VT METAL KFT



SUPPLIER HANDBOOK

Requirements for Suppliers' Quality Management Systems

I hereby issue this handbook, bring it into effect and order its implementation as of today:

Bulyáki István
Managing Director
VT Metal Kft.

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1. Introduction

All activities of VT Metal Kft. involve, in one form or another, the use of products and services provided by suppliers.

It is a well-known fact that the quality of the final result of the manufacturing process also depends on the quality of supplied products and services; the prerequisites for quality manufacturing begin here.

The products manufactured by VT Metal Kft. are produced primarily using materials and services purchased from suppliers; therefore, the quality of these materials and services is of fundamental importance to the quality of our products.

The quality of purchased products and procured services is particularly important, because nonconforming materials and services may significantly impair the quality of the final product. Therefore, compliance with the quality management requirements imposed on suppliers plays a decisive role in the VT Metal Kft. quality management system.

VT Metal Kft. therefore pays particular attention to the selection of its suppliers and uses only suppliers that provide products and services of appropriate quality and are able to fully meet the requirements specified in this document.

The requirements imposed on suppliers' quality management systems are based on the current requirements of ISO 9001 and, for automotive supply, IATF 16949, as well as the applicable customer-specific requirements. For chemical suppliers, valid ISO 14001 certification is recommended. These requirements are supplemented by additional VT Metal Kft. provisions that emphasize continuous improvement and ensure a consistent evaluation process. VT Metal Kft. undertakes to support the development of its suppliers. As part of this activity, it communicates to suppliers those customer quality requirements that are relevant to them. VT Metal Kft. communicates all applicable customer and statutory/regulatory requirements affecting the product, process or service provided by the supplier. The supplier shall implement these requirements in its own processes and, where necessary, throughout its own supply chain.

In accordance with its philosophy and in order to ensure successful operation, VT Metal Kft. strives to achieve complete customer satisfaction through its manufacturing activities and therefore seeks long-term cooperation with both customers and suppliers.

VT Metal Kft. is confident that effective cooperation with its suppliers contributes to consistent and reliable quality in our manufacturing activities.

2. Purpose, Content and Maintenance of the Supplier Handbook

By operating its supplier-related activities in accordance with this Supplier Handbook, VT Metal Kft. declares its intention to work with suppliers that consistently meet its quality requirements and take full responsibility for their activities related to the manufacture of machined parts and surface treatment.

This Supplier Handbook describes, to the extent necessary, the procedures applied by VT Metal Kft. when selecting suppliers, starting supplier activities, and evaluating the quality level of ongoing deliveries and services.

It also defines the quality management requirements that suppliers shall comply with in order to ensure reliable, high-quality supply.

The requirements of this Supplier Handbook primarily apply to suppliers and subcontractors classified as significant in accordance with VT Metal Kft. internal supplier qualification rules. Significant suppliers shall comply with the requirements defined in this handbook that are applicable to their activities and to the products or services they provide. Non-significant suppliers are subject to the requirements specified in VT Metal Kft. internal rules and in the relevant purchase order, contract or other agreement. This Supplier Handbook contains requirements based on ISO 9001 and the IATF 16949 automotive quality management requirements for suppliers and service providers that supply raw materials or parts, or perform services, for VT Metal Kft. automotive products.

The purpose of the requirements documented in this Supplier Handbook is to communicate to current and potential suppliers the VT Metal Kft. supplier quality management requirements, supplier obligations, and the procedures for supplier selection and evaluation.

3. Supplier Responsibilities and Obligations

The supplier is responsible for ensuring that any product or material supplied, or service provided, to VT Metal Kft. complies with the requirements defined in the purchase order, contract, drawing, specification, and all applicable statutory, regulatory, customer and other requirements.

The supplier shall ensure that all requirements applicable to it are properly implemented in its own processes and, where necessary, flowed down to relevant subcontractors and lower-tier suppliers. The direct supplier is also responsible for the conformity of products and services provided by subcontractors and suppliers used by the direct supplier.

The supplier shall prepare, retain and make available to VT Metal Kft. upon request the required documents and records demonstrating product or service conformity. Applicable statutory, customer, contractual and VT Metal requirements shall apply to record retention periods.

The supplier shall provide, together with the shipment, all quality and conformity documents required by the purchase order, drawing, specification or other applicable requirement.

