



Quality and CSR Purchase Supplier Manual

PUR - Purchasing

FIG_PUR_120

FIG-General Instruction Sheet

BN

SUPPLIER MANUAL

SQA and PQA program

Supplier Quality Assurance



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

CONTENTS

1	HISTORICAL.....	4
2	INTRODUCTION.....	5
3	SCOPE	5
4	TRACEABILITY, SAVING, BACKING UP, ARCHIVING	5
5	TERMINOLOGY	5
6	PRINCIPLES.....	6
7	QUALITY REQUIREMENTS AND RESPONSIBILITIES	6
8	CLIENT'S SPECIAL REQUIREMENTS	6
9	CHECKS	7
	9.1 Production checks	7
	9.2 Annual review	7
	9.3 End check	7
	9.4 Compliance certificate	7
10	RIGHT OF ACCESS	8
11	SELECTING, ASSESSING AND APPROVING SUPPLIERS.....	8
	11.1 Principle	8
	11.2 Certifications	9
	11.3 Approval level	9
12	REGULATORY AND / OR LEGAL REQUIREMENTS	9
13	YOUR CONTACTS	9
14	CONFIDENTIALITY RULES	10
15	SAINT JEAN INDUSTRIES GROUP CODE OF ETHICS.....	10
	15.1 Supply chain - Involvement of suppliers in ethical business practices	10
	15.2 Fight against corruption and conflicts of interest	11
	15.3 Fight against fraud	11



Quality and CSR Purchase Supplier Manual

PUR - Purchasing		FIG_PUR_120
FIG-General Instruction Sheet		BN

15.4	Combating money laundering	11
15.5	Identity protection and non-retaliation	12
15.6	GDPR (General Data Protection Regulation) and information security	12
15.7	Fair competition	12
15.8	Export controls and economic sanctions	12
15.9	Intellectual property and counterfeiting	12
15.10	Principles of financial responsibility	12
15.11	Confidentiality	13
15.12	Political contributions	13
15.13	Charitable contributions and sponsorships	13
15.14	Conclusion	13
16	“CONFLICT MINERAL” APPROACH	13
16.1	Conflicts mineral	13
16.1.1	Definition.....	14
16.1.2	Background.....	14
16.2	Environmental approach	14
16.3	Monitoring of CSR approach	14
17	RADIOACTIVITY SUPPLIES INPUT	14
18	HEALTH AND SAFETY IN THE WORKPLACE	15
18.1	Definition	15
19	COMPLAINTS	15
19.1	Supplier response in 8D format	15
19.1.1	Short-term response.....	15
19.1.2	Medium-term response.....	15
20	MANAGING TEMPORARY OR FINAL MODIFICATIONS	15
20.1	Modification of products	15
20.2	Modification of processes	16
20.3	Request for temporary modification (exemptions)	16
20.4	Request for final modification	16



Quality and CSR Purchase Supplier Manual

PUR - Purchasing		FIG_PUR_120
FIG-General Instruction Sheet		BN

20.5	Destruction of non-compliant products	16
21	SUPPLIERS OF COMPONENTS AND RAW MATERIALS	17
21.1	PPM and/or Demerits	17
21.1.1	Family: Raw Materials Suppliers	17
21.1.2	Family: Component Suppliers	17
21.2	Performance report	17
21.2.1	Rules of the calculation of the "QCD"	17
21.2.2	Rules of calculation of the level's alerts	18
21.2.3	Family: Raw Materials Suppliers	18
21.2.4	Family: Component Suppliers	18
21.2.5	Quality	18
21.2.6	Costs	18
21.2.7	Deadlines	18
21.3	Rating correction request	18
22	KEEPING OF RECORDS	18
23	ACCEPTANCE OF THE DOCUMENT	19

