



# Supplier Quality Manual



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Director of Quality

Dated: 14-Nov-25

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## 1. General Requirements

### 1.1. Purpose

The purpose of this Supplier Quality Manual is to ensure that the expectations of Mitchell Plastics / Ultra Manufacturing Ltd. (hereby referred to as Mitchell/Ultra) with its suppliers are clearly defined so that there can be an efficient and effective commercial relationship. The contents of this document constitute the customer specific requirements of Mitchell/Ultra.

### 1.2. Application

This Supplier Quality Manual is divided into three distinct sections.

- General expectations which apply to all suppliers.
- Commodity or Service specific expectations.
- Reactions when expectations are not met.

Suppliers are expected to review and understand the expectations that apply to them. The contents of this document constitute contractual obligations as identified in the Mitchell/Ultra purchase order. Expectations in this document should be communicated within the supplier's organization, as required, to ensure compliance.

### 1.3. Communication

Suppliers are expected to communicate with Mitchell/Ultra in English, unless otherwise agreed. Suppliers must be able to communicate using formats required by Mitchell/Ultra such as e-mail, phone, conference technologies (such as [Skype](#)), EDI, etc. Written communications must be used whenever possible to provide adequate evidence of communications.

### 1.4. Plex Portal

Mitchell Plastics uses Plex as our Enterprise Resource Planning (ERP) system. The Plex portal allows for various elements of supplier management. When requested, it is expected that all suppliers access Plex as directed. Documents such as this Supplier Quality Manual, Tool Standards, and required forms can be found in Plex. Corrective Action Reporting [and Supplier PPAP](#) is expected in Plex. Suppliers will be assigned log in credentials when access is required. Supplier scorecards are also available in the Plex supplier portal.

### 1.5. Quality Expectations

It is assumed that all products and services provided to Mitchell / Ultra meet or exceed the standards and specifications agreed to in Purchase Orders, Quotations, Drawings, Standards, and Codes. Every attempt should be made to clarify and document these requirements prior to the award of business. The customers of Mitchell / Ultra often have specific quality requirements. These customer specific requirements will apply to suppliers as well and should be requested of us, if not known.

#### 1.5.1. Quality Policy

The Quality Policy is a focus of our quality management system, it states:

*"We will provide Total Customer Satisfaction through the endless pursuit of excellence in Cost, Quality, Service, and Know-How."*

It is our expectation that our suppliers support us in the realization of this policy in all interactions with us.



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## 1.5.2. Quality Certifications

Mitchell / Ultra are certified to the international quality standard IATF 16949. As part of this certification we must encourage all of our suppliers to attain the IATF 16949 certification, or at the very least, be certified to ISO 9001. Suppliers must provide a valid copy of their quality certification as evidence of their conformance to this requirement.

## 1.5.3. Quality Communications

Suppliers are expected to maintain a free and open flow of communication with appropriate Mitchell / Ultra personnel. Advanced notification and approval are required for changes to products or services being supplied, packaging changes, manufacturing location changes, or significant process changes. This notification and approval of changes applies to all sub-supplier components, materials and processes as well.

If defective or suspect product or services have been supplied, immediate notification to Mitchell / Ultra must be provided so appropriate actions can be taken to mitigate the effects. Substandard products or services must be rectified by the supplier.

## 1.6. Delivery Expectations

Suppliers are expected to provide products and/or services on time, in the correct quantity and properly identified. Shipping and receiving hours are 7:30 AM to 3:30 PM local time. Deliveries outside of these hours must be approved in advance.

To ensure that delivery expectations are met the following are required:

### 1.6.1. Labelling

All products received must be labelled with an AIAG Format label that includes the Mitchell / Ultra part number, lot traceability information, and date of manufacture or a specific supplier label as per Mitchell / Ultra requirements. All labels should be approved by the Mitchell / Ultra receiving plant prior to PPAP approval.

### 1.6.2. USMCA Certificate of Origin

All suppliers shipping product across the Canada / US / Mexico border are required to provide a USMCA Certificate of Origin at least annually.

