correct products which should cover: changes in security stock quantities, changes to manufacturing deadlines, urgent orders etc.

## 7. Supply Agreements

Once the supplier is authorized to supply products or services for mass production the supply agreements will be formalized as "purchase orders" and will specify:

Products/services to be provided, quality standards, reference batches or product technical specifications, delivery date, quantities and prices.

## 8. Supplier Evaluation

The monitoring of suppliers will be made based on the following criteria:

- D: Compliance with deliveries, deadlines and quantities,
- E: Extra transports
- Q: Level of product quality, services provided, claims,
- A: Ability to respond, information availability,
- P: Price level competitiveness

Target for all suppliers is to achieve A rating (FAVOURED SUPPLIER: the supplier's level of commitment and competence meets Antex's expectations.)

Those suppliers given a B rating (SUITABLE SUBJECT TO CONDITIONS) will be required to take additional action to be determined in the evaluation process, second part audits, improvement plans...

Those suppliers given a C rating (NOT SUITABLE) do not meet our requirements. Two followed C ratings can lead the supplier to "Business Hold", suppliers could be removed from approved suppliers list and not be considered for future orders and/or projects.

The evaluation will be carried out every:

- 6 months for suppliers of raw, semi-manufactured materials and suppliers of auxiliary manufactured materials
- 12 months for external handlers.

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## 9. Legal and regulatory requirements

The supplier is responsible for ensuring that applicable legislations are applied to all their activities and installations, especially those ensuring workplace health and safety.

Confidentiality and non-disclosure agreement (NDA): The supplier agrees that all documents and information obtained from Antex and project-related information shall be treated with strict confidentiality and that any such information will not be disclosed nor made available to any third party without prior written agreement from Antex.

All ANTEX suppliers have to comply with Regulation (CE) 1907/2006 (REACH).

ANTEX will be given a safety data sheet for each and every one of the chemical components used in each product when they are deemed as a potential risk to ANTEX personnel when handled.