



Your Dreams, Our Challenge

AGC Automotive Americas Supplier Manual

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1.0 GENERAL

1.1 INTRODUCTION

AGC Flat Glass North America Inc. d/b/a AGC Automotive Americas' ("AGC" or "AGC Automotive") objective is to manufacture the highest quality automotive safety glass possible. AGC Automotive's success is dependent on the performance of our suppliers. We are dedicated to developing a viable and robust supply chain to support AGC's growth and sustainability. Through strategic business partnerships, it is our goal to achieve quality products and value for our company and our customers. This manual reflects AGC's policy with its suppliers and procedures for material, quality and purchasing activities. All suppliers are required to comply with standards set forth in this manual and the AGC Group Purchasing (Procurement) Policy that is available on our parent company website (www.agc.com/en). Acceptance of all requirements set forth herein is a condition precedent of doing business with AGC.

1.2 SCOPE

This manual is the governing document for all production parts, service parts, assemblies, components or services. This manual applies to any external supplier providing any parts and/or services to AGC ("Supplier") and supplements the then-current AGC Purchase Order Terms and Conditions, which shall also be applicable to Supplier (collectively, the "Requirements"). Supplier's acceptance of the requirements shall be deemed given on/or the commencement of any work pursuant to an AGC Purchase Order ("PO"). No terms or conditions supplied or stated by Supplier in any document issued in connection with the sale of any products or services, or in accepting or acknowledging any PO, shall be binding except as expressly agreed to in writing by an authorized executive of AGC.

External Supplier is defined as any company outside of AGC Automotive Americas Co., or any other subsidiary of AGC Inc. that provides parts and/or services to any of the AGC Automotive Americas Co. sites in USA, Canada and Mexico. The External Suppliers shall follow the requirements of this Supplier Quality Manual.

External AVO Supplier is defined as any company outside of AGC Automotive Americas Co. that performed added-value assembly operations to AGC glass before shipping the finished goods glass assemblies to AGC Automotive Americas Co. customer(s). External AVO Suppliers are not subject to the following requirements of this Supplier Manual, as they are managed by the AGC Automotive Americas Co. Tier 2 Team.

Internal AANA Supplier is defined as an AGC Automotive Americas Co. site that provides parts and/or services to any of the AGC Automotive Americas Co. sites in USA, Canada and Mexico. The Internal AANA Suppliers are not subject to follow the requirements of this Supplier Manual, as they are managed by the AGC Automotive Americas Co. corporate and operational by-laws. AGC Automotive Americas Co. does not consider its own manufacturing sites as External Suppliers, as all are managed by the same Corporate Office.

AGC Group Supplier is defined as a subsidiary of AGC Inc., outside AGC Automotive Americas Co., that provides parts and/or services to any of the AGC Automotive Americas Co. sites in USA, Canada and Mexico. AGC Group Suppliers shall follow the requirements in section **8.0 AGC Group Suppliers**.

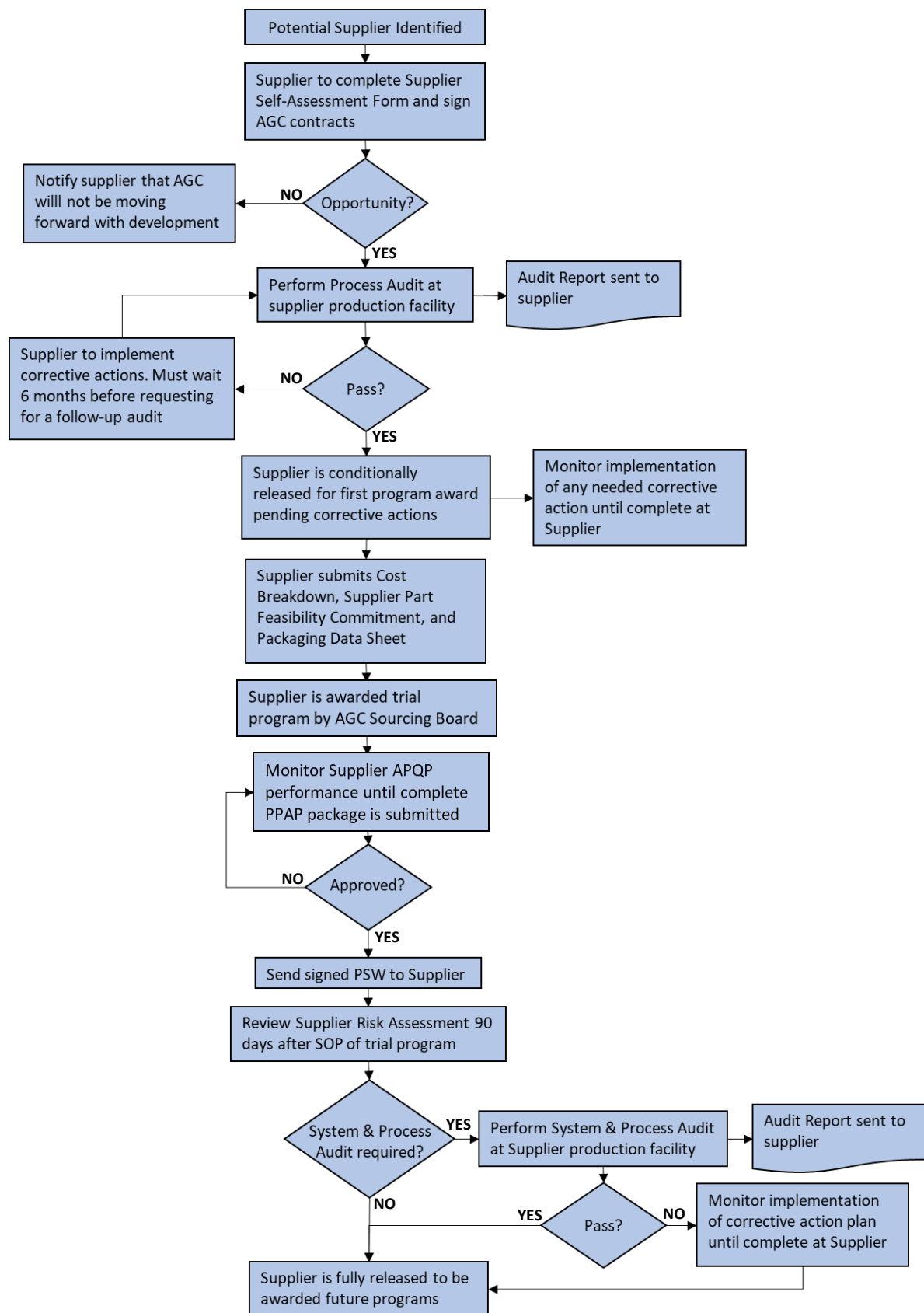
2.0 SUPPLIER MANAGEMENT

2.1 SELECTION CRITERIA

Purchasing is the primary window for all sourcing related activities. Purchasing establishes and maintains supplier selection using multiple tools including supplier audit, competitive performance, customer service, innovation and continuous improvement indicators. The Supplier Development group, a function of Purchasing, is the interface between the supply base and various AGC departments. This group ensures that AGC suppliers are capable and compliant to AGC, AGC's customers, and automotive standards. This group works to drive efficiency and improvement for customer satisfaction. All Suppliers must meet the minimum standards as defined in **3.0 Quality Management**, and timely and complete transmission of all materials required to successfully complete the supplier approval activities. AGC follows AIAG Standards for its auditing and quality management practices.

<i>Supplier Categorization</i>	<i>Category Status</i>	<i>Definition</i>
Approved	Strategic	Active supplier, in good standing (commercially, quality, delivery), designated as a leader in their field
	Quoting	Already in AANA base with okay standing (commercially, quality, delivery)
	On-Hold (NBH)	In AANA base but not performing well in at least one category (commercially, quality, delivery, audit results) and therefore not able to be awarded new business
	Developing	Current supplier, successfully passed audit; Value is seen in developing them into a strategic supplier
	Exit	Supplier has not performed well, has been notified (likely on NBH) and has not met improvement criteria, AGC actively pursuing to exit
Not Approved	Developing	Identified as competitive via quotes received, audit has been performed and results were favorable.
	Investigating	Signed NDA, received quotes to confirm competitiveness, and a Process Audit has been requested
Directed	Directed	Directed by AGC's Customer
	Spec'd in	Supplier specific part/material is implemented in the AGC finished good design

GENERAL SUPPLIER SELECTION PROCESS FLOW*



2.2 CONFIDENTIALITY AGREEMENT

The purpose of this section is to ensure confidentiality requirements are established and maintained between AGC and its suppliers.