### 1.6.3. Delivery Communication

Suppliers are expected to maintain proactive and open communications with the appropriate personnel at Mitchell / Ultra. This includes, but is not limited to:

- The ability to receive EDI releases conforming to AIAG guidelines.
- The ability to send Advanced Shipping Notification's (ASN's) is a requirement of Mitchell / Ultra. Suppliers not capable of transmitting EDI/ASN's, will be assigned a 3rd party provider in order to comply with Mitchell / Ultra requirements. There is a cost associated with this, that must be paid by the Supplier to the 3rd party provider.
- Proactive notification of potential supply issues.
- After hours contacts when necessary.
- Changes to logistics plans.

#### 1.6.4. Capacity Planning

Suppliers must maintain adequate capacity to be able to provide the quoted annual volume of products as released. Forecasted requirements will be provided for planning purposes, but purchase commitment is only for firm releases. When requested, suppliers will need to show evidence of available capacity.

#### 1.6.5. Contingency Planning

Suppliers must have contingency plans to manage continued flow of products and services for issues such as utility interruption, labour shortage, key equipment failure, supply disruptions, etc. These plans must allow for uninterrupted product supply when there is a loss of utilities (electrical, water, phone, internet, etc.) for up to 4 weeks.

#### 1.6.6. Export Controls

Suppliers who ship across international boundaries must have systems in place to ensure load security. Formal programs such as United States' Customs -Trade Partnership Against Terrorism (C-TPAT) or an equivalent should be used where possible. Mitchell / Ultra may mandate such a system when required.

Where requested, suppliers (and their supply chain) must provide in a timely manner, Conflict Minerals reports as required as part of the US Dodd-Frank legislation. Additional information regarding Conflict Minerals can be found at <http://conflictminerals.aiag.org>.

Also, when legal sanctions exist for companies or individuals, suppliers must ensure they comply.

### 1.7. Environmental Expectations

Mitchell / Ultra Ltd. facilities and its Environmental Management System are registered to the ISO 14001 standard. It is recommended that suppliers are also registered, or working toward registration to this standard. At the very minimum, suppliers must comply with all applicable environmental legislation and utilize resources in an effective manner without adverse impact on health or the environment.

#### 1.7.1. Environmental Policy

The Mitchell / Ultra Environmental Policy is:

*"We are committed to minimizing the environmental impact of our operations and contributing to a low-carbon, sustainable future through:*

- *The development and manufacture of products that can be recycled, reused or disposed of safely wherever possible.*
- *The efficient use of materials and resources including water, electricity, raw materials and other resources, particularly those that are non-renewable.*
- *The minimization and safe disposal of all waste.*
- *The protection of the environment including prevention of pollution.*
- *Monitoring and control of air pollutants such as volatile organic compounds (VOCs), particulate matter, and nitrogen oxides (NOx).*

- *Optimizing energy use across facilities, and implementing low-emission technologies to reduce our carbon footprint and prioritizing renewable energy procurement or on-site generation where feasible.*
- *Reducing our Green House Gas (GHG) and noise emissions*
- *Responsible management and use of chemicals*
- *Compliance with all relevant environmental legislation, regulations, and requirements.*
- *Providing environmental training and resources to employees.*
- *Continuous improvement of our environmental management system including encouraging our supply base to follow aligned policies.”*

It is our expectation that our suppliers support us in the realization of this policy in their organization and in all interactions with us.

### 1.7.2. CO2 Reduction

All of the major automotive OEMs have committed to a zero-carbon future. This not only includes the elimination of CO<sub>2</sub> in their operations, but also in their entire supply chains. As a part of the automotive supply chain, Mitchell/Ultra and our suppliers must participate in the reduction and eventual elimination of CO<sub>2</sub>.

The first step in this journey is to understand the current CO<sub>2</sub> equivalents in the parts we provide. This includes Scope 1 (direct emissions from company owned or controlled sources), Scope 2 (indirect emissions from purchased energy) and Scope 3 (are all other indirect emissions in the company's value chain, both upstream and downstream) emissions. We ask that each supplier evaluate the CO<sub>2</sub> equivalents in the products they provide and communicate this info to Mitchell/Ultra.

Each supplier must then work within their facilities and supply chains to reduce this number. Mitchell/Ultra will provide reduction targets to ensure that we can meet our customers expectations. Supplier are expected to meet or exceed these targets.

