



GLOBAL SUPPLIER MANUAL

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Scope.

This document describes Elgin Industries, Inc. (Elgin) Requirements for suppliers, who provide material, parts and services to our Elgin, IL facility. It is part of the purchasing agreement for materials, parts and services used in the manufacture and assembly of Elgin Industries products.

Suppliers are expected to cascade these requirements to lower tiered suppliers.

Purpose.

The sections which follow clarify the requirements for suppliers, core tools to be used, and the ways in which results will be measured and evaluated. Elgin management personnel will work with suppliers to ensure that any deviation from these requirements does not affect the finished part requirements.

Communication.

All written or verbal communications with Elgin shall be in the English language.

1.0 Supplier Qualification and Evaluation.

1.1 **Key Suppliers:** Key suppliers to Elgin consist of two distinct groups, Critical Materials and Components (CMC) and Critical Products and Services (CPS), along with two sub-types (CMC Type A and CMC Type B). Suppliers in these groups shall be currently certified to ISO 9001 and/or ISO/IATF 16949, or actively working to achieve certification with a defined completion date. Suppliers in these groups that are certified to ISO 9001, but not ISO/IATF 16949 shall also meet the **Minimum Automotive Quality System Requirements** (MAQSR), which can be found at iatfglobaloversight.org. On site evaluation, for verification purposes, may be performed by Elgin personnel using the Elgin version of CQI-19 (REF: Elgin forms QAF-073 & QAF-074). Suppliers shall complete these checklists, as directed by Elgin, prior to the visit. Suppliers are categorized based on part number or service provided. The required capabilities are as follows:

1.1.1 Key Suppliers, Critical Materials and Components (CMC), Type A.

- Blanket contract or LTA.
- Fully EDI capable for releases and acknowledgements.
- Fully ASN capable for shipment notifications within ½ day.

1.1.2 Key Suppliers, Critical Materials and Components (CMC), Type B.

- Blanket contract or LTA.
- EDI, email or fax for releases and acknowledgements.
- ASN, email or fax for shipment notifications within 1 business day.

1.1.3 Key Suppliers, Critical Products and Services (CPS).

- Purchase Order with releases.
- Formal acknowledgement for releases.

1.2 **Approved Suppliers:** Approved suppliers are defined by Elgin Purchasing. Approved suppliers are encouraged to be certified to ISO 9001 and/or ISO/IATF 16949, or working to achieve certification in the future.

Any change in a third party approval/certification status must be communicated to Elgin Industries.

1.3 **Supplier Performance.** On-going supplier performance is evaluated per the following criteria.

	CMC Type A	CMC Type B	CPS	Approved
On Time Delivery:	±1 Business Day from required ship date	±7 Business Days from required ship date	±10 business days from required ship date	+30/-14 days from required ship date
Supplier Corrective Action Request (SCAR) Activity	3 per quarter maximum	3 per quarter maximum	3 per quarter maximum	5 per quarter maximum
SCAR Responsiveness	Containment within 24 hours of notification			
	30 days for CA response.			
Supplier PPM Score	500 maximum	500 maximum	3 occurrences per quarter maximum	500 PPM or 3 occurrences per quarter maximum

Supplier performance reports will be sent to all key suppliers and to select approved suppliers quarterly.

1.4 **Cost.** All suppliers will be evaluated on their ability to maintain or reduce cost to Elgin Industries, and to offer a competitive advantage in the product line supplied.

1.5 **Notification and Corrective Action.** Suppliers failing to meet the above criteria will be notified of deficiencies by Elgin Purchasing. Submission of formal corrective action addressing all deficiencies is required. Failure to adequately address deficiencies may result in loss of business. (See paragraph 8.3 for further corrective action discussion.)

2.0 **Confidentiality/Intellectual Property.** Elgin Industries, Inc. has many technical products and processes. We are constantly working on new ideas, often with our suppliers as partners. We expect our suppliers to protect our intellectual property and require confidentiality for all of our business relations. Elgin suppliers may be required to sign a confidentiality agreement.

