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Supplier Requirements Manual

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1.0 Introduction

This manual is intended to assist suppliers in understanding AirBoss Flexible Products' (AFP) requirements. All AFP production part or production service suppliers must be registered to either ISO 9001-2015 or ISO/IATF 16949-2016. AFP's goal is for all suppliers to be ISO/IATF 16949-2016 registered. AFP encourages all suppliers to be committed to the protection of our environment through pollution prevention and to be ISO 14001 registered.

2.0 Safety

Safety glasses with side shields are required when on our manufacturing floor. Eyeglasses or safety glasses without side shields are not acceptable eye protection. When at an AFP facility, all suppliers must remain with an AFP escort at all times.

All suppliers and visitors of any AFP facility must also complete any health screening questionnaires per current city, county, and company requirements prior to entering the facility. These questionnaires are to help protect the health and safety of all employees and visitors at AFP locations. Your AFP escort will be able to assist.

The initial shipment by supplier of any material or item that poses a potential health or safety risk to an AFP employee or on-site visitor must be accompanied by a SDS (Safety Data Sheet).

3.0 Environmental Policy

AFP, a designer and manufacturer of injection molded rubber parts and assemblies for the automotive and defense industries, located in Auburn Hills, MI is committed to the protection of the environment and to fulfill our compliance obligations. As a responsible corporate citizen, AFP recognizes that the activities of our business cannot be separated from our impact on the natural environment in which we operate. We believe that it is responsibility of every AFP employee to be committed to the protection of the environment. Therefore:

“Our goal to minimize the environmental impact of our operations and to strive for continual improvement in the environmental management system to enhance our environmental performance.”



This will be accomplished by:

- **C**ontinually improve with emphasis on pollution prevention.
- **A**bide by all relevant environmental laws, regulations, and other requirements.
- **R**educe, reuse, and recycle to minimize waste.
- **E**nvironmental policy is communicated to our employees and the public through our corporate website.

4.0 Quality Policy

AFP's mission is to provide the highest value of the Customer by maintaining:

- Safe, Lean, and Efficient practice
- Quality Products
- On-Time Delivery

5.0 Supplier Quality Requirements

5.1 Annual Layout

To ensure continuing conformance to all AFP parts, a full layout inspection of the parts to the AFP product drawing shall be performed (annual validation). These layouts shall be conducted annually and the results will be kept on file.

5.2 Certifications

The specifications must be clearly noted on all material or part certifications provided by the supplier to AFP.

5.3 Conflict Minerals

In addition to all other information requested by AFP pursuant to the Terms and Conditions of Purchase, the supplier shall determine whether the products it supplies to AFP contains any tin, tantalum, tungsten, and gold and, if so, whether any such minerals originated within the Democratic Republic of the Congo ("conflict minerals"). If it is determined the supplier is using conflict minerals, the supplier must notify AFP Purchasing Group immediately.



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5.4 Contingency Plan

Suppliers shall develop a contingency plan for all potential disruptions to the product flow to AFP and advise Purchasing of any potential delay or disruption to the supply of product to AFP as required pursuant to the Terms and Conditions of purchase.

5.5 Delivery

Supplier is required to achieve 100% on-time delivery per the AFP schedule as specified on the Order or Release. In the event that the supplier has any reason to believe that any schedule requirement may not be met, the supplier must immediately notify AFP Production Supply Coordinator and take all actions as required under the Terms and Conditions of Purchase. The supplier will be responsible for any other costs or expenses incurred by AFP as a result of its failure to meet the required delivery date.

Costs that are incurred for the line shut-down and loss of production at AFP due to a supplier's lack of ability to provide product on-time for any condition (i.e.: delivery/schedule issues, quality concerns, etc.) will be debited to the supplier. These costs will be in addition to any additional costs incurred by AFP for poor quality parts as outlined in Section 5.9 "Non-Conforming Material." Costs can include, but are not limited to: machine press down time, hourly charge for AFP truck to support special transportation needs, sorting costs, wages for staff outside standard working hours, all expedited freight, costs for outside consultants required to support AFP's requirements not being met by supplier, AFP administrative costs, etc.

