Supplier Requirements Manual

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Rebo Lighting and Electronics LLC| 325 Sewell Drive, Sparta, TN 38583

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ANNEX 1 — SUPPLIER COST RECOVERY SCHEDULE (F-00355) – Provided Separately

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1.0 SCOPE

This Supplier Requirements Manual establishes the minimum quality, delivery, regulatory, environmental, information-security, and business requirements applicable to suppliers providing production materials, components, assemblies, tooling, special processes, services, or other products to Rebo Lighting & Electronics LLC, Sparta, Tennessee ("Rebo Sparta").

The applicable supplier requirements shall be determined as follows:

- Suppliers sourced and managed solely by Rebo North America shall comply with this **Rebo Supplier Requirements Manual (SOP-00046)**.
- For suppliers sourced or nominated through Rebo Group or China Headquarters, the **Supplier Quality Assurance Agreement (GRB-POS-ST-06-02)** shall govern supplier nomination, qualification, development, APQP, PPAP, and initial product and process approval. When these suppliers provide products or services to Rebo Sparta, **this Manual shall apply as a regional addendum** for requirements associated with Rebo Sparta operations, including logistics and delivery, supplier performance, nonconforming product, containment, corrective action, escalation, warranty and customer concerns, changes or deviations affecting Rebo Sparta, contingency response, and cost recovery.
- Suppliers providing products or services to multiple Rebo regions shall comply with the applicable operational and commercial requirements of each receiving location. The same cost shall not be recovered more than once.

Suppliers are responsible for communicating and flowing down applicable Rebo, statutory, regulatory, and customer-specific requirements to their manufacturing locations and applicable sub-suppliers. Supplier responsibility is not reduced by sourcing ownership or by any approval, inspection, or verification performed by Rebo.

This Manual supplements, but does not replace, applicable purchase orders, contracts, engineering specifications, drawings, standards, customer-specific requirements, and statutory or regulatory requirements. Any conflict or uncertainty shall be submitted to Rebo Purchasing and Supplier Quality for written direction before proceeding.

Acceptance of a Rebo Sparta purchase order constitutes the supplier's agreement to comply with the applicable requirements of this Manual. Any exception must be requested in writing and approved by authorized Rebo Purchasing and Supplier Quality representatives before implementation.

2.0 SUPPLIER RESPONSIBILITIES

Suppliers are responsible for consistently providing conforming products and services that meet all applicable Rebo, customer, contractual, statutory, and regulatory requirements.

Suppliers shall:

- Understand and comply with applicable purchase orders, drawings, specifications, standards, and customer-specific requirements;
- Maintain management systems appropriate to the products and services provided;
- Establish effective controls for product quality, product safety, delivery, traceability, environmental compliance, and information security;
- Maintain competent personnel, capable processes, adequate capacity, suitable equipment, and appropriate monitoring and measurement resources;
- Apply risk-based thinking, defect prevention, and continual improvement throughout their operations;
- Identify and promptly communicate risks that could affect product conformity, capacity, delivery, regulatory compliance, information security, or Rebo customer operations;
- Notify Rebo of actual or potential nonconformities, delivery disruptions, unauthorized changes, cybersecurity incidents, or changes in certification status;

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- Maintain documented evidence demonstrating compliance with applicable requirements;
- Provide Rebo with reasonable access to applicable facilities, processes, records, and personnel for assessment, audit, investigation, or verification;
- Cooperate with containment, corrective action, validation, and improvement activities when requested by Rebo; and
- Communicate and flow down applicable requirements to sub-suppliers and remain responsible for their performance.

Suppliers shall ensure that personnel performing work affecting product conformity, product safety, regulatory compliance, or delivery are competent based on appropriate education, training, skills, or experience. Documented evidence of competence and applicable training shall be maintained and provided to Rebo upon request.

Supplier approval, PPAP approval, inspection, audit, or acceptance by Rebo does not relieve the supplier of responsibility for the quality, safety, conformity, delivery, security, or regulatory compliance of supplied products and services.

3.0 PRODUCTION SUPPLIER REQUIREMENTS

The requirements in this section define the management systems, processes, controls, records, submissions, and performance standards applicable to suppliers. Requirements shall apply based on the product or service provided, associated risk, applicable customer-specific requirements, and direction from Rebo Purchasing or Supplier Quality.

3.1 Management Systems and Certifications

Suppliers shall maintain management systems appropriate to the products and services provided and shall comply with the applicable requirements of this manual.

IATF 16949 certification is required for eligible suppliers providing automotive production materials, components, assemblies, or processing services.

A supplier that is not currently certified to IATF 16949 may be conditionally accepted provided it maintains certification to the current version of ISO 9001 by an accredited certification body and actively works toward IATF 16949 certification through a documented implementation plan. The plan shall include a current gap assessment, required actions, responsible persons, milestones, and a target certification date. The supplier shall review and update the plan **at least quarterly** and provide the current plan, progress status, and supporting evidence to Rebo upon request.

Certification to AS9100 or ISO 14001, and accreditation to ISO/IEC 17025, shall be maintained when applicable to the products or services provided or when required by Rebo or its customers.

Potential suppliers shall complete the **Rebo Supplier Profile (F-00223)**, provide copies of applicable certifications, and complete the **Rebo Supplier Assessment (F-00183)** during onboarding. Following approval, suppliers shall update and resubmit the **Rebo Supplier Assessment (F-00183)** and copies of applicable current or renewed certifications **annually by March 1 of each calendar year**.

Suppliers shall promptly notify Rebo Purchasing and Supplier Quality of any expiration, suspension, withdrawal, or material change in certification or assessment status.

Information Security
Suppliers that process, store, transmit, or have access to Rebo or Rebo customer confidential information, technical data, product designs, software, information systems, or connected services shall maintain an information security management system certified to ISO/IEC 27001 or a valid TISAX assessment at the level specified by Rebo or the applicable

customer. The applicability and required assessment level will be determined based on information-security risk and customer-specific requirements.

Applicable suppliers shall designate an information-security responsible person, maintain a documented incident-response plan, and implement appropriate confidentiality, training, access-control, secure storage and transmission, visitor-management, physical-security, and sub-supplier controls. Any actual or suspected information-security incident affecting Rebo or Rebo customer information shall be reported to Rebo **within 72 hours of discovery** or sooner when required by applicable contractual, customer, or legal requirements.

Statutory, Regulatory, and Sustainability Requirements
Suppliers shall ensure that all products, materials, substances, and manufacturing processes comply with applicable statutory and regulatory requirements in the countries of manufacture, transit, and sale. This includes applicable environmental, chemical, hazardous-material, mechanical, electrical, electromagnetic, product-safety, and restricted-substance requirements.

Suppliers providing products subject to homologation, type approval, or regulatory certification shall maintain the validity of applicable approvals and control the use of required certification marks, including CCC, ECE, and other applicable regulatory markings. Records of approval status, certification-mark use, production traceability, and disposition of rejected or scrapped marked product shall be maintained and provided to Rebo upon request. Any actual or proposed change that could affect a regulatory approval shall be communicated to Rebo before implementation or shipment.

Current Safety Data Sheets, or applicable legal equivalents, shall be provided with the initial shipment of regulated materials and following any revision.

Suppliers shall complete and **annually** update applicable conflict-minerals reporting using the current industry-standard reporting template or Rebo-designated system. Material changes occurring between annual submissions shall be promptly communicated to Rebo Purchasing.

Suppliers shall comply with Rebo's **Corporate Social Responsibility and Sustainability Policy (SOP-00051)** and confirm compliance through the **Supplier Certification Form (F-00225)**. Any actual or anticipated inability to comply shall be promptly communicated to Rebo.

Document and Record Control
Suppliers shall maintain documented controls to ensure that records are identifiable, legible, protected, retrievable, and retained for the applicable period. Electronic records shall be protected against unauthorized access, alteration, loss, or destruction.

Suppliers shall retain the following records for **at least 15 years after end of production**:

- Product and process approval records;
- Product-safety and regulatory records;
- Design records and applicable technical documentation;
- Special-characteristic inspection and test results;
- Material, production, and traceability records; and
- Records supporting the conformity of products supplied to Rebo.

Records applicable to an active product or process shall not be destroyed while the product remains in production or service. A longer retention period shall apply when required by Rebo, the applicable customer, or statutory and regulatory requirements.

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Other quality management system records shall be retained according to applicable management system, Rebo, customer, statutory, and regulatory requirements.

