




Aluminium Duffel BV A. Stocletlaan, 87 2570 Duffel Belgium	Doc. Nr.: LEV001	
	Datum: 7/03/2024	
Aluminium Duffel Supplier Guideline		

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1 Preface

Dear supplier,

The company policy of Aluminium Duffel BV defines the aim to meet the needs and expectations of customers while being a healthy and safe workplace. We actively execute actions to realize the sustainability transition and we are committed to meet our environmental requirements. We create a working environment that motivates all employees to achieve an injury-free workplace, prevent environmental impairment, make efficient use of renewable energy assists, and continuously improve the quality of products and services and our productivity.

As a supplier, you are a valuable and critical stakeholder in realising our mission and vision. We can only achieve common goals if you understand Aluminium Duffel BV's requirements for the services and products we order. This is the main goal of this supplier guideline. It encompasses all minimum requirements for suppliers so that we, in turn, can meet the requirements of our customers and stakeholders.

Following the ISO standards, we apply the word 'shall' as a must-do or must-have and 'should' as a recommendation.

This supplier guideline is not just another document. It's part of our customer requirements that you, as a supplier, shall meet when supplying Aluminium Duffel BV with your valued service or product.


We look forward to a sustainable and fruitful partnership.

Yours sincerely,

Dirk Inghels

Director Customer Development Aluminium Duffel BV

Please view our company policies on: <https://aluminiumduffel.com/downloads/>

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2 Supplier Responsibility

The Aluminium Duffel BV's Code of Conduct applies to all suppliers of Aluminium Duffel and is available on our website: <https://aluminiumduffel.com/downloads/>

Suppliers confirm and guarantee that the principles and requirements of this document and of the Aluminium Duffel BV's Code of Conduct will be passed on by them to their own suppliers and that they will implement processes for compliance and continuous improvement.

The supplier shall ensure it operates in accordance with the HS&E (Health, Safety and Environmental) legal requirements.

The supplier is fully responsible for the quality of the delivered products. See point 3. Quality Requirements in this supplier guideline document.

The supplier shall be familiar with the "Zero Defects" philosophy, and they shall strive to implement this philosophy.

For the full list of supplier requirements regarding integrity, social responsibility, environment and health and safety, please refer to the Aluminium Duffel BV's Code of Conduct, which is applicable for all suppliers of Aluminium Duffel BV.


In the event of a violation of the requirements in this document and in the Aluminium Duffel BV's Code of Conduct, Aluminium Duffel BV has the right to immediately withdraw from or terminate all existing legal transactions with the supplier and to cancel all negotiations. Notwithstanding the above, the supplier is obliged to comply with all laws and regulations applicable to itself and the commercial relationship with Aluminium Duffel BV.

All products and services will be provided in compliance with contractually agreed quality, safety and sustainability criteria and will be safe to use for their intended purpose.

2.1 Product Safety and Conformity Representative (PSCR).

Suppliers processing aluminium coils for the automotive industry shall designate a PSCR. A PSCR is responsible for product safety and compliance with certain legal regulations. In this regard, VDA recommends training in product integrity.

Aluminium Duffel BV will ask for the name of the PSCR if this applies to you.

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3 Quality Requirements

3.1 Quality Management System

The supplier shall install an effective Quality Management System that enables it to supply products with the required consistent quality.

Every supplier shall maintain an effective Quality Management System that matches their organisation and plant size and enables them to meet the product requirements. The authority of personnel shall be clearly defined and documented.

The supplier shall maintain a Quality Management System that realises the quality policy and demonstrates quality capability. This Quality Management System shall correspond to the requirements of EN ISO 9001, IATF 16949.

As proof, the supplier shall submit a valid certificate from an accredited certification body (third-party audit). Exceptions are granted by the Purchasing department of Aluminium Duffel BV.

For Testing and Calibration Laboratory activities, accreditation of the relevant process in accordance with EN ISO 17025 is mandatory. A valid certificate shall be presented to the Purchasing department of Aluminium Duffel BV before acceptance of the initial contract.

Under the mentioned standards, the order documents and government regulations are binding.


The supplier's quality policy shall be defined by Senior Management and communicated to all employees at all levels of the company.

Aluminium Duffel BV reserves the right to audit the supplier's Quality Management System. If weaknesses are identified during the audit, the supplier shall draw up a corrective action plan prior to the business relationship.

3.2 Quality Planning

3.2.1 Process Flow Chart

Flow charts shall be prepared, maintained and amended to provide an overview of the production stages. The different process steps shall be linked to the control plan (see 3.2.3).

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3.2.2 Failure Mode and Effect Analysis (FMEA)

An FMEA for new or modified products or processes is required to prevent quality loss during production and reduce the required incoming quality checks. The supplier shall carry out this FMEA before the manufacture of tools, installations and equipment begins and before new or modified processes come into operation.