1 HISTORICAL

Index	Modification	Date
BN	Rewriting of Sections : Chapter 15 :SAINT JEAN INDUSTRIES GROUP CODE OF ETHICS Chapter 16 : "CONFLICT MINERAL" APPROACH Chapter 23 : ACCEPTANCE OF THE DOCUMENT	19/03/25
BM	Chapter 13 Your contacts: delete Saint Jean laval	19/06/24
BL	Chapter 11 updated: SELECTION, EVALUATION AND QUALIFICATION OF SUPPLIERS. CSR integration - Supplier self-assessment following FIG_PUR_120_FM_01	04/06/2024
BK	Rewriting of Section 22: Suppliers of components and raw materials Update of chapter 11.2	16/05/23
BJ	Supplement to chapter 11.1 Consideration of energy performance	22/06/22
BI	Updating of the contact list (Harol France)	15/11/19
BH	Updating chapter: SAINT JEAN INDUSTRIES GROUP CODE OF ETHICS	11/10/19



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

2 INTRODUCTION

The quality of the products delivered to Saint Jean Industries' clients is largely dependent upon that of the goods and services that it purchases.

The Supplier Quality Assurance program specifies how Saint Jean Industries intends to apply the guidelines of its quality policy in its relationships with suppliers and in quality management for the products purchased.

This program is vital for ensuring the continued performance of the Saint Jean Industries Group and for enabling it to achieve its strategic goals.

Through this program, Saint Jean Industries hopes to:

- Implement, together with its suppliers, the conditions necessary to ensure the overall quality of all products purchased, throughout their life cycle
- Establish strong and lasting relationships with its suppliers, based on mutual trust
- Challenge its suppliers to manage their quality and continuous improvement processes
- Promote innovation among its suppliers.

3 SCOPE

This document has been created in order to meet the various requirements associated with the automotive and aeronautical sectors and is based on the ISO 9001 – IATF 16 949 - EN 9100 reference frameworks. It is therefore to be applied irrespective of business sector, supplier or subcontractor.

Some sections or paragraphs only apply to the aeronautical sector. They have been drafted in addition to existing information. In such circumstances, the "Aero Division" specifies this.

4 TRACEABILITY, SAVING, BACKING UP, ARCHIVING

The whole document is managed in accordance with Saint Jean Industries' rules which are defined in the general computer procedures: Saving and Archiving of Computer Data according to: FIG_IS_401 and FIG_IS_402

5 TERMINOLOGY

Product: The subject of a purchase order (equipment, materials, services, CAD data, documentation, etc.)

Aero: Aeronautics

SQA: Supplier Quality Assurance

PQA: Product Quality Assurance

Client: Saint Jean Industries and its own clients

Demerits: Syn: fault, error

IS: Initial Samples

FAI: First article inspection

CR: Compliance Rating

PPAP: Production Part Approval Process

PPM: Parts per Million

Qualification: Supplier's ability to meet the client's requirements

QCD: Quality Cost Deadline



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

6 PRINCIPLES

Suppliers are fully responsible for the quality of all the products they deliver.

In order to meet our target of offering our clients superior quality products, there are a number requirements with which our suppliers must comply. Our requirements include (but are not limited to) those listed in the manual below.

This manual does not replace any potential specific contractual clauses between Saint Jean Industries and the supplier.

Saint Jean Industries has identified three major supplier categories.

- Family: Component Suppliers
- Family: Raw Materials Suppliers
- Family: Tool Suppliers

"Aero Division"

- Family: Supplier subcontractors

7 QUALITY REQUIREMENTS AND RESPONSIBILITIES

Our clients' quality requirements are cascaded down to our suppliers which accept orders submitted by the client.

By accepting to deliver a product, the supplier shall commit to delivering it in compliance with the specifications that it receives. These requirements may be, but are not limited to, production methods, specifications, special measurements, or technical instructions. Suppliers must ensure that they have the most recent applicable documents.

"Aero Division"

Our clients' quality requirements are cascaded down to our suppliers which accept orders submitted by the client.

Suppliers may only subcontract with the prior written permission of Saint Jean Industries' Quality and Purchasing divisions. These suppliers will then have to apply all of Saint Jean Industries' requirements to their own suppliers.

Suppliers must ensure that they have the most recent applicable documents for the part referenced in the order. If they do not, it is vital that they request these from the Purchasing Division.

No documents sent by the supplier to Saint Jean Industries may release it from its responsibilities in relation to the product's quality.

8 CLIENT'S SPECIAL REQUIREMENTS

"Aero Division"

If a client has any special requirements, special procedures must then be drafted. The purpose of these procedures is to specify any additional special requirements that there may be.