### 1.7.3. Environmental Compliance on Site

When suppliers are at one of our facilities, they must comply with all of our environmental rules and regulations. These rules and regulations are posted on the “Welcome Letter” which must be reviewed when signing in.

Some general requirements of suppliers to keep in mind are:

- Materials with hazardous components which are brought into the plant must have an SDS.
- Unused materials must be taken away by the supplier.
- Nothing will be poured down a drain.
- Appropriate Personal Protective Equipment (PPE) will be used.
- Evidence will be provided of appropriate licencing to handle:
  - Hazardous Waste
  - Dangerous Goods
  - Ozone Depleting Substances
  - Pesticides

The supplier must ensure that adequate environmental records exist and are on file at the appropriate Mitchell / Ultra facility.

## 1.8. Health and Safety Expectations

The health and safety of our employees and suppliers is paramount. At no time will activities that jeopardize health or safety be tolerated. Some health and safety rules are included on the “Welcome Letter” that must be reviewed when signing in.

Some other requirements are:

- Appropriate Personal Protective Equipment (PPE) will be used.
- Training Certificate for Forklift Operation (if forklift is used).
- Training Certificate for Aerial Work Platform including Fall Arrest Systems (if aerial work platform is used).
- Training Certificate for Overhead Crane Operation (if overhead crane is used).
- Evidence of appropriate liability insurance when working in our facility.
- Appropriate licencing when required for:
  - Electricians
  - Plumbers
  - Technical Standards & Safety Authority (TSSA) fuels
  - TSSA Boilers and Pressure Vessels

Where required, the supplier must ensure that appropriate evidence of insurance, licencing or certification is on file at the appropriate Mitchell / Ultra facility.

### 1.8.1. Compliance to Legal Requirements

Suppliers will comply with all legislated health & safety requirements in their jurisdiction as well as the requirements applied to their products. This includes the supplier’s responsibilities with respect to the assemblies and finished vehicles (in the control of the supplier). For example, all interior automotive components must meet FMVSS 302 internal flammability. Meeting this requirement is a factor of the materials (i.e. resin). Therefore, the materials, as purchased in their raw form, must have controlled burn behaviour as received from the supplier. These product-based compliance obligations will be communicated to the supplier.

Some OEM’s require that suppliers have a safety compliance representative to ensure compliance. Any OEM using the VDA (German quality standard) requires this Safety Representative. If you are required to have a Safety Rep this will be communicated by supplier quality during the launch process.

### 1.8.2. Health and Safety Policy

The Mitchell / Ultra Ltd Health and Safety Policy is:

#### **Team Member Health and Safety is the primary value of the Management Team.**

Every leader of Ultra Manufacturing Ltd. and Mitchell Plastics is committed to the prevention of occupational illness and injury. In order to prevent these occurrences, we are dedicated to providing our team members a safe and healthy work environment.

Our safety culture starts with our commitment to comprehensive safety training and safety related systems and procedures.



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Safety does not just happen it requires commitment throughout the organization. Our goal is an accident-free work environment through sound operational practices that drive safe working conditions and efficient operations.

To support Legislation, the Internal Responsibility System will be utilized. All team members will follow a Team Safety Approach and are held accountable for reporting and/or investigating concerns, incidents, and accidents. To achieve maximum effectiveness, we ask that you embrace your respective responsibilities and actively participate in all safety initiatives.

All supervisors and managers will make health and safety their primary value. Each supervisor and/or manager is responsible to ensure that team members are working in compliance with established safe work practices and procedures, and that a safe and healthy working environment is achieved and maintained in the area they manage. Team members will receive adequate training in their specific work tasks to protect their health and safety. The entire management team will work to continually improve our health and safety policies and procedures and to exceed legislative and industry standards.

It is the responsibility of all our team members, irrespective of position:

- To work in a safe manner at all times
- To immediately report all unsafe or unhealthy conditions by utilizing our open door policy, daily wellness checks or other tools put in place to communicate unsafe or unhealthy conditions.
- To do whatever it takes to keep you and your teammates safe.
- To follow all applicable safety legislation.

Details of the various policies and procedures applicable to this program are controlled documents in our document control centre. These are accessible to all team members.

I, along with the entire management team, am personally committed to making the safety of our team members our primary value.

**There is no task so critical that we cannot take the time to perform our work safely!**

It is expected that our suppliers adhere to this policy while performing work at our site. Adherence to this policy is also recommended for all supplier facilities.