AGC requires the following of Suppliers with respect to confidentiality:

1. Execute an AGC non-disclosure or confidentiality agreement and ensure strict compliance with all terms and conditions set forth therein
2. Establish a system to manage confidentiality that begins at sourcing and will sustain over the life of the part using no less than a reasonable commercial standard of care
3. Control all data, information, or materials shared by AGC and considered confidential
4. Immediately report any breach in confidentiality to AGC
5. Execute an AGC Cooperative Development and Commercialization Agreement for all right, title, and interest in all joint developments or solutions devised during the course of business relationship related to the products and/or services provided to AGC.

2.3 MINORITY AND WOMEN OWNED BUSINESSES

AGC Automotive supports minority and women owned businesses. Proof of certification must be provided during New Vendor Setup Process to be registered at AGC as a Minority Owned Business Enterprise (MBE) and/or Women Owned Business Enterprise (WBE).

3.0 QUALITY MANAGEMENT

3.1 OVERVIEW

This section defines the elemental standards required for our suppliers to achieve acceptable quality levels. Supplier shall meet or exceed the following established quality standards:

- Certification to ISO 9001 through third-party audits; unless otherwise specified by the customer, suppliers to the organization 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 (International Accreditation Forum Multilateral Recognition Arrangement) member and where the accreditation body's main scope includes management system certification to ISO/IEC 17021
- AGC will conduct a risk assessment in accordance with IATF 16949:2016-8.4.1.2 to determine if Supplier will be required to be IATF 16949:2016 certified by an IATF-recognized certification body. If AGC requires IATF 16949 for the Supplier that is not currently IATF 16949 certified, the Supplier will need to provide a written plan for achieving an IATF 16949 certification.
- All AGC customer requirements as they apply to Supplier's parts and/or services
 - Customer Specific Requirements for IATF 16949:2016 <https://www.iatfglobaloversight.org/oem-requirements/customer-specific-requirements/>
 - Honda Motor Supplier Quality Manual
 - Honda North American Supplier Quality Manual
 - Honda Supplier Delivery Manual
 - Nissan ANPQP Version 3.1 Phase Diagram
 - Nissan NNA Service Parts Performance Program Nissan Service Supplier Guidelines

- Nissan NNA Service Parts & Accessories Supplier Packaging & Logistics Standards
- Nissan Supplier Packaging Manual Nissan Export Operations
- Mazda Quality Requirements for Suppliers Section 1
- Subaru Supplier Quality Manual
- Toyota Supplier Quality Assurance Manual Parts & Components
- Tesla Supplier Handbook
- Magna Global Supply Chain Requirements
- Yachiyo Mexico Manufacturing S.A. DE C.V. Supplier Quality Manual
- Pittsburgh Glass Works. LLC. Supplier Quality Manual

****The supplier can contact AGC Supplier Development to obtain any of the AGC customer requirement documents listed above****

Supplier shall send valid copies of the quality certificates for all Supplier locations manufacturing and shipping components and materials for AGC to AGC.SupplierDevelopment.Admin@agc.com. The information on the certificates must match the name and address on file in the AGC system for the manufacturing location. All Supplier renewal certificates must be sent to AGC before the expiration date of each certificate. Supplier should also send valid environmental certificates to AGC.SupplierDevelopment.Admin@agc.com. Supplier is encouraged to establish, document, and maintain an environmental management system as a means of ensuring that AGC and Supplier processes continue to have a positive impact on the community and the environment. Supplier environmental certificates are not a supplier requirement.

3.2 QUALITY SYSTEMS

Supplier shall:

- Comply with all applicable environmental laws, rules, regulations, standards, ordinances, orders provided by AGC and agreed by Supplier during the sourcing process (i.e. Drawing, Supplier Part Feasibility Commitment, Supplier Award Letter)
- Verify that no critical / hazardous material and substances are contained in its parts and materials according to the ELV Directive
- Fully comply with all Quality Management procedures during complete lifecycle
- Implement and Continuously utilize:
 - APQP (Advanced Product Quality Planning)
 - PPAP (Production Part Approval Process)
 - FMEA (Failure Mode and Effects Analysis)
 - SPC (Statistical Process Control)
- Implement a Sub-supplier Management System which provides documented evidence of sub-supplier Quality Management and compliance
- Actively participate in all jointly agreed-to programs which will enhance the skills and capability of both Supplier and AGC
- Cooperate with AGC with respect to information pertaining to the evaluation of products supplied to AGC. This includes dimensional and cosmetic data (G/NG), capability studies, and SPC data as deemed necessary
- Implement a system within Supplier's infrastructure and manufacturing environment to manage cyber risk
 - In the event of a cyber breach/incident, Supplier shall notify AGC within 48 hours of discovery.

3.2.1 DISCLOSING THE USE OF CONFLICT MINERALS

AGC is committed to sourcing components and materials from companies that share our values around human rights, ethics and environmental responsibility. We expect all our suppliers to abide by the requirements of our Code of Conduct, which prohibits human rights abuses and unethical practices. We also require all suppliers to comply with applicable legal standards and requirements. On August 22, 2012, the U.S. Securities and Exchange Commission ("SEC") issued the final conflict minerals rule under Section 1502 the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Conflict Minerals Rule"). The Conflict Minerals Rule requires publicly traded companies to report annually the presence of conflict minerals (tin, tungsten, tantalum and gold, or "3TG") originating in the Democratic Republic of the Congo or adjoining countries ("Covered Countries"). Even though we are not a publicly traded company, AGC believes in supporting this concerted effort as many of our customers are Securities and Exchange Commission (SEC) members. AGC may require Suppliers to provide a completed conflict minerals declaration using the EICC/GeSI Conflict Minerals Reporting Template or other document as requested. We may reconsider our willingness to partner with suppliers that fail to comply with this requirement and the Conflict Minerals Rule. Suppliers shall complete and submit a declaration form within a timely manner if required by law or upon request by AGC and/or AGC's customer.

3.2.2 MATERIAL DOCUMENTATION DATA

Supplier shall provide material documentation data for entry in IMDS (International Materials Data System). Supplier material documentation data shall comply with the applicable AGC customer chemical management specifications:

- BMW GS 93008: Substances of Concern – Materials and Components, Prohibited and Declarable Substances
- Ford WSS-M99P9999-A1: Restricted Substances Management Standard
- GM GMW3059: Restricted and Reportable Substances
- Honda HCSC-G-001: Honda Chemical Substance Management Standard
- Mazda MES MA 010X: Material Standard, Restricted Substances Management Standard
- Mercedes-Benz DBL 8585: General Requirements Environmental Protection, Hazardous Substances, Dangerous Goods Negative Substance List for the Selection of Materials
- Stellantis CS-9003: Restricted and Prohibited Vehicles and Services Parts: supplier requirements for substances
- Subaru TS103-00-042: Prohibition of the Use of Hazardous Substances and its Notification
- Tesla: Tesla Conflict Minerals Report
- Toyota TSZ0001G: Control method for substances of environmental concern

****The supplier can contact AGC Supplier Development to obtain any of the AGC customer requirement documents listed above****

3.3 PRODUCT QUALITY

Product(s) supplied to AGC must fully meet the agreed upon product specification(s) such that supplemental inspection of the product(s) after receipt by AGC is not required to assure 100% compliance to the specification(s).

A Special Characteristic (SC) is a Key Product Characteristic which require special focus due to its impact on quality or safety/regulatory requirements. Supplier must achieve and maintain the process capability study criteria listed below for all Special Characteristics designated on the product drawing. The AANA SC designation must be noted for all applicable items on supplied product drawings.

