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|  | STROUDLEY ROAD DANESHILL IND EST BASINGSTOKE HAMPSHIRE RG24 8UG | Owner | Mina Patel |
| | | Approved | Gary James |
| | | FAA | Martin Fuller |
| | | Doc Release N° | SP DM electronic Sustainability review Dec 23 |


This document forms part of May & Scofield T & C's and as of Sept 23, Supplier are responsible for ensuring they have the latest version of this document by checking on May & Scofield Ltd Web site under downloads for the latest copy.

www.may-scofield.co.uk.

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1 Scope

This document shall read as a supplement to May & Scofield Ltd Purchasing Terms and Conditions as well as the requirements found in IATF16949:2016 for Automotive applications and BS EN AS9100:2015 or ISO9000:2015 for Military applications unless otherwise specified. Requirements apply to all raw materials, component parts, assemblies, sub-contracting, and other services provided to May & Scofield Ltd. All material shall be processed, controlled, inspected, and tested in accordance with their respective requirements and any additional requirements detailed by May & Scofield Ltd or its Customers.

2 Introduction

Our goal is to be our customer's highest valued Supplier and to become a valued and flexible partner to each of our customers. This objective can only be achieved by striving for perfection in everything that we do. To succeed May & Scofield must seek this same level of commitment to excellence from all its Suppliers.

This document is intended to convey and clarify May & Scofield expectations and requirements from its Suppliers, and provides the foundation upon which, as partners we can build the trust and teamwork necessary to deliver best in class value to our customers, in terms of value for money, service and delivery.

3 The Basics

3.1 Supplier Profile

All Suppliers are to ensure that May & Scofield is provided with the latest information pertaining to the Supplier's organisation, capabilities, and ownership status. In this respect Suppliers are required to update their profile as and when required, using the Supplier Profile QF-0009 form and where applicable QF-0010 Supplier Assessment questionnaire.

3.1.1 Language

All communications and any documents identified within these guidelines must be in the English language


3.2 Quality Management

Suppliers are expected to implement and operate a total quality management system that ensures that only defect free products are produced and delivered to May & Scofield. All Suppliers are required to strive towards compliance with IATF16949:2016 / BS EN 9100:2015 as applicable quality system requirements, as a minimum Suppliers are to be ISO 9000:2015 accredited and supply evidence both of their current certificate and scope to May & Scofield's Quality Department.

3.2.1 Service & Supply Chain Management

Suppliers are expected to work towards 100% on time in full delivery of all supplied products and services, proactively advising May and Scofield where shipments are likely to be delayed. May & Scofield shall conduct and evaluate the performance of its Suppliers on an on-going basis. Suppliers whose performance rating falls below 80% may be removed from the approved Supplier

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list. Suppliers are expected to ensure the quality and capacity of material and component parts of their sub-Suppliers. Any disruptions to May & Scofield operations or that of its customers, arising because of poor quality or delivery by any Supplier may result in cost recovery by May & Scofield Ltd

3.3 Sustainable Development

3.3.1 Environmental.

May & Scofield has a sustainable growth policy including its commitment to its ISO 14001:2015 Environmental Management System and is committed to promoting supplier environmental initiatives. Due consideration in this regard shall be taken when assigning new business.

May & Scofield encourages its suppliers to take a “Sustainable approach to its business and recommends the use of ISO 14001:2015 as a minimum benchmark with preferred practices of guidance document BS 8900 “Managing Sustainable Development”. The implementation of this standard will feature in future supplier selection criteria.

Suppliers shall be requested to submit an update on their environmental and sustainability policies or accreditation, or any other environmental initiatives implemented within their operations which includes.

a) Product

The Supplier shall undertake liability to ensure that all materials used in its part manufacture satisfies current governmental and safety constraints on restricted substances, toxic and hazardous materials as applicable to the country of manufacture and sale of the finished product.


Suppliers for automotive applications will strive towards ensuring all the products supplied to May & Scofield have a valid IMDS submission made to May & Scofield Ltd IMDS site code.47874 or manual submission on QF-0011.

b) Sustainable resource management.

The Supplier shall actively work towards sustainable resource management in respect to:-

- i) Water management in respect to its:-
 - a. Consumption and any reducing contaminants – volume of its water waste streams.
 - b. Protection of water courses onsite or local to its sites which could potential effected by its business operation.
- ii) Air quality in respect to its:-
 - a. Air waste streams from its manufacturing process.

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- b. Emissions from its use of fossil fuel powered vehicles.
 - i. Company owned.
 - ii. Used by employees to get to work.
 - iii. Used by its supply chain in delivery of material to the supplier.
- c) Waste Reduction.

The supplied shall review their business operations to identify areas of improvement to reduce waste generation including:-

- a. Efficient utilization of raw material in the products design – manufacturing process.
- b. Scrap reduction initiatives.
- c. Recycling of material.
 - i. Waste or scrap from manufacture to approved recycling contractors with targets set for working towards zero to landfill.
 - ii. Use of re-cycled input material in agreement with M & S and its respective end customers policies.

3.3.1.1 Net Zero compliance.


In line with World Gov bodies including the UK Gov and M & S customers commitment for reaching a Net Zero economy by 2050, M & S has instigated its own Net Zero planning program which includes all its suppliers supporting its compliance.

Therefore M & S now requires its supply chain to start planning how their business will support both M & S & its customers in achieving Next Zero compliance by 2039.

