

Because every life has a purpose...



Global Supplier Handbook



Content

1. ABOUT MSA – THE SAFETY COMPANY.....	3
2. GENERAL REQUIREMENTS	4
3. TECHNICAL DOCUMENTATION, RECORDS	13
4. SUPPLIER, PRODUCT AND PROCESS QUALIFICATION	15
5. SUPPLIER QUALITY NOTIFICATIONS - SQN	17
6. SUPPLIER APPROVAL, RATING AND MONITORING.....	18
7. MSA CONTACTS.....	19
APPENDIX A: CALCULATIONS FOR SUPPLIER SCORECARD	20
APPENDIX B: ABBREVIATIONS, TERMS AND DEFINITIONS	21
APPENDIX C: SPAP DELIVERABLES	22
APPENDIX D: MODEL OF DECLARATION OF COMPLIANCE FOR REACH DIRECTIVE	23
APPENDIX E: MODEL OF DECLARATION OF COMPLIANCE FOR ROHS DIRECTIVE	24
APPENDIX F : SUPPLIER SELF-ASSESSMENT QUESTIONNAIRE	25
APPENDIX G: PAR - PART APPROVAL REQUEST FORM (PSW MSA SPECIFIC FORM).....	29
APPENDIX H: 8D REPORT	30
APPENDIX I: MSA SUPPLIER CHANGE REQUEST	31
APPENDIX J: CERTIFICATE OF ORIGIN	33
APPENDIX K: TABLE OF AMENDMENTS	34

1. About MSA – The Safety Company

1.1. Corporate Overview

Established in 1914, MSA is the global leader in the development, manufacture, and supply of safety products that protect people and facility infrastructures. Many MSA products integrate a combination of electronics, mechanical systems, and advanced materials to protect users against hazardous or life-threatening situations.

The company's comprehensive line of products is used by workers around the world in a broad range of industries, including the fire service, the oil, gas and petrochemical industry, construction, mining and utilities, as well as the military.



The company's core products include self-contained breathing apparatus, fixed gas and flame detection systems, portable gas detection instruments, industrial head protection, fire and rescue helmets, and fall protection devices.

1.2. Our Mission

MSA's mission is to see to it that men and women may work in safety and that they, their families, and their communities may live in health throughout the world.

1.3. MSA Locations

With revenues of more than \$1.1 billion, MSA employs approximately 4,600 people worldwide. The company is headquartered north of Pittsburgh in Cranberry Township, PA, U.S.A., and has operations in the United States, Europe, Asia, and Latin America with more than 40 locations.



1.4. MSA Values

MSA's values are the foundation of our company culture. Our seven core values define who we are and what make us truly stand apart. MSA's values are: Customer Focus, Integrity, Speed and Agility, Innovation & Change, Diversity & Inclusion, Teamwork, and Engagement. We are, quite simply, a company built on Integrity.



1.5. Our Quality Policy



“We make the world safer one person at a time. We are committed to complying with our Quality Management System, Customer, Regulatory, and Statutory Requirements. We utilize the MSA Operating System to measure and monitor our Key Performance Indicators to continually improve the effectiveness of our Quality System. We are committed to performing all activities within a Culture of Safety in order to protect all MSA Associates and in a manner that protects the Environment.”

We design our products by actively listening to our customers, in order to support and protect them in their daily activities. In this context, our marketing department plays a significant role.

2. General Requirements

2.1. Purpose

This Global Supplier Handbook is to define certain MSA requirements and expectations for its suppliers – it can also include sub-tier suppliers – providing products and/or services used in finished goods, in MSA products or systems.

The supplier must adhere to all Purchase Order Terms and Conditions plus any stated special instructions.

Appendices are included at the end of this handbook with preferred templates for suppliers to use when communicating with MSA.

2.2. Global Code of Business Conduct and Supplier Code of Conduct

MSA's Global Code of Business Conduct, Social Responsibility and Supplier Code of Conduct

MSA is committed to conducting its business with integrity in all circumstances, free from unlawful, unethical, or fraudulent activity. We expect our suppliers to act similarly, and in full accordance with the ethical and professional standards set forth in **MSA's Global Code of Business Conduct** and **Supplier Code of Conduct**. Copies of MSA's Global Code of Conduct and Supplier Code of Conduct can be found at the following address: <http://us.msasafety.com/vendors> or by request through your MSA Buyer. To be clear, our suppliers' compliance with **MSA's Global Code of Conduct and Supplier Code of Conduct is not optional**.



It is the responsibility of the MSA supplier to ensure that its sub-tier suppliers also conform to these policies and guidelines.

MSA has been recognized by the Ethisphere Institute, the global leader in defining and advancing the standards of ethical business practices, as a World's Most Ethical Company® in 2015, 2016, and 2017.

Ethics and social responsibility are important principles for MSA. We expect suppliers to:

- Take into consideration the needs of their stakeholders, and promote principles such as credibility, transparency, accountability
- Provide a safe and healthy work environment
- Protect human rights
- Adopt fair labour policies, prohibit prostitution and child labour, train and develop employee
- Act with ethics
- Protect the environment, prevent pollution
- Be truthful in advertising, work against corruption
- Avoid discrimination and price discrimination
- Donate to charity when possible, and be involved in the community

In parallel, suppliers must fulfil local regulations where products are delivered. For example, when delivering to plants in the UK, suppliers must comply with the Modern Slavery Act 2015. In Europe, General Data Protection Regulation (GDPR) is a regulation in EU law that applies on data protection and privacy for all individual citizens of the European Union (EU) and the European Economic Area (EEA).

Confidentiality

Suppliers must treat all product(s), material(s) and specification(s) received from MSA as confidential in nature. Depending on the type of product or process, suppliers may be required to sign a nondisclosure agreement prior to doing business with MSA. When suppliers are unsure of whether they are in receipt of MSA's confidential information, they must promptly contact their MSA point of contact for clarification before making any disclosure of confidential information.

MSA suppliers must establish nondisclosure agreements with sub-tier suppliers that receive or process MSA product, drawings, computer models, specifications, technical data or other MSA intellectual property prior to doing business with them.

2.3. Safety

MSA expects that suppliers have an established safety program. Such programs will vary from supplier to supplier but should include such elements as:

- ✚ Presence of a Safety Committee, Safety Officer, or other responsible person
- ✚ Evidence of Safety Training, Awareness, and Communication to their employees
- ✚ Use of appropriate Personal Protective Equipment (PPE)
- ✚ Identification, Handling procedure for Chemical and Hazardous Materials with available MSDS
- ✚ Lock out/Tag out process for equipment
- ✚ Ergonomics
- ✚ General housekeeping

2.4. Supplier Quality Management System

MSA requires that all suppliers maintain a Quality Management System (QMS) suitable to the products and services provided to MSA (formalized system that describes structure, responsibilities, processes, and documents to achieve product and process compliance in an efficient way).

MSA prefers suppliers of production materials and/or services to be certified by an accredited third-party certification body to the latest version of ISO 9001 (or ISO TS16949).

2.5. On-Time Delivery

Delivery must be in accordance with MSA's Purchase Order Terms and Conditions.

The evaluation of "parts on time" is a measure of the supplier's ability to meet our delivery schedules (see Appendix A). The goal is 100% on-time delivery with every shipment made to MSA.

2.6. Compliance with Legal Requirements

Regulations – REACH, ROHS, Conflict Minerals, California Proposition 65, MSDS and other applicable regulations

Suppliers must familiarize themselves and comply with **all applicable legal requirements and regulations** such as **REACH, ROHS**, Conflict Minerals rules, and California Proposition 65. Suppliers are also expected to be familiar with and comply with all applicable regulations related to customs for both their exporting location and the importing country of the supplied product. REACH and ROHS declaration of conformity have to be supplied for each new product and updated at least every year (model supplied in Appendix).

MSA uses a third-party Supplier, **GreenSoft Technology** for collection of required regulatory documents and information. MSA Suppliers are required to respond to GreenSoft Technology with the requested information. Any questions on the requested information can be sent in reply to the GreenSoft Technology emailed request. If you wish to verify the email, you may email Product.Stewardship@msasafety.com.

GreenSoft Technology will also request a Full Material Disclosure. At this time is it not mandatory to complete this document. **Completion of the Full Material Disclosure document will reduce the number of document requests from GreenSoft Technology for regulatory revisions and new regulations.**

In the email from GreenSoft Technology, you will receive a letter of Authorization from MSA, a list of MSA sites (or in body of email), an excel file listing the applicable MSA part numbers provided by your business, templates for the requested regulations, a Full Material Document excel file for completion.

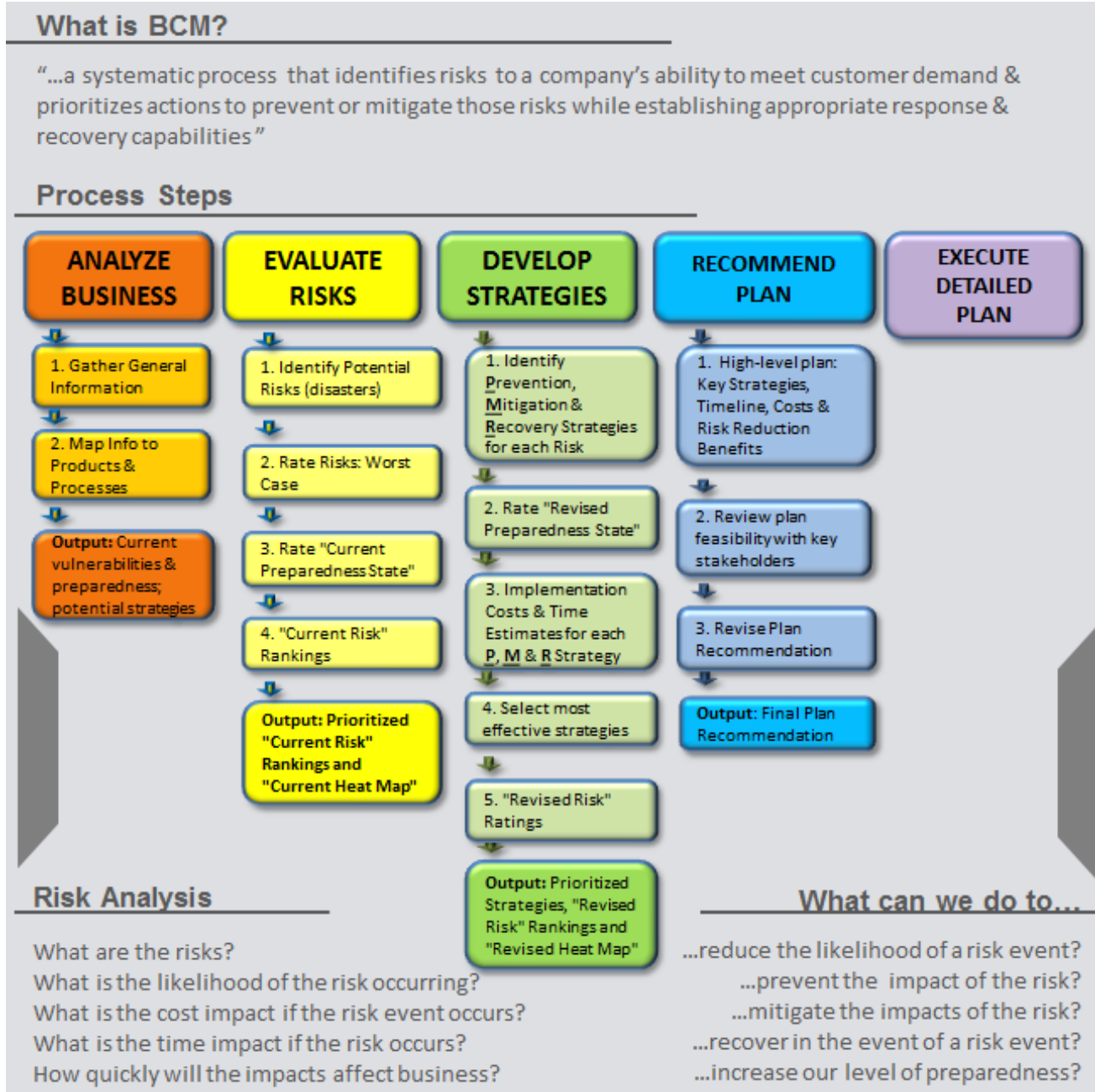
Current Material Safety Data Sheets (**MSDS**) or Safety Data Sheets (**SDS**) must be supplied in English and local languages to MSA with each shipment. If these documents are not physically with the shipment, the supplier must provide an easy method for MSA to access these documents.