There are three AANA SC designations:

Q	Quality	Item definition impacts the ability of the part to perform one or more of its primary functions
R	Regulatory	Item definition is important for compliance with governmental safety & environmental regulations
S	Safety	item judged to directly impact system level safety, as agreed to with AGC's customer

Special Characteristics should be guaranteed with one of the following systems: systematic failure avoidance (Poka Yoke), 100% inspection, process capability monitoring, statistical process control (SPC), and measurement system analysis for measurement and testing equipment. Supplier is expected to work continuously to exceed these targets and reduce variation. AIAG/VDA standards provide requirements and methods for the calculation of capability. Process capability studies shall include a minimum of 30 pieces unless otherwise specified by the AANA Supplier Quality Engineer. During initial submission, Supplier will contact the AGC Supplier Quality Engineer if the criteria cannot be attained by the PPAP submission date, and Supplier shall submit a formal corrective action plan and a modified Control Plan with 100% inspection.

Short term Ppk > 1.67

Long term Cpk > 1.33

Unless otherwise specified, products supplied to AGC must undergo a verifiable annual requalification check in which all Special Characteristics designated on the product drawings must be checked for compliance. The requalification check/systems must be included in the production control plans. Results from the current mass production tests can be included in the annual requalification report (Examples: mass production releases, product audits, records for initial product and final product tests, SPC evaluations, incoming goods inspection). The results of the requalification tests (Examples: Certificate of Analysis, Certificate of Compliance, Certification of Materials, and SPC data) shall be retained by Supplier and must be sent to AGC upon request within two (2) business days. A retention sample for the last version of the requalification product shall be stored at the supplier. If deviations are identified during a requalification check, the AGC Supplier Quality Engineer must be notified immediately, and further measures shall be defined and agreed upon.

3.3.1 PACKAGING, LABELING AND DOCUMENTATION REQUIREMENTS

Packaging and labeling specifications must be reviewed and approved by AGC Packaging Management before the first mass production trial shipment. Supplier is responsible for appropriate packaging and logistics to ensure the product integrity. AGC is not responsible for packaging specification, but AGC will advise if there is an inappropriate packaging proposal. Any damage incurred during transportation due to inadequate packaging will result in rejection or return of damaged materials, at Supplier's sole cost. Any shipments received without pre-approved labeling will result in rejection or return of materials at Supplier's sole cost.

All shipments must be accompanied by appropriate documentation, including BOL, invoices, and any other documents as appropriate. Customs documentation must be submitted prior and should accompany all shipments as required. Any materials shipped without the appropriate customs documentation will be rejected.

AGC's incoterms are Collect, Supplier Dock, unless otherwise agreed to in writing with Supplier. For all international orders, the preferred method is DDP.

Shipping Label Requirements:

Label Field	Input Description	Input Prefix	Max # of Characters	Additional Information
Shipment ID	A number assigned by the vendor		11	Must be unique for every shipment
From	Vendor Address			
PO # (K)	AGC's purchase order # for the shipment	K	10	
Serial / LN (3S)	This is a unique number assigned by the vendor for each shipping container (ex. Box)	3S	14	This prevents the container from being scanned more than once.
To	Delivery Address			Include "Attn: Name" under the delivery location name if applicable
Part # (P)	AGC part number on the issued purchase order	P	10	
Quantity (Q)	Quantity that was shipped	Q		
Lot # (1T)	Vendor lot number or batch number	1T	14	If applicable - this is optional
MFG Date (D)	Vendor's part number manufactured date Format: MM/DD/CCYY	D	8	Required for chemicals, inks, Vinyls

SHIPMENT ID 2937454386A 		FROM Vendor Name Address Line City, State, Zip Code
PO # (K) KP909121 	SERIAL / LN # (3S) 3S1 	TO AGC Automotive Inc (Plant Address that is being Shipped TO) Address Line 01 City, State, Zip Code
PART # (P) P23456 		QUANTITY (Q) Q1250 
LOT # (1T) 1T2937454386A 	MFG DATE (D) D10/30/2019 	

3.3.2 SAFE LAUNCH

During launch of a new part or an engineering change, Supplier shall implement extra activities such as 100% inspection, tighter control limits, tightened sample schemes, increased number of inspection steps, tightened inspection/test criteria. Supplier safe launch activities will remain in place until 90 days after Supplier's start of mass production or 10% of the average annual volume has been produced at Supplier's discretion, unless otherwise communicated by the AGC Supplier Quality Engineer.

Data resulting from these extra activities during the safe launch period shall be regularly evaluated by Supplier using statistical methods. The evaluations must show evidence that the process is performing as planned and the proper controls are in place to protect AGC from quality issues. The results of the safe launch activity data evaluations shall be retained by Supplier and must be sent to AGC upon request within 2 business days.

3.3.3 PRODUCT QUALITY ASSURANCE AND LIABILITY

AGC's suppliers are held responsible for all liabilities or costs that result from quality and/or delivery issues with Supplier's products and/or services. This includes, but is not limited to, warranty claims, packaging failure (inappropriate packaging, labeling or documentation), yard sorts, re-inspection costs, product replacement costs, recall costs, all costs associated with supplemental testing, technical analysis, and/or failure investigation as a result of a supplier-caused issue, and any expedited freight costs due to delivery issues. A permanent management level position must be designated by the Supplier as the representative for overall quality assurance.

3.3.4 CUSTOMER ORIENTATION

In the event of any quality or delivery failure, full technical and process investigation is required to accurately and completely identify root cause(s) and implement permanent corrective actions. AGC's Customers require these post-failure actions (including robust interim containment measures) to be executed rapidly (a minimum of effective containment within twenty-four (24) hours and root cause analysis within ten (10) business days). AGC will expect Supplier to effectively manage unshipped suspect material at their corresponding facilities during this time. Any parts shipped to AGC during a quality concern should be clearly marked and sequenced to ensure ALL material received by AGC meets all negotiated requirements. Supplier is solely responsible for completing these actions at no additional cost to AGC or AGC's customers.

Supplier shall provide on-site support, either at AGC or at AGC's Customer, if requested, within twenty-four (24) hours after first notification of a major problem. The terms and process for any sorting or rework activity that needs to be conducted by AGC will need to be agreed by AGC and Supplier. If any external support is required to comply with these requirements, Supplier will be contacted and given the option to determine how the requirements will be carried out. If the supplier does not respond within twenty-four (24) hours, AGC will make the decision on behalf of the supplier, and all sorting and/or rework costs incurred from AGC or third parties will result in a chargeback to Supplier.

3.3.5 CHARGEBACK POLICY

In the event that Supplier is found responsible for any conditions listed in Section **3.3.3 Product Quality Assurance and Liability** or similar event, a formal notification will be issued via email to Supplier. This notice may contain:

- Location of occurrence
- Scope of concern
- Costs associated with management and recovery of concern
 - Labor (Dependent on Location)
 - Space
 - 3rd Party sorting
 - Logistics
 - Packaging
 - Any fees AGC Automotive incurs, or is expected to incur, as a result of the concern

Supplier has five (5) business days to submit to AGC in writing a rejection of the claim with evidence which conclusively demonstrates that such concern is not Supplier's responsibility. In such event, AGC Supplier Quality, Purchasing and Supplier Development associated teams will work in good faith to reach a mutually agreeable resolution. If there is no response after five (5) business days, or the response submitted by Supplier is incomplete, AGC has the right to issue a debit memo or memos against the Supplier's account for the claim value as determined by AGC. AGC retains the right to require additional or alternative evidence from Supplier to substantiate rejection of the claim.

*****AGC retains the sole and ultimate discretion to make the final determination on any claim. AGC will only make the decision after reviewing it with the supplier and root cause is known. Supplier will not be held responsible if supplier evidence clearly shows supplier is not at fault.*****

Any concerns that are not resolved within sixty (60) days from the last occurrence will result in a New Business Hold (NBH) status for Supplier.

3.3.6 DEFECT REPLACEMENT

In the event of a confirmed quality defect, Supplier is responsible to deliver replacement product within a time period agreed with AGC immediately after first notification and verification of a defect in product supplied. This includes replacements for actual defective product(s) as well as temporary replacements for any product(s) placed in quarantine as a containment measure. AGC personnel may communicate alternative timing requirements based on the severity of the issue, and Supplier shall promptly comply with all AGC requests. Supplier shall maintain two (2) weeks average inventory as safety stock (dedicated to AGC) to ensure quick and accurate delivery of parts during a quality issue unless otherwise specified within the AGC Supplier Part Feasibility Commitment prior to sourcing.