Access to the FMEA will be provided to Aluminium Duffel BV upon request.

3.2.3 Control Plan

The supplier shall maintain a control plan in which all production steps and associated inspections and tests are listed. The following criteria shall be assigned to the corresponding inspection processes:

- Process steps of the product
- Inspection characteristics, process parameters
- Inspection frequency
- Sample size
- Inspection equipment
- Inspection method
- Measurement equipment


The control plan deals with the product characteristics required by Aluminium Duffel BV in the specification documents (orders – agreements -.)

Quality requirements, including packaging requirements, shall be integrated into the inspection and packaging procedures.

3.2.4 Feasibility Study

Prior to the quotation or order confirmation, a manufacturing feasibility study shall be conducted based on the purchasing specification to ensure controlled production on applicable production installations.

The signed PSW (see 3.2.5) and sample will be the reference for the quality standard that must be met for Aluminium Duffel BV. They will also be used as a reference for claim settlement between Aluminium Duffel BV and the supplier.

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3.2.5 Part Sample Warrant

Initial samples of specific products shall be presented for approval prior to the first shipment and subsequently upon request in the following cases:

1. before the first production shipment of a new product
2. before the first production shipment after changes in tooling or process
3. before the use of new tooling in series
4. after the relocation of production facilities

All initial samples shall be manufactured using processes and tools identical to the subsequent series deliveries. Before delivering, the supplier shall verify the initial sample for conformity with the requirements of Aluminium Duffel BV.

Proof shall be provided via the initial Part Sample Warrant report using our standard form LEV002A. The Part Sample Warrant report shall be delivered with the initial samples to Aluminium Duffel BV.

In case 1, Aluminium Duffel BV will take the initiative and request a PSW when required. Upon changes (cases 2-3-4), the supplier must take the initiative and submit a new PSW.

3.2.6 Management of Changes


The supplier is responsible for adequately controlling production-related changes. Planned or unplanned changes shall be evaluated to determine whether they may affect the form, fit and function of the product delivered to Aluminium Duffel BV.

The supplier shall notify the Quality department of Aluminium Duffel BV in case of possible negative effects on product requirements affecting form, fit and/or function. They shall postpone deliveries until approval is granted by the Quality department of Aluminium Duffel BV.

Planned changes to processes or the introduction of new processes require written notification (at least two months prior to the scheduled change) and approval by Aluminium Duffel BV (see also paragraph 3.2.5 Part Sample Warrant). The same applies to changes to the product.

If the supplier intends to stop or suspend an operation that can affect products supplied to Aluminium Duffel BV, a notification shall be sent in writing at least two months prior to the scheduled stop.

The relocation of manufacturing installations is considered 'changes', and Aluminium Duffel BV must be informed in writing at least two months before the relocation occurs.

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3.3 Traceability and FIFO

The supplier shall ensure strict traceability and install the FIFO principle when producing our products.

3.4 Process Control

3.4.1 Monitoring process stability

The supplier shall identify critical process parameters. The stability of these parameters shall be monitored (e.g. by SPC (Statistical Process Control)). If the process parameters are not stable, the supplier will take corrective measures.

3.4.2 Capability of processes

The supplier shall monitor the capability of its process.

3.4.3 Measurement System Analysis (MSA)

The supplier shall perform MSA studies on critical measurement systems.

3.4.4 Calibration

All measurement equipment, including inline measurement equipment, shall be checked. The supplier must ensure that the equipment works correctly to ensure the required quality and guarantee that the equipment is maintained.


This will also be applied to reference samples.

3.4.5 Preventive/predictive maintenance

The supplier shall have a preventive/predictive maintenance plan for its facilities and key processes. Predictive maintenance should be implemented.

3.5 Inspections

Inspections during production shall be performed rigorously in keeping with the control plan. Inspection results shall be documented.

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3.5.1 Product audits

Product audits shall be conducted on a regular basis to verify compliance with Aluminium Duffel BV's customer specifications. Process parameters and their settings should preferably also fall under the product audit.

3.5.2 Control of Nonconforming Product

The supplier commits to ensuring that the delivered goods are in conformity with the agreed specifications. The supplier shall ascertain that the performed operations are executed according to the standards of good craftsmanship and professional competency, and that the products are of the highest quality.

Nonconforming products shall be unambiguously identified and separated from conforming products. Nonconforming products shall be assessed to initiate a decision to scrap, rework or repair.


Aluminium Duffel BV can grant exceptional permission to deliver nonconforming material. An inquiry and a written release by the Quality department of Aluminium Duffel BV are necessary before shipment can occur. Reworked or repaired products shall be inspected again in accordance with the appropriate control plan.

