



CAMCRAFT

Precision Machined Components

Supplier Manual

Rev 8 (8/4/2020)



Statement of Purpose

The mission of Camcraft is to glorify God: employing positive, dedicated, skillful people to produce high-quality precision components at a reasonable profit.

Serving customers with high demands for our engineering and manufacturing capabilities, we provide responsive, dependable service on a professional level. As a responsible corporate citizen, we develop and maintain a partnership relationship with our suppliers, customers and employees. Our sincere obligation to our people includes providing a safe, healthy, and positive work environment, encouraging each member of our team to realize the full potential of his/her abilities in business and personal endeavors.

Maintaining balance and stability, we will strive to grow in a deliberate manner to earn recognition as a world-class supplier. We will foster pride among our employees, customers, suppliers and industry, meeting with excitement the challenges of today and tomorrow.

Supply Chain Philosophy

Camcraft views its supply base to be an extension of our own workforce.

Our philosophy is therefore to procure materials and services from partners who provide us with quality products, reliable delivery, competitive pricing, and responsive service. With integrity and open communication, we will instill trust and encourage the exchange of creative ideas.

Camcraft Conflict Mineral Compliance Statement

Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the Securities and Exchange Commission Rules adopted in connection therewith, require certain corporations to report the use of "Conflict Minerals" in the manufacture of their products. Generally Conflict Minerals collectively refers to cassiterite, Columbite-tantalite, gold, wolframite, or their derivatives, including tantalum, tin and tungsten, which originate from the Democratic Republic of the Congo or specified adjoining countries.

As a privately held corporation, Camcraft is not subject to the Conflict Minerals rules and reporting requirements; however, we understand that our customers may be, and we are committed to helping our customers comply with their reporting requirements. Camcraft is committed to sourcing components and materials from companies that share our same values and do not use or manufacture products made from Conflict Minerals. Camcraft expects all Suppliers to follow all statutory and regulatory requirements pertaining to, but not limited to, REACH and ROHS materials. We require all of our suppliers to notify us if they use any of these materials.

Supplier Performance Expectations

Foundational Expectations

**Zero Defects
Zero Late Deliveries
Commitment to regular reinvestment in the business
Continuous improvement in quality, delivery/lead time, service and total value
ISO 9001 registered with the goal of conformity to IATF 16949 or AS 9100**

Quality

New Product / Process Development

- PPAPs must be submitted and approved as required by Camcraft.
- Process/product changes must be submitted in writing and pre-approved by Camcraft.
- Test specimens may be requested for inspection approval.

Supplier Employee Awareness

- Employees should understand their contribution to process and product quality and safety
- Employees should understand how to behave ethically

Supplier Contained Defects

- Camcraft should be informed via e-mail of nonconformities that require reworking, sorting or scrap prior to action being taken as well as the impact on delivery.

Camcraft Detected Defects

- Camcraft expects an immediate response to nonconformities that escape the supplier's plant. This may require on-site sorting or immediate pick-up for action at the supplier.
- An initial corrective action response is needed within 24 hours and should include the problem statement and containment plans.
- A final corrective action response including the permanent corrective and preventive measures is to be supplied within 10 working days. Extensions may be requested.
- If requested, samples of the defects must be provided to Camcraft for further investigation.

Cost Impact of Defects

- Camcraft reserves the right to charge the costs of defective material, components, or subcontracted services back to the responsible supplier. These include, but are not limited to scrap, sorting, rework, down-time, warranty and premium freight charges as well as charge backs from customers. These issues will be negotiated in good faith by the involved parties.

Verification and Traceability

- Camcraft, our customer, and regulatory authorities reserve the right to verify products or processes at the supplier's premises.
- Camcraft performs receiving inspection on each lot received. This includes dimensional checks as well as visual inspection for cleanliness, finishes and burrs under magnification.
- The supplier must maintain records that support lot traceability and compliance for a minimum of 50 years. These include process records, inspection records and certifications, which must be available promptly upon request.
- Supplier must contact Camcraft for approval to destroy or delete records, upon conclusion of the retention period.
- Camcraft requires our suppliers to ensure third party materials meet our customer specifications.

Outsourcing

- Any outsourcing of processes must be requested in writing and pre-approved by Camcraft.
- All requirements in this manual and all requirements defined in the Camcraft purchase order must be flowed down to the outsourced supplier.

