

Agreement of Quality Assurance, Sustainability, and Environmental Protection

Between

*HJS Emission Technology GmbH & Co. KG
and Its Suppliers*

Introduction



This agreement defines the contractual framework as well as the technical and organizational processes for quality, sustainability, and environmental protection between HJS Emission Technology GmbH & Co. KG and the supplier.

HJS Emission Technology GmbH & Co. KG commits itself and its suppliers to the target of delivering products and services that are:

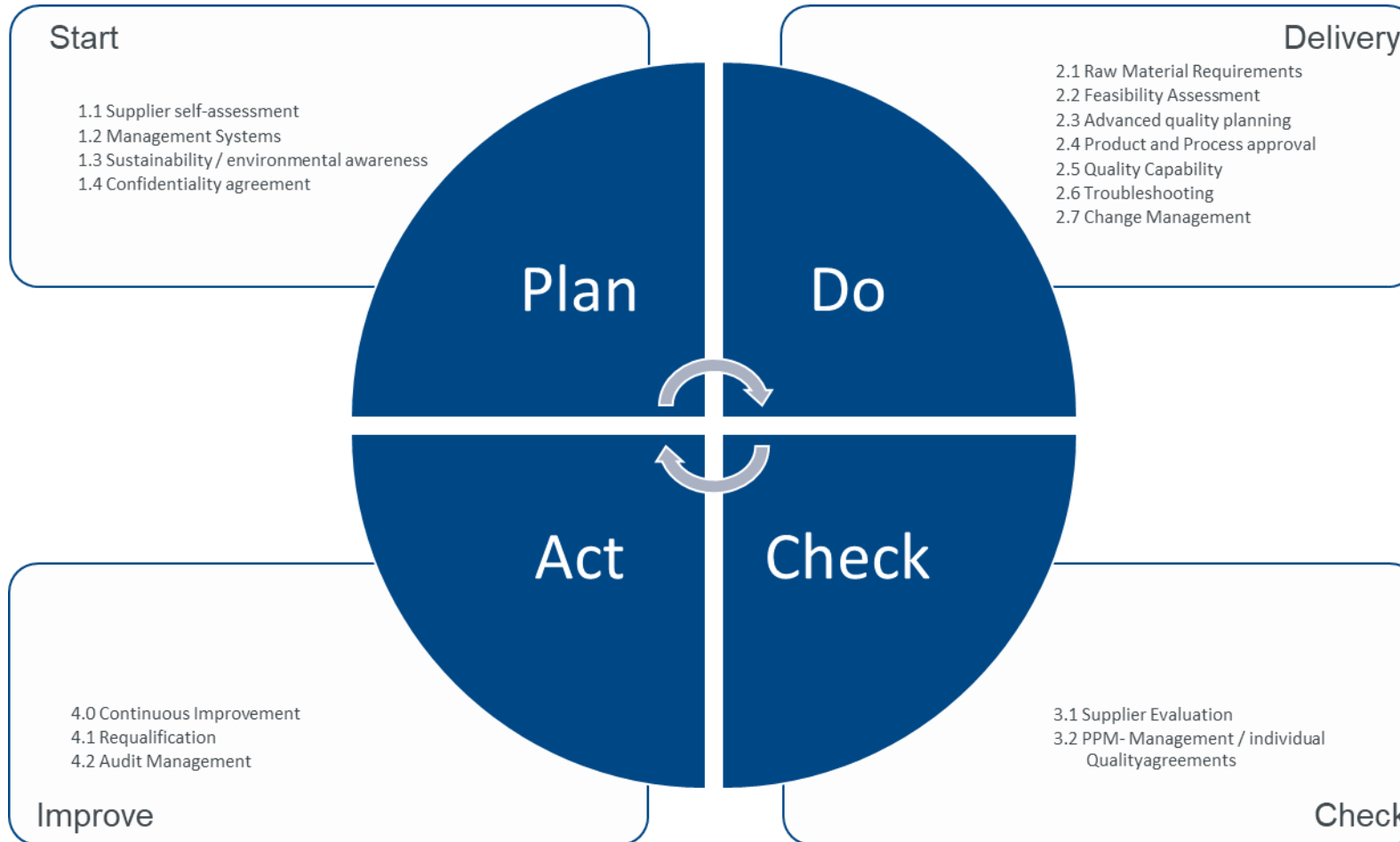
- ✓ Free of defects
- ✓ Delivered on time
- ✓ In the right quantity
- ✓ Sustainable
- ✓ Environmentally conscious

...and to continuously improve in these topics.

Focusing on tomorrow, we aim to develop successful partnerships with our suppliers and our customers.

The HJS Purchase Process

The HJS purchase process basically consists of 4 elements:



1.1 Supplier Self-Assessment

to ensure a smooth start to the supplier relationship, it is essential that all information is complete and clearly available. To facilitate this, we provide you with the following documents:

- General Purchasing Conditions of HJS Emission Technology GmbH & Co. KG
- C5-FB-04 – Supplier Self-Disclosure
- C5-TS-02 – Quality, Sustainability, and Environmental Policy
- C4-TS-04 – Packaging Regulations of HJS Emission Technology GmbH & Co. KG
- Confidentiality Agreement of HJS Emission Technology GmbH & Co. KG
- Code of Conduct of HJS Emission Technology GmbH & Co. KG

These documents are important to the supplier relationship and must be carefully reviewed, completed, and confirmed. All information provided in the self-assessment is binding and will be evaluated by an interdisciplinary team from the areas of Environment, Quality, and Purchasing at HJS Emission Technology GmbH & Co. KG. Any changes to the information must be communicated to HJS Emission Technology GmbH & Co. KG without delay. The signed Supplier Self-Assessment serves as the foundation for establishing a trusting supplier relationship.

