



Supplier Quality Manual
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1. Purpose

The Supplier Quality Manual (SQM) has been developed to define and communicate the quality system requirements and expectations of Gulf Extrusions LLC to all approved suppliers. The purpose of this manual is to ensure that all materials, products, and services supplied to Gulf Extrusions meet the established standards of quality, reliability, and performance in accordance with the company's purchasing agreements, engineering drawings, specifications, and customer requirements.

This manual serves as a guideline to align supplier quality management systems with Gulf Extrusions' commitment to excellence and continuous improvement, particularly for suppliers providing secondary operations such as machining, fabrication, or other outsourced processes performed on extruded profiles.

2. Scope

This manual applies to all suppliers and sub-tier sources providing Gulf Extrusions LLC with raw materials, components, products, processing services, and related support activities that directly or indirectly affect product quality and customer satisfaction.

It establishes the quality requirements, standards, and expectations for all external providers involved in the supply chain, including those performing secondary or subcontracted operations such as machining, fabrication, surface treatment, or finishing of extruded profiles.

Compliance with this manual is mandatory for all suppliers to ensure consistent product quality, conformity to specifications, and alignment with Gulf Extrusions LLC's quality management system and customer requirements.

3. Responsibility

Procurement Manager – To ensure smooth operation of purchase as per the procedure.

All suppliers are required to comply with the latest approved revision of the Supplier Quality Manual (SQM) and ensure full understanding of its contents. In case of any ambiguity or need for clarification, suppliers shall contact their designated Gulf Extrusions LLC representative — either the Buyer or the Supplier Quality Engineer (SQE) — for guidance prior to proceeding.

Suppliers must ensure that any obsolete or superseded versions of the SQM are immediately withdrawn and discarded upon receipt of a new revision. Acknowledgment of receipt and implementation of the latest revision shall be communicated to Gulf Extrusions LLC through the designated contact.

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Each Purchase Order (PO) issued by Gulf Extrusions LLC will reference the current SQM revision number. It is the supplier's responsibility to verify this reference, ensure compliance with the latest revision, and maintain appropriate documentation and records demonstrating adherence.

Note: This Supplier Quality Manual (SQM) does not define or govern commercial terms, including cost, pricing, or service expectations associated with Gulf Extrusions LLC. For any matters related to commercial agreements, pricing structures, or service arrangements, suppliers shall contact their designated Gulf Extrusions LLC Purchasing Representative for clarification and guidance.

4. Code of Conduct

4.1 Compliance with local laws and regulations

- 4.1.1 Compliance with local laws and regulations: type and Extent of control: Gulf Extrusions LLC is responsible for ensuring that all suppliers and sub-tier sources adhere to all applicable statutory, regulatory, and legal requirements relevant to their supplied products, materials, and services.
- 4.1.2 Suppliers are required to maintain full compliance with all local, regional, and federal laws and regulations governing their operations, including but not limited to environmental, health and safety, labour, and product conformity requirements applicable within their respective jurisdictions.
- 4.1.3 Suppliers shall ensure that such compliance is effectively communicated, implemented, and verified throughout their supply chain.
- 4.1.4 Relevance: Suppliers shall maintain full operational compliance with all applicable legal, environmental, labour, and occupational health and safety regulations governing their operations.
- 4.1.5 Compliance with these requirements ensures that all materials, components, and services supplied to Gulf Extrusions LLC meet the expected standards of quality, safety, and regulatory conformity.
- 4.1.6 Suppliers are expected to proactively monitor and update their practices in alignment with any changes in relevant legislation or industry standards to ensure continued compliance and consistent product integrity.
- 4.1.7 Compliance with Environmental, Health and safety Laws: Environment for the operation of processes: Suppliers shall ensure that all operations, facilities, and processes are conducted in full compliance with applicable Environmental, Health, and Safety (EHS) laws, regulations, and standards.
- 4.1.8 Suppliers are responsible for maintaining a safe and environmentally responsible workplace by implementing and documenting effective safety practices, hazard identification and management systems, and environmental controls.
- 4.1.9 All process areas must display visible and clear safety notices, and employees shall be adequately trained to perform their tasks safely and responsibly.
- 4.1.10 Adherence to these EHS requirements is essential not only for fulfilling legal obligations, but also for meeting Gulf Extrusions LLC's customer-specific requirements and overall commitment to sustainable and safe operations.

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4.2 Non-discrimination

- 4.2.1 Suppliers are required to demonstrate fairness, equity, and non-discrimination in all employment practices.
- 4.2.2 Suppliers must ensure that no employee or candidate is subjected to discrimination based on race, color, gender, age, religion, national origin, disability, or any other legally protected characteristic, and that all employment decisions are made in accordance with applicable local, state, and federal regulations.
- 4.2.3 Suppliers are expected to foster a positive, inclusive, and respectful work environment and to demonstrate leadership and commitment to ethical employment practices throughout their organization and supply chain.

4.3 Ethics and customer focus

- 4.3.1 Suppliers are expected to conduct all business activities with the highest standards of ethics, integrity, and transparency.
- 4.3.2 Any evidence of unethical practices, including but not limited to bribery, corruption, or fraudulent behavior, constitutes a serious breach of supplier integrity and may result in termination of the business relationship with Gulf Extrusions LLC.
- 4.3.3 Suppliers must ensure that all engagements uphold principles of fair competition, honesty, and ethical conduct, and that their supply chains operate in compliance with applicable laws and ethical standards.
- 4.3.4 Commitment to ethical practices is essential for maintaining customer trust, quality, and long-term business relationships.

4.4 Code of Conduct and Policy Enforcement:

- 4.4.1 Suppliers and their sub-tier sources are accountable for adherence to all applicable standards, codes, and policies that impact the quality, safety, and ethical integrity of the products and services provided to Gulf Extrusions LLC.
- 4.4.2 Suppliers are responsible for enforcing and verifying compliance throughout their supply chain, ensuring that all externally provided processes, materials, and services consistently meet the required quality, safety, and ethical standards.
- 4.4.3 This includes, but is not limited to:
 - Ensuring suppliers and sub-tier sources comply with Gulf Extrusions LLC specifications and contractual requirements.
 - Implementing verification, monitoring, and corrective actions for nonconforming outputs.
 - Maintaining documented evidence demonstrating compliance and control over externally provided processes, products, and services.

