

ISSUED BY: CANDICE KEEGAN CK LON LESTER LL	MNP CORPORATION 44225 UTICA ROAD UTICA, MI 48317	APPROVED BY: LON LESTER LL
ISSUE DATE: NOVEMBER 1999		REV. DATE: 1/03/14
PROCEDURE NAME MNP SPECIFIED REQUIREMENTS		PROCEDURE: PS GENERAL

1. ALL PURCHASES

- A. This material includes general information that must be followed and a list of the relevant PS specs that apply to particular purchased items (See Section 2B). Suppliers are required to review the MNP provided PS specification which applies to their product or service, complete the *Specification Compliance Form* (Exhibit A) indicating their comments and ability to comply with the MNP Requirements, and return as directed.
- B. It is the Supplier's responsibility to notify MNP if there is any change to their quality system 3rd party certifications (i.e. probation, revocation, or expiration). It is the Supplier's responsibility to notify MNP of any special status customer notifications related to quality and delivery issues (i.e. Q1 Revocation, New Business Hold, or Needs Improvement.) Unless otherwise indicated in writing from MNP, Suppliers must conform to the customer specified requirements applicable to MNP's end user customer.
- C. MNP expects Suppliers to implement and maintain Sustainable Corporate Responsible Business Practices that encompass the following:
 - Business ethics in accordance with local laws pertaining to corruption, anti-competitive business practices, protection of intellectual property, respect for company and personal data, export controls, and conflicts of interest. Corporate Compliance & Ethics training is encouraged.
 - Working conditions where child labor is not utilized and age of employment is in accordance with local laws. No form of forced or compulsory labor is to be used and harassment or discrimination in any form is not acceptable. We expect suppliers to provide a safe and healthy work environment that meets applicable standards, freedom of association, competitive wages, benefits, and working hours that comply with applicable local laws.
 - Environmental responsibility that meets regulatory requirements, reduces energy consumption and greenhouse gas emissions, increases use of renewable energies, and employs appropriate waste management. Environmental training of employees and sub-contractors is encouraged.
 - Workforce diversity, as indicated by gender, age group, ethnicity, geographic origin, etc. Participation in diversity training is encouraged.

Suppliers are requested to take the no-cost *Supply Chain Corporate Responsibility* training provided through www.aiag.org.

- D. See Section 4 below for aerospace specific requirements.

2. MATERIALS, MATERIALS PROCESSING, PARTS PROCESSING, SPECIFIC SERVICES, WASHERS, PARTS, AND OTHER PART COMPONENTS

A. General Requirements

- I. These must be realized in an ISO 9001 based quality system that is current with current versions of that standard. Requirements for parts intended for automotive or aerospace end use must meet the registered company requirements shown in the respective MNP PS specification. Conformance to AIAG references (where specified in ISO, TS, and/or MNP's customer specified requirements) is expected. These can be found on the AIAG website (www.aiag.org).
- II. Quality System upgrades/updates are expected to be in place within one year of a revision being made to the QA documents above, unless instructed otherwise. Suppliers must notify MNP SQA or Corporate Quality of any changes to their registration status (including lab accreditation and environmental quality). Automotive parts must be made to TS16949, whereas Aerospace parts must be made to AS9100.
- III. Parts and components must arrive at MNP's docks by the date agreed upon with MNP Purchasing or MNP Production Control personnel. Early deliveries require prior approval of MNP. Notification of late delivery, or potential late delivery, must be made known to MNP Purchasing as soon as possible.
- IV. Restricted and regulated substance information must conform to MNP's end user requirements. Data is to be submitted to the MNP Product Assurance Department with each PPAP package suitable for IMDS (International Material Data System) entry, and upon request by MNP Environmental Quality personnel.
- V. ISO 14001 registration is required for sources assisting MNP in satisfying MNP's automotive end user requirements. Materials and processes used must satisfy those regulations pertinent to countries of the world where MNP expects to be required to ship parts by its customers. As necessary, contact MNP for this information.
- VI. Materials, parts, parts components, and processing of these are to meet the following requirements:
 - a. Materials are to be made to MNP's current PS Specifications, affiliated specifications, and blanket or lot purchase order requirements at time of placement of order. Materials must conform to customer specified requirements and other specification references that apply. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs, and the relevant registration quality system standard.
 - b. Parts are to be made to current end customer drawing, MNP's current PS Specifications, affiliated specifications, and blanket or lot purchase order requirements at time of order placement. Parts must conform to customer specified requirements and other specification references shown. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs, and the relevant registration quality system standard.
 - c. Processing of material or parts is to be done to MNP's current PS Specifications, current drawing, affiliated specifications, processing shippers, and any blanket or lot purchase order requirements at time of placement of original inquiry or order. Processing must