HJS Emission Technology		Lieferantenselbstauskunft / Supplier Self-Assessment		HJS Formblatt CS-FB-04 Ausgabe: 25.09.2024	
Company Data:					
Company Name					
Street					
Post code and Location / City					
Phone-No.					
Internet (URL)					
Fax-No.					
E-Mail					
Name:					
Phone:					
Fax:					
E-Mail:					
Managing Director					
Technical Manager					
Production Manager					
Sales Manager					
QM-Manager					
Product Safety & Conformity Representative					
Representative / Contact for functional safety					
Environmental officer					
Please name the production processes of your products or supplied service.					
Do the products / services to be delivered from your company include new processes or processes in new locations?					
Development focus:					
Legal form:					
Equity ratio:					
Part of a conglomerate / group:					
Foreign capital ratio:					
Owner and Owners interest:					
Last year's turnover [Euro]:					
Capital expenditure last 3 years:					
Total turnover of the previous 3 years:					
Number of employees:					
Share of HJS [%]:					
* within production					
* within Quality Department					
Do you have some product- and/or corporate- liability insurance?					
<input type="checkbox"/> Yes <input type="checkbox"/> No <small>If yes, please add some evidence to this document</small>					
Amount of the insurance coverage [Euro]					
Personal injuries					
Environmental damage or loss					
Material damages					
Product financial loss / extended product liability risk					
Are costs for recall actions included?					
Are there any other plants? Which location?					
For how many years do you have experiences within Automotive Sector?					
Please specify the share of your automotive business [%] ?					
IT-Equipment					
CAD-Systems (Name / Version)					
Operating System (Name / Version)					
CAD-Data Exchange					
FE-Analysis					
Fatigue Analysis					
Design of Experiments					
Project management					
DVPR (Design Verification Plan & Report)					
EDI					
Videoconference					
Office Communication					
Available onboard diagnostic systems:					

Start

1.2 Management Systems

The supplier commits to developing, implementing, and maintaining a quality management system in accordance with ISO 9001 in order to meet the requirements of HJS Emission Technology GmbH & Co. KG.

Since our products are used in various industries and for different applications, additional management systems may be required depending on the industrial sector.

Proof of these management systems must be submitted with the C3-FB-04 self-assessment form as part of the supplier selection process.

Upon expiration of a certificate, the currently valid certificate must be submitted to HJS Emission Technology GmbH & Co. KG without being requested..

Changes in the management system that affect the certification must be reported to HJS Emission Technology GmbH & Co. KG as soon as they become known.

This applies in particular to:

- Changes to the company name,
- Changes to the address of a production site
- Loss of certificates
- Adjustments to the scope
- Relocation of sites

The supplier is also responsible to ensure, that its subcontractors also fulfill these requirements. He must be able to present a valid certificate from an accredited certification company.



CERTIFICATE 

This is to certify that

 **HJS Emission Technology GmbH & Co. KG**
Dieselweg 12
58708 Menden
Germany

has implemented and maintains a **Quality Management System**.

Scope:
Development, production and sale of exhaust treatment systems and exhaust gas systems

Through an audit, documented in a report, it was verified that the management system fulfills the requirements of the following standard:

ISO 9001 : 2015

Certificate registration no. 000711 QM15
Valid from 2020-12-24
Valid until 2023-12-23
Date of certification 2020-12-24




DQS GmbH

Markus Bleher
Managing Director

Accredited Body: DQS GmbH, August-Schanz-Straße 21, 60433 Frankfurt am Main, Germany

Each certificate must bear the seal of an accredited member of the International Accreditation Forum Multilateral Recognition Arrangement!

Sustainability and Environmental Protection

1.3 Compliance with Legal Requirements and Additional Guidelines

When delivering goods and providing services, the supplier commits to adhering to all applicable regulations, particularly those related to occupational health and safety, working conditions, and environmental protection. The supplier also ensures that its own suppliers comply with these laws and regulations.

- To preserve the environment for future generations, we recommend the implementation and enforcement of an environmental management system in accordance with ISO 14001, EMAS, or ISO 50001.
- Furthermore, we encourage the conduct of life cycle assessments based on ISO 14040 et seq. to determine and enhance the overall ecological profile.
- The supplier guarantees that the production and processing of the products to be delivered are free from exploitative child labor as defined by ILO Convention No. 182, and that it also requires this from its suppliers.


https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/normativeinstrument/wcms_c182_de.htm

- The supplier does not employ anyone against their will. Employees have the right to terminate their employment within a reasonable notice period. The requirements of ILO Convention No. 29 must be adhered to and communicated to the suppliers.


https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/normativeinstrument/wcms_319064.pdf

- The supplier commits to ensuring that wages and additional benefits comply with national and local legal regulations, as well as any applicable rules or collective agreements regarding minimum wages.


https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C100



ZERTIFIKAT



Hiermit wird bescheinigt, dass



HJS Emission Technology GmbH & Co. KG
Dieselweg 12
58708 Menden
Deutschland



ein **Umweltmanagementsystem** eingeführt hat und anwendet.


Geltungsbereich:
Entwicklung, Produktion und Vertrieb von Abgasreinigungssystemen und Abgasanlagen

Durch ein Audit, dokumentiert in einem Bericht, wurde der Nachweis erbracht, dass das Managementsystem die Forderungen des folgenden Regelwerks erfüllt:


ISO 14001 : 2015

Zertifikat-Registrier-Nr. 000711 UM15
Gültig ab 2020-12-24
Gültig bis 2023-12-23
Zertifizierungsdatum 2020-12-24



DQS GmbH

Markus Bieher
Geschäftsführer

Akkreditierte Stelle: DQS GmbH, August-Schanz-Straße 21, 60433 Frankfurt am Main



1.4 Fair Competition / Anti-Corruption

1.4 Principles of Fair Competition / Anti-Corruption

HJS Emission Technology GmbH & Co. KG is committed to combating corruption and bribery. In its dealings with business partners and government entities, the company strictly separates its interests from the personal interests of employees on both sides. Decisions are made solely based on objective considerations and without personal interests, ensuring compliance with applicable anti-corruption laws.