4.5 Confidentiality

- 4.5.1 Ensuring the confidentiality of customer and proprietary information is a fundamental requirement for Gulf Extrusions LLC.

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- 4.5.2 Suppliers are expected to safeguard all sensitive information and intellectual property shared as part of their business relationship, and to prevent unauthorized access, disclosure, or use of such information.
- 4.5.3 Protection of confidential and proprietary information is essential for maintaining trust, upholding contractual obligations, and complying with legal requirements. Suppliers must implement appropriate controls, processes, and safeguards to ensure that sensitive information is handled responsibly throughout their organization and supply chain.

5. QMS Requirements:

5.1 General

- 5.1.1 Suppliers shall maintain an effective Quality Management System (QMS) that is appropriate for the products, processes, and services they provide to Gulf Extrusions LLC.
- 5.1.2 The QMS shall be certified by an accredited third-party organization to the latest version of one or more of the following standards, as applicable:
- ISO 9001 – Quality Management System
 - IATF 16949 – Automotive Quality Management System
- 5.1.3 Suppliers are expected to implement, maintain, and continuously improve their QMS to ensure consistent compliance with Gulf Extrusions LLC requirements, applicable specifications, and customer expectations.
- 5.1.4 Documentation and records supporting the QMS must be available for review or audit upon request by Gulf Extrusions LLC.
- 5.1.5 Suppliers shall be informed of the specific Quality Management System (QMS) requirements of Gulf Extrusions LLC through the Purchase Order (PO) and any supplementary documentation.
- 5.1.6 These requirements may include, but are not limited to:
- Statutory and regulatory compliance relevant to the supplied products or services,
 - Records retention periods for quality and production documentation,
 - Customer-specific requirements, and
 - Packing, labeling, and shipping requirements.
- 5.1.7 Suppliers are required to review, acknowledge, and comply with all communicated QMS requirements to ensure full conformity with Gulf Extrusions LLC expectations and applicable standards.
- 5.1.8 When customer-specific materials or process specifications are referenced in a Gulf Extrusions LLC Purchase Order, the supplier shall adhere to those specific requirements as documented in GEX-SQM-01.
- 5.1.9 If no customer-specific requirements are referenced in the Purchase Order, the supplier shall comply with the latest version of GEX-SQM-01 to ensure consistent quality and alignment with Gulf Extrusions LLC standards.

5.2 Product Safety

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- 5.2.1 Gulf Extrusions LLC and its suppliers shall ensure that product safety is planned, managed, and maintained throughout the entire product lifecycle, from design and development through production, delivery, and end use.
- 5.2.2 Suppliers involved in the design, development, or manufacture of products for new applications or systems must collaborate closely with Gulf Extrusions LLC to ensure that all performance, reliability, and safety standards are fully met.
- 5.2.3 Ensuring product safety requires the implementation of robust testing, performance verification, and compliance processes to confirm conformity with applicable customer, industry, and regulatory requirements.
- 5.2.4 Suppliers are expected to maintain documented evidence of compliance and to promptly report any potential or actual safety-related concerns that could affect product performance, reliability, or end-user safety.

5.3 Counterfeit Product Control

- 5.3.1 Suppliers are responsible for ensuring that counterfeit or suspect counterfeit products are not delivered to Gulf Extrusions LLC.
- 5.3.2 This responsibility includes the establishment and maintenance of processes to identify, control, and prevent the use of counterfeit products, in accordance with industry standards and customer-specific requirements.
- 5.3.3 Suppliers must implement effective controls, such as:
 - Verification of authenticity of supplied materials and components,
 - Traceability measures throughout the supply chain, and
 - Monitoring and reporting of any detected counterfeit materials.
- 5.3.4 Suppliers are required to promptly report any suspected or confirmed counterfeit products to Gulf Extrusions LLC and collaborate in taking appropriate corrective actions to mitigate associated risks.

5.4 Control of Documents and Records

- 5.4.1 Suppliers shall ensure that all quality documents and records related to material and product conformance are properly identified, maintained, and securely preserved. This includes, but is not limited to:
 - First Article Inspection (FAI) reports,
 - Detailed or machined part reports,
 - Dimensional inspection reports with traceability,
 - Certificates of Conformance,
 - Raw material/test certificates,
 - CMM reports, and other relevant documentation.

5.5 Records Retention:

- 5.5.1 Unless otherwise specified, records must be retained for a minimum of 10 years, or as defined by Gulf Extrusions LLC or customer-specific requirements.

5.6 Document Control:

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- 5.6.1 Verbal agreements or instructions are not valid approvals under any circumstances.
- 5.6.2 For electronic records, the storage media shall ensure data integrity throughout the retention period.
- 5.6.3 Suppliers are responsible for working with the latest versions of all specifications referenced in this document or in Purchase Orders. Any changes or deviations must be immediately communicated to the designated Gulf Extrusions LLC Buyer or SQE.
- 5.6.4 Compliance with these requirements ensures traceability, data integrity, and alignment with Gulf Extrusions LLC's quality management system and customer expectations.

5.7 Risk Management

- 5.7.1 Suppliers shall establish, implement, and maintain a structured process to manage risks that could affect the fulfilment of applicable requirements, including those associated with their sub-tier suppliers.
- 5.7.2 The supplier's risk management process shall include:
- 5.7.3 Identification and assessment of potential risks that may impact quality, delivery, cost, or compliance.
 - 5.7.3.1 Development and implementation of risk mitigation plans for all identified risks, including but not limited to:
 - Production capacity and throughput,
 - Financial stability,
 - Availability of resources and manpower,
 - Equipment, machinery, and tooling reliability.
 - 5.7.3.2 Monitoring, review, and continuous improvement of mitigation measures to ensure effectiveness and minimize risk to Gulf Extrusions LLC requirements.
- 5.7.4 Effective risk management ensures continuity of supply, compliance with Gulf Extrusions LLC requirements, and alignment with customer expectations.