Applicable retention requirements shall be communicated to sub-suppliers. Records shall be provided to Rebo upon request and shall remain accessible throughout the required retention period, including following changes to information systems, manufacturing locations, ownership, or termination of supply.

3.2 Sub-Supplier Management

Suppliers shall maintain a documented process for the selection, approval, monitoring, development, and control of sub-suppliers whose products, materials, processes, or services affect products supplied to Rebo.

The supplier is fully responsible for the quality, conformity, safety, delivery, traceability, regulatory compliance, and information security of products and services provided by its sub-suppliers. Rebo approval, review, or audit of a sub-supplier does not transfer this responsibility from the supplier.

Requirement Flow-Down
Suppliers shall flow down all applicable Rebo, customer-specific, product-safety, regulatory, APQP, PPAP, special-process, traceability, delivery, change-control, corrective-action, information-security, environmental, and record-retention requirements to applicable sub-suppliers.

The supplier shall verify that applicable requirements are understood and effectively implemented throughout its supply chain.

Selection and Approval
Suppliers shall evaluate and approve sub-suppliers based on their ability to meet applicable technical, quality, capacity, delivery, regulatory, product-safety, and information-security requirements. The level of evaluation and control shall be based on the risk associated with the supplied product, process, or service.

When required by Rebo, the supplier shall provide:

- Identification of applicable sub-suppliers and manufacturing locations;
- Copies of applicable management-system certifications;
- Sub-supplier assessment or audit results;
- Process capability and validation evidence;
- Special-process assessment results;
- Capacity verification;
- Information-security assessment evidence; and
- Corrective-action or development plans.

Use of a sub-supplier does not relieve the supplier of responsibility for verifying the conformity of purchased products, processes, and services.

Outsourced Manufacturing and Processes
Suppliers shall not outsource or subcontract the complete manufacture or assembly of a product supplied to Rebo. The supplier shall retain direct responsibility and operational control over the core manufacturing activities for the approved product.

Special processes and other Rebo-designated critical processes may be outsourced only with prior written Rebo approval. Approval of an outsourced process does not relieve the supplier of responsibility for product conformity, process control, delivery, regulatory compliance, or sub-supplier performance.

The supplier shall:

- Identify proposed outsourced special or critical processes and their locations during APQP and PPAP;
- Evaluate and approve the process provider before use;
- Flow down all applicable Rebo and customer requirements;
- Monitor the provider's quality, delivery, certification, and assessment status;
- Maintain applicable approval, assessment, validation, and performance records; and
- Obtain Rebo approval before changing the provider, process, or manufacturing location.

Changes to an approved outsourced process or provider shall be managed in accordance with **Section 3.6, Supplier Change Notification and Approval**.

This prohibition does not apply to distributors of standard commercial products or to contract manufacturers directly sourced by Rebo.

Authorized Supply Channels

Suppliers purchasing standard commercial components, electronic components, raw materials, or resins through distributors or brokers shall use authorized or otherwise Rebo-approved sources.

Suppliers shall maintain evidence demonstrating the origin and chain of supply for applicable products and materials. When requested by Rebo, evidence shall include, as applicable:

- Manufacturer or distributor authorization;
- Original manufacturer or authorized-distributor shipment records;
- Certificates of conformity;
- Manufacturer part numbers, lot numbers, and date codes; and
- Applicable factory inspection or test reports.

Distributors and brokers supplying directly to Rebo shall provide this evidence upon request. Use of an independent or unauthorized source requires prior written Rebo approval.

Any suspected counterfeit, altered, misrepresented, or unapproved product shall be immediately contained and reported to Rebo Supplier Quality and Purchasing. Affected product shall not be shipped without written Rebo authorization.

Monitoring and Development

Suppliers shall monitor applicable sub-supplier performance using defined criteria, including quality, delivery, disruptions, corrective-action responsiveness, certification status, change-management compliance, and other risk-based measures.

When sub-supplier performance does not meet requirements, the supplier shall implement appropriate containment, corrective action, increased monitoring, audit, or development activities. The supplier shall maintain records of sub-supplier approval, monitoring, audits, corrective actions, and performance reviews.

Sub-Supplier Changes

Suppliers shall not change an approved sub-supplier, manufacturing location, material source, component source, or outsourced process without prior written approval from Rebo when the change affects an approved product or process.

Proposed changes shall be managed in accordance with **Section 3.6, Supplier Change Notification and Approval**, including completion of any required validation, customer approval, or PPAP submission before implementation or shipment.

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Rebo and Customer Access
The supplier shall ensure that Rebo, Rebo customers, and applicable regulatory authorities are granted reasonable access to relevant sub-supplier facilities, processes, products, records, and personnel for audit, assessment, investigation, or verification when required.

Such access does not relieve the supplier or sub-supplier of responsibility for meeting applicable requirements.

Product Safety
Sub-suppliers providing products or processes involving product safety or regulatory characteristics shall meet all applicable product safety requirements and assign qualified personnel with defined responsibilities and authority.

3.3 Advanced Product Quality Planning (APQP)

Suppliers shall use a structured Advanced Product Quality Planning process for new products and processes and for significant changes to existing products or processes. The APQP process shall comply with the current AIAG APQP requirements, applicable customer-specific requirements, and Rebo requirements.

Rebo will determine the required APQP scope based on product complexity, risk, supplier performance, customer requirements, and the nature of the product or process. Suppliers shall use Rebo-designated APQP forms or another format approved by the assigned Rebo Supplier Quality Engineer (SQE).

APQP activities shall begin early enough to identify and resolve risks before tooling completion, production validation, PPAP submission, and start of production.

Project Planning and Responsibility
The supplier shall establish a cross-functional APQP team and maintain a documented APQP timing and progress plan. The plan shall identify required activities and deliverables, program milestones, responsible functions, planned completion dates, current status, open risks, and recovery actions for delayed or at-risk items.

The initial APQP plan shall be submitted within the timeframe specified by the assigned Rebo SQE. The supplier shall keep the plan current, provide updated status and required deliverables at Rebo-defined milestones, participate in scheduled Rebo project reviews, and provide objective evidence supporting the reported completion status.

Feasibility Review
Before accepting a sourcing commitment, purchase order, or design responsibility, the supplier shall conduct and document a manufacturing feasibility review.

Any exception, concern, or unfulfilled requirement shall be communicated to Rebo Purchasing and the assigned Rebo SQE before the supplier commits to the requirement.

Process Design and Development
The supplier shall develop and maintain applicable APQP deliverables. The Process Flow Diagram, PFMEA, Control Plan, work instructions, and actual manufacturing process shall be aligned. Changes to one document shall be evaluated for impact on the others.

Special Characteristics and Product Safety
Suppliers shall identify and control all Rebo-designated and customer-designated special characteristics. Applicable symbols shall be used consistently throughout drawings, Process Flow Diagrams, PFMEAs, Control Plans, work instructions, inspection records, and other relevant documents.

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A **control characteristic** is a product or process characteristic requiring specific control because its variation may affect product fit, form, function, performance, manufacturability, or customer satisfaction.

A **product safety** or **regulatory characteristic** is a characteristic associated with product safety, legal requirements, regulatory compliance, or a safety-related function.

Suppliers shall apply appropriate prevention, detection, reaction, escalation, traceability, and record-retention controls to special characteristics. Customer-specific symbols shall be used when required.

Products containing designated special characteristics, including control, product-safety, or regulatory characteristics, shall not be released for shipment until all required inspections and tests have been completed using Rebo- or customer-approved methods and the results demonstrate conformity. Applicable inspection and test records shall be retained in accordance with **Section 3.1, Document and Record Control**.

Measurement Systems and Process Capability
Measurement systems used to evaluate product or process conformity shall be appropriate for their intended use and validated through Measurement Systems Analysis or another method approved by the Rebo SQE.

Monitoring and measuring equipment used to verify product or process conformity shall be calibrated or verified at defined intervals against applicable traceable standards, identified to show its current status, and protected from unauthorized adjustment or damage. When equipment is found out of tolerance or otherwise unsuitable, the supplier shall evaluate the validity of previous measurement results, contain potentially affected product, and take appropriate corrective action.

Unless otherwise specified by Rebo or the applicable customer:
Initial process capability shall achieve **Ppk ≥ 1.67**; and
Ongoing process capability shall achieve **Cpk ≥ 1.33**.

Capability requirements apply to designated special characteristics and other characteristics identified by Rebo based on risk.