The following principles must be observed:

- It is prohibited to offer personal benefits to employees of HJS Emission Technology GmbH & Co. KG, whether to domestic or foreign officials (e.g., government employees or public servants), in order to gain advantages for the company, oneself, or third parties.
- Financial benefits must not be offered, promised, or granted as a quid pro quo for improper preferential treatment in business transactions.
- Likewise, no personal benefits of value may be requested or accepted that aim to achieve unfair advantages in business dealings.
- Management and employees must not offer, promise, request, grant, or accept gifts, payments, invitations, or services if they serve to improperly influence a business relationship or jeopardize the professional independence of the business partner. Exceptions include gifts and invitations that are in line with customary business practices and polite hospitality.

Requirements for Raw Materials

2.1 Requirements for Raw Materials

If a delivery contains chemical substances, mixtures, and/or products that are subject to the following legal regulations:

RoHs 2011/65/EU	Conflict Minerals (Dodd-Frank Act, Section 1502)
Reach 1907/2006	California Proposition 65
Toxic Substances Control Act (TSCA)	Packaging Directive 94/62/EG
POP Regulation (EU) 2019/1021	

The supplier is obligated to comply with all duties arising from the relevant regulations and any subsequent amendments. Furthermore, the supplier commits to imposing these obligations on its subcontractors. Should the marketing of a supplied product be hindered, restricted, or discontinued due to any of the aforementioned regulations, the supplier must inform the customer in writing at least six weeks prior to the implementation of the hindrance, restriction, or discontinuation. The supplier shall be liable for any violations of these obligations.

<https://www.mdsystem.com>



Requirements for Raw Materials

Overview Legal Requirements for Material Compliance

	REACH	RoHS	Conflict Minerals	Prop65	PFAS	TSCA	PoP
Law / Standard:	1907/2006	2011/65/EU	(USA) Dodd-Frank Act, (EU) 2017/821	Safe Drinking Water and Toxic Enforcement Act	Directive (EU) 2020/2184	Declaration of Toxic Substances Control Act	(EU) 2019/1021 POP (Stockholm Convention on Persistent Organic Pollutants)
Published by:	ECHA	European Commission European Parliament	European Commission European Parliament	California Legeslative	European Commission European Parliament	EPA (USA)	European Commission European Parliament
Published on:	https://echa.europa.eu	https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=CELEX%3A32015L0863	https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A32017R0821	https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52024XC04910&qid=1727163383318	http://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=20.&title=&part=&chapter=6.6.&article	https://www.epa.gov	https://eur-lex.europa.eu/legal-content/
Applicable from:	2007	2019	2021	1986	2020	1976	2019
Target / Scope / Description:	The REACH system is based on the principle of industry's own responsibility. According to the principle of no data, no market, only chemical substances that have been previously registered may be placed on the market within the scope of application. Every manufacturer or importer who wishes to place substances that are within the scope of REACH on the market must have their own registration number for these substances. After registration, a work plan is drawn up for the evaluation of the substances by the member states. Substances of very high concern and widespread substances are prioritized. Among other things, the evaluation can result in a restriction or authorization procedure for substances. In the restriction procedure, individual uses of the substance can be banned. In the case of substances subject to authorization, however, all uses are prohibited unless authorization has been granted for a specific use.	The aim of the directives is to ban problematic components from electronic waste. This includes replacing leaded soldering of electronic components with unleaded soldering, banning environmentally harmful flame retardants in cable insulation and promoting the introduction of equivalent replacement products. Furthermore, the electrical elements and components used must themselves be free of the problematic substances. Companies that import such devices or sell them within the EU are directly affected by the directives, as they are obliged to ensure compliance with the regulations.	Conflict minerals, conflict resources or, in the special case of conflict minerals, mineral resources and other natural resources that are cultivated or extracted in conflict or high-risk areas. In many cases, the production or extraction of these materials takes place illegally and outside of state control, for example by rebels or militias. Systematic violations of human rights and international law are accepted in order to extract the contested substances.	The goal is to protect drinking water sources from toxic substances that are carcinogenic, can cause birth defects or other reproductive hazards. These are listed in a list provided by the State of California. Ingredients that exceed a certain level must be provided with a special warning.	The directive contains regulations intended to ensure the protection of human health from contamination in drinking water. It is intended to ensure "wholesomeness and purity" and introduces hygiene requirements for materials that come into contact with drinking water. In addition, access to drinking water is to be improved and a "cost-effective risk-based approach to water quality control" introduced. Water intended for human consumption must be of such a quality that its consumption or use does not pose a risk to human health, in particular from pathogens.	This law was passed by the United States Congress in 1976. The TSCA is intended to enable the EPA to use the least burdensome method to reduce the chemical risk to a reasonable level, taking into account the benefits of the chemical product or process, similar to the EINECS, ELINCS and NLP inventories of the EU. Only substances listed in the TSCA inventory may be imported into the USA.	The POP Regulation lays down detailed requirements for EU member states regarding the manufacture, placing on the market, use and release of persistent organic pollutants (POPs). Persistent ingredients are very long-lasting and therefore very popular ingredients for many applications. The Regulation implements the Stockholm Convention on Persistent Organic Pollutants, to which the EU is a party, and the UNECE POP Protocol[1],[2] The aim of the Regulation is to protect human health and the environment from POPs in accordance with the precautionary principle.[3] It also restricts the release of such substances and lays down rules for the disposal of waste consisting of, containing or contaminated by such substances.
Countries / Area concerned:	EU / Importers in EU	EU / Importers in EU	USA	USA / State of California	EU / Importers in EU	USA	EU / Importers in EU
Materials concerned:	https://echa.europa.eu/de/substances-restricted-under-reach	Min. % / weight: Lead (Pb), 0.1 % mercury (Hg), 0.1 % cadmium (Cd), 0.01 % hexavalent chromium (Cr VI), 0.1 % polybrominated biphenyls (PBB), 0.1 % polybrominated diphenyl ether (PBDE), 0.1 % bis(2-ethylhexyl) phthalate (DEHP), 0.1 % benzyl butyl phthalate (BBP), 0.1 % dibutyl phthalate (DBP), 0.1 % Diisobutyl phthalate (DIBP), 0.1 %.	Tin, tantalum, tungsten, their ores and gold from conflict and risk areas	https://oehha.ca.gov/proposition-65/proposition-65-list	https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52024XC04910&qid=1727163383318	https://www.epa.gov/tscainventory/how-access-tscainventory#Download	https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32019R0636