5.8 Competence, Training and awareness

- 5.8.1 Suppliers shall determine the necessary competence of personnel performing work that affects conformity to product and process requirements.
- 5.8.2 Where applicable, suppliers shall:
 - Provide training or take other actions to ensure personnel achieve the required competence,
 - Evaluate the effectiveness of such training or actions, and
 - Maintain documented records of education, training, skills, and experience for all relevant personnel.
- 5.8.3 This ensures that all personnel involved in production, inspection, and related activities are capable, qualified, and aware of their responsibilities in meeting Gulf Extrusions LLC requirements and maintaining product quality and compliance.

5.9 Compliance to contractual requirements:

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- 5.9.1 Upon accepting a Gulf Extrusions LLC contract or Purchase Order (PO), the supplier is responsible for full compliance with all contractual requirements, including but not limited to:
- Engineering drawings
 - Specifications
 - Purchase orders
 - Any other documents referenced within the contract or PO
- 5.9.2 All applicable documents, drawings, and specifications—regardless of their origin—must be used by the supplier at all levels of the supply chain, unless explicitly stated otherwise in the contract or PO.
- 5.9.3 Suppliers and their sub-tier sources shall conduct a contract review, preferably with a Cross-Functional Team (CFT), in coordination with Gulf Extrusions LLC and, where applicable, the customer. This review ensures understanding and compliance with all requirements prior to commencing any work.
- 5.10 Designated source or approved source**
- 5.10.1 Where specified by contract, the supplier shall procure products, materials, or services only from Gulf Extrusions LLC-approved or customer-approved sources.
- 5.10.2 The supplier remains responsible for ensuring that all items procured from these sources conform to applicable technical, quality, and contractual requirements.
- 5.10.3 Suppliers must authenticate and provide CoCs, raw material test certificates, or any third-party inspection reports prior to submission, including for materials or services sourced from sub-tier suppliers.
- 5.11 Control of sub-tier supplier**
- 5.11.1 Suppliers are responsible for ensuring that their sub-tier suppliers meet the basic requirements and expectations of Gulf Extrusions LLC.
- 5.11.2 Gulf Extrusions LLC, and/or its customers, may elect to review or audit the control of sub-tier suppliers as deemed necessary.
- 5.11.3 Suppliers shall implement appropriate monitoring, verification, and control processes to ensure that sub-tier suppliers consistently deliver products, materials, or services that conform to Gulf Extrusions LLC technical, quality, and contractual requirements.
- 5.12 Control and release of precision furnished documents**
- 5.12.1 Any documents or records provided by Gulf Extrusions LLC or its customers are supplied solely for the purpose of conducting business with Gulf Extrusions LLC. Proprietary documents or records may be provided in hard copy, electronic format, or other media.
- 5.12.2 Suppliers are responsible for:
- 5.12.3 Controlling and maintaining these documents and records to prevent improper use, loss, damage, alteration, or deterioration.
- 5.12.4 Ensuring that the documents are not disclosed to any other party unless expressly authorized in writing by the Gulf Extrusions LLC Buyer.

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5.12.5 Suppliers must implement adequate document control measures to protect the confidentiality, integrity, and proper use of all furnished proprietary information.

5.13 Business Continuity:

5.13.1 Suppliers shall establish, implement, and maintain a business continuity plan to ensure the safeguarding, storage, and recovery of critical assets, including:

- Engineering drawings
- Electronic media and data
- Production tooling and equipment

5.13.2 The business continuity plan shall also include contingency measures to maintain compliance with Gulf Extrusions LLC requirements in the event of:

- Utility interruptions
- Labor shortages
- Equipment or machinery failures
- Field returns or product failures

5.13.3 The plan must ensure that critical processes and deliverables can continue or be restored promptly, minimizing the impact on quality, delivery, and customer satisfaction.

5.14 Product qualification:

5.14.1 This section defines the generic requirements for production part qualification and approval. The purpose is to ensure that:

5.14.2 All Gulf Extrusions LLC drawings and specifications are fully understood by the supplier, and

5.14.3 The manufacturing processes have the capability to consistently meet these requirements.

5.14.4 For all instances where a product, item, material, or process is manufactured to specified requirements, it is essential that both the supplier and Gulf Extrusions LLC clearly allocate responsibility to ensure that all quality, performance, and compliance requirements are met and documented appropriately.

5.14.5 Proper product qualification ensures process capability, product conformity, and alignment with customer expectations, reducing risk of non-conformance and field issues.

5.15 First Article inspection / approval process

5.15.1 First Article Inspection (FAI) submission and approval may be required by Gulf Extrusions LLC depending on the product sector, customer requirements, and criticality of the part or process. While FAI is mandatory for certain sectors such as automotive, other sectors may not require formal approval; however, suppliers must still comply with the requirements outlined in the Gulf Extrusions LLC Supplier Quality Manual (SQM).

5.15.2 Suppliers are required to perform a new FAI in the following situations, where applicable:

- Initial production order for a new part.
- Changes in the manufacturing process.
- Revisions or specification changes on the current part.

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- 5.15.3 Non-conformance identified in a previously submitted FAI sample, requiring resubmission with corrective actions.
- 5.15.4 Changes in product, process, layout, location, inspection standards, tooling, or configuration, requiring Re-FAI or Delta FAI and approval from Gulf Extrusions LLC SQE.
- 5.15.5 When a Production Part Approval Process (PPAP) submission is required by the customer, Gulf Extrusions LLC will ensure compliance with all applicable requirements.
- 5.15.6 Verification of high-risk FAI samples may be conducted onsite at the supplier facility or offsite, depending on customer requirements and criticality.
- 5.15.7 This process ensures that all drawings, specifications, and manufacturing processes are fully understood, capable, and consistently producing parts that meet Gulf Extrusions LLC and customer requirements across all sectors.