Certificate of Origin

Suppliers must provide a **certificate of origin with custom codes** (declaration for products with European Union origin or attestation for other countries) for components delivered to MSA. A model is supplied in the Appendix.

2.7. Business Continuity Management / Plan (BCM / BCP)

MSA expects that suppliers maintain a Business Continuity Plan (BCP). The Business Continuity Plan identifies an organization's exposure to internal and external threats and risks and synthesizes hard and soft assets to provide effective prevention and recovery for the organization, while maintaining competitive advantage and value system integrity. The Supplier will be expected to properly execute the following BCM process.



The supplier must ensure that manufacturing locations involved in delivering products to MSA have successfully completed a certifying safety agency site evaluation.

MSA expects suppliers to have a contingency plan ensuring the recovery of engineering drawings, electronic files, and production tooling in the event of damage or loss. This plan would also contain plans to meet MSA requirements in the event of significant utility, labor, or equipment difficulties.

For the conditions for warranty and recovery of costs, refer to the MSA Purchase Order Terms and Conditions.

2.8. Further Requirements for Conflict Minerals

When a supplier accepts an order for delivery to MSA, the supplier must comply with rules and regulations promulgated by the United States Securities and Exchange Commission related to Conflict Minerals. The link to MSA's Conflict Mineral Policy can be found at the following address: <http://us.msasafety.com/vendors>.

MSA expects that all of its suppliers will (i) provide appropriate information and conduct necessary for due diligence in order to facilitate our compliance with the applicable law regarding disclosure of Conflict Minerals, and (ii) adopt appropriate sourcing practices so that Conflict Minerals are sourced only in a manner that results in products and materials that are DRC Conflict Free. "DRC Conflict Free" means that the product does not contain Conflict Minerals that directly or indirectly finance or benefit armed groups in the Covered Countries.

MSA uses a third-party Supplier, GreenSoft Technology for collection of required CMRT for Conflict Minerals. MSA suppliers are required to provide the requested CMRT to GreenSoft Technology upon request. GreenSoft Technology will provide via email a letter of Authorization from MSA, a List of MSA Sites (or include in email body), a RMI CMRT Template, an excel file of MSA part numbers provided by your business. Any questions on the requested information can be sent in reply to the GreenSoft Technology emailed request. If you wish to verify the email, you may email Product.Stewardship@msasafety.com.

MSA has the following expectations of our suppliers:

- Suppliers should not supply us with any products or other materials that directly or indirectly finance or benefit armed groups in the Covered Countries.
- Suppliers should source Conflict Minerals only from sources that are DRC Conflict Free.
- Suppliers should develop policies, procedures, due diligence processes, and management systems that are reasonably designed to prevent products or materials that are not DRC Conflict Free from entering our supply chain and to provide transparency as to the source of any Conflict Minerals.
- Suppliers should provide us with timely and accurate information, at our request, regarding the source of Conflict Minerals in our supply chain and the steps that have been undertaken to determine whether such products and materials are DRC Conflict Free, including whether the source has been verified by a recognized, independent third party.
- Suppliers should advise us as promptly as possible of any determination that any products or materials in our supply chain are not DRC Conflict Free.

Regarding Conflict Minerals, questions can be addressed by email to Global.Sourcing@MSASafety.com.

2.9. Sub-Tier Suppliers

Work must not be sub-contracted without the express permission of MSA. The selected supplier will be responsible for meeting the required specifications and standards on all products and documents submitted.

MSA Designated Sources

When specified by MSA Documentation, the supplier must purchase products, materials, and/or services from MSA-designated sources. However, the supplier is responsible to ensure that items procured from such sources meet all applicable requirements.

Flow-Down to Sub-tier Suppliers

The supplier must have a process in place to ensure the transfer of all MSA quality-related requirements to sub-tier suppliers, including the requirements of all MSA Documentation, including this manual, as applicable.

2.10. Suspect / Counterfeit Items

When MSA qualifies catalog parts, MSA requests technical datasheets that must identify the product and manufacturer.

All product received by MSA is authenticated based on review of manufacturer supplied paperwork and unbroken chain of custody.

At no time will MSA receive, store, or ship product for which manufacturer paperwork is not available.

MSA does not perform any testing for the purposes of product authentication.

2.11. MSA Purchase Order and Invoice

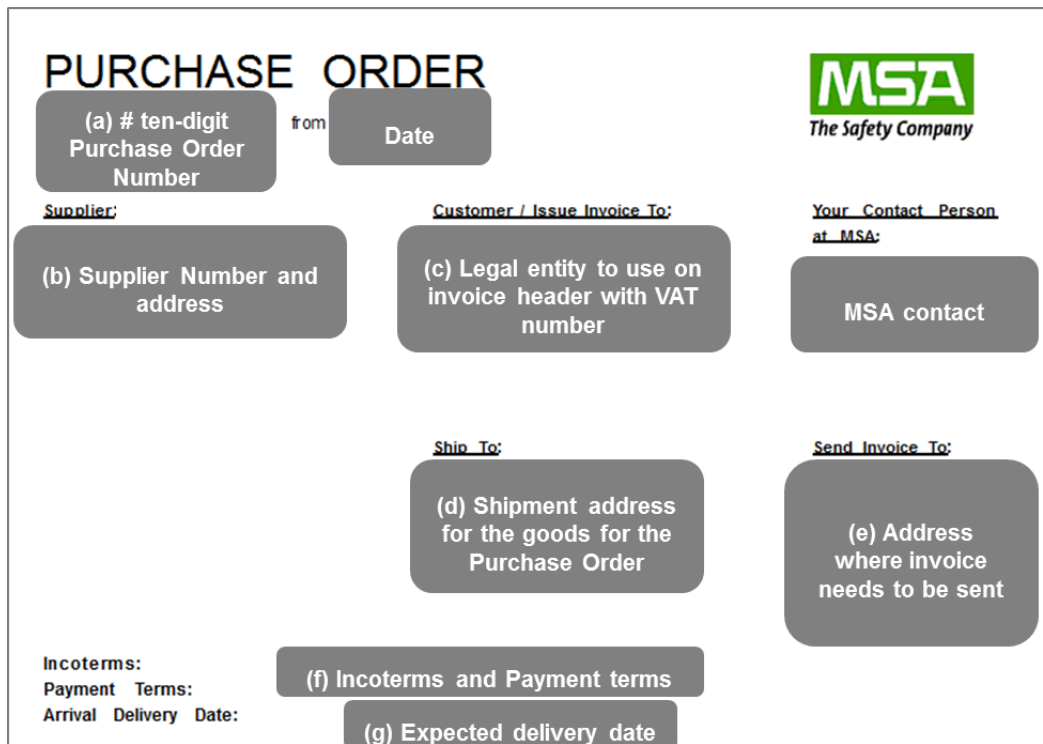
Supplier will be bound by the **MSA Purchase Order** and/or **Scheduling Agreement Terms and Conditions**.

Establishing and Maintaining Your MSA Supplier Profile

In order to be registered in the MSA supplier database, selected suppliers need to complete a survey (an example of the Supplier Survey for Direct Materials is available in Appendix F) and send it to your MSA contact person with all the necessary documents, including a letterhead document with information about your company's bank details and VAT number.

Preparing & Submitting Invoices to MSA

The MSA Purchase Order contains certain important information as shown below:



In order to guarantee a timely payment linked to a Purchase Order, each supplier needs to follow rules and guidelines as described below. Each invoice must be forwarded to the send-to address (e) when different from the customer address (c), and the invoice needs to include the following information from the Purchase Order:

- Legal name, address and VAT identification number of your company
- Invoice number and date
- MSA's legal entity: MSA's company name, address, and VAT identification number **(c)**
- MSA's street address, city, zip code, and country where goods or services were delivered (d)
- Ten-digit Purchase Order number beginning with 45xxxxxxx on the invoice **(a)**
- Purchase Order line item number (Item # if applicable)
- Description of goods or services should correspond with purchase order line items
- Name of the MSA contact who requested the goods or services (this employee will be asked to confirm receipt of goods or services and verify the accuracy of the invoice)
- Name of your Accounts Receivable or Department contact person
- Taxes and Total Amount due
- Itemized description of goods (price and quantity - Net Amount, VAT Percentage, VAT Amount, Gross Amount) or services that were received (it should correspond with purchase order line items) and date when goods or services have been / will be delivered. **VAT has to be applied as per local regulations.**
- Bank account and bank number for wire transfer payment, and IBAN if necessary

If a Purchase Order number is not indicated on the invoice, MSA is not responsible for any payment delay and no allowance or penalty will be accepted.

MSA’s standard payment terms are 60 days after the date of the invoice. These payment terms are stated on the invoice unless alternative payment terms have been agreed in writing with the MSA Sourcing Department.

The INCOTERMS (f) delivery conditions and delivery address must be in accordance with the Purchase Order.

2.12. Packaging, Labelling, Shipping, and Delivery

MSA’s Distribution Network

There are several ways material is transported to our various plants. The material can be shipped directly to one of our plants or it can be shipped to one of our warehouses throughout the world, stored in inventory, and then re-shipped to one of our manufacturing locations. For the purposes of packaging protection, we must assume that the materials we purchase will be shipped several times as well as be stored in inventory for a period of time in non-climate-controlled warehouses. This supply chain can involve several handling and touch points throughout distribution.

Product Packaging

In some instances, MSA will control the product packaging with drawings or technical specifications that will be supplied by MSA. When MSA does not specify packaging drawings or technical specifications, the supplier should propose a packaging system for the product prior to production release to ensure that the packaging system can be qualified and validated.

In order to qualify a proposed package system, MSA may require or will conduct various tests of the package system such as: drop testing (shock), live ship testing, lab simulated ship testing (vibration), compression testing, incline impact testing, or individual testing on the packaging materials which may include determination of basis weight of corrugated fiberboard, determination of caliper of the packaging, burst strength, puncture resistance, water absorption (Cobb Test), edge crush resistance of corrugated fiberboard, moisture resistance of the glue bond and glue bond strength of corrugated fiberboard, sutherland rub, and bend resistance. These tests may follow standards as outlined by ASTM, TAPPI, ISTA, IOS, and FEFCO among others.

Shipment Packaging

All products must be appropriately packaged to protect from damage, the elements, static discharge (where applicable), and contamination of goods. Packaging must meet all applicable shipping laws, codes, and regulations which may include IATA or CFR depending on the product being shipped, where it is originating from and where it is being shipped to. Packing slips must be attached to the pallet unit load exterior via shipping envelopes. Packaging and transportation considerations should be made for any products requiring special handling and marked as such on the outside of the outer most package material (e.g. cold storage, no hooks, no water, fragile, etc.).