Supplier Quality Defect (PPM) may be adjusted if supplier replaces and sorts the defective batch without disruption to the AGC manufacturing process, within agreed timing between Supplier and AGC, and at no additional cost to AGC. If Supplier meets all of these requirements, the Supplier Quality Defect (PPM) will be reduced to 1% of the defective parts for the specific shipment (minimum amount is 1).

3.3.7 DEVIATION FOR NON-CONFORMING MATERIAL

In certain instances, material not conforming to standards or specifications may be used if agreed upon by AGC. Requests for deviations must be made in writing using the Supplier Change Request Approval (**AANA-PRC-TEM-010**) form and submitted to AGC for review and approval by Quality, Purchasing, and Production Departments. Supplier is responsible for segregating the non-conforming products until a deviation is granted and must abide by the conditions specifically stated in the deviation. A Request for Deviation must be approved by AGC in writing prior to shipment of any non-conforming material. Deviation materials and shipping papers must be positively identified as such prior to shipment from Supplier's facility.

If a Supplier discovers that non-conforming material has been inadvertently shipped without deviation authority, Supplier must contact AGC immediately by telephone, followed by completing the Supplier Change Request Approval (**AANA-PRC-TEM-010**). AGC Quality, Purchasing, and Production Departments must sign this document with either approval or rejection, and the results conveyed to the Supplier. **Form submission and approval by AGC must occur prior to non-conforming product being shipped to AGC.**

*****Supplier shall be solely responsible for all costs associated with non-conforming materials not formally approved and accepted by AGC through the Request for Deviation process*****

3.3.8 LONG-TERM CORRECTIVE ACTION ("C/A") IS REQUESTED BY AGC

AGC requires suppliers to use the 8D methodology (or equivalent, with prior written permission) to solve problems when a long-term corrective action is requested. Suppliers shall be responsible for familiarizing themselves with this methodology and implementing measures to ensure its effectiveness.

Supplier shall provide an initial response to complaints within twenty-four (24) hours regarding problem status and containment actions. Supplier shall submit an 8D report within forty-eight (48) hours that includes the implemented containment actions (D1-D3). Supplier shall respond within ten (10) business days with the root cause and corrective actions (D4-D6). All remaining actions shall be closed in a timeframe agreed with the AGC Quality Engineer that issued the complaint.

If requested, Supplier may be required to present (in person) a report on the effectiveness of the permanent countermeasures to AGC within thirty (30) calendar days of acceptable completion of the C/A documentation (or other arrangements by mutual consent). If Supplier cannot meet the expected complaint response timeframes, a written request for an extension must be submitted for approval to the AGC Quality Engineer that issued the complaint. If no extension is requested, the corrective action will be considered late and be reflected on the Supplier's scorecard.

4.0 SUPPLIER QUALITY SYSTEM EVALUATION

4.1 INTRODUCTION

AGC requires its suppliers to maintain a quality system which ensures that AGC is receiving the highest quality materials and encourages continuous improvement in the product. If Supplier is registered to an internationally recognized quality standard (e.g., IATF 16949:2016), then AGC will expect Supplier to adhere to that standard.

Additionally, Suppliers shall:

- Establish, document, and maintain a quality system as a means of ensuring that products conform to specified requirements. This quality system must be based on the QMS certification requirement that is communicated to Supplier by the Supplier Development group and include items such as process control plans, visual work instructions in the language of the operators performing the task, FMEA, gauge and tooling certification data (including gage R&R studies), operator training records, SPC, statistical evaluation of process capability, and effective document control procedures.
- Establish, document, and maintain a system that monitors fluctuations in yield, productivity, inventory and any other key metrics that relate to cost management issues.
- Establish, document, and maintain a system that monitors the delivery process including accuracy of packaging, labeling, count, and transportation.
- Establish a system of traceability for parts and raw materials through all systems of manufacturing.

4.2 AUDIT PROCEDURE

Suppliers will be audited on the systems described above. Suppliers may be periodically re-audited based on an AGC Supplier Risk Assessment. If performance in any area is deficient, AGC will require a corrective action plan from the supplier on pertinent processes and systems. The corrective action plan implementation will be monitored by the Supplier Development group until all the necessary evidence of corrective action implementation and effectiveness is provided to AGC by Supplier. AGC's auditors will evaluate these systems based on ISO9001:2015, IATF 16949:2016, VDA 6.3, and/or specific requirements from AGC's customers when applicable.

4.2.1 PREPARATION

AGC will contact the Supplier to set up a date and scope for the audit. Time will be allowed for the Supplier to prepare for the audit. As part of the preparation for the audit, the Supplier Development group will send Supplier the audit agenda.

4.2.2 AUDIT AGENDA

Prior to the audit, AGC will provide an agenda listing the scope of the audit and a proposed schedule outlining the organizational units, activities and process, as well as suggested Supplier personnel to be involved for each portion of the audit. The intent is to provide the Supplier with a guideline for planning and allocation of the proper resources to support the audit process. Specific documents required for review during the audit are:

- An Organizational Chart
- Failure Modes and Effects Analyses examples
- Control Plans or an equivalent document

Copies of these documents (electronic or paper) may be requested by the AGC auditors in advance of the audit date. Some of these items may be reviewed during the plant tour and may require additional supporting documentation. The list of items provided herein is non-exclusive and is given as basic guidance only for preparation of supporting documentation. Other examples of documentation that may be requested are:

- Quality Manual
- Policy / Procedure Manual
- Surveys/audits performed on sub-contractors
- Gauge calibration records
- Gauge capability studies
- Process capability studies
- SPC records
- Employee training plans
- Corrective actions/Countermeasures reports (both internal and Customer driven)
- Environmental Management System Manual and Procedures (including IMDS and ISO 14001:2015 Certs)
- Cost Improvement and Delivery System Documentation
- Change management control process

*****All audits due to supplier performance issues (examples: previously failed audits, reoccurring quality issues, not maintaining minimum capacity requirements), including any preliminary or follow-up actions requested by AGC, shall be at the Supplier's sole cost and expense*****

4.2.3 PLANT TOUR

Evaluations will also include a visual inspection of the manufacturing process to verify the application of policies/procedures, work instructions, as well as records to evaluate the effectiveness of the system. This inspection should include, but not be limited to, the following areas:

- Contract Review Function
- Design Control *
- Document and Data Control
- Purchasing Function

- Control of Customer Supplied Product *
- Product Identification and Traceability (storage areas incoming, in-process, and final)
- Process Control
- Inspection, Testing, or Laboratory Gauging/Calibration Systems
- Defective Product Hold/Quarantine Areas
- Packaging and Storage Areas
- SPC Systems
- Servicing *

* If applicable to the Supplier

4.2.4 REMARKS

At the conclusion of the evaluation, the auditors will discuss their findings, including strengths, opportunities for improvement and nonconformities (major / minor). A completed report will be submitted to the Supplier's point of contact within one (1) week of the audit completion date.

The completed report will include any nonconformance finding from the audit. Supplier will be required to submit a corrective action plan within fourteen (14) days from date of the audit. At that time, AGC will evaluate the submitted corrective action plan to determine its acceptability. If the plan is acceptable, AGC schedule follow-up meetings with Supplier to monitor the corrective action implementation and effectiveness until AGC determines all corrective actions are complete.

If the plan is unacceptable, it will be returned to the Supplier. The Supplier will be expected to make proposed changes to the corrective action and promptly supply a revision to AGC.

If the supplier audit results in a non-qualified ranking (C or Red rank), Supplier will be placed "on-hold" and will not be eligible for new business awards. The AGC standard time to wait before for a follow-up audit can be conducted with the goal of releasing on-hold suppliers to be eligible for new business is six (6) months. The responsible Commodity Buyer and Supplier Development Engineer may reduce the require wait time if the supplier shows exceptional effectiveness in implementing corrective actions.

AGC will take into consideration willingness to work toward IATF 16949:2016 compliance when making comparisons between suppliers of the same product.

5.0 PRODUCT DEVELOPMENT ADVANCED PRODUCT QUALITY PLANNING (SOURCING & APQP)

5.1 OVERVIEW

AGC continuously strives to improve to our new model launch commitment. In that pursuit, our working relationship with our business partners is fundamental. Through the Sourcing and APQP processes, we can ensure AGC and its partners are instituting preventative quality actions in their work processes.

5.2 SOURCING PROCESS

The Program Purchasing team manages the sourcing activity with suppliers.