Processes that do not meet capability requirements shall be subject to documented improvement actions and temporary controls approved by the Rebo SQE. Temporary controls may include increased sampling, 100% inspection, error-proofing, or other measures appropriate to the risk. Capability results do not replace the requirement to produce conforming product.

Capacity and Production Readiness
Suppliers shall demonstrate that production processes can meet quoted and required volumes at the planned production rate under normal production conditions. Rebo may require a capacity analysis, run-at-rate, or production trial before PPAP approval or start of production.

Repeated failure to achieve required trial-build, production-validation, capacity, or production-readiness results may result in program escalation, sourcing review, or removal of the supplier from the affected program.

Early Production Containment (EPC)
Suppliers shall establish and implement documented Early Production Containment controls for all new products. EPC shall begin with trial or pre-production builds and remain in effect through a **minimum of three months after Start of Production (SOP)**, unless a different duration is specified or approved by Rebo SQE or the applicable customer.

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EPC shall include additional inspection or process controls beyond the approved production Control Plan. The EPC plan shall define the characteristics controlled, inspection methods and frequency, product identification and traceability, reaction plan, responsible personnel, performance reporting, and exit criteria.

Rebo may also require EPC during serial production following a significant product or process change, major quality complaint, repeat issue, elevated PPM, process disruption, or other increased risk conditions.

The supplier shall not discontinue EPC until the defined exit criteria have been achieved and written approval to exit has been provided by the assigned Rebo SQE.

APQP Review and PPAP Readiness
The supplier shall complete applicable APQP deliverables before PPAP submission. Open items that could affect product conformity, capacity, delivery, safety, regulatory compliance, or customer requirements shall be disclosed to Rebo before submission.

Completion of APQP activities does not authorize production shipment. Production material shall not be shipped until PPAP approval or written interim approval is received in accordance with **Section 3.4, Production Part Approval Process (PPAP) and Annual Validation**.

3.4 Production Part Approval Process (PPAP) and Annual Validation

Suppliers shall use the current edition of the AIAG Production Part Approval Process manual, applicable customer-specific requirements, and Rebo requirements to demonstrate that all product and process requirements are understood and that the manufacturing process can consistently produce conforming product at the required production rate.

PPAP approval does not relieve the supplier of responsibility for product conformity or compliance with Rebo, customer, statutory, and regulatory requirements.

PPAP Applicability
A PPAP submission is required for production materials, components, assemblies, bulk materials, and production or service processes unless otherwise approved in writing by the assigned Rebo Supplier Quality Engineer (SQE).

PPAP shall be required, as applicable, for:

- New product or part number;
- Initial production from a new supplier;
- Correction of a previous PPAP discrepancy;
- A change covered by the **Supplier Change Notification** section when Rebo requires PPAP;
- Production restart when required by Rebo or the customer; and
- Any other Rebo, AIAG, or customer-required condition.

Proposed changes shall also comply with **Section 3.6, Supplier Change Notification and Approval**. A supplier shall not implement a change solely because a PPAP package has been submitted.

Submission Level and Timing
The PPAP submission level will be specified by Rebo based on customer-specific requirements and product risk. When no submission level is otherwise specified, **Level 3** shall apply.

The Rebo SQE may increase or reduce the submission level based on product risk, supplier performance, customer-specific requirements, change complexity, or previous submission results.

The supplier shall:

- Confirm the submission level and due date with the assigned Rebo SQE;
- Submit the complete PPAP package by the required date;
- Identify unresolved, incomplete, or nonconforming items before submission;
- Provide all requested supporting evidence; and
- Provide documentation in English unless otherwise approved by Rebo.

Submission of a PPAP package does not constitute approval to ship production material.

PPAP Documentation

The supplier shall complete and submit the current revision of the **PPAP Procedure and Check List (SOP-00065)** with each PPAP submission unless otherwise directed by the assigned Rebo Supplier Quality Engineer (SQE).

SOP-00065 shall be used as the submission index and guide for evaluating PPAP completeness. The supplier shall identify each checklist requirement as complete, not applicable, or otherwise addressed and provide objective evidence for all applicable requirements.

The checklist supplements and does not replace the current AIAG PPAP manual, applicable customer-specific requirements, or requirements communicated by Rebo. When customer-specific requirements exceed **SOP-00065**, the customer-specific requirements shall apply.

Production Conditions

PPAP samples and supporting data shall be generated from a significant production run using:

- The intended production location;
- Production tooling, equipment, fixtures, gages, and test systems;
- Production materials and approved sub-suppliers;
- Intended process parameters and production sequence;
- Production personnel operating under normal conditions; and
- The planned production rate.

Any deviation from intended production conditions shall be disclosed to and approved by the Rebo SQE before submission.

IMDS and Material Compliance

When applicable, PPAP will not be approved until the International Material Data System submission has been accepted by Rebo, unless otherwise authorized in writing.

The supplier shall ensure that:

- IMDS data are complete, accurate, and submitted under the correct Rebo organization and part number;
- All materials and substances comply with applicable legal, regulatory, customer, and Rebo requirements;
- Material declarations reflect the actual production composition; and
- IMDS information is updated when material composition or applicable requirements change.

PPAP Disposition

Rebo will assign one of the following PPAP dispositions:

- **Approved:** The product and related documentation meet applicable requirements. Production shipments may begin in accordance with Rebo releases.
- **Interim Approval:** Shipment is permitted for a limited quantity or period subject to documented conditions and an approved corrective-action plan.
- **Rejected:** The submission or the product does not meet requirements. Production shipment is not authorized.

The supplier shall not ship production product without written PPAP approval or written interim approval from Rebo. Verbal authorization is not acceptable.

Interim approval expires on the specified date or quantity. The supplier shall resolve open items and obtain full approval before expiration unless a written extension is authorized by Rebo.

Annual Product Validation
Suppliers shall establish and maintain an annual validation plan for active production parts. The plan shall identify the required validation activities, responsible functions, and planned completion dates.

Unless otherwise specified by Rebo or the applicable customer, suppliers shall complete annual product validation and submit the results to Rebo by **March 1 of each calendar year**. The interval between required validations shall **not exceed 366 days**.

Annual validation shall include, as applicable:

- Dimensional layout to the current approved design record;
- Material certification and testing;
- Functional and performance testing;
- Ongoing process-capability results;
- Appearance requirements; and
- Product-safety, homologation, and regulatory evidence.

The annual validation plan and supporting results shall be provided to Rebo upon request. The assigned Rebo SQE may establish a different scope, frequency, or submission date based on customer-specific requirements, product risk, supplier performance, or program status.

Any nonconforming annual validation result shall be immediately communicated to Rebo Supplier Quality. The supplier shall contain affected product, determine the extent of the condition, evaluate previously shipped product, and initiate corrective action in accordance with **Section 3.9, Nonconforming Product and Supplier Corrective Action**.

PPAP and annual validation records shall be controlled and retained in accordance with Section **3.1, Document and Record Control**.

3.5 Special Process Requirements

Suppliers performing or outsourcing special processes that affect products supplied to Rebo shall comply with the current edition of the applicable AIAG Special Process System Assessment, Rebo requirements, and customer-specific requirements.

Applicable special-process assessments include:

- CQI-9 — Heat Treat System Assessment;
- CQI-11 — Plating System Assessment;
- CQI-12 — Coating System Assessment;
- CQI-15 — Welding System Assessment;
- CQI-17 — Electronic Assembly Manufacturing–Soldering;
- CQI-23 — Molding System Assessment;
- CQI-27 — Casting System Assessment;
- CQI-29 — Brazing System Assessment; and
- CQI-30 — Rubber Molding System Assessment.

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Additional assessments may be required when specified by Rebo or the applicable customer.

Assessment Requirements
Unless otherwise specified by Rebo or the applicable customer, suppliers shall:

- Complete the applicable special-process system assessment **at least annually**;
- Use the current published edition of the applicable assessment;
- Include all applicable processes, equipment, production areas, and manufacturing locations within the assessment scope;
- Complete the required process tables and job audits;
- Use qualified assessors who meet the competency requirements of the applicable assessment;
- Retain completed assessments and supporting objective evidence; and
- Submit completed assessments to the assigned Rebo SQE upon request.

An assessment completed for another customer may be accepted by Rebo when its scope covers the applicable Rebo products, processes, equipment, and manufacturing location. Acceptance is subject to review by the assigned Rebo SQE.