5.16 Process FAI documents

- 5.16.1 It is basic requirements that supplier to maintain (submit) following documents / records during FAI for detailed parts
 - Ballooning drawing
 - PO copy
 - CoC
 - Material test certificate
 - Inspection report
 - Process plan/ process sheet
 - Inspection standard
 - Any other specific to customer required documents and or as mentioned in PO.
- 5.16.2 The following documents / requirements are to be submitted and get approved by Gulf Extrusions LLC for the first sample approval process.
 - Complete dimensional inspection report as per IATF16949 with relevant measuring instruments calibration certificates used during the manufacturing.
 - Raw material test report (proper traceability of each batch to OEM)
 - Supplier sub-tier

5.17 Identification and traceability

- 5.17.1 Where applicable, the supplier shall ensure that all products, materials, and components are clearly identified and traceable throughout all stages of manufacturing, processing, handling, and delivery.
- 5.17.2 Suppliers must:
 - Identify the product by suitable means (e.g., batch number, lot number, heat number, or serial identification) to maintain full traceability from raw material through finished product.
 - Maintain configuration control to ensure that the actual product configuration matches the approved drawings, specifications, and purchase order requirements.

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- Establish a process to record and retain traceability data, including material certificates, production records, and inspection reports, in accordance with the retention period defined by Gulf Extrusions LLC or the customer.
- Ensure that any non-conforming or reworked material can be traced back to its original lot or batch for effective containment and corrective action.

5.17.3 Proper identification and traceability are essential for ensuring product integrity, compliance, and accountability across the entire supply chain.

5.18 Special /Key Characteristics

5.18.1 Suppliers shall ensure full compliance and control of special or key characteristics as designated by Gulf Extrusions LLC and/or its customers. These characteristics are critical features of a material, product, or process that have a significant impact on fit, form, function, performance, or safety of the product.

5.18.2 The supplier is responsible for:

- Identifying and documenting all special / key characteristics as indicated in Gulf Extrusions LLC drawings, specifications, or purchase orders.
- Implementing appropriate control methods (e.g., statistical process control, mistake-proofing, or capability studies) to ensure conformity.
- Reviewing and determining additional process or product characteristics that may influence quality or performance and treating them as key characteristics even if not explicitly defined by Gulf Extrusions LLC.
- Maintaining objective evidence of control and monitoring of all special / key characteristics throughout the production and inspection stages.
- Communicating any deviation or nonconformance related to special / key characteristics to Gulf Extrusions LLC immediately for disposition prior to shipment.

5.18.3 Any modification in the manufacturing process or control plan that may affect key characteristics must be reviewed and approved by Gulf Extrusions LLC Quality prior to implementation.

5.19 Error proofing.

5.19.1 The supplier shall implement error-proofing (poka-yoke) devices and techniques as part of process control to prevent the occurrence or recurrence of nonconformities. These controls should be applied particularly to:

- Functions or operations that are complex or prone to human error.
- Critical processes where the cost of error is high or may impact product safety, performance, or compliance.
- Tasks where inspection or detection of errors after occurrence is difficult or impractical.

5.19.2 Suppliers are expected to validate the effectiveness of such error-proofing methods and ensure they are maintained, regularly verified, and updated as part of continual improvement to minimize process variability and enhance product reliability.

5.20 Standard Operating Procedures / Work Instructions (SOP/WI)

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- 5.20.1 The supplier shall establish and maintain documented Standard Operating Procedures (SOPs) and Work Instructions (WIs) for all operations that have a direct or indirect impact on product quality.
- 5.20.2 These documents shall be readily available and accessible at the relevant workstations to ensure consistent application of approved processes.
- 5.20.3 SOPs and work instructions must be kept current, reviewed periodically, and updated whenever there are changes in process, equipment, or product requirements.
- 5.20.4 The supplier shall ensure that all employees involved in product realization are trained, competent, and fully understand the applicable SOPs/WIs relevant to their work.
- 5.20.5 Compliance to these documents shall be verified through regular audits or process reviews to ensure alignment with Gulf Extrusions LLC quality requirements.

5.21 Control of monitoring and measuring equipment's (Calibration system)

- 5.21.1 The supplier shall establish and maintain a documented system for the control, calibration, and verification of monitoring and measuring equipment used to demonstrate product conformity to specified requirements.
- 5.21.2 The supplier shall determine the monitoring and measurement activities to be performed and maintain objective evidence of product conformity.
- 5.21.3 A register of monitoring and measuring equipment shall be maintained, containing details such as equipment type, unique identification number, location, calibration frequency, method, and acceptance criteria.
- 5.21.4 All measuring equipment shall be calibrated and/or verified at specified intervals or prior to use, using standards traceable to national or international measurement standards. Where such standards do not exist, the basis for calibration or verification shall be documented.
- 5.21.5 The supplier shall ensure that all monitoring and measuring equipment are fit for purpose and capable of providing accurate and reliable results.
- 5.21.6 A Gage Repeatability and Reproducibility (Gage R&R) study shall be conducted and maintained as part of the ongoing process capability validation to confirm equipment accuracy and consistency.
- 5.21.7 Records of calibration and verification shall be retained and made available upon request by Gulf Extrusions LLC.

5.22 Statistical Process Control (SPC)

- 5.22.1 Where specified in the Control Plan or Process Control Sheet, the supplier shall implement and maintain effective Statistical Process Control (SPC) methods to monitor and control critical product and process characteristics.
- 5.22.2 The supplier shall record and retain SPC data and make such records available to Gulf Extrusions LLC upon request.
- 5.22.3 Efforts shall be made to reduce process variation and continuously improve process capability through the application of appropriate SPC techniques.
- 5.22.4 The supplier shall ensure that process parameters are analyzed and maintained within established control limits to ensure consistent product quality.