## 1.9. Corporate Social Responsibility Expectations

All companies not only exist in a physical space but they also exist in communities of people. As such, all companies must understand and manage their impact on the communities they work in. In order to manage this impact, it is recommended that suppliers develop and implement a corporate social responsibility position that is communicated throughout their organization.

### 1.9.1. Corporate Social Responsibility Policy

The Mitchell / Ultra Corporate Responsibility Statement is as follows:

#### Introduction

Social responsibility is an inescapable element of the long-term success of our company, just as it is for our stakeholders, business partners, employees and our customers. A plan for true sustainability requires not only good global citizenship but that we remain competitive in the long term. True social responsibility is not an obstacle but an enabler to this end.

The following principles are followed by our company and our Suppliers worldwide. This documentation of Corporate Social Responsibility beliefs and expectations notifies every organization and individual in our Supply Chain that they must share in the adherence to these practices.

### **Human Rights**

We respect and support compliance with internationally accepted human rights policies and laws.

### **Forced Labour**

We condemn all forms of forced and compulsory labour. Suppliers will not use forced or involuntary labour, whether bonded, prison or indentured, including debt servitude.

### **Child Labour**

We support the effective abolition of exploitative child labour. Suppliers will not employ individuals in violation of local mandatory school age or under the legal employment age in each country where they operate. In no case will suppliers employ non-family workers under the age of 15.

### **Harassment and Discrimination**

We will uphold equal opportunities with respect to employment and will refrain from discrimination in any form unless national law expressly provides for selection according to specific criteria.

Discrimination against employees based on gender, race, disability, origin, religion, age, sexual orientation or any other personal characteristic protected by law is not acceptable.

### **Freedom of Association**

We will respect the right of all workers and all employers to form and join groups for the promotion and defense of their occupational interests. The trade unions and the company will comply with basic democratic principles, ensuring the employees ability to make a free and informed decision.

### **Ethical Recruiting**

We will ensure that our hiring practices are based on fairness, transparency and respect.

### **Working Conditions**

We are opposed to all exploitative working conditions.

### **Protection of health and safety**

We will ensure health and safety at the workplace to a level no less than required by national Legislation and supports the continuous improvement of working conditions.

### **Compensation**

We will honour the right to reasonable compensation of a level no less than the legally established minimum-wage and the local job market, based on local laws and regulations. Within the scope of national legislation, suppliers will respect the principle of "equal pay for work of equal value."

### **Working hours**

We will comply with national provisions and agreements regarding working hours and regular, paid holidays.

### **Environment**

We believe in stewardship of our natural resources, including land, forest and water rights. Suppliers will comply with all applicable environmental laws and regulations and will promptly develop and implement plans or programs to correct any non-compliant practices.

### **Corruption and Ethics**

We will work against corruption in all its forms. We strictly adhere to all local and applicable local laws and regulations related to corruption and ethics, and require its suppliers to act in a similar manner.

### **Privacy**

We will endeavour to protect the personal information of our employees, customers and anyone else we are engaged in business with, in accordance with each country's laws.

### **Protection of intellectual property**

Continually monitor and protect the intellectual property of the company against infringement by others and do not infringe the intellectual property of others.



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## Responsible Material Procurement

Use deliberation and care in the procurement of materials to prevent purchasing materials which are unlawful or obtained through unethical means (such as conflict minerals).

We will work against corruption in all its forms. We strictly adhere to all local and applicable local laws and regulations related to corruption and ethics, and require its suppliers to act in a similar manner.

As part of the Mitchell / Ultra Corporate Social Responsibility (CSR) program, we require that suppliers introduce and implement equivalent principles and communicate them throughout their organizations [and supply chain](#). Further guidance can be obtained through the AIAG.

Mitchell / Ultra also require that each supplier evaluate their own CSR program using the AIAG Supplier Sustainability Self-Assessment and provide a copy of the “Scoring” tab to their Buyer. This information will be used to measure and help verify responsible practices in our supply chain.

Suppliers, who fail to respond, or have significant gaps in expectations, may be subject to onsite audits of their CSR systems and practices.

### 1.9.1.1. Diversity

It is expected that the workplaces of our suppliers