Verified and justified additional costs resulting from a nonconformity attributable to the supplier - including in particular sorting, rework, expedited transport, external testing or customer-related additional costs - may be charged to the supplier in accordance with the applicable contractual terms.

3.1 Audit and Access

The supplier shall, where justified and subject to prior coordination, provide VT Metal Kft. with access to relevant processes, documents and records affecting the conformity of the supplied product or service.

VT Metal Kft. may, where necessary, perform process, product or system audits at the supplier. Where conformity is also affected by the activities of a subcontractor or lower-tier supplier used by the supplier, the supplier shall ensure the necessary cooperation and access in relation to those organizations as well.

The supplier shall define appropriate corrective actions for findings identified during an audit within the specified deadline and shall provide evidence of their implementation and effectiveness.

For supplier process audits related to automotive products, VT Metal Kft. takes into account, where appropriate, the current requirements of VDA 6.3 and the applicable customer-specific requirements.

3.2 Nonconforming Performance and Complaint Handling

If a supplied product, material or service does not meet the specified requirements, VT Metal Kft. is entitled to initiate a complaint and request the necessary immediate actions.

The supplier shall investigate and address the complaint without delay and shall:

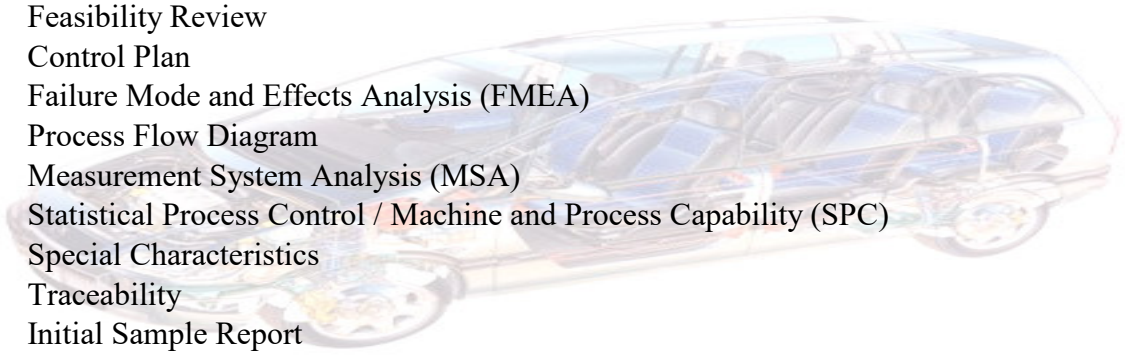
- provide an initial response within 24 hours and, where necessary, implement immediate containment or corrective action;
- determine the root cause of the defect using an appropriate problem-solving method;
- define and report the corrective action within a maximum of 10 working days, unless a different deadline is agreed with VT Metal Kft.;
- provide appropriate evidence of implementation and effectiveness of the actions.

Complaints may be handled using the 8D method or another equivalent problem-solving method accepted by VT Metal Kft.
If the nonconformity is attributable to the supplier, the supplier shall cooperate in segregation, replacement, sorting, repair or other necessary action concerning the defective product. Verified costs arising from such actions shall be handled in accordance with the applicable contractual or other agreements.
Repeated or unjustified failure to meet complaint-handling deadlines will be taken into account in the supplier's annual performance evaluation and may, where necessary, result in corrective action, a supplier audit, increased monitoring, or review of the supplier's continued suitability.

4. Requirements for VT Metal Kft. Suppliers

4.1. Quality Planning (APQP)

VT Metal Kft. defines quality planning requirements for suppliers that have a significant impact on product quality - in particular raw material suppliers and subcontractors performing surface treatment - in proportion to the risk of the product, process or service supplied and the applicable customer requirements. VT Metal Kft. determines the applicable quality planning methods and documents based on the specific product, process, service and customer requirements. Where automotive or other customer-specific requirements apply, the current requirements of APQP/PPAP and related quality planning methods shall be used.



- Feasibility Review
- Control Plan
- Failure Mode and Effects Analysis (FMEA)
- Process Flow Diagram
- Measurement System Analysis (MSA)
- Statistical Process Control / Machine and Process Capability (SPC)
- Special Characteristics
- Traceability
- Initial Sample Report
- Part Submission Warrant (PSW)
- Identification of VT Metal-owned tooling

VT Metal Kft. determines the scope of quality planning documents to be prepared and submitted by the supplier based on the specific product, process, service, applicable customer requirements and risks. VT Metal Kft. may separately require the supplier to submit the necessary documents.

