

§1 Preface

The Hanomag Lohnhärtere Group (HLU), represented here by the Hanomag Härtecenter GmbH, offers a wide range of heat-treatment services, especially for steel- and aluminum- products. To deliver our services on high quality and performance levels, Hanomag purchases various commodities and external services. This guideline is mandatory to all suppliers. It is our standard to ensure the quality and availability of goods-, raw materials and services; we purchase to meet our customer's needs.

This guideline is valid for all suppliers of following HLU – units:

- Hanomag Härtecenter GmbH, Hannover
- Hanomag Lohnhärtere GmbH, Hanover plant
- Hanomag Lohnhärtere GmbH, Gevelsberg plant
- Hanomag Härtol Lohnhärtere GmbH, Gommern plant
- Hanomag Härtol Lohnhärtere GmbH, Berlin plant
- Hanomag Härtol Lohnhärtere GmbH, Werningerode plant
- Hanomag Heat Treatment International Sp. Z o.o., Swarzędz-Jasin, PL (§9 is not applicable on this sub-unit)

§2 Quality management

Continuous quality monitoring of all products and services is liable for all suppliers. Suppliers have to ensure that goods, materials and services, provided to HLU are free of faults. Technical specifications, agreed with Hanomag must be fulfilled. Conformity-certificates, test reports, safety data sheets or other suitable documents must be enclosed.

All suppliers have to be certified according to the international quality standard ISO 9001 or a comparable industry norm. If no quality management system exists, we perform supplier audits to determine the ability to collaborate with HLU.

§3 Environmental management

All HLU suppliers have to follow environmental regulations valid for their commodities, materials or services. Further on suppliers have to monitor and update those statutes. Suppliers have to inform HLU about any environmental risks related to their deliveries before shipping.

Suppliers who maintain an Environmental management system according to ISO 14001, EMAS or comparable standards will be preferred by HLU.

§4 Energy management

Our energy management system is certified according to DIN EN ISO 50001. Our main focus is to purchase products and services that are energy efficient. Supplies are asked to consider this in their submission documents. HLU prefers the best energy efficiency in addition to the most reasonably priced offer.

§5 Product safety

All supplies used in services for automotive OEMs must meet IATF16949 product safety requirements. The HLU will pass on customer-specific requirements to its suppliers and monitor their application. In particular, such for the Volkswagen AG, these are specifically defined in the Formula Q in Chapter 4.2 and require the use of product safety officer. The written appointment for this representative is to be sent to HLU as well as other certificates.

§6 Supplier categories

HLU suppliers are grouped in categories. This guideline provides specific information for each category.

6.1 Consumables and auxiliary materials

This chapter describes deliveries of:

- Operating gas
- Hardening oil
- Insulating compound
- Methyl alcohol

as well as other materials that are not mentioned here, because we don't use them regularly or in small quantities only.

Suppliers in this category have to safeguard that all supplies match our specifications according to compounding, purity, quantity and type. HLU orders mainly materials that are listed in suitable product standards. All materials and compounds need to be REACH registered. Dangerous substances must be labelled according to GHS/CIP (1272/2008 EG). An updated safety data sheet must be attached to every delivery. Any modifications concerning composition, delivery form or transport conditions have to be reported to duly to HLU.

Suppliers in this category who maintain an Environmental management system according to ISO 14001, EMAS or comparable standards will be preferred by HLU.

6.2 Shipping companies

All companies who provide transport services, regardless whether they deliver goods or materials to HLU, are liable that storage- as well as transport-services do not cause any damage to the consigned freight. Shipping companies who deliver goods to our customer have to fulfil the same obligations. Scheduled delivery dates have to be met in any case. Deviations must be reported and justified to HLU immediately. Alternative solutions need to be offered, to minimize delays as far as possible. Suitable vehicles must be available to facilitate all transport -modes and – amounts.

For all transports of hazardous goods national and international regulations (ADR/RID, GGBefG, GGVSEB) are mandatory. Safety data sheets and valid transport documents must be available under any circumstances. Operators who provide hazardous goods have to be qualified. The vehicle shall be equipped with all safety- and identification labels. We may check those conditions anytime, as long as vehicles stay on our company grounds.