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5.22.5 When required, SPC charts and capability studies shall be reviewed jointly with Gulf Extrusions LLC representatives.

5.22.6 Note: The minimum required Process Capability Index (Cpk) for critical characteristics shall be greater than 1.66.

5.23 Sampling Plan

5.23.1 When the supplier utilizes sampling inspection as a method for product acceptance, the sampling plan shall be:

- Statistically justified based on recognized sampling principles; and
- Appropriate to the product's criticality and process capability to ensure reliable acceptance decisions.

5.23.2 The supplier shall maintain documented evidence of the sampling plan, including justification, sampling level, and acceptance criteria.

Note: If the process capability (Cpk) does not meet the required level, the supplier shall perform 100% inspection until the process is stabilized and capability is re-established.

5.24 Preventive Maintenance

5.24.1 The supplier shall identify key process equipment and allocate the necessary resources to ensure proper maintenance and reliability of such equipment.

5.24.2 An effective Planned Preventive Maintenance (PPM) system shall be developed, implemented, and maintained to prevent equipment failures and process interruptions. The preventive maintenance program should include:

- Defined schedules and responsibilities for maintenance activities.
- Records of maintenance performed.
- Monitoring of equipment performance and condition; and
- Corrective actions to address recurring or potential issues.

5.24.3 The objective of this system is to ensure equipment availability, minimize downtime, and maintain consistent product quality.

5.25 Source Inspection

5.25.1 Supplier products, materials, or services may be subject to source inspection conducted by Gulf Extrusions LLC, its authorized representatives, customers, or relevant regulatory authorities.

5.25.2 Source inspection requirements will be specified in the contract or purchase order (PO) and shall apply to all operations performed by the supplier and its sub-tier sources, including activities conducted prior to delivery to Gulf Extrusions LLC.

5.25.3 The supplier shall:

- Provide full access to facilities, documentation, equipment, and personnel necessary to conduct the inspection at anytime.
- Ensure that all inspection, testing, and verification activities are completed, and records are available prior to source inspection.
- Facilitate the inspection process to enable effective evaluation of conformance to all applicable requirements.

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5.25.4 Source inspection by Gulf Extrusions LLC or its representatives does not relieve the supplier of its responsibility to deliver fully compliant products and services.

5.26 Shelf-Life Control

5.26.1 For all materials or products supplied to Gulf Extrusions LLC that have a limited or specified shelf life, the supplier shall provide complete and accurate shelf-life data with each delivery. This shall include, at a minimum:

- Manufacturing date
- Expiration date or shelf-life period
- Lot or batch number
- Special handling or storage requirements (where applicable)

5.26.2 Unless otherwise specified in the contract or purchase order (PO), all shelf-life materials or products delivered to Gulf Extrusions LLC shall have a minimum of 80% of their total usable shelf life remaining at the time of receipt.

5.26.3 Suppliers are responsible for ensuring that such materials are packaged, stored, and transported in accordance with their own handling requirements or any customer-specific specifications to preserve material integrity and prevent deterioration.

6. Control of Non-confirming material:

6.1 Supplier Non-Conformance Reporting & Corrective Action.

6.1.1 Suppliers shall establish and maintain a process for reporting, investigating, and correcting non-conformances in products or materials supplied to Gulf Extrusions LLC.

6.1.2 Non-Conformance Reporting (NCR):

6.1.3 Gulf Extrusions Supplier Quality Engineer (SQE) will issue a Supplier Non-Conformance Report (NCR) or Corrective Action (CA) request to the supplier.

6.1.4 The supplier shall respond within 7 working days, providing:

- Root cause analysis.
- Corrective and preventive actions (CAPA).
- Supporting evidence demonstrating the effectiveness of the actions taken.

6.2 Non-Conformance in Supplied Materials:

6.2.1 If a non-conformance is identified in Gulf Extrusions LLC -supplied materials or customer-supplied materials (e.g., jigs, fixtures, raw materials), the supplier must notify Gulf Extrusions LLC before proceeding further.

6.2.2 Non-conformances caused by processing at the supplier's facility using Gulf Extrusions LLC -supplied materials must be separately identified, and prior approval obtained from Gulf Extrusions LLC before returning or proceeding with the product.

6.3 Record Keeping and Monitoring:

6.3.1 Suppliers shall maintain records of all NCRs and corrective actions taken and monitor them on a regular basis.

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- 6.3.2 Suppliers are expected to implement a Fish bone analysis, 5 why or 8D or an equivalent system for monitoring customer and in-house rejection trends and CAPA effectiveness.
- 6.3.3 Non-conformance waste data, including corrective action outcomes, first pass yield (FPY), and similar metrics, shall be tracked and reviewed regularly to support continual improvement.

6.4 Rework, Rejection, and Quarantine of Non-Conforming Parts

- 6.4.1 The supplier's authority to disposition Non-Conforming (NC) products is limited to rework, return to supplier, or scrap. Any such disposition shall be coordinated with and approved by Gulf Extrusions LLC prior to execution. All NC-related costs, including Cost of Poor Quality (COPQ), may be debited to the supplier with prior notification from the Gulf Extrusions LLC Buyer or SQE.
- 6.4.2 Non-Conformance Disposition: When an NC case is identified by Gulf Extrusions LLC, clear disposition instructions will be communicated to the supplier. The supplier is responsible for fully supporting Gulf Extrusions LLC in the segregation, return, or scrapping of defective materials or parts at their facility, as instructed.
- 6.4.3 Storage and Quarantine Control: The supplier shall maintain a dedicated and controlled area for the storage of rework, rejected, or quarantined parts to prevent unintentional use. This area must have restricted access and be clearly identified to distinguish NC materials from conforming products.
- 6.4.4 Notification of Non-Conformance: The supplier is required to notify Gulf Extrusions LLC within 24 hours of identifying any NC part, material, or process issue at their facility. The notification must include:
 - A clear description of the defect
 - Reference numbers affected (e.g., lot, batch, or PO numbers)
 - Quantity involved
 - Method of detection
 - Immediate containment or corrective actions implemented
- 6.4.5 Non-Approved Changes: Any product, process, or material changes implemented without prior written approval from Gulf Extrusions LLC will be treated as non-approved and may be subject to NC action. The supplier shall cooperate with Gulf Extrusions LLC Buyer/SQE in resolving such instances and implementing appropriate corrective actions.