Nonconformities and Corrective Action
The supplier shall document and correct all nonconformities identified during a special-process assessment. Any assessment finding that could affect the conformity, safety, performance, or regulatory compliance of product supplied to Rebo shall be immediately communicated to the assigned Rebo SQE.

Rebo may require submission of a corrective-action plan, additional job audits, product validation, increased inspection, or reassessment before accepting closure.

Outsourced Special Processes
Suppliers outsourcing a Rebo-approved special or critical process shall ensure that the applicable process provider complies with the current edition of the required AIAG assessment and all applicable Rebo and customer-specific requirements.

Use of an outsourced special-process provider does not relieve the direct supplier of responsibility for product conformity.

Changing an approved special-process provider, process location, equipment, technology, or material shall be managed in accordance with **Section 3.6, Supplier Change Notification and Approval**, including any required PPAP activity.

Rebo Verification
Rebo, its customers, or applicable regulatory authorities may audit or assess special processes at the supplier or sub-supplier when required.

Completion or acceptance of a special-process assessment does not constitute product approval and does not relieve the supplier of responsibility for meeting all applicable product and process requirements.

3.6 Supplier Change Notification and Approval

Suppliers shall maintain a documented change-management process to identify, evaluate, control, validate, and communicate changes that could affect supplied products, processes, capacity, delivery, regulatory compliance, product safety, cybersecurity, or customer requirements. The supplier remains responsible for changes initiated by its sub-suppliers.

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Suppliers shall notify Rebo and obtain written approval before implementing any permanent or temporary change affecting an approved product or process. Changes requiring advance notification and approval include, but are not limited to:

- Product design, dimensions, specifications, software, or performance;
- Raw material, formulation, component, or approved source;
- Manufacturing process, process sequence, parameters, inspection, or test method;
- Manufacturing equipment, tooling, dies, molds, fixtures, or production technology;
- Manufacturing, assembly, testing, warehousing, or shipping location;
- Sub-supplier, outsourced process, or special-process provider;
- Packaging, labeling, preservation, or transportation method;
- Production restart following extended inactivity;
- Rework or repair method not included in the approved Control Plan;
- Capacity, production rate, or shift pattern when product conformity or delivery could be affected;
- Information-security systems or controls affecting Rebo or Rebo customer information; and
- Any other change requiring notification or approval under applicable customer-specific requirements or the current AIAG PPAP manual.

Permanent Changes

Requests for permanent changes shall be submitted to Rebo Purchasing using the **Supplier Request for Engineering Approval (F-00198)** at least **90 calendar days before** the proposed implementation date. A shorter notification period requires prior written authorization from Rebo and does not constitute approval of the proposed change.

Supplier-initiated permanent product or process changes shall not be implemented during the **first three months following Start of Production (SOP)**. Rebo may grant a written exception when a change is necessary to address product safety, regulatory compliance, material or component obsolescence, or an unavoidable continuity-of-supply risk.

The request shall include, at a minimum:

- Description and reason for the proposed change;
- Affected part numbers, products, processes, and manufacturing locations;
- Proposed implementation date and changeover plan;
- Risk analysis, including affected PFMEA and Control Plan requirements;
- Product and process validation plan;
- Capacity, packaging, traceability, and regulatory impact, when applicable;
- Identification and control of the first affected shipment; and
- Proposed PPAP submission level and timing.

Rebo will determine the required validation, customer notification, and PPAP submission level. No permanent change may be implemented, and no affected product may be shipped, until written approval and any required PPAP approval or interim approval have been received from Rebo.

Temporary Deviations

A request to temporarily deviate from an approved specification, product, material, process, inspection method, or packaging requirement shall be submitted using the **Concession/Deviation Approval Form (F-00136)**. The request shall include:

- Reason for the deviation;
- Affected part numbers and requirements;
- Risk assessment and proposed containment controls;
- Quantity or time period covered by the deviation;
- Traceability and identification method;

- Validation evidence supporting product conformity; and
- Defined plan and date for returning to the approved condition.

A temporary deviation is valid only for the approved quantity or period and does not constitute authorization for a permanent change.

At least 14 calendar days before expiration, the supplier shall either confirm restoration of the approved condition or request a written extension. An extension is not valid without Rebo approval.

Emergency Changes
When an emergency condition requires immediate action to protect product safety, quality, delivery, or business continuity, the supplier shall promptly notify Rebo Purchasing and Supplier Quality. Emergency conditions do not eliminate the requirement for documented risk assessment and written approval before affected product is shipped. Verbal authorization alone is not sufficient.

Implementation and Documentation
Following approval, the supplier shall:

- Update applicable Process Flow Diagrams, PFMEAs, Control Plans, work instructions, inspection standards, and other affected documents;
- Communicate the approved change and required controls to affected personnel and sub-suppliers;
- Maintain traceability of the last product produced under the previous condition and the first product produced under the changed condition;
- Clearly identify the first shipment of changed product as directed by Rebo;
- Complete required validation, capability, MSA, or EPC activities;
- Retain change records and approvals in accordance with applicable record-retention requirements; and
- Verify the effectiveness of the change after implementation.

Rebo approval does not relieve the supplier of responsibility for product conformity, regulatory compliance, validation, or compliance with Rebo and customer-specific requirements. Rebo reserves the right to reject, suspend, or require reversal of any change that creates unacceptable risk or does not achieve the approved results.

3.7 Schedule, Delivery, Packaging, and Traceability

Suppliers shall maintain the capacity, resources, systems, and controls necessary to achieve **100% on-time delivery** of conforming products in the quantities and at the locations specified by Rebo.

Suppliers are responsible for reviewing Rebo purchase orders, releases, forecasts, shipping instructions, and electronic communications for accuracy and feasibility. Any discrepancy or requirement that cannot be met shall be communicated to Rebo Purchasing and Materials immediately.

Production Planning and Capacity
Suppliers shall:

- Maintain sufficient production capacity to support Rebo's current requirements and communicated future volumes;
- Evaluate capacity against forecasts, releases, planned shutdowns, maintenance, changeovers, labor availability, and sub-supplier constraints;
- Maintain adequate inventory and lead-time controls for raw materials, components, work-in-process, and finished goods;
- Manage shelf-life and time-sensitive materials using first-expired, first-out controls where applicable;
- Notify Rebo of capacity constraints or significant changes that could affect supply;

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- Complete capacity verification or run-at-rate studies when requested by Rebo; and
- Maintain contingency plans in accordance with **Section 3.12, Contingency and Business Continuity Planning**.

Forecasts are provided for planning purposes unless otherwise contractually specified. Suppliers shall not treat a forecast as authorization to produce or ship quantities beyond approved purchase orders or releases.

Delivery Performance and Risk Notification
Delivery performance will be measured against the quantity, date, time, and location specified by Rebo.

The supplier shall immediately notify Rebo Materials and Purchasing upon identifying any actual or potential risk to delivery. Notification shall occur before the required delivery date and include:

- Affected part numbers and purchase orders or releases;
- Required and available quantities;
- Cause and extent of the shortage or delay;
- Current inventory and work-in-process status;
- Impact on future shipments;
- Immediate containment and recovery actions;
- Proposed recovery timing; and
- The supplier representative responsible for the recovery plan.

Notification of a potential delay does not relieve the supplier of its delivery obligation. Suppliers shall provide status updates at the frequency requested by Rebo until normal supply has been restored.

Premium Freight
Suppliers shall use Rebo-approved transportation providers, routes, and shipping methods unless otherwise authorized in writing.

Premium freight resulting from supplier-caused quality, capacity, planning, production, packaging, sub-supplier, or delivery failures shall be the supplier's responsibility and may be subject to cost recovery in accordance with the **Supplier Responsibility and Cost Recovery subsection of Section 3.9**. The supplier shall obtain Rebo authorization before arranging any deviation from approved transportation requirements when Rebo is expected to incur the cost.

Suppliers shall maintain records of supplier-caused premium freight and implement corrective action when recurring or significant transportation issues occur.

Packaging and Preservation
Suppliers shall comply with the **Rebo Label Specifications and Packaging Guide (SOP-00048)**, Rebo-approved packaging specifications, and applicable customer-specific requirements. Packaging shall protect products from damage, deformation, contamination, corrosion, electrostatic discharge, deterioration, environmental exposure, and loss of identification during handling, storage, and transportation.

Packaging requirements shall be reviewed and approved by the ordering Rebo facility before the initial production shipment. Suppliers shall not change approved packaging, container quantities, materials, or labeling without prior written Rebo approval in accordance with Section **3.6, Supplier Change Notification and Approval**.