Locations	Americas	International
Pallets and Packaging		
Size	Size: 48”x40” Styles approved: <ul style="list-style-type: none"> • 3 stringer class, non-reversible, partial 4-way, multiple use wood pallet <i>(NOTE: 4 stringer pallets are prohibited)</i> • 4-way block wood pallet (as used by CHEP or PECO) • NOTE: Skid style pallets or non-wood pallets are not to be used unless approved by MSA America. 	Size: 80x120 cm or 100x120 cm that can be handled with a forklift with maximum height of 180 cm Pallets must be filmed.
Maximum Packaging Weight	30 pounds (*) per box / overpack without approval	14 kg (*) per box / overpack without approval

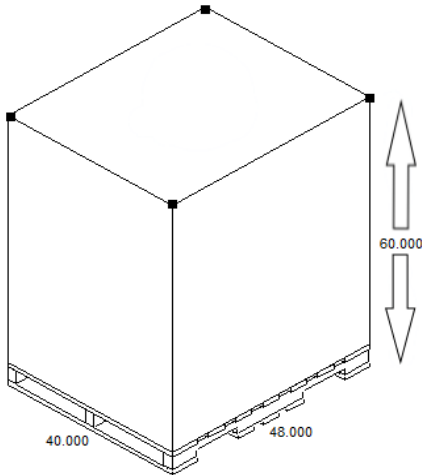
(*): If you have previously agreed upon packaging arrangements -whether a lower weight or other solution – please contact your respective MSA purchasing/sourcing representative for clarification.

International Regulations

• For all products being shipped internationally, pallets used must be compliant with ISPM 15 regulations for heat treated or fumigation (methyl bromide). The ISPM15 mark must be present and clearly legible on all pallets crossing any international recognized borders.



• Refer to <https://www.ippc.int/en/publications/640/> for more information.



Pallet patterns shall not exceed 60 inches or 152.5 cm (including the wood pallet) unless otherwise authorized by MSA. It is recommended cartons do not overhang the edge of a pallet by more than 1" (2.54 cm) on any side and must not underhang by more than 5" (10.16 cm) on any side. Pallet patterns can be built in an interlock pattern or column stacked; it is recommended that the safety factor on the bottom layer of the pallet is greater than 5 in relation to the carton strength rating and gross weight of the packages stacked on top. Pallet unit loads are expected to be banded and/or stretch wrapped adequately for transportation. It is strongly suggested that pallet unit loads are stretch wrapped with two full rotations at the top and bottom with an overlap of 3" (7.62 cm). Depending on the weight and product being shipped, the recommended force-to-load of the stretch wrap should be between 7-12 lbs (31N – 53N). For pallet unit loads above 750 lbs (340 kg), the force to load is recommended to be 12-20 lbs (53N – 89N). Higher gauge stretch film may be required for higher force to load ratio.

When **the conditions above cannot be achieved, the supplier must contact the MSA buyer** to agree on a packaging.

Shipping and Package Labelling

The label of the products must be carried out according to MSA's requirements.

Each shipment must be marked with the appropriate MSA part number(s), quantity, lot number, MSA site name, address, gross weight, and any other requirements as specified by MSA Documentation, as applicable. In the packing slip, supplier must provide MSA part number, description, MSA order number and lines, quantity with unit of measurement, supplier's batch number / serial number (this should be found on label as well as the expiration date when applicable).

Labels of all packages (cartons, bags, or others) must be visible from the outside of pallets. In order to be readable, MSA recommends that the label size be at least 4"x6" / 100x150 mm with black ink.

Labels and packaging must contain Hazardous Material information (**UN number on label and packaging**, as well as legally required HazMat symbols).

Each individual package of same products must contain minimum information such as: MSA Part Number in alpha numeric, part Description, and Quantity. Manufacturing dates / expiration dates / serial numbers, when applicable, must be clearly shown on the package label. When there are several products contained, each type has to be clearly and unambiguously identified (Part Number, Description, Quantity).

MSA Logo	Country of Origin
MSA Part Number	EAN-13 Number (for saleable item)
MSA Description	

Label example :

When the product is individually labeled for sale, all the fields will be required

The **EAN-13 Number** is a unique number identification assigned by GS1 organization to MSA. This number will be provided on the Purchase Order.

EAN 13 Example: If we sell individual AAA batteries, the EAN will represent 1 EA “AAA Battery” “0641817005170” (the EAN number is formed by 12 digits and 1 check digit).

More information on MSA best practices to individually label and barcode products can be found on MSA’s specification “SP1454”: Delivery and labelling specifications are available from your MSA Material Management Representative.

General GS1 specifications are available: http://www.gs1.org/docs/barcodes/GS1_General_Specifications.pdf
Each Overpack label for same product: Overpack is defined as the box, bag, etc. where multiple units of same product are packed; for this purpose each overpack will require a label with the following information:



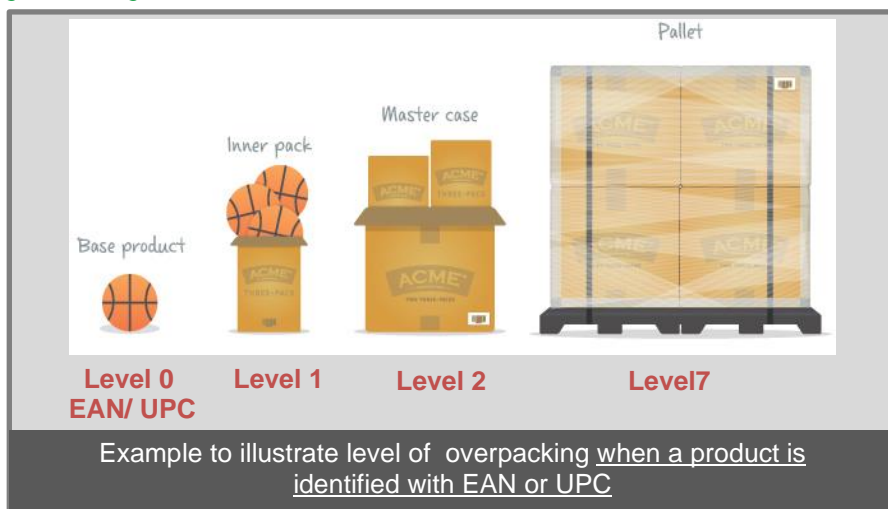
On some products, MSA is implementing an EAN Number and unique number for packaging and barcode.

The **14 DIGIT PART NUMBER** (see label example) indicates the level of overpack and how many pieces are contained in that overpack. This number will be generated using the EAN number provided by MSA on the Purchase order, per the next instructions.

Example to generate: EAN number communicated is “06418700517”.

- 1- **14 DIGIT PART NUMBER Level 1:** First overpack level (Standard Quantity)
 - **GTIN Level 1 Example:** Overpack of 2 “AAA Batteries”
 1 (Level Indicator digit) + EAN first 12 Digits + 1 New Check Digit “**10641817005177**”
- 2- **14 DIGIT PART NUMBER Level 2:** Second overpack level (Standard Quantity)
 - **GTIN Level 2 Example:** Overpack of 10 packs level 1 → total of 20 EA “AAA Batteries”
 2 (Level Indicator digit) + EAN first 12 Digits + 1 New Check Digit “**20641817005174**”
- 3- **14 DIGIT PART NUMBER Level 3:** Third overpack level (Standard Quantity)
 - **GTIN Level 3 Example:** Overpack 5 boxes of level 2 → total of 100 EA “AAA Batteries”
 3 (Level Indicator digit) + EAN first 12 Digits + 1 New Check Digit “**30641817005171**”
- 4- **14 DIGIT PART NUMBER Level 7:** Pallet level (Standard Quantity)
 - **GTIN Level 7 Example:** Pallet of 10 level 3 → total of 1000 EA “AAA Batteries”
 7 (Level Indicator digit) + EAN first 12 Digits + 1 New Check Digit “**70641817005179**”
- 5- **14 DIGIT PART NUMBER Level 9:** Variable Quantity Level. This applies when the quantity of the overpack contains a NON Standard Quantity
 - **GTIN Level 9 Example:** 124 “AAA Batteries” → does not correspond to standard defined
 9 (Level Indicator digit) + EAN first 12 Digits + 1 New Check Digit “**90641817005173**”

To calculate the check digit you could use the file “**GTIN Barcode Generator**”. Delivery and Labelling specifications are available from your MSA Material Management Representative or the following link:
<http://www.gs1.org/check-digit-calculator>



The **GS1-128 Barcode** indicates the level of overpack and how many pieces are contained. This number will be generated using the EAN number provided by MSA on the Purchase Order, per the next instructions.

- 1- **GS1-128 Barcode Standard Quantity:** This barcode, as well as the GTIN, identifies the overpack information and uses a leading code “AI” to identify the type of information, in this case an overpack is represented by “(01)”.
 - **GS1-128 Standard Quantity Example:** Using the GTIN level 1 for 2 EA “AAA Batteries”, the barcode will require (01) AI GS1 indicator for overpack + GTIN Level 1
 “(01)10641817005177”
- 2- **GS1-128 Barcode Variable Quantity:** This barcode combines the overpack information and the quantity, using the AI “(01)” for the overpack followed by the AI “(30)” for the quantity.
 - **GS1-128 Variable Quantity Example:** Using the GTIN level 9 for 127 EA “AAA Batteries”, the barcode will require (01) AI GS1 indicator for overpack + GTIN Level 9 + (30) AI GSI indicator for quantity + Quantity “(01)90641817005173(30)127”

More information on MSA best practices for overpack and barcode labels can be found on MSA’s specification “**SP1488**”: Delivery and labelling specifications are available from your MSA Material Management Representative.

Shelf-Life

For products that have a limited shelf life, the date of manufacture with maximum duration of use and/or expiration date and any required storage requirements must be provided to MSA. **A minimum of 90% shelf life must be remaining upon receipt at MSA**, unless otherwise permitted by MSA in writing.

2.13. Certification Documentation

For raw material supplied directly to MSA (examples include, but are not limited to, the following: plastic pellets, fabric, paint, and carbon), a certification must be provided with the shipment containing the material type, lot number, and quantity received as it appears on the purchase order.

Certifications may be required for raw materials not shipped directly to MSA but used in the manufacture of MSA product. These requirements will be specified in the MSA Documentation. In all cases, material substitutions are prohibited without written approval by MSA. See the Changes and/or Deviations section of this manual for more details.

When required by MSA Documentation, the supplier must provide a Certificate of Conformance (C of C), Certificate of Analysis (C of A), Certificate of Test, etc., as required. Failure to provide proper certification as required may result in payment being withheld until proper certification has been received. Refer to ISO17050-1 requirements. This certificate should contain at least the following information:

- Name of the supplier, contact, address
- List of specifications, norms if applicable, on which the declaration of compliance is based on or lists of tests, standards, and results when applicable
- Unique identification of the document
- Description of the product, part number
- Date and location, signature of the supplier
- Limit of validity when applicable

2.14. Supplier-Responsible Certifications

When specified by MSA Engineering Documentation, Purchase Order, or Contract, a supplier may be required to obtain and maintain certification to a specified standard or by specified third-party. When this is specified, the supplier is responsible to maintain valid certification with the designated agency and/or standard specified.

Additionally, any product markings that correspond with the detail of the certification are the responsibility of the supplier to maintain on the product.

MSA reserves the right to request proof of certification at any time. If at any point the required product certification is no longer valid, the supplier must stop shipment to MSA and notify MSA within seventy (72) hours.

