

# Quality Assurance Agreement (QAA)

Between

POLYTEC Holding AG  
Polytec-Straße 1, 4063 Hörsching

acting here not on its own behalf, but on behalf of  
and representing the companies listed in Annex 1: Companies of POLYTEC Holding AG,  
hereinafter referred to as “POLYTEC”

and

XXXX

XXXX

hereinafter referred to as the “SUPPLIER”

both Parties hereinafter referred to collectively as “both Parties”

conclude the following Agreement regarding the implementation of a joint quality management system with the objective of ensuring the quality of product development, products and deliveries.

## Preamble

This Quality Assurance Agreement (“QAA”) contractually fixes the minimum technical and organisational framework conditions between POLYTEC and the SUPPLIER which must be complied with at a minimum in order to achieve the agreed and/or target quality objective.

It describes the minimum quality assurance requirements for the contracting Parties.

In particular, the QAA in particular lays down special requirements for the production process and product approval procedure.

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## **1. Scope and object of the Agreement**

1.1 This QAA is a component of all individual agreements concluded between the SUPPLIER and one of the POLYTEC GROUP companies named in Annex 1: Companies of POLYTEC Holding AG, and governs the particular rights and obligations of the contracting Parties to the individual agreement. The conclusion of this QAA alone therefore does not entail any obligations for the contracting Parties. The rights and obligations shall only apply to companies which conclude the individual agreement in question. By way of clarification, we wish to state that this QAA does not establish any joint and several liability for the companies named in the annex.

1.2 This QAA applies to all development services and/or products which are provided and/or delivered by the SUPPLIER for POLYTEC during its term. The products delivered must correspond to the agreed order text and associated drawings, data sheets, specifications and agreed templates.

1.3 Individual provisions of this Agreement shall not apply if they contradict other parts of the contractual relationship, e.g. individual, framework, or development agreements, unless the relevant clauses of this Agreement were negotiated on an individual basis and later in time between the Parties.

1.4 The Supplier shall immediately check whether or not a description submitted by POLYTEC is clearly defective, unclear, or incomplete, or clearly deviates from the sample. If the Supplier acknowledges that this is the case, it shall inform POLYTEC immediately.

## **2. The Supplier's management system**

### **2.1 General requirements**

2.1.1 The Supplier shall ensure that all customer-specific requirements (CSR) are taken into account in its quality management system, and in the supply chain by its subcontractors.

2.1.2 The Supplier must also implement its quality assurance measures in such a way that its products correspond especially to the specifications set down by POLYTEC, and that it supplies every product:

- in the agreed quantity
- by the agreed date and time
- at the agreed location
- in the agreed quality

2.1.3 The Supplier's deliveries must also comply with the state of technology, applicable safety regulations, legal requirements and the agreed technical data.

### **2.2 Quality management system**

2.2.1 The Supplier shall maintain and implement a certified QM system according to the newest version of ISO 9001, and undertakes to maintain a certified quality management system according to the newest version of IATF 16949 (including any order of succession), or shall make every effort to introduce such a system.

2.2.2 As evidence that the QM system is in place, the Supplier must send a copy of the valid certificate to POLYTEC without a request being made. When certificates are renewed, the renewed certificates must also be sent, again without a request being made. If the valid certificate is not available, the Supplier's POLYTEC supplier rating will be downgraded.

2.2.3 Should the certification status change, POLYTEC must be informed of this immediately.

2.2.4 The Supplier undertakes to continuously improve its processes over the lifetime of the products. To this end, POLYTEC shall prescribe corresponding target values for:

- quality (ppm, certificates, environment and complaint processing, audits)
- reliability of deliveries (deadline, quantity, order processing and responsiveness)
- economy (price trend, price transparency and financial risk)

2.2.5 The Supplier is obliged to meet the zero-defect performance standard, and shall continuously optimise its performance to that end.

2.2.6 If necessary, POLYTEC shall agree with the Supplier by when and via which interim targets the zero-defect performance standard must be achieved (PPM Agreement). The degree of fulfilment for each target shall be documented in the supplier rating and shared with the Supplier.