Examples of special requirements: List of suppliers authorized by the client, special FAI format, work with suppliers and subcontractors of special processes that have been approved by the client, etc. These special requirements should appear on the order.



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

9 CHECKS

9.1 Production checks

Suppliers must carry out all the necessary checks and tests for ensuring the product's compliance. Records should be kept for proving that the product has undergone checks and/or tests, and for demonstrating that the product is in compliance with acceptance criteria.

9.2 Annual review

In addition to the various checks conducted during product manufacture, suppliers undertake to provide once a year to Saint Jean Industries a follow-up review of the critical dimensions noted on the drawings for the component they manufacture. This criticality may be defined differently depending on the given client of Saint Jean Industries.

9.3 End check

The supplier must ensure that each delivery is in compliance with the requirements of the order submitted and is complete. The aim is for all (automobile) supplies that get through to the PPAPs or which are used as IS to be Quality Assured.

"Aero Division"

When a product delivered by the supplier is released and deemed "Appropriate for manufacture", it must be identified and recorded. This is so that it may be recalled and replaced if it is found that it does not meet requirements.

It is essential that the supplier check:

- *That all support documents are complete and are the right ones for the parts and orders concerned.*
- *That the requisite procedures have been applied and properly followed.*

9.4 Compliance certificate

"Aero Division"

For each delivery, the supplier must provide a compliance certificate.

This certificate must be drawn up according to the NF L00-015 standard and must specify the following as a minimum:

- *The name of the company and the information needed so that it can be recorded*
- *It should bear the following phrase: "Compliance certificate"*
- *It should have a unique number*
- *The order reference should be quoted*
- *All the specifications, standards, drawings, etc. should be quoted*
- *The batch number(s)*
- *If necessary, the exemption agreement reference*
- *Information about how long the product can be stored and the conditions under which it should be stored*
- *The numbers of all compliance certificates from its own suppliers and subcontractors*
- *Any other information it considers relevant*



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

- *The following phrase should be quoted: "product in compliance in all respects with the order or contract"*
- *The number of the compliance certificate for any heat treatment it may have received or a copy of the certificate*
- *The number of the material compliance certificate or a copy of this certificate*

The certificate must be signed and dated by the Quality Manager or their representative.

10 RIGHT OF ACCESS

"Aero Division"

Official Organizations, Saint Jean Industries, its clients or third-party organizations are required to monitor products manufactured by the ordering party. As such, they are entitled to examine all production stages relating to the aforementioned order.

Official Organizations, Saint Jean Industries, its clients or third-party organizations will enjoy free access to the supplier's premises, as well as those of any of its suppliers, together with all the facilities they need in order to carry out their tasks fully and correctly.

In no way will this right of access and their being monitored discharge the supplier of its obligation to supply compliant products.

Similarly, the supplier must have contractually formalized its own right to access and survey the premises of its own suppliers.

11 SELECTING, ASSESSING AND APPROVING SUPPLIERS

In order to be approved, each supplier has to be assessed using our internal procedures:

- SQA assessment: FIG_PUR_103
- PQA Supplier Procedure: FIG_PM_904

In addition, suppliers are asked to complete the FIG_PUR_120_FM_01 Questionnaire for Self-Evaluation of the CSR* approach to sustainability and information security (*Corporate Social Responsibility). This questionnaire is as an additional aid in the decision to choose a supplier.

For suppliers imposed by customers, in the event that the supplier does not respond to the questionnaire or has an evaluation result that does not correspond to Saint Jean Industries' expectations, SJI authorises itself to work with this supplier, as it is imposed by the customer.

11.1 Principle

These procedures define the supplier selection and approval process in compliance with the purchasing policy.

The Purchasing Department manages this task by initiating it and monitoring actions with the Project Management Department and/or Quality Department.

A given supplier or subcontractor is only approved to supply products that are mass-produced.