3. Technical Documentation, Records

3.1. Document Control

Documents may be provided by MSA to the supplier. The supplier is responsible for controlling and maintaining MSA documentation to prevent improper use, alteration, and/or loss.

The supplier is responsible for ensuring that the latest MSA engineering drawings and/or specifications are available at the point of manufacture, inspection, and testing. If, in the case that supplier-internal drawings and specifications are utilized, the supplier is responsible for ensuring that the requirements of the latest MSA engineering drawings and specifications, as indicated on the purchase order, are incorporated in the supplier's internal documentation.

MSA drawings, specifications, and electronic files are the property of MSA and are made available to suppliers in confidence and subject to the following: *No permission is granted to publish, use, reproduce, transmit or disclose any MSA-supplied drawings, specifications, and/or electronic files or any information contained therein to others without the prior written consent of MSA except for the manufacture of articles for MSA.*

For additional details, refer to the MSA Purchase Order Terms and Conditions.

3.2. Design Records

Where suppliers are responsible for the design of a product, records must be made available to MSA upon request, except for cases of proprietary designs and/or processes.

3.3. Lot Traceability and Record Retention

Traceability systems in place at the supplier must meet requirements as specified in MSA Documentation. If not detailed in MSA Documentation, at a minimum, the supplier must have traceability to the point which enables the supplier to identify additional material that could be affected, including adjacent lots, if it has been discovered that materials may be non-conforming.

MSA prefers that usage of raw materials and shipping of product be made according to the First In - First Out (FIFO) principle.

The supplier must retain quality records for a minimum of ten (10) years unless otherwise specified through the MSA Documentation. The supplier must be able to provide MSA with requested records within two (2) business days of the initial request.







3.4. Key Characteristics

The supplier is responsible for identifying any key process characteristics that would affect product quality and for implementing the necessary quality planning and quality controls.

At a minimum, the key characteristics identified on the MSA Documentation must be identified in the control plan, traveler, or other means of quality planning for the product or service.

The key characteristics symbols are shown in the table.

In some drawings a circle is used in the place of the triangle.

	Characteristic Type	Symbol
Safety/Compliance Characteristic	Critical	
	Major A	
	Major B	
	Minor (NIOSH-specific)	
	Key Quality Characteristic	
	100% Inspection Requirement	
	Reference Characteristic	()
	Non-Key Characteristic	<no symbol>

3.5. Changes and/or Deviations

Supplier-Initiated Changes and/or Deviations

Any deviation from the requirements of the MSA Documentation must be submitted to MSA for Engineering, Purchasing, and Quality approval prior to implementation. Any modifications to raw material type and/or composition, sub-tier supplier, manufacturing location, or processing conditions must be submitted to MSA for written approvals prior to production. Requests can be made through your MSA Buyer or via email to your MSA Quality Representative using the Supplier Change Request Form (see Appendix I).

MSA Engineering Drawing or Specification Change

If MSA notifies the supplier of a product change (e.g., materials, manufacturing processes, delivered parts, data sheets, drawings), the supplier will evaluate effects of the implementation and inform MSA immediately in writing within ten (10) business days regarding the effects of the modification on the production process, performance, capability, delivery, and price.

For any and all MSA Engineering changes, the supplier is responsible for updating all aspects of the quality planning to reflect the new change. Changes must be incorporated in a timely manner in accordance with instructions from MSA. All product shipped must be clearly marked in an appropriate manner as agreed upon with MSA.

Implementing Changes

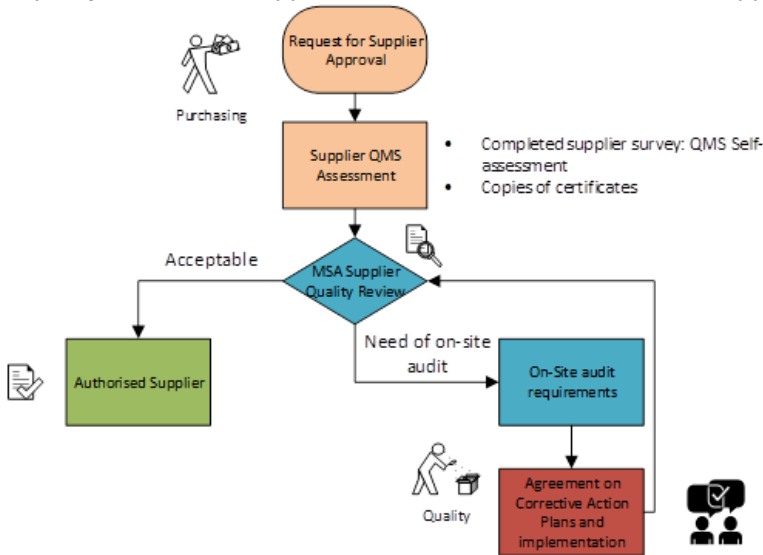
The supplier must have a process in place for the control and tracking of engineering and/or manufacturing changes, whether initiated by the supplier or by MSA.

4. Supplier, Product and Process Qualification

4.1. Supplier Risk Assessment and On-Site Quality Management System (QMS) Audit

In order to qualify a new supplier or to monitor suppliers, MSA may request completion of a supplier survey.

This survey assesses a supplier’s basic financial health, business structure, capabilities, and general level of quality. The MSA Supplier Self-Assessment is attached in Appendix F.



MSA’s on-site audit is based on ISO 9001 standards with also lean approach and risk management. Audits may be completed by MSA internal auditors, or by a Third Party agency, as needed. As a result of the audit, findings may be issued to the supplier by MSA. The timeliness and thoroughness of a supplier’s response to the audit findings will affect the likelihood of new or continued business with MSA.

4.2. Quality Planning and MSA Part Approval Process (SPAP)

Contract Review

The supplier will have recorded evidence to demonstrate that contractual requirements are understood achievable, and accepted, and that specifications as determined by MSA in terms of test requirements, tolerances, etc., are achievable.

Design Reviews

The supplier will carry out design reviews and verification when the design of the product is within their own realm of responsibility. This takes place to ensure that all requirements are understood and achievable and can be done with an MSA team member. Review must generate design validation plans and evidence (both physical and documented) must be kept detailing design amendments and product verification and validation.

First Article Inspection

At a minimum for initial production runs, revisions, and after a two (2) year lapse in production, a First Article Inspection (FAI) must be carried out by the supplier. During an FAI, all notes, dimensions, and features of the applicable MSA drawings and specification must be inspected and verified prior to the first delivery. Evidence will be provided by the supplier when requested.

MSA Supplied Part Approval Process (SPAP)

A supplier will be notified by MSA when a supplier is required to complete the MSA Supplied Part Approval Process (SPAP). The qualification package must be submitted in accordance with MSA’s requirements. MSA’s requirements for each level are as detailed in the **MSA SPAP Supplier Guide GSCM-SPAP-0100**. The Supplier Guide can be sent upon request to contacts provided in Section 7.

The default submission is Level 3. An example of requirements for deliverables is available in the Appendix. The Level of Submission, requirements for the Submission, and retention location of submittal items will be discussed and agreed upon between the supplier and the appropriate MSA Quality Representative.

There are a **number of instances when a part requires approval:**

- A new part or product (i.e. a specific part, material, or colors not previously supplied to MSA).
- Correction of a discrepancy identified on a previously submitted part.
- Product modified by an engineering change to design, specifications, and/or materials.
- A significant change has occurred in process or production location.
- Use of another optional instruction or material, even when using a previously approved part.

MSA's PAR form must be used (refer to Appendix). No other forms of a PAR / PSW will be accepted.

Referenced Industry and/or Safety Standards

MSA Documentation often references various industry and safety standards. These include, but are not limited to, the following examples: ANSI, CSA, NFPA, EN, ISO, MIL-STD, AS/NZS, and UL. It is the supplier's responsibility to purchase the standard at the supplier's expense and become familiar with the requirements of the standard referenced by the MSA Documentation.

Capacity Analysis

Certain components can be submitted to a run at rate/capacity study as part of their SPAP process. The results shall be documented. The purpose of the run @ rate/capacity is to ensure that the supplier's process is capable of meeting SPAP requirements and quoted volumes. Where equipment and/or processes are shared with other part numbers, the supplier is required to perform a capacity study to ensure that equipment/process capacity is not oversold.

4.3. Work Instructions

The supplier must document work instructions for processes affecting product quality. The instructions should be kept current and the latest revision must be available at the appropriate workstations.

4.4. Inspection

The supplier must inspect the supplied products, when applicable, prior to delivery against MSA Documentation requirements, at a minimum, including functional, assembly requirements, aesthetical appearance, and product reliability, where applicable. For additional details regarding inspection and rejection, refer to the MSA Purchase Order Terms and Conditions.

4.5. Error-proofing

The supplier should use error-proofing devices as a form of process control, where possible. Error-proofing devices should be controlled to ensure devices are validated periodically.

4.6. Measuring and Testing Equipment

The supplier must ensure that all required means for testing the products supplied to MSA are available at all times during production. All equipment used for the evaluation and qualification of the product must be included in a calibration program with calibration traceable to specific National Measurement Standards. The supplier should have a process in place for the action to be taken in the case that equipment that was used to qualify the product has been found to be out of calibration.

4.7. Control of Software

The supplier must have a process in place to verify, validate, and control software that is used in design, manufacture, inspection, test acceptance, or calibration associated with product and/or services supplied to MSA.

4.8. Management of MSA-Owned / Supplied Equipment and Tooling

General Requirements

When equipment or tooling is issued to the supplier, the responsibility of the preventive maintenance and repair lies with the supplier. Preventive maintenance and repair information may be provided by MSA.

The supplier must use MSA-owned/supplied gages, equipment, or tooling on MSA purchase orders only and for only those purchase orders for which the items were supplied. The supplier must obtain written approval from MSA prior to making any modifications to MSA-owned/supplied gages, equipment, or tooling. This should be coordinated with your MSA Buyer contact. The supplier must obtain written approval from MSA before the disposal or destruction of MSA-supplied gages, test equipment, or tooling. The supplier must report all cases of loss, damage, or destruction of MSA's property within 72 hours of such case being identified.

The supplier is responsible for the proper storage, calibration, etc., of the MSA-owned/supplied gages, equipment, and/or tooling.

Tracking

All MSA-owned/supplied gages, equipment, or tooling must be identified with permanent, legible identification which states the ownership designation as "Property of MSA" and the MSA tool asset number, unless size or use prohibits such identification. The supplier must contact the MSA Buyer before the transfer of gages, test equipment, or tooling among supplier facilities or to other suppliers.

The supplier must maintain a list of all MSA owned/supplied gages, equipment, or tooling. The list must be traceable back to the MSA tooling purchase order and/or job number. The list must contain reference to the MSA tool asset number, where applicable.

5. Supplier Quality Notifications – SQN

5.1. General

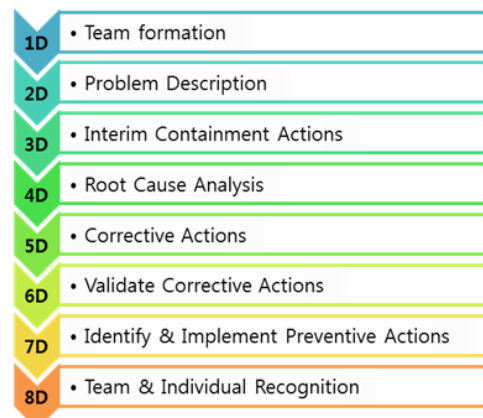
Material that does not meet specified requirements should be identified and segregated at the supplier location to prevent its inadvertent use, shipment, or intermingling with conforming material or product.