The scope of the suppliers Net Zero plan must include:-

- a) GHG emissions shall including
 - i. Source of generation of electrical power used in its business functions.
 - ii. Use of renewable energy sources (Ulities supplier)
 - iii. On-site renewable energy generation and use.
- b) Internal generation of emissions.
 - i. Process
 - ii. Support equipment
- c) Flow down of Net Zero requirements down its Supply chain.

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d) Energy efficiency.

- i. Plan to determine its current energy efficiency.
- ii. Include energy efficiency as part of its infrastructure development in respect to building & equipment.

The supplier shall develop Strategic plans which demonstrate reducing emission need to be in place and available by Jan 24 as part of M & S stage 1 Net Zero program.

Full implementation timeline detailing actual planned or already implemented reduction projects needs to be available by Jan 2025.

Information on development of Net Zero planning – best practices for your industry sector is available on the internet or via your industry trade bodies or BSI.

Information on development of Net Zero planning – best practices for your industry sector is available on the internet or via your industry trade bodies or BSI.

3.3.2 Business Continuity

May & Scofield requires its Suppliers to have a documented Business Continuity plan based against the requirements of BS25999. The Supplier shall submit upon request its Business Continuity Plan for review by May & Scofield, the scope of which must cover its contingency plan for un-interrupted supply of part(s) to May & Scofield.

Use of BS25999 “Business Continuity Management” as a guideline is recommended

3.3.3 Business Ethics


May & Scofield operate under an ethical code of practices and as such requires its suppliers to have in place policies and procedures to prevent the use of any discriminatory practices or use of forced or child labour, access to collective bargaining and at least meet minimum national wages and not to exceed 48h a week, ensuring its work force and its supply chain have taken due diligence in precautions against Modern Slavery practices, and that Health & Safety practices are adhered to in the manufacture or supply of material supplied to May & Scofield Ltd.

In addition, May and Scofield Ltd have established adequate procedures to comply with the UK Bribery Act 2010. On this basis May & Scofield Ltd will not enter any contract negotiations or business dealings with any Suppliers that do not comply with the UK Bribery Act 2010.

Policies and procedures in place for:-

- a) Fair competition and compliance to respective anti-trust government requirements.
- b) Compliance to respective anti-money laundering government requirements.
- c) Support and comply with any national or international regulatory bodies investigations into fair competition – anti-trust, money laundering investigations.

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- d) Whistleblowing and proception against retaliation.
- e) As a minimum personal data protection in compliance with UK “Data Protection Act 2018”
- f) Cyber Security for protection of storage and transmission and receiving confidential data. Recommended to be developed around either ISO27001 or TISAX scheme.

3.3.4 Conflict of Interests

Where a supplier or May & Scofield (M&S) Buyer identifies an actual or potential a conflict of interests in the intended or actual supply of material or services to M&S. M&S requires the supplier / Buyer to immediately disclose the actual or potential conflicts of interest to the May & Scofield Management Team for review and a decision on further action in respect to the conflict of interests.

Approval by May & Scofield Management Team shall be required for inside and outside professional interests to be approved where a potential or actual conflict of interest has been identified in respect to either an employee or the supplier of material and or services to May & Scofield prior to any placement of an M & S PO or continuation of supply against an existing PO.

3.4 Contract

The supply of any material shall be regulated in quantity and price by an official May and Scofield purchase order. Any supply contract is subject to May & Scofield standard Terms & Conditions. Globally competitive pricing is essential for a sustained Supplier relationship. As such Suppliers are expected to have a continuous improvement program in place to manage costs and to ensure that price stability and improvements are achieved through the product life cycle.

At final negotiation stage the Suppliers shall present a complete piece price and tooling breakdown, together with a list of assumptions taken and open concerns.

3.4.1 Currency:

Suppliers shall quote in the currency as requested by May & Scofield. When not specified the default currency is GBP.

3.4.2 Payment


May & Scofield standard payment terms are 45 days from month end following receipt of goods or receipt of services rendered. Improved credit terms shall be negotiated with Suppliers of long standing and with increased annual turnover, as negotiated between Supplier and May & Scofield Purchasing at time of contracting.

3.4.3 Liability

The Supplier is obliged to provide compensation for damage incurred directly by May & Scofield because of a defective delivery, through infringement of official safety regulations or any other legal grounds for which the Supplier is accountable.

The Supplier undertakes to maintain employer’s liability and product liability insurance cover, the insured sums correspond to the extent of the business relationship and the concrete liability risk.

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These claims remain unaffected by any further claims for damages to which May & Scofield may be entitled.

4 Requirements

4.1 Pre-sourcing requirements.

Drawn Parts: When submitting an offer in response to an RFQ, Suppliers are requested to complete the Technical Feasibility Commitment Form (May and Scofield reference QF-0002). This form must be completed with any sample order submission.

All Parts: - Suppliers may also be requested to participate at Technical Review with May & Scofield personnel.

Prior to awarding business May & Scofield may request to conduct a Preliminary Audit to assess the Supplier's capability to meet the commitment.

4.2 Confidentiality agreement

The Supplier is obliged to treat as business secrets and to keep confidential all commercial and technical information imparted to it by May & Scofield during the course of the business relationship unless such information is already public knowledge without fault of the Supplier receiving the information. Drawings, models, samples, and similar objects shall not be disclosed or otherwise made available to third parties without the prior consent of the party that owns them. Reproduction of such items is only permissible if so, agreed by writing and subject to compliance with applicable copyright laws. In addition, the supplier may be asked to sign a Non-Disclosure Agreement [NDA] if required for specific tasks, products, or customers.