2.1 **Supplier Code of Conduct.** Suppliers are expected to promote an ethical business culture and focus on maintaining integrity in all its business activities through the development and enforcement of a documented responsibility policies and code of conduct.

3.0 Supplier Sustainability. Elgin Industries considers collaboration with the supply chain an integral part of our success, and therefore, strives to operate as an integrated team with our suppliers. The selection of suppliers is based not only on their quality and price competitiveness of their products and services, but also their adherence to social, ethical and environmental principles, which are prerequisites to approval as Elgin suppliers and to developing lasting business relationships with us. Elgin expects its suppliers to be fully compliant with all applicable laws and regulations in the countries in which they operate. Suppliers are expected to conduct their activities in line with the following principles:

3.1 Human Rights and Working Conditions.

3.1.1 Forced Labor and Child Labor. No form of labor practice involving forced, compulsory or child labor is tolerated. Employing people younger than the legally established minimum age in the country in which the work is carried out and, in any case, younger than fifteen, unless an exception is expressly provided by local legislation, is strictly forbidden.

3.1.2 Freedom of Association. The freedom of employees to form and join groups for the promotion and defense of their occupational interests will be respected. During organizational campaigns the company and the executives will remain neutral. The trade unions and the company will comply with basic democratic principles, ensuring the employees' ability to make a free decision.

3.1.3 Health and Safety. Occupational health and safety standards which meet all applicable laws and regulations must be guaranteed to all employees.

3.1.4 Harassment and Discrimination. Employees must be treated in a fair and non-discriminatory manner, with the guarantee of equal opportunity and the absence of any policy aimed at, or indirectly resulting in, discrimination toward them on any basis, whatsoever. These include, but are not limited to race, gender, sexual orientation, social and personal position, health condition, disability, age, nationality, religion or personal belief, in accordance with applicable laws and regulations.

3.1.5 Fair Working Conditions. Working conditions, working time and compensation must be fair, complying with the regulations, standards and practices applicable in the countries in which suppliers operate.

3.1.6 Training and Development. Appropriate tools for the development of skills and capabilities are encouraged for all of the suppliers' employees.

3.1.7 Lay-off Practices. Suppliers are expected to comply with applicable local regulations in the event of lay-offs.

- 3.2 **Environment.** Elgin Industries and its suppliers must respect the environment and accept appropriate responsibility for protecting the environment. Suppliers are encouraged to create and maintain an environmental management system in accordance with the requirements of ISO 14001 and to provide appropriate environmental training for all their employees. Third party certification to ISO 14001 is encouraged. To minimize the impact of production processes and products on the environment, suppliers are required to comply with all applicable environmental laws and regulations in their countries of operation.
- 3.3 **Training.** Elgin suppliers are encouraged to take Corporate Compliance and Ethics training.
- 4.0 **MMOG/LE.** The purpose of the AIAG MMOG/LE Assessment is to provide a comprehensive evaluation of Manufacturing Planning & Logistics (MP&L) performance and capability. The MMOG/LE Assessment Tool is web-based application (MMOG/LE v.5) which is available at the following website: <https://www.mmog-np.com>.

Suppliers in the CMC Types A & B categories shall submit a completed current version of the MMOG/LE Assessment annually. The current assessment consists of a full version (197 criteria) and a basic version (a subset of the full version), which are contained within the same Excel spreadsheet. Elgin purchasing will advise whether a Full or Basic assessment is to be submitted. In either case, the supplier is required to submit the assessment annually.

- 4.1 **CQI-9.** Key suppliers (CMC Type A; CMC Type B & CPS) providing heat treated products or materials to Elgin shall complete the AIAG CQI-9 Special Process: Heat Treat Assessment annually. Suppliers who outsource Heat Treatment shall ensure that their sub contractors complete and submit their own CQI-9 Special Process Survey to the supplier. Copies of these surveys shall be made available to Elgin Industries and/or their customers upon request. CQI-9 may be purchased from AIAG at: <http://www.aiag.org/products/products-list/product-details?ProductCode=CQI-9>
- 4.2 **CQI-15.** Key suppliers (CMC Type A; CMC Type B & CPS) providing welded products or materials to Elgin shall complete the AIAG CQI-15 Special Process: Welding Assessment annually. Suppliers who outsource welding products shall ensure that their sub contractors complete and submit their own CQI-15 Special Process Survey to the supplier. Copies of these surveys shall be made available to Elgin Industries and/or their customers upon request. CQI-15 may be purchased from AIAG at: <http://www.aiag.org/products/products-list/product-details?ProductCode=CQI-15>.