The supplier must immediately notify the responsible MSA Buyer if it is discovered that nonconforming material may have been shipped to an MSA facility. The supplier must, in case of a defective delivery or suspected defect, check its own stocks and those of MSA at the supplier's expense and sort the defective product or bear the respective costs. For additional details, refer to the MSA Purchase Order Terms and Conditions.

5.2. Corrective Action

Supplied nonconforming product may be identified during the MSA incoming inspection, within the production process, or potentially after shipment. MSA is using the SAP IQOS system to record Supplier Quality Notifications (SQN) and MSA will notify the supplier of any nonconforming material.

Upon receipt of a notification of a product issue, the supplier must analyze the cause of the problem, as well as solve it quickly and permanently. Unless otherwise agreed upon in writing by MSA, the problem solving process is to be documented in an 8D report. Unless otherwise agreed upon in writing by MSA, 8D reports are to be processed in full and concluded within twenty (20) working days. Containment responses must be provided within twenty-four (24) hours.



When MSA sends the 4D or 8D Excel file (see example in Appendix I), the supplier is to complete the analysis information requested in the Excel file. However, supplier generated 8D reports will be accepted.

6. Supplier Approval, Rating, and Monitoring

6.1. Approved and Preferred Supplier Lists

MSA maintains both an Approved Supplier List and a Preferred Supplier List. These lists are reviewed periodically by MSA Sourcing and Purchasing teams with input from MSA Quality and Manufacturing Representatives.

Approved suppliers are suppliers that have been assessed for having historically acceptable levels of quality, delivery, cost, and customer service. Preferred suppliers are those recommended to MSA Purchasing and Sourcing Representatives for awarding new business.

6.2. Periodic Evaluations and Right of Access

Suppliers are subject to periodic evaluation. This may include on-site audits, request for Survey completion, supplier scorecard performance reviews, or other means as deemed necessary by MSA.

MSA reserves the right to conduct audits and/or inspections at the supplier's and/or sub-tier supplier's facilities to verify the quality of work, records, and product related to the product purchased by MSA. All materials, records, routers, inspection, and testing facilities related to MSA-purchased product are subject to review by MSA.

6.3. Scorecard

Calculations

Suppliers are measured quarterly according to the following Key Performance Indicators (KPI): Quality, Delivery, and Price. The details of these calculations are shown in Appendix A.

As an example, the Quality Score is based on a SQN Score and a RPPM score (Rejected Parts Per million) calculated as following:

$$RPPM = \left(\frac{\text{Total Rejected Parts}}{\text{Total Delivered Parts}} \right) \times 10^6$$

Request for Scorecard Correction

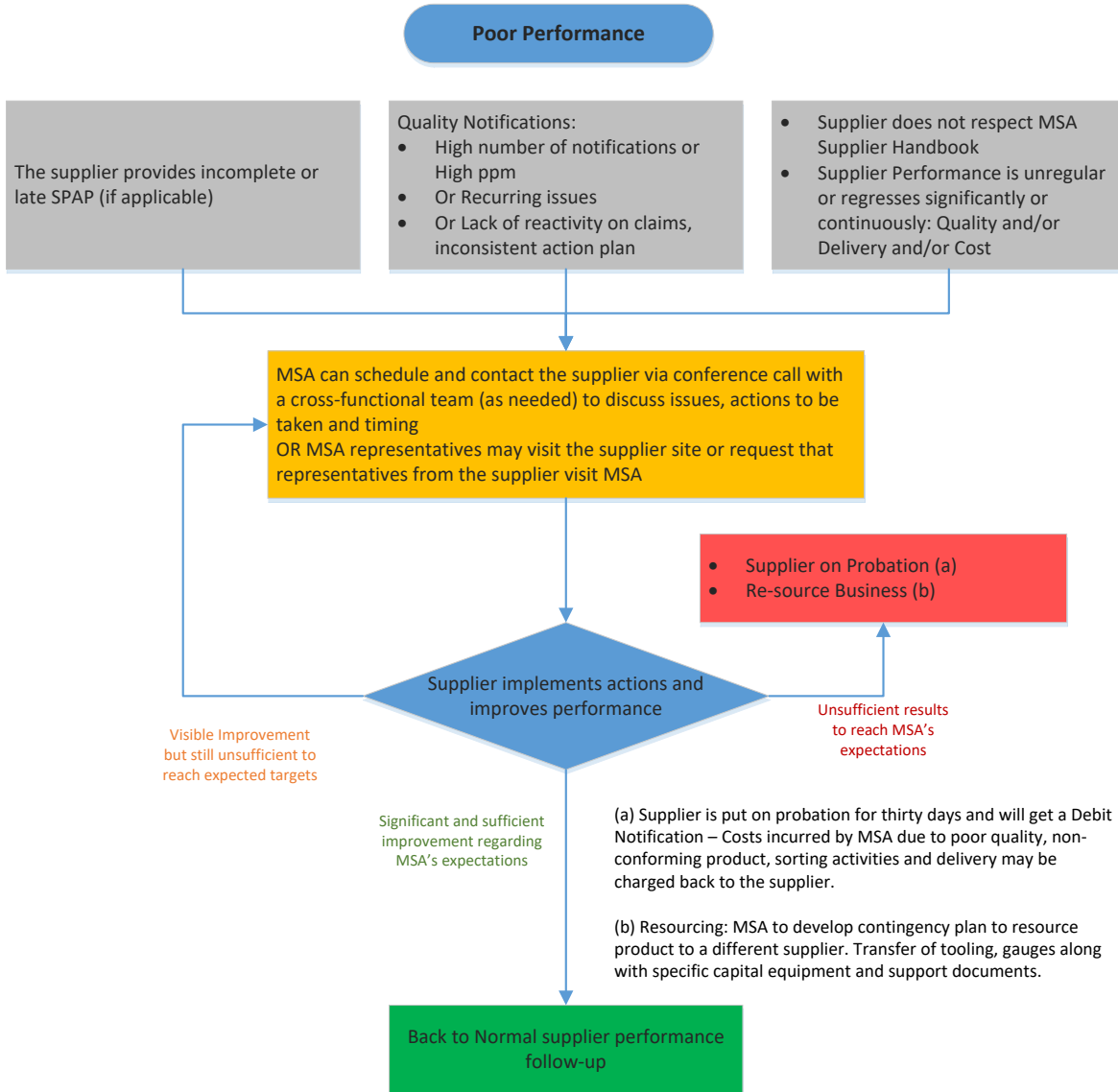
For suppliers that receive a scorecard, they may appeal their scorecard values if desired. Corrections have to be requested by contacting their MSA Buyer or a MSA Sourcing Representative. Only appeals containing quantifiable and verifiable data to dispute the score will be considered.



6.4. Escalation Process

Failure to meet the requirements of this manual, repeated shipment of nonconforming material, or lack of responsiveness could result in the trigger of the escalation process up to and including re-sourcing.

Based on the history with any supplier and the discretion of MSA Quality, Sourcing, and Manufacturing Representatives, the escalation process can be accelerated or decelerated at any time (see scheme below).



7. MSA Contacts

Region	Contact Email address
North America	SupplierQuality.NorthAmerica@MSASafety.com
Europe	SupplierQuality.Europe@MSASafety.com
China	SupplierQuality.China@MSASafety.com
South America	SupplierQuality.SouthAmerica@MSASafety.com

Appendix A: Calculations for Supplier Scorecard

Scorecard Metric		Explanation	Rating	Score
QUALITY	Number of notifications - SQN (4D/ 8D)	Count of Product Quality SQNs that indicate a 4D or 8D report was requested from the supplier. Includes only SQNs flagged as 'Supplier Fault'. 10% Reduction for each Product Quality Type 4D/8D SQN.	No SQNs	100
			Example: 3 SQNs	70
			≥ 10 SQNs	0
	RPPM	The definition of 'Parts Rejected' is the total affected quantity (including returns, reworks and/or scrapped quantity). Quantity is summed by the DefQty field within SQNs. Includes only SQNs flagged as 'Supplier Fault'. (See Calculation Paragraph 6.3)	Yearly RPPM = 0	100
			RPPM ≈ 1000	80
			RPPM ≈ 30000	50
			RPPM ≥ 66807	0
COST REDUCTION	Quarterly Price Reduction	This metric measure how much more or less a supplier's average price changed for each part number supplied comparing the current quarter to the previous quarter. Percentage of cost increase/decrease corresponds to score.	Price Reduction > 5%	100
			Price Reduction of 1% - 4%	90
			No Change on Price	80
			Price Increase of 1% - 4%	60
			Price Increase > 5%	0
	Annual Price Reduction	This metric measure how much more or less a supplier's average price changed for each part number supplied comparing the current year average to the previous year average. Percentage of cost increase/decrease corresponds to score.	Price Reduction > 5%	100
			Price Reduction of 1% - 4%	90
			No Change on Price	80
			Price Increase of 1% - 4%	60
			Price Increase > 5%	0
DELIVERY	Delivery Completeness	This metric measures the completeness of each purchase order line item based on the quantity ordered and the quantity received. The Score is average percentage of items received vs. ordered for the year.	Delivery complete: All quantity ordered are received	100
			Percentage of items received vs ordered for the year	Ratio
			Items not received	0
	On Time Delivery/ Days Outside of Tolerance	This metric measures average on-time delivery for the year. It is based on SAP Statistical Delivery Date.	Received +/- 3 days from delivery date	100
			Greater than or equal to 4 day, but less than 7	70
			Greater than or equal to -4 day, but less than -7	70
Greater than 8 or less than -8 days			40	

Appendix B: Abbreviations, Terms, and Definitions

Abbreviations

DOE	Design of Experiments
FAI	First Article Inspection
FIFO	First in- First Out
FMEA	Failure Mode and Effects Analysis
IP	Intellectual Property
IST	Initial Sample Testing
KPI	Key Performance Indicator
MSA	Measurement System Analysis
PPAP	Production Part Approval Process
SPAP	Supplied Part Approval Process
PSW	Part Submission Warrant
QMS	Quality Management System
SPC	Statistical Process Control

Terms and Definitions

Dock-to-Stock: Process which allows delivered material to go directly into stock without inspection. Entry into this process is initiated by the MSA Quality Department and is often performance-based. In some cases, due to safety agency requirements or legal requirements, product may not be permitted for dock to stock.

First In- First Out (FIFO) Principle¹: Use of material produced by one process in the same order by the next process. A FIFO queue is filled by the supplying process and emptied by the customer process. When a FIFO lane gets full, production is stopped until the next (internal) customer has used some of that inventory.

MSA Documentation: For the purposes of this Manual, MSA Documentation refers to any of the following documented communications between MSA and its suppliers: Purchase Order, Contract, Supply Agreement, Commercial Specification, Test Specification, and Drawing.

Quality Management System (QMS)¹: A formalized system that documents the structure, responsibilities, and procedures required to achieve effective Quality Management.¹

Special Process: A process for production or service provision where the resulting output cannot be verified or measured against requirements without destructive evaluation. Special processes include, but are not limited to, the following: Chemical Processing, Coating Application, Welding, Soldering, Thermal Processing (including heat treatment and brazing), Non-conventional Machining and Surface Enhancement (Chemical milling, shot peening, etc.).

Sub-tier Supplier: Companies that supply product(s) and/or service(s) to MSA's direct suppliers for the manufacture of MSA product and do not necessarily conduct business directly with MSA. MSA's direct supplier is a sub-tier supplier's customer.

Supplier: For the purposes of this manual, the term "supplier" refers to a company that directly supplies MSA with product(s) and/or service(s) used in the direct manufacture of finished goods.

