Because every life has a ***purpose...***

MSA
The Safety Company

Global Supplier Handbook

Content

1. MSA The Safety Company - Company Overview

Find more about MSA at our website: *www.msasafety.com*

About MSA

Established in 1914, MSA Safety Incorporated 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 product line is used by workers around the world in a broad range of markets, including the oil, gas and petrochemical industry, the fire service, the construction industry, mining and the military. MSA's core products include self-contained breathing apparatus, fixed gas and flame detection systems, portable gas detection instruments, industrial head protection products, fire and rescue helmets, and fall protection devices.

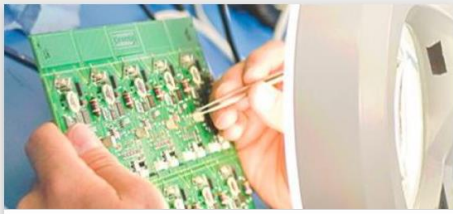
OUR VALUES

Our Mission:
That men and women may work in safety and that they, their families, and their communities may live in health throughout the world.

OUR HISTORY

Protecting lives for over 100 years.
By the numbers, we've developed thousands of products, own hundreds of patents, and have a global reach into the millions to keep in motion our mission that began over 100 years ago.

OUR QUALITY



We make the world safer one person at a time.
There's a reason MSA is known worldwide as "The Safety Company." It's because we harness precision engineering to craft the highest-quality safety products possible so people across the world are able to work in the safest environments possible.

OUR ETHICS

The MSA Way.
Integrity has been the foundation of MSA since 1914, when John T. Ryan and George Deike insisted there was a better way to protect workers.

RESEARCH & DEVELOPMENT

Making sure tomorrow is even safer than today.
When we create our products, we're guided by a single question: how do we meet and exceed our customers' safety needs?

CAREERS

Our people make the difference.
When you become an MSA associate, you become part of the MSA family.

Our Quality

There's a reason MSA is known worldwide as "The Safety Company." It's because we harness precision engineering to craft the highest-quality safety products possible so people across the world are able to work in the safest environments possible.

MSA 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.

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. Any discrepancy shall be highlighted and informed to the purchasing department.

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. Global Human Rights Policy

2.3.1. Environmental Health and Safety,

MSA is committed and therefore require our supply chain to be committed to:

- Maintaining a safe and healthy environment that complies with all applicable safety and health laws regardless of geographic location.
- Fostering a work environment that is free of harassment, abuse, threats, violence, and any other similar unsafe conditions.
- Use of a variety of physical security safeguards to provide a safe work environment, such as security badges, closed circuit television monitoring, security guards, and other tools.
- Conducting operations in an environmentally responsible manner.

MSA expects that suppliers have an established Health and Safety program. Such programs will vary from supplier to supplier and by regions, but should include elements such 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

2.3.2. Labor Relations, Modern Slavery, Human Trafficking and Diversity,

Labor Relations, Modern Slavery and Human Trafficking.

MSA will not tolerate any type of forced or involuntary labor, child labor, slave labor, and any form of human trafficking. MSA expects compliance with all applicable laws related to wages, work hours, overtime, hiring, and benefits, without exception. MSA respects workers' legal rights to organize and bargain collectively.

Diversity

MSA forbids discrimination and harassment on the basis of age, color, creed, disability, ethnicity, race, religion, gender, gender identity, gender expression, marital status, registered domestic partner status, sex, sexual orientation, sex stereotype, national origin, citizenship status, military status, Veteran status, genetic information, genetic characteristics, political affiliation, ancestry, physical or mental disabling condition, medical condition, and any other characteristic protected by applicable law. MSA also forbids discrimination and harassment based on the perception that an individual has or may have one of these characteristics, or is associated with an individual who has or is perceived as having any of these characteristics.

Community and Stakeholder Engagement

MSA and its business partners shall respect the cultures, values, and customs of the locations in which they do business. MSA and its employees shall recognize the impact the Company has on communities in which it operates and is committed to appropriately engaging with stakeholders in all locations to better foster goodwill within these communities.

2.4. Conflict Minerals Policy

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 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, and 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.

2.5. 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 C and D).

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, and 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