Supplier is responsible for following any routing instructions provided by AFP or its third-party logistics (3PL) provider. Failure to follow routing instructions or properly set up and load freight may result in excess charges which will be debited back to the supplier. 3PL contact information is:
airbossCAS@chrobinson.com.

5.6 EDI

Suppliers are responsible for obtaining their weekly releases from and may input their ASN's through the EDX website. The website address is www.myedx.com
The Rocket Supplier EDX manual can be obtained on our website at:

<https://www.airbossofamerica.com/engineered-products/automotive/automotive-suppliers.php>



5.7 Labeling

All materials or products provided by the supplier shall be labeled as follows. At least two labels must be attached to the container with the following minimum information:

- AFP Part Number
- Part Description
- Part Quantity
- Manufacturing Date
- Lot Code
- Supplier Name
- Adhesive suppliers must include date of manufacture of product and recommended expiration date
- Old labels on container must be removed or covered up

5.8 Lot Control

Suppliers shall have lot control procedures in place sufficient to identify all products supplied to AFP from receipt of raw materials through their internal processes to the shipment of finished products to AFP.

5.9 Non-conforming Material

If product is rejected at AFP as non-conforming, a Supplier Corrective Action Request (SCAR) will be issued to the supplier. Unless otherwise directed by AFP, the supplier must respond immediately, and in no case, more than 24 hours after receipt of SCAR, with its immediate containment plan for ensuring that all suspect product is identified and segregated and any factor or issue potentially contributing to the non-conformity is identified and addressed and, if there is any possibility that any suspect product has been shipped to AFP, supplier must immediately contact the AFP Quality Department and take any and all actions directed by AFP. Supplier shall then respond to AFP within 10 working days of receipt of a SCAR with a permanent corrective action plan. If AFP reasonably disagrees with the proposed containment action, supplier must respond (with a revised containment action) within 24 hours. The SCAR form is located in Appendix A.

After a product has been rejected, the supplier shall, at its own expense, take any and all actions required by AFP, which may include, among others, 100% inspection, sorting and certification of products, implementation of additional quality control measures, use of a third party agent for sorting and other quality measures, for as long as reasonable required by AFP. Until proposed corrective



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and preventative actions and an appropriate implementation plan has been approved by AFP, the quality matter shall not be considered closed.

Involvement of AFP in the approval of corrective action does not excuse the supplier from liability for any and all non-conforming products, including any non-conformities resulting from the implementation of any corrective actions. In addition to any and all other costs, expenses and damages incurred by AFP as direct or indirect result of the supplier's non-conforming products, including as expressly allowed pursuant to the Terms and Conditions of Purchase, the supplier will be responsible for AFP's administrative expenses and fees, which include costs for issuing and closing out the SCAR, engaging and managing inspection and sorting operations, corresponding with AFP's customer regarding the quality matter and completing any related documentation.

Supplier shall maintain any and all documents related to any non-conforming products, including, without limitation, those related to any investigation into a quality issue and any corrective action taken for at least (6) years after the final payment under the Order.

All amounts owed to AFP in connection with a quality issue will be communicated to the supplier by the Quality Department and debited through the Finance Department.

5.10 Packaging

Unless otherwise directed by AFP, supplier and AFP shall mutually agree upon the type and method of packaging and the appropriate quantity of parts to be included per container. For bulk containers, the tare weight must be located on the container. AFP's returnable containers are to only be used for AFP parts.

5.11 PPAP

All suppliers must submit the PPAP Level 3 documentation per the AIAG manual and to complete the International Material Data System (IMDS) which reports the material composition information on all new and modified components, unless otherwise directed by AFP. PPAP parts must accompany the PPAP documentation on the date that it is due on the Purchase Order.

