

Dokument	VG-031
Revision	02
Seite:	Seite 1 von 9

Inhalt

1	Scope.....	2
2	Revision History	2
3	Minimum Social Standards for Employees / BSCI Code of Conduct Social Responsibility Policy.....	2
4	Review of Contracts	3
5	Flow down principle of requirements.....	3
6	Customer-designated or approved external providers	3
7	Information Duties & Change Management	3
8	Specification Documents	4
9	Environmental Requirements / REACH.....	5
10	Process Flow Chart.....	5
11	Inspection Plan.....	5
12	Usage of statistical techniques	6
13	Control of Monitoring and Measuring Equipment	6
14	Preventive Maintenance.....	6
15	Risk Management	6
16	Emergency Strategy	6
17	Audit & Right of Entrance	7
18	Identification and Traceability	7
19	Contamination	7
20	Non-Conforming Products (Outputs).....	8
21	Products with limited Shelf Life	8
22	Retention period of documents.....	8
23	Complaints & Claims	8
24	Product Fraud and Product defense	9
25	HACCP-Concept.....	9
26	Awareness of Employees	9

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 2 von 9

1 Scope

These requirements are an integral component of the ULIKETT terms and conditions of purchasing and the contractual relationship with suppliers.

Suppliers shall apply requirements described in this document to the work and services provided to ULIKETT.

Deviations from this document must be agreed upon in writing with the responsible contact from the ULIKETT purchasing department.

2 Revision History

Rev.	Description
01	New document
02	New chapter 3

3 Minimum Social Standards for Employees / BSCI Code of Conduct Social Responsibility Policy

In view of the repeated discussion regarding social and ecological minimum standards or, from the point of view of European conditions, unacceptable working and environmental conditions in many parts of the world, we are committed to complying with the requirements set out in the current ETI Base Code, BSCI Code of Conduct which are based on the Conventions of International Labour Organization (ILO), the UN Declaration of Human Rights, the Conventions of the UN on the Rights of the Child, the abolition of all forms of discrimination against women, the UN Global Compact and the OECD Guidelines for Multinational Enterprises.

By accepting an order from Ulikett GmbH, the supplier accepts the above-mentioned topics as well as the current Code of Conduct of Ulikett GmbH /CTI AG, which can be viewed in the current version on the homepage .

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 3 von 9

4 Review of Contracts

Prior to the acceptance of ULIKETT purchase orders, a feasibility test according to ISO 9001; a formal documented review of all contractual requirements has to be performed to ensure all provided product parameters can be fulfilled. We expect from our suppliers and service providers to implement and to comply with all legal environmental protection (see section 9) and safety regulations.

5 Flow down principle of requirements

The supplier shall flow down these Quality Requirements and also applicable customer requirements to his external providers.

6 Customer-designated or approved external providers

In case of customer-designated or approved external providers, including process sources (e. g., special processes), the supplier will use this sources only.

7 Information Duties & Change Management

Suppliers shall inform ULIKETT of any relevant incidents, such as quality problems (see section 20), wrong deliveries, partial deliveries, problems with hygiene or packaging etc.

Relevant changes must be approved by ULIKETT, especially:

- Work transfer (plant relocation, subcontracting)
- New type of machine
- New manufacturing process
- In case of significant changes of production processes or methods
- Relevant plant reorganization
- New ERP
- Relevant changes of suppliers, parts, material or services
- Relevant other changes related to Supply chain topics (e.g. reduced capacity).

The supplier shall promptly notify ULIKETT of any substantial changes to the supplier's quality management system (especially if supplier's quality certification is no longer valid - e.g. ISO 9001, ISO 17025 etc.).

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 4 von 9

8 Specification Documents

If the supplied products / goods / materials / processes are specified by the supplier's datasheets any modifications or changes of the datasheet must be communicated to ULIKETT's purchasing department prior to delivery.

If the supplied products / goods / materials / processes are specified by ULIKETT, ULIKETT's purchasing department will provide suppliers with all the documents necessary to satisfy the required criteria of the product to be purchased.

The supplier is committed to produce only to the current valid / controlled specifications.

If relevant key characteristics are agreed between ULIKETT and supplier, key characteristics have to be clearly communicated to sub-suppliers.

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 5 von 9

9 Environmental Requirements / REACH

The supplier shall comply with all environmental applicable laws and regulations. The supplier shall comply in particular with the European Regulation (EC) No. 1907/2006 concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (hereinafter "REACH"). In such respect, the supplier shall perform services and/or only deliver products to ULIKETT which do not contain any substances banned under applicable laws or regulations.

The supplier shall maintain a permanent knowledge of REACH and updates thereto and shall have a full understanding of the consequences of REACH obligations. Information on REACH regulation may be obtained on the Website of the ECHA (<http://echa.europa.eu/>). The supplier shall comply with the obligations stipulated in REACH related to the registration and/or notification of substances to the European Chemicals Agency (ECHA).