6.5 Concession /Deviation

- 6.5.1 Gulf Extrusions LLC expects all materials and products supplied to fully comply with the specified requirements, drawings, and purchase order conditions. In the event that a deviation from the approved specification is identified prior to shipment, the supplier shall immediately notify Gulf Extrusions LLC Quality Department. The supplier must submit a formal deviation or concession request in writing, either using their own format (if approved) or the Gulf Extrusions LLC Deviation Request Form. A copy of this form will be provided to the supplier upon request.

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- 6.5.2 Acceptance of any deviation will be subject to review and approval by Gulf Extrusions LLC, in coordination with the relevant design and quality functions. Only after receiving written approval of the concession or deviation may the supplier proceed with shipment.
- 6.5.3 A copy of the approved deviation must accompany the relevant shipment as part of the product documentation.
- 6.5.4 Shipments containing non-conforming material without prior written concession or deviation approval will be rejected and returned at the supplier's cost.

7. Packing, Storage & Shipping:

7.1 Handling

- 7.1.1 The supplier shall establish and maintain an effective system for the handling, movement, and storage of materials to prevent any form of damage, corrosion, contamination, or deterioration during internal processing and external transportation. Materials must be handled using appropriate lifting and protective equipment to avoid physical or surface damage, especially for finished and coated products.
- 7.1.2 Packaging:
- 7.1.3 All materials supplied to Gulf Extrusions LLC must be securely and suitably packed to ensure protection during transportation and unloading. Packaging shall be roadworthy, moisture-resistant where applicable, and capable of withstanding multiple handling operations without product damage. The supplier shall ensure that packaging materials are clean, free from contaminants, and compatible with the product.
- 7.1.4 Order Requirements:
- 7.1.5 Packaging and packing configurations must conform to the specific requirements stated in the Purchase Order (PO) or in any applicable drawing, specification, or customer directive. Any deviation from the agreed packing method requires prior approval from Gulf Extrusions LLC.

7.2 Labelling

- 7.2.1 Each package must be clearly labeled with the following minimum details:
 - Gulf Extrusions LLC part number
 - Material description
 - Quantity
 - Batch / Lot number (if applicable)
 - Manufacturing date (where relevant)
 - Handling or storage instructions (if required)
 - Labeling shall be durable, legible, and securely affixed to the outermost package to ensure traceability throughout the supply chain.

7.3 Storage Conditions

- 7.3.1 Suppliers shall maintain designated storage areas for raw materials, work-in-progress, and finished goods to avoid mix-ups, damage, or contamination.

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- 7.3.2 Materials shall be stored off the ground and adequately supported to prevent bending, deformation, or surface defects.
- 7.3.3 Storage areas shall be clean, dry, and free from direct sunlight, excessive humidity, or corrosive atmospheres.
- 7.3.4 Temperature and humidity controls shall be maintained where required by product specification.
- 7.3.5 Chemical and hazardous materials must be stored in compliance with safety and environmental regulations, with proper labeling and segregation.
- 7.3.6 The supplier shall implement FIFO (First-In-First-Out) or equivalent inventory control methods to ensure material traceability and control of shelf life where applicable.

7.4 Standardization:

- 7.4.1 The supplier shall establish, document, and maintain packing, storage, and shipping standards for all supplied materials and products. These standards shall define packaging types, protective materials, labeling requirements, and environmental storage conditions, and must be periodically reviewed for adequacy and compliance with Gulf Extrusions LLC requirements.

7.5 Transportation:

- 7.5.1 The supplier is responsible for ensuring that all shipments are transported in a covered and protected manner to prevent exposure to rain, dust, or mechanical damage during transit. Any damage or deterioration observed before or during shipment must be immediately communicated to Gulf Extrusions LLC for disposition instructions.

8. Tooling Management:

8.1 General

- 8.1.1 Suppliers shall ensure that all tooling, dies, and fixtures used in manufacturing are properly identified, clearly marked, and traceable to the specific part or process for which they are used. Tooling areas must be well-organized, well-lit, and maintained in clean condition to prevent contamination or damage to parts. Each tool or die must have a unique identification number to maintain full traceability throughout its lifecycle.

8.2 Tooling Maintenance:

- 8.2.1 Suppliers are required to establish and implement a preventive maintenance program for all tools, dies, jigs, fixtures, and gauges. This program should include regular inspection, cleaning, lubrication, and repair schedules to ensure consistent dimensional accuracy and product quality.
 - Preventive maintenance records shall be maintained and made available upon request by Gulf Extrusions LLC.
 - Damaged or worn tooling that may affect product conformity must be replaced or repaired immediately, with full traceability to the affected production batch.

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9. Environmental, Social & Governance (ESG) Commitment:

Gulf Extrusions is committed to responsible and sustainable business practices. Suppliers are required to support and demonstrate alignment with ESG principles.

Suppliers are expected to operate responsibly, ethically, and transparently, supporting Gulf Extrusions' long-term ESG objectives and contributing positively to society and the environment.

9.1 Environmental Responsibilities

9.2 Suppliers shall:

- 9.2.1 Comply with all applicable environmental laws and regulations.
- 9.2.2 Adopt environmentally friendly processes to minimize waste, emissions, and pollution.
- 9.2.3 Promote the use of recyclable, sustainable materials and reduce single-use plastics.
- 9.2.4 Provide data or declarations on carbon footprint or environmental impact, when applicable.