Supplier Development

Camcraft has implemented a culture of continuous improvement throughout our company and expects our supply chain to engage in these efforts as well. It is our suppliers' responsibility and in their best interest to take part to further develop their processes and capabilities and to always improve. In order, below is the progression our suppliers should take to improve their quality management system, with the end goal of being IATF 16949 or AS 9100 certified.

- ISO 9001
- IATF 16949
- AS 9100

Suppliers of Special Process should review self-assessments and/or third party audits. Requirements and process include, but are not limited to, the following:

- a. CQI-9: Heat Treat
- b. CQI-11: Plating
- c. CQI-12: Coating
- d. CQI-15: Welding
- e. CQI-17: Soldering
- f. CQI-23: Molding
- g. CQI-27: Casting

Counterfeit Parts

- The supplier shall have a process to prevent counterfeit or suspect counterfeit parts from being delivered back to Camcraft. There are various methods to accomplish this: acquiring material only from the original or an authorized manufacturer, having testing in place to detect counterfeit parts, monitoring reporting from external sources, or quarantine and reporting of suspect or detected counterfeit parts.

Delivery/Lead-Time

Delivery Requirements

- Camcraft expects our suppliers to deliver to the requested date. Camcraft must be notified within 24 hours if the supplier is unable to meet the requested delivery date.
- The supplier is responsible to ensure the delivery of materials to the ultimate destination in a safe condition.
- All product shipped on skids should be shrink-wrapped and banded. Baskets should never rest directly on parts.
- The following information should appear on all packing lists and invoices: Part number, quantity, shipment date, purchase order number, line number, packing list number, and job number.

Material Count Discrepancies

- Camcraft verifies all material counts prior to the product shipping to an outside process supplier. When raw material or parts from an outside process supplier are received back, the parts are counted. If a discrepancy of greater than or less than 5% is noted, our shipping/receiving department will contact the supplier. The supplier will have 24 hours to respond to the discrepancy. If there is no response in 24 hours, we will assume the supplier agrees with Camcraft.

Delivery Performance

- Camcraft will track and report delivery and quality performance. If the supplier is not meeting expectations, the supplier is required to develop and submit a corrective action plan to meet the performance requirements.

Competitiveness

As an automotive supplier, Camcraft is required to provide customers with annual cost reductions. In turn, Camcraft requires its suppliers to provide best total value.

- Participate in the design and development of Camcraft parts, consistent with our policy of Early Supplier Involvement.
- Share technology directions and intentions with Camcraft.
- Use state of the art processes, tooling, equipment and manufacturing technologies.
- Understand and adopt the principles of Lean Manufacturing.
- Routinely share productivity ideas.
- Achieve year over year productivity improvements.
- Service and Support Leadership
- Promptly respond to requests for information, technical assistance, and corrective actions.
- Lead times should be consistent with industry best practice while continuing to strive to reduce total lead-time.
- Notify Camcraft of intentions to discontinue supply of an item or service at least one year prior to implementing.
- Supplier should provide a timely response on quotations.
- Conduct all business in an honest and ethical manner.
- Notify Camcraft if the part or process being requested is not capable or a good fit.
- Openly share information on all elements of cost.
- It is the responsibility of the supplier to notify Camcraft of any changes in their key contact employee list.

Confidentiality

- Supplier will not use any intellectual property from Camcraft in any way other than the manufacture and support of products for Camcraft.
- Supplier will use reasonable efforts to maintain in confidence and not disclose to any third party information which is clearly marked confidential.

Please sign this form confirming that you agree to Camcraft's Supplier Manual.

(Signature)

(Company)

(Title)

(Date)

(Signature)

(Company)

(Title)

(Date)

Revision History

Rev 1	Initial Release	Joe Furlano	1/17/2006
Rev 2	Update for compliance with IATF	Joe Furlano	10/19/2017
Rev 3	Update	Caitlyn Holman	11/16/2017
Rev 4	Update of AS9100	Janna Roosevelt	3/21/2019
Rev 5	Updated of AS9100	Caitlyn Holman	6/5/2019
Rev 6	Update Counterfeit Parts	Michelle Becker	6/26/2019
Rev 7	Update	Michelle Becker	7/8/2019
Rev 8	Update disposition of documents	Michelle Becker	8/4/2020