2.2.7 Where POLYTEC provides the Supplier with means of production and testing, especially tools and equipment within the framework of the procurement of services, the Supplier must, unless otherwise agreed, include these in its quality management system along with its own tools and equipment.

### **2.3 Environmental management system**

Increasingly strict environmental legislation (both nationally and internationally), as well as increasing environmental awareness, require environmental management systems to be introduced. The Supplier therefore undertakes to introduce and/or maintain an EMS according to EN ISO 14001. An official timeline shall be agreed with POLYTEC.

### **2.4 Energy management**

In order to fulfil modern requirements and standards for resource conservation, POLYTEC recommends that suppliers establish and maintain an energy management system according to EN ISO 50001.

### **2.5 Quality management by subcontractors**

2.5.1 The Supplier shall obligate its subcontractors to comply with the obligations it has accepted under this Agreement.

2.5.2 The Supplier shall ensure that its subcontractors likewise implement and maintain a quality management system according to the newest version of ISO 9001 and/or IATF 16949.

2.5.3 The Supplier shall ensure that product-specific and customer-specific requirements (CSR) from the specifications are known to and implemented by all subcontractors in the supply chain.

2.5.4 POLYTEC may demand evidence from the Supplier that the latter has convinced itself of the quality management systems of its subcontractors, and/or the quality of its purchased parts by other appropriate measures, such as re-qualification, product audits, process audits or system audits.

2.5.5 If the Supplier cannot enforce the takeover of its obligations by its subcontractors, it shall inform POLYTEC at the earliest possible point, and the contracting Parties shall attempt to find an amicable solution.

## **2.6 Risk management**

2.6.1 The Supplier shall ensure that it introduces a risk management system which includes at a minimum the application of risk-based methods and ratings (e.g. FMEA).

2.6.2 Additional requirements resulting from the specifications or the CSR must likewise be complied with.

## **2.7 Emergency plan**

The Supplier shall draw up a written emergency plan (notices of all risks as well as detailed solution approaches to minimise and avoid risk), in order to ensure qualitative and quantitative supply of POLYTEC. The content of the analysis includes the circumstances which could negatively affect the Supplier's ability to deliver, including:

- Loss of means of production and energy supply
- Interruption of supply by subcontractor
- Effects of force majeure (flooding, strike, epidemic/pandemic etc.)
- Alternative production methods and sites

## **3. Auditing**

3.1 The Supplier consents following joint consultation to a prompt audit with written notice by POLYTEC and/or POLYTEC customers, and shall obligate its subcontractors to consent to such audits. The audit may be carried out as a system, process or product audit according to the required standards, regulatory frameworks and end customer specifications (e.g. VDA 6.3).

3.2 The Supplier agrees that POLYTEC, following consultation during ongoing production, shall have access to the areas where parts are being produced for POLYTEC, and may inspect the results of audits which have been carried out.

3.3 If quality problems arise due to services and/or deliveries provided by subcontractors, the Supplier shall be obliged to take appropriate corrective measures to rectify the quality problems, and to carry out or facilitate a system, process or product audit according to the required standards and regulatory frameworks.

3.4 Should this be required by the CSR, the Supplier must carry out regular self-audits. The results must be submitted to POLYTEC on request.

#### **4. Documentation obligation/special characteristics**

4.1 For parts and detailed requirements for which this is agreed or for which it is necessary due to the risk of actions being brought under product liability law, the Supplier undertakes to maintain special records as to when, how and by whom these parts have been subjected to the required audits. As an introduction, we refer to VDA Volume 1 “Certification management – guide for documenting and archiving quality requirements”.

4.2 These certificates must be maintained and retained for a period of 15 years, or according to customer or legal requirements. They must be provided to the customer on request.

4.3 Requirements for particular characteristics shall, where possible, be communicated via the jointly applicable specifications, drawings and customer requirements. This shall, however, not release the Supplier from its obligation to carry out an independent check of characteristics, and to set out additional characteristics which have to be documented on the basis of its own risk assessment (e.g. FMEA).