Feasibility

2.2 Feasibility Assessment of Product/Service Specifications

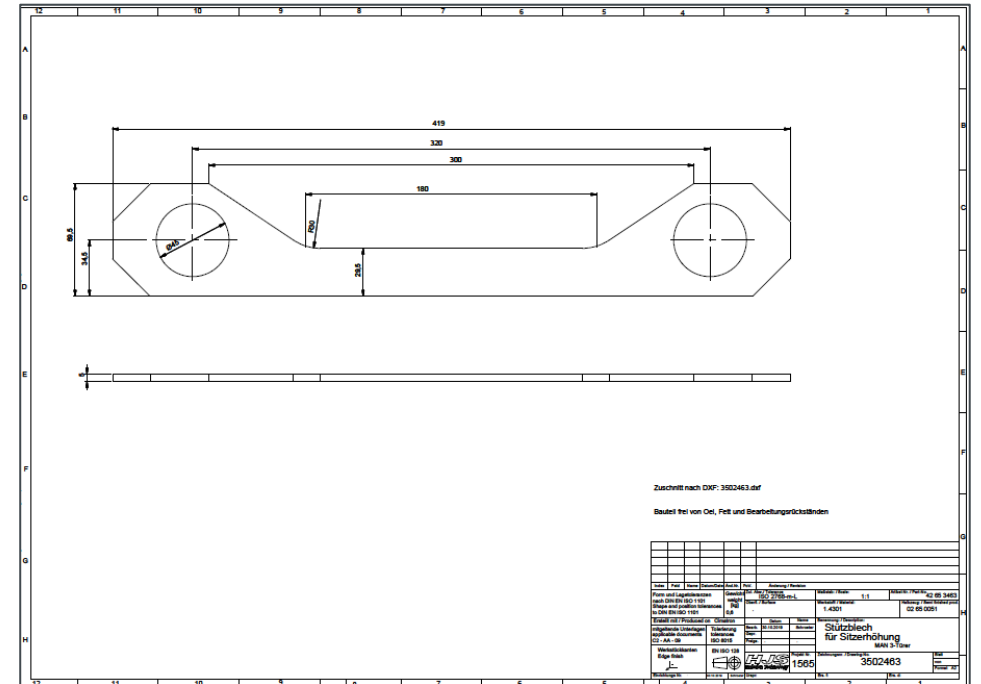
In addition to the standards mentioned, the ordering documents of HJS Emission Technology GmbH & Co. KG are binding, including:

- Drawings
- DIN standards / HJS Emission Technology GmbH & Co. KG standards
- Technical specifications, data sheets, etc.
- Agreed inspection instructions and testing equipment
- Additional order specifications, such as packaging regulations
- Special legal requirements
- Specific regulations for environmental protection and recycling

In case of any ambiguities or missing information, please request clarification in writing.

All specifications provided must be assessed for feasibility prior to submitting an offer.

By submitting an offer to HJS Emission Technology GmbH & Co. KG, the supplier confirms that the product is manufacturable or that the service is deliverable at the specified price.



Advance Quality Planning

2.3 Methods / Documentation of Quality Planning

To achieve the goal of "zero-defect quality" throughout all phases of the product life cycle, it is essential to carefully plan, control, and document processes.

The following methods and documentation should be employed to ensure consistently high quality:

- **Process Flow Diagram:** Definition of quality-relevant processes.
- **Product and Process Risk Analyses:** Establishment of the appropriate testing scope.
- **Control Plan:** Specification of the testing parameters.
- **Test Plan:** Provision and documentation of test results during production.
- **Initial Sampling:** Validation of the testing scope and approval by HJS Emission Technology GmbH & Co. KG.

VDA Volume 4 serves as the fundamental guideline for these practices.

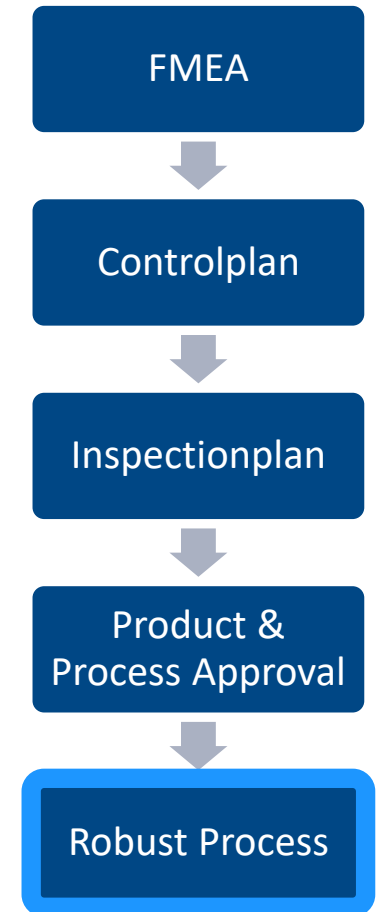
Product and Process FMEA

The supplier conducts preventive risk analyses (e.g., FMEA) considering the application of their products at HJS Emission Technology GmbH & Co. KG and for its customers. These analyses encompass all products supplied to HJS as well as the associated processes. If deviations in product or process quality occur or if changes are made, the risk analyses are to be updated accordingly.