5.0 Production Part Approval.

5.1 Quality Planning.

Key Suppliers to Elgin Industries are expected to use a structured cross-functional approach, along with the current Automotive Industry Action Group (AIAG) Advanced Product Quality Planning (APQP) and Control Plan Manuals, for product and process development.

During quality planning activities, controlled conditions are identified, implemented, and documented for the manufacture of Elgin products. Suppliers must track progress and ensure on-time completion of critical items during the planning process.

Suppliers are expected to assure these controlled conditions are maintained for the duration of the production program. Suppliers are expected to conform to the techniques identified in the AIAG core tool manuals (APQP, PPAP, MSA, SPC, and FMEA) to support planning and ongoing quality control efforts. These manuals can be obtained from AIAG at www.aiag.org.

5.2 PPAP.

Adherence to Elgin PPAP requirements is mandatory for Key Suppliers. The AIAG PPAP Manual is the foundation of Elgin's PPAP process, and must be followed. The default level for all PPAPs to Elgin is level 3. Additional documentation may be required as directed by Elgin Quality Assurance.

Some Elgin customers impose additional customer specific requirements (CSR), special product and process characteristics, statutory and regulatory requirements. These must be cascaded down the supply chain and must be met by Elgin suppliers. Elgin Quality Assurance will advise if any such requirements are applicable.

Suppliers may not ship production product to Elgin without an approved PPAP Submission.

5.3 **Process Capability.** Elgin Key Characteristics are designated on Elgin drawings with the symbol **E**. The minimum acceptance criterion for these characteristics is $Ppk \geq 1.67$ for normally distributed stable processes. Stability shall be demonstrated using control chart methodology, utilizing a minimum of 100 measurements in 25 subgroups from a run of 300 pieces minimum, unless waived in writing by Elgin Quality Assurance and/or Purchasing.

5.4 **Product, Process and Material Changes.** Suppliers are required to notify Elgin prior to making any changes to the parts, process or materials. The Elgin Supplier Change Request Process Map (Appendix A) outlines the change process. Any such changes will require submission of a Supplier Process/Product Change Request (SCR); form QAF-075 (Appendix B). PPAP submission may be required for changes submitted to Elgin. Elgin will advise suppliers requesting changes of any PPAP requirements using the Supplier PPAP Submission Review Checklist, form QAF-063S (see Appendix C).

5.5 Control of Nonconforming or Suspect Product.

- The supplier shall inform Elgin Industries promptly in the event that nonconforming or suspect product has been shipped.
- The supplier shall provide for identification, documentation, evaluation, isolation, and disposition of nonconforming or suspect products.
- A Supplier Corrective Action Report (SCAR) may be issued to the supplier to address nonconforming or suspect parts. (See 8.3 Corrective Actions)

5.6 **Supplier Request for Deviation.** All PPAP requirements that cannot be met must be approved in writing by Elgin prior to PPAP submission.

6.0 Shipments and Freight.

6.1 **Ship To:** Suppliers are required to send all shipments to the “SHIP TO” address noted on the purchase order.

6.2 **Ship to Exceptions:** In cases where the “SHIP TO” address is other than 1100 Jansen Farm Drive, Elgin, IL 60123, the shipper must contact Elgin Traffic personnel for a delivery appointment one day in advance of the shipper’s expected delivery date.

6.3 When Elgin is responsible for freight:

- Suppliers must make shipment, in full, using the freight carrier specified on the purchase order, or as instructed by Elgin Traffic personnel.
- Suppliers are responsible for any difference between the amount charged and a competitive bid obtained by Elgin personnel if the shipper does not use the freight carrier specified by Elgin.
- Suppliers must contact Elgin Purchasing for instructions if shipment in full cannot be made by the specified due date.