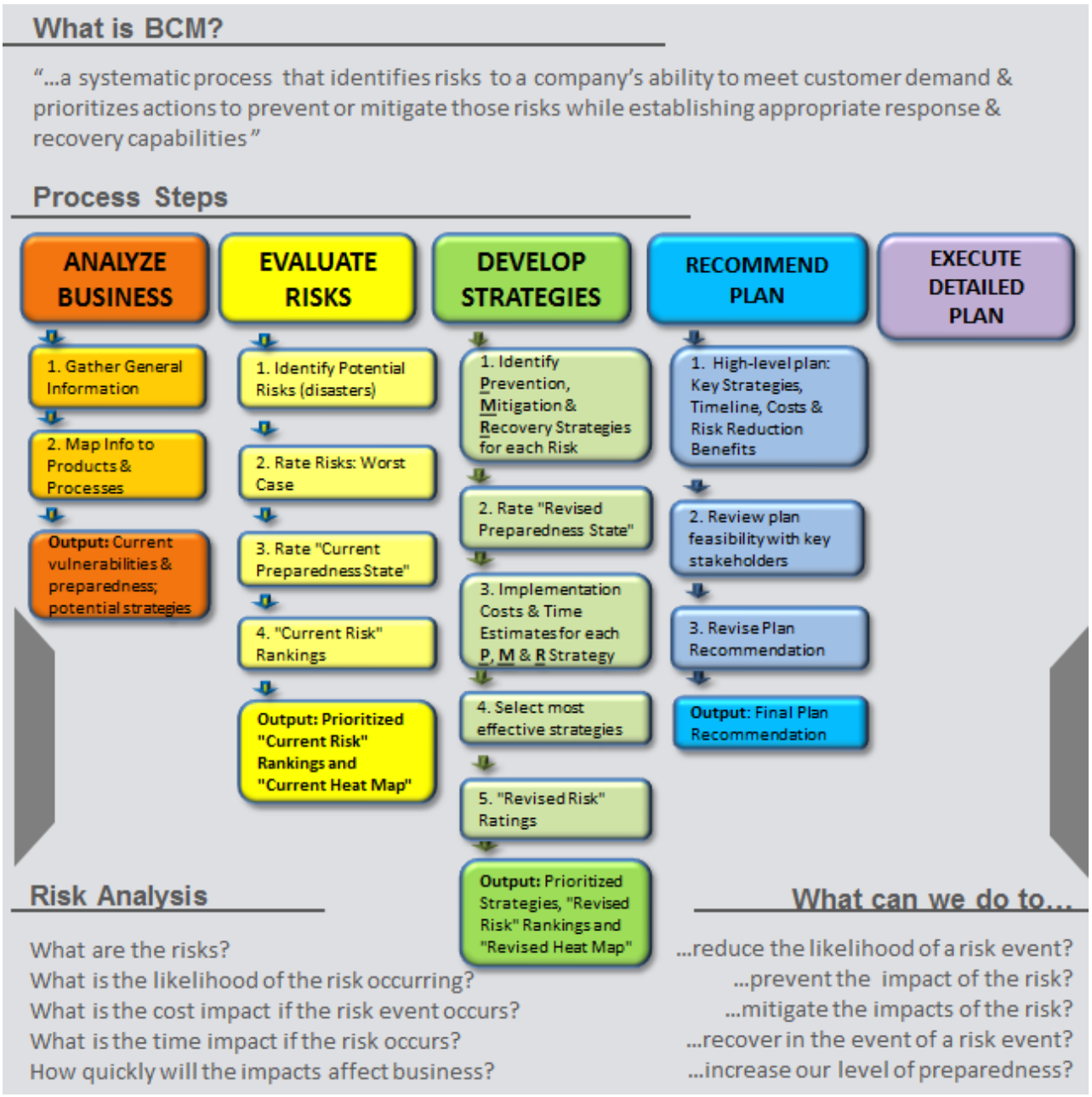
Suppliers must provide a **certificate of origin with custom codes** (declaration for products with European Union origin or attestation for other countries) for components delivered to MSA. A model is supplied in the Appendix I.

2.6. 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. The goal is 100% on-time delivery with every shipment made to MSA.

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. 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, IATF 16949, AS 9100 or similar industry related standard.

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 specification and requirements.

Flow-Down to Sub-tier Suppliers

The supplier must have a process in place to ensure the transfer to sub-tier the Supplier Code of Conduct and, when applicable, all other MSA requirements, MSA required documentation and this manual.

Suspect / Counterfeit Items

When MSA qualifies catalog parts, MSA request 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.

2.10. MSA Purchase Order and Invoice

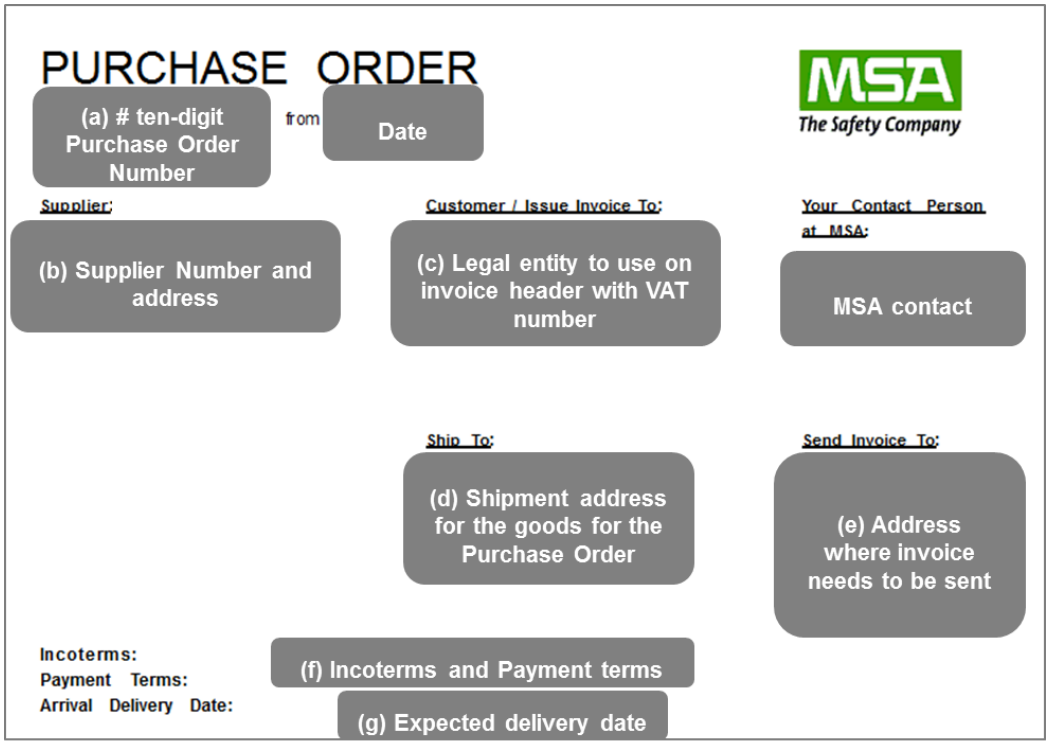
Supplier will be bound by the **MSA Purchase Order** and/or **Scheduling Agreement Terms and Conditions.**

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 E) 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. An example of a typical Purchase Order is 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 45xxxxxxxx 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.