This selection is based on the following criteria:

- Certification: In relation to the various divisions. See "Certifications" section
- The ability to provide compliant Initial Samples
- The ability to provide compliant production-series parts



Quality and CSR Purchase Supplier Manual

PUR - Purchasing		FIG_PUR_120	
FIG-General Instruction Sheet		BN	

- An audit result compliant with the following rules
- The energy performance of energy-consuming equipment, products or services

Audit results and a decision according to a procedure: "CI" = Compliance Index

Observation	Corrective actions	Approval level
CI score > 95% & no rejection criterion*	Monitoring the process and continuous improvement	SATISFACTORY
75% score < CI > 95% & no rejection criterion*	Short or medium term as part of a progress plan	ACCEPTED WITH RESERVATIONS
CI score < 75% or at least 1 rejection criterion*	Immediate and final or preventions put in place pending their approval	REFUSED

Rejection criterion* Non-compliance, Protective actions, and immediate corrections

11.2 Certifications

In relation to the various divisions, Saint Jean Industries requires suppliers and subcontractors:

- Chassis, Engine & Industry, Wheel, Braking Divisions:
 - o ISO 9001 certification (minimum) and/or IATF 16949 certification (Goal)
 - o ISO 17025 calibration subcontracting
- Aero Division:
 - o ISO 9001 certification (minimum) and/or EN 9100 (Goal)
- Tooling Division:
 - o ISO 9001 certification

11.3 Approval level

A supplier is deemed to have been approved once the Purchasing and Project Management departments have given their go-ahead. The supplier then receives a: "**PRODUCT SUPPLIER APPROVAL**" in accordance with the FIG_PM_904_FM_03 document. The approval level is determined after an overall analysis.

12 REGULATORY AND / OR LEGAL REQUIREMENTS

"Aero Division"

Supplies must find out what the regulatory and / or legal requirements developed by official bodies in the air transport sector and government organizations are, and it must apply them.

13 YOUR CONTACTS

Plant	Department	Telephone number	Fax
-------	------------	------------------	-----



Quality and CSR Purchase Supplier Manual

PUR - Purchasing		FIG_PUR_120
FIG-General Instruction Sheet		BN

Head office Saint Jean d'Ardières (France)	Purchasing	+33 (0)4 74 66 68 29	+33 (0)4 74 69 67 72
	Quality	+33 (0)4 74 66 68 39	+33 (0)4 74 69 67 72
Heber Springs (US)	Purchasing	+1 501-362-9596	+1 501-362-9584
	Quality	+1 501-362-9532	+1 501-362-9584
Slavonski Brod (Croatia)	Purchasing	+385 35 405 333	+385 35 405 325
	Quality	+385 35 405 331	+385 35 405 335
Harol (France)	Purchasing	+33 (0)3 29 66 91 38	+33 (0)3 29 66 83 07
	Qualité GS	+33 (0)3 29 66 68 93	///
	Qualité PMS	+33 (0)3 29 66 68 95	
	Quality	+33 (0)2 43 64 34 32	
Saint Jean d'Ardières (France)	Purchasing	+33 (0)4 74 66 68 94	+33 (0)4 74 66 68 90
	Quality	+33 (0)4 74 66 68 39	+33 (0)4 74 66 43 05
Valladolid (Spain)	Purchasing	+34 983 024 030	+34 983 024 025
	Quality	+34 983 024 024	+34 983 024 025
Tooling Saint Jean d'Ardières (France)	Purchasing	+33 (0)4 74 66 68 93	+33 (0)4 74 66 43 05
	Quality	+33 (0)4 74 66 21 52	+33 (0)4 74 66 68 90

14 CONFIDENTIALITY RULES

During assignments at suppliers' premises, Saint Jean Industries representatives shall be required to comply with industrial confidentiality rules and the supplier shall also guarantee Saint Jean Industries compliance with industrial confidentiality rules.

Strict confidentiality rules will apply to all documents supplied by Saint Jean Industries. Under no circumstances may these documents be passed on to third parties without Saint Jean Industries' authorization.

Depending on the product type and/or process, suppliers must sign a confidentiality agreement before working with Saint Jean Industries.

15 SAINT JEAN INDUSTRIES GROUP CODE OF ETHICS

15.1 Supply chain - Involvement of suppliers in ethical business practices

Over the past few years, Saint Jean Industries has defined a reinforced process for selecting and monitoring its suppliers in terms of both financial sustainability and social, environmental and ethical aspects. In particular, these processes cover:

- The referencing of a new supplier to the panel with a questionnaire



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

- The supplier's adherence to the Company's Ethics Charter
- The CSR evaluation of suppliers and subcontractors via the EcoVadis platform or other
- The questioning of suppliers.