4.1.1. Feasibility Study

During quotation, but no later than before starting sample production, the supplier shall study and evaluate whether it is able to meet the technical, quality, customer, production and logistics requirements provided by VT Metal Kft. The feasibility study shall cover in particular the available technological and manufacturing capabilities, capacity, measurement and inspection capabilities, raw material and subcontractor base, and the ability to meet the specified delivery requirements. If the supplier cannot meet a requirement, or can meet it only conditionally, this shall be communicated to VT Metal Kft. in writing before submission of the quotation.

4.1.2. Control Plan

The purpose of the Control Plan is to define the inspections, measurement methods and control activities by which the supplier ensures continuous compliance with product and process requirements during manufacturing or service provision. The Control Plan shall

be consistent with the applicable drawing, technical, customer and other quality requirements and, where applicable, with the process flow diagram and Process FMEA. VT Metal Kft. may require preparation and submission of the Control Plan based on the risk of the specific product, process or service and the applicable customer requirements.

4.1.3. Failure Mode and Effects Analysis (FMEA)

For automotive products, FMEA preparation and application shall be performed in accordance with the current AIAG & VDA FMEA Handbook, taking into account the applicable customer-specific requirements.

4.1.4. Process Flow Diagram

The Process Flow Diagram describes the main process steps, operations, inspection points and their sequence associated with manufacture of the product or provision of the service. Where applicable, the process flow diagram shall be consistent with the Process FMEA and the Control Plan and shall ensure clear correlation between the related process steps. The process flow diagram shall be updated as necessary when a new or modified product, process or technology is introduced.

4.1.5. Measurement System Analysis (MSA)

The supplier shall ensure that measuring and test equipment, and measurement systems used to inspect the product and process, are suitable for reliable verification of the specified requirements. Measuring equipment shall be identified, appropriately controlled and calibrated or verified as necessary. The suitability of measurement systems used for significant or special product or process characteristics shall, where necessary, be demonstrated by Measurement System Analysis (MSA). For automotive products, MSA studies shall be performed in accordance with the current MSA methodology and the applicable customer-specific requirements. Results of measurement system analyses shall be made available to VT Metal Kft. upon request.

4.1.6. Statistical Process Control / Machine and Process Capability (SPC)

Where applicable, the supplier shall use Statistical Process Control (SPC) methods to control significant and special product and process characteristics. Process stability and capability shall be evaluated in a documented manner. Machine and/or process capability studies shall be performed when introducing a new product, new or modified manufacturing equipment, technology or process step, or where required by VT Metal Kft. or the customer. Applicable capability indices and acceptance criteria shall be applied in accordance with relevant customer requirements, technical specifications or requirements defined by VT Metal Kft. For automotive products, SPC and process capability studies shall be performed in accordance with the current methodology and applicable customer-specific requirements.

4.1.7. Special Characteristics

Special characteristics are product or process characteristics that may have a significant impact on product function, safety, statutory or regulatory compliance, assembly, or fulfillment of customer requirements. The supplier shall clearly identify and appropriately control characteristics designated as special characteristics by VT Metal Kft. or the customer in its own documentation, in particular, where applicable, in the process flow diagram, FMEA and Control Plan. Special characteristics shall be monitored using appropriate Statistical Process Control, capability studies, 100% inspection or another demonstrably effective preventive method. Required capability indices and acceptance limits shall be applied in accordance with applicable customer requirements, technical specifications or requirements defined by VT Metal Kft. For automotive products, current customer-specific and automotive requirements shall be considered in the management of special characteristics. Unless otherwise specified by the customer, the minimum process capability requirement defined by VT Metal Kft. is Cpk >= 1.33.

4.1.7.1. Product Safety Requirements

Where VT Metal Kft. or its customer defines a product safety requirement or a safety-related special characteristic for the supplied product or process, the supplier shall apply the specified identification, inspection, traceability, approval and documentation requirements and shall, where necessary, flow them down to its own affected suppliers.

4.1.8. Traceability

The supplier shall ensure clear identification of products and materials supplied to VT Metal Kft. and, where required by customer, statutory/regulatory, drawing, specification or VT Metal requirements, appropriate traceability. The identification shall enable the supplied lot to be traced in the supplier's own records. Shipment-related documents shall at least allow identification of the supplier, the product or material, and the delivered quantity.