2.11. 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.

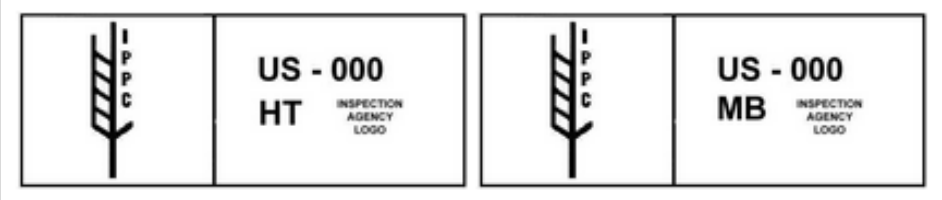
In order to qualify a proposed package system, MSA may require or will conduct various tests of the package system such as: drop testing (shock), live ship testing, lab simulated ship testing (vibration), compression testing, incline impact testing, or individual testing on the packaging materials which may include determination of basis weight of corrugated fiberboard, determination of calliper 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.

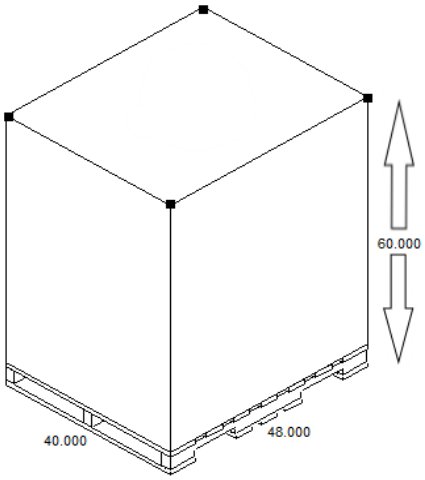
Shipment Packaging

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: • 3 stringer class, non-reversible, partial 4-way, multiple use wood pallet *(NOTE: 4 stringer pallets are prohibited)* • 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, and 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
MSA Part Number
MSA Description
Country of Origin
EAN-13 Number (for saleable item)

Label example :

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

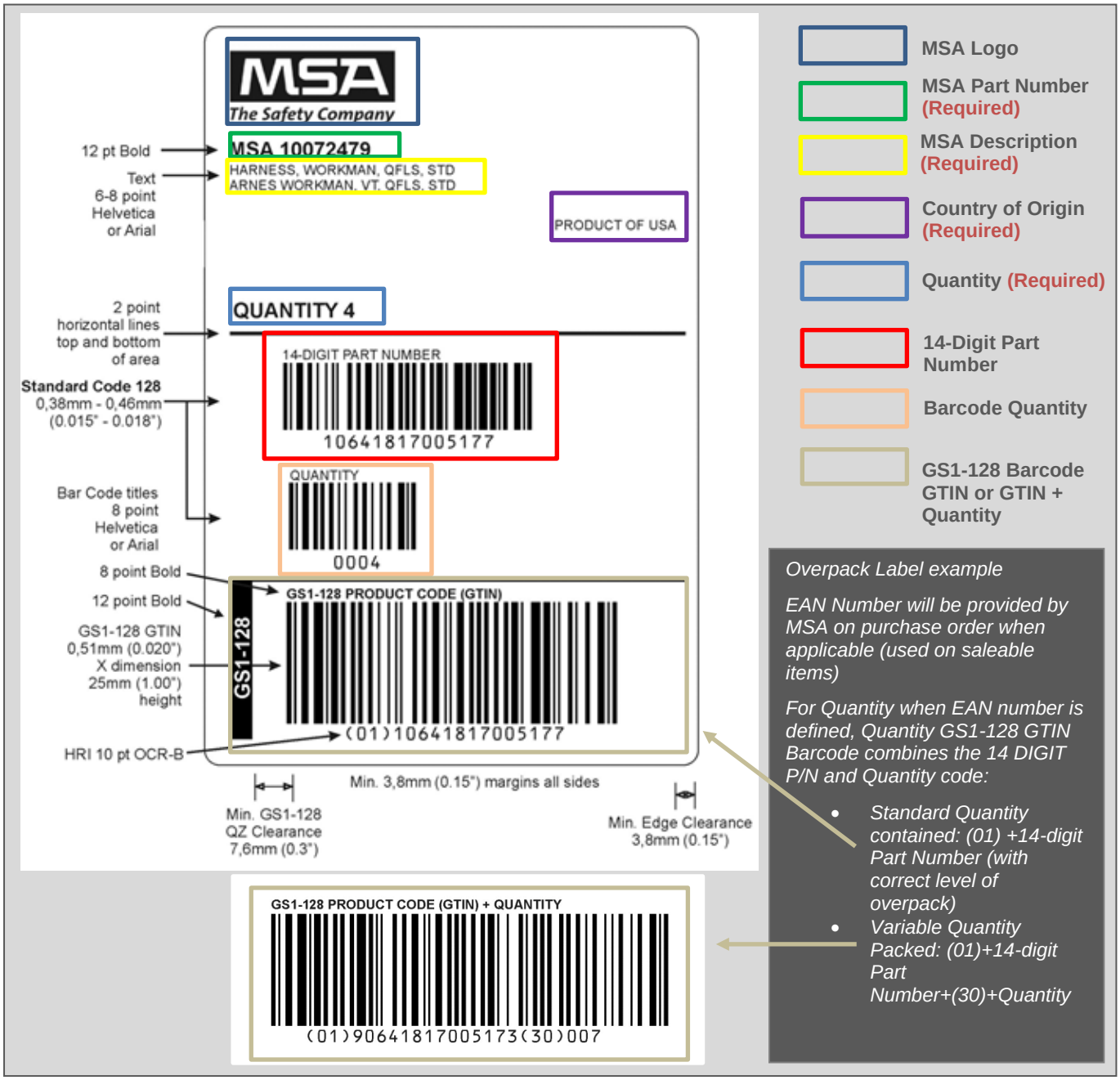
The **EAN-13 Number** is a unique number identification assigned by GS1 organization to MSA. This number will be provided on the Purchase Order.