Returnable packaging shall be maintained in a clean and serviceable condition. The supplier shall notify Rebo of damaged, unavailable, or inadequate returnable packaging before it affects product quality or delivery.

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Labeling, Shipping Documentation, and Quality Records
Each container, pallet, and shipment shall be identified in accordance with Rebo labeling and shipping requirements. Labels shall be accurate, legible, securely attached, and maintained throughout transportation and storage.

Suppliers shall provide accurate and complete shipment documentation, including applicable:

- Packing lists and bills of lading;
- Advance Shipping Notifications;
- Purchase order, release, and shipment identification;
- Customs and country-of-origin documentation;
- Certificates of conformity;
- Material certifications;
- Inspection, functional, or performance test results; and
- Other records required by Rebo, the applicable customer, purchase order, drawing, specification, or inspection standard.

Required documents and records shall correspond to the applicable product, production lot, and shipment and shall be submitted in the specified format. The supplier shall verify their completeness and accuracy before shipment.

Missing, incomplete, inaccurate, duplicate, or illegible labels and records may result in rejection or containment of the affected shipment and may be treated as a supplier performance issue or nonconformance.

Product Traceability
Suppliers shall maintain documented traceability controls appropriate to product and process risk. Traceability shall extend from received materials and components through production, inspection, storage, shipment, and applicable sub-supplier operations.

Traceability records shall allow the supplier to identify, as applicable:

- Material and component lots;
- Manufacturing dates, shifts, lines, equipment, tools, and cavities;
- Applicable process and inspection results;
- Personnel performing or approving relevant operations;
- Rework, repair, deviation, and containment status;
- Sub-supplier sources and processing locations; and
- Shipments and customers receiving the affected product.

Product-safety, regulatory, and customer-specific traceability requirements shall be implemented as communicated by Rebo. Traceability records shall be retained for the applicable Rebo, customer, contractual, statutory, and regulatory retention period.

When requested, the supplier shall promptly provide traceability records and identify the full population of potentially affected product.

Delivery Nonperformance
Failure to meet delivery, packaging, labeling, documentation, or traceability requirements may result in corrective action, special monitoring, supplier development, cost recovery in accordance with the **Supplier Responsibility and Cost Recovery subsection of Section 3.9**, controlled shipping, new-business hold, or resourcing.

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3.8 Quality Expectations and Zero Defects

Rebo's expectation is **zero defects**. Suppliers shall provide products and services conforming to all applicable drawings, specifications, approved samples, purchase orders, standards, and Rebo and customer-specific requirements.

PPM targets, acceptance sampling, supplier ratings, historical acceptance, receipt, inspection, use, or payment do not authorize shipment of known or suspected nonconforming product or relieve the supplier of responsibility for conformity.

Suppliers shall apply risk-based prevention and process controls appropriate to the product and process, including control of special characteristics, capable measurement and test systems, error-proofing, process monitoring, maintenance, standardized work, and qualified personnel.

Known or suspected nonconforming product shall be controlled in accordance with **Section 3.9, Nonconforming Product and Supplier Corrective Action**. Product that does not meet the approved requirement shall not be shipped without prior written deviation approval in accordance with **Section 3.6, Supplier Change Notification and Approval**.

3.9 Nonconforming Product and Supplier Corrective Action

Suppliers shall maintain documented processes for identifying, controlling, containing, investigating, and correcting nonconforming or suspected nonconforming product. These controls apply to product located at the supplier, sub-supplier, in transit, at Rebo, at a Rebo customer, or in the field.

The supplier shall immediately notify Rebo Supplier Quality and Purchasing upon discovering that nonconforming or potentially nonconforming product may have been shipped. The supplier shall not wait for Rebo to discover or report a known nonconformity.

The initial notification shall include, at a minimum:

- Affected part number and description of the nonconformity;
- Applicable lot numbers, production dates, quantities, and shipment information;
- Identification of the last known conforming product and suspected nonconforming range;
- Immediate containment actions;
- Potential impact on product safety, regulatory compliance, fit, form, function, delivery, or customer operations; and
- The supplier's designated contact responsible for managing the issue.

Significant Quality or Delivery Disruption Support
For a significant quality or delivery disruption, the supplier shall acknowledge Rebo's notification and provide qualified remote support **within four hours**.

When immediate on-site containment is required, the supplier shall either provide qualified personnel or directly contract and pay a Rebo-approved third-party service within the timeframe specified by Rebo. The supplier remains responsible for ensuring adequate coverage, personnel competency, compliance with Rebo requirements, and accurate reporting of containment results. When requested, the supplier shall also provide qualified technical personnel on-site within a timeframe established by Rebo based on the severity, supplier location, and potential impact on Rebo or its customers.

If the supplier does not establish acceptable support within the timeframe specified by Rebo, or if the support provided is inadequate, Rebo may arrange the necessary containment, inspection, sorting, rework, testing, or technical support and recover the resulting costs from the supplier in accordance with the **Supplier Responsibility and Cost Recovery** subsection and applicable purchasing terms.

Containment and Certified Product
When nonconforming or suspected nonconforming product is identified, the supplier shall immediately:

- Stop shipment of affected product;
- Contain affected product at the supplier, sub-supplier, in transit, at Rebo, and at other known locations;
- Notify affected sub-suppliers and extend containment throughout the supply chain;
- Determine and communicate the verified clean point;
- Implement additional inspection or testing necessary to protect Rebo and its customers; and
- Provide clearly identified certified product to prevent disruption to Rebo operations.

Unless otherwise approved by the Rebo Supplier Quality Engineer (SQE), certified product shall be subject to **100% inspection** and identified in accordance with Rebo instructions. Containment shall remain in effect until corrective actions have been implemented, effectiveness has been demonstrated, and the Rebo SQE provides written authorization to discontinue containment.

Product designated as scrap and product that fails an approved rework or repair process shall be clearly identified, segregated, and controlled to prevent unintended use or shipment. Such product shall not be returned to production or mixed with product included in subsequent shipments to Rebo.

Unless otherwise directed by the Rebo SQE, the supplier shall provide **three consecutive conforming shipments** following the verified clean point before requesting removal of containment.

If the supplier does not provide acceptable certified product, Rebo may initiate third-party inspection, sorting, rework, testing, or other necessary actions at the supplier's expense in accordance with the **Supplier Responsibility and Cost Recovery** subsection.

Supplier Corrective Action Request
Rebo may issue a Supplier Corrective Action Request (SCAR) for circumstances including, but not limited to:

- Product nonconformity;
- Repeat or systemic quality issues;
- Production-line interruption or customer disruption;
- Warranty, field, product safety, or regulatory concerns;
- Unauthorized product or process changes;
- Delivery, traceability, labeling, or packaging failures;
- Failure to meet containment requirements; or
- Other significant noncompliance with Rebo or customer requirements.

The supplier shall document its response using the **8D for Problem Solving (F-00142)** or another corrective-action format approved in advance by the assigned Rebo SQE. Use of an alternate format does not change the required content, response timing, supporting evidence, or Rebo approval requirements.

The Rebo SQE may approve the use of a 5-Why or another structured problem-solving method for lower-risk or isolated issues. **F-00142** or an approved equivalent 8D format shall be required for significant, repeat, systemic, customer-impacting, product-safety, or regulatory issues.

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Unless otherwise specified by the Rebo SQE, the following response requirements apply:

Required response	Due date
D1–D3, including containment, affected population, and verified clean point	**Within 24 hours**
D4, including verified occurrence and detection root causes	**Within 5 working days**
D5, including selected permanent corrective actions and implementation plan	**Within 10 working days**
D6, including implementation evidence	**Within 20 working days**
D7–D8, including effectiveness validation, systemic actions, and closure evidence	**By the Rebo SQE-approved closure date**

If a required due date cannot be met, the supplier shall request an extension from the assigned Rebo SQE before the due date. The request shall include the reason for the delay, actions completed, remaining actions, associated risks, continued interim controls, and proposed completion date. An extension is not valid without written approval from the Rebo SQE.

A SCAR will be closed only after all required actions and supporting evidence have been accepted by the Rebo SQE. Late, incomplete, or ineffective responses will be reflected in the supplier's performance evaluation and may result in escalation, controlled shipping, supplier development, on-site audit, new-business hold, or resourcing.

Warranty and Field Returns

Suppliers shall support the timely investigation of warranty claims, field returns, recalls, and other customer or end-user concerns involving products supplied to Rebo.