15.2 Fight against corruption and conflicts of interest

Preamble - Saint Jean Industries rejects all forms of corruption.

Pursuant to Law 2016-1691 on transparency, the fight against corruption and the modernisation of economic life, known as 'Sapin II', Saint Jean Industries has trained its teams and implemented tools to detect and prevent acts of corruption or influence peddling:

The purpose of this Ethics Charter is to put in place measures so that the employees of St Jean Industries, wherever they are located, can recognise and prevent any involvement by our Company in any practice of corruption or trading in influence and, if necessary, report any practice of corruption or trading in influence.

Use of the whistleblowing system and collection of reports to detect fraudulent practices (FIG_HRM_903_110)

Sanctioning offenders using appropriate disciplinary procedures in accordance with the Labour Code, managed by the Human Resources Department (Internal Rules FIG_HRM_401).

Raising awareness of the fight against corruption and conflicts of interest through :

Taking into account the need for information and training on the theme of 'Corporate Social Responsibility'.

Reminding employees who are most exposed to the risk of corruption of their instructions.

The company prohibits all forms of corruption, whether directly or through third parties. Employees must not solicit, arrange or accept bribes for their benefit or that of their family, friends, associates or acquaintances. Recognising that facilitation payments are bribes, the Company prohibits them.

The Company must ensure that all gifts, hospitality and expenses are bona fide. The Company prohibits the giving or receiving of gifts, hospitality or expenses where they could influence or be reasonably perceived to influence improperly the outcome of business transactions.

15.3 Fight against fraud

Fraud awareness in the fight against corruption, appended to the Internal Rules (FIG_HRM_401_AN_05_110) and to the Code of Conduct. (FIG_DIR_501_AN_01_110)

Use of the whistleblowing system and collection of reports to bring fraudulent practices to light (FIG_HRM_901)

Communicating any detected cases of external fraud to all staff in order to raise awareness of the risks and good practices, on a continuous and cross-functional basis.

15.4 Combating money laundering

Compliance with our obligations to our partners, in particular our banks

Compliance with our reporting obligations concerning beneficial owners

Use of the whistleblowing system and collection of reports to detect fraudulent practices

(FIG_HRM_901)



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

15.5 Identity protection and non-retaliation

Protection of identity and non-retaliation by signing the Supplier Purchasing Manual integrating the HSE/CSR approach.

Use of the whistleblowing system and collection of reports to report fraudulent practices (FIG_HRM_901).

15.6 GDPR (General Data Protection Regulation) and information security

St Jean Industries is currently working on compliance with the RGPD under the guidance of our Human Resources Manager. This project involves all stakeholders within the company who handle confidential data.

Raising awareness of information security by providing information when employees join the company. Regular meetings and training sessions are organized to raise staff awareness of this information security risk, with the support of the DGSI (Direction Générale de la Sécurité intérieure / French special intelligence service).

15.7 Fair competition

Prevention of anti-competitive practices with a policy set out in the Supplier Code of Conduct, which suppliers, service providers and co-contractors in the broadest sense must sign. (Supplier Purchasing Manual FIG_PUR_120)

For certain contracts, the Legal Department is called upon to assess the risk, in collaboration with sales staff and product managers responsible for forging partnerships.

15.8 Export controls and economic sanctions

International export and embargo regulations are monitored by the Logistics Manager in collaboration with our Legal Department.

15.9 Intellectual property and counterfeiting


Preservation of intellectual property (FIG_RID_202) through proper management of the brand and patent portfolios, and the inclusion of Intellectual Property clauses in all contractual documents (FIG_PUR_104 General Terms and Conditions of Purchase, General Terms and Conditions of Business, General Terms and Conditions of Sale for spare parts, etc.).

Combating counterfeiting by signing a Confidentiality Agreement (FIG_RID_201) when our products are presented outside the company.

Monitoring by our legal manager and RID manager, to protect and defend our intellectual property assets (patents, trademarks, etc.). We have a marketing department which, among other things, monitors technological developments and commercial opportunities.