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 **"1064181700517 7"**
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 **"2064181700517 4"**
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 **"3064181700517 1"**
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 **"7064181700517 9"**
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 **"9064181700517 3"**

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*

Example to illustrate level of overpacking when a product is identified with EAN or UPC

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.

2.12. 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

2.13. 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-two (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 significantly 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, traveller, or other means of quality planning for the product or service.

The typical MSA key characteristics symbols are shown in the table.

Some drawings might have different symbols with a legend indicated in the drawing. In case of doubt ask your contact at MSA sourcing or supplier quality for clarification.

Characteristic Type		Symbol
Safety/Compliance Characteristic	Critical	+
	Major A	A
	Major B	B
	Minor (NIOSH-specific)	M
Key Quality Characteristic		K
100% Inspection Requirement		C
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 H).

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. When applied SPAP documents are required (see item 4.2). 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

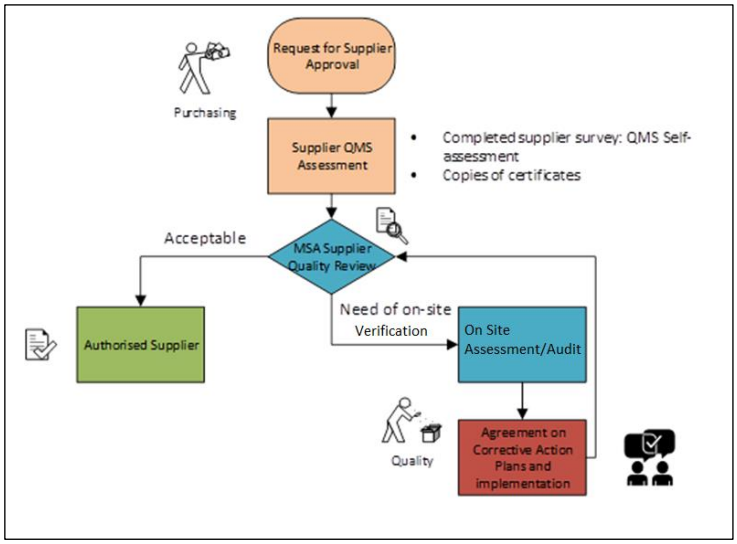
The supplier must have a process in place for the control and tracking of engineering and/or manufacturing changes, whether initiated by the supplier or by MSA.

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 Survey for a self-assessment is attached in Appendix E.



MSA's on-site assessment and audits are based on ISO 9001 foundations, risk management, product specification and manufacturing best practices. The execution 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 and Design for Manufacturing

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 in cooperation with an MSA technical 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.

When the supplier will quote according to an MSA design, the supplier shall conduct a Design for Manufacturing feasibility to ensure the product can be manufactured and there is supplier process capability to ensure the product will be within MSA drawing and specification requirements. It can be done in cooperation with an MSA technical team member. Review must generate product and process validation plans, and evidence (both physical and documented) must be kept.

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)

The supplier must have a process to ensure products meet MSA drawing and specification requirements. The supplier will also be notified by MSA when it is required to complete the MSA Supplied Part Approval Process (SPAP). SPAP may be mandatory when special characteristics, described in item 3.4, are present. 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 from MSA sourcing or MSA supplier quality contacts.

The default submission is Level 3. An example of requirements for deliverables is available in the Appendix B. 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 on a previously submitted SPAP package
- Design changes
- Material changes (including temporary use of an alternate material not previously approved)
- Changes to drawings or specifications
- Production from new, modified, or replacement tooling or equipment
- Press size changes including injection unit size changes (for injection molding)
- Production from tooling or equipment that has been transferred between facilities (this includes both the transfer of equipment between supplier sites, one supplier site to alternate supplier, and internal tooling transferred externally to a supplier)
- Change in supplier for materials or services (examples include plating, heat-treating, sub-assembly, etc. This includes Tier II suppliers.)
- Tooling has been inactive for twelve (12) months or more
- Product or process changes that affect fit, form, function, performance or durability
- Significant process change outside of tolerances set during initial PPAP submittal
- Change in test method or inspection

MSA's Part Approval Request (PAR) Form must be used (refer to the Appendix F). No other forms of a PAR / Part Submission Warrant (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 will require a submission of a run at rate/capacity study as part of the SPAP. 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 sufficient.

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. If there is a SPAP involved, the supplier shall send the list of MSA proprietary tooling attached to the SPAP package.