Critical issues must be addressed immediately through appropriate corrective and preventive actions to ensure that specifications, characteristics, product safety, and stable production can be maintained.

The scope of a risk assessment should always be appropriate. In this context, we recommend the formation of parts families, standardization, and digitization.

If you have any additional questions regarding this, please feel free to contact our supplier management team. We can support you and provide guidance on the next steps.



Advance Quality Planning

Quality of Product-Related Software:

In the development and delivery of automotive-specific product-related software or products with integrated software, the supplier is required to establish and maintain a robust quality assurance process.

- To effectively assess the software development process, the supplier must employ appropriate evaluation methods tailored to software development.
- It is essential to prioritize risks and potential impacts on HJS Emission Technology GmbH & Co. KG and the end customer.
- The results of self-assessments regarding software development capabilities must be documented and retained for future reference (see also VDA Volume 1).

Initial Sampling

2.4 Product and Process Approval

Before start of series deliveries to HJS Emission Technology GmbH & Co. KG, the supplier is required to present initial samples that meet all contractually agreed specifications and properties in the following areas:

- Dimensions and tolerances
- Materials and substances
- Functionality

The initial samples, with all individual parts and materials used in their production, must be manufactured using standard production tools and under serial conditions.

The Product Part Approval (PPF) process must comply with either the current VDA Volume 2 or the applicable AIAG – PPAP guidelines. The nature and extent of the required documentation will be specified in the respective order.

Upon delivery, the initial samples must be clearly labeled to ensure they can be identified in the goods receipt area of HJS Emission Technology GmbH & Co. KG and forwarded to the relevant departments.

HJS Emission Technology GmbH & Co. KG reserves the right to charge the supplier for any costs incurred due to repeated rejections of initial sample inspection reports.

Organization		Reason for report creation			
		Report on production process and product approval (PPA)			
		Report on other samples			
		Requalification			
		Trigger of PPA procedure			
		Sample presentation			
Customer (recipient)		New part			
		Changes to product			
		Changes to production process			
		Change to supply chain			
		Re-use > 12 months standstill			
		Updated PPA documentation			
Information about the organization		Information about samples		Information about the customer	
Report number		Delivery note number		Customer	
Report version		Delivery quantity		Order Number/PPA sam	
Delivery location		Batch number		Unloading point	
Production location		Sample weight [kg]		Part Number	
Part Number		Hardware version		Name	
Name		Diagnosis status			
Drawing number		Software version			
Version / Date		Identification/DUNS		Version / Date	
		Hardware approval		Software approval	
Confirmation of organization					
It is hereby confirmed that the PPA procedure was carried out in accordance with the agreements made in the PPA agreement and the specifications of VDA Volume 2.					
The IMDS record was created under the MDS ID No.:					
Name		Remark	Signature		
Department					
Telephone					
E-mail/Fax					
Date					
Customer decision					
Customer-ready/Ready for series production			Not customer-ready / Not ready for series production		
PPA procedure towards customer closed			New PPA procedure required		
Update of PPA documentation required					
Report number/version Customer					
Name		Remark	Signature		
Department					
Telephone					
E-mail/Fax					
Date					

2.5 Quality Capability

Incoming and Outgoing Quality

The supplier ensures that the machines, tools, measuring and testing equipment, and associated processes used in the production of products supplied to HJS Emission Technology GmbH & Co. KG are adequate to maintain all specified tolerances and properties. Additionally, the supplier must guarantee that defective products are identified and appropriately managed. The procedure for handling these products must be documented, and suitable corrective actions must be implemented to address the root cause of the defect.

This requirement also applies to materials supplied to the supplier by HJS Emission Technology GmbH & Co. KG. In this case, the supplier assumes the responsibilities of a goods receipt inspection in accordance with HGB §377 and must inspect the delivered goods for defects. If a defect is identified, it must be reported to HJS Emission Technology GmbH & Co. KG immediately. The affected material should be quarantined, and further actions must be coordinated with the supplier management of HJS Emission Technology GmbH & Co. KG.

The supplier bears full responsibility for the quality of the products delivered. Consequently, HJS Emission Technology GmbH & Co. KG will limit its incoming goods inspection to visible transport and packaging damage, as well as quantity and identity checks based on delivery documents. Any costs arising from quality defects caused by the supplier will be charged back to the supplier by HJS Emission Technology GmbH & Co. KG.

Traceability

The supplier commits to ensuring the traceability of the delivered products. This is achieved through the labeling of products or other appropriate measures that guarantee the ability to promptly identify and quarantine all potentially defective products up to an entire production batch in the event of a detected fault, until suitable follow-up actions are coordinated between the supplier and HJS Emission Technology GmbH & Co. KG.

When delivering raw materials, each delivered storage unit must be clearly marked with a batch identification and traceable to a 3.1 inspection certificate. This requirement is particularly applicable to the delivery of coils, pipes, cut pipes, plates, round metal rods, ceramic and metallic catalysts, etc.



The guideline VDA volume 1 is to be used to determine the retention period of the documentation.

2.5 Quality Capability

Special Characteristics

Special characteristics are characteristics that require increased carefulness and are not regulated by other processes. Special characteristics are divided into three categories and identified as follows:

BM S: The Characteristic has an influence on the safety / safety-relevant consequences of the vehicle / machine.

BM Z: This Characteristic is relevant for regulatory and legal requirements.