The confidentiality agreement or NDA shall survive the expiration or termination of any Supply Contract.

4.3 Post-sourcing requirements.


4.3.1 Drawn Parts

Nominated Suppliers are required to satisfy Advanced Product Quality Planning (APQP) activities on all new products and major re-designs of existing products. The guide to be used in this process is the "Advanced Product Quality Planning and Control Plan" reference manual published by the Automotive Industry Action Group (AIAG), and all associated customer specific requirements.

The key requirements are:

- Participation in Design Reviews
- Submit and maintain Timing Charts and Open Issues tracking lists
- Submit and maintain DFMEA (where applicable)
- Submit and maintain Process Flow, PFMEA and Process Quality Control Plan(s)

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- e) Conduct and provide Measurement System Analysis / Gage Reviews
- f) Automotive applications: Complete a PSO readiness review against FCA PSO 7.0 requirements.
- g) Automotive applications: Fulfill all PPAP (AIAG Level 3) requirements, prior to delivery of pilot production.
- h) Automotive applications: Submit an IMDS report on the part to May & Scofield Ltd. (IMDS Site code 47874).
- i) Aerospace applications: Complete First Production Run as per SAE AS9102 (FPR)
- j) Aerospace applications: Fulfill all SAE AS9102 First Article Inspection (FAI) requirements, prior to delivery of pilot production.
- k) Complete & submit REACH declaration.
- l) Bespoke automotive product-related software or products with automotive embedded software, shall have a process for software quality assurance of their product which will be compliant with either ASPICE, TickIT, TickIT PLUS, IEEE 730. Key milestones and compliance reports to be submitted to M & S QA against relevant project plan and final report submitted as part of product / software PPAP.
- m) Conflict Mineral Declaration Report on source of (Tin, Tantalum, Tungsten & Gold) see QF-0045 requirements and annual submissions required via either published company Conflict declarations or hard copy using latest CMRT template or submission via i-point to May & Scofield site code 16352.

4.3.2 Proprietary Product

Proprietary products either direct from the manufacture or via a distributor must be supplied with.

- a) Distributors PSW which shall be supported by the OEM PPAP on first supply of a component. PPAP to include c), e), f), h) and f) & i) if applicable.
- b) On the delivery note or C of C the manufacture date (Date Code) should not be more than 24 months old at point of delivery to May & Scofield, unless with a prior authorized concession from May & Scofield QA.
- c) Technical Product specification data sheet
- d) H & S MDS where applicable
- e) Automotive application: IMDS submission (IMDS Site code 47874)
- f) RoSH declaration
- g) REACH registration number or declaration where applicable.
- h) Aerospace application: Certificate of Conformity with batch traceable back to manufacture

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- i) Annual Company Level Conflict Mineral Declaration Report using latest published CMRT & EMRT on source of (Tin, Tantalum, Tungsten Gold & Cobalt).

Electronic submissions either via e-mail to martinf@may-scofield.co.uk or via i-point to May & Scofield site code 16352.

- j) Proprietary embedded software shall be identified and the QA software management process against which it was developed shall be detailed on the product release documentation.

4.4 Document Control and Engineering Change Notices.

4.4.1 Drawn Parts

The Supplier is responsible to produce materials according to drawings and or specifications supplied by May & Scofield or our customers.

Changes to specification or standard (M & S customer specific or International) will be advised to the Supplier but it is the Supplier's responsibility to ensure they obtain the relevant specification or standard.

4.4.2 Drawn & Proprietary Parts

The Supplier or distributor must inform May & Scofield Ltd of any proposed changes or obsolescence to, and products supplied giving minimum 90 days' notice.

4.5 Production Part Approval Process (PPAP) First Article Inspection Report (FAIR) & Change Approval


4.5.1 Drawn Parts

The sample submission date is to be considered as a major milestone, in view of the implications that this is likely to have on the timely completion of any program. Hence the PPAP / FAIR due date must be realistic, achievable, and jointly established.

The inspection and evaluation of PPAP / FAIR samples shall be conducted in accordance with ISO/TS16949 / SAE AS9001 requirements. Unless otherwise specified in the Purchase Order the submission is to conform to Level 3.

A checklist of documents to be presented at PPAP / FAIR is given in the table below.

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Automotive Applications

This list agrees with the normative requirement level 3 of the 'Production Part Approval Process (PPAP) reference Manual as published by the Automotive Industry Action Group (AIAG).

| N° | Description | N° | Description |
|-----|--|-----------|--|
| 1. | Design record of product | 11. | Qualified Lab Documentation |
| 2. | Engineering change documents | 12. | Control Plan |
| 3. | M & S Engineering Approval (If applicable) Drawn parts only | 13. | Part Submission Warrant (PSW) |
| 4. | Design FMEA (DFMEA) | 14 | Appearance approval (if applicable) |
| 5. | Process Flow | 15. | N/A |
| 6. | Process FMEA (PFMEA) | 16. – 17. | Sample Product & Master Sample |
| 7. | Dimensional Report | 18. | Checking aid reports (if applicable) |
| 8. | Material Performance Test report minimum IMDS submission | 19. | Record of compliance with customer-specific requirements |
| 9. | Initial Process Study (Ppk)>1.67 | + | Packing Specification agreed with M & S) |
| 10. | Measurement System Analysis | + | Tooling Record (if applicable) |


Sample approval is required in each of the following instances:

New tooling

- a) Modifications to existing tooling
- b) Relocation of existing tools to new location
- c) Significant change to the manufacturing process
- d) New sub-Supplier is introduced
- e) Tool is out of production for more than 12 months for automotive_ or 24 months for aerospace applications.