6.3 External inspection services

External inspection services who:

carry out customer related quality tests,

- are in charge of calibrations,
- or who measure legally relevant safety- or environmental issues,

must be qualified on their subject.

This can be essentially demonstrated by an accreditation according to DIN EN ISO/IEC 17025.

6.4 Sub-suppliers

Suppliers, who handle customer products on behalf of HLU, need at least a certification according to ISO 9001. For automotive purposes an ISO/TS 16949 is preferable.

6.4.1 Proof of qualification

In case that an expert's certificate is required for any services delivered to Hanomag, the subcontractor shall send it without being asked and before commencing business. Our central purchasing department calls for proofs at certain intervals in order to obtain the respectively valid document. Hanomag shall be notified without delay of the loss or expiration of any specialist evidence.

6.5 Waste management companies

Disposal companies must be licensed according to § 56 Chapter 2 (Closed Substance Cycle Waste Management Act). The disposal of hazardous waste requires a suitable garbage truck and a specifically skilled operator. HLU is authorized to check aptitude, road safety and labelling of those vehicles by own experts.

6.6 Facilities and Equipment**6.6.1 Facilities**

For planning and erection of buildings valid safety- and environmental regulations shall be followed. Related to the purpose of a building, energy efficiency, safety and infrastructure guidelines should be considered. Construction companies who work on behalf of HLU should have a certified quality management system and a pre-qualification certificate according to German Construction Contract Procedures (VOB).

6.6.2 Equipment

Suppliers of production- or building equipment need to follow in particular European conformity regulations (CE). Under „equipment“ we have summarized any energy using devices, needed to equip our industrial premises and commercial units. The ecodesign requirements for energy-related products (2009/125/EC) are integral part of our contracts. The following executive orders are crucial:

Catgory	EU-Guidelines
Electric motors	(EG) Nr.640/2009
Pumps	(EG) Nr. 641/2009; (EU) Nr. 547/2012
Fan blowers	(EU) Nr. 327/2011
Climate control units	(EU) Nr. 206/2012
Lamps	(EG) Nr. 244/2009; (EG) Nr. 245/2009; (EU) Nr. 1194/2012
White goods	(EG) Nr. 643/2009; (EU) Nr. 932/2012
Television and monitors	(EG) Nr. 642/2009
Power supplies	(EG) Nr. 278/2009

A declaration of conformity must be attached to every delivery. The declaration shall give relevant information about origin, manufacturer and the guidelines mentioned here. The entire labeling must correspond to the German EnVKG (92/75/EC, European Union energy label). If HLU buys motor driven devices, we emphasize on power efficiency and life cycle costs. Therefore suppliers should check, if efficiency improved electric motors are deployable and consider this in their offers.

6.7 Revoke or expiration of certifications

If a supplier loses a certification necessary for the business relationship with Hanomag by expiration or revoke, Hanomag has to be informed without delay. If those certifications are concerning quality management systems (DIN EN ISO 9001 or ISO / TS 16949), we are obliged to carry out supplier audits for the period until the supplier regained the certificate.

§7 Force Majeur

In case of Force majeure or any other incidents, generally considered not caused by HLU or the supplier, such as mobilization, war, riots, strike, the delivery obligation may be suspended for the duration

of the circumstances and their aftermath. The parties will inform each other about the occurrence of such an event at short notice.

§8 Insurance

Service providers working at HLU premises for any length of time, have to show the following insurance policies prior the commencement of any works:

- Liability insurance and
- Coverage confirmation to an employers' liability insurance association.

§9 Amendments

Amendments and supplements of these guidelines need to be made in writing. Modified issues of this document are available on the HLU internet homepage.

§10 Choice of law and place of venue

German law applies.

Jurisdiction for all disputes from this contract is exclusively Hanover.

At our Swarzedz branch these rules are only applicable, if they are based on European and Polish law.