Upon notification, the supplier shall:

- Acknowledge the concern and identify the responsible contact;
- Support immediate containment and risk assessment;
- Review applicable production, inspection, test, and traceability records;
- Analyze returned or representative product when available;
- Determine the extent of potentially affected product;
- Provide analysis results and corrective actions within the timing specified by Rebo; and
- Apply lessons learned to similar products, processes, manufacturing locations, and sub-suppliers.

When requested by Rebo, the supplier shall document the investigation using the **8D for Problem Solving (F-00142)**, or another format approved by the assigned Rebo SQE. Significant, repeat, product-safety, regulatory, recall, or customer-impacting concerns shall be managed in accordance with the SCAR requirements of this section.

Any disagreement regarding supplier responsibility shall be submitted to Rebo in writing with supporting objective evidence. The responsibility review does not suspend required containment, investigation, customer protection, or response timing.

Suppliers shall cooperate with Rebo and its customers regarding the identification, retention, return, analysis, and authorized disposition of warranty or field-returned product. Returned products and other relevant evidence shall not be altered or disposed of until authorized by Rebo.

Costs associated with supplier-caused warranty, field, recall, or customer concerns shall be addressed in accordance with the **Supplier Responsibility and Cost Recovery** subsection and applicable purchasing agreements.

Supplier Responsibility and Cost Recovery
Suppliers are financially responsible for reasonable and documented costs incurred by Rebo resulting from supplier-attributable nonconforming product, delivery disruption, warranty or field concerns, unauthorized changes, or failure to meet applicable requirements, subject to applicable purchasing terms.

Recoverable costs may include sorting, inspection, testing, containment, rework, repair, scrap, production disruption, premium transportation, customer charges, warranty costs, travel, third-party support, and administrative expenses. Applicable cost categories and recovery rates are identified in **ANNEX 1 - Supplier Cost Recovery Schedule (F-00355)**, which is provided separately and maintained as a separately controlled document.

Cost recovery does not relieve the supplier of its responsibility for containment, product conformity, corrective action, warranty obligations, or completion of other actions required by Rebo.

3.10 Supplier Performance Monitoring and Escalation

Rebo monitors supplier performance to identify supply-chain risk, recognize acceptable performance, support continual improvement, and provide objective information for supplier-development and sourcing decisions.

Suppliers are expected to monitor their own performance and act before performance adversely affects Rebo or its customers. Rebo's monitoring does not replace the supplier's responsibility to maintain effective internal controls.

Performance Measures
Supplier performance may be evaluated using applicable measures including:

- Product quality and PPM;
- On-time delivery and quantity accuracy;
- SCAR response timeliness, completeness, and effectiveness;
- PPAP, APQP, validation, and submission performance;
- Responsiveness and communication;
- Certification and assessment status;
- Special-process compliance;

Rebo may apply additional measures based on product risk, customer-specific requirements, supplier type, or business conditions.

Supplier Scorecard
Supplier scorecards are issued or made available **monthly** when applicable. Suppliers are responsible for reviewing their scorecards, verifying the accuracy of reported information, and initiating corrective action for adverse trends or performance below communicated requirements.

Scorecard measures, weighting, performance classifications, and escalation thresholds will be established and communicated by Rebo. Rebo may revise these criteria based on customer requirements, business conditions, supplier risk, or changes to the supplier-performance process.

Questions or disputes regarding scorecard results shall be submitted to Rebo Purchasing or Supplier Quality with supporting objective evidence. Submission of a dispute does not suspend required containment, recovery, corrective-action, or escalation activities.

Performance below the communicated requirement, significant performance deterioration, failure to implement required actions, or a high-risk event may result in formal supplier escalation. Rebo may initiate escalation regardless of the overall

score when an issue affects product safety, regulatory compliance, customer operations, information security, or continuity of supply.

Performance Notification and Recovery Plan
When formal performance escalation is initiated, Rebo will notify the supplier's Quality Manager, Plant Manager, or other responsible management representative.

Unless otherwise specified by Rebo, the supplier shall submit an initial improvement or recovery plan **within ten business days of notification**. The plan shall define the performance gap, immediate actions, corrective actions, responsible persons, completion dates, measurable targets, and effectiveness-verification method.

MQR1 — Management Quality Review
Rebo may initiate an MQR1 when supplier performance remains below requirements, the improvement plan is inadequate or late, a significant or repeat issue occurs, corrective actions are ineffective, or increased management involvement is necessary.

The supplier's Quality Manager, Plant Manager, and other responsible personnel shall participate when requested. The supplier shall present current performance, verified root causes, containment, corrective actions, required resources, recovery timing, and management commitments.

MQR1 actions may include increased reporting, SCAR, controlled shipping, capacity verification, focused audit, on-site supplier development, or other actions appropriate to the risk.

MQR2 — Executive Management Quality Review
Rebo may initiate an MQR2 when MQR1 actions do not achieve the required results, performance continues to deteriorate, or the issue presents significant risk to product safety, regulatory compliance, customer operations, information security, or continuity of supply.

The supplier shall provide appropriate senior or executive management representation. MQR2 actions may include executive-level recovery commitments, increased containment, Rebo or customer oversight, new-business hold, formal sourcing review, or resourcing of affected products or services.

Rebo may initiate MQR1 or MQR2 without completing a lower escalation level when warranted by the severity, recurrence, customer impact, or associated risk.

Audit Findings
Suppliers shall respond to findings or observations resulting from Rebo, Rebo customer, or regulatory audits within the specified due dates. Responses shall include containment when applicable, root-cause analysis, corrective actions, implementation evidence, and effectiveness verification.

Rebo may require a SCAR or another approved problem-solving format based on the nature and risk of the finding. Late, incomplete, or ineffective responses may result in further escalation.

Escalation Monitoring and Closure
The supplier shall provide progress updates and objective evidence at the frequency specified by Rebo. An escalation level will be closed only after required actions have been implemented and sustained effectiveness has been demonstrated to Rebo.

Closure of an escalation does not waive open SCARs, cost recovery under the **Supplier Responsibility and Cost Recovery subsection of Section 3.9**, warranty obligations, or other applicable supplier responsibilities.

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Rebo may consider supplier performance, risk, responsiveness, continual improvement, and overall business contribution when making supplier development and sourcing decisions.

3.11 Continual Improvement

Suppliers shall maintain a documented continual-improvement process focused on improving product quality, process capability, delivery, productivity, cost, capacity, safety, environmental performance, and information security.

Continual improvement shall emphasize prevention, reduction of variation, elimination of waste, and mitigation of risk rather than reliance on inspection or detection of nonconforming product.

Improvement Proposals and Changes
Rebo encourages suppliers to recommend improvements related to product design, materials, manufacturing processes, packaging, logistics, quality, capacity, and cost.

Suppliers shall not implement an improvement that changes an approved product, material, process, source, location, packaging method, or other PPAP condition without prior written Rebo approval. Proposed changes shall follow **Section 3.6, Supplier Change Notification and Approval**, and any required PPAP activity under **Section 3.4, Production Part Approval Process (PPAP) and Annual Validation**.

Sub-Supplier Improvement
Suppliers shall promote continual improvement throughout their supply chain and work with sub-suppliers to address performance gaps, reduce risk, and improve product and process performance. The supplier remains responsible for verifying the effectiveness of sub-supplier improvement activities affecting products or services provided to Rebo.

3.12 Contingency and Business Continuity Planning

Suppliers shall establish, maintain, and periodically test documented contingency plans to protect Rebo and its customers from disruptions affecting product quality, product safety, capacity, delivery, regulatory compliance, information security, or continuity of supply.

Contingency planning shall be risk-based and appropriate to the products, processes, locations, technologies, and services provided to Rebo.

Required Contingency Scenarios
Contingency plans shall address applicable risks that could disrupt quality, capacity, delivery, regulatory compliance, information security, or continuity of supply, including:

- Equipment, tooling, utility, facility, or information-system failures;
- Cybersecurity incidents or loss of critical data;
- Fire, severe weather, natural disaster, or other emergency;
- Labor, material, capacity, transportation, or logistics disruptions;
- Critical sub-supplier or outsourced-process interruptions; and
- Product-safety, regulatory, or significant quality issues.

Suppliers shall also address other risks identified through their business-continuity planning or communicated by Rebo or the applicable customer.