If Aluminium Duffel BV discovers defective delivered products, the supplier's traceability (data, procedures and other media) shall be sufficient to enable it to define and implement effective corrective actions.

If a nonconformity is only discovered after delivery to Aluminium Duffel BV or by our clients, a claim will be issued and should be handled by the supplier. The standard form for 8D report LEV106A (formerly VAK003A/B) or similar shall be used for this purpose.

Aluminium Duffel BV expects the root cause(s) related to the defect(s) of the associated claim to be investigated within 10 days, unless otherwise agreed. The corrective actions plan must be defined and sent to Aluminium Duffel BV within 20 days, unless otherwise agreed.

Claims are deemed to have been 'accepted' by the supplier if the aforementioned deadlines have not been respected and if no exception to these deadlines has been requested by the supplier and granted by Aluminium Duffel BV.


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4 Safety and Environmental Requirements

See Aluminium Duffel BV's Code of Conduct: <https://aluminiumduffel.com/downloads/> for supplier's requirements regarding:

Health and Safety:

- Comply with all applicable laws, regulations and standards and where adequate laws do not exist, adopt and apply standards that reflect your Company's commitment to occupational health and safety;
- Seek continuous improvement in its occupational health and safety performance taking into account evolving community expectations, management practices, scientific knowledge and technology;
- Involve employees and contractors in the improvement of occupational health and safety performance;
- Avoid, manage and mitigate risk by implementing management systems to identify, assess, monitor and control hazards and by reviewing performance;
- Ensure that employees, contractors and visitors are informed of and understand their obligations;
- Communicate openly with employees, government and the community on occupational health and safety issues;
- Contribute to the development of relevant occupational health and safety policy, legislation and regulations; and
- Support relevant occupational health and safety research.
- All hazards for employees while performing activities have been properly identified. The result is documented.
- Procedures (e.g., alarm plan, fire protection rules, plan for drawing attention to danger) are available to prepare the company for an emergency.
- An appropriate number of paramedics are available and trained.
- Company firefighters are trained or employees are instructed in using fire extinguishers.
- The employees have sufficient skill in using the appropriate work equipment. If necessary, they are certified in writing (e.g., crane operator, forklift driver, etc.).
- Employees receive personal protective equipment free of charge from the company. These are regularly maintained or, if necessary, replaced.
- Occupational medical examinations are carried out regularly based on risk analyses, depending on the employees' activities.
- Work equipment is checked regularly in accordance with legal requirements and professional association rules. Records are available.

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- Be responsible for taking appropriate steps to prevent workplace injuries and illnesses and for contributing to a safe and healthy work environment. This requirement includes responsible behavior with respect to the use of alcohol, drugs, and tobacco when conducting business.
- Not be impaired by illegal or legal drugs, including alcohol, while at work or when conducting Company business.
- Employees receive training regularly, consistent with their activities, in compliance with legal requirements and professional association rules.

Safety certification in accordance with ISO 45001:2018, environment certification in accordance with EN ISO 14001:2015 or EMAS and certification for a sustainable aluminium value chain in accordance with ASI Performance Standard is recommended.

If an accredited, valid certification in accordance with EN 45001:2018 or ASI Performance Standard or similar certifications is available, the requirements are fulfilled.

Environment:

- Comply with all applicable laws, regulations and standards;
- Uphold the spirit of the law and where laws do not adequately protect the environment, apply standards that minimize any adverse environmental impacts resulting from its operations, products and services;
- Communicate with Government and the community on environmental issues, and contribute to the development of policies, legislation and regulations that may affect Aluminium Duffel;
- Ensure that employees and suppliers of goods and services are informed of your company's approach and are aware of their environmental responsibilities in relation to Aluminium Duffel's business;
- Ensure that management systems identify, control, mitigate and monitor environmental risks arising from operations;
- Limit the direct and indirect impact of your activities to the environment;
- Limiting your environmental impact by reducing:
 - resource consumption (water, energy, raw materials)
 - discharges to water
 - emissions to air, water and soil
 - noise emissions
 - waste
 - GHG emissions
- Improve biodiversity and deforestation;
- Limiting the amount of waste sent to landfill by encouraging reuse, sorting and recycling;

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- Limiting the use of dangerous and chemical substances to what is strictly necessary and always ensuring that such usage complies with laws and regulations;
- Choosing suppliers who share our commitment to protecting the environment;
- Choosing electricity from renewable sources;
- Reducing the carbon footprint of your (aluminium) products.

If an accredited, valid certification in accordance with EN ISO 14001:2015 or EMAS or ASI Performance Standard or similar certifications is available, the requirements are fulfilled.