Gate	Sourcing		AGC	SUP
1	Technical Input Requirements	End-Customer specification data is assessed by the AGC Automotive design team and integrated into the AGC Automotive proposed solution. The AGC Automotive specification is shared with prospective suppliers during the initial RFQ activity. This activity ensures that the expected performance is understood between all parties.	X	
1	Special Characteristics	All special characteristics should be identified on the Design Specification and other key documents to ensure design feasibility is optimum and the technical requirements are achieved as outlined.	X	X
1	Technical Reviews	Meeting attended by potential suppliers to assess the proposed Supplier solution. The technical review can be performed in different methods based on Engineering and Purchasing requirements.	X	X
2	Risk Assessment	<u>Step 1: Supplier Evaluation</u> Supplier Development team will complete Supplier Risk Assessment for the intended supplier production location. Areas for review may include: • Supplier Strategy Status • QMS Certificate Requirements for Commodity being sourced • Supplier QMS Certificates • Product Safety & Regulatory Requirements • AGC Supplier Scorecard Performance • Previous AGC Audit Results and Timing • AGC Supplier Self-Assessment Manufacturing & Quality Score • AGC Supplier Self-Assessment Environment, Health & Safety Score • Supplier Financial Health <u>Step 2: Product and Process Review</u> Engineering, Purchasing, and Supplier Development evaluation will include: • Product Complexity • Process Capability Requirements • Program Launch Timing • Product Maturity • Product Delivery Requirements	X	
2	Project Timeline	A project timeline is established based on both customer and AGC Automotive milestones.	X	

		<u>The following are critical activities and will include a subset of supporting activities (not listed):</u> • Design and process planning • Facility and production planning • Sub-Supplier selection and procurement • Quality activities as outlined in Section 3.0 • Packaging and transportation planning • Training • Tooling Development (Design – PPAP) • Pre-production part trials • Manufacturing support activities		
3	Feasibility Commitment	AGC's expectation is that the supplier proposes the product that is applicable to the application based on their expertise and that said product will perform as outlined by the applicable specifications. If product performance is anticipated to be altered by AGC's application, it is the supplier's sole responsibility to communicate the expected variation in feasibility before tool kick-off.		X
3	Capacity	Capacity commitment is required during the RFQ stage. Capacity verification is required during the APQP stage.		X
4	Sourcing Board	The AGC Automotive team conducts formal sourcing meetings for review of costs, risks, feasibility and other supporting factors. Commodity Purchasing, Product Engineering, Program Management, and Supplier Development will support as required.	X	
4	Sourcing Decision/SOW/ Contract	Purchasing will issue a communication based on the Sourcing Board approval. The following documents are required for presentation to the Sourcing Board: 1. Production Level Specification 2. Quote with RFQ number identified containing: • Drawing Number • CAD Data Number (if applicable) • Part Description • Transportation Terms • Payment Terms • Production Price • Tooling Price (If applicable) • Prototype Price (no more than 2x production pricing or specified customer recovery cost) • Ship From, Ship to and manufacturing location A formal SOW may be drafted and distributed to supplier before the formal Purchase Order.	X	

5.3 APQP PROCESS

The AGC Supplier Quality team manages the APQP activity with suppliers. The primary goal of APQP is to facilitate communication and collaboration between program activities to assure the supplier is fully prepared to supply component parts or raw materials that meet AGC and AGC's customer's quality requirements and capacity demand for all new programs prior to SOP. The Supplier Quality Engineer will determine if the APQP process is applicable for a purchased product based on the project-specific risk assessment conducted by an AGC cross-functional team.

If the Supplier Quality Engineer determines there is a high risk for a purchased product, Supplier Quality Engineer will create a plan using the **Supplier APQP Gate Checklist** with an established timeline for gate closures based on specific deliverables. The plan will be sent to the supplier, and the Supplier Quality Engineer will schedule periodic reviews to address open items and confirm gate closures based on Supplier inputs and evidence provided for each APQP Gate Self-Assessment.

The table below provides a brief overview of the criteria and gate-specific topics that are addressed during the APQP process. Additional gate-specific topics may be included if the supplier is responsible for the design of the product, or if the supplier is responsible for product validation testing.

Gate Criteria	Gate 1	Gate 2	Gate 3	Gate 4
Design & Development	Feasibility	No Requirements	No Requirements	No Requirements
Design Validation / Process Design & Development	DFMEA and Special Characteristics	No Requirements	No Requirements	No Requirements
Drawing / Spec Information Available	Specs and Timing Communicated	No Requirements	No Requirements	Pending Changes
Manufacturing Process Flow Chart Progress	Preliminary Flow Chart	Equipment Specified	Operators defined	Updated Flow Chart
Sub-supplier APQP/PPAP	Sub-suppliers sourced	No Requirements	Sub-supplier APQP Status	Sub-supplier PPAP's Approved
Process FMEA Progress	Preliminary PFMEA	Determining Risk Priority	Acting on Risk Priority	Updated PFMEA
Production Control Plan Progress	Preliminary Control Plan	Linking PFMEA and Process Flow	Risk Prevention	Additional Controls
Tooling & Gauges Progress	Tool Design and Timing Plan	Production Tools Ready	No Further Tooling Modifications Required	Tools Validated
Measurement System Evaluation Progress	MSA Plan Defined	MSA Plan Approved	MSA results Approved	All Gauges Approved
Operator Process Instruction Progress	No Requirements	Preliminary Operator Instructions	Operator Training Documents	Operator Training Completed
Significant Production Run	Capacity Plan Completed	Run Requirements Confirmed	Production Run Completed	Run Results Approved
PPAP Submission	Requirements Confirmed	Approval Plan Confirmed	IMDS Accepted	PPAP Approved
Launch Containment	Requirements Confirmed	No Requirements	Instructions Completed	Containment Implemented
Packaging Plan Proposal - Approval	Packaging Plan Approved	Packaging Trial Completed	Packaging Data Sheet Approved	No Requirements
Off-Tool Parts Progress	No Requirements	Off-Tool Parts Progress	No Requirements	No Requirements

6.1 INTRODUCTION

The term “Production Part Approval Process” is a term originating in QS 9000. As a supplier to the automotive industry, AGC is held to the ISO9001:2015 standards working towards IATF 16949:2016 standards. As such, Suppliers are held to the same standard for the Production Part Approval Process. Direct material suppliers are required to submit representative production samples of the product being offered, as well as inspection and test reports. The purpose of these reports is to demonstrate that AGC’s specification requirements are understood by the Supplier, and that the Supplier’s process is capable of meeting those requirements during an actual production run.

For specific information on Production Part Approval Process, please see the current edition of ***Production Part Approval Process (PPAP)***, available from AIAG.

The Production Part Approval Process (PPAP) applies to all production commodities (i.e., raw materials and components), and is required prior to the first mass production quantity shipment. This includes first parts shipped when a process or product change is made.

Materials used during production, inspection, and packaging that do not become part of the product will be discussed in Section **7.0 Supplier Approval for Supplementary Goods**.

Requirements for Production Part Approval

The following documents and items must be completed/made available by the Supplier for each PPAP. Direction on which of these items must be provided to the customer is defined in Submission Levels. Any PPAP Parts document over one (1) year old, at time of submission, must be revised and resubmitted by Supplier.

- Production Part Submission Warrant (Form PSW)
- Limited product samples (quantities TBD by AGC), sent to the AGC facilities involved. Master Samples are retained by the supplier.
- All applicable Specifications/Material Standards and any referenced documentation
- Dimensional results referenced to the requirement in the appropriate Specification/Material Standard
- Material test results as specified in appropriate material specification
- Process Flow Diagrams / On-line Work Instructions / Job Procedures
- Process FMEA’s
- Control Plans which include all product and process-related Special Characteristics; Unique Control Plans will be established for each product family, and each unique composition, where composition impacts originally submitted Control Plans
- Process Capability results showing conformance to customer requirements for Special Characteristics, with supporting historical or trend data
- Measurement System variation (Gage R&R) studies for all equipment used for statistical studies for new or modified gages, measurement, and test equipment (Refer to AIAG Measurement Systems Analysis Manual).