15.10 Principles of financial responsibility

Our Company is financially accountable and takes responsibility for all results, positive and negative.

	Quality and CSR Purchase Supplier Manual	
PUR - Purchasing	FIG_PUR_120	
FIG-General Instruction Sheet	BN	

Our books and records accurately reflect transactions in sufficient detail and in accordance with our accounting policies and practices. Certain employees have particular skills and responsibilities in this area, but good financial reporting is everyone's business.

15.11 Confidentiality

During missions to customers or suppliers, the representatives of Saint Jean Industries are required to respect the rules of industrial confidentiality in the same way as the customer and the supplier also guarantees Saint Jean Industries respect for the rules of industrial confidentiality.

All documents supplied by Saint Jean Industries are subject to strict rules of confidentiality. Under no circumstances may these documents be communicated to third parties without the authorisation of Saint Jean Industries.

Depending on the type of product and/or process, customers, suppliers and Saint Jean Industries must sign a confidentiality agreement.

15.12 Political contributions

The company, its employees, agents, lobbyists or other intermediaries must not make direct or indirect contributions to political parties, organisations or persons involved in politics, with the aim of obtaining an undue advantage in commercial transactions.

The company will make public all its political contributions.

15.13 Charitable contributions and sponsorships

The company must ensure that charitable contributions and sponsorships are not used as a subterfuge for bribery. The company will publicly disclose all charitable contributions and sponsorships.

15.14 Conclusion

The Company is committed to maintaining an ethical working environment and the highest standards of business conduct. This policy will be regularly reviewed and updated to ensure its effectiveness and relevance.

16 "CONFLICT MINERAL" APPROACH

CSR (Corporate Social Responsibility) refers to a company's voluntary commitment to integrating social, environmental, economic and ethical concerns into its activities and interactions with its stakeholders (customers, employees, shareholders, suppliers, communities).

16.1 Conflicts mineral

Saint Jean Industries is committed to ensuring that its products do not contain "Conflict minerals" from entities that directly or indirectly finance conflicts in the Democratic Republic of Congo or neighboring countries.

This supply chain information helps us, our customers and suppliers to move closer to the goal of ending human rights abuses and funding armed groups in the Democratic Republic of Congo, which are widely known to be financed by the illegal trade in conflict minerals.

By committing to this approach, Saint Jean Industries expects its suppliers to follow suit and implement an internal policy.



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

16.1.1 Definition

Conflict minerals" are defined as gold, tantalum, tin, tungsten and any other mineral or its derivatives determined by the U.S. Secretary of State to finance a conflict in the Democratic Republic of Congo or an adjoining country.

16.1.2 Background

The concept of "conflict minerals" emerged in the late 1990s. Its origins can be traced back to the "conflict diamonds" that financed rebellions in Angola and Sierra Leone.

16.2 Environmental approach

Taking into account the challenges of sustainable development has led us to take a more responsible approach to the production and consumption of material goods. The effects on environmental pollution, the depletion of natural resources, human health and the economy are not without consequences. Saint Jean Industries has been committed to this environmental approach (ISO 14001 certification) for several years, and expects its suppliers to follow suit and implement an internal policy.

Suppliers are asked to commit to reducing CO2 emissions, by implementing renewable energy solutions, recycling materials, reducing the use of natural resources, and implementing more responsible production methods.

Another important dimension of Saint Jean Industries' environmental policy is employee awareness and training. Indeed, for such a policy to be successful, it is essential to involve all levels of the organization, from management to operators.

The company must also be committed to complying with environmental standards and certifications (such as ISO 14001), or else be open to external audits.

A well-conceived and rigorously implemented environmental policy enables a company to make an active contribution to environmental protection, while strengthening its competitiveness and reputation in an increasingly sustainability-oriented market.


16.3 Monitoring of CSR approach

Saint Jean Industries will ask suppliers to monitor their CSR approach on an annual basis. This follow-up will be carried out in priority with the internal support SJI support FIG PUR 120 FM 01.

The results of this assessment will be used to help in the selection of suppliers for new projects.

17 RADIOACTIVITY SUPPLIES INPUT

The producer undertakes to deliver products (components, raw material, etc.) without radioactivity and that they are accompanied by a certificate of inspection 3.1 according to the EN 10204 standard including the control of non-radioactivity.