6.4 When Suppliers are responsible for freight:

- Shipments must be made, in full, using the supplier’s carrier of choice.
- Suppliers are responsible for filing claims with their carrier for freight that is damaged prior to Elgin taking delivery.

6.5 **International Shipments:** Inbound shipments to Elgin that require a border crossing must have proper documentation including, but not limited to, part classification, description, and country of origin. All costs incurred by Elgin for shipments not meeting the above stated requirements will be debited back to the supplier. Suppliers that are unsure of the correct documentation should consult with Elgin Purchasing prior to shipment.

7.0 Raw Materials.

7.1 **Material Certification:** Material certification is required for each shipment. Certifications may be sent with the shipment, or emailed to Elgin Purchasing. Certification for all individual steel heats (lots) must be included.

7.2 **Delivery:** Suppliers of steel bars, coils, tubing, and cold headed or fabricated metal parts used by Elgin as raw materials must make shipments that will arrive at Elgin Monday through Thursday between the hours of 7:00 AM and 3:30 PM, unless other arrangements are made with Elgin Traffic personnel. Elgin receiving docks are not open for raw material delivery on Friday. Raw material deliveries attempted on Fridays will be turned away at the shipper’s expense.

7.3 **Carriers:** Suppliers are responsible for any difference between the amount charged and a competitive bid obtained by Elgin personnel if they do not use the freight carrier specified by Elgin.

8.0 Manufacturing Control.

- 8.1 **Control Plan.** Control plans developed during the APQP process must be revised to reflect any changes brought about by process improvements, changes to process or product verification activities, or as the result of corrective action activities. The PFMEA must be revised, as well, when any such changes occur. A new PPAP submission may be required for any such changes.
- 8.2 **Lot Control & Traceability:** Suppliers shall identify Elgin product by suitable means throughout the manufacturing process including storage and shipping. Suppliers to Elgin shall maintain product traceability so that if a discrepancy is found, product can be contained.
- 8.3 **Corrective Action.** Suppliers are expected to respond to concerns in a timely manner. Concerns are typically reported to suppliers by telephone or email. The Elgin Supplier Corrective Action Request (SCAR) will normally follow after the initial contact.

Suppliers are expected to implement immediate containment of suspect material throughout the supply chain to protect Elgin, and Elgin's customers from identified problems. Suppliers are expected to communicate containment activities to Elgin within 24 hours of problem notification.

Suppliers are expected to take ownership of the corrective action process, lead root-cause investigations, and report back to Elgin on a timely basis.

Implementation and closure of permanent corrective action is dependent on the severity of the problem and complexity of the actions required. Suppliers are expected to maintain open communication with Elgin Quality Assurance to ensure corrective actions are timely and appropriate.

Suppliers may report corrective actions utilizing their organization's documentation. All relevant documentation supporting the permanent corrective action must be submitted to Elgin.

Suppliers are rated on timeliness of the corrective action responses. Timeliness metrics are a regular agenda item in Elgin's Management Review process. Elgin Quality Assurance or Purchasing will notify suppliers whose timeliness of response is deficient.

- 9.0 **Risk Management.** Back-up and contingency plans are critical to ensure continuity in the event of any deviation from the normal business process. A robust contingency plan defines the steps required to return to normal business operations, including a process to recover lost production and/or data. The effectiveness of contingency plans also relies on the organization communicating key instructions to its supply chain partners to ensure they understand their role in the successful execution of recovery plans.
- 9.1 The supplier shall have a risk assessment process in place to identify areas within the supply chain process that could affect the ability to meet the organization's requirements in the event of a deviation from the normal business process.

9.2 Suppliers shall have a process to identify, document, review, and update key processes that require specific instructions to be communicated to its suppliers on how to respond to deviations or disruptions from normal business processes (e.g., alternative transportation, packaging, labeling instructions).

10.0 Terms and Conditions.

10.1 The Elgin Purchase Order Number, quantities and part number shall appear on the packing slip, bill of lading, and all shipping containers. Supplier part number and Elgin part number shall appear on all invoices.