4.4 The Supplier undertakes to ensure that its subcontractors also comply with these obligations.

4.5 The labels to be used for the recordings and drawings shall be derived from the end customer requirements in question.

#### **5. Sampling**

##### **5.1 Sampling procedure**

5.1.1 Unless otherwise agreed, the sampling and creation of the initial sample test report shall be carried out according to VDA Volume 2, submission level 2. The exact scope must be agreed with the project managers in question (quality planning, project purchasing).

5.1.2 Any sampling shall be free of charge for POLYTEC.

5.1.3 Each initial sample delivery requires an initial sample order, and shall be packaged separately from series goods. These must be sent with clear delivery papers according to the order, and the label “initial sample” on the container.

5.1.4 The basis for sampling is the triggering criteria based on VDA Volume 2, trigger matrix in the current version. The scope of sampling should be agreed with POLYTEC in the individual case. Sampling must be carried out on this basis on the following occasions at a minimum:

- Serial production of a new component
- Changes to the component or new revision status in the drawing
- Change of raw materials or purchased parts
- Tool and process changes
- Tool repairs or important tool maintenance
- Relocation of product processes and manufacturing sites
- if the production of parts is suspended for more than one year

- following a block on production for reasons of quality
- change to the sampled item

5.1.5 Before changing production processes, materials or vendor parts for products, relocating production sites, carrying out other changes to procedures or equipment to check products or other quality assurance measures, the Supplier shall inform all responsible departments at POLYTEC in such a timely manner that they can check whether the changes could have a negative effect. Such changes may only be implemented after they are approved in writing by POLYTEC. Any changes require a new initial sample approval.

## **5.2 IMDS (International Material Data System)**

5.2.1 Approval of the initial sample absolutely requires timely configuration of the material data sheets in the IMDS (International Material Data Systems) for all delivery scopes for the automobile industry. The Supplier shall document the exact composition of materials and components for the whole scope of the delivery for POLYTEC in “material data sheets” for materials and components, as well as entering them into the IMDS system, and sending these entries to POLYTEC and changing them in the IMDS system in the event of changes. The associated declaration limits are set out in the “List of declarable substances (VDA 232-101)”. This shall be done for the first time with the initial sample report. This requires the provision of the IMDS ID number on the initial sample cover sheet.

5.2.2 Should material changes occur, these must be flagged up and sampled by agreement, at least by means of cover sheet sampling.

## **5.3 Other requirements**

5.3.1 The Supplier undertakes to comply with all legal, official, environmental and safety requirements.

5.3.2 The legal regulations, especially compliance with REACH (*Registration, Evaluation, Authorisation and Restriction of Chemicals*) must be ensured by the Supplier. Hazardous substances registered in REACH may not be used in products to be delivered to POLYTEC.

5.3.3 Initial samples with deviations for which no approved exemption application is available, or with incomplete documents and missing label, shall not be further processed by POLYTEC, and shall be classified as failed samples. The scope and standard (PPF or PPAP) of an EMPB must be clarified in advance.

5.3.4 If it becomes clear that agreements made (e.g. regarding quality characteristics, delivery dates, delivery quantities) cannot be complied with, the Supplier shall be obliged to immediately inform POLYTEC (all responsible departments), providing the reasons and the expected duration. In the interests of finding a quick solution, the Supplier is obligated to disclose the data and facts. This obligation shall not affect the other provisions (framework agreement, individual agreement etc.).

## **6. Quality assurance process**

### **6.1 Development, planning**

6.1.1 POLYTEC shall provide the Supplier with all relevant documents in a timely and complete manner, such as drawings, specifications including CSR, parts lists and CAD data. The Supplier shall check the above transmitted documents, including all technical documents, under its own responsibility, for completeness, freedom from defects and freedom from contradictions within the framework of the feasibility analysis sent to POLYTEC. The Supplier must inform POLYTEC of any defects identified. These must be rectified in good time and by mutual agreement before sampling.