9.3 Social Responsibilities

9.4 Suppliers shall:

- 9.4.1 Ensure fair labor practices and prohibit child or forced labor.
- 9.4.2 Provide safe and healthy working conditions.
- 9.4.3 Respect human rights and diversity across the workforce.
- 9.4.4 Encourage employee development and community engagement.

9.5 Governance Responsibilities

9.6 Suppliers shall:

- 9.6.1 Conduct business ethically, free from corruption, bribery, or fraud.
- 9.6.2 Maintain transparent recordkeeping and accurate reporting.
- 9.6.3 Disclose any potential conflicts of interest.
- 9.6.4 Uphold data integrity and confidentiality in all dealings with Gulf Extrusions.

10. Personal Data Protection:

- 10.1 Suppliers shall treat all personal data obtained during business interactions as strictly confidential and ensure compliance with applicable data protection and privacy laws.
- 10.2 In compliance with the UAE Federal Decree Law No. 45 of 2021 on Personal Data Protection, suppliers must:
 - 10.2.1 Process personal data only for authorized business purposes.
 - 10.2.2 Implement technical and organizational measures to safeguard personal data.
 - 10.2.3 Not disclose or transfer personal data without prior written consent.
 - 10.2.4 Report any data breaches immediately to Gulf Extrusions' Data Protection Officer.

11. Supplier approval Process:

- 11.1 Supplier initial evaluation/ Assessment

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11.1.1 Gulf Extrusions LLC may require suppliers to provide a comprehensive supplier profile, QMS certificates, and/or complete a self-assessment of their business and Quality Management System (QMS) capabilities.

11.1.2 The evaluation may include, but is not limited to, the following aspects:

- Quality performance and management system effectiveness,
- Delivery performance and production capacity,
- Cost management and pricing competitiveness, and
- Continual improvement initiatives and objectives.

11.1.3 The purpose of this assessment is to ensure that suppliers possess the necessary capabilities, resources, and systems to consistently meet Gulf Extrusions LLC requirements, customer expectations, and regulatory obligations.

11.2 Supplier Audit (Initial assessment or periodic audits).

11.2.1 If a supplier is certified to the relevant standards by an accredited certification body or is a customer-approved source, Gulf Extrusions LLC, through its Supplier Quality Assurance (SQA) or Purchasing function, may determine whether an on-site assessment is necessary.

11.2.2 However, Gulf Extrusions LLC or its customers may elect to conduct an on-site assessment of a supplier's product and process capabilities due to the complexity or criticality of the product or process.

11.2.3 As a result of such audits, findings may be issued, and suppliers are expected to implement appropriate corrective actions to address any identified issues.

11.2.4 Suppliers should refer to the Supplier Audit Checklist (GEX- PUR-SACL) for the scope and criteria of the audit process.

11.2.5 The frequency of periodic audits is determined based on the supplier's quality performance rating and overall business requirements.

11.2.6 For domestic suppliers, if a supplier demonstrates underperformance in quality ratings, the audit frequency will be increased to ensure corrective measures are implemented effectively.

11.2.7 For overseas suppliers, the supplier is responsible for performing a self-assessment (self-audit) and sharing the report with Gulf Extrusions LLC. Alternatively, third-party certifications may be submitted upon request.

11.2.8 Regardless of the supplier location or audit type, the process for submitting corrective actions for any identified non-conformance remains unchanged and must be followed as per Gulf Extrusions LLC requirements.

11.3 Criteria for Acceptance

Following a supplier evaluation, assessment, or audit, Gulf Extrusions LLC will formally communicate the results based on the following performance criteria:

Score (%)	Status	Description
≥ 86%	Approved	Supplier is eligible to supply products/materials to Gulf Extrusions LLC.
75% – 85%	Conditionally Approved	Supplier requires improvement and may be subject to a re-audit.

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Score (%)	Status	Description
< 75%	Not Approved	Supplier is not eligible to supply to Gulf Extrusions LLC.

11.3.1 Once approved, supplier data will be uploaded to the Approved Supplier List (ASL).

11.3.2 Suppliers under the First Article Inspection (FAI) stage, depending on customer requirements, will be treated as conditionally approved until successful completion of the FAI.

11.3.3 Suppliers who fail to meet QMS or Gulf Extrusions LLC requirements will be classified as Disqualified Suppliers.

11.4 Subcontracting and Sub-tier Control:

11.4.1 Suppliers shall not produce Gulf Extrusions LLC products through sub-tier sources without prior approval from Gulf Extrusions LLC.

11.4.2 Approval from Gulf Extrusions LLC is required for all suppliers undertaking subcontracting or servicing activities.

11.4.3 For suppliers already listed in the ASL or customer-approved suppliers, formal evaluation by Gulf Extrusions LLC's purchasing and quality teams is not mandatory.

11.4.4 Dealers or distributors are accepted based on the authorized dealer/distributor certificate of the OEM, without a separate supplier evaluation.

11.5 Standard Parts and Bought-Out Materials:

11.5.1 suppliers providing standard parts (e.g., fasteners, commonly purchased materials) must submit necessary documentation and records along with the consignment, in accordance with Gulf Extrusions LLC Purchase Order requirements.

12. Other Requirements:

12.1 Process Qualification

12.1.1 Special process

12.1.1.1 Suppliers performing special processes (such as surface treatment, coating, welding, or nondestructive testing) shall obtain prior approval from Gulf Extrusions LLC for the process qualification before commencing production.

12.1.1.2 A special process is defined as any process where the resulting output cannot be fully verified by subsequent inspection or measurement, and deficiencies may only become apparent after the product has been placed in service. Therefore, such processes must be validated and periodically revalidated to ensure they consistently produce results that meet all specified requirements.

12.1.1.3 Supplier Responsibilities

- Suppliers of special processes must demonstrate adequate process control, qualified personnel, and validated procedures in accordance with Gulf Extrusions LLC or its customer requirements.