10.2 The Country of Origin for each part number shall appear on all packing lists.

10.3 Elgin Purchase Orders shall be acknowledged within two business days, and shall specify a definite shipping date. Elgin reserves the right to cancel orders if shipments are not made as specified.

10.4 In the event that pricing is not stipulated on an order, it is not to be filled at a higher price than last previously quoted or charged without written permission from Elgin Purchasing.

10.5 Elgin Purchasing shall be notified immediately if the supplier is not able to ship materials when promised.

10.6 Elgin will not be responsible for goods delivered, or services provided, without an Elgin Purchase Order.

10.7 Acceptance of a Purchase Order constitutes acceptance of the order in its entirety, including all terms and conditions.

10.8 Key suppliers shall be registered to the current version ISO 9001 and/or ISO/IATF 16949 (see paragraph 1.1 for requirement details.)

10.9 100% on-time delivery is required. The due date on the Purchase Order is defined as the date shipments arrive on Elgin's receiving dock. Suppliers designated as CMC Type A should defer to section 1.3 for on-time delivery.

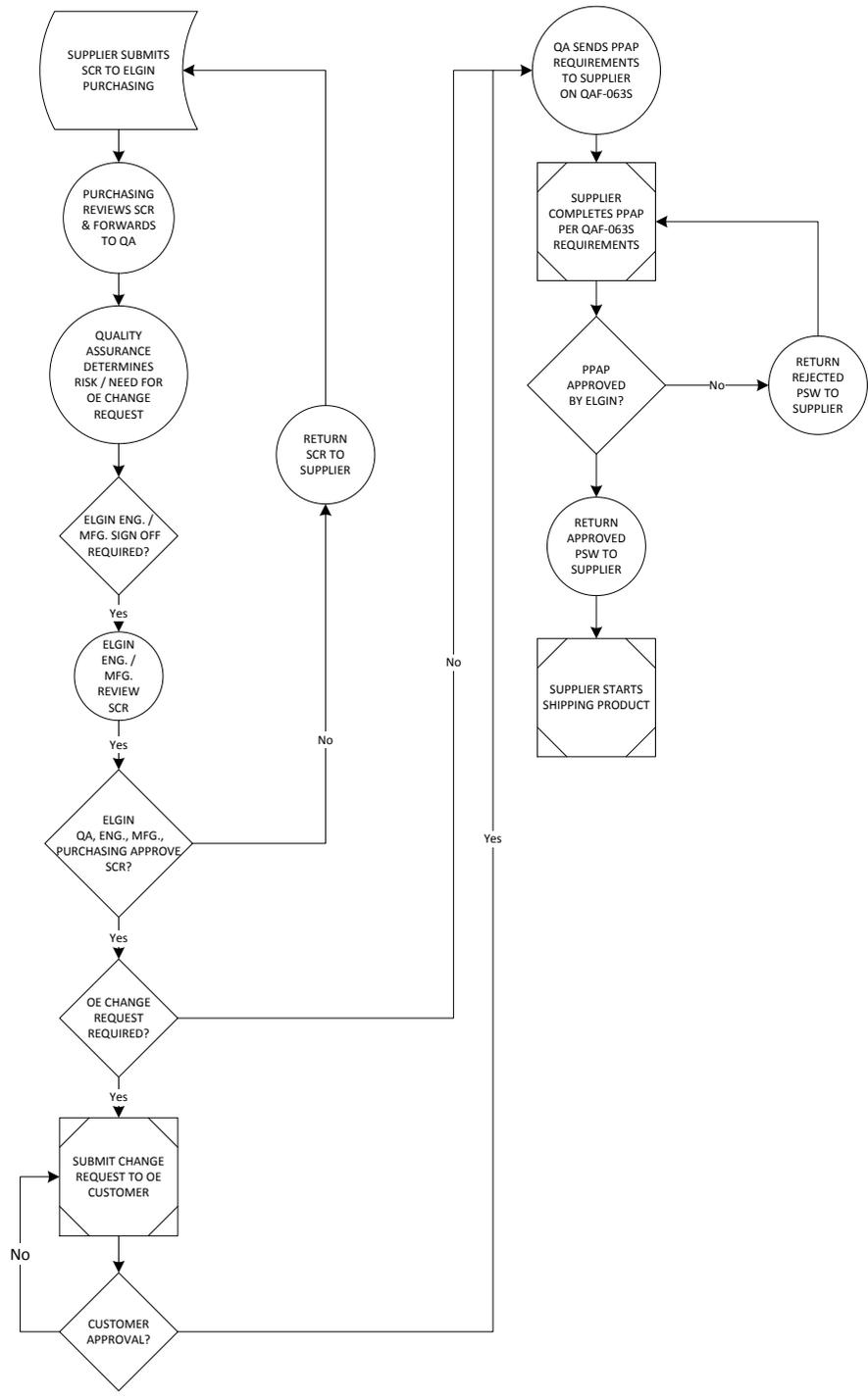
10.10 The supplier will be responsible for any expedited freight costs incurred by Elgin in cases where shipments are late.