6.1.2 The Supplier undertakes to apply project management as early as the planning phase of products, procedures and other inter-departmental tasks (see VDA Volume 4.3/AIAG APQP guidelines), and inform POLYTEC regularly of the current project status as well as the implementation state for the relevant quality gate with appropriate documents such as project schedule, milestones, quality plan.

6.1.3 The partner shall actively support preventive series preparation through a cooperation model (PEP process) of POLYTEC's choice, following the VDA standard "Maturity validation", and shall provide the necessary resources for this.

6.1.4 The Supplier shall inform POLYTEC of deviations in good time and adequately, and grant it insight into all the necessary project documents. Moreover, the Supplier shall take appropriate corrective measures and agree them with POLYTEC.

6.1.5 In the development phase of product and process, the contracting Parties must apply appropriate preventive methods of quality planning, such as feasibility analysis, fault tree analysis, reliability analysis, FMEA etc. (see VDA/AIAG). Lessons learned from similar projects and the current state of technology must be taken into account here.

6.1.6 The manufacturing and testing conditions for prototypes and pre-series parts must be agreed and documented between POLYTEC and the Supplier. The objective is to manufacture the conditions under near-series conditions. Each construction stage which is delivered to the customer and/or POLYTEC must be comprehensibly documented with business documents (FMEA, production control plan, control plan, testing plan, parts history etc.)

6.1.7 Construction and/or development approvals by POLYTEC must be issued before the production process and product approval procedures.

## **6.2 Capabilities**

6.2.1 For the defined product and process characteristics, the Supplier must carry out and document analyses of the suitability of the production facilities and equipment. If established capability values are not achieved, the Supplier must either optimise its systems accordingly, or carry out appropriate tests (up to a 100% test) of manufactured products, in order to prevent defective deliveries.

6.2.2 Capabilities are subject, unless otherwise agreed, to the following required values according to VDA Volume 4/AIAG SPC:

- $cmk > 1.67$  sample size:  $n > 50$
- $Ppk > 1.67$  sample size:  $n > 50$
- $Cpk > 1.33$  sample size:  $n > 125$



6.2.3 As evidence of test equipment capability, a measurement system analysis must be carried out according to VDA Volume 5, AIAG MSA or an R&R analysis according to MSA.

### **6.3 Labelling and traceability**

6.3.1 Regarding the labelling of products, parts and packaging, the requirements agreed with POLYTEC (e.g. according to technical drawing, specifications or on the basis of the POLYTEC logistics specifications) must be complied with, and if possible all products must be provided with a label (date and time, batch number, manufacturer code), where technically feasible.

6.3.2 Care must be taken to ensure that the labelling of the packed products is also visible during transportation and storage. Exemptions from existing labelling obligations shall require a prior written agreement between the Supplier and POLYTEC.

6.3.3 The Supplier undertakes to ensure that all PRODUCTS it delivers are traceable. If a deviation is found, the quantities of parts/products affected must be restricted. POLYTEC shall provide the Supplier where necessary with the data required for traceability.

6.3.4 Production and testing equipment which remains in the ownership of POLYTEC or its customers must be labelled according to their requirements.

### **6.4 Quality in the series**

6.4.1 In principle, serial production may only take place following written approval from POLYTEC.

6.4.2 For each delivery from the production batch in question, unless otherwise agreed, acceptance test certificates must be handed over to POLYTEC according to the specifications.

6.4.3 The Supplier shall carry out tests according to the test plan, in order to fulfil the agreed objectives and specifications.

6.4.4 In series production, the Supplier must ensure process capability for the agreed and special characteristics using suitable procedures (e.g. statistical process regulation or manual control-card technology) over the whole production period. Detailed records shall be kept of measured values and test results, which POLYTEC shall be allowed to inspect on request.

6.4.5 For bulk material and mass-produced articles, a 100% control should generally be carried out as the last operation before packaging and shipment. The control characteristics defined for this must be suited to prevent mixing, mix-ups and exchanging.