5 Legal and Ethical Requirements


See Aluminium Duffel BV's Code of Conduct: <https://aluminiumduffel.com/downloads/> for supplier's requirements regarding:

- Compliance with the law
- Using and accounting for company resources
- Confidentiality, proprietary information and intellectual property
- Fraud, bribery and corruption
- Whistleblowing
- Conflicts of interest
- Counterfeit parts
- Copyrighted material and trademarks
- Trade practices policy
- Privacy
- Gifts and entertainment

6 Human Resources Requirements

See Aluminium Duffel BV's Code of Conduct: <https://aluminiumduffel.com/downloads/> for supplier's requirements regarding:

- Recruitment and selection
- Managing diversity, equity and inclusion, harassment and bullying in the workplace
- Freedom of association and collective bargaining
- Relationships with government

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7 Training

It is very important that the supplier's employees are sufficiently trained. Training must ensure that employees use quality assurance methods appropriately and work in safe conditions, compliant with human rights', safety and environmental requirements and legislation. Furthermore, quality incidents, occupational illness and environmental damage shall be prevented.

All training activities shall be planned and documented in a training plan. Records shall be kept of the planning, implementation and effectiveness of the training activities.

The supplier is responsible for maintaining the skill level and knowledge of the trained personnel. Personnel performing these assigned tasks shall be qualified with special attention to the quality requirements of Aluminium Duffel BV. The supplier shall train new employees.

8 Documentation Requirements

8.1 Control of Documents

The supplier shall draft appropriate procedures to control customer-specific requirements (including this supplier guideline and Aluminium Duffel's Code of Conduct), procurement, review and distribution of specifications, standards and internal documents. The supplier shall ensure that only the current version is in place and that obsolete documents are eliminated immediately.


8.2 Control of Records

The supplier shall establish appropriate procedures for retaining inspection results, control plans, internal audit results, and records on the calibration of inspection equipment.

All records shall be legible and filled in such a way that they are retrievable at any time and cannot be damaged. If not otherwise determined by the purchasing specification, records shall be retained for 15 years.

Environmental, sustainability and safety-relevant records remain subject to international standards and regulatory requirements.

Aluminium Duffel BV has the right to review the records mentioned above at any time.

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8.3 Product Identification

During the production process, products shall be marked in a way that makes a mix-up impossible. Identification shall be on the product itself, if possible, or on the packaging and the delivery note. If identification is not possible on the product during production, an assignment by batch numbers or similar shall be implemented.

The supplier shall ensure that appropriate actions have been taken to prevent the use of counterfeit parts.

9 Continuous Improvement

The supplier shall establish a structured continuous improvement process to ensure the continuous improvement of products, processes, and material flows within the company. The effectiveness shall be demonstrated using key process indicators, which shall be compared with defined targets. In the event of deviations, documented corrective actions shall be implemented.

10 Supplier evaluation


Supplier evaluation will take place annually. The supplier evaluation is based on several criteria, including quality, sustainability (environment, social, safety and governance), claims (conformity of the delivered product with requirements, customer disruptions at the receiving plant), delivery schedule performance and degree of certification.

Results will be communicated to the suppliers on a regular basis. In the event of deviations, corrective actions by the supplier are mandatory.

11 Right of Access

Aluminium Duffel BV has the right to access the suppliers' plant at any time, conduct a product inspection at the suppliers' premises, and review quality records and records concerning company social, safety and environmental protection. This right also applies to clients of Aluminium Duffel BV, their representatives, and regulatory authorities.

If the supplier requests that Aluminium Duffel BV, its auditor and/or any third party enter into a Non-Disclosure Agreement, the supplier shall present such Non-Disclosure Agreements to Aluminium Duffel BV.

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A written audit report shall be communicated, which may contain some observed 'non-conformities'. The supplier shall communicate in writing, within four weeks of the audit, together with an action plan if actions are required.


Quality audits shall in no way relieve the supplier of its obligation to deliver products to Aluminium Duffel BV that meet the requested level of quality.

12 Restricted, toxic and hazardous substances

The supplier shall ensure compliance with governmental and safety regulations on restricted, toxic and hazardous substances.

Compliance with the following regulations shall be ensured:

- Achieving conformity statement regarding Art 33 (duty to disclose information about substances in products)
- Not using conflict minerals (cassiterite, coltan, gold and wolframite) as defined in the Dodd-Frank Act in products supplied to us
- Not supplying products with radioactive radiation above the background value as present in nature

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13 Document history

Date	Changed by	Details
4/10/2022	ADW/HD/DI	Completely revised: Structure change (paragraph 3-> 4-17 Most paragraphs, texts adapted
19/07/2023	KSN	More integration of non-quality requirements: Paragraph 2-3 : revised Paragraph 4-5-6 : replacement of former paragraphs 15-16, Including extra requirements: <ul style="list-style-type: none"> - Health and Safety - Environment - Legal & Ethical - Human Resources Only released for use in feb 2024