Lot, batch, production or heat number, production date, drawing number, weight or other special traceability data shall be provided where required by the purchase order, drawing, specification, law/regulation or applicable customer-specific requirement.

The supplier shall retain records required for traceability in accordance with applicable retention requirements and shall make them available to VT Metal Kft. where justified.

If a shipment is not adequately identified, VT Metal Kft. may place the product on hold until the appropriate identification has been clarified and may return it to the supplier where necessary.

4.1.9. Initial Sample Documentation

For the first production of a new product, and for any product or process change under Section 4.4 that may affect product conformity, the supplier shall prepare and submit initial sample documentation in accordance with requirements defined by VT Metal Kft.

The content and scope of the initial sample inspection shall be defined by the applicable drawing, specification, purchase order, quality plan, PPAP requirement or individual VT Metal Kft. requirement.

The first delivery may take place only after completion of the required inspections and, where specified, after approval by VT Metal Kft.

4.1.10. Part Submission Warrant (PSW)

Where product or process approval requires PPAP submission, the supplier shall submit a PSW meeting the applicable PPAP requirements, unless VT Metal Kft. defines a different submission requirement.

PSW submission is required as applicable for a new product or for a product or process change requiring PPAP or re-approval.

4.2. Product Approval Process (PPAP)

Where PPAP submission is required, the documentation shall be prepared in accordance with applicable customer requirements and the current AIAG PPAP requirements and submitted to VT Metal Kft. The submission level is defined by VT Metal Kft. or the applicable customer-specific requirement.

4.2.1. Automotive Products

For an automotive product, the supplier shall submit product approval documentation as defined by VT Metal Kft. and the applicable customer-specific requirements. Unless otherwise specified, the submission requirement is Level 3 according to AIAG PPAP.

4.2.2. Non-Automotive Products

For non-automotive products, VT Metal Kft. determines the content and scope of product approval based on the product, process and application risk.

As required, approval may include an initial sample, dimensional inspection results, material or performance test results, inspection certificates or other conformity documentation. PPAP documentation is required only if specified by VT Metal Kft., the customer or another applicable requirement.

4.2.3. Chemical Suppliers in the Electroplating Business Unit

As a default, a separate PPAP process is not required for supplied process chemicals. The conformity of a new or modified chemical shall be verified in the affected surface treatment process and/or on the product manufactured using that process.

If introduction of the chemical affects a customer-approved product or manufacturing process, the necessary change management and, where applicable, customer approval shall be carried out in accordance with Section 4.4.

The supplier shall make available the technical, safety, conformity and other necessary documentation requested by VT Metal Kft.

4.3. Deviation / Concession Requests

If the supplier intends to deliver a product that deviates from any specified product, material, drawing, specification or other quality requirement, it shall request written deviation approval from VT Metal Kft. before shipment.

The deviation request shall include at least identification of the affected product or lot, a description of the deviation, the affected quantity or period, and, where necessary, the cause of the deviation and the planned action.

The request may be submitted on VT Metal Kft. form MB 7.1.1-10 Deviation Concession Form or on the supplier's own form containing equivalent information.

The supplier may ship product affected by the deviation only after written approval by VT Metal Kft. Where customer approval is also required, shipment is permitted only after that approval is available. The approval is valid only for the quantity, lot or period specified in the approval.

4.4. Change Management

The supplier shall notify VT Metal Kft. in advance and in writing of any planned product, material, process or supplier change that may affect conformity, traceability, inspectability or security of supply of the supplied product or service.

Such changes may include, in particular, modification of the raw material or its composition, changes to manufacturing technology or process, significant modification of manufacturing equipment or tooling, relocation of the manufacturing site, change of supplier or subcontractor, or changes to inspection or measurement methods.

The supplier shall notify the planned change as early as possible and in all cases before implementation. Where a customer or other applicable requirement specifies a defined advance notification period, that period shall apply. The change may be implemented only after the necessary approvals from VT Metal Kft. and, where applicable, the customer are available.

Where the change requires initial sample, PSW or PPAP approval, the supplier shall act in accordance with Sections 4.1.10, 4.1.11 and 4.2. For a temporary deviation applying to a defined quantity or period, the deviation concession process under Section 4.3 shall apply.

4.5. Legal Compliance

The supplier shall ensure that products, raw materials and chemicals supplied to VT Metal Kft. comply with all applicable statutory, regulatory, customer and other mandatory requirements.