BM F: The Characteristics has a direct influence on the function of the vehicle / machine.

Increased care is understood to mean, for example:

- Design and assurance of the function or feature using appropriate design solutions (robust design).
- Identification of special features on all relevant documents e.g.:
 - Drawings
 - FMEA
 - Control plan
 - Inspection plan

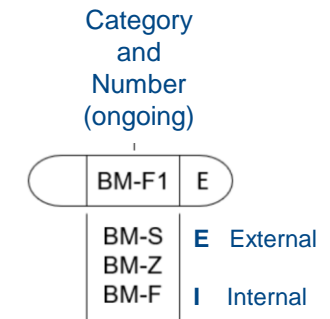
Design and execution of manufacturing processes using appropriate process solutions

- Robust devices and processes
- Poka Yoke solutions
- Compliance with process capability indicators / cpk- analyses
- Other defect-detecting tests customized to the characteristic....

The characteristics for which proof of capability must be provided are agreed by HJS Emission technology GmbH & Co. KG with the supplier / defined on the drawing or work instructions.

Details on the handling of special characteristics can be found in the VDA volume "Special Characteristics".

Marked on drawings as follows:



2.6 Problem Solving

Complaint Processing, 8D-Report

For each complaint, a written acknowledgment of the issue must be provided within 2 days of receiving the complaint report via email.

The supplier is required to thoroughly investigate the disputed products and conduct a failure and root cause analysis. The results of this analysis, along with the planned corrective actions and a timeline for implementation, must be promptly summarized in the 8D report provided by HJS Emission Technology GmbH & Co. KG and sent to them. Alternatively, a comparable document from the supplier containing the same information may be submitted.

The effective implementation of the corrective measures must be demonstrated to HJS Emission Technology GmbH & Co. KG. If an 8D report is requested, the supplier must respond with a detailed report within 10 working days. If this is not feasible, coordination with the responsible quality assurance representative at HJS Emission Technology GmbH & Co. KG is necessary. Interim reports must be provided upon request.

A template for the 8D report can be found here:

<https://www.HJS Emission Technology GmbH & Co. KG.com/lieferanteninformationen/>

HJS Emission Technology		Supplier Complaint Report / 8D-Report		HJS Form S3-FB-02 Edition: 10-08-2022	
Supplier Name:		HJS Contact Person Name:		HJS Complaint-No.:	
Supplier Phone:		HJS Contact Person Phone:		Date of issue:	
Supplier Fax:		HJS Contact Person Fax:			
Supplier e-mail:		HJS Contact Person e-mail:			
1. Data for the process					
Delivery note:		Part no. HJS:		Incorrect parts:	
Date of delivery:		Drawing / Index:		Decision:	
Delivered quantity:		Part name HJS:			
Problem description HJS:				Specification:	
Short result: Complaint accepted <input type="checkbox"/> Analysis still open <input type="checkbox"/> Complaint refused <input type="checkbox"/>					
1a Team		2a Problem description supplier			
1b Head of team		2b Repetitive Defect? Yes <input type="checkbox"/> No <input type="checkbox"/>			
3a Containment action (s)		3b % Effect		3c Implementation date	
3d Responsible					
Stock affected Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Work in process affected Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Delivered parts affected Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Parts sorted		Parts sorted			
4a Root cause (s) analysis („ask 5 times why“)		4b % Involvement		4c Causative departm.	
5a Planned permanent corrective action (s)		5b Responsible		5c Target date	
6a Implemented permanent corrective action (s)		6b Verification		6c Implementation date	
7a Structural actions to prevent recurrence (s)		7b Responsible		7c Implementation date	
Modification of: <ul style="list-style-type: none"> <input type="checkbox"/> Product-FMEA <input type="checkbox"/> Process-FMEA <input type="checkbox"/> Control Plan <input type="checkbox"/> Working- / Test Instruction: 					
Are other products / processes affected? Yes: <input type="checkbox"/> No: <input type="checkbox"/>					
If yes, which?					
Further actions?					
8a Closure		8b Close date		8c Reported by	
Date: S3-FB-02_2022-08-10_Supplier_Complaint_Report_8D-Report					
				Public	
				Send report	
				Page 1 of 1	

2.6 Problem Solving

Escalation Procedure for Suppliers

Repeated quality or logistics issues with suppliers will result in their inclusion in the escalation procedure of HJS Emission Technology GmbH & Co. KG. The goal of this procedure is to implement appropriate measures with the supplier to ensure that the delivered products and materials again meet the requirements of HJS Emission Technology GmbH & Co. KG. Depending on the duration and severity of the issues, the supplier will be classified into one of three escalation levels.

The process for each escalation level is fundamentally as follows:

1. **Analysis of the escalation cause and problem**
2. **Agreement on an action plan to address the escalation causes**
3. **Implementation of the action plan**
4. **Monitoring and follow-up of the action plan**

Escalation Level 1:

In cases of supplier fault due to quality issues, target deviations, repeated complaints, and delivery delays, the supplier will be confronted with the relevant problems. In the complaint process, the supplier must initiate an effective problem resolution and document it through an 8D report.

Escalation Level 2:

In this stage, corrective measures will be reviewed on-site at the supplier's facility for appropriateness and effectiveness, including through quality and/or logistics audits. The results of this on-site analysis will be documented in an action plan. The supplier is responsible for implementing the measures and must regularly report the current status to the relevant parties.

Escalation Level 3:

Failure to meet quality requirements from escalation level 2 will result in the supplier being classified in level 3. This leads to the suspension of the supplier for new inquiries and order placements. In this stage, it may also be decided to analyze existing problems on-site by a team from HJS Emission Technology GmbH & Co. KG. The supplier must be willing to support all activities of HJS Emission Technology GmbH & Co. KG employees. The management of the supplier must ensure compliance with the agreed measures, which will be monitored and documented through regular reviews.