5. Supplier Quality Notifications – SQN

5.1. General

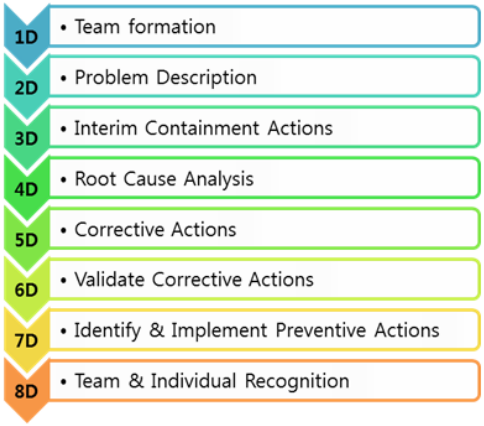
Material that does not meet specified requirements should be identified and segregated at the supplier location to prevent its inadvertent use, shipment, or intermingling with conforming material or product.

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 analyse 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 G), the supplier is to complete the analysis information requested in the Excel file. However, supplier generated 8D reports can be accepted.

6. Supplier Approval and Performance Management

6.1. Approved and Preferred Supplier Lists

MSA maintains register of Approved Supplier and a list of Preferred Suppliers. This information is reviewed periodically by MSA Sourcing and Purchasing teams with input from MSA Quality and Manufacturing Representatives.

Approved suppliers are those that are active in the MSA system and have consistently met acceptable standards for quality, delivery, cost, and customer service. Preferred suppliers are the ones recommended to MSA Purchasing and Sourcing Representatives for awarding new business.

6.2. Periodic Evaluations and Right of Access to Supplier Facilities.

Suppliers are subject to periodic evaluation. This may include on-site audits and process risk assessments, request for Survey completion, supplier business review, 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. Supplier Performance Management

Supplier Performance Management is the process of proactively managing suppliers that are critical to the cost, delivery / risk, and quality of MSA products. It is critical that suppliers are managed in a proactive manner to avoid issues that could impact MSA' s operations and cost competitiveness.

All active suppliers will have their Quality (RPPM), Delivery (%) and Cost (%) calculated and accessible through MSA's procurement software.

- **Quality Performance RPPM** (Rejected Parts per Million in units)
  RPPM = [(SQN # Rejected units / # units delivered) * 10^6].
- **Delivery Performance %**
  Percentage of Deliveries on time: On Time = On Time, 1 day late, or 14 days early
- **Cost %**
  (Units Received * Baseline Standard Price) / (Units Received * Receipt Price) = Cost Performance %

Targets for Quality, Delivery and Cost will be defined based on MSA annual goals and communicated to the vendors.

Specific supplier performance management scorecards will be conducted for suppliers in accordance with their segmentation classification as defined by the MSA Sourcing team.

Suppliers selected will be evaluated by a Total Score from 0% to 100%. Every element composing the Total Score will be evaluated by a MSA cross functional team applying a risk grade from 1 to 5 for each element, with 5 being the lowest risk and 1 the highest risk. The TOTAL SCORE % is composed of:

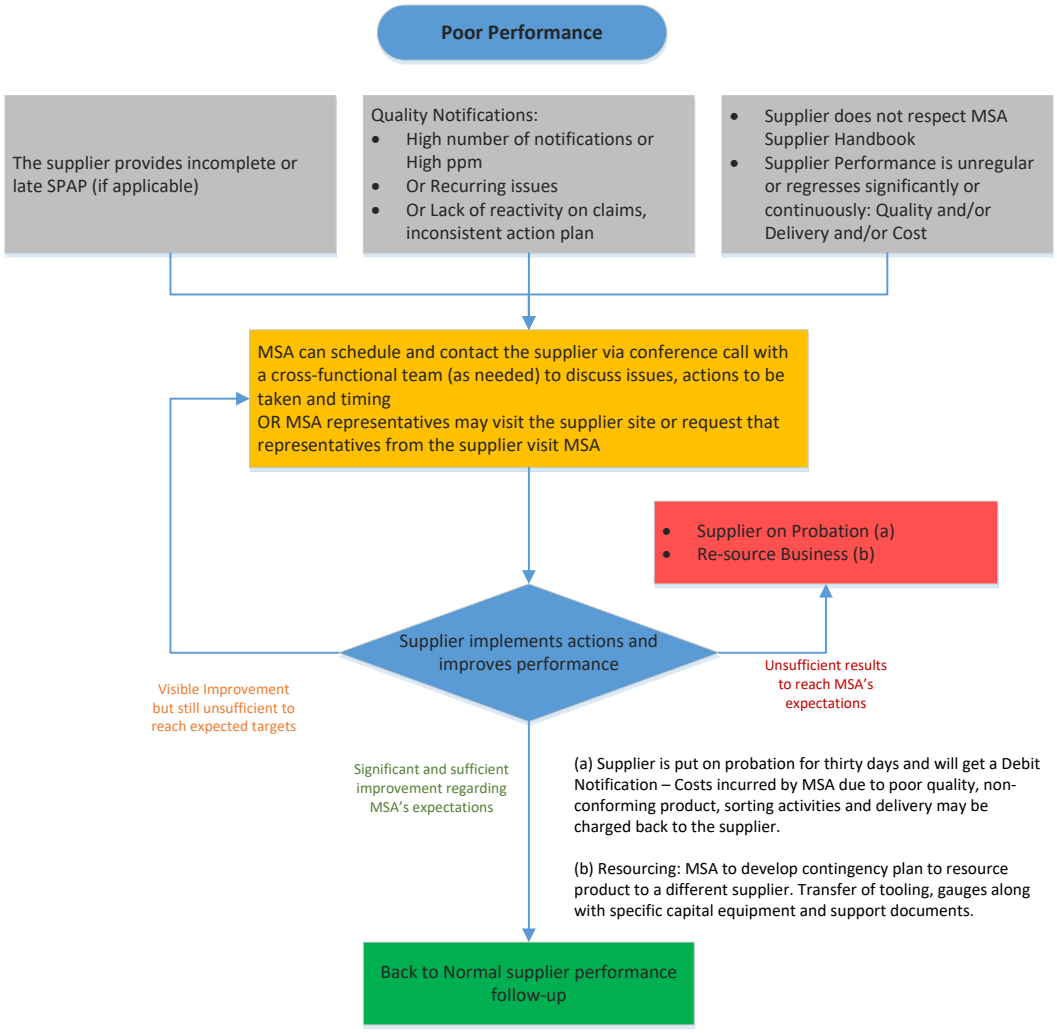
- Compliance
- Financial
- Operational (Supplier Quality Performance & Delivery Performance)
- Business Continuity
- Strategic (Continuous Improvement & Customer Service)