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Contingency Plan Content
Contingency plans shall define:

- Responsible personnel, emergency contacts, and escalation requirements;
- Immediate containment and communication actions;
- Alternative methods for maintaining production, inspection, delivery, and traceability;
- Resources needed for recovery, including critical equipment, tooling, materials, data, and sub-suppliers;
- Target recovery timing and criteria for returning to normal operations; and
- Product and process verification required before shipments resume.

Any alternative location, source, material, process, equipment, tooling, or inspection method that changes an approved product or process requires prior Rebo authorization in accordance with **Section 3.4, Production Part Approval Process (PPAP) and Annual Validation,** and **Section 3.6, Supplier Change Notification and Approval**.

Notification and Recovery
The supplier shall immediately notify Rebo Materials, Purchasing, and Supplier Quality when an actual or anticipated disruption could affect product conformity, capacity, or delivery. Initial notification shall occur as soon as the risk is known and **no later than 24 hours after discovery**, unless a shorter period is required by Rebo or the applicable customer.

The supplier shall provide updates at the frequency requested by Rebo until normal operations and supply have been restored. Notification does not relieve the supplier of its delivery, quality, or recovery obligations.

Information-security incidents affecting Rebo or Rebo customer information shall also be reported in accordance with the notification requirements established in **Section 3.1, Information Security**.

Testing and Review
Suppliers shall review their contingency plans **at least annually** and whenever significant changes occur to products, processes, equipment, systems, facilities, sub-suppliers, or risk conditions.

Applicable contingency plans shall be tested **at least annually** through a drill, simulation, recovery exercise, or actual event.

The supplier shall document test results, identified gaps, corrective actions, responsible persons, and completion dates. Contingency plans shall be updated based on test results and lessons learned.

Restart Verification
Following a disruption, the supplier shall verify that products and processes continue to meet approved requirements before normal shipments resume.

Rebo may require documented restart approval, product validation, increased inspection, or PPAP activity before accepting shipments.

Sub-Supplier Contingency Planning
Suppliers shall identify critical sub-suppliers and verify that appropriate contingency and recovery plans are maintained throughout the supply chain.

The direct supplier remains responsible for managing sub-supplier disruptions, communicating risks to Rebo, and implementing recovery actions necessary to protect Rebo and its customers.

Contingency plans and testing records shall be retained and provided to Rebo upon request.

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4.0 ON-SITE CONTRACTOR REQUIREMENTS

This section applies to suppliers, contractors, service providers, their employees, and their subcontractors performing work at a Rebo facility. These requirements supplement applicable contracts and legal, environmental, health, safety, security, and site-specific requirements.

The contractor is responsible for ensuring that all personnel under its control understand and comply with applicable requirements before work begins. Use of a subcontractor does not relieve the primary contractor of responsibility for the subcontractor's conduct or performance.

Contractor Qualification and Approval
Before beginning work, contractors shall provide applicable documentation requested by Rebo, including:

- Proof of appropriate insurance;
- Required licenses, permits, certifications, and training records;
- Identification of subcontractors;
- Safety information or work plans appropriate to the activity;
- Safety Data Sheets for chemicals brought on-site; and
- Other information required to evaluate the work or associated risks.

Contractors shall not begin work until applicable Rebo approvals, orientations, permits, and access authorizations have been completed.

Environmental, Health, and Safety
Contractors shall comply with all applicable laws, regulations, Rebo EHS requirements, and site instructions.

Contractors shall:

- Use required personal protective equipment;
- Follow applicable lockout/tagout, electrical safety, hot-work, confined-space, fall-protection, and other safe-work requirements;
- Maintain work areas in a clean, safe, and orderly condition;
- Use tools, vehicles, and equipment that are safe, maintained, and appropriate for the work;
- Properly identify, handle, store, and dispose of chemicals, hazardous materials, and waste;
- Obtain Rebo approval before bringing chemicals or hazardous materials on-site;
- Protect Rebo employees, visitors, products, equipment, and property from hazards created by the work; and
- Stop work and notify Rebo when an unsafe condition exists.

Contractors shall not bypass, disable, or modify safety devices, alarms, guards, environmental controls, or utility systems without prior Rebo authorization.

Incident and Hazard Reporting
Contractors shall immediately report the following to their Rebo contact and the appropriate Rebo EHS representative:

- Injuries, illnesses, accidents, spills, fires, and property damage;
- Near misses and unsafe conditions;
- Environmental releases or permit concerns;
- Damage to Rebo product, equipment, tooling, utilities, or facilities;
- Security incidents or unauthorized access; and
- Any condition that could affect the safe or timely completion of the contracted work.

Contractors shall cooperate with applicable containment, investigation, reporting, and corrective-action activities.

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Security and Confidentiality
Contractors shall comply with Rebo access-control, visitor-management, information-security, photography, and confidentiality requirements.

Contractors shall:
- Access only authorized areas, systems, equipment, and information;
- Wear required identification or visitor credentials;
- Prevent unauthorized personnel from entering restricted areas;
- Protect Rebo and customer confidential information;
- Obtain authorization before taking photographs, video, recordings, or electronic copies;
- Return Rebo property, documents, access credentials, and information upon completion of the work; and
- Immediately report lost credentials, unauthorized access, or suspected information disclosure.

Protection of Product and Operations
Contractors shall plan and perform work to prevent adverse effects on Rebo products, processes, equipment, utilities, information systems, and production schedules.

Before performing work that could affect production or product conformity, contractors shall coordinate with the designated Rebo representative regarding:
- Work timing and affected areas;
- Required shutdowns or utility interruptions;
- Protection from dust, debris, contamination, electrostatic discharge, or damage;
- Removal or protection of product and materials;
- Verification and approval before equipment or processes are returned to service; and
- Cleanup and restoration of the work area.

Changes to Rebo equipment, tooling, software, process settings, safety controls, or facility systems shall not be made without authorization from the designated Rebo representative.

Work Completion
Upon completion of the work, the contractor shall:
- Remove tools, materials, waste, temporary controls, and unused chemicals;
- Restore the work area to a safe and orderly condition;
- Return affected equipment and systems to the approved operating condition;
- Communicate completed work, outstanding issues, and recommended follow-up actions;
- Provide required inspection, testing, permit, service, or certification records; and
- Obtain Rebo acceptance when required.

Noncompliance
Rebo may stop contractor work, remove personnel from the site, or suspend contractor access when requirements are not followed or an unacceptable risk exists.

The contractor remains responsible for correcting deficiencies and for costs, damages, delays, or other consequences attributable to its work, subject to applicable contractual agreements.

5.0 GIFTS, ENTERTAINMENT, AND BUSINESS ETHICS

Suppliers shall conduct business with Rebo honestly, ethically, and in compliance with applicable anti-bribery, anti-corruption, competition, and conflict-of-interest laws.

Suppliers shall not offer, promise, authorize, request, or accept anything of value intended to improperly influence a business decision, obtain an unfair advantage, or create the appearance of improper influence.

Gifts and Entertainment
Gifts, meals, travel, entertainment, or hospitality offered to Rebo personnel shall be:

- Infrequent, modest, and appropriate for a legitimate business purpose;
- Permitted by applicable law and the policies of both organizations;
- Openly provided and accurately recorded;
- Unrelated to a pending sourcing, approval, audit, corrective-action, claim, or commercial decision; and
- Not intended to influence or reward a business decision.

Cash, cash equivalents, gift cards, personal loans, kickbacks, commissions outside an approved business agreement, or lavish or inappropriate entertainment are prohibited.

Suppliers shall not provide gifts or entertainment to family members or personal associates of Rebo personnel as a means of avoiding these requirements.

Bribery and Improper Payments
Suppliers shall not offer or provide bribes, kickbacks, facilitation payments, or other improper benefits to Rebo personnel, customers, public officials, or any other party.

Payments, discounts, rebates, commissions, and other business transactions shall be legitimate, accurately documented, and consistent with approved contractual arrangements.

Conflicts of Interest
Suppliers shall disclose any actual or potential conflict of interest that could affect, or appear to affect, an objective business relationship with Rebo.

Potential conflicts may include:

- Personal or family relationships with Rebo personnel involved in supplier decisions;
- Financial interests in a supplier, competitor, or related business;
- Outside employment or consulting relationships;
- Undisclosed commissions or referral arrangements; or
- Other circumstances that could impair independent judgment.

Disclosure of a potential conflict does not automatically prohibit the business relationship, but it allows Rebo to evaluate and appropriately manage the situation.