Upon request, the supplier shall provide appropriate evidence or declarations demonstrating compliance with applicable substance restriction and conformity requirements, in particular REACH, POP and, where applicable, RoHS and Conflict Minerals requirements.

If the conformity status of a product or material changes, or if a legal or regulatory change affects the conformity of a product supplied to VT Metal Kft., the supplier shall inform VT Metal Kft. without delay and update the relevant documentation.

The supplier shall also provide an appropriate IMDS data sheet for the affected product where required by customer, statutory/regulatory or VT Metal requirements and shall update it if the composition of the product or material changes.

The supplier shall inform VT Metal Kft. if a supplied product or material contains an SVHC substance included on the REACH Candidate List above the applicable notification or communication threshold.

4.6. Emergency and Business Continuity Management

A significant, automotive, or supply-continuity-critical supplier shall define and maintain emergency and business continuity measures proportionate to its activities and supply risk. Planning shall, as appropriate, consider in particular failure of key equipment, utility or infrastructure outages, fire and natural events, labor shortages, loss of a critical sub-supplier or service provider, and events that significantly affect the operation of information technology systems.

The adequacy of emergency measures shall be reviewed regularly and their effectiveness shall be checked or tested in an appropriate manner at a frequency proportionate to the risk. VT Metal Kft. may request documented evidence of this where justified.

The supplier shall inform VT Metal Kft. without undue delay of any event that may materially jeopardize delivery capability, product conformity or fulfillment of customer requirements, and shall communicate the expected impact and planned actions.

4.7. Cybersecurity

The supplier shall implement cybersecurity measures proportionate to its activities and the risk of the information it handles in order to protect business, technical and other confidential information received from VT Metal Kft. or its customers, as well as information technology systems supporting supply.

Where necessary, such measures shall include in particular prevention of unauthorized access, protection against malicious software, appropriate system updates, and backup and recoverability of critical data. Confidential information may be accessed only by

authorized persons and may be disclosed to third parties only with appropriate authorization.

The supplier shall inform VT Metal Kft. without undue delay of any cybersecurity event that may materially affect VT Metal Kft. or customer data, product conformity or delivery capability, and shall cooperate in implementing the necessary actions.

4.8 Code of Ethics

VT Metal Kft. expects its suppliers and subcontractors to conduct their activities ethically and fairly, in compliance with applicable laws and in accordance with the principles set out in the VIDEOTON Code of Ethics.

The supplier shall respect fundamental human and labor rights. It shall not use child labor or forced labor, discrimination, harassment, or treatment that violates human dignity. It shall provide employment conditions and remuneration in accordance with applicable laws, as well as a safe and healthy working environment.

In its business activities, the supplier shall comply with the principles of fair business conduct, avoid all forms of corruption, bribery and other unlawful business practices, and appropriately handle and protect confidential business information made available to it.

The supplier shall comply with environmental regulations applicable to its activities and shall seek to reduce environmental impact, waste generation and resource consumption in its operations.

VT Metal Kft. expects the supplier to apply the above principles in its own operations and to flow them down to relevant suppliers and subcontractors.

Where justified, VT Metal Kft. may request information or evidence regarding compliance with ethical requirements. In the event of serious or repeated violation of ethical principles, VT Metal Kft. may request corrective action or review the business relationship with the supplier.

5. Potential Suppliers, Requirements and Evaluation Method

5.1. Initial Supplier Qualification and Evaluation

5.1.1 Initial Supplier Qualification

VT Metal Kft. evaluates the quality management system of new significant suppliers and subcontractors, as well as their capability to meet VT Metal Kft. requirements, through an initial qualification process. The evaluation may be based on a supplier questionnaire, certificate, document review and, where necessary, an on-site audit.

During initial qualification, suppliers are assigned to one of the following categories:

A - Supplier with a certified quality management system
The supplier holds a valid ISO 9001 or higher-level applicable quality

management system certification (e.g. IATF 16949) issued by an independent third-party certification body.

B - Supplier operating a documented quality management system
The supplier does not hold ISO 9001 certification but operates a documented quality management system and, based on VT Metal Kft. evaluation, is capable of meeting the applicable quality, technical and customer requirements. Conformity may, as necessary, be demonstrated by a supplier questionnaire, document review or second-party audit.

C - Supplier without a documented quality management system
The supplier does not have a certified or demonstrably operating quality management system. Its suitability shall be determined based on the risk and significance of the supplied product or service.