Data gathered for the supplier scorecard will be based on a rolling 12-month period from the date of review. Details of all sub-elements composing the supplier performance are clarified directly from the category managers and buyers to the suppliers selected to participate.

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).



Appendix A: 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) Principle[1]: 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.

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

Appendix B: 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** *Dimensional Results and Initial Process Studies* *Material Results* *Performance Test Results* *Appearance Verification* *Evidence of Conformance to Referenced Standards* *Evidence of Conformance to All Notes*	●	●	●
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 C: 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 D: 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 E: Supplier Survey for Direct Supplier

Supplier Survey for Direct Suppliers (Material Provider)

Tax Information (for new suppliers) — **NOTE: All fields must be completed.**

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

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: _____ Remittance Email: _____
Account Holder: _____ Billing Currency: _____
IBAN: _____ Incoterm: _____
Payment Terms: _____
MSA minimum standard payment terms are 60 days net. Please, inform the sourcing representative during commercial discussion any divergency

For: AR, CL, CO, PE

Tax Type _____ Tax Number 2 _____

Withholding Tax Type			Type of Retention	Type of recipient		
_____	G1	GAN: Withhold. Earning Tax RNI RG 830	_____	G1	2	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

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 _____ Date _____

FOR BRAZILIAN USE ONLY

Supplier of Invoice		Tax ICMS - Tax Regime	
CNPJ	_____	Simple National	_____
I.E.	_____	Assumed Profit	_____
IM	_____	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: _____ Company Establishment Date: _____

Total Number of Employees (all sites): _____ Total Number of Quality Employees: _____

Type of Business: _____ % Commercial: _____ % Government: _____

Type of Services Available (check all that apply):

_____ Broker	_____ Forging	_____ Machining	_____ Service Center
_____ Casting	_____ Gas Sensors	_____ Mechanical Assembly	_____ Stamping
_____ Contractor	_____ Job Shop	_____ Molding	_____ Tooling Design
_____ Delivery	_____ Manufacturer (OEM)	_____ Packaging	_____ Tooling Manufacture
_____ Distributor	_____ Manufacturer	_____ Plating/Finishing	_____ Value-Added Reseller
_____ Electronic Assembly	_____ Manufacturer Rep	_____ Printing	_____ Welding
_____ Engineering	_____ Laser Engraving	_____ Prototyping (SLA, SLS, or similar)	_____ Wholesaler
_____ Extrusion	_____ Laser Machining	_____ 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: _____ Commodity Supplied: _____

Contact Name: _____ Email: _____ Phone: _____

Company: _____ Commodity Supplied: _____

Contact Name: _____ Email: _____ Phone: _____

Company: _____ Commodity Supplied: _____

Contact Name: _____ Email: _____ Phone: _____

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: _____

General MSA Requirements

	Place an 'X' in each applicable box			
Please confirm you have reviewed and accepted the following documents regarding the elements below in place at your company?	Yes	No, My Company has other similar Policies in Place	No	**Supplier Comments** In case the answer is "No", explain the divergences and contact sourcing responsible for clarification and possible plans with deadline). In case the company has similar policies, detail the process in place
Global Supplier Handbook				
Code of Conduct				
- MSA Conflict Minerals Policy				
- MSA Global Human Rights Policy				
- MSA Modern Slavery and Human Trafficking Statement				
MSA SPAP Supplier Guide GSCM-SPAP-0100 - Part of Global Supplier				

	Place an 'X' in each applicable box			
Are the elements below in place in your company?	Yes / On each product	Only on some products / not each time	Not currently in place	**Supplier Comments** (Detail current process in place or if there are plans for implementation with estimated deadline)
Quality Management System and Quality Control				
Company is ISO 9001, IATF 9001, AS 9001 or has similar QMS certification?				*Scope:*
Documents, procedures and records are controlled and maintained				
For safety critical and functional critical characteristics, the company has 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 as part of the Quality Management Systems and are analyzed by company leadership? Customer Delivery and Quality is included and monitored as part of the main organization objectives. Low performance targets are analyzed, action plans are defined and monitored?				
Are there an Internal Auditing Program established and it is actively used to cover all company processes?				