conform to customer specified requirements and other specification references that apply. Manufacturing records and inspection records must be maintained by the Supplier for ten years after delivery of the lot, or as required under Federal Regulations (FQA), Government QA programs and the relevant registration quality system standard.

- VII. An AIAG PPAP Level 3 package is required for the initial order of material, processing, and parts. A new PPAP is required for drawing revisions (only for revised features) and changes made to the production of the part unless otherwise indicated by MNP Corporate Quality. The PPAP must be created from data generated within the plants registered to the appropriate QA system and labs accredited to ISO 17025 or NADCAP. Control plans must address how the supplied item or service, as called out in the individual specification, is verified and satisfied. Unless authorized otherwise, no shipments are to be made without PPAP approval from MNP.
 - VIII. Suppliers must make no changes or releases of product run under approved changes without prior notification and approval of MNP Purchasing and MNP Supplier Quality Management. Any changes must be coordinated and controlled in conjunction with MNP Purchasing and Production Control. Unless otherwise agreed to by MNP, parts made to prior engineering change levels must be communicated to MNP Purchasing and depleted before shipping to new drawing change levels. Change levels applicable to the parts must be shown to MNP on shipping documents and parts containers. At a minimum, part number, lot number, piece count, and weight must be provided on shipping/report documents and in an ISO 17025 content/format test report (see Appendix A for Aerospace specific requirements). Test reports are required on every lot processed/supplied unless otherwise agreed to. Provide one test report per shipped lot, unless agreed otherwise with the VP Quality or the VP Manufacturing and Distribution, at 586-254-1320. Certificates of compliance alone are not acceptable. Lot control principles apply to all purchased items under this PS General. Parts within a container must consist of one heat of steel unless otherwise agreed to in writing from MNP. No more than one processing lot may be present in a lot shipped to MNP.
 - IX. Suppliers must maintain process control utilizing statistical process control and measurement systems analysis. MNP PS Specifications will provide guidance on key characteristics, and AIAG references on these subjects will apply.
 - X. Annual validation is not required unless specified in writing by MNP.
 - XI. Contacts: For directions regarding where to send PPAP material, contact the purchasing individual placing the order. To get questions answered regarding PS specifications, engineering drawings, technical assistance, written agreements, and Supplier quality related items, contact MNP Corporate Quality.
- B. Relevant PS Spec # for Purchased Items
- I. PS-1: Rod & Wire Material
 - II. PS-2: Flat Rolled Steel
 - III. PS-3: Steel Processing
 - IV. PS-7: Purchased Parts
 - V. PS-8: Metal Forming & Shaping Operations
 - VI. PS-9: Sort, Light Assembly, & Supply
 - VII. PS-10: Fastener Processing
 - VIII. PS-21: Test Labs, Registrars & Accrediting Bodies, Standards
 - IX. PS-22: Aerospace Material

3. GAGES AND TESTING INSTRUMENTS

A. General Requirements

- I. Gage calibration and calibration of setting standards must be managed in an ISO 17025 based quality system.
- II. Equipment must arrive at MNP's docks by the date agreed upon with MNP Purchasing or the quality personnel placing the order. Early deliveries require prior approval of MNP. Notification of late delivery, or potential late delivery, must be made known to MNP Purchasing or the quality personnel placing the order.

B. Relevant PS Specifications

- I. PS-4: Inspection Measuring and Test Equipment

4. AEROSPACE SPECIFIC REQUIREMENTS

A. General

As a Supplier to MNP Corporation, it is understood that your organization agrees to meet all of the stipulations / AS9100 requirements contained herein whenever an MNP Corporation Purchase Order specifies that the order is for an aerospace application/job (or contains some similar aerospace/AS9100 reference). These requirements are, therefore, to be considered as terms and conditions to all aerospace purchases to MNP Corporation.