Counterfeit Item: A counterfeit item is a suspect item that is a copy or substitute without legal right or authority to do so or one whose materials, performance, or characteristics are knowingly misrepresented by the vendor, supplier, distributor, or manufacturer. An item that does not conform to established requirements is not normally considered an S/CI if the nonconformity results from one or more of the following conditions, which should be controlled by site procedures as nonconforming items: defects resulting from inadequate design or production quality control; damage during shipping, handling/storage; deterioration during service; degradation during removal; failure resulting from aging or misapplication; or other controllable causes.

¹Definition obtained with permission from American Society of Quality (ASQ) www.asq.org

Appendix C: SPAP Deliverables

All SPAP requirements are detailed in the guide **GSCM-SPAP-0100 - MSA SPAP Supplier Guide**. The supplier guide is available on request from your MSA Quality Representative.

This table illustrates an example of MSA’s requirements for each level of submission. In most cases, MSA will specify the required level of submission. If not specified, the default level of submission is Level 3.

For supplier in charge of the product design, DFMEA can be required as a preventive tool during development.

Section ID	Deliverable	Level		
		1	2	3
0	Prerequisites Requirements for SPAP Production	▲	▲	▲
1	Part Approval Request (PAR)	●	●	●
2	QMS Certification/ Qualified Lab Documentation	AR	●	●
3	Design Records	●	●	●
4	PFMEA (with Process Flow Map)	AR	AR	AR
5	Control Plan	AR	●	●
6	Measurement Systems Analysis	AR	AR	●
7	Manufacturing Process Setup Sheet**	AR	AR	●
8	Conformance to Design Records including Capability <i>Dimensional Results and Initial Process Studies</i> <i>Material Results</i> <i>Performance Test Results</i> <i>Appearance Verification</i> <i>Evidence of Conformance to Referenced Standards</i> <i>Evidence of Conformance to All Notes</i>	●	●	●
9	Sample Product and Master Sample	AR	AR	●

Key:	
▲	Requirement for SPAP to be fulfilled but submission not required
●	Required to be submitted to MSA. Some elements may not be applicable for certain part types
AR	Indicates the element is “As Requested” and only required if requested by MSA for a specific part number(s). If MSA does not specify that this element is required to be submitted, then MSA has no expectation that the supplier submit nor retain the documentation associated with this element.
*	Required rubber and plastic components only.

Appendix D: Model of Declaration of Compliance for REACH Directive

Company Letterhead with Logo

Company Name and Address

EU REACH SVHC Compliance Declaration

Products listed below that are manufactured by < **manufacturer name** > (**do or do not**) contain substances on the Candidate List of Substance of Very High Concern (SVHC's) updated on (**Last date of REACH's update**) as established REGULATION (EC) No 1907/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 December 2006 concerning the Registration, Evaluation, Authorization, and Restriction of Chemicals (REACH).

Product Identification:

- Part numbers
- Part descriptions
- Date codes or other identification, when not all versions of the part may be compliant

If SVHC(s) are present, list SVHC and concentration or amount for the applicable PN and where located in the part.

Date of Issue:

Place of Issue:

Signature:

Name (printed):

Title:

Telephone:

Email:

Appendix E: Model of Declaration of Compliance for RoHS-2 Directive

Company Letterhead with Logo

Company Name and Address

Declaration of Conformity to EU RoHS

Products listed below manufactured by <manufacturer name> are in compliance with the following Directives:

- Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment (also known as “RoHS Recast”).
- Commission Delegated Directive (EU) 2015/863 of 31 March 2015 amending Annex II to Directive 2011/65/EU of the European Parliament and of the Council as regards the list of restricted substances.

In addition, this declaration of conformity is issued under the sole responsibility of <manufacturer name>. Specifically, all homogeneous materials for the products manufactured do not contain the substances listed in the table below in concentrations greater than the listed maximum value.

Substance	Maximum Limit (ppm)
Lead (Pb)	1000
Cadmium (Cd)	100
Mercury (Hg)	1000
Hexavalent Chromium (Cr6+)	1000
Polybrominated biphenyls (PBB)	1000
Polybrominated diphenyl ethers (PBDE)	1000
Bis(2-ethylhexyl) phthalate (DEHP)	1000
Butyl benzyl phthalate (BBP)	1000
Dibutyl phthalate (DBP)	1000
Diisobutyl phthalate (DIBP)	1000

Exemptions:

List any RoHS exemptions with their expiration dates claimed for any parts or materials covered by this Declaration of Conformity. If no exemption is claimed, please confirm this explicitly.

Product Identification:

- Part numbers
- Part descriptions
- Date codes or other identification, when not all versions of the part may be compliant.

Date of Issue:

Place of Issue:

Signature:

Name (printed):

Title / Function:

Company Letterhead with Logo

Appendix F: Supplier Self-Assessment Questionnaire



Supplier Survey for Direct Suppliers (Material Provider)

Tax Information (for new suppliers)

Relevant Tax Forms (depending on MSA receiving location) MUST be provided with the completed survey:
US: A W9 tax form (US Vendors) or W8 (foreign suppliers)
China: Business License, Tax Registration Certificate and Organization Code Certificate
Mexico: Tax ID Form (Mexico based Vendors Only), and Bank Information Form
Europe: Official Vendor Letterhead

**UNCONTROLLED DOCUMENT –
 CONTROLLED DOCUMENT IS
 AVAILABLE FROM YOUR MSA
 QUALITY REPRESENTATIVE**

General Information

Supplier Name: _____ Corporate Phone: _____
 Primary Language: _____ Corporate Fax: _____
 If part of a Corporation or Partnership, specify the name of your parent company: _____
 Remit-To Address: _____
 Ship to Address: _____
 Are you a current supplier to MSA? Yes No If yes, how many years have you been a supplier? _____
 Specify your primary MSA contact: _____

Financial Information

IF BANK INFORMATION IS NOT PROVIDED, PAYMENT METHOD WILL DEFAULT TO CHECK.

Payment Preference: ACH _____ Check _____ Credit Card _____ Other: _____
 Bank Key (Routing Number): _____ Bank Account Number: _____
 Tax ID Number: _____ Payment Terms: _____
 Account Holder: _____ Billing Currency: _____
 IBAN: _____ Incoterm: _____
 Remittance Email: _____

For: AR, CL, CO, PE

Tax Type	Tax Number 2	Type of Retention	Type of recipient
Withholding Tax Type			
G1	GAN: Withhold. Earning Tax RNI RG 830		G1 No Inscripto - SICORE
GA	GAN: Withhold. Earning Tax RI RG 830		GA 1 Inscripto - SICORE
GE	GAN: Withhold. Exterior RG 830		GE 1 Exterior
GM	GAN: Withhold. Tax RG 2616 Monotributo		GM 1 Inscripto - SICORE
I1	IIBB: 902 - Pcia BsAs. DN B1/04 Reg Gral		I1 1 Inscripto
I2	IIBB: 901 - Cap.Fed. DN 939-AGIP/2013		I2 21 IVA Inscripto - IIBB LOCAL
I3	IIBB: 924 - Tucumán (DGR) 23/2002		I2 22 IVA Inscripto - IIBB CONVENIO
SL	SUSS: AFIP RG 1556 - Service Cleaning		I2 24 IVA Inscripto - IIBB NO INSCRI
			I3 1 Inscripto
			SL 1 Inscripto

For Reference Only

Has your company filed for bankruptcy within the past five years? Yes/No _____
 Corporate annual revenue (list parent company revenue, if applicable): _____
 Supplier Representative Signature _____ Printed Name _____

FOR	Supplier of Invoice	Tax ICMS - Tax Regime
BRAZILIAN	CNPJ	Simple National
USE	I.E.	Assumed Profit
ONLY		Real Profit

Contact Information

Survey completed by: _____ Contact Phone: _____
 Title/Function: _____ Contact Email: _____
 Survey Date: _____ Primary location for associate completing this form: _____
 Language Skills: _____ Fax: _____

Key Corporate Contacts (Quality, Sales, Technical Support)

Title: _____ Name: _____ Language skills: _____
 Phone: _____ Email: _____
 Title: _____ Name: _____ Language skills: _____
 Phone: _____ Email: _____
 Title: _____ Name: _____ Language skills: _____
 Phone: _____ Email: _____

Ownership and Diversity Information

Select company structure: _____ Government-Owned _____ Joint Venture _____ Public _____ Private
 Other (please specify): _____
 Select applicable supplier diversity categories (select all that apply): _____ Prefer not to answer _____ Not Applicable
 _____ Small Business _____ Hub Zone _____ Veteran-Owned _____ Woman-Owned
 Other (please specify): _____

Officials or Owners (Name and Title)

Name: _____ Title: _____
 Name: _____ Title: _____
 Name: _____ Title: _____

Company Information

Would you agree to enter into contracts with MSA (including technical, Quality, Commercial, etc.)? Yes No

Comments: _____

Dunn and Bradstreet (D&B) ID Number: _____
 Total Number of Employees (all sites): _____
 Type of Business: % Commercial: _____
 Company Establishment Date: _____
 Total Number of Quality Employees: _____
 % Government: _____

Type of Services Available (check all that apply):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Broker | <input type="checkbox"/> Forging | <input type="checkbox"/> Machining | <input type="checkbox"/> Service Center |
| <input type="checkbox"/> Casting | <input type="checkbox"/> Gas Sensors | <input type="checkbox"/> Mechanical Assembly | <input type="checkbox"/> Stamping |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Job Shop | <input type="checkbox"/> Molding | <input type="checkbox"/> Tooling Design |
| <input type="checkbox"/> Delivery | <input type="checkbox"/> Manufacturer (OEM) | <input type="checkbox"/> Packaging | <input type="checkbox"/> Tooling Manufacture |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Plating/Finishin | <input type="checkbox"/> Value-Added Reseller |
| <input type="checkbox"/> Electronic Assembly | <input type="checkbox"/> Manufacturer Rep | <input type="checkbox"/> Printing | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Laser Engraving | <input type="checkbox"/> Prototyping (SLA, SLS, or similar) | <input type="checkbox"/> Wholesaler |
| <input type="checkbox"/> Extrusion | <input type="checkbox"/> Laser Machining | <input type="checkbox"/> Research and Development | |

Other services not listed: _____

Applicable UNSPSC(s): _____

Provide a brief overview of your company, including a description of materials, products and services available:

References

List 3 Major Customers

Company: _____
 Contact Name: _____
 Company: _____
 Contact Name: _____
 Company: _____
 Contact Name: _____

Commodity Supplied: _____
 Email: _____ Phone: _____
 Commodity Supplied: _____
 Email: _____ Phone: _____

For
Reference
Only

Location Information

How many locations will be used to produce our product and/or service? _____

Summary of Locations (for Manufacturing Representatives, include specific manufacturing sites):

Site Location (City/Region, State/Province, Country)	Primary Site Capabilities/Functions	Certificates obtained per site (ISO...)

System Self-Assessment

Would you permit MSA to audit your key processes? Yes No Some areas are restricted

If some areas are restricted, please provide detail: _____

Please review the following list of questions and place an 'X' in the applicable box which best defines the current state of the company system at the location indicated. Items listed below will be verified during an on-site Audit, if applicable. Please fill in all items completely and honestly.

MSA prefers this assessment evaluates your primary manufacturing location that will produce or service MSA product.

