

Requirements for suppliers

Obrobna Resl s.r.o.
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Validity of the document

This document defines the requirements for suppliers of Obrobna Resl s.r.o. and is binding for all deliveries of products and services.

This document is an integral part of the contractual relations between Obrobna Resl s.r.o. and its supplier.

Approval of the document

On behalf of Obrobna Resl s.r.o.:

Ing. Ondřej Resl
Company executive

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1 Purpose

This manual sets out the requirements for the quality system of suppliers of Obrobna Resl s.r.o. It is intended to help ensure that purchased products and services meet specific requirements and are delivered on time and in the correct quantity.

2 Abbreviations

CSR - Customer Specific Requirements

FIFO - First In, First Out

FMEA - Failure Mode and Effects Analysis

IMDS - International Material Data System

MSA - Measurement System Analysis

PPAP- Production Part Approval Process

PSCR - Product Safety & Compliance Representative

QMS - Quality Management System

R&R - Run and Rate

VDA 1 - Documented information and its use

VDA 6.3 - Process audit

3 Supplier selection and approval

Potential suppliers of a given product may be suppliers from the “List of Approved Suppliers” or new suppliers who pass a selection procedure governed by internal guidelines. Our supplier selection process also includes assessing the following risks:

- Threats to the quality of the supplied product
- Reliability of supplies
- Sufficient production capacities
- Level of the supplier’s QMS
- Volume of production for the automotive industry
- Financial stability
- Required production technology

4 Communicating requirements

Obrobna Resl s.r.o. undertakes to communicate to its suppliers the requirements for:

- supplier processes, products and services
- communication
- product and service release
- verification (supplier audits)
- production capacities (reference: 48 kt/year, 5 days/week, 22 hours/day)
- emergency preparedness

5 Supplier quality system requirements

The supplier shall implement, use and continually improve a QMS according to ISO 9001.
Proof:

- certification according to IATF 16 949 from an accredited company.
- certification according to ISO 9001 from an accredited company
- compliance with VDA 6.3 as a minimum is proven during an audit by Obrobna Resl s.r.o.

6 Supplier rating

Supplier evaluation is carried out according to the following criteria:

Odpovídá/ responsibility	P.č.	Kritéria/ Criteria	Koeficient/ Coefficient (%)
QM	1	Počet reklamací kvality/ Number of quality claims	20
	2	Kvalita dodávek v ppm/ Quality of deliveries in ppm.	20
	3	Systém kvality/ Quality system.	20
Vedoucí lo- gistiky/ Lo- gistics man- ager	4	Spolehlivost dodávek v čase a množství/ Reliability of deliveries in time and quantity.	20
	5	Logistická reklamáce poškození, množství nesouhlasí s dodacím listem/ Logistical complaint of damage, quantity does not match the delivery note.	20
celkem v %			100
Pravidla pro zařazení/ Inclusion rules		≥80 – 100%	A
		≥ 65< 80	B
		< 65%	C

7 Approval (release) of first samples

- Initial sample approval for serial production shall be carried out in accordance with the requirements which are stated in the PPAP or VDA 2 (PPF) manual.
- The number of samples is at least 5 pieces from each position/nest, or in the case of profile bars, a sample delivery.
Example: If the fixture has 4 nests (positions), all positions will be sampled, i.e. 4x5 samples.
- The supplier shall submit PPAP level 3, unless mutually agreed otherwise.
- In order to ensure legal recyclability, the automotive industry introduced the International Material Database System (IMDS). The protocol or IMDS number is an integral part of sampling.
- If the samples supplied during sampling are unsatisfactory due to the supplier's fault, the supplier shall provide new samples, free of charge.

8 Requalification

The supplier shall perform requalification for each product. Generally, the frequency is once every 3 years and can be sent upon request. The frequency of requalification can be changed based on the requirements of Obrobna Resl s.r.o. customers. Minimum scope of requalification: Cover sheet, opposed drawing, dimensional protocol, material certificate and part history.

9 Specific requirements

9.1 Process requirements

As part of serial production, the supplier shall:

- have a defined test and inspection plan in the given scope and frequency,
- maintain records of these tests and inspections,
- ensure that process capability meets at least $Ppk \geq 1.67$ and $Cpk \geq 1.33$,
- use suitable measuring instruments for measurements and tests that are calibrated by laboratories meeting the requirements of ISO/IEC 17025,
- perform MSA analysis for measuring instruments used to measure special characteristics,
- maintain QMS records and documentation in accordance with the current requirements of the VDA 1 standard,
- perform and maintain Failure Mode and Effects Analysis (FMEA) as a risk management tool,
- allow authorized employees of Obrobna Resl s.r.o. to review these records,
- ensure traceability of products to at least the material batch level,
- apply the FIFO (First In, First Out) system,
- include a zero-defect strategy in inspection and acceptance plans.

9.2 Customer specific OEM requirements

The supplier shall identify and fulfill the customer specific requirements (CSR) of the relevant vehicle manufacturers (OEM) if these requirements are relevant to the supplied product or production process.

<https://www.iatfglobaloversight.org/oem-requirements/customer-specific-requirements/>

The supplier is responsible for ensuring that these requirements are up-to-date and implementing them in its quality management system.