6.4.6 To guarantee quality in a complete and long-term manner, the Supplier also undertakes to carry out regular product audits according to VDA Volume 6.5. These results must also be submitted to POLYTEC on request. Deviations, once identified, must be reported to POLYTEC immediately and without a request being made.

## **6.5 Transport**

The Supplier shall ensure that the goods are delivered by approved means of transport agreed with POLYTEC, in order to prevent damage and reductions in quality (e.g. contamination, chemical reactions), and if necessary to ensure that residual dirt regulations are made. Detailed requirements on this can be found in the logistics specifications and the purchased parts specifications.

## **6.6 Quality problems and complaints**

6.6.1 If process disruptions and quality deviations arise on the part of the Supplier, the causes must be immediately analysed, improvement measures introduced and their validity checked. If POLYTEC is directly affected, POLYTEC must be informed immediately. POLYTEC must be informed immediately of any subsequently recognised deviations.

6.6.2 If the Supplier identifies an increase in the deviations between the actual properties and the target properties of the products (deterioration in quality), the Supplier shall immediately notify POLYTEC of this and of any planned remedial measures.

6.6.3 In order to guarantee constant communication, the Supplier must provide a contact list for technical points of contact with 24 hour resource authorisation, as well as an emergency concept including emergency numbers to POLYTEC, and to update it in the event of changes.

6.6.4 Complaints raised by POLYTEC must always be processed with an 8D report. Initial feedback in the form of a 3D report must be carried out within the first 24 hours of the complaint being made. Necessary emergency measures must be immediately initiated and communicated. The 8D report must be completed within ten working days. The completed 8D report must be sent to POLYTEC without a request being made.

6.6.5 In the event of quality problems identified by the Supplier itself, the Supplier must inform POLYTEC without undue delay (within 24 hours at the most) and in writing in the form of an 8D report, with an exact description of the problem.

6.6.6 The Supplier shall start a problem solution process using the common standard such as 5-Why, Ishikawa etc. The causes of the fault and appropriate corrective and remedial measures shall be determined on the basis of the problem solution process in the 8D report, and communicated to P.

6.6.7 POLYTEC shall audit the products procured by the Supplier after receiving them only for compliance with quantity and identity, and for externally identifiable transport damage.

6.6.8 The required works and/or acceptance test certificates must be sent in advance by email without a request being made, and transmitted to POLYTEC as a component of the delivery papers.

6.6.9 Otherwise, POLYTEC shall be released from the obligation to investigate and give notice of defects (Section 377 HGB). Should POLYTEC identify defects later in the individual case, these shall be reported to the S. The Supplier hereby waives reproach due to delay in notice of defects.

6.6.10 The delivery of products with specification deviations as regards drawing requirements, product characteristics etc. may only be carried out following prior written consent by the responsible quality department. The deliveries may only be made for a particular quantity or a particular period. Each consignment must be provided with a separately agreed label, and traceability and documentation must be ensured by the S.

6.6.11 Should the Supplier not have the capacity to carry out sorting itself, or should this be necessary in order to avoid a production stop, POLYTEC may also carry out the sorting. Resulting expenses shall be passed on to the Supplier (see Annex 2: Assessment basis for expenses).

6.6.12 If the Supplier requires the defective components for its analysis, these shall be provided by POLYTEC for collection by the Supplier or at the Supplier's expense. This requires an application from the Supplier in the 8D report.

## **6.7 Escalation principle**

6.7.1 If it becomes clear that agreements relating to the delivery object (e.g. quality characteristics, deadlines, delivery quantities etc.) cannot be complied with, or if POLYTEC identifies deterioration in quality, the Supplier shall be instructed to create a task force on the management level.

6.7.2 Should fixed de-escalation measures not be successful, the escalation measures shall be intensified. These provide, alongside management, regular status updates on plans of action, quality meetings and, if necessary, an audit.

6.7.3 If necessary, POLYTEC may provide remote development help, process support and support in solving problems for a set period on site or by appropriate communication media.