Escalation Level 3 will conclude when the necessary evidence of the implementation of the agreed measures has been provided. If this process does not succeed and the fault lies with the supplier, the supplier will be re-evaluated as a non-approved supplier in the portfolio of HJS Emission Technology GmbH & Co. KG.

2.6 Problem Solving

Request for Deviation Approval

- In the event that quality deficiencies occur in a product, we would like to resolve these issues together with you.
- Before delivery, it is essential to report these deficiencies using form S3-FB-08 “Request for special release / design deviation” from HJS Emission Technology GmbH & Co. KG.
- Once the approval is received, the approved application must be prominently attached to each storage unit.
- You can find the request for design deviation approval here:

https://www.HJS_Emission_Technology_GmbH_&_Co._KG.com/lieferanteninformationen/

We can only support you if we know about deviations in advance....

HJS		Antrag auf Sonderfreigabe / Bauabweichung REQUEST FOR SPECIAL RELEASE		HJS Formblatt S3-FB-08 Ausgabe: 10-08-2022
Empfänger / RECIPIENT:				
Name Kunde / NAME CUSTOMER:				
Abteilung / DEPARTMENT:				
Tel. Nr.: / PHONE:				
Fax:				
E-Mail:				
Absender / SENDER:				
Lieferant / SUPPLIER:			Tel. Nr.: / PHONE:	
Lieferanten-Nr. / SUPPLIER CODE:			Fax:	
Kontakt Person / CONTACT PERSON:			E-Mail:	
Abteilung / DEPARTMENT:			Datum / DATE:	
Hiermit beantragen wir für folgenden Artikel eine Sonderfreigabe / Bauabweichung : WE ASK FOR A SPECIAL RELEASE / DEVIATION PERMIT FOR THE FOLLOWING COMPONENTS:				
Artikel/Benennung / ARTICLE/DESCRIPTION:				
Artikel-Nr. Lieferant / ARTICLE NO. SUPPLIER:				
Artikel-Nr. Kunde / ARTICLE NO. CUSTOMER:				
Zeichnungs-Nr./Index / DRAWING NO.:				
Bestell-Nr. / ORDER NO.:				
Menge abweichender Artikel / QUANTITY OF PARTS WITH DEVIATIONS:				
Fehlermerkmal / DEFECT, NON CONFORMITY				
Soll / NOMINAL VALUE:		Ist / ACTUAL VALUE:		
Eingeleitete Sofortmaßnahme / IMMEDIATE ACTIONS				
Lieferdatum der fehlerhaften Teile (nach Freigabe): NON-CONFORMING PARTS WILL BE DELIVERED ON (AFTER RELEASE):	Menge: QUANTITY	Teile sind gekennzeichnet mit : PARTS ARE MARKED WITH:		
Datum/Unterschrift: / DATE/SIGNATURE				
Freigabe HJS / Acceptance HJS:				
Ja/Yes <input type="checkbox"/>	Nein/No <input type="checkbox"/>	Entwicklung/ Konstruktion: Development / Design: Datum, Unterschrift / Date, signature		Anmerkungen / Remarks
Ja/Yes <input type="checkbox"/>	Nein/No <input type="checkbox"/>	Prozessentwicklung / Process Engineering: Datum, Unterschrift / Date, signature		Anmerkungen / Remarks
Ja/Yes <input type="checkbox"/>	Nein/No <input type="checkbox"/>	Qualitätsmanagement / Qualitymanagement: Datum, Unterschrift / Date, Signature		Anmerkungen / Remarks
Anmerkung / COMMENT:				
Antwort an Lieferant erledigt durch/am / Replied to supplier by/on :				
Datei: S3-FB-08_2022-09-10_Antrag auf Sonderfreigabe.xls		MSC Österreich Public		Antrag senden Send request 1/1

2.7 Change Management

Change Management

The supplier is obligated to notify HJS Emission Technology GmbH & Co. KG of any planned technical changes to approved contractual items well in advance, and no later than six months prior to the implementation of the change.

The required documentation, including the scope of the Initial Sample Inspection Reports (EMPB), must be coordinated in advance with HJS Emission Technology GmbH & Co. KG.

The supplier must inform HJS Emission Technology GmbH & Co. KG of all planned changes to products and processes before proceeding, both before and after the start of production (SOP). This particularly applies to:

- Changes in design, specifications, or materials
- Use of new, modified, or replacement tools
- Changes in manufacturing methods or production processes
- Relocation of production within a manufacturing site or to other sites
- Changes in suppliers regarding products, components, materials, services, or software
- Restarting production facilities after a shutdown of more than 12 months

The obligation to inform also applies to changes affecting a subcontractor.

A binding date for the initial delivery of the changed product must be communicated, and the delivery must be clearly labeled on each storage unit.

In the event of non-compliance with these requirements, HJS Emission Technology GmbH & Co. KG reserves the right to charge the supplier for any costs incurred as a result.

Check

3.1 HJS Supplier Evaluation Process

HJS informs its suppliers at least once a year about the status of the supply relationship!


The assessment includes the factors:

- ✓ Management System
- ✓ Delivered Quality
- ✓ Delivery Performance
- ✓ Quantity Reliability
- ✓ Contracts / Supplier Conditions
- ✓ Compliance
- ✓ Environment / Sustainability
- ✓ Order Processing
- ✓ Technical Advice / Support

The result is transmitted in this detailed form

The overall result is presented as a risk classification as follows:

- A- Supplier: The delivery performance meets the requirements. Please consider this rating as a thank you for the good cooperation!
- B- Supplier: The delivery performance is not sufficient. Measures must be taken to counteract the involved factors. These have to be agreed with the responsible specialist buyer and the supplier management of HJS.
- C- Supplier: The C classification can result in a blocking for subsequent projects as well as a complete cut of the delivery relationship!