Aerospace Applications

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| N° | Description | N° | Description |
|-----|---|-----|--|
| 1. | First Article Release Sheet | 14. | Non-conformance Reports (if applicable) |
| 2. | SAE AS9102 Rev A Form 1 (Part Number Accountability) | 15. | Concession / Production Permits (if applicable) |
| 3. | SAE AS91002 Rev A Form 2 (Product Accountability) | 16. | Engineering Release Note (latest issue) (if applicable) |
| 4. | SAE AS9102 Rev A Form 3 (Characteristics Accountability Verification & Compatibility) | 17. | Engineering Change Request (if applicable) |
| 5. | Purchase Order | 18. | Approved Data Cards / Technique sheet for Special Process Employed |
| 6. | Material Certification | 19. | Approved Non-Destructive Test (NDT) Data Card / Technique |
| 7. | Mill Certification | 20. | Laboratory Reports (if applicable) |
| 8. | Legible referenced Balloon Drawing | 21. | Sub-tier purchase orders |
| 9. | Route Card | 22. | Certificates of Conformity for sub-tier contracts |
| 10. | Process Planning Layout (PF) | 23. | Bill of Materials / Parts List (SOI) |
| 11. | Component Certificate of Conformities | 24. | Functional Test Report (if applicable) |
| 12. | DFMEA (if applicable) | 25. | Approved FAI Release Sheet for parts supplied in Kits |
| 13. | Control Plan | | |


It is the responsibility of all the suppliers, quality, engineering, design, and purchasing departments to adhere to all features called up in this document, and Document SAE AS9102

The supplier shall perform a full FAI or a partial FAI for the following reasons

- a) Change in design affecting fit, form, or function.
- b) Change in any manufacturing sources processes inspection methods location of manufacture tooling or materials.
- c) Change in any machine programming
- d) Natural or man-made event that will affect fit, form or function.
- e) Lapse in production for 2 years.

It is the Supplier's responsibility to notify May & Scofield at least 2 months in advance if any such change is anticipated. Full compliance to all of the production part approval process may not be

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| | | Approved | Gary James |
| | | FAA | Martin Fuller |
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necessary based on the significance of the proposed change. All samples are to be from production tooling and process and must be taken from a significant production run. Typically, the production run would be from one hour to one shift's production. When parts are produced from tooling having multiple cavities, and then dimensionally inspected parts from each cavity must be submitted. When presenting the PPAP or FAIR, the Supplier is required to highlight any non-conforming dimensions or any characteristics which are not according to specification.

The Supplier shall indicate the time frame necessary to correct the non-conforming dimensions and any other defects that may burden the parts, or if deemed unattainable, shall make a written request for a permanent waiver to be considered by May & Scofield.

Once Approval has been granted, master samples may be established with the Supplier retaining one and May & Scofield shall retain the other.

May & Scofield shall not accept any shipments of new or modified products until sample approval has been granted. Once approved, all initial shipments shall be clearly identifiable as per instructions issued by M & S Quality Dept.

The Supplier shall also notify its respective Materials reference contact at May & Scofield when the first production parts containing the change are ready for shipment.

4.5.2 Reporting of Part Material Composition (Automotive applications only)

As part of the automotives industries commitment to a sustainable environment and the introduction of the "The End-of-Life Vehicles Regulations Directive 2000/53/EC and Annex II – seventh revision (2016) Directive 20016/774/EU as of 18th May 2016, the "International Materials Data System (IMDS)" was created in order to

- a) Minimise duplication
- b) Standardise reporting format
- c) Positive evidence of Material Composition


In this vein the latest revision of the AIAG PPAP Manual edition 4, requires PPAP submissions to be supported by a "Part Material Composition" report, with the recommendation it is via the IMDS route.

Therefore May & Scofield is required to submit IMDS submissions on all of its new and existing products and in turn now requires submissions of Material Composition reports from its suppliers, the preferred method being via the IMDS database system. May & Scofield's IMDS Site Code is 47874 and parts should be referenced against May & Scofield's Part numbers.

The program for implementation is:

- a) New Parts: On submission of PPAP or as part of initial sample supply (proprietary parts).
- b) Existing parts: As requested by May & Scofield Ltd (in support of ECN revisions to its product).

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4.5.2.1 International Materials Data System (IMDS)

The IMDS system is free to join and is the preferred method of data submission to May & Scofield. The IMDS system can be access at <http://www.mdsystem.com/index.jsp>.

IMDS system submissions to reference May and Scofield site code (shown in 4.5.2)

However, if alternative submission methods are required, please contact May and Scofield Quality department for manual submissions process.

Manual submissions to be submitted to.

New Parts: Relevant May & Scofield Design Engineer.

Existing Parts: Martin Fuller Quality Manager martinf@may-scofield.co.uk

4.5.2.2 Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

As of June 2007, the European Regulation (EC) 1907/2006 and amendment (EU 2017/999 of 13 June 17 Annex XIV {(EC) N° 1907/2006 and (EU) 2017/1510 of 30th Aug 2017 appendices Annex XVII to Reg. (EC) N° 1907/2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) entered into force. REACH puts the responsibility on industry to provide safety information for substances and to properly manage the risks arising from their use. Under the previous regime, the burden of proof was on governments to prove substances were unsafe and to restrict their use. REACH covers all substances on their own, in preparations and in articles One of the requirements of REACH is that manufacturers and importers have a duty to register, for each legal entity, substances on their own, or in preparations that they produce or import in quantities over one ton per year (per manufacturer/importer), unless the substance is exempt from registration. Registration requirements also apply to substance(s) intentionally released from articles under certain conditions, in which case the article producer/importer is responsible for the registration.