6.7.4 Classification in the highest escalation level means blocking the Supplier for new orders/requests until successful de-escalation.

6.7.5 Escalation is carried out according to the POLYTEC Supplier Support Programme (PSSP).

## **6.8 Re-qualification**

In general, the scope of re-qualification and the re-qualification interval according to the specifications and/or commissioning should be anchored in the production control plan, and these must be transmitted within the framework of the initial sampling as an excerpt from the production control plan. If no definition is made here, a re-qualification must be carried out annually according to the agreed sample size. The results must be provided to POLYTEC free of charge on request. Deviations, once identified, must be transmitted to POLYTEC, along with the associated remedial measures, without a request being made.

## **6.9 Replacement part deliveries**

6.9.1 The Supplier undertakes to deliver POLYTEC every product as a replacement part after the end of series production for a period of at least 15 years.

6.9.2 The scrapping of part-specific production facilities may take place regardless of ownership structure only following written consent from P.

## **6.10 Liability, warranty claims**

6.10.1 The Supplier has set out and implemented a warranty management process, including an appropriate method for defective parts analysis, as well as an NTF (no trouble found) process.

6.10.2 In the event of warranty claims, the field defective parts analysis process according to VDA and jointly applicable customer-specific requirements of POLYTEC and the relevant OEMs such as for VW, Daimler, Volvo, Ford, BMW etc. must be incorporated and carried out (for BMW e.g.: GS 95004).

6.10.3 The agreement of quality objectives and measures as well as action limits (incidents, ppm targets in the sense of a statistical value) does not in any way limit the Supplier's liability for warranty and compensation claims from POLYTEC due to defects in deliveries.

## **7. Points of contact to be appointed**

In order to facilitate targeted and streamlined communication, the Supplier must appoint various points of contact which possess corresponding authorisations and knowledge within their particular remit. The following should be appointed:

- Point of contact for complaints with corresponding resource authorisation
- person responsible for the project
- product safety officer (PSO) or product safety and conformity representative (PSCR)
- point of contact for emergencies (emergency numbers))

## **8. Jointly applicable regulatory frameworks**

- specifications, order including order text, drawings and data sheets
- project- and product-specific error catalogue
- project- and product-specific PPM agreements
- General Terms and Conditions of Purchase
- All CSR (Customer Specific Requirements)
- Applicable legal regulations and provisions
- Unless otherwise agreed, the VDA series “Quality management in the automotive industry” and “Joint quality management in the supply chain”, in their current versions.
- Polytec Supplier Support Programme (PSSP)
- Annex 1: Companies of POLYTEC Holding AG
- Annex 2: Assessment basis for expenses

## **9. Term of the Agreement**

This QAA shall apply indefinitely. It may, however, be terminated by either contracting party in writing with six months’ notice to the end of the month. The termination of this Agreement shall not affect its validity with regard to ongoing orders, framework agreements and open release orders, until they are completed in full. The obligations according to the above points 4 Documentation obligation/special characteristics, 6.9 Replacement part deliveries, 6.10 Liability, warranty claims shall also remain in place after the end of the Agreement.

## **10. Miscellaneous**

The written form is agreed for this Agreement. No verbal ancillary agreements have been made. Amendments and additions to this Agreement must be made in writing. This also applies to an amendment of this written form requirement itself.

Should provisions of this QAA be invalid in whole or in part, the validity of the remaining provisions shall remain unaffected. In such case the contracting Parties shall agree on an effective provision which comes closest to the legal and economic purpose of the invalid provision.