NOTE: For submissions due to engineering changes at the Supplier, the inspection and testing requirements will be determined by the extent of the changes. In some instances, the evaluation may be limited to the areas directly affected by the change. The AGC Supplier Quality Engineer will be able to offer guidance on requirements in this case.

6.2 PPAP SUBMISSION LEVELS

All Supplier PPAP submissions shall be at Level 3 (per AIAG) unless otherwise specified by the AGC Quality Engineer.

PPAP Submission Levels:

Level 1 – Warrant only (and for designated appearance items, an AAR)

Level 2 – Warrant with product samples and limited supporting data

Level 3 – Warrant with product samples and complete supporting data

Level 4 – Warrant and other requirements defined by customer

Level 5 – Warrant with product samples and complete supporting data reviewed at Manufacturing location by AGC

Bulk Materials - The PPAP elements required are defined by the Bulk Materials Requirement Checklist (Reference section F.2 in AIAG PPAP manual) any specific AGC requirements will be listed on the Bulk Materials Requirement Checklist.

Customer specific documentation may be required in addition to PPAP Submission.

Note- Any Product dimensional capability and functionality testing that falls under the supplier's responsibility per the AGC Supplier Part Feasibility Commitment must be submitted in the PPAP documentation package. Any costs for supplier led testing shall be including in the supplier quote prior to sourcing.

6.3 PROCESS REQUIREMENTS

- Auxiliary Drawings and Sketches
- Part Specific Inspection or Test Device
- Customer-identified Special Characteristics - Dimensional and Material or As Specified
- Preliminary Process Capability Studies - An acceptable level of process capability must be determined prior to submission for all characteristics designated as key that can be evaluated using variables data. (capability of non-key characteristics may be required per AGC's direction) Process capability will be depicted by
 - Statistical summary data collected during the production run (Average, Max, Min, Std. Dev.)
 - Process performance index P_{pk} where variation is estimated using the standard deviation of the sample set from normal product sampling measures.
 - Appearance Approval Requirements
 - Dimensional Evaluation (Analysis of data to be generated with measurements performed per control plan, with sufficient data samples for estimation of process variation)
- Material Tests
- Analysis of data to be generated with measurements performed per control plan, with sufficient data samples for estimation of process variation. Include key characteristics per the Material Specification.

6.4 PREPARING THE SAMPLES

AGC suppliers have the responsibility of performing the required inspections and tests to assure that the samples conform to standards and specifications.

A **Production Part Approval--Dimensional Results** Form or a **Production Part Approval--Material Test Results** Form (See **Production Part Approval Process Manual**) shall be completed and submitted to the responsible AGC QA contact. Below is a list of sample requirements:

- Before shipment of parts, AGC will identify how many samples to be submitted.
- Each sample shall be marked with a unique number corresponding to the test number on the Results Report.
- The samples must be tagged with an **Initial Samples/Parts Tag** with pertinent information provided. See the last page of the Supplier Manual for a copy of the **Initial Samples/Parts Tag**.
- Each characteristic submitted for approval must meet the agreed specifications.

6.5 RECORD & MASTER SAMPLE RETENTION

Supplier shall retain copies of **all** production part approval documentation identified in Section **6.2 PPAP Submission Levels**, including SPC results, regardless of the submission level requested by AGC. This record will show conformance to required dimensional, physical, performance, and other test specifications, and will be maintained for a period of fifty (50) years.

6.6 PART SUBMISSION STATUS

Suppliers will be notified by AGC as to the disposition of the submission. After sample approval, suppliers are responsible for assuring that future production continues to meet all specification requirements.

- **Production Approval** indicates that the part meets all AGC specifications and requirements. The supplier is therefore authorized to ship the part for production use subject to releases from the AGC scheduling activity.
- **Interim Approval** permits shipment of material for production requirements on a limited time or piece quantity basis. Interim Approval will only be granted when the Supplier has:
 1. Clearly defined the root cause of the non-conformities preventing production approval
 2. Prepared an interim approval action plan agreed upon by AGC. Re-submission to obtain Production Approval is required unless the supplier is advised that AGC has revised the drawings or specifications to agree with the part as manufactured.
 3. Material covered by an Interim Approval that fails to meet the agreed-upon action plan, either by the expiration date or the number of pieces or the authorized quantity, will be rejected. No additional shipments are authorized unless an extension of the action plan is granted.
- **Rejected** means that the submission, the production lot from which it was taken, and accompanying documentation do not meet AGC requirements. Corrected product and documentation must be submitted and approved before production quantities may be shipped.

*****Suppliers must never ship their products for production use before receiving AGC written approval*****

7.1 INTRODUCTION

The term “supplementary goods” refers to goods that are used in the production, inspection, and packaging of product, but are not incorporated into the product by AGC.

7.2 WHEN CERTIFICATION OF SUPPLEMENTARY GOODS IS REQUIRED

For suppliers of supplementary goods, AGC may require submission of representative samples of the product being offered, and/or certification reports. Samples help AGC determine the suitability of the product being offered for use in the desired application. The purpose of the certification is to assure AGC that the goods meet the stated requirements.

Consumable supplies and testing instruments available “off-the-shelf” from standard supply houses are exempt from the sample requirements, but individual instruments may require a certificate of calibration, traceable to NIST.

Exempt also are items in which dimensional certifications are not helpful (such as bending molds, where subtle differences in placement of structural supports may affect the heat transfer qualities of the mold, exerting a major effect on shape of final product).

Examples of candidates for supplementary goods samples and supplier certification are:

1. Custom made, unique measuring and gauging devices
2. Value-added operations (example: assembly companies before delivery of AGC glass to AGC’ customer)
3. Packaging materials (or any other indirect supplies) with special requirements

Certifications will be required upon request of AGC. Request for certification data is typically made at the time of the first purchase and continues throughout the business relationship. Occasionally, a supplier may be asked to provide certifications for all materials shipped to AGC after a certain future date.

For suppliers of materials that come into intimate contact with finished glass products (i.e., interleaving), the Supplier Change Request Approval process applies.

8.0 AGC GROUP SUPPLIERS

8.1 AGC GROUP SUPPLIERS FOR PRODUCTS PRODUCED AT THEIR SUB-SUPPLIERS

AGC Group Suppliers for products produced at their sub-suppliers will be responsible for auditing and monitoring the quality and delivery performance of their sub-suppliers. These AGC Group Suppliers are responsible for determining the appropriate second-party audit and performance monitoring criteria of their sub-suppliers. If the AGC Group Supplier's average annual scorecard rating is below 80%, the Crisis Management Escalation Procedure will be initiated to evaluate and correct the issue(s) at the AGC Group Supplier or their sub-supplier.

These AGC Group Suppliers are required to submit a Level-4 PPAP consisting of the Production Part Submission Warrant (Form PSW) and Certification of Materials unless otherwise defined by the customer.

8.2 AGC GROUP SUPPLIERS OF PRODUCTS AND SERVICES

Section **4.0 Supplier Quality Evaluation System** will not apply to AGC Group Suppliers that are producing products or providing services for AGC Automotive Americas Co. sites. AGC Group Suppliers for products and services shall follow all the other requirements included in the Supplier Manual. If the AGC Group Supplier's average annual scorecard rating is below 80%, the Crisis Management Escalation Procedure will be initiated to evaluate and correct the issue(s) at the AGC Group Supplier.