In respect to this regulation May & Scofield Ltd is a manufacture & importers of Articles which may or may not contain Substances which fall within the scope of the REACH regulation.

Therefore, as part of our legal obligation we require you to confirm your company's compliance to the REACH regulation in respect to Article, Preparations or Substances you currently supply or are requested to supply in the future to May & Scofield.

Therefore, please complete & return the attached declaration form, with particular importance on Articles which contain SVHC, that and confirmation that the substances have been either registered by your company or your sub-suppliers in compliance with the regulation.

As an interim guideline please review and complete the GADSL documents found at <http://www.gadsl.org/> and use these to complete May & Scofield reference QF-0013 (available on request).

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Completed declaration to be submitted to

Martin Fuller Quality Manager. May & Scofield Ltd. Stroudley Road, Daneshill Industrial Estate, Basingstoke,

Hants. RG24 8UG. UK

E-mail:- martinf@may-scofield.co.uk

4.5.3 RoSH Compliance

All material supplied to May & Scofield will be RoSH compliant to the latest EU statutory release Directive 2011/65/EU and amendment Directive (EU) 2017/2012 and associated Annexes.

Where any exemptions are identified these will be detailed in the relevant materials IMDS submission.

4.5.4 Conflict Mineral Reporting

Product containing Gold (Au), Tin (Sn), Tantalum (Ta) or Tungsten (W) and Cobalt shall be subject to annual Conflict mineral declarations by the supplier into May & Scofield QA department using either Web based company declaration or on latest CMRT 6.31 template for (Au, Sn, Ta & W) and EMRT 1.2 template for Cobalt. Submission via i-point to May & Scofield site code 16352.


4.5.5 Supply of Prototype parts / Sample orders.

All prototype samples shall be submitted against a May & Scofield Purchase order, shall identify the agreed sample price, method of delivery as well as the date samples are required at May & Scofield.

Prototype samples shall be clearly identified as such on the packaging exterior, with the May & Scofield P/N.

All Drawn Parts or Proprietary Components supplied for Aerospace use MUST be accompanied by FULL Traceability information detailed on the Suppliers C of C back to the Raw Material Supplier or Component OEM. (Original OEM C of C required with all deliveries)

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4.5.5.1 Drawn Parts

The accompanying PPAP / FAIR release documents shall be packaged with the parts, and a copy shall be forwarded by e-mail or fax.

If a Quality report is raised due to parts not conforming to the specifications, it shall be the Supplier's responsibility to resolve all discrepancies with the designated May & Scofield Article designer and quality assurance department. Any correction required to resolve any discrepancies rejected by May & Scofield will be at Supplier's expense. Re-submissions are to be accompanied by an inspection report for the improved parts.

4.5.6 Tooling

Tooling which is designed, manufactured, and paid for by May & Scofield shall become the sole property of May & Scofield or its customers. Unless otherwise agreed Suppliers will be paid for tooling costs in full on approval of the full PPAP/FAIR submission. The Supplier is to submit tool designs for any May & Scofield-owned tool within six weeks after PPAP/FAIR approval on all new programs or tools undergoing modifications as a result of an engineering change notice.

Supplier shall affix as directed by May & Scofield the name of the owner of the tooling and will supply a picture of the tooling suitable marked detailing its size and weight.

Furthermore, the Supplier shall submit on an annual basis (every 30th April), an updated tool inventory of all May & Scofield-owned tools (both active & inactive) to May & Scofield Purchasing.

Cost of maintenance, refurbishment, and replacement due to use or damage by the Supplier of May & Scofield-owned tooling is the responsibility of the Supplier.

May & Scofield shall instruct in writing the disposition of any in active tooling to the Supplier.

4.5.7 Supplier Invoices


For PPAP / FAIR orders, invoices shall be processed for payment on receipt of PPAP / FAIR documentation and supporting samples. Should the documentation or samples be rejected, then Supplier will be debited to the value of the invoice. Supplier shall raise a new invoice with the re-submission at original value, marking invoice as "Re-Submission."

4.6 Process Control

Suppliers are expected to be actively involved in statistically controlling their processes to ensure consistency of product. Once process capability and stability are proven, alternate methods of control may be implemented. It is however expected that Suppliers take aggressive corrective/preventive action on processes shown to be incapable, unstable, or outside limits.

Suppliers will undertake to maintain the manufacturing process to a minimum of >1.67 Ppk by use of appropriate process controls, which will be documented in the parts Control Plan.

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4.7 Nonconforming Product

When non-conforming material is identified upon receipt at May & Scofield, during its subsequent use or by May & Scofield's customer, initial analysis will be undertaken by May & Scofield to determine the root cause. Where the non-conformance is traced to a part supplied to May & Scofield it requires the Supplier or the parts manufacture (via parts distributor) to support its investigations to reach the final Root Cause.

Results of the investigation will be documented in the form of either a 7-Step or 8D Corrective Action Report.

