



„GKD quality specification for suppliers“

ISO 9001 & IATF 16949 Reference	Requirement:
Introduction	The requirements of this document reflect requirements of the customer GKD. The customer GKD assumes with this document that the supplier knows and implements the valid edition of ISO 9001.
Additions	This document is a supplementary part of each order placed by the Client. Amendments to this document shall only apply if they are documented in Annex A and dated and countersigned by the Client.
Objective	Communication of the requirements to the supplier's quality management system.
1.1	This document applies to the following suppliers: <ul style="list-style-type: none"> • Suppliers who deliver products that are part of the product offered by GKD to the customer. • Suppliers who perform services on products that GKD offers to the customer.
4.2	The customer GKD is to be defined as an interested party and requires the implementation and certification of the ISO 9001 standards. The implementation and certification of the standards IATF 16949, ISO 14001, ISO 5000 and ISO 45001 is strongly recommended.
4.3	The demands on the development of products for the customer GKD is excluded.
4.3.1	The requirements defined in this document apply to all producing and supplying locations of the supplier.
4.4.1.1	The following product-specific requirements must be implemented: <ul style="list-style-type: none"> • REACH • IMDS • US Dodd Frank Act, Section 1502
5.1.1.1	There must be regulations on the implementation of the legal requirements for data protection. A data protection officer must be appointed.
5.3	The full name, email address and telephone contact details of the management representative shall be passed on to the customer GKD in writing. Likewise, contact details for

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Vorstand: Lara Kufferath | Dr. Daniel Holstein | Ilonka von Bodman

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	emergency availability outside normal working hours shall be passed on to the customer GKD.
6.1.2.3	Emergency plans must be submitted to the customer GKD upon request. In the event of the occurrence of a defined emergency which may lead to non-compliance with the delivery obligation, the customer shall inform GKD within 12 hours.
7.1.4	All legal requirements for occupational health and safety must be complied with. If there are no requirements, the requirements of ISO 45001 must be implemented.
7.1.4.1	The implementation of the 5S system is recommended.
7.5.3.2.2	If no feedback is received from the supplier after 10 working days, the technical information provided by the customer shall be deemed to have been accepted by GKD.
8.1.2	Employees who come into contact with GKD customer specifications must have signed an internal confidentiality agreement.
8.2.1.1	The language of communication with the customer shall be German or English.
8.4.2.3	Current and valid certificates must be sent to the customer without being requested. If the supplier does not implement the requirements stated here, he may not send any products to the customer. Excluded from this are all products for which the supplier has received a special release in writing from the customer GKD.
8.4.2.4	The supplier will implement a performance target of 0 complaints and 100% delivery reliability per year. If it does not meet these targets, it will introduce appropriate measures to achieve them.
8.2.4.5	If the customer GKD identifies a need for supplier development, it will support this through the use of audits. These can be process or system audits. The supplier agrees to previously agreed audits by the customer.
8.5.1	For product service providers, all products are processed, packed and delivered separately according to customer batches.
8.5.2	For product service providers, clear traceability of the products transferred must be ensured.
8.5.3	The supplier must grant the customer GKD a right of access to its premises in order to be able to extract or verify customer property if necessary. The supplier must keep a list of customer property and hand it over to the customer GKD once a year. Customer property must be clearly marked with the customer's name at all times. Customer property may not be retained, disposed of or resold.

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8.7.1.1	For each delivery that deviates from the previously approved process and product and is to be delivered, a written special release must be requested from the customer GKD. Each container must be marked with the special release of the customer GKD.
10.2.3	The supplier must apply the 8D procedure as a problem-solving method for customer complaints. As a minimum, the 5W procedure must be implemented as the root cause analysis method. Immediate actions must be reported back within 24 hours. The complete 8D report must be submitted after a maximum of 10 working days.

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Annex A "Amendments to this document"

Section of this document	Proposed change of the supplier	Additions by the customer GKD

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The changes listed here are declared valid by date and signature of GKD:		

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