



WIKA Sensor Technology, LP

SUPPLIER MANUAL

1.0 PURPOSE and SCOPE

- 1.1 The purpose of this supplier manual is to communicate the quality, delivery and communication expectations to suppliers who provide processes, products or service to WIKA Sensor Technology, LP
- 1.2 This Supplier manual applies to all suppliers providing value added process, products or services that can affect the quality of products and services provided to our customers.
- 1.3 Suppliers are required to follow the applicable regulatory requirements and international standards and laws as it applies to WIKA's customer requirements.
- 1.4 Current applicable requirements include but are not limited to AS9100, ISO 9001, ATEX, IECEx, National Defense products, and customer specific requirements (customer designated suppliers).

2.0 DEFINITIONS/ABBREVIATIONS

- 2.1 WIKA - WIKA Sensor Technology, LP
- 2.2 RPN – Risk Priority Number

3.0 REFERENCED DOCUMENTS

4.0 Control of Tier two Supplier

- 4.1 Suppliers of WIKA shall have a program to control the products and processes of their suppliers.
- 4.2 Suppliers are required to flow down WIKA requirements to their suppliers.
- 4.3 Control of suppliers shall include, counterfeit detection, foreign object detection and change management.

5.0 Counterfeit Parts

- 5.1 The supplier shall have a program to detect counterfeit parts from their suppliers.
- 5.2 The program shall be able to detect counterfeit parts and prevent shipping them to WIKA
- 5.3 The counterfeit parts program must be communicated and implemented at the supplier of WIKA's suppliers (WIKA tier two suppliers)

6.0 Risk Management

- 6.1 Suppliers shall have a program to assess risk in the planning and production process as well as assessing risk to the quality management system.
- 6.2 Risk shall include assessment of risk in operations, suppliers, interested parties and the quality management system.

7.0 Evaluation of Suppliers

- 7.1 WIKA will collect data to evaluate the quality, delivery, safety and genuine parts of supplier.
- 7.2 Quality: suppliers are expected to ship product with zero defects.

7.3 Delivery: Suppliers are expected to have a 100% on time delivery each month.

7.4 Audits: As required, WIKA will audit the quality management system of its suppliers.

7.5 EVALUATION

7.5.1 A Risk Priority Number (RPN) will be generated for Quality and Delivery

7.5.2 Ratings for each category are assigned from 1-5

7.5.2.1 Meets expectation 100% on time delivery with no quality issues

7.5.2.2 Quality 2 or less nonconformities , Delivery 90-100% on time

7.5.2.3 Quality 3-4 nonconformities, Delivery 80-90% on time

7.5.2.4 Quality 5 nonconformities, Delivery 70-80%

7.5.2.5 Quality greater than 5 nonconformities, delivery less than 70%

7.5.3 The quality and delivery ratings above are multiplied together to generate the RPN.

7.5.4 Actions taken are as follows:

7.5.4.1 Above 15: No action

7.5.4.2 Numbers from 9-14: Conference with supplier to request corrective action and plan to improve score

7.5.4.3 Numbers from 1-8: Review for deactivation.

8.0 Change Management

8.1 Suppliers- Suppliers shall have a program in place to monitor change within their facility and at their suppliers

8.1.1 The program shall be able to identify changes to tier two suppliers.

8.1.2 Changes in supplied product must be communicated to WIKA

8.1.3 Change can include (but not limited to) tier two location change, change in processes, change in product performance or safety, change in suppliers and change in product source.

8.1.4 Suppliers must have a change management processes to control changes in suppliers, design, delivery, quality and scope of their business.

8.2 Quality-

8.2.1 Suppliers shall notify WIKA of any quality objectives that do not meet intended expectations (nonconformities).

8.2.2 The supplier is responsible for any charges resulting from product nonconformities caused by the supplier.

8.3 Delivery-

8.3.1 Suppliers are required to notify WIKA of any delivery due dates that cannot be met, as soon as the discrepancy is identified.

8.3.2 Suppliers are responsible to design the packaging so that the product arrives contained and without defect.



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9.0 Competence and Awareness

- 9.1 Ethics- Suppliers should understand the importance of ethical behavior.
- 9.2 Safety- Suppliers should be aware of their contribution to product safety.
- 9.3 Suppliers should be aware of their contribution to product or service conformity
- 9.4 Suppliers should be aware of the causes and risks of counterfeit product.

10.0 Communication

- 10.1 Suppliers shall have a program to monitor and communicate
 - 10.1.1 Quality that doesn't meet expected outcomes,
 - 10.1.2 Delivery that does not meet expected target dates and
 - 10.1.3 Changes to suppliers that could affect product quality or delivery.

11.0 Initial Production

- 11.1 Suppliers must provide a first article sample (form AS9102) and/or inspection data as directed by WIKAI for any new production parts or any significant changes in the production process.
- 11.2 The supplier must provide test samples as requested.

12.0 On Boarding new suppliers

- 12.1 Application: New suppliers will be required to complete a supplier application
 - 12.1.1 Provide Current certifications
 - 12.1.2 Provide Purchasing and quality contacts
 - 12.1.3 Complete a self-assessment as applicable

13.0 Identification and Traceability

- 13.1 Finished products must be identified and traceable as required
- 13.2 All product related materials and components must have a heat number or lot number.
- 13.3 Heat numbers must be sent with the product packaging or prior to WIKAI receiving the product.

CHANGE HISTORY

Revision	Description of Change
Release	First release