10 Process Flow Chart

The supplier shall establish and maintain, for the process (product or product family), a flow chart including the sequence of individual production steps and inspection steps with a brief description. Suppliers may be reluctant to give out a detailed flow chart as they can contain proprietary information however, if it is only reviewable onsite as stated below, they should be able to comply.

The process flow chart may be reviewed by ULIKETT at the supplier on site.

11 Inspection Plan

The inspection plan, resulting from the process sequence plan and the risk management, defines the tasks and responsibilities for the designated tests.

The inspection plan is a summary of all tests from the incoming goods through to the outgoing goods stage.

The inspection plan may be reviewed by ULIKETT at the supplier on site.

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 6 von 9

12 Usage of statistical techniques

The supplier shall appropriate use statistical techniques for product acceptance and related instructions for acceptance by the organization;

13 Control of Monitoring and Measuring Equipment

The supplier shall establish and maintain a procedure according to ISO 9001.

14 Preventive Maintenance

The supplier shall establish and maintain a procedure according to industry standards.

15 Risk Management

Suppliers have to implement risk- and opportunities management according to ISO 9001:2015, to evaluate the risks and opportunities for company procedures and production processes.

If the supplier detects a high risk rating for the relevant procedures and processes for ULIKETT, the supplier has to inform our purchasing department.

Risk management may be reviewed by ULIKETT at the supplier on site.

16 Emergency Strategy

The supplier shall implement a strategy to maintain and supply ULIKETT with material in case of emergency situations (e.g. loss of machines, loss of key staff etc.).

If suppliers detect a high risk which cannot be eliminated, suppliers shall inform ULIKETT's purchasing department (see section 0).

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 7 von 9

17 Audit & Right of Entrance

ULIKETT reserves the right to audit the supplier's quality system, relevant processes and products. Scope of such an audit will be agreed between ULIKETT and supplier in advance.

On request of the customers of ULIKETT, the suppliers, or relevant sub-contractor thereto, might be subjected to an audit, of the facility, quality system and products, performed by those authorities.

Such activities at the supplier's facility will be performed jointly with, and arranged by ULIKETT QA representatives.

In all cases the supplier shall be notified well before such an audit will take place.

The supplier will also give this information to all levels of the supply chain.

18 Identification and Traceability

Traceability to batch number, lot number or as appropriate serial number shall be maintained throughout the supply chain and an identification system shall be provided to ensure correct material usage and traceability during subsequent manufacturing or repair processes.

Systems shall exist for the identification of materials throughout all stages of manufacture. This will normally be achieved by segregation of manufacturing batches with travelling records giving identification of material specification and source of supply.

19 Contamination

Suppliers shall implement adequate procedures to ensure a minimum of contamination in their delivered products and services (if applicable), e.g.:

- Housekeeping
- Cleaning activities for machines and tools
- Material Handling and Material Protection to prevent contamination.

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 8 von 9

20 Non-Conforming Products (Outputs)

In all cases of non-conformity, the supplier must take immediate action to protect ULIKETT and its customers. If the supplier realizes that non-conforming products have been delivered, it is their responsibility to notify ULIKETT's purchasing department (in written form) within one working day.

21 Products with limited Shelf Life

If materials (or parts) sent to ULIKETT have a limited shelf life, the shelf life must be clearly marked on the product label. Additionally this information must be stated on

- the delivery note,
- C o C (if applicable),
- inspection report (if applicable)

If a certain period of time is agreed between supplier and ULIKETT (e.g shelf life 12 months from date of manufacturing), delivered material shall have a minimum of 80% of shelf life remaining at time of receipt at ULIKETT.

22 Retention period of documents

All process/product related documents and records shall be maintained for minimum 2 years.

23 Complaints & Claims

After receiving a complaint (or claim) from ULIKETT, suppliers shall submit an acknowledging statement giving material disposition (return to supplier, scrap etc.) instructions and the related processing parameters.

ULIKETT may demand Corrective Action Reports from the supplier for approval. Details such as form (e.g. 8D) and deadline will be agreed between ULIKETT and supplier.

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--

	Quality Requirements for Suppliers	Dokument	VG-031
		Revision	02
		Seite:	Seite 9 von 9

24 Product Fraud and Product defense

The supplier shall plan, implement and control processes, appropriate to the organization and the product, for the prevention of product fraud and product defense and their inclusion in product(s) delivered to ULIKETT.

25 HACCP-Concept

The supplier shall plan, implement and maintain a HACCP concept.

26 Awareness of Employees

The supplier has to ensure that persons are aware of:

- their contribution to product or service conformity
- their contribution to product safety
- their contribution to hygienic safety
- the importance of ethical behavior

Employees must be trained properly, especially if their activities have relevant impact on quality of services and goods.

Dokumentenbezeichnung: VG-031 Quality Requirements for suppliers Speicherort: groups\IMS-Dokumente\Vorgaben	Erstellt/Geändert am: 28.07.2023	Ersteller: R. Hetlinger	Freigegeben am / von: Hetlinger / 28.07.2023
--	--	-----------------------------------	--