4.7.1 Non-conforming Process requirements

The Supplier upon notification of a concern will:

4.7.1.1 Within 24 hours (to May & Scofield QA & Materials Department)

- a) Submit: - Action plan for immediate containment of the problem.
 - i. Sort at May & Scofield (to be agreed with May & Scofield QA dept.)
 - ii. Disposal of non-conforming product
 - iii. Re-work process if acceptable to May & Scofield.
- b) Submit:- Recovery plan for supply of conforming product


4.7.1.2 Within 48 hours

- a) Implement: - Action Plan

4.7.1.3 Within 30 days (of receipt of non-conforming product)

- a) Complete: Investigation on non-conforming product. (Root Cause & Corrective Action)
- b) Complete: Submit 7-Step or 8D format Corrective Action Report (CAR) [May & Scofield QA].

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4.7.2 Cost of Quality Recovery

Where the liability for the non-conforming material has been identified as the Supplier's / Distributor's (manufacturers) then May & Scofield may claim any associated costs it has directly incurred in the resolution of the concern. This may include, but is not limited to:

- Credit for non-conforming product or replacement as agreed with May & Scofield Ltd Materials Dept.
- Labour costs at May & Scofield for investigation and containment of the concern. (£40per hour)
- Admin (£50)
- Freight recovery of costs incurred by May & Scofield in ensuring continuous supply to its customers.
- Third Party consequential cost (May & Scofield's customers) to be agreed on a case-by-case basis with Supplier / Distributor.

4.7.2.1 Debiting

The Supplier shall consent in writing, within forty-eight hours of being notified that the amount charged is correct and justified. Once agreement is reached, the debit note shall be issued. No response within the established time frame will be considered as an acceptance of charges by the Supplier.

In the instance that an agreement cannot be reached on either the justification of the charge or the quantity charged, the issue shall be resolved by arbitration

4.7.3 Concessions

In exceptional circumstance May & Scofield may accept product under concession from its Suppliers. Where such circumstance arises, the Supplier will seek in advance a Concession from May & Scofield Ltd QA.


If the concession is granted the Supplier must abide by the conditions and limitations specifically stated in the concession. All material shipped to May & Scofield subject to this concession is to be clearly identified with the concession ID number.

Any additional costs incurred by May & Scofield due to special processing, handling or customer penalties caused by the use of this material shall be debited to the Supplier.

4.8 Packing & Labeling

The Supplier packaging system shall assure the satisfactory protection of product against damage, contamination, corrosion, from point of origin through transit, to point of use and provide for ease of handling at the receiving location. The supplier shall also ensure that all goods are marked or labelled in accordance with "The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009" (SI 1348 of 2009) and "The Carriage of Dangerous Goods and Use of Transportable

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Pressure Equipment (Amendment) Regulations 2011” (SI 1885 of 2011) (and as updated) and any/all ADR, RID, IATA, IMDG regulations as applicable and be accompanied by any required documentation prescribed by the regulations.

Suppliers / distributors shall agree packaging proposal for each new item, considering the requirements of the previous paragraph, which shall be reviewed by May & Scofield engineering and approved by Materials & QA prior to implementation.

4.8.1 Drawn Parts

A document agreed Packing Specification will be submitted as part of the PPAP / FAIR package.

4.8.2 Proprietary Part

Manufacturer’s / distributor’s packing must be suitable for protection and delivery of part (i.e., ESD to meet as a minimum the requirements of ANSI/ESD S541-2008 & / moisture (EIA-583 & IPC/JEDEC J-STD-033) / physical damage).

4.8.3 Delivery Labeling & Documentation

Each shipment must be accompanied by an Invoice/ Delivery note, which shall contain the following information:

- a) Part Number/Revision
- b) Number of Units
- c) Quantity per unit
- d) Total Quantity
- e) Gross and Net weight
- f) PO number or Release No.
- g) Ship to location


Both Internal & External packing will be suitable labeled with the Part identification and traceability data and any handling warning instructions. (ESD / Moisture).

4.9 Schedules & Logistics

Deliveries against blanket orders are to be made to the quantities and dates as specified by May & Scofield schedules. The quantity shipped shall be a multiple of the pre-defined standard pack quantity, supplied in the smallest approved standard pack container.

Under-shipment: Should there be any reason which inhibits the Supplier to meet the schedule, it is the responsibility of the Supplier to notify the May & Scofield materials department and agree on a suitable

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resolution in advance. The under-shipped quantity shall be expedited at Supplier's expense to meet the originally scheduled delivery date.

Early & Late deliveries. The Supplier shall be liable for any expense incurred by May & Scofield in storage, handling, and transportation to customer. Should goods be delivered early, the invoice/payment terms shall be deemed to be those that would apply should the goods have been delivered on the requested date.

5 Supplier Development


May & Scofield operate a Supplier Development Program which is based upon its initial selection process and the supplier's on-going performance which will be monitored using their on-going conformance to both Quality and Supply Chain management.

5.1 Supplier Selection

Selection of suppliers is based on a risk analysis to May & Scofield the outline criteria are

- a) Part risk
 - a. New technology
 - b. Alternative available
 - c. Lead-times
- b) Supplier risk
 - a. Accredited Management system
 - b. Sustainability compliance
 - c. Performance history
 - d. Technical
 - e. Location
 - f. Business Continuity
 - g. Current performance of the supplier (for existing suppliers only).

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5.2 Monitoring

Monitoring of suppliers is based on:

| | | % weighting |
|-----------------------------------|--------------------------------------|--------------------|
| a) Quality | | 30% |
| | Concessions and/or Rejects | 20% |
| | Quality Systems Approvals | 10% |
| b) Supply Chain management | | 70% |
| | 100% on-time in full delivery [OTIF] | 70% |

(e.g., A supplier with 0% On Time in Full delivery but meeting all of the Quality Systems requirements will achieve 30% OR a supplier achieving 100% on time in full deliveries will achieve 70%. In order to achieve 100% a supplier must fulfill all of the quality requirements AND meet 100% On time in full delivery)

Details of how this calculation is made are available from the May and Scofield Quality department.