Supplier Evaluation

HJS Formblatt
C5-FB-01
Ausgabe: 13.10.2022

Supplier No.:

Supplier:

Evaluated on / by:

Assessment period: bis

Evaluation criteria:	Score achieved	%
Management System*	80	24%
Quality	100	24%
Delivery performance	85	20%
Quantity reliability	92	
Contracts / supplier conditions	100	12%
Compliance	100	5%
Environment / Sustainability	100	5%
Order processing	100	5%
Technical advice / support	100	5%

Result: A

Datei: C5-FB-01_2023_03_13_Lieferantenbewertung 2023.xlsmMSC
VertraulichSeite 1 von 2

3.2 PPM Management / Individual Quality Assurance Agreements

To operationalize the strategic goal of "Zero Defect Quality," HJS Emission Technology GmbH & Co. KG also measures incoming quality in Parts Per Million (PPM).

This metric represents the maximum number of defective parts per million delivered parts and is integrated into the supplier evaluation process.

In particular, in cases of increased risk—such as a poor supplier rating or a high number of repeat complaints—HJS Emission Technology GmbH & Co. KG and the supplier will agree on measurable targets for incoming quality in the form of PPM target agreements. The target value will be specified in PPM.

$$\text{ppm} = \frac{\text{Anzahl Ausfallteile}}{\text{Anzahl gelieferte Teile}} \times 10^6$$

The PPM results will be recorded by HJS Emission Technology GmbH & Co. KG, communicated to the supplier, and incorporated into the supplier evaluation. They will also serve as the basis for targeted measures aimed at continuous quality improvement. Exceeding the established metric will be addressed according to the guidelines outlined in Section 2.6 "Escalation Procedures for Suppliers."

However, the establishment of PPM values does not imply that HJS Emission Technology GmbH & Co. KG tolerates an acceptable level of quality. All parts recognized as defective will not be accepted and will be the responsibility of the supplier.

4.0 Continuous Improvement Process

The supplier has implemented a structured process for continuous improvement within their organization, applicable to all products, processes, operations, and services. This process is demonstrably applied to the products delivered to HJS Emission Technology GmbH & Co. KG and all activities associated with the business relationship.

The process should include the following elements:

Regular Requalification Testing

All products must undergo comprehensive measurement and functionality testing at appropriate intervals, in accordance with production control plans. Specific customer requirements regarding materials, functionality, and packaging must be considered. Test results must be made available for customer evaluations and documented in the respective production control plans. Grouping by family or categories is permitted. If we need to convey specific customer requirements to you, these will be outlined in the EMPB order. If tests are failed or if production is suspended for more than 12 months, a new internal PPF procedure must be conducted.

4.2 Regular Process and Product Audits

The supplier conducts regular internal audits for all products delivered to HJS Emission Technology GmbH & Co. KG, as well as for the associated development and manufacturing processes. These audits are planned in advance and follow guidelines such as VDA Volume 6 Parts 3 and 5.

In the event of any identified deviations, the supplier must promptly initiate all necessary corrective actions and ensure that these actions are effectively and sustainably implemented.

Furthermore, HJS Emission Technology GmbH & Co. KG reserves the right to conduct process, product, or system audits at any time, with prior notice, to verify that the supplier's quality assurance measures comply with the requirements set by HJS Emission Technology GmbH & Co. KG. In certain cases, these audits may also be carried out in collaboration with our customers.

If corrective actions are deemed necessary as a result of an audit, the supplier is obligated to develop a corrective action plan, implement it, and verify the effectiveness of the measures taken.

Should quality issues arise due to the performance or deliveries from the supplier's subcontractors, the supplier is required to conduct an audit of the subcontractor upon request from HJS Emission Technology GmbH & Co. KG, possibly involving HJS Emission Technology GmbH & Co. KG in the process, and disclose the results.

Applicable Documents / Further Literature

For detailed information on the standards and methods related to quality, sustainability, and environmental management outlined in this guideline, refer to the latest edition of the listed literature. Upon request, HJS supplier management is willing to support you in the interpretation and introduction of methods and standard requirements.

Further Literature:

- IATF 16949 Quality management system standard of the automotive industry
- DIN EN ISO 9001 Qualitätsmanagementsystem

- VDA Band 1 Guide to the documentation and archiving of quality requirements and quality records
- VDA Band 2 Product and process release
- VDA Band 4 Quality assurance before series production
- VDA Band 6.3 Processaudit
- VDA Band 6.5 Productaudit

Internal Documents:

- S3-FB-08 Request for special release
- S3-FB-02 Customer Complaint Report / 8D – Report
- General Purchasing Conditions of HJS Emission Technology GmbH & Co. KG
- C5-FB-04 – Supplier Self-Disclosure
- C4-TS-04 – Packaging Regulations of HJS Emission Technology GmbH & Co. KG
- Confidentiality Agreement of HJS Emission Technology GmbH & Co. KG
- Code of Conduct of HJS Emission Technology GmbH & Co. KG

Published on: <https://www.hjs.com/en/supplierinformation/>

If you have any questions or comments, please do not hesitate to contact our supplier management team. We will also support you in implementing this guideline:

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Agreement

The quality assurance, sustainability, and environmental protection agreement for suppliers C5-TS-02 of HJS Emission Technology GmbH & Co. KG has been evaluated and accepted. If any content of this agreement cannot be maintained, HJS Emission Technology GmbH & Co. KG will be informed immediately.

Date and Signature
Supplier

Date and Signature
HJS Emission Technology GmbH & Co. KG
Purchasing

Datum und Unterschrift
HJS Emission Technology GmbH & Co. KG
Supplier Management

Comments / Restrictions / Individual Agreement (No. / Date):