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- Process validation shall be performed at least once every 12 months (or earlier if required by customer or specification changes).
- Destructive or validation testing shall be carried out as necessary before proceeding to the next production stage to ensure process integrity.
- Process audits shall be conducted at defined intervals by the supplier and/or its sub-tier suppliers to confirm compliance with applicable standards and product quality requirements.
- Gulf Extrusions LLC and/or its customers reserve the right to perform or witness process audits and validations at supplier or sub-tier facilities as deemed necessary.

12.1.2 Typical Special Processes (may include but not limited to):

- Anodizing
- Powder Coating / Painting
- Chemical Conversion Coating (Chromating, Alodine, etc.)
- Welding
- Plating
- Fluorescent Penetrant Inspection (FPI)
- Radiographic (X-ray) Inspection

Note: Validation for all special processes shall be conducted at least once every 12 months or as otherwise specified by Gulf Extrusions LLC or its customers.

12.2 Change Control

12.2.1 The supplier is responsible for maintaining effective change control processes to ensure that all changes affecting product quality, performance, or compliance are properly evaluated and approved prior to implementation.

12.2.2 The supplier shall notify Gulf Extrusions LLC in writing of any proposed changes related to:

- Product design, specifications, or materials.
- Manufacturing processes, equipment, or inspection methods.
- Production site location or sub-tier supplier.
- Key personnel responsible for quality or production; or
- Any change that could potentially affect form, fit, function, safety, reliability, or compliance with contractual and customer requirements.

12.2.3 No change shall be implemented without prior written approval from the designated Gulf Extrusions LLC representative (Buyer or Supplier Quality Engineer).

12.2.4 Suppliers are expected to maintain documented evidence of change control activities, including risk assessment, validation, and approval records, as part of their Quality Management System (QMS).

12.3 Change Control Process

12.3.1 The supplier shall establish and maintain a documented change control process to ensure that the latest and correct versions of all applicable documents, drawings, and specifications furnished by Gulf Extrusions LLC or its customers are available and used at the point of manufacture or inspection.

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12.3.2 The supplier is responsible for the timely review, distribution, and implementation of all Gulf Extrusions LLC engineering standards, specifications, and associated changes, in accordance with the schedule communicated by Gulf Extrusions LLC.

12.3.3 The supplier shall:

- Maintain records indicating the date and version when each change was implemented in production.
- Ensure that all relevant documentation, including work instructions and control plans, are updated accordingly.
- Verify that affected personnel are informed and trained on the revised requirements prior to implementation.

Note: The supplier shall ensure that their Cross-Functional Team (CFT) is actively involved in assessing the impact of all proposed changes on products, processes, and quality performance.

12.4 Supplier Change Requests

12.4.1 Suppliers shall not implement any changes to their processes, location, facilities, equipment, materials, or product design—or any other change that may affect product quality—without prior written approval from Gulf Extrusions LLC.

12.4.2 This includes, but is not limited to:

- Product modifications arising from engineering changes to design records, specifications, or materials.
- Changes in test or inspection methods, including introduction of new techniques.
- Changes to product acceptance attributes or other quality-related characteristics.

12.4.3 Permanent change requests must be submitted to Gulf Extrusions LLC at least 90 days prior to the proposed implementation. Submissions shall include:

- Detailed description of the proposed change.
- Timeline for implementation.
- Product stockpile or transition plan to ensure uninterrupted supply and quality compliance.

12.4.4 Suppliers shall submit permanent engineering change requests using the Process Change Request (PCR) form, or another equivalent notification method approved by PRECISION. All changes must receive formal written approval before implementation.

12.4.5 In addition, suppliers shall:

- Notify PRECISION within two business days of any changes to certifications, registrations, accreditations, or major audit findings (e.g., new certification, suspension, or expiration);
- Develop and maintain a process to ensure the integrity of product engineering, tooling, and configuration throughout the supplier's Digital Product Definition (DPD) system, from receipt of PRECISION data through creation of derivatives, product acceptance, and process improvement.
- Maintain open communication with PRECISION and notify their PRECISION representative within 30 days of any changes affecting:
- Documented DPD processes.

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- CAD, CAM, or CAI software.
- Measurement or inspection equipment.
- Allow PRECISION to survey or review the DPD system as necessary to verify the effectiveness of the documented process.
- Follow the Delta Process and conduct Initial FAI (First Article Inspection) once the changes are approved by PRECISION and/or the customer.

13. Supplier Declaration and Acknowledgment

By signing this declaration, the undersigned confirms that they have **read, understood, and agree to comply** with all requirements outlined in the **Gulf Extrusions LLC Supplier Quality Manual (SQM)**, including but not limited to:

- Maintaining a **Quality Management System** in compliance with ISO 9001 / IATF 16949 requirements.
- Adhering to all **Health, Safety, and Environmental (HSE)** standards and promoting safe and sustainable practices.
- Supporting **Energy Management** initiatives to reduce energy consumption and carbon emissions.
- Upholding **Environmental, Social, and Governance (ESG)** principles, including ethical conduct, fair labor practices, and responsible sourcing.
- Ensuring the **confidentiality and protection of personal data** in accordance with UAE Federal Decree Law No. 45 of 2021 on Data Protection and Gulf Extrusions' internal data privacy policies.
- Cooperating with Gulf Extrusions in supplier audits, performance evaluations, and continuous improvement initiatives.
- Promptly notifying Gulf Extrusions of any significant changes in processes, materials, or certifications that could affect product quality, safety, or compliance.

The supplier further declares that:

- All information and documentation provided to Gulf Extrusions are true, accurate, and up to date.
- Products and services delivered will consistently meet agreed specifications, statutory and regulatory requirements, and customer expectations.
- The supplier commits to **continuous improvement**, transparency, and ethical business practices in all dealings with Gulf Extrusions LLC.

Authorized Supplier Representative

Company Name	
Authorized Representative	
Designation / Title	
Email / Contact Number	
Date	
Signature & Company Stamp	

For Gulf Extrusions LLC Use Only

Reviewed By (Procurement Manager)	Approved By (SCM)
Name:	Name:
Date:	Date:
Signature:	Signature: