

## SUMMARY

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## I. Object & Field of application

The purpose of this instruction is to define the expectations of Filtration Group SAS towards its suppliers in terms of order receptions, delivery conditions, quality control and follow-up.

This procedure applies to all Filtration Group SAS suppliers.

## II. Expectations Filtration Group SAS

### a. Receipt of orders

The supplier undertakes to send an acknowledgement of receipt of the order within 3 days with :

- Confirmation of the order
- Confirmation of prices
- Confirmation of the requested certificates
- Filtration Group's article code
- Confirmation of the time of availability / delivery
- Immediate Information in case of delay
- Information of all possible extra costs
- INCOTERMS confirmation

Confirmation emails are sent to [fr-achats@filtrationgroup.com](mailto:fr-achats@filtrationgroup.com).

In case of non-compliance with this commitment, the Purchasing department will send a kind reminder to the supplier with an unconfirmed order status. This point being an integral part of the bi-annual supplier evaluation, the repeated missing of OA will directly impact the supplier score and influence its referencing at Filtration Group SAS.

### b. Terms of delivery

The supplier must send the packing list to the Logistics Manager and the Purchasing Manager when the goods are ready. The packing list must define the distribution of products by order and by handling unit.

The supplier undertakes to provide a Delivery Note for all deliveries, this Delivery Note must mention:

- Filtration Group SAS order number
- The item code and designation of Filtration Group SAS
- The exact quantity of each item in the purchase order unit

When there are several orders on the same delivery note, the item code and designation of Filtration Group SAS and the exact quantity of each item grouped by order must be indicated.

If quality certificates are requested, they will be attached to the BL.

The products must be delivered in distinct packaging by reference.

Each package will be labeled and the label must mention :

- The item code and designation Filtration Group SAS
- The Filtration Group SAS purchase order number
- The exact quantity

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If they are grouped in a box, a second label will be affixed to the box visible from the outside.

Any packaging over 20 kg must be placed on a pallet for easy handling.

Except for special conditions, the pallets must not be more than 2m high or must be removable with a forklift (addition of a pallet at mid-height which allows to recover the highest products to the cart for example).

To avoid damage during transport, the products must not protrude from the pallet, the packaging must guarantee the protection of the product.

## c. Delivery times

The delivery dates noted on the acknowledgements of receipt must be respected. Any delivery after the date commitment, without any information, will be considered as a non-conformity and will impact the supplier's score.

At the end of the year, the distribution of contracts will be made according to the supplier's score, as missed deadlines may call into question our ordering habits

## d. Delivery status

We work in the field of filtration, the parts must be delivered degreased and free of dust or cutting residues or any other particles that could pollute our finished products.

All welded parts must be delivered pickled and passivated.

## e. Quality Guarantees

If Quality certificates have been requested at the time of order, they must be attached to the BL.

If quality control results have been requested, they must be attached to the BL.

The sending of technical sheets or safety documents will be done on the mailbox of the Quality Manager

The supplier must be able to link the order, the Delivery Note and the batch number of his product.

If certificates are requested, they must meet the following requirements:

➤ Certificate of compliance 2.1 according to the standard EN10204 : certificate of conformity to the order

➤ Statement for moldings :

Supplier is to provide a Certification of Conformance document with each shipment of goods affirming, at minimum, the following:

- supplier name and address
- Filtration Group purchase order number
- date of shipment; quantity of shipment
- item complies with requirements of Global Filter print #{xxxxx rev x}
- statement that goods comply with applicable regulations in the US (21CFR177) and in the EU (EC1935/2004 and/or EC10/2011) for safe use with food products, if requested.

➤ Statement for GASKETS & O-RINGS:

Supplier is to provide a Certification of Conformance document with each shipment of goods affirming, at minimum, the following:

- supplier name and address
- Filtration Group purchase order number
- date of shipment; quantity of shipment
- cure date
- expiry or best-before date

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- statement that goods comply with applicable regulations in the US (21CFR177) and in the EU (EC1935/2004) for safe use with food products, , if requested.

➤ Statement for media :

Supplier is to provide a Certification of Conformance document with each shipment of goods affirming, at minimum, the following:

- supplier name and address
- Global Filter purchase order number
- date of shipment
- quantity of shipment
- statement that goods comply with applicable regulations in the US (21CFR177) and in the EU (EC1935/2004 and/or EC10/2011) for safe use with food products, , if requested.

Individual rolls are required to have a visible core tag containing, at minimum:

- Filtration Group item number, description, & PO number
- ship date & quantity shipped
- supplier name
- roll width & length / and / or weight

➤ Material Certificate 3.1:

The document must contain the casting number(s) and composition of the alloy, as well as the standards, according to which the material was produced and qualified. It must contain the results of tests carried out on materials by the raw material supplier, in order to verify the conformity of products with the standards specified in the order.

If the products need to be the object of a quality derogation it must be requested before sending the products. In the same way as a non-respect of the dimensions, a defect of aspect, of finish or a lack of a requested certificate is considered as a nonconformity and must be the subject of a preliminary quality derogation.

## f. Fight against fraud and counterfeiting

The supplier/subcontractor undertakes to implement the necessary measures for the prevention and detection of CFS cases within its activities and with its suppliers:

- Raising awareness among all staff about the risk of fraud or counterfeiting, and good practices to implement,
- Independence, in relation to operations, of the staff responsible for quality assurance and quality control,
- Implementation of detection methods for CFS cases (internal, Supply Chain),
- Possibility for each employee, without disclosing their identity, to alert about a discrepancy or anomaly, or CFS practices that may

The supplier/subcontractor undertakes to implement the following additional measures:

- Supply components from the original manufacturer or authorized distributor of the concerned good, for equipment suppliers.
- Allow a customer from the nuclear sector to carry out scheduled or unannounced inspections, controls and audits (each industrial must ensure access to its industrial facilities, workshops, documentation associated with orders, software and machine data),
- Allow a customer from the nuclear sector to request the original minutes from suppliers of rank 2 or higher, and accept that they forward them directly to the said nuclear customer,
- Inform a customer from the nuclear sector as soon as they become aware of cases of fraud, suspicious practices or counterfeiting occurring within their own activities or in their subcontracting chain,
- Analyze, if applicable, the extent of such a practice (duration, volume, etc.), their causes and the implementation of all necessary corrective actions in order to avoid their recurrence.

## g. Product modification

The supplier undertakes to inform Filtration Group SAS of any modification:

- Related to its manufacturing process: measurements, specifications, tolerance, etc.
- Related to its source of supply: raw material suppliers, subcontractors used

To the extent that these modifications may modify the nature and destination of the product, if one or more orders are in progress, at the time of dissemination of the information by the supplier, Filtration Group SAS will suspend these orders and submit these modifications to the concerned technical services and quality department for study and approval (creation of an APQP).

## III. Specific requests

According to the suppliers, specific requests can be necessary, they are to be defined at the time of the signature of the schedule of conditions and will be noted below.

## IV. Supplier's commitment

We hereby undertake to comply with the stated recommendations. The signature is worth for commitment of the two parts.

These specifications are valid until a new version is signed.

Pour la Société Filtration Group SAS : For Filtration Group SAS:		Société : Society :	
Représentant : Representative :		Représentant : Representative :	
Poste : Position:		Poste : Position:	
Date : Date :		Date : Date :	
Signature et tampon :  Signature and Stamp :		Signature et tampon:  Signature and stamp :	