## 11. Confirmation of the QAA

**POLYTEC Holding AG**

Place, date: \_\_\_\_\_

\_\_\_\_\_

per pro. Mathias Robin  
Head of Corporate Supplier Quality Management

\_\_\_\_\_

p.p. Reinhard Donabauer  
Director Corporate Quality Management

**SUPPLIER:**

Place, date: \_\_\_\_\_

\_\_\_\_\_

Name

**Annex 1: Companies of POLYTEC Holding AG**

<p>POLYTEC PLASTICS GERMANY GmbH &amp; Co KG Brandstrasse 29, D49393 Löhne HRB 203075 Oldenburg</p>	<p>POLYTEC PLASTIK Ürünleri Sanayi ve Ticaret A.S. Organize Sanayi Bölgesi Mehmet Altınoy Bulvarı No. 12, Turkey</p>
<p>POLYTEC PLASTICS Idstein GmbH &amp; Co KG Black &amp; Decker Strasse 25, DDAP 65510 Idstein HRA 7807 OD</p>	<p>POLYTEC COMPOSITES NL B.V. Borchwerf 37, 4704 RG Roosendaal, The Netherlands</p>
<p>POLYTEC PLASTICS EBENSEE GmbH Steinkogelstrasse 32, A 4802 Ebensee Wels Regional Court FN 239046</p>	<p>POLYTEC COMPOSITES South Africa (Pty) Ltd. East London IDZ, Lower Chester Road, Sunnyridge East London Eastern Cape, 5201, South Africa</p>
<p>POLYTEC Plastics NLBV Bosweg 2, NL 4645 Putte (The Netherlands)</p>	<p>POLYTEC CAR STYLING Hörsching GmbH Polytec-Strasse 1, 4063 Hörsching, Austria</p>
<p>POLYTEC AUTO PARTS Co., Ltd. Xinye 6th Street 19, 218, The West Zone (TEDA) Tianjin 300462, China</p>	<p>POLYTEC CAR STYLING Weierbach GmbH Langenfelder Straße 5, 55743 Idar-Oberstein, Germany</p>
<p>POLYTEC COMPOSITES Germany GmbH &amp; Co KG Alte Münzesheimer Strasse 4, 76703 Kraichtal-Gochsheim, Germany</p>	<p>POLYTEC CAR STYLING Schoten NV Metropoolstraat 8, 2900 Schoten, Belgium</p>
<p>POLYTEC COMPOUNDS GmbH &amp; Co KG Alte Münzesheimer Strasse 8, 76703 Kraichtal-Gochsheim, Germany</p>	<p>POLYTEC CAR STYLING UK Ltd. Porthouse Industrial Estate Bromyard, Herefordshire HR7 4NS, UK</p>
<p>POLYTEC INDUSTRIELACKIERUNG Weiden GmbH Meerbodenreuth 33, 92665 Altenstadt, Germany</p>	<p>POLYTEC FOHA Inc. 7020 Murtham Avenue Warren, MI 48092, USA</p>
<p>POLYTEC INDUSTRIELACKIERUNGEN GmbH &amp; Co KG Lochfeldstrasse 20 - 24, 76437 Rastatt, Germany</p>	<p>POLYTEC Komlo Kft. Patak u. 2 7300 Komló, Hungary</p>
<p>POLYTEC COMPOSITES Bohemia s.r.o. Mariánskolázenská 200, 34813 Chodová Planá, The Czech Republic</p>	<p>POLYTEC ELASTOFORM GmbH Kiesstrasse 12, 4614 Marchtrenk, Austria</p>
<p>POLYTEC COMPOSITES Slovakia s.r.o. Veľkoul'anská cesta 1051/1, 92521 Sládkovicovo, Slovakia</p>	<p>POLYTEC THELEN GmbH Am Vorort 27, 44894 Bochum, Germany</p>
	<p>POLYTEC EMC ENGINEERING GmbH Kiesstrasse 12, 4614 Marchtrenk, Austria</p>

**Annex 2: Assessment basis for expenses**

Items	Expense charge rate
Drawing up a complaint	€150
Sorting by POLYTEC due to complaints	€50/hr
Defective/failed sampling	€450

**POLYTEC Holding AG**

Place, date: \_\_\_\_\_

\_\_\_\_\_

per pro. Mathias Robin  
Head of Corporate Supplier Quality Management

\_\_\_\_\_

p.p. Reinhard Donabauer  
Director Corporate Quality Management**SUPPLIER:**

Place, date: \_\_\_\_\_

\_\_\_\_\_

Name