- I. Where required and specified on the MNP Corporation Purchase Order, its Suppliers must use MNP Corporation's customer-approved special process sources.
- II. MNP Corporation is to be contacted (by your organization) in the event of nonconforming product/material. Arrangements for the approval of Supplier nonconforming product/material must be as directed by an MNP Corporation's authorized quality manager or designee.
- III. Furthermore, you, the Supplier, are required to notify MNP Corporation of any changes to a product and/or process and to obtain approval from an authorized MNP Corporation quality manager or designee (as applicable).
- IV. MNP Corporation, their customers, and regulatory authorities retain the right of access to all your facilities that are involved in the aerospace order and to all applicable records.
- V. MNP Corporation requires that all applicable customer/regulatory/AS9100 requirements for you, the Supplier, to flow-down to your sub-tier Suppliers (includes requirements in the purchasing documents and key characteristics where required). However, your organization may not subcontract products or services without MNP Corporation's knowledge and approval. The terms of such approval will be dependent on the nature of the product or service.
- VI. MNP Corporation requires that you, the Supplier, perform all the tests covered under the specification that you contract to supply to MNP Corporation and that you document the results. This means that you comply with the:
 - a. MNP specifications (PS, instructions on our shippers, etc.)
 - b. Specifications that MNP must satisfy, for which we subcontracted with you to supply.

- VII. In addition, MNP Corporation requires a full test report, by lot; and that you, the Supplier, forward this documentation to MNP so that its arrival is timed to arrive before or during the delivery of the material to MNP. The documentation must state:
- a. The part number.
 - b. The lot size in weight and piece count.
 - c. The specifications that you contracted with us to perform.
 - d. The individual fields of testing that apply.
 - e. Individual test pieces of data, listed long hand.
 - f. Any statistical summaries or computations of the individual points of data to demonstrate how you complied with MNP requirements or the requirements of the standards that you purport to satisfy.
 - g. Any anomalies you found.
- VIII. MNP Corporation requires that you, the Supplier, maintain records of your in-process control, showing the parameters that were occurring at the time that our parts were in your processing during the full cycle of processing; from ahead of processing, initial processing, setup and first piece inspections, inspections at scheduled intervals, and results of last parts issuing from the process. The operating parameters that brought about the changes within the parts must be documented and kept on file.
- IX. MNP Corporation reserves the right to perform inspection activities to ensure that purchased product meets MNP purchase requirements. They may include:
- a. Receiving inspections (of supplier products/services/documents) may be/are performed by a designated employee. MNP Corporation verifies the authenticity of the appropriate certificate of conformity, material certificates, etc. and other accompanying documentation by review and comparison (as is appropriate) to the drawing and/or industry specifications or by other means. When necessary, MNP Corporation may inspect or audit the Supplier's facility.
 - b. Furthermore, products are inspected to ensure they meet requirements (dimensions, etc.) and the results are recorded (as appropriate). All special processes (anodizing, heat treat, etc.) where the compliance cannot be verified by inspections, will require a Certificate of Conformity.
- X. When appropriate, MNP Corporation may delegate some or all of the inspection authority to one of its approved suppliers (e.g. labs). MNP Corporation will communicate the inspection requirements (including approved monitoring and measurement equipment/methods) and require a report from them and maintain a record of those who are approved to carry out such inspections.
- XI. When MNP Corporation, or its customer, intends to perform verification on a short or long term basis at your premises or your supplier's premises; MNP Corporation will first state the intended verification arrangements and the method of product release. This information will be communicated on the MNP Corporation Purchase Order or via another acceptable Quality Assurance or Purchasing Document arrangement.
- XII. Where specified in the contract, the MNP Corporation's customer or customer's representative will be afforded the right to verify at your, the Supplier's, premises and/or MNP Corporation's premises that subcontracted / purchased product conforms to specified requirements. Verification by the customer is not used by MNP Corporation as evidence of effective control of quality by you, the Supplier; and any inspection they do shall not absolve MNP Corporation or you, our Supplier, of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by the customer.