10.11 Suppliers shall submit a complete NAFTA Certificate listing for each part number supplied to Elgin every calendar year.

10.12 Suppliers that are required to report to the Conflict Mineral Requirements shall submit all required information in a timely manner upon request.

10.13 All suppliers shall comply with all requirements, all terms and all conditions of the Purchase Order and as noted on the Elgin Industries' website, www.elginind.com.

ELGIN SUPPLIER CHANGE REQUEST (SCR) PROCESS



APPROVED BY: BRIER DIECKMAN	ORIGINAL DATE: 08/18/15	REVISION LEVEL:	REVISION DATE:
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Appendix A

SUPPLIER PROCESS/PRODUCT CHANGE REQUEST					
SUPPLIER INFORMATION					
SUPPLIER NAME:			SUBMISSION DATE:		
ADDRESS:		CITY:	STATE & ZIP CODE:		
PHONE:	EMAIL:	SUBMITTED BY:			
ELGIN PART No.:	REVISION:	SUPPLIER PART No.:			
CHANGE INFORMATION					
PURPOSE OF THE CHANGE:					
DETAILED DESCRIPTION AND EFFECT OF THE CHANGE:					
CHANGE IMPLEMENTATION PLAN					
CHANGE ELEMENTS	REQUIRED FOR THIS CHANGE?		RESPONSIBLE PERSON	PLANNED COMPLETION DATE	COMMENTS
	YES	NO			
SUPPLIER DRAWINGS					
SUPPLIER SPECIFICATIONS					
MATERIAL SPECIFICATION					
SUPPLIER DFMEA					
SUPPLIER DV TESTS					
PROCESS FLOW CHART					
SUPPLIER PFMEA **					
OPERATOR INSTRUCTIONS					
GAGE REVISIONS					
CONTROL PLAN					
GAGE R&R STUDIES					
PV TEST PLAN **					
SUPPLIER PTR					
TOOLING REVISIONS					
FACILITY CHANGES					
BANK INVENTORY REQUIRED **					
PPAP SUBMISSIONS					
POST PPAP PTR @ ELGIN					
<p>All items listed above must be reviewed when developing the change implementation plan, however, the items marked ** are to be completed, reviewed and updated prior to the SCR submission to ensure robust change implementation in support of the date proposed below.</p> <p>I affirm that the above and any attached information fully describe the proposed change. No changes will be implemented without Elgin Approval.</p>					
NAME	TITLE		SIGNATURE	EMAIL	
TELEPHONE	PROPOSED IMPLEMENTATION DATE				
<p>Approval of this SCR is granted upon the understanding that it is advisory in nature and in no manner changes the Supplier's original responsibility for ensuring that all characteristics, designated in the applicable Elgin drawing or specification as originally tested and approved, are maintained. The Supplier accepts full responsibility for the changes or types of changes listed above. Should such changes result in less than satisfactory performance than that experienced with the originally approved item, the Supplier will fully reimburse the Buyer for all expenses incurred to correct any deficiencies.</p>					
ELGIN APPROVALS					
PURCHASING	QUALITY		MANUFACTURING (IF REQUIRED)	ENGINEERING (IF REQUIRED)	
SIGNATURE	SIGNATURE		SIGNATURE	SIGNATURE	
DATE	DATE		DATE	DATE	
Form QAF-075	Original Date: 09/02/15		Rev. Level:	Rev. Date:	

Appendix B

-ELGIN- INDUSTRIES, INC. PPAP SUBMISSION REVIEW CHECKLIST							
REVIEW DATE:		SUPPLIER NO.:		SUPPLIER NAME:			
ELGIN PART NUMBER:		REVISION LEVEL:			REVISION DATE:		
REQUIRED SUBMISSION LEVEL (CHECK)		<input type="checkbox"/>	ELGIN REVIEW APPROVAL				
ELGIN SUBMISSION REQUIREMENTS		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	
1.	DESIGN RECORDS OF SALEABLE PRODUCT	R	S	S	*	R	<input type="checkbox"/>
2.	ENGINEERING CHANGE DOCUMENTS (IF ANY)	R	S	NA	*	R	<input type="checkbox"/>
3.	CUSTOMER ENGINEERING APPROVAL (IF REQUIRED)	R	R	NA	*	R	<input type="checkbox"/>
4.	DESIGN FMEA	R	R	NA	*	R	<input type="checkbox"/>
5.	PROCESS FLOW DIAGRAMS	R	R	S	*	R	<input type="checkbox"/>
6.	PROCESS FMEA	R	R	S	*	R	<input type="checkbox"/>
7.	DIMENSIONAL RESULTS	R	S	S	*	R	<input type="checkbox"/>
8.	MATERIAL, PERFORMANCE TEST RESULTS	R	S	S	*	R	<input type="checkbox"/>
9.	INITIAL PROCESS STUDIES <i>(Include Histogram and Control Chart)</i>	R	R	S	*	R	<input type="checkbox"/>
10.	MEASUREMENT SYSTEM ANALYSIS (MSA) STUDIES	R	R	S	*	R	<input type="checkbox"/>
11.	QUALIFIED LABORATORY DOCUMENTATION	R	S	S	*	R	<input type="checkbox"/>
12.	CONTROL PLAN	R	R	S	*	R	<input type="checkbox"/>
13.	PART SUBMISSION WARRANT (PSW)	S	S	S	S	R	<input type="checkbox"/>
14.	APPEARANCE APPROVAL REPORT (IF APPLICABLE)	S	S	NA	*	R	<input type="checkbox"/>
15.	BULK MATERIAL REQUIREMENT CHECKLIST (FOR BULK MATERIAL PPAP ONLY)	R	R	NA	*	R	<input type="checkbox"/>
16.	SAMPLE PRODUCT	R	S	S	*	R	<input type="checkbox"/>
17.	MASTER SAMPLE	R	R	R	*	R	<input type="checkbox"/>
18.	CHECKING AIDS	R	R	R	*	R	<input type="checkbox"/>
19.	RECORDS OF COMPLIANCE WITH CUSTOMER SPECIFIC REQUIREMENTS	R	R	S	*	R	<input type="checkbox"/>
TABLE LEGEND							
S= SUPPLIER SHALL SUBMIT DOCUMENT TO ELGIN INDUSTRIES AND RETAIN A COPY.							
R= SUPPLIER SHALL RETAIN DOCUMENTS AND MAKE READILY AVAILABLE TO ELGIN INDUSTRIES.							
*= SUPPLIER SHALL RETAIN DOCUMENTS AND MAKE AVAILABLE UPON ELGIN INDUSTRIES REQUEST.							
NA= NOT APPLICABLE.							
<i>NOTE: THE REVIEWER SHALL ATTACH ADDITIONAL SHEETS OUTLINING THE REASON FOR REJECTION OF ANY REQUIRED ELEMENTS.</i>							
REVIEWERS SIGNATURE:							
REVIEWED BY:				TITLE:			
TELEPHONE:		FAX:			EMAIL:		

Appendix C

(This checksheet is for reference only. See current Form No. QAF-063S.)