Specify the location evaluated in the following self-assessment: _____

Are the elements below in place in your company?	Place an 'X' in each applicable box			Supplier Comments (Detail process in place and if there are plans for implementation with deadline)
	Yes / On each product	Only on some products / not each time	Not currently in place	
Quality Management System and Quality Activities				
Company is ISO 9001 Certified				Scope:
Company is ISO TS 16949/ ISO9100/ ISO13485 Certified				Scope:
Documents, procedures and records are controlled and maintained				
A Record Retention Matrix and Record Retention period set at 10 years (please comment if different)				
Dedicated resources to follow the QMS and Quality activities				
Objectives and targets are defined and monitored on Delivery / Quality. Actions are tracked on low performers.				
Internal Auditing Program established, actively used to cover all areas				
Records of Internal Audits and Corrective Actions available				
Documented appropriate Training Program and Records for each personnel				
Environmental and Safety Information				
Do you have a Safety Officer and/or Safety Department at this location?				Attach or provide a summary of your safety program and a list of its major components:
Do you have an established Health and Safety program?				
If yes, do you comply/intend to comply with OHSAS18001? Do you have a Health & Safety Policy? If yes please provide a copy				
Do you have a documented safety training, competency, and orientation program?				
Risk evaluations are performed on each workstation				
Based on the risk evaluation, appropriate PPE are defined and used by employees				

Are the elements below in place in your company?	Place an 'X' in each applicable box			Supplier Comments (Detail process in place and if there are plans for implementation with deadline)
	Yes / On each product	Only on some products / not each time	Not currently in place	
Are there KPIs available and communicated on lost time incidents, minor incidents and near hits? Does your organisation monitor the health and safety performance of your employees?				<i>Provide last year results:</i>
Do you have a program to ensure compliance with REACH and adequate documentation sent?				<i>Provide a short overview:</i>
Do you have a program to ensure compliance with RoHS and adequate documentation sent on request?				
Do you have a program to ensure compliance with Conflict Minerals legislation?				
Do you have a formal environmental compliance policy / procedure incorporating the requirements of ISO 14001? (If yes, please provide a copy)				
Product datasheet for risk materials (exposure, toxicity...) available and sent for each product to MSA				
Please confirm and provide details for elements that are in place: - An established Environmental Protection program - do you comply/intend to comply with ISO 14001 &/or the Eco-Management and Audit Scheme (EMAS)? - Do you carry out Environmental reviews or audits? If so, how often? - Are there any EHS initiatives you are carrying out/have carried out?				
Do you use in the product or services that you supply to MSA, any substance classified as "dangerous" (e.g. under the Chemicals (Hazard Information and Packaging for Supply) Regulations 1994)? Or, any substances controlled under the Montreal Protocol on ozone depleting substances?				
Is your facility subject to the Control of Major Accident Hazard (COMAH) Regulations or the EU Seveso II Directive (for non-UK based suppliers)? Do you operate a prescribed process which requires an operating permit (e.g. do you hold an APC/IPC or IPPC permit, or a Trade Effluent Discharge Consent)? Do you use recycled materials or products? If yes, please supply further information.				
Are you responsible for design, if yes how do you consider design for the environment and end-of-life impact on the environment?				
Do you offer facilities for customers to return your used products/packaging for recycling or safe disposal?				
Has there been, or is there pending, civil or regulatory action against you in respect of EHS in the last five years? If so please provide details.				
Do you check the EHS performance of your suppliers?				
Business Management/ IT				
Does your company have a Business Continuity Plan (BCP) process in place?				<i>Attach or describe your policy concerning business management:</i>
Do you have a documented process to ensure the protection of customer confidential/proprietary information?				
Is your organization EDI compliant?				
Do you have a policy regarding sustainability?				
How do you manage the information internally and externally? (Confidentiality and Protection issues). Are Information Systems and Information Security projects managed by your company or by an outsourced company?				
Do you train your employees to Cyber Security?				
Human Rights and Labor Laws				
Do you carry on business with UK countries, including parent company? If yes, are you aware of the UK Modern Slavery Act?				
Are payroll, timecard, and age records kept for workers?				
Does HR verify the age of workers before hiring?				
Are statutory hours of work, minimum wage, overtime, and rest day requirements complied with?				
Do you have policies and/or procedures to address harassment, discrimination and avoidance of forced labor?				
Do you ensure your suppliers and/or subcontractors comply with all of the above (ie: wage, labor, age laws, discrimination...)?				
Planning/ Production Capacity				
Any capacity analysis is performed and based on : - Existing Shop load data prior accepting order - Confirmed date to customer matches production schedule - Realistic date based on cycle time				<i>Do you have any ongoing capacity improvement plans/additions Including people and equipment? Please describe these.</i>
Risk abatement plans* are defined for critical path processes				*Mitigation Plans for Disasters; Multiple Operators for Critical Machines; Machines Breaking, Spare Parts for Critical Machines, etc.
A system is in place to plan and control material flow throughout your production line, e.g. Kanban				<i>Please describe type of work and level of complexity:</i>
Do you have distinct staging areas for raw materials/components used in each manufacturing line/work cell?				
Do you document the production process for each product, including equipment and people cycle times? Process flow charts are available, process steps and routines are documented				
Do you identify the critical path & bottlenecks for each product?				
Do you have the ability to add shifts, OT, and weekend work if necessary to meet on time delivery?				
Do you perform any additional assembly operations or other value added work for your customers?				

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Are the elements below in place in your company?	Place an 'X' in each applicable box			Supplier Comments (Detail process in place and if there are plans for implementation with deadline)
	Yes / On each product	Only on some products / not each time	Not currently in place	
Sourcing and Purchasing Activities				
Have you performed a risk assessment on critical sub-tier suppliers with key suppliers identified and audited?				
Do you have back-up suppliers for all sourced goods and processes?				
Do you have a tracking mechanism to monitor sub-tier supplier production status?				
Do you have an inventory stocking program for critical parts and parts that are historically late from sub-tier suppliers?				
Quality requirements on purchased material are identified				
Supplier performance is monitored and appropriate actions are taken				
Purchased material is certified or tested/inspected for conformance				
Inspection status is identified on the material				
Project Management, Product Design and Process Industrialization				
Are you involved in designing parts?				
If yes, do you have a defined New Product Development Process that involves: - A cross-functional Design Review Team and project management are identified to follow customer projects - DFMEA				Please detail
Design Reviews documented / Contract review that include review of drawing, requirements and tolerances feasibility				
Verify and communicate design changes prior to implementation				
Do you have CAD capabilities to open files: ProEngineer / Solidworks				
Do you perform PFMEAs?				
Validation Plans and Reports verifying outputs meet requirements				
Do you use Poka Yoke?				
Do you validate Initial Samples?				
Do you perform product and process capability studies?				
Are you familiar with PPAP?				
Production Organization				
Does the company works with an ERP -system?				Which ERP?
Is there Contract Review to ensure that the organization works according to the correct document revisions?				Please comment if this is systematically performed:
Process Control Plans / Quality Plans are defined				
Revision-Controlled Work Instructions / Test Procedures are used. Documents in production contain pictures and defect types available at the workstation.				
Material storage areas and material itself are identified and labeled				
Material is stored in an appropriate environment (adequate temperature, humidity, etc.)				
'FIFO' (First-in, First-out) is used				
Proper cleaning and packaging practices are defined and controlled				
Shelf Life items are appropriately identified and monitored				
Traceability is available throughout the process and after shipment				
Maintenance Planning Records are available for each machine and tool				
Tools are stored in a separate area (secure from fire)				
Do you have Special Processes?				Examples: Chemical Processing, Coating, Welding, Soldering, Thermal Processing (heat treatment, brazing etc.), Non-conventional Machining and Surface Enhancement (chemical milling, shot peening, etc.)
Training is performed and recorded for Special Processes				
Special Processes are systematically checked for conformance				
Change Management				
Is there a customer notification process in place? Changes include the following: - Change of delivery date, delivery date missed - Product/ Design Changes - Process changes including new machines - Change of manufacturing location - Subcontracted operation				
Each product / process change generates product / process validation plan and is communicated to MSA				
Production Controls and Calibration				
Equipment is calibrated on regular intervals to a traceable standard				
All measuring equipment is labeled with status of calibration, date of last calibration and due date				
R&R study is performed before implementation of each use of measuring equipment				
Trend analysis (SPC: Statistical Process Study) is routinely collected and monitored				
Inspection and testing requirements are defined to assure product quality				
Material status indicated (Passed Inspection or Nonconforming)				
Product data (test results, quantity) is maintained for traceability				
Non Conformances				
There is a process for handling Nonconforming Material				
A containment area for nonconforming material is used				
A process is in place to notify customers if Nonconforming Material or potential issue is accidentally shipped or in process				
8D methodology is known and used for problem solving including 5Whys or Fishbone (ie 5M/ Ishikawa)				
Continuous Improvement				
Do you have a Continuous Improvement Process in place? Ex: - TQM/ 6 Sigmas - 5S / SMED/ VSM / VAVE - Others - Details:				

For
Reference
Only

Appendix G: PAR - Part Approval Request Form (PSW MSA Specific Form)

Part Approval Request (PAR)										
CUSTOMER INFORMATION		SUPPLIER INFORMATION		UNCONTROLLED DOCUMENT – CONTROLLED DOCUMENT IS AVAILABLE FROM YOUR MSA QUALITY REPRESENTATIVE						
Customer Name/Division		Supplier Name & Supplier Code								
Street Address		Street Address								
City	State	Zip	City		State	Zip				
REASON FOR SUBMISSION										
<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Change in Part Processing	<input type="checkbox"/> Correction of Discrepancy								
<input type="checkbox"/> Resubmission with Requested Corrections	<input type="checkbox"/> Tooling: Transfer, Replacement, Refurbish or Additional	<input type="checkbox"/> Change to Optional Construction or Material								
<input type="checkbox"/> Engineering Change(s)	<input type="checkbox"/> Part Produced at Other Location	<input type="checkbox"/> Sub-Supplier or Material Source Change								
<input type="checkbox"/> Tooling Inactive > 1 year	<input type="checkbox"/> Other - Please specify : _____									
MSA ITEM IDENTIFICATION		SUPPLIER ITEM IDENTIFICATION								
Part Name: _____		Supplier Part Name: _____								
MSA Part Number: _____		Supplier Part Number: _____								
MSA DOCUMENTS (included in submission)		SUPPLIER DOCUMENTS (if different from MSA)								
Type	Number	TID	Lifecycle	Rev.	Date	Type	Number	TID	Rev.	Date
SPAP CONTENT (ATTACHMENTS)										
<input type="checkbox"/> Engineering Change Documents	<input type="checkbox"/> Dimensional Results	<input type="checkbox"/> Checking Aid								
<input type="checkbox"/> DFMEA	<input type="checkbox"/> Performance Results	<input type="checkbox"/> Product Certifications								
<input type="checkbox"/> Process Flow Diagram	<input type="checkbox"/> Measurement System Analysis	<input type="checkbox"/> Preventive Maintenance Plans								
<input type="checkbox"/> PFMEA	<input type="checkbox"/> Qualified Laboratory Documentation	<input type="checkbox"/> Mold Process Setup Sheets								
<input type="checkbox"/> Control Plan	<input type="checkbox"/> Appearance/Verification	<input type="checkbox"/> Evidence of Conformance to Referenced Standards								
<input type="checkbox"/> Material Results / Material Certification	<input type="checkbox"/> Other - Please specify : _____									
SUPPLIER CONFIRMATION										
These results meet all drawing and specification requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No										
Mold / Cavity / Production Process: _____		Production Rate: _____ / _____ hours								
Has a master sample been retained? <input type="checkbox"/> Yes <input type="checkbox"/> No		Part Weight (kg): _____								
Is each Control Plan properly tagged and numbered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Supplier Comments (Explanation must be provided if results do not meet all requirements): _____								
Supplier Comments (Explanation must be provided if results do not meet all requirements): _____		MSA ID# : _____								
<i>I hereby affirm that the samples represented by this form are representative of our parts, were produced at the production rate documented on this form using production equipment and processes, and meet the MSA Supplied Part Approval Process (SPAP) requirements.</i>										
Supplier Authorized Signature: _____		Date: _____		Phone No.: _____						
Print Name: _____		Title: _____		E-mail: _____						
FOR CUSTOMER USE ONLY										
MSA Quality Review										
PAR Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Conditional Approval										
Print Name		Signature		Date						
Requirements of Conditional Approval or Reason for Rejection										