Place an 'X' in each applicable box				
Are the elements below in place in your company?	Yes / On each product	Only on some products / not each time	Not currently in place	**Supplier Comments** (Detail current process in place or if there are plans for implementation with estimated deadline)
Quality Management System and Quality Control (Cont.)				
Records of Internal Audits and Corrective Actions available				
Documented appropriate Training Program and Records for each personnel				
Is your company structured to provide Certificate of Analysis or Certificate of conformance is required by MSA?				
A customer complaint response procedure exists using 8D methodology or similar method for problem solving?				
Are there any Continuous Improvement Process in place? Ex:- TQM/ 6 Sigma - 5S / SMED/ VSM / VAVE , others.				*Details:*
Does the company have partnership with customers for cost reduction and efficiency improvement?				*Details:*
A procedure is in place to notify customers if Nonconforming Material or potential issue is accidentally shipped or preventing shipment of orders?				
8D methodology is known and used for problem solving including 5Whys or Fishbone (i.e. 5M/ Ishikawa)				
Does the company have a change management procedure and does it include customer notification process? Please refer to Global Supplier Handbook for clarification on applied changes.				
Does the company have knowledge on advanced quality tools aligned with IATF specific requirements: APQP, PPAP,R&R, FMEA, Statistical Process Control?				
A Traceability procedure exists is connected to company batch numbers, customers PO numbers and can be retrieve to all manufacturing process steps, production orders and sub-tier materials?				
Do you have called "Special Processes" and there is a proper procedure to manage this processes? Examples: Chemical Processing, Coating, Welding, Soldering, Thermal Processing (heat treatment, brazing), X-Ray analysis, Non-conventional Machining and Surface Enhancement (chemical milling, shot peening, etc.)				*Details:*
Supply Chain Planning and Production Capacity				
Does the company works have ERP-system? Please clarify what system.				*ERP:*
Are there a systematic process to analyze customer orders and cascade to company production orders and sub-tiers purchasing orders?				
Are there Business Risk Mitigations Plans defined? Mitigation Plans for Disasters; Multiple Operators for Critical Machines; Machines Breaking, Spare Parts for Critical Machines, etc.				
Are there manufacturing engineering process in place to define cycle times, evaluate capacity for the several work centers in the production and labor needs?				*Do you have any ongoing capacity improvement plans/additions Including people and equipment? Please describe these.*
Are there regular critical analysis in place to define needs of new machine investments, sub-tier constraint resolution and people plan?				
Have you performed a risk assessment on critical sub-tier suppliers with key suppliers identified and audited?				
Quality requirements on purchased material are identified and there is controlled activities defined for receiving inspection?				
Supplier performance is monitored and appropriate actions are taken as part of the QMS system?				
Project Management, Product Design and Production Readiness				
Is your company design responsible for materials and goods offered to MSA?				
Is Design of products in the scope of your ISO 9001 or similar QMS certification?				
Are there a solid New Product Development Process with business feasibility analysis, cross-functional project management with timeline, tasks and gateway reviews?				
Are there agreements in place to stablish responsibility limits when developing projects in cooperation with customers - Design for Manufacturing?				
Are there a solid process to release internal and customers drawings and all revisions are maintained?				
Is there a procedure to ensure design changes are communicating with customers prior to implementation?				
Are there CAD / ProEngineer / Solidworks, others available to open digital files?				*Software:*
Validation Plans and Reports verifying outputs meet requirements				
Is there a plan to qualify design, validate products and conduct durability and reliability tests?				
Are there a list of tests required in the test plan and the lab test resources are local or have a partner defined to execute tests?				
Do you perform product and process capability studies?				
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?				
Are risk evaluations performed on each workstation.?				
Based on the risk evaluation, are appropriate PPE defined and used by employees?				
Are there KPIs available and communicated on lost time incidents, minor incidents and near hits? Does your organization monitor the health and safety performance of your employees?				*Provide last year results:*

Place an 'X' in each applicable box				
Are the elements below in place in your company?	Yes / On each product	Only on some products / not each time	Not currently in place	**Supplier Comments** (Detail current process in place or if there are plans for implementation with estimated deadline)
Environmental and Safety Information (Cont.)				
Do you have a program to ensure compliance with REACH and adequate documentation sent?				*Provide a short overview:*
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 agree, at your own company cost, to use a MSA recommended 3rd party to collect relevant REACH/ROHS/Conflict mineral requirement information?				
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?				*Attach or describe your policy concerning business management:*
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 (i.e.: wage, labor, age laws, discrimination…)?				

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

Part Approval Request (PAR)

CUSTOMER INFORMATION

Customer Name/Division

Street Address

City State Zip

SUPPLIER INFORMATION

Supplier Name & Supplier Code (if known)

Street Address

City State Zip

REASON FOR SUBMISSION

- ☐ Initial Submission
- ☐ Resubmission with Requested Corrections
- ☐ Engineering Change(s)
- ☐ Tooling Inactive > 1 year
- ☐ Change in Part Processing
- ☐ Tooling: Transfer, Replacement, Refurbish or Additional
- ☐ Part Produced at Other Location
- ☐ Other - Please specify :
- ☐ Correction of Discrepancy
- ☐ Change to Optional Construction or Material
- ☐ Sub-Supplier or Material Source Change

MSA ITEM IDENTIFICATION

Part Name:
MSA Part Number:

SUPPLIER ITEM IDENTIFICATION

Supplier Part Name:
Supplier Part Number:

MSA DOCUMENTS *(included in submission)*

Type	Number	TID	Lifecycle	Rev.	Date

SUPPLIER DOCUMENTS *(if different from MSA)*

Type	Number	TID	Rev.	Date

SPAP CONTENT (ATTACHMENTS)

- ☐ Engineering Change Documents
- ☐ DFMEA
- ☐ Process Flow Diagram
- ☐ PFMEA
- ☐ Control Plan
- ☐ Material Results / Material Certification
- ☐ Dimensional Results
- ☐ Performance Results
- ☐ Measurement System Analysis
- ☐ Qualified Laboratory Documentation
- ☐ Appearance Verification
- ☐ Other - Please specify:
- ☐ Checking Aid
- ☐ Product Certifications
- ☐ Preventive Maintenance Plans
- ☐ Mold Process Setup Sheets
- ☐ Evidence of Conformance to Referenced Standards

SUPPLIER CONFIRMATION

These results meet all drawing and specification requirements: ____ Yes ____ No Production Rate: ____ / ____ hours

Mold / Cavity / Production Process: Part Weight (kg):

Has a master sample been retained? ____ Yes ____ No Is each Customer Tool Properly tagged and numbered? ____ Yes ____ No ____ N/A

Supplier Comments (Explanation must be provided if results do not meet all requirements): MSA ID# :

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.