Before receiving PPAP approval, the supplier must also complete the following documents:

- AFP Tooling Record form (FBSF07.14)
- AFP Supplier Part Feasibility (FBSF06.33)



Blank versions of these documents can be sent to you by AFP Purchasing.

Tooling invoices will not be paid in full until the completed AFP Tooling Record form and AFP Supplier Part Feasibility form are submitted and approved and the PPAP is approved. PPAP approval is required before the first shipment of production parts.

5.12 Special Process Assessments

AFP requires that the supplier shall audit each manufacturing process to determine its effectiveness. Applicable special processes are listed below:

- Heat Treating: CQI-9 Heat Treat System Assessment
- Plating: CQI-11 Plating System Assessment
- Coating: CQI-12 Coating System Assessment
- Welding: CQI-15 Welding System Assessment
- Molding: CQI-23 Molding System Assessment
- Casting: CQI-27 Casting System Assessment

The supplier shall conduct each of the applicable foregoing self-assessment(s) annually and maintain the results for at least 96) years after the final payment under the Order.

5.13 Supplier Development

Purchasing and/or Quality may become involved when suppliers are not responsive to requests for corrective actions or due to overall poor performance with regards to quality or delivery issues. In such event, in addition to any other audit or other rights AFP may have under the Terms and Conditions of Purchase or otherwise, its team may conduct an on-site visit, which can include:

- Verification of corrective actions
- Supplier audit
- Run at Rates
- Continual Improvement activities (i.e.: delivery, quality, cost savings)

5.14 Supplier Request for Change

As more fully set forth in Buyer's Terms and Conditions of Purchase, the supplier shall be prohibited from making any changes to the Goods, including, without



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limitation, any of the following changes, except at AFP's direction or with Buyer's prior written approval:

- Design
- Material
- Process
- Manufacturing location
- Tooling

To the extent that the supplier seeks to request permission to make any change to the Goods or otherwise, supplier shall contact AFP's Engineering and Purchasing groups.

5.15 Terms and Conditions

AFP Terms and Conditions of Purchase apply to products and services provided by the supplier to AFP and can be located on the airboss.com website under the "Supplier" section for AFP at the bottom of the page. Receipt and/or acknowledgement of this manual assumes supplier's acceptance to the terms and conditions provided on our website.

5.16 Supplier Financial Risk Assessment

AFP shall make reasonable efforts to perform a financial stability assessment on its major suppliers on an annual basis.

AFP suppliers are required to register with Beroe. Beroe is AFP's partner to assist in the monitoring of suppliers with focus on:

- Sustainability
- Labor, health, and safety
- Financial health

The contact email address for additional information and registration is:

- compliance.support@beroe-inc.com



6.0 Supplier Performance Monitoring

Suppliers will be monitored on a monthly basis for quality, delivery, and service. Suppliers are evaluated each quarter and a supplier scorecard will be generated and sent out. Please reference Appendix B for the supplier scorecard breakdown.

If a supplier falls below a minimum score of 80 points out of 100 points for two consecutive evaluation periods and AFP does not exercise any termination rights that it may have under the Term and Conditions of Purchase or otherwise, then a Supplier Corrective Action will be issued. The supplier must establish a corrective action plan to improve their score. If the supplier is consistently below expectations, in addition to any and all other rights AFP may have, it may place the supplier on New Business Hold (NBH) until improvements are made.

6.1 Supplier 2nd Party Audits

Second party audits will be performed at a minimum of one supplier per quarter to review and/or monitor the following:

- Supplier risk assessment
- Supplier monitoring
- Supplier quality management system (QMS) development
- Product audits
- Process audits

List of approved auditors:

AEP Internal			
Title	Name	Phone	Email
*Quality Manager	Eric Finn	(248) 462-9861	eric.finn@airboss.com
*Asst. Quality Manager	Xenia Pudlik	(248) 760-4531	xenia.pudlik@airboss.com
*Quality Engineer	DeVont'e Glenn	(947) 999-6277	devonte.glenn@airboss.com
Director of Supply Chain	Amanda Pidsosny	(248) 600-9897	amanda.pidsosny@airboss.com
Technical Senior Buyer (Supply Chain)	Joe Shenfeld	(248) 224-6151	joseph.shenfeld@airboss.com
Senior Buyer (Supply Chain)	Mary Marlow	(248) 766-6530	mary.marlow@airboss.com
Buyer (Supply Chain)	Lauren Atkinson	(248) 600-3070	lauren.atkinson@airboss.com
<i>*Certified auditors. Lead auditors with support from Supply Chain team. Additional certified auditors within the AirBoss organization are not noted on this list. To be used at the discretion of the Quality Manager.</i>			
External			
Hill Standard Works	Walter Hill	(810) 656-9234	walter.hill@hillstdworks.com
Complete Manufacturing & Dist.	Multiple Locations globally		
Alternate AirBoss Divisions	Qualified individuals from other divisions will be identified to support as needed.		



7.0 Incoterms

Please reference Appendix C for the most current Incoterms.

8.0 Supplier Code of Conduct (CoC)

AFP requires that all suppliers and service providers follow ethical business practices in the areas of human rights and working conditions, environmental care and awareness, responsible sourcing of raw materials, and business integrity. These principles and guidelines are outlined in the AirBoss Supplier Code of Conduct (CoC) document that is located on the airboss.com website under the “Supplier” section at the bottom of the website page.

9.0 Supplier Raw Material Inventory Guidelines

As stated in *Section 5.6 EDI*, suppliers are required to review releases and requirements for the supplied products through the EDX website. The AirBoss materials team will update requirements/releases based on customer demand. If there should be a customer cancellation of a program, a change in design, a change in supplier, or any other potential situation that would result in the cancellation of production of a component or product provided by the current, contracted supplier, AFP will honor the following regarding obsolescence claims in the event that all parts and materials could not be exhausted, and that there are no commercial or quality concerns:

- **2 weeks of firm releases**
- **+4 weeks of forecast**
- **+8 weeks of raw material – this includes parts in progress (i.e.: WIP)**

Releases entered into the EDX website by the AFP materials team may reflect forecasted volumes provided by the end customer(s) that exceed AFP’s responsibility of obsolescence identified above. This is done as a courtesy to provide visibility to suppliers regarding the program requirements; this does not commit AFP to procuring the material, components, or any other products associated with the production of contracted, purchased item identified in the volumes that are forecasted. **Quantities for material commitments exceeding the 6 weeks identified above must be agreed to contractually and noted on the supplier’s contract/PO.**



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10.0 AEP Contact Information

Title	Name	Phone	Email
Accounts Payable		(248) 592-5500	payables@airboss.com
Director of Sales	Dan Bergman	(248) 421-6819	dan.berman@airboss.com
Director of Prod Development Engineering	Ken Kolpus	(248) 931-4472	kenneth.kolpus@airboss.com
Director of Supply Chain	Amanda Pidsosny	(248) 600-9897	amanda.pidsosny@airboss.com
Materials Manager	Sara Grieve	(248) 202-9024	sara.grieve@airboss.com
Quality Manager	Eric Finn	(248) 462-9861	eric.finn@airboss.com
PPAP Coordinator/Supplier Quality	Brandon Collins	(248) 934-9376	brandon.collins@airboss.com



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11.0 Supplier Acknowledgement Signature Page

Supplier Acknowledgment

Suppliers must submit a copy of this signed acknowledgement, agreeing to the criteria outlined to remain on the AEP Approved Supplier List. Supplier's acknowledgement and acceptance of all criteria outlined in the Supplier Requirements Manual, including AirBoss Terms and Conditions, will be assumed regardless of completed signature page from supplier if supplier ships to order requirements outlined on any POs/Contracts provided by AirBoss.

Supplier Legal Entity Name

Signature

Date

Printed Name

Title



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Appendix A

AIRBOSS FLEXIBLE PRODUCTS		MTN-SCAR #	
Supplier Corrective Action Request		Supplier Name:	
		Supplier RMA #	
SELECT ONE	1. Internal Audit	2. External Audit	3. Processing Error
	4. Customer Complaint	5. Labeling	6. Supplier
		7.	
SECTION A TO BE COMPLETED BY AUTHOR			
SECTION A	Author of Request:		Date:
	Description of Condition, Reference to (Complaint Id #, Part #, Element #)		Department:
Your Immediate Containment Action Taken and any Recommendations if applicable. -(RESPONSE IN 24 HR)			
SECTION B TO BE COMPLETED BY THE QUALITY MANAGER OR APPOINTED REPRESENTATIVE			
SECTION B	Quality Manager, or Rep.:		Date:
	Assigned	Target Completion Date:	
SECTION C TO BE COMPLETED BY THE RESPONSIBLE DEPARTMENT, INDIVIDUAL OR TEAM LEADER			
SECTION C	Root Cause		
Corrective Action		Extended Completion Date (if necessary):	
Preventive Action (Include Mistake Proofing / Systemic Action If Applicable)			
Are Control Plans and PFMEA's affected? YES NO			
Signature:			Date:
Follow-up Signature:			Date:
SECTION D Verification and Evidence of Corrective and /or Preventive Actions Completed			
Close-out Signature:			Date:



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Appendix B

AFP Scorecard Sample:

Area	Description	Score (Points)
Quality	Maintain ISO 9001/IATF 16949 Registration	10
	0 quality issues	30
	1 month with quality issue(s)	20
	2 months with quality issue(s)	10
	3 months with quality issue(s)	0
	Quality Score Available	40
Delivery	No premium freight	5
	No late ASN's	5
	0 delivery issues	30
	1 month with delivery issue(s)	20
	2 months with delivery issue(s)	10
	3 months with delivery issue(s)	0
Delivery Score Available	40	
Service	PPAP's submitted on-time	10
	Corrective actions submitted on-time	10
	Service Score Available	20
Total Score Available		100



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Appendix C

Incoterms® 2020 Rules Responsibility Quick Reference Guide											
Inco Docs	Freight Collect Terms						Freight Prepaid Terms				
Groups	Any Mode or Modes of Transport		Sea and Inland Waterway Transport				Any Mode or Modes of Transport				
Incoterm®	EXW Ex Works (Place)	FCA Free Carrier (Place)	FAS Free Alongside Ship (Port)	FOB Free On Board (Port)	CFR Cost and Freight (Port)	CIF Cost Insurance & Freight (Port)	CPT Carriage Paid To (Place)	CIP Carriage & Insurance Paid to (Place)	DAP Delivered at Place (Place)	DPU Delivered at Place Unloaded (Place)	DDP Delivered Duty Paid (Place)
Transfer of Risk	At Buyer's Disposal	On Buyer's Transport	Alongside Ship	On Board Vessel	On Board Vessel	On Board Vessel	At Carrier	At Carrier	At Named Place	At Named Place Unloaded	At Named Place
Obligations & Charges:											
Export Packaging	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Delivery to Port/Place	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Duty, Taxes & Customs Clearance	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Origin Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading on Carriage	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Carriage Charges	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Insurance	Negotiable	Negotiable	Negotiable	Negotiable	Negotiable	*Seller	Negotiable	**Seller	Negotiable	Negotiable	Negotiable
Destination Terminal Charges	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller
Delivery to Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller
Unloading at Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Buyer
Import Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller

Inco Docs Create your Sales & Shipping Documents at www.incodocs.com

*CIF requires at least an insurance with the minimum cover of the Institute Cargo Clause (C) (Number of listed risks, subject to limited exclusions)
 **CIP now requires at least an insurance with the minimum cover of the Institute Cargo Clause (A) (All risk, subject to limited exclusions)
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