

Supply conditions product handling and preservation

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Waelzholz Brasmetal Laminação Ltda. - WB has its Integrated Management System based on ISO 9001, ISO/TS 16949 and ISO 14001. In accordance with requirements set forth by these reference standards certain aspects shall be clarified to be complied with in all requests sent to WB.

Supply Requirements:

1. Requirements related to the product

- a. The customer must specify in the purchase order or other mean, if any, the special features related to the product;
- b. To expedite the critical analysis process of these requirements by our Engineering Department, we request to forward such requirements through the Commercial Representative or Sales Manager (for customers served directly);
- c. If PPAP (request applicable to organizations supplying directly or belong to the automotive supply chain) supply is required, the customer must inform on the order or agreement the need to provide the PPAP and the applicable submission level separated by product or item of the order;

Notes:

- (1.) *It is important to point out as a general rule that the WB supplies the products deemed "bulk material"; therefore the PPAP supply is exempted according to PPAP brochure recommendation , 4th Edition, in the Introduction chapter, Applicability item ;*
 - (2.) *If the customer requests the PPAP issuance, the ISO/TS 16949 reference standard requires that, after the pilot batch, the second supply is carried out only if the PPAP is formally approved (receipt of PPAP Submission Certificate approved by the customer); therefore, the invoicing and delivery of other batches of the product depend on the approved PPAP return or the receipt of formal concession letter exempting WB from PPAP requirement to the supply.*
- d. In standard packaging used by WB, the product is sprayed with protective oil and wrapped with tubular plastic film; the packaging set also consists of wooden pallet and steel tapes for packaging; any different requirement related to the product packaging and its protection must be informed to the WB in the order /agreement;
 - e. the packaging been opened, WB provides no warranties against the oxidation; and
 - f. Our loading/ unloading system is performed by travelling crane, therefore, exclusive for open body vehicles.
- #### 2. The requirements related to the supply
- a. the commercial and technical amendments to the agreement should be forwarded to the commercial departments (Representative or Manager); the acceptance of such amendments will be subject to feasibility analysis for the fulfillment;
 - b. Commercial complaints must be sent to the Commercial Representative or Sales Department prior to returning the product; in respect to the technical complaints, in addition to the mentioned contacts, these can be sent also to our Technical Service.
- #### 3. The requirements related to the WB's integrated management system
- a. In the first supply, the customers connected to the automotive market must forward to the WB the TS Requirements Questionnaire already answered, indicating the SGQ requirements to be fulfilled by the WB;
 - b. In subsequent supplies, such requirements will be the standard; thus, the customers must inform any change in requirements to sales department as informed in this questionnaire;
 - c. The TS Requirements Questionnaire answered and the Protocol accompanying it should be returned to the WB Product Engineering for analysis and measures.

4. Legal or regulatory requirements

The customer must specify in the purchase order, if any, the legal requirements, including aspects related to safety and the environment in the acquisition, storage, handling, recycling, elimination and disposal of materials.

5. Layout inspection and functional test

The WB's product undergoes inspections throughout the manufacturing process and any product specification is checked in accordance with the control plan of each step. Therefore, the WB does not perform layout inspection at the end of the process since all specified points/quotas were checked.

Handling card and product preservation

WB is concerned on the continuity of the product quality after the delivery to the customer, and the safety of the involved personnel, thus the following recommendations are made:

1. At the receipt, storage and handling

- a. Unloading and handling conditions at customer
 - to prevent damage to the rolls, forklift or crane should be used in unloading operation of the pallet, using "sling" type polyester straps;
 - If the steel cable is used, avoid the direct contact with the rollers to prevent risks and/or crushing.
- b. Keep the product in a dry place and covered
- c. Maximum stacking
 - Do not exceed 2.0 m height or 3 stacks (the first condition to occur).
- d. Before handling the product, check the string condition such as loose strings.
- e. Sharp and oiled material
 - Handle it wearing zest gloves and hoses.
- f. Withdrawal of strings
 - When cutting the strings, do not stay in front of the roll edge as it can contain a "spring effect".

2. For transportation provided by the customer

Responsibility for the product delivery ends in the loading. Even so, some conditions must be taken into account:

- a. Have open body vehicles as the loading is carried out by crane;
- b. Driver must be qualified;
- c. Tires and bodywork in good condition
 - Floor without damage that can affect the product quality, such as holes and other defects that allow the inflow of water in rainy days; and
- d. vehicle safety items in perfect order.

3. In any return of products to WB

When the product return is allowed due to quality or commercial problem, some items should be fulfilled for maintaining the product integrity:

- a. Keep the product (roll, strap or fluctuated spool) properly tied in the pallet to avoid damage and accidents during the transportation;
- b. protect the product with plastic and keep it in a dry place and covered so as to prevent possible immersion in both the client and during the return to WB; and
- c. in the loading of the product to an organized load should be performed on the truck to prevent overturning and other possible damage.

4. In any doubt contact

- a. Commercial – telephone: +55 11 4070-9648.
- b. Technical Service – telephones: +55 11 4070-9624 / -9626 / -9590 / -9642.
- c. in charge for dispatch – telephone: +55 11 4070-9662.