Supplier Authorized Signature: Date: Phone No.:

Print Name: Title: E-mail:

FOR CUSTOMER USE ONLY

MSA Quality Review PAR Disposition: ☐ Approved ☐ Rejected ☐ Conditional Approval

Print Name Signature Date

Requirements of Conditional Approval or Reason for Rejection

MSA Design Engineering Review PAR Disposition: ☐ Approved ☐ Rejected ☐ Conditional Approval

Print Name Signature Date

Requirements of Conditional Approval or Reason for Rejection

MSA Manufacturer Engr. Review PAR Disposition: ☐ Approved ☐ Rejected ☐ Conditional Approval ☐ Review not required (no MSA-owned tooling/ equipment)

Print Name Signature Date

Requirements of Conditional Approval or Reason for Rejection

FINAL PAR DISPOSITION: ☐ Approved ☐ Rejected, See Above ☐ Conditional Approval, See Above

Appendix G: 8D Report

MSA The Safety Company	**8D - Report** Supplier Ref. No.: MSA SQN No: Supplier RMA No.: Purchase Order:	Complaint Date: Status Date: Requested Completion Date:

Header data

Product:		Reported by:	
Supplier Material No.:		Material No.:	Revision:
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:	*Enter a Short Summary (Less than 40 characters) - For Example: "Diameter Measured Out of Tolerance"* *Enter a Detailed Description of the Problem*
Source:	
Assigned Objects:	Object Type: / Number:

D3 Containment action(s)

Description:	*Enter a Short Summary (Less than 40 characters)* *Enter a Detailed Description of the Containment Action taken. Use the "Add-In" Excel feature to list multiple containment actions.*		
Responsible:		Verification %:	Introduced on:

D4 Root Cause Analysis

Defect Cause:

Description:	*Enter a Short Summary (Less than 40 characters)* *Enter a Detailed Description of the Root Cause Analysis and the conclusions reached.*		
Contribution %:			Planned End:

D5 Potential corrective actions and proof of effectiveness

Description:	*Enter a Short Summary (Less than 40 characters)* *Enter a Detailed Description of the proposed corrective actions and support of their effectiveness.*		
Verification:			Verification %:
Responsible:		Planned introduction on:	Introduced on:

D6 Introduction of corrective actions and tracking of effectiveness

Introduced corrective action(s):

Description:	*Enter a Short Summary (Less than 40 characters)* *Enter a Detailed Description of the corrective actions implemented and results of effectiveness.*		
Controls:	*List summary of controls implemented (Less than 40 characters)*		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:

Description:	*Enter a Short Summary (Less than 40 characters)* *Enter a Detailed Description of the preventive measures taken, including for similar product/processes*		
Responsible:		Planned introduction on:	Introduced on:

D8 Closure

	First Name	Last Name	E-Mail - Address
Participants:			
Results:			
Accomplished at:			

Appendix H: MSA Supplier Change Request

Supplier Change Request (SCR)

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: _____

Requestor Contact Information

Supplier Contact Name: _____
Phone Number: _____
Email: _____
Function/Title: _____

B. Part Information

All fields must be completed in this section, if an item does not apply, show "N/A". If a field is UNKNOWN, list "Unknown"

Part Description	MSA Part Number	Supplier Part Number	MSA Document Number	Current Revision Number

(Add additional rows as needed)

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)

- ☐ 1. Supplier Location Change
- ☐ 2. Design Change
- ☐ 3. Material Change
- ☐ 4. Tier II Supplier Change
- ☐ 5. Other, Describe change:

E. Reason for Change (Select ALL that apply)

- ☐ Performance Improvement
- ☐ Best Practices
- ☐ Protect Supply
- ☐ Safety Improvement
- ☐ Other, Describe change:
- ☐ Process Improvement
- ☐ Quality Improvement
- ☐ Capacity Improvement
- ☐ Cost Reduction
- ☐ Material no Longer Available

F. Description of Change

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.

Section 1- Required for All Changes:

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.

Describe current state(s): (Design feature, Process parameters, etc.):	Describe proposed state(s): (Design feature, Process parameters, etc.):

Section 2- Required for any changes in manufacturing location or Tier II supplier:

Current Location/Supplier	Proposed Location/Supplier
Supplier Name:	Supplier Name:
Complete Address:	Complete Address:
Local Contact	Local Contact
Name:	Name:
Title/Function:	Title/Function:
Phone:	Phone:
Email:	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.)

2. **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.

3. 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): _____
(Formal 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?

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

FINAL SCR DISPOSITION

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

Print Name | Function | Signature | Date

Comments:

Appendix I: 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 J: 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
Revision 6	Not Published	N/A
Revision 7	Update of MSA company profile as per current MSA website. Update to reflect latest revision of MSA requirements available for suppliers on http://us.msasafety.com/vendors Update on SPAP requirement New Supplier Performance Management Process Removal of inactive contact channel. Update of new version and Removal of old Appendix	August, 2024