MSA Design Engineering Review										
PAR Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Conditional Approval										
Print Name		Signature		Date						
Requirements of Conditional Approval or Reason for Rejection										

MSA Manufacturer Engr. Review										
PAR Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Review not required (no MSA-owned tooling/equipment)										
Print Name		Signature		Date						
Requirements of Conditional Approval or Reason for Rejection										

FINAL PAR DISPOSITION:										
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected, See Above <input type="checkbox"/> Conditional Approval, See Above										

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Reference
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Appendix H: 8D Report

	8D - Report		UNCONTROLLED DOCUMENT – CONTROLLED DOCUMENT IS AVAILABLE FROM YOUR MSA QUALITY REPRESENTATIVE	
	Supplier Ref. No.:			
	Supplier RMA No.:		Purchase Order:	
Header data				
Product:		Reported by:		
Supplier Material No.:		Material No.:		Revision: <input type="text"/>
Supplier:		Manufacturing Plant:		
D1 Problem Solving Team				
Sponsor:				
	First Name	Last Name	Teamleader	E-Mail - Address
Customer Team:				
Supplier Team:				
D2 Problem Description				
No. of complaint parts:				
Defect Kind:				
Customer Description:				
Supplier Description:	<i>Enter a Short Summary (Less than 40 characters). For Example: "Diameter Measured Out of Tolerance"</i> <i>Enter a Detailed Description of the Problem</i>			
Source:				
Assigned Objects:	Object Type:	Number:		
D3 Containment action(s)				
Description:	<i>Enter a Short Summary (Less than 40 characters)</i> <i>Enter a Detailed Description of the Containment Actions. Use the "Add-In" Excel feature to list multiple containment actions.</i>			
Responsible:		Verification %:		Introduced on:
D4 Root Cause Analysis				
Defect Cause:				
Description:	<i>Enter a Short Summary (Less than 40 characters)</i> <i>Enter a Detailed Description of the Root Cause Analysis and the conclusions reached.</i>			
Contribution %:				Planned End:
D5 Potential corrective actions and proof of effectiveness				
Description:	<i>Enter a Short Summary (Less than 40 characters)</i> <i>Enter a Detailed Description of the proposed corrective actions and support of their effectiveness.</i>			
Verification:				Verification %:
Responsible:		Planned introduction on:		Introduced on:
D6 Introduction of corrective actions and tracking of effectiveness				
Introduced corrective action(s):				
Description:	<i>Enter a Short Summary (Less than 40 characters)</i> <i>Enter a Detailed Description of the corrective actions implemented and results of effectiveness.</i>			
Controls:	<i>List summary of controls implemented (Less than 40 characters)</i>			Verification %:
Responsible:		Planned introduction on:		Introduced on:
D7 Prevention of recurrence of the defect				
Update for QM-System (FMEA, Procedure-Instructions, PQP) and Adoption of Poss. Corrective Actions for other Processes, Products, Locations:				
Locations:				
Description:	<i>Enter a Short Summary (Less than 40 characters)</i> <i>Enter a Detailed Description of the preventive measures taken, including for similar product/processes</i>			
Responsible:		Planned introduction on:		Introduced on:
D8 Closure				
	First Name	Last Name	E-Mail - Address	
Participants:				
Results:				
Accomplished at:				

For
Reference
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Appendix I: MSA Supplier Change Request



Supplier Change Request

**UNCONTROLLED DOCUMENT –
CONTROLLED DOCUMENT IS
AVAILABLE FROM YOUR MSA QUALITY
REPRESENTATIVE**

*This form should be used to document any requested changes to an MSA part.
Complete this form IN FULL, do not leave any blanks. For fields that are not applicable, input "Not Applicable" or "N/A".*

Date of request: _____ PROPOSED date of change implementation: _____

A. Basic Supplier Information Supplier Name: _____ Supplier Location(s): _____ MSA Purchasing Contact: _____		<u>Requestor Contact Information</u> Supplier Contact Name: _____ Phone Number: _____ Email: _____ Function/Title: _____																					
B. Part Information <i>All fields must be completed in this section, if an item does not apply, show "N/A". If a field is UNKNOWN, list "Unknown"</i>																							
For Reference Only																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Part Description</th> <th style="width: 10%;">MSA Part Number</th> <th style="width: 10%;">Supplier Part Number</th> <th style="width: 10%;">MSA Document Number</th> <th style="width: 10%;">Current Revision Number</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: center; font-size: 0.8em;">(Add additional rows as needed)</p>				Part Description	MSA Part Number	Supplier Part Number	MSA Document Number	Current Revision Number															
Part Description	MSA Part Number	Supplier Part Number	MSA Document Number	Current Revision Number																			
C. Current Inventory Levels 1. What is your current inventory level of the product/material of the current revision (prior to the requested change)? Include details regarding the ability to fulfill any open MSA PO's (provide PO number and quantity) and/or the ability to fulfill Kanban agreements. _____																							
D. Type of Change (Select ALL that apply) <input type="checkbox"/> 1. Supplier Location Change <input type="checkbox"/> 2. Design Change <input type="checkbox"/> 3. Material Change <input type="checkbox"/> 4. Tier II Supplier Change <input type="checkbox"/> 5. Other, Describe change: _____		E. Reason for Change (Select ALL that apply) <input type="checkbox"/> Performance Improvement <input type="checkbox"/> Process Improvement <input type="checkbox"/> Best Practices <input type="checkbox"/> Quality Improvement <input type="checkbox"/> Protect Supply <input type="checkbox"/> Capacity Improvement <input type="checkbox"/> Safety Improvement <input type="checkbox"/> Cost Reduction <input type="checkbox"/> Other, Describe change: <input type="checkbox"/> Material no Longer Available _____																					
F. Description of Change <i>For changes in design, materials, process, or any other change, without a location change, complete Section 1 only. For changes in manufacturing location, including Tier II supplier changes, complete both Section 1 AND Section 2 below.</i>																							
<p><u>Section 1- Required for All Changes:</u></p> <p><i>A drawing shall be provided to show the proposed change. At a minimum, the MSA drawing should be provided with the suggested change. Supplier drawings can also be provided if necessary for clarification.</i></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p style="font-size: 0.8em;">Describe current state(s): (Design feature, Process parameters, etc.):</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> </div> <div style="text-align: center;"> <p style="font-size: 0.8em;">Describe proposed state(s): (Design feature, Process parameters, etc.):</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> </div> </div> <p style="text-align: center; margin: 10px 0;">➔</p> <p><u>Section 2- Required for any changes in manufacturing location or Tier II supplier:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="font-size: 0.8em;"><u>Current Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____ </td> <td style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="font-size: 0.8em;"><u>Proposed Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____ </td> </tr> </table>				<p style="font-size: 0.8em;"><u>Current Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____	<p style="font-size: 0.8em;"><u>Proposed Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____																		
<p style="font-size: 0.8em;"><u>Current Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____	<p style="font-size: 0.8em;"><u>Proposed Location/Supplier</u></p> Supplier Name: _____ Complete Address: _____ _____ <p style="font-size: 0.8em;"><u>Local Contact</u></p> Name: _____ Title/Function: _____ Phone: _____ Email: _____																						

VI. Verification of Change

1. How have you verified that the product and/or service will meet MSA requirements? **Response Required.**
 (If verification has not yet been performed, provide a description of the proposed plan for verification.)

Supporting evidence MUST be provided (e.g. first article inspection reports, test plans, testing results, material certifications, control plans, dfmea's, pfmea's, capability analysis, Gage R&R information, etc.) List below the supporting documentation that is being provided to MSA. If not yet available, provide the list of proposed supporting documents and a tentative date for availability.

For changes in Tier II Suppliers (Change Type 4), how have you qualified the selected supplier as a reliable source (cost, delivery, quality, financial health, etc.)? Include the criteria used to select the source and results of any evaluations. **Applicable supporting evidence should be provided.**

VII. Effects of Change

1. Cost

1a. Will piece price be affected by this change? No Yes

1b. What is the proposed change in cost?

2. Tooling / Equipment

2a. Are changes to current tooling and/or equipment needed? No Yes

2b. Please specify Tool/ Equipment Ownership: Supplier Sub-Tier Supplier MSA N/A

2c. What are the proposed costs to MSA for tools/equipment? No Charge Amount (USD): _____
(Original Quotation must be attached)

3. Delivery

3a. How will incorporation of this change affect delivery lead times?

3b. What will be the time to complete/ implement the change once approved?

4. Approvals

Does the supplier own any certifications/ approvals on this product (e.g. Intrinsic Safety)?

No Yes, List certifications/ approvals: _____

4a. How will this change affect the current approvals?

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DO NOT WRITE BELOW THIS LINE - FOR MSA INTERNAL USE ONLY

FINAL SCR DISPOSITION

SCR is APPROVED SCR is APPROVED with conditions (see below)

SCR is REJECTED (see below) SCR is APPROVED, SPAP submission is required before shipment

Print Name Function Signature Date

Comments:

32

Appendix J: Certificate of Origin

ORIGIN ATTESTATION

I undersigned declare that the goods described below:

..... (1)

Which are regularly sent to **MSA XXX** (2) are originating from

.....(3)

Commodity Code:

This declaration is valid from all further shipments of these products from **1st of January 20xx** to **31st of December 20xx**

We undertake to inform you immediately if this declaration is no longer valid.

We undertake to make available to the Customs authorities any further supporting documents they require.

..... (4)

..... (5)

..... (6)

- (1) Commercial designation (as used on the invoice, if necessary, include the list of the goods)
- (2) Specify to which MSA entities goods will be delivered
- (3) Community, country, group of countries, or territory in which the goods originate
- (4) Place and date
- (5) Name and function, name and address of the company
- (6) Signature

Appendix K: Table of Amendments

Revision No.	Amendment Details	Date
Revision 0	Initial Release of the Manual	March 27, 2013
Revision 1	ECO #70000004311 Added 'Safety' Section Removed PPAP Appendix Moved Table of Amendments to front of document Modified 'MSA Production Part Approval Process' Section Modified engineering marked prints section Modified work instruction section Update outline numbering affected by changes above	February 27, 2014
Revision 2	ECO # 800000018166 Change overall presentation and numbering Add Ethics section Add Conflict Mineral section Add BCP/ BCM section Add Purchase Order and Invoice section Add details to Packaging section Add Counterfeit section Add diagram for flows of approval and escalation Update calculations on Supplier Quality metrics based on IQOS Add appendices for templates	April 3, 2017
Revision 3	ECO # 800000035482 Update Global Code of Conduct section Update Packaging Conditions Update Supplier Scorecard Update SPAP Matrix Removal duplicate 2.8 and 2.15	July 17, 2019
Revision 4	ECO # 800000036540 Update Global Code of Business Conduct section	September 9, 2019
Revision 5	ECO # 800000041641 Update Compliance with Legal Requirements section Update Further Requirements for Conflict Minerals section Move section Supplier-Responsible Certifications Appendix D and E Model REACH and ROHS	June , 2020