	Quality and CSR Purchase Supplier Manual	
PUR - Purchasing	FIG_PUR_120	
FIG-General Instruction Sheet	BN	

18 HEALTH AND SAFETY IN THE WORKPLACE

Health and safety in the workplace entails several concepts (hygiene and safety, collective involvement, the cost of illness and accidents, etc.) that aim to eradicate or limit certain harmful effects that employees may encounter in the course of their work.

Along with improving employee awareness, safety and the preservation of health have become obligatory objectives.

Saint Jean Industries asks its suppliers to comply with laws and regulations and to take steps to prevent accidents.

18.1 Definition

Risk: The possibility that something unpleasant or unwelcome will happen

19 COMPLAINTS

In the event of quality problems, the supplier must determine the cause and corrective action to resolve the identified problem and ensure that it will not recur.

For each complaint, the supplier must analyze and monitor action plans (in 8D format), and may add additional documents (testing reports, photos, etc.). The model used need not be the Saint Jean Industries model.

Saint Jean Industries reserves the right to:

- Recover any (justified) expenses resulting from failures caused by quality and delivery problems from the suppliers.
- Audit action plans to evaluate their implementation and effectiveness.

19.1 Supplier response in 8D format

19.1.1 Short-term response

The supplier must acknowledge receipt of a request for corrective action within 48 working hours and must undertake immediate action upon receiving a request for corrective action, by directly contacting the supplier's quality department in accordance with established procedure.

19.1.2 Medium-term response

Within a maximum of 10 days, the supplier must send:


- An analysis of the problem
- A proposed action plan with completion dates.

20 MANAGING TEMPORARY OR FINAL MODIFICATIONS

20.1 Modification of products

A product change is any change which involves changing a rating on the drawing.

Unless otherwise specified in the contract, the "Quality" target requested from suppliers will be at least 10% lower than the previous year.

	Quality and CSR Purchase Supplier Manual	
PUR - Purchasing	FIG_PUR_120	
FIG-General Instruction Sheet	BN	

Such a change will need to be approved by the client, and the supplier must pass on any documents (drawings, test reports, inspections, etc.) which may be requested.

20.2 Modification of processes

A procedure change is any change which does not involve a change to the drawing (e.g., a change in the location of manufacturing sites).

Such a change will need to be approved by the client, and the supplier must pass on any documents (drawing, test reports, inspections, etc.) which may be requested.

20.3 Request for temporary modification (exemptions)

The supplier may submit an exemption request to the Purchasing Department for products that are not compliant with design requirements. The request must be made and approved before delivery of the non-standard product.

Saint Jean Industries will either agree to grant or will refuse to grant the exemption request once it has analyzed all the documents passed onto it by the supplier (drawing, test reports, inspection reports, audits, etc.). This list of documents is not exhaustive.

While a decision is being awaited, the products for which exemption requests have been submitted must be quarantined.

All products which are not in compliance with established standards or which do not meet specifications must be clearly identified. If the exemption request is not approved, the product will not be accepted. Unapproved products will be rejected.

20.4 Request for final modification

Suppliers are required to give notice of any modifications they wish to make to products or processes and to obtain written consent from Saint Jean Industries before implementing the requested modifications. The format of the request document may be determined by the supplier. Once the request has been submitted, SJI will explain which documents must be provided. For multi-site deliveries, suppliers are required to submit a request to each site and must also obtain consent from all sites receiving the deliveries.

Suppliers that are required by the Saint Jean Industries client must also notify the SJI client and provide the client's modification approval.

All requests must be sent by the supplier at least 3 months before the prescribed modification date.

20.5 Destruction of non-compliant products

Saint Jean Industries may recover non-compliant products once the supplier has given their commercial approval. Otherwise, the supplier undertakes to destroy all non-compliant products.

"Aero Division"

Saint Jean Industries may recover non-compliant products once the supplier has given their commercial approval. Otherwise, the supplier undertakes to destroy all non-compliant products.