A supplier classified as Category A is acceptable from a quality management system perspective, provided that it also meets the specific customer, technical and statutory/regulatory requirements applicable to the product or service.

For a Category B supplier, VT Metal Kft. determines whether further evaluation or audit is necessary based on the risk and significance of the product or service.

Use of a Category C supplier should be avoided where possible; however, for a low-risk product or service, the supplier may be used on the basis of a documented risk assessment.

For non-significant suppliers, formal initial qualification is not required in every case; their selection and performance monitoring are carried out according to the risk and significance of the product or service they provide.

5.1.2 Annual Supplier Performance Evaluation

VT Metal Kft. evaluates the performance of significant suppliers and subcontractors at least once per year. The annual performance evaluation is separate from the initial qualification under Section 5.1.1. The main evaluation criteria are:

- quality level of supplied products: **max. 40 points**
- logistics performance: **max. 35 points**
- information and accompanying documents: **max. 25 points**
- valid ISO 14001 system certification for chemical suppliers: **5 points**

Based on the result of the annual evaluation, the supplier is assigned to one of the following performance categories for the given year:

>= 88 points	Category A: supplier meeting expectations
60-87 points	Category B: partially compliant supplier
<60 points	Category C: noncompliant supplier

- Suppliers performing below Category A are informed by VT Metal Kft., thereby supporting the supplier in improving its processes. In the long term, our company intends to cooperate with Category A suppliers.

- For a Category B annual performance rating, VT Metal Kft. determines the necessary development, monitoring or audit activities based on the supplier's risk and the evaluation result.

  For a Category C annual performance rating, VT Metal Kft. may request corrective or development actions and review the supplier's continued suitability.

For non-significant suppliers, a documented annual performance evaluation is not mandatory. Their performance is monitored during day-to-day cooperation, and a formal evaluation is carried out only in the event of a problem or complaint.

5.2. Supplier Development

5.2.1. Suppliers Related to Automotive Products or Services

Suppliers providing automotive products or services shall meet the minimum quality management system level required by the applicable IATF 16949 and customer-specific requirements. A quality management system level other than third-party ISO 9001 certification may be accepted only where permitted by the applicable customer requirement.

Where development of the supplier's quality management system is necessary, VT Metal Kft. may, in cooperation with the supplier, define the required development objective and actions.

Where an applicable customer requirement specifies ISO 9001 or IATF 16949 certification, the supplier shall comply with that requirement.

5.2.2. Non-Automotive Suppliers

Requirements relating to the quality management system and its development shall be defined based on the significance and risk of the supplied product or service. VT Metal Kft. encourages suppliers to operate a documented quality management system and, where justified, to obtain ISO 9001 certification.

6. Communication, Review and Termination of the Relationship

VT Metal Kft. seeks to establish long-term, fair and cooperative relationships with its suppliers. Relevant purchasing, logistics, quality management and technical functions participate in supplier communication.

For a Category B annual performance rating, VT Metal Kft. determines, based on supplier risk, evaluation results and any identified deviations, whether development

action, increased monitoring or a supplier audit is necessary.

For a Category C annual performance rating, corrective or development actions shall be defined and VT Metal Kft. reviews the supplier's continued suitability.

VT Metal Kft. may consider restricting or terminating the supplier relationship, in particular in the event of repeated or serious nonconformity, persistently inadequate performance, failure to implement required corrective actions, lack of cooperation, or jeopardizing fulfillment of customer, statutory/regulatory or business requirements.

When deciding whether to restrict or terminate the relationship, VT Metal Kft. takes into account the significance of the supplier, replaceability, supply risk and applicable customer requirements.

7. Revision History

Revision			Revision	
rev	**date**	**description**	**prepared by**	**approved by**
B_0	2014.03.24.	Issue B of the Supplier Quality Management Handbook	Gerbovits Réka	Király I., Horváth Z.
B_1	2019.01.17	Review	Láday Judit	Király I., Horváth Z.
B_2	2024.07.01	3.1 Late complaint report fee; 4.4 Change management; 5. Clarification of supplier evaluation; 6. Addition of evaluations	Nagy Tamás	Király I., Bulyáki I. Bulyáki I.
B_3	2025.11.27	Addition of legal requirements Emergency management/testing; Cybersecurity added; Review of supplier evaluation	Nagy Tamás	Király I., Bulyáki I. Bulyáki I.
C_0	2026.10.09	Full review, Issue C	Nagy Tamás	Bulyáki I.