9.0 SUPPLIER RATING SYSTEM

9.1 INTRODUCTION

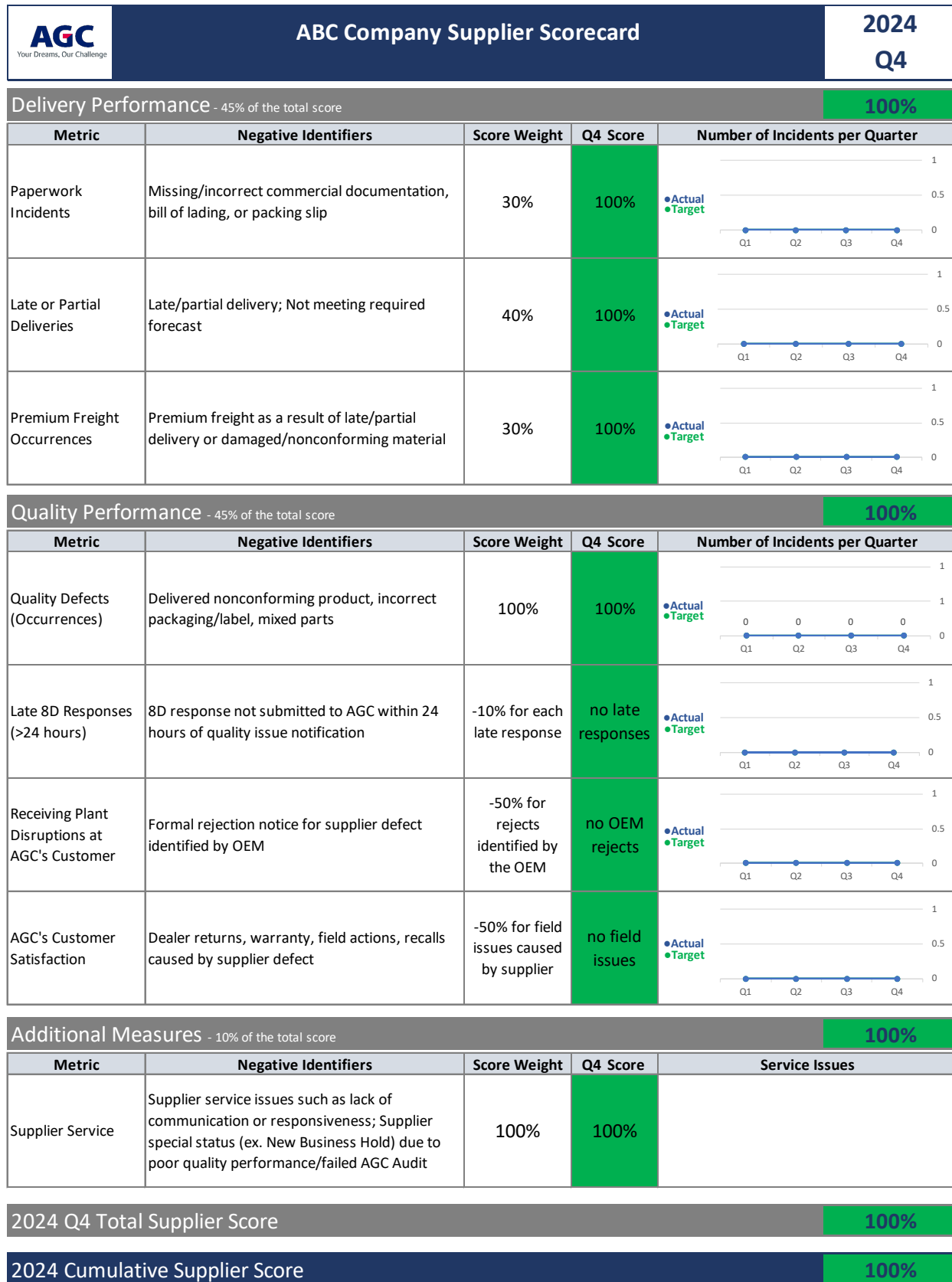
Performance monitoring and two-way feedback are critical to maintaining a solid business relationship and ensuring optimum efficiency. The AGC Supplier Rating System provides a quantitative and consistent process to measure supplier performance in areas critical to mutual success. This process is designed to improve incoming quality, maintain uninterrupted supply, and improve communication within the supply chain. This rating system is comprised of the AGC Supplier Scorecard and Supplier Performance Level System. AGC will compile performance data on a quarterly basis for select suppliers and publish the data in the Supplier Scorecard. "Select suppliers" are typically suppliers that appear on the AGC "top 80 percent of spends". The AGC Supplier Development group administers the scorecard results.

The scorecard results will be used to place suppliers into rating Levels ranging from 1 to 3 with Level 1 Suppliers achieving higher scores. The Supplier Performance Level System is a tool for guiding business decisions and assessing need for further interaction with suppliers.

Level	Description	Score
Level 1	Supplier is considered primary for new business; does not require additional follow up	90% and above
Level 2	Supplier is considered primary for new business; plans may be required to improve current issues based on the root cause.	80 – 89%
Level 3	Supplier may be considered for NBH; Supplier audit may be scheduled and conducted	Below 80%

9.1 SCORECARD RATINGS

The current performance areas that comprise the Scorecard include:



9.2 SUPPLIER LEVEL SYSTEM

AGC will use a four-quarter average calculation to place suppliers into Levels. The Levels range from 1 to 3 with Level 1 Suppliers achieving higher cumulative scores. The Level System is a tool for guiding business decisions and assessing need for further interaction with the Supplier.

Level	Description	Score
Level 1	Supplier is considered primary for new business; does not require additional follow up	90% and above
Level 2	Supplier is considered primary for new business; plans may be required to improve current issues based on the root cause.	80 – 89%
Level 3	Supplier may be considered for NBH; Supplier audit will be scheduled and conducted	Below 80%

10.0 SUPPLIER CHANGE NOTIFICATION/APPROVAL PROCESS

10.1 INTRODUCTION

Any change to a Supplier's product and any significant changes to the Supplier's process or packaging require a Supplier Change Request Approval (**AANA-PRC-TEM-010**) to be submitted to Purchasing prior to the change taking effect. Purchasing will evaluate and determine next steps and actions required. This policy protects and strengthens the partnership between AGC and its suppliers. Changes to any of the following must be communicated to and approved by AGC in advance of the change. For some changes, the product may need to go through the PPAP procedure if requested by AGC (see Section 10).

Once approval has been given to make the requested change(s) to any of these conditions, ***the first production shipment of goods after the change has been made shall be marked with labels that clearly show that the shipment is the first produced under the altered conditions. See last page of the Supplier Manual for the Initial Samples/Parts Tag.***

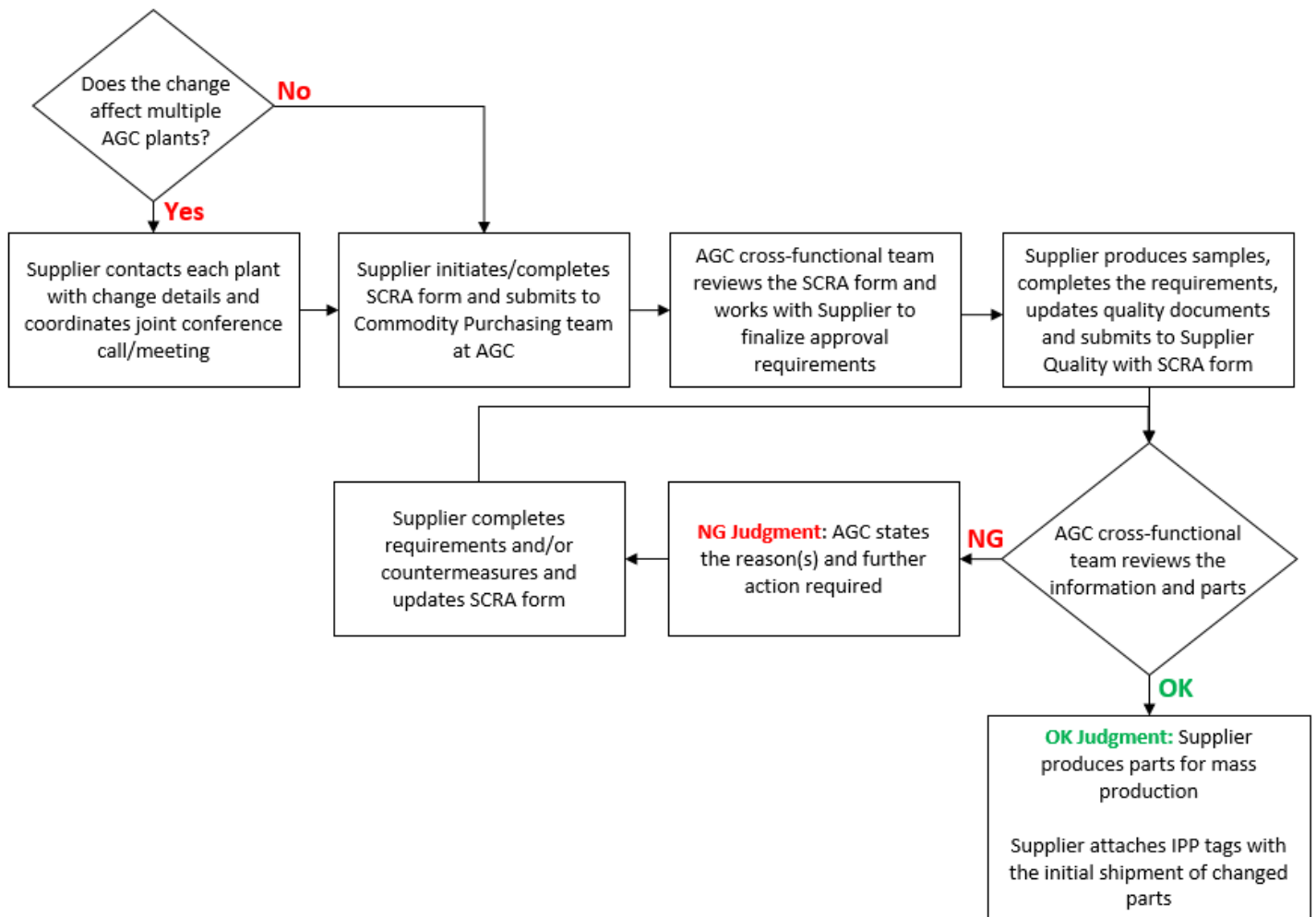
A – SCRA form	- The supplier initiating the SCRA must obtain AGC Quality approval prior to use in Mass Production - IPP tag must be attached to first IPP parts shipped for Mass Production and the parts must be properly labeled Note – IPP tags must be included with the first shipment that goes directly to AGC production. Do not send IPP tags with in-process parts.	- Delivery of IPP parts must be done according to FIFO - The supplier must retain the following information - Date of IPP parts production - Date of delivery - Quality confirmation data such as inspection or testing data, if not attached to the SCRA form
B – IPP Tag Note – B level changes do not require an SCRA form unless instructed by AGC.	IPP tag must be attached to first IPP parts shipped for Mass Production and the parts must be properly labeled Note – IPP tags must be included with the first shipment that goes directly to AGC production. Do not send IPP tags with in-process parts.	Same steps as level A
C – Supplier	Internal at the supplier	The supplier tracks these changes. Information is made available to AGC upon request.