A supplier deemed to be performing below 80% will be expected to work with May and Scofield to improve performance, as a general rule no new business will be placed until improvement is achieved. Suppliers failing to improve will be considered for de-selection from May & Scofield's supplier list.

Reports will only be issued to the supplier on an Ad hoc basis or to supplies falling below the 80% requirement.

5.3 Development

5.3.1 Management Systems


May & Scofield actively encourages its suppliers to seek third party accreditation (where appropriate) to IAF16949:2016 (Automotive) or BS EN AS9100 (Aerospace) but as a minimum Quality Systems accredited to ISO 9000:2015 should be in operation. In some circumstances accreditation will be essential for the continued use of a supplier.

5.3.1.1 Customer (OEM's) Specific requirements. (Automotive Applications)

In addition to the general requirements of IATF16949:2016 and/or ISO9000, May and Scofield also apply Stellantis Specific requirements as standard (Full copy of Stellantis requirements available on request)

Any additional customer specific requirements that may be invoked will be referenced on individual Purchase Orders.

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6 May & Scofield Contact List

Materials (Purchasing & Logistics)

| | | | |
|-----------------|-----------------|--|--------------|
| Jim Hilleard | Buyer | jimh@may-scofield.co.uk | 01256 306813 |
| Amanda Phillips | Assistant buyer | amandap@may-scofield.co.uk | 01256 306816 |

Quality (Quality & IMDS / REACH)

| | | | |
|---------------|----------------------------|--|--------------|
| Martin Fuller | QA & Environmental Manager | martinf@may-scofield.co.uk | 01256 306807 |
| Les Davis | QCE | lesd@may-scofield.co.uk | 01256 306825 |

Finance (Invoice)

| | | | |
|-------------|---------------------|--|--------------|
| Sue Smith | Finance /HR Manager | susans@may-scofield.co.uk | 01256 306802 |
| Lynda Lewis | Accounts | lyndal@may-scofield.co.uk | 01256 306816 |

Engineering (Technical / IMDS)

| | | | |
|------------------|-----------------|--|--------------|
| Youssef Boudanga | Engineering Dir | youssefb@may-scofield.co.uk | 01256 306804 |
| Engineers | Engineering | as relevant | 01256 306800 |

Operations / Misc.

| | | | |
|------------|--------------------|--|--------------|
| Mina Patel | Operations Manager | minap@may-scofield.co.uk | 01256 306818 |
|------------|--------------------|--|--------------|

Appendix 1 “IMDS Manual Submission”

6.1 Part marking

Where appropriate physical marking of parts with the re-cycling material symbols or RoSH compliant markings is acceptable on proprietary product but on Drawn parts the size & position of any symbols are to be agreed with May & Scofield during the design stage and will be defined on the drawing.


6.1.1 Marking of Polymeric Parts

Where applicable polymeric parts shall be identified with the appropriate ISO symbols specified in ISO 11469 “Plastics” & or ISO1629 “Rubber and Lattices”

The following weight criteria shall determine if marking is mandatory

- Plastic parts weighting more than 100g
- Electrometric parts weighing more than 200g

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| | | | |
|---|---|----------------|--|
|  | STROUDLEY ROAD DANESHILL IND EST BASINGSTOKE HAMPSHIRE RG24 8UG | Owner | Mina Patel |
| | | Approved | Gary James |
| | | FAA | Martin Fuller |
| | | Doc Release N° | SP DM electronic Sustainability review Dec 23 |

6.2 IMDS Manual Submission

Parts shall be submitted in a BOM structure, with base elements / compounds defined using its CAS index. Chemical Abstracts Service (CAS) a systematic nomenclature standard to describe the substances. Alternatives are EU-Index (www.eurochem.eu/index) or Einecs-No. The EINECS number (for European Inventory of Existing Chemical Substances) is a registry number given to each [chemical substance](#) commercially available in the European Union is acceptable. All elements / compounds controlled under RoSH or WEEE & GADSL (www.gadsl.org) there is a mandatory Duty to Declare and CAN NOT BE included in any “Commercial Confidential” declaration i.e., max 10% of total weight.

Note: Statements “RoHS compliant” or declaration only containing elements covered under RoSH or WEEE are not acceptable, and a full material break-down is required to meet ELV Directive.