The supplier must provide a certificate attesting that the product has been destroyed. The following information must appear on this certificate:

- *Company name*
- *The following phrase: "Destruction certificate"*



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

- The number(s) of the batch to which the product belongs (for multiple batches, all of the batch numbers should be quoted)
- The quantity of products destroyed for the batch number
- The method used to destroy them
- The exemption refusal or non-compliance notice that resulted in the need to have the product destroyed
- The FAI reference (if the product undergoes an FAI)

The destruction certificate must be signed and dated by the Quality Manager or their representative.

21 SUPPLIERS OF COMPONENTS AND RAW MATERIALS

21.1 PPM and/or Demerits

Saint Jean Industries expects its suppliers to deliver parts that meet the agreed specifications.

The “Quality” target expected of suppliers is zero defects. One of two calculation methods may be used, depending on the deliveries. These calculation methods are an integrated part of the performance review.

21.1.1 Family: Raw Materials Suppliers

In order to measure and monitor the quality of raw materials delivered, the Demerit level is calculated. The demerit value is defined according to:

- The disruption
- Criterion subject to safety and regulations or not
- Exemption or not
- Repeated or not

The Demerit score can be between 15 and 594 points, and is taken into account during the performance review.

21.1.2 Family: Component Suppliers

To measure and monitor the quality of the components delivered, the final quantity of non-conforming part(s) detected is taken into account in the performance report.

21.2 Performance report


QCD (Quality Cost Deadlines) is the overall supplier performance evaluation system used by Saint Jean Industries. Data is fed into our computer database in real time.

The “C” part of the QCD is monitored separately by the Purchasing Department.

21.2.1 Rules of the calculation of the “QCD”

There is no ranking of the worst suppliers.

Depending on the results of the indicators (All indicators over for a rolling twelve month period are not in the objectives), Saint Jean Industries reserves the right to request objective evidence of action plans such as copies of modified procedures, training reports, audit results or statistical data. This list is not exhaustive. If necessary, Saint Jean Industries may visit the supplier to audit the various documents sent by the supplier.

	Quality and CSR Purchase Supplier Manual	
PUR - Purchasing	FIG_PUR_120	
FIG-General Instruction Sheet	BN	

Service" suppliers (e.g. temporary staff) are not included in the QCD. Only certification validation dates are monitored.

21.2.2 Rules of calculation of the level's alerts

Three indicators change monthly: The logistics service rate, the number of non-conformities and the PPM rate. The history over a rolling 12-month period appears in the scorecards.

21.2.3 Family: Raw Materials Suppliers

Three indicators change monthly: The logistics service rate (this rate is given for information only, as it is monitored specifically and in real time by the Purchasing department), the number of non-conformities and the demerits rate. The history over a rolling 12-month period appears in the scorecards.

21.2.4 Family: Component Suppliers

Number of days delivery is delayed * Number of days delivery is early * Number of non-compliant parts

"Aero Division"

Products that are not mass delivered are also integrated into the global supplier performance assessment system.

21.2.5 Quality

Suppliers are fully responsible for the quality of the products delivered. They must implement and verify the effectiveness of the procedures in their quality system to ensure that all products delivered meet Saint Jean Industries requirements.

21.2.6 Costs

This chapter covers reducing costs in accordance with goals set in the contract:

Year n-1- x%

21.2.7 Deadlines

Suppliers must report any differences between the order and delivery (as far as quantities and/or deadlines are concerned) as soon as possible.

Saint Jean Industries expects its suppliers to make 100% of deliveries on-time and in the right quantities.

21.3 Rating correction request

Suppliers shall have the right to dispute the rankings obtained and to appeal to the Supplier Quality and/or Purchasing Departments. Only appeals supported by quantifiable and verifiable data concerning supplier performance will be considered.

22 KEEPING OF RECORDS

The supplier undertakes to comply with all requirements to do with keeping records and to supply them to Saint Jean Industries if needed.

"Aero Division"



Quality and CSR Purchase Supplier Manual

PUR - Purchasing	FIG_PUR_120
FIG-General Instruction Sheet	BN

The supplier undertakes to comply with all applicable requirements for keeping records and to provide Saint Jean Industries, its clients and any other third parties and Official Organizations at all levels of the supply chain that the order involves with access to these records.

23 ACCEPTANCE OF THE DOCUMENT

COMPANY:

Name of Representative:

Position:

Company stamp: