

Appendix: Suppliers for Indirect Material

to the KOEPPER Group supplier handbook
Version January 2024, FO.190

Preamble

For suppliers of indirect materials, the following requirements differ from the KOEPPER Group's current supplier handbook.

1 Anwendungsbereich

- Different requirement –

The requirements of ISO 9001 and ISO 14001 apply to all points. Additional requirements are explicitly stated.

2 Normative references

- Different requirement –

The KOEPPER Group purchasing documents and guidelines below apply to suppliers of indirect materials.

High Level (HL) Documents:

- KOEPPER Special contract conditions for construction services (KBVB) (FO.194)
- KOEPPER External Companies Ordinance

Fundamental Supplier (FS) Documents:

- Supplier questionnaire (company profile questionnaire) FO.46
- Non-disclosure agreement (formal legal agreement necessary before confidential information is exchanged between the supplier and KOEPPER FO.200)
- Framework Agreement (Detailed agreement that defines the framework, business standards, commercial and legal conditions, as well as service and compliance.) FO.214

3 Terms

- Additionally –

Indirect material:

Includes all investments, machines, equipment, complete tools and tool-specific components including associated third-party services (e.g. eroding, hardening), construction services, furniture, operating resources, repairs, vehicles, energy, advertising materials, auxiliary and operating materials, IT services, cloud services and others. Services, as well as all product groups that are not directly or, in exceptional cases, only indirectly included in our products. Corresponding exceptional cases will be clarified between KOEPPER and the supplier before delivery begins.

Direct material:

Includes all production materials (all raw, semi-finished and finished products that go directly or, in exceptional cases, indirectly into the production of our products) and external processing services. (Direct material is not part of this appendix)

4.2 Qualitätsmanagementsystem

- Different requirement –

Certification to ISO 9001 and ISO14001 is not mandatory for suppliers of indirect materials, although suppliers who have not achieved certification to ISO9001:2015, or ISO 14001 must, upon request, provide at least a formal plan to demonstrate compliance with ISO9001:2015, or Provide ISO 14001.

Suppliers who supply IT services, cloud services and software or hardware (also installed in machines) are certified according to ISO 27001, VDA-Tisax or comparable. If there is no certification, the supplier undertakes to answer relevant audit questions in the area of information security upon request (via self-assessment or on-site in special cases) and, in the event of deviations, to establish a minimum level of information security in consultation with the Chief Information Security Officer (CISO). KOEPFER Group.

Security incidents that affect the KOEPFER Group must be reported immediately to the KOEPFER contact person. The supplier undertakes to work together to process the information security/data protection incident with the KOEPFER CISO.

If a specific QM standard is fulfilled contractually (Customer Specific Requirements) or legally required, suppliers of indirect material must also meet this QM standard.

Indirect material suppliers who are not third-party certified to these standards must submit self-audits to KOEPFER Purchasing upon request. If performance warrants, an on-site physical inspection will be conducted. All on-site audits are conducted in accordance with the supplier's physical location. In Europe the VDA audit is used.

Suppliers must also submit renewed certifications for each production site upon renewal. The information on all certificates must match the name and address of the place of manufacture.

Regarding KOEPFER Group suppliers that provide calibration services and/or equipment, the expectations and compliance with the processes are summarized below.

The calibration of inspection, measuring and testing equipment (IMTE) from the KOEPFER Group must comply with the following principles:

- **A calibration facility must be accredited according to the requirements of ISO 17025 for the calibration services performed. Equipment manufacturers must meet the requirements of IATF 16949:2016 Section 7.1.5.3.2.**
- **Calibration must be performed in accordance with the manufacturer's procedures and tolerances unless otherwise specified in the order.**
- **The supplier must notify KOEPFER Group if he is asked to calibrate an IMTE that he is not accredited to carry out.**