- XIII. Your records and MNP's are made available for review by MNP's customers and any regulatory authorities in accordance with contract or regulatory requirements.
- XIV. MNP Corporation may also require specific actions where timely and/or effective corrective actions to a Supplier issue(s) are not achieved. These actions may include, but are not limited to, any or all of the following: withholding payment until the issue is resolved, removal of you, the Supplier, from the MNP Corporation Approved Source List and legal actions.
- XV. Any amendments made to Section 4 "Aerospace Specific Requirements" require communication to aerospace suppliers only.

REVISIONS

11/99 New release (Wackrow)
5/27/04 Complete review and rewrite (Wackrow)
2/01/06 Complete review and rewrite; Add Exhibit A –Specification Compliance Form. (Wackrow)
7/21/08 Addition of Section 4 (Aerospace Specific Requirements), minor "aerospace specific" editorial revisions. No non-aerospace requirement changes. Revision 02/01/06 continues to be valid for non-aerospace Suppliers. No change to Exhibit A. (Wackrow)
4/02/12 Revised AV requirement in Section 2.A.X (C Keegan); Replace Section 1.C. with new section regarding Supplier employee conditions and renumber Aerospace reference statement to 1.D. (Wackrow) No change to Exhibit A dated 2/01/06.
7/17/12 Section 2-VIII revised to read, "...Chris Wackrow or *VP Manufacturing and Distribution*..." Due to minor editorial change and no change to requirements, PS General revision date maintained at 4/2/12. Supplier distribution not required.
1/03/14 Rewrite Section 1.C regarding Corporate Responsibility, Change Chris Wackrow to VP Quality or Corporate Quality as applicable throughout document; change "Issued By" from C. Wackrow to C. Keegan & L. Lester; chg "Approved By" from C. Wackrow to L. Lester. No change to Exhibit A dated (C. Keegan)

SPECIFICATION COMPLIANCE FORM

PLEASE COMPLETE HIGHLIGHTED AREAS AND RETURN AS INDICATED BELOW

DATE:		RETURN TO:	
COMPANY NAME:		COMPANY	MNP CORPORATION
CONTACT:		E-MAIL:	
E-MAIL:		PHONE:	
PHONE:		FAX:	
FAX:			
DOCUMENT IDENTIFICATION		SPEC ISSUE/UPDATE	
REVISION LEVEL:		PURCHASE ORDER CHANGE	
		NEW SUPPLIER ISSUE	
		REISSUE	
<p>THE REFERENCED DOCUMENT IS A NEW DOCUMENT OR CONTAINS NEW INFORMATION OR MODIFICATIONS TO ALREADY EXISTING INFORMATION IN YOUR AREA.</p> <p>PLEASE REVIEW THE REFERENCED DOCUMENT AND ROUTE APPROPRIATELY</p> <ol style="list-style-type: none"> 1. ENSURE THAT YOU ARE CAPABLE OF COMPLYING. 2. COMMUNICATE ANY EXPECTED IMPACT TO US. 3. INCORPORATE THESE REQUIREMENTS INTO YOUR SYSTEM. 4. IF THIS IS A REVISION OF ALL OR PART OF A SPECIFICATION, DESTROY ONLY OLD APPLICABLE INFORMATION AND INSTALL THIS CHANGE IN ITS PLACE. <p>NOTE: WE ARE EXPECTING TO MAKE THIS INFORMATION APPLICABLE TO PURCHASES SUPPLIED FROM YOUR COMPANY AS OF:</p>			
			IMMEDIATELY
SIGN-OFF BELOW CONSTITUTES RECEIPT AND UNDERSTANDING OF REQUIREMENTS AND INCLUSION INTO YOUR SYSTEM.			
COMMENTS:	1. CAN COMPLY <input type="checkbox"/>	2. CANNOT COMPLY <input type="checkbox"/>	
SIGN-OFF			
SIGNATURE _____		PLEASE PRINT NAME & TITLE _____	
COMPANY NAME _____		DATE _____	

PLEASE RETURN WITHIN 10 DAYS VIA FAX OR E-MAIL