| TITLE | Issue | Date | Release | Document Number |
|---|-------|----------|-----------------------|----------------------|
| May & Scofield Ltd Supplier Requirements | 16 | 12-10-23 | Net Zero Planning | BMW-006 |
| | 17 | Dec 23 | Sustainability review | |
| | 11 | 22/01/18 | Change ownership | |
| | 12 | 29-05-18 | IATF | |
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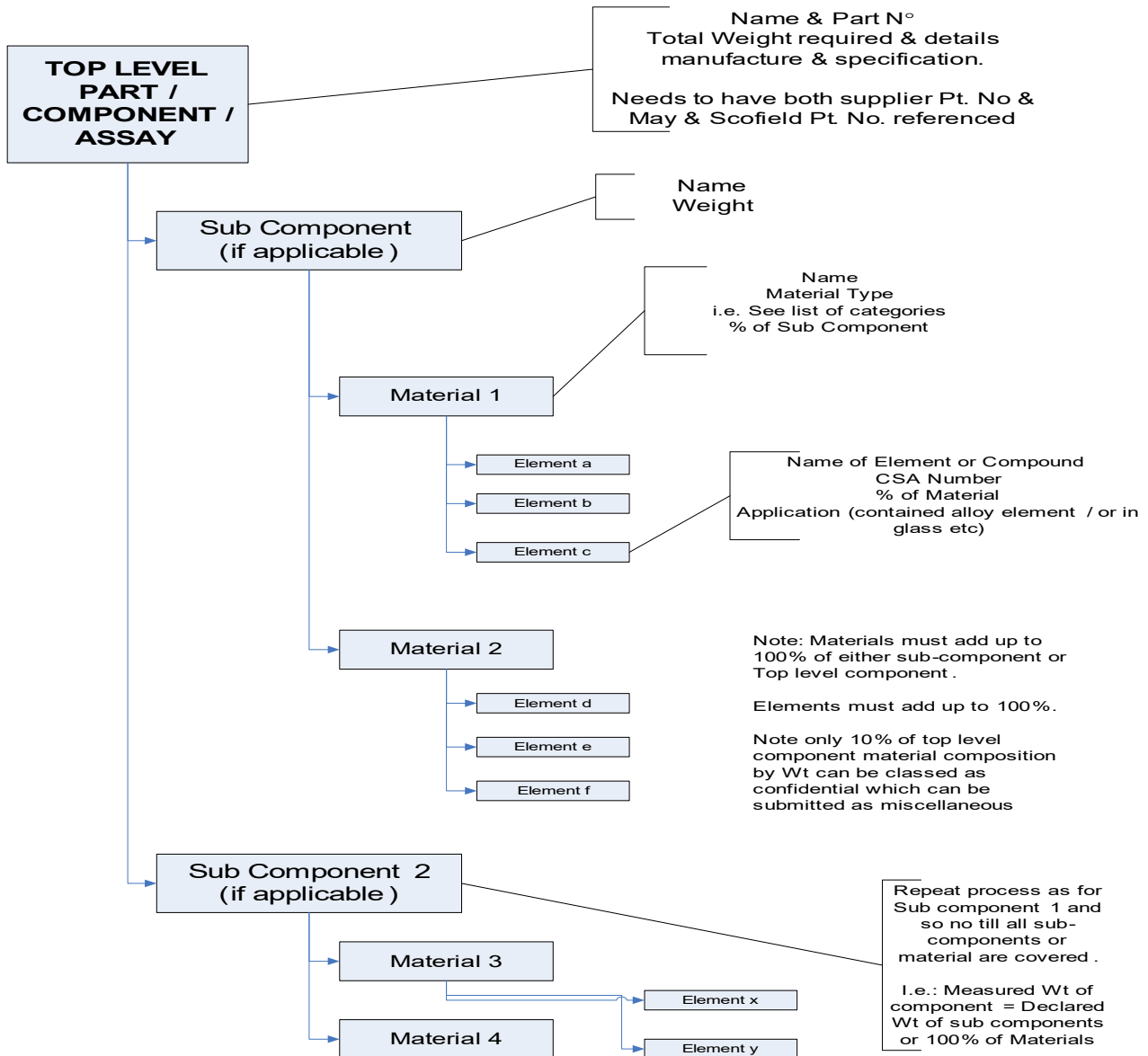
6.2.1 Material Classification “Materials should be classified in the following groups.”

| | |
|---|--|
| Group 1 Steel & iron materials | Group 4 Special Metals |
| Unalloyed, low alloyed steel | Platinum / rhodium |
| Highly alloyed steel | Other special metals |
| Cast iron | |
| Cast iron with lamellar graphite / tempered cast iron | Group 5 Polymer Materials |
| Cast iron with nodular graphic / vermicular cast iron | Filled Thermoplastics |
| Highly alloyed cast iron | Un-filled Thermoplastic |
| Highly alloyed steel | Thermoplastic elastomers |
| | Elastomers / elastomeric compounds |
| Group 2 Light alloys, cast or wrought | Polyurethane |
| Aluminum & aluminum alloys | Unsaturated polyester |
| Cast aluminum | Other duromers |
| Wrought aluminum | Plastic in Polymeric compounds (e.g. Inseparable) |
| Cast Magnesium alloys | Textiles in Polymeric compounds (e.g. Inseparable) |
| Wrought Magnesium alloys | |
| Titanium and titanium alloys | Group 6 Process Polymers |
| | Lacquers |
| Group 3 Heavy metals | Adhesive sealants |
| Copper (in cable harnesses) | |
| Copper alloys | Group 7 Other Materials & Compounds |
| Zinc alloys | Modified organic natural materials (cardboard/paper) |
| Nickel alloys | Ceramics / glass |
| Lead | |
| | Group 8 Electronics / Electrical |
| | Electronic (pc boards, displays etc.) |
| | Electrical |

| | | | | |
|---|--------------|-------------|-----------------------|---|
| TITLE May & Scofield Ltd Supplier Requirements | Issue | Date | Release | Document Number BMW-I-006 |
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6.2.2 IMDS Manual Submission break-down structure



| TITLE | Issue | Date | Release | Document Number |
|---|-------|----------|-----------------------|----------------------|
| May & Scofield Ltd Supplier Requirements | 16 | 12-10-23 | Net Zero Planning | BMWI-006 |
| | 17 | Dec 23 | Sustainability review | |
| | 11 | 22/01/18 | Change ownership | |
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