
	TZAN WEI ALUMINUM CO., LTD 展維鋁業股份有限公司	文件編號：AW-0000-05	
		發行日期：2021年3月22日	
供應商手冊 Supplier Manual		版次：第 A2 版	
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1. Purpose: The purpose of this manual is to define the requirements for conducting business activities with Tzan Wei Aluminum Co., Ltd. to ensure that our suppliers can continue to improve and avoid product quality problems and delivery problems. Strictly abide by the specific requirements described in this manual to ensure the conformity of products and services and the completeness of the products, while also helping suppliers to further improve their market competitiveness.
2. Scope: The requirements of this manual apply to all raw material suppliers and other outsourcing processes. If you have any questions about the applicability of the contents of the manual, please consult with the person in charge directly.
3. Responsibilities:
  - 3.1 The supplier is responsible for reviewing, understanding and communicating the requirements in this manual to the person in charge to meet the requirements, while also meeting other requirements in the purchase contract and order. The supplier shall seek to obtain all reference documents to ensure full compliance with all applicable requirements.
  - 3.2 Suppliers shall ensure that personnel are aware of the importance and impact of product and service compliance, their contribution to product compliance and safety, and the importance of ethical behavior.
  - 3.3 Tzan Wei will maintain this manual and record the changes in the quality requirements in the manual. The latest version of the supplier's manual can be found on our website <http://www.tzanwei.com.tw>, or obtained through the purchasing unit.
4. Quality policy: Pursue excellent quality, create brand value, severe internal control, and ensure customer satisfaction.
5. Code of Ethics and Business Conduct
  - 5.1 Integrity Behavior
 

We hope that suppliers in their business relationships with their employees and personnel in our company can comply with the

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requirements of laws and regulations and avoid inappropriate transfer of benefits (gifts or business entertainment).

## 5.2 Communication conventions

Suppliers may not directly or indirectly purchase, trade or other business activities involving personnel involved in our company's employees and representatives, and provide valuable items, including cash, bribes, gifts, entertainment or kickbacks. At the same time, it is prohibited to provide consulting, positions or other similar positions to employees involved in purchase transactions.

**If it is confirmed that the supplier has the above-mentioned improper conduct, we will consider terminating the cooperative relationship with the supplier.**

## 6. Quality system requirements

### 6.1 System requirements

All suppliers should meet industry-recognized quality standards, such as ISO9001 and AS9100. In the absence of third-party certification, suppliers must pass a written evaluation. Tzan Wei will selectively conduct quality system evaluation on the supplier's site. If the third-party certification status changes, the supplier must communicate with our company within 5 working days.

### 6.2 Quality records

The supplier must keep all quality system records. Unless otherwise specified, the storage period is at least 10 years. Quality records include quality/process control and traceability records. These records are essential for any failure analysis required. When the quality record is destroyed, the confidentiality of the information must still be ensured, and the paper shredder should be used to shred it if necessary.

### 6.3 Traceability

Suppliers are required to establish a batch number traceability system to trace the batch number from the batch of raw materials to the final product. The traceability of materials includes the traceability of inspection records.

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## 7. Supplier Selection and Approval

7.1 Tzan Wei will select key suppliers for development. These suppliers show the best opportunities for improvement and have the greatest potential impact on the company.

In the process of supplier selection, our company requires suppliers to do the following:

- Fill in the supplier's basic information form (the form is provided by Tzan Wei)
- Sign a confidentiality agreement (when applicable)
- Sign the counterfeit prevention statement (applicable when not supplied by the original factory)
- Quotation (based on the quotation requested by Tzan Wei)
- On-site evaluation (forms provided by Tzan Wei)

Once approved, the supplier will be included in the list of qualified suppliers.

### 7.2 Subcontractor management:

The supplier cannot find another subcontractor without obtaining written authorization from our company. The supplier is responsible for managing all its subcontractors and sub-suppliers. All requirements in this manual also apply to suppliers' subcontractors and sub-suppliers. The supplier can obtain the subcontractor's documents, records and audit reports at any time, and will submit it to our company for evaluation when necessary.