Fair Business Practices
Suppliers shall compete fairly and shall not engage in price fixing, bid rigging, market allocation, misuse of confidential information, falsification of records, or other deceptive or anti-competitive conduct.

Information submitted to Rebo—including quotations, invoices, certifications, test results, PPAP records, scorecard evidence, and corrective-action documentation—shall be accurate and complete.

Reporting Concerns
Suppliers shall promptly report suspected bribery, fraud, conflicts of interest, falsification, unethical conduct, or other violations affecting Rebo business to their designated Rebo Purchasing contact or other authorized Rebo representatives.

Good-faith reporting shall not be used as a basis for retaliation.

Violation of these requirements may result in investigation, corrective action, suspension of business, termination of the supplier relationship, or referral to the appropriate authorities.

6.0 GLOSSARY

The following definitions apply when the terms are used in this Supplier Requirements Manual.

TERM	DEFINITIONS
8D	A structured eight-discipline problem-solving method used to contain a problem, determine occurrence, detection, and systemic root causes, implement corrective actions, and verify effectiveness.
Accredited Laboratory	A laboratory whose competence to perform specified tests or calibrations has been formally recognized by an accreditation body, normally in accordance with ISO/IEC 17025.
Acceptance Criteria	The approved limits or requirements used to determine whether a product, process, service, or submission is conforming.
Advanced Product Quality Planning (APQP)	A structured method used to plan and develop products and manufacturing processes capable of meeting customer requirements.
Advance Shipping Notification (ASN)	An electronic or otherwise approved notification sent before shipment that communicates shipment identification, contents, quantities, and transportation information.
Certified Product	Product that has been inspected or tested using Rebo-approved containment controls and identified as conforming before shipment.
Clean Point	The verified point after which all product has been produced under corrected or controlled conditions and confirmed to meet applicable requirements.
Containment	Immediate temporary actions taken to identify, segregate, inspect, and control nonconforming or potentially nonconforming product and protect Rebo and its customers.
Control Characteristic	A product or process characteristic requiring specific control because variation could affect fit, form, function, performance, manufacturability, or customer satisfaction.
Corrective Action	Action taken to eliminate or control the verified cause of a nonconformity and prevent recurrence.
Customer-Specific Requirements (CSR)	Requirements established by an automotive customer that supplement applicable quality-management-system or technical requirements.
Deviation	Written authorization to temporarily depart from an approved product, material, process, inspection, packaging, or other requirement for a defined quantity or time period.
Design Record	The approved drawing, specification, electronic model, material specification, or other engineering information defining the product.
International Material Data System (IMDS)	The automotive industry system used to report the material and substance composition of products and components.
Interim Approval	Written authorization permitting shipment for a limited quantity or period while specified PPAP requirements remain open.
Material Certification	Documented evidence identifying the material and demonstrating compliance with applicable material or specification requirements.

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TERM	DEFINITIONS
Measurement Systems Analysis (MSA)	A study used to evaluate whether a measurement or inspection system is suitable for its intended use.
Parts Per Million (PPM)	A supplier quality performance measure calculated as the number of nonconforming parts divided by the number of parts received, multiplied by one million.
Permanent Change	A proposed lasting change to an approved product, material, source, location, manufacturing process, equipment, tooling, inspection method, packaging, or other PPAP condition.
Production Part Approval Process (PPAP)	The process used to demonstrate that product and process requirements are understood and that the production process can consistently manufacture conforming product at the required production rate.
Product-Safety or Regulatory Characteristic	A product or process characteristic associated with product safety, legal or regulatory compliance, or a safety-related function that requires defined controls and escalation.
Quality Management System (QMS)	The documented processes, responsibilities, resources, and controls used to direct and manage an organization with respect to quality.
Rebo SQE	The Rebo Supplier Quality Engineer or Advanced Supplier Quality Engineer assigned to support, approve, monitor, or develop the supplier.
Early Production Containment (EPC)	Temporary enhanced inspection and process controls implemented during pre-production, launch, significant change, or an elevated-risk condition to ensure conforming product and protect Rebo and its customers.
Special Characteristic	A product or process characteristic requiring additional controls because variation could affect safety, regulatory compliance, fit, function, performance, or subsequent processing.
Special Process	A manufacturing process for which conformity may not be fully verified by subsequent inspection or testing and therefore requires qualified processes and enhanced controls.
Start of Production (SOP)	The authorized beginning of regular production for delivery to Rebo or the applicable customer.
Sub-Supplier	An organization that provides products, materials, components, processes, or services to a direct Rebo supplier for use in products or services supplied to Rebo.
Supplier Corrective Action Request (SCAR)	A formal Rebo request requiring a supplier to contain a problem, determine root cause, implement corrective action, and provide evidence of effectiveness.
TISAX	An automotive-industry information-security assessment and exchange mechanism based on VDA Information Security Assessment requirements.
Traceability	The ability to identify and follow the history, application, location, materials, processing, inspection, and shipment of a product or lot.

7.0 REFERENCE DOCUMENTS

The current revision of the following documents applies where referenced or applicable. Suppliers are responsible for obtaining and using current external standards and customer-specific requirements.

Rebo-controlled documents will be provided or made available through the applicable Rebo system or representative. Printed or locally saved copies shall be considered uncontrolled unless otherwise identified.

Rebo Documents

Document No.	Document title
GRB-POS-ST-06-02	HQ Supplier Quality Assurance Agreement
F-00136	Sparta Concession/Deviation Approval Form
F-00142	8D for Problem Solving
F-00183	Rebo Supplier Assessment
F-00198	Supplier Request for Engineering Approval (SREA)
F-00223	Rebo Supplier Profile
F-00225	Supplier Certification Form
F-00355	ANNEX 1 — Supplier Cost Recovery Schedule
SOP-00048	Rebo Label Specifications and Packaging Guide
SOP-00051	Corporate Social Responsibility and Sustainability Policy
SOP-00065	PPAP Procedure and Check List

ANNEX 1 is provided separately with this Manual and forms part of the applicable supplier requirements.

External Standards and Reference Manuals

The following standards and manuals apply when required by the supplied product, process, service, Rebo, or the applicable customer:

- IATF 16949 — Automotive Quality Management System Requirements;
- ISO 9001 — Quality Management Systems;
- ISO 14001 — Environmental Management Systems;
- ISO/IEC 17025 — Competence of Testing and Calibration Laboratories;
- ISO/IEC 27001 — Information Security Management Systems;
- TISAX assessment requirements;
- AIAG Advanced Product Quality Planning;
- AIAG Control Plan;
- AIAG Production Part Approval Process;
- AIAG Failure Mode and Effects Analysis;
- AIAG Measurement Systems Analysis;
- AIAG Statistical Process Control;
- Applicable AIAG Special Process System Assessments;
- International Material Data System requirements; and
- Applicable customer-specific requirements.

Unless otherwise specified by Rebo, suppliers shall use the current published edition of applicable external standards and reference manuals.

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Supplier Acceptance and Exceptions

Complete and return this page to the designated Rebo Purchasing representative.

Supplier Legal Name	Supplier Code

Manufacturing Location and Address

SUPPLIER ACCEPTANCE AND AGREEMENT

The supplier acknowledges receipt of and has reviewed the **Rebo Supplier Requirements Manual (SOP-00046)**, including **ANNEX 1 - Supplier Cost Recovery Schedule (F-00355)**. The supplier accepts and agrees to comply with all applicable requirements, subject only to exceptions specifically identified below and approved in writing by authorized Rebo representatives. Acceptance does not relieve the supplier of obligations established by purchase orders, contracts, drawings, specifications, customer-specific requirements, or applicable statutory and regulatory requirements.

Supplier Representative	
Printed Name:	**Title:**
Signature:	**Date:**

STOP if No Exceptions Requested

REQUESTED EXCEPTIONS

Manual Section or Requirement	Requested Exception	Reason and Proposed Alternate Control

Exception approval. The exception requested is not valid unless approved in writing by Rebo Purchasing and the Rebo Quality Manager. Approval applies only to the specific requirement, part number or product family, manufacturing location, conditions, and approval period identified in writing. It does not waive any other applicable requirement.

Rebo decision: ☐ Approved ☐ Approved with Conditions ☐ Not Approved

Supplier Representative	Rebo Purchasing Representative	Rebo NA Quality Manager
Printed Name:	**Printed Name:**	**Printed Name:**
Signature:	**Signature:**	**Signature:**
Title:	**Title:**	**Date:**
Date:	**Date:**	

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