Examples of Change Requests for Reference:

No.	Item	Explanation/Examples	A	B	C
1	Design Change	The part drawing changes, altering the physical structure of the part. A design change is done when a new part drawing is issued.	X		
		Design change that does not affect the physical structure of the part, such as part name or part number			X
2	New Supplier	A supplier or sub-supplier, who has never produced the part or component, begins manufacturing the part for AGC. • Addition of a new supplier or sub-supplier • Changing the supplier or sub-supplier • Change from in-house production to outside supplier (or vice versa) • Change in factory location	X		
3	Material Change	The material(s) used to manufacture the part is changed. • Change of material supplier • Material supplier changed from outside to self-supplied (or vice versa) • Change in material composition (including anti-rust oil or lubrication oil)	X		
4	Manufacturing Method Change	A process method, setting or condition used in manufacturing the part is changed or modified. This includes any change that effects the way the parts are produced as reflected in the Control Plan. This applies when the normal control range changes, not for routine adjustments. • Casting or forging method change • Sintering condition change • Heat treatment condition change • Rubber or plastic molding condition change • Welding condition change • Plating or coating condition change • Machining or cutting condition change • Process standards or setting method change	AGC Quality to Determine		
5	Process Order Change	The manufacturing process order is changed or deviates from the Control Plan. • Change to the order of the process, or adding or deleting process steps • Change a temporary process to a permanent one (or vice versa)	AGC Quality to Determine		

6	Machine Change	When the machine initially used to produce the parts during the approval process has been changed or replaced by another machine. (Machine examples: stamping press, assembly line, injection or blow molding, forge press, etc.) - Initial use of a new machine - Major modification or repair of a machine - Equipment relocation within the same plant - Equipment relocation outside plant or building Changes to machine control logic (e.g. software upgrade or replacement that affects machine function)	AGC Quality to Determine		
7	Tool Change	The primary or secondary tooling or jigs are changed, potentially affecting the quality, function, appearance, or reliability of the part. (Jig and tool examples: welding or assembly fixtures used in manufacturing process, cooling fixtures, sonic or heat welding, etc.) - Change in machining master for camshaft or pistons - Change in machining master for other parts - New or modified jigs and tools	AGC Quality to Determine		
8	Die/Mold Change	A die or mold that is used in the manufacturing process is new or changed. - New or renewed die or mold - Revision or repair of the die or mold	AGC Quality to Determine		
9	Inspection Method Change	The inspection methods of the part are changed, potentially resulting in either an improvement or changes in the part's quality performance. This may require a revision to the Control Plan. - New or modified inspection equipment - Measuring method change or measuring instrument type change	AGC Quality to Determine		
10	Transportation/ Packaging Change	The method of transporting the part to AGC, or the packaging of the part deviates from the initially approved method. The change could adversely affect the quality of the part Change in delivery method, packaging materials or containers		X	

SUPPLIER CHANGE FLOW CHART



11.0 REVISION RECORD

Date	Comment	Author
28-Feb-17	Initial draft	Dondi Ochoa
15-Jan-18	Revision 1 Supplier Scorecard, ASL criteria and Engineering change criteria changed	Dondi Ochoa
6-Feb-18	Revision 2 Changed Scorecard Criteria to reflect new Scorecard	Dondi Ochoa
19-Mar-18	Revision 3 Updated TS Requirements to IATF requirements. Updated Revision dates	Dondi Ochoa
23-Mar-18	ISO 14001:2015 Environmental management systems	Dondi Ochoa
12-Apr-19	Revision to 10.1 Product Certification Reports Introduction	Tim Kott
9-May-19	Revision: 3.1, 5.1, 5.2, 6.1, 6.2, 6.2.1, 6.2.2, 6.2.4, 7.2, 11.1 Added: 4.1, 4.2 Changed: 4.1 moved to 4.3, 4.3 moved to 4.4 Added supplier acknowledgement page	Tim Kott
14-Jun-19	Added 13.0 Internal Supplier Requirements and Supplier Scorecard format	Tim Kott
1-Sep-21	Major update with changes to every section of the manual; Sections were reordered to follow the approval process	Tim Kott
24-Mar-22	Added cyber risk management requirements; updated shipping label requirements; updated scorecard format	Tim Kott
1-Mar-23	Added Section 3.2.3 ELIMINATION OF HUMAN TRAFFICKING, SLAVERY AND FORCED LABOR; Added AGC Group Purchasing Policy to 1.2 SCOPE	Tim Kott
8-Aug-23	Removed Section 3.2.3 ELIMINATION OF HUMAN TRAFFICKING, SLAVERY AND FORCED LABOR; Added customer requirements to section 3.2.2 MATERIAL DOCUMENTATION DATA	Tim Kott
16-Jan-24	Added External AVO Supplier definition to 1.2 SCOPE, Updated 5.3 APQP PROCESS	Tim Kott

AGC Automotive Supplier Manual

January 16th, 2024 – Revision 12

SUPPLIER MANUAL ACKNOWLEDGEMENT

**Supplier Acknowledgement of responsibilities and obligations contained within the
AGC Automotive Supplier Manual.**

I, the undersign, hereby acknowledge that I have received, read, and understand the requirements of the AGC Automotive Supplier Manual. I agree to implement and adhere to the standards and processes herein.

Supplier Company Name

Signature of Authorized Supplier Representative

Printed Name and Title

Date

AGC Automotive Americas
INITIAL SAMPLES/PARTS TAG

DATE OF SHIPMENT

SUPPLIER ISSUING

PERSON ISSUING

PART DESCRIPTION

PART NUMBER

LOT NUMBER

QUANTITY

SHIPPING INFORMATION

AGC LOCATION: _____

ATTENTION TO: _____

ADDRESS LINE 1: _____

ADDRESS LINE 2: _____

CITY: _____

STATE: _____

ZIP CODE: _____

CHECK APPLICABLE

☐ INITIAL SHIPMENT

☐ SAMPLES

CHECK APPLICABLE

☐ NEW PART

☐ NEW VENDOR

☐ NEW TOOLING

☐ ENGINEERING CHANGE

☐ OTHER (SPECIFY)

COMMENTS

SIGNATURE OF RESPONSIBLE PERSON

DATE