10 Change management

The supplier shall manage changes to the product, material and production process. The supplier shall not implement any changes that may affect the product or production process without prior notification and approval of Obrobna Resl s.r.o.

The notification obligation applies in particular to changes to:

- design documentation or product specifications,
- material or surface treatment,
- production process or technology,
- production equipment or tools,
- production site,
- subcontractor.

In the event of a significant change, Obrobna Resl s.r.o. may require new sampling (PPAP / PPF) or further verification of process capability.

11 Product conformance

The supplier shall ensure that all products and processes comply with applicable legal requirements and the requirements of Obrobna Resl s.r.o. and its customers. The supplier shall also appoint a Product Safety & Compliance Representative (PSCR).

12 Emergency plans

The supplier shall implement and maintain emergency/disaster plans to ensure continuity of supply in the event of extraordinary situations, such as:

- failure of key production equipment (bottlenecks),
- interruption of the production process (e.g. equipment failure, power outage),
- unavailability of labor,
- failure of subcontractors,
- disruption of logistics or product transport.

The supplier shall submit these plans to Obrobna Resl s.r.o. upon request.

13 Part history

The supplier shall keep a "history" of the parts/products supplied. The history must include a list of technical and material changes, including changes to the serial technology (*example: new machine*).

The minimum required records in the part history are: Part number and name, sampling date, serial delivery start date, change number.

14 Supplier audits

Obrobna Resl s.r.o. as a customer has the right to verify the QMS, the supplier's process capability or the conformity of the products through an audit, which is carried out according to the VDA 6.3 methodology, within a previously agreed scope. The knowledge obtained during the audit will be treated confidentially and will not be made available to third parties.

The subject for initiating an audit may be:

- New supplier approval (potential analysis audit)
- Product implementation process audit
- R&R audit (capacity verification)
- Permanently reduced quality level (extraordinary process audit)

Note: The supplier shall develop a corrective action plan for deviations identified during audits.

15 Packaging

The supplier shall ensure packaging in such a way that the delivered product is not damaged or lost during transport and storage. During the first sampling, the supplier shall submit a packaging specification for approval.

- The packaging specification must contain at least:
- specification of the transport container (transport rack, pallet, box, etc.)
- list of packaging materials used
- method of storing the product (photo, drawing, etc.)

- sample identification label
- product name
- drawing number, material, change index
- supplier name and date

16 Complaint

If a quality or logistical non-conformity is detected in the delivered products:

- The supplier shall be informed of this fact in writing (claim protocol, e-mail) immediately after its detection.
- Upon request, the supplier will receive NOK parts for analysis.
- In disputed cases, a joint assessment shall be carried out by Obrobna Resl s.r.o., and the supplier.

16.1 Procedure for making a complaint:

An 8D report is required for each claim. The following timelines apply to the 8D process unless otherwise specified by the responsible employee:

- D1- D3 1 working day (team formation, problem description, immediate actions)
- D4- D5 5 working days - root cause analysis shall be carried out using appropriate problem-solving methods (e.g. Ishikawa, 5 Whys, error simulation, etc.)
- D6 – D8 20 working days (implementation of corrective actions and verification of effectiveness)

16.2 Claim costs

- Suppliers are liable for all costs and damages incurred as a result of any defects in the delivered material and Obrobna Resl s.r.o. will claim compensation for these costs from its suppliers.
- Compensation for damages from the supplier will be required by Obrobna Resl s.r.o. if it has been proven that the supplier is responsible for quality or delivery deficiencies.
- Compensation for damages includes the costs of affected production at Obrobna Resl s.r.o. and transportation. It may also include compensation for damages that have been demonstrably claimed by the customer Obrobna Resl s.r.o.

Additional work rates:

1. Claim submission €75
2. Internal sorting, repairs, 100% inspection €30 /hour
3. Compensation for NOK products according to the contract price
4. External costs associated with handling the claim according to the actual situation

17 Sustainability (corporate social responsibility)

Sustainable practices are the foundation on which future-ready businesses are built. Our company expects our suppliers to focus on the following areas:

- Social responsibility, including whistleblower protection.
- Occupational safety.
- Environmental protection and strive for compliance with the EMS ISO 14001.

- Data protection.
- Cybersecurity.
- Compliance with competition rules.
- Avoidance of conflicts of interest and corruption.
- Increasing energy efficiency.

18 Communications

Communication is one of the basic conditions for ensuring the smooth flow of deliveries, therefore the supplier shall ensure the appointment of contact persons for sales, logistics, quality. The supplier shall inform Obrobna Resl s.r.o. when the contact person changes. The communication language is Czech and English.

19 Supplier responsibility

The supplier is responsible for the quality and safety of the delivered products as part of the final product. The supplier shall:

- establish appropriate organizational and technical measures to ensure product safety and minimize product liability risks,
- be responsible for the quality of products and services provided by its subcontractors,
- maintain valid liability insurance.

20 Supplier declaration of consent

This manual is part of the contractual relations between Obrobna Resl s.r.o. and its suppliers, without requiring its signature. The manual is also valid at the request stage.