## 8. Intellectual property rights and information security

Tzan Wei does not allow infringement of the intellectual property rights or other property rights of others, especially the development of our products or our customers. Suppliers should only use the information and property (including tools, blueprints, etc.) provided by us for authorized purposes, and take appropriate measures to ensure the confidentiality of proprietary information, including confidentiality requirements and specific security work areas. Except for the written permission of our company, it is not allowed to disclose to any third party (including other customers and outsourcing factories, etc.) ; When transmitting data online, the data must be carefully encrypted ; Respect all patent rights, trademark rights and

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copyrights and comply with restrictions on the use of intellectual property rights ; Comply with all regulations related to cross-border data transfer ; To comply with local requirements and relevant confidentiality policies, suppliers should store our private and sensitive information as well as our customers' in a secure and confidential manner.

## 9. Required communication

### 9.1 Inquiry for raw materials

Suppliers offer quotations based on the quantity shown in the raw material inquiry sheet, delivery acceptance criteria and other conditions. If the quotation sheet is illegible, unclear or missing key information necessary for the quotation, the supplier must contact our company immediately. Regardless of the reason, amendments

and changes proposed by the supplier afterwards will not be accepted.

### 9.2 Supplier Manual

The general requirements for suppliers are included in this supplier manual. Suppliers and Tzan Wei must comply with the requirements of this manual for business development. Whether the supplier meets these requirements will be assessed at any time and is also an element of the supply chain strategy.


### 9.3 Purchase order

- a. Product specifications are stated in the purchase order. For each order, the supplier shall confirm the acceptance criteria and the agreed price, quantity, delivery date and other requirements stated on the order.
- b. When Tzan Wei requires suppliers to provide test samples or test pieces for inspection/verification, investigation or audit, the relevant requirements will be stated in the purchase order.
- c. The supplier shall ensure that relevant colleagues understand the markings and requirements of special requirements, key items and key characteristics.

## 10. Testing, inspection and verification

### 10.1 Material compliance

Our company requires suppliers to clearly understand and verify the composition of raw materials. Our company can request the supplier to provide the raw material certificate of the product. When this request is made, the supplier must be able to provide a material composition report to verify that the purchased product meets the requirements or

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specific standards. If the supplier does not have the ability to inspect the materials internally, the supplier must seek the assistance of a qualified external third-party organization capable of conducting material conformity analysis. All suppliers must be able to provide evidence of material compliance.

#### 10.2 Outsourcing processing acceptance inspection

Before leaving the factory, the supplier shall perform the quality inspection required by Tzan Wei and provide an inspection report to prove that the product meets the requirements. The quality assurance person will check the appearance and randomly choose a sample per batch for inspection.

#### 10.3 Product inspection

After the products arrived, the quality assurance person will conduct inspections in accordance with the acceptance criteria indicated in the inquiry form.

#### 11. Change management

If the supplier has any related changes that will affect the quality of the product, the supplier should notify Tzan Wei in advance and proceed with the operation after negotiation and approval by both parties.

#### 12. Corrective measures

The supplier must maintain an effective PDCA corrective and preventive action system, which is applied to the non-conformities of the processes or products that have occurred or may occur. When non-conformity is confirmed by our production unit or quality assurance unit, the supplier must immediately take corrective measures. The production unit or quality assurance unit shall specify the time limit for corrective measures. The supplier shall fill in the feedback action in the correction document requested by our company.

#### 13. Supplier performance evaluation

Continuously monitor supplier performance and rank suppliers. Purchasing and quality personnel use the supplier appraisal form to determine whether the supplier has new business opportunities, and it is also used to determine the supplier's improvement opportunities. The supplier evaluation form has 3 main indicators: quality, delivery time, and cooperation.

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14. Non-conforming product control

Suppliers must isolate non-conforming products to avoid misuse or shipment of non-conforming products.

15. Counterfeit prevention

Suppliers must use sources designated or approved by our company. Suppliers shall ensure that raw materials are purchased from the original factory, authorized manufacturers or distributors, inspections and relevant personnel are trained to prevent counterfeiting. When a counterfeit product is found, suppliers should notify Tzan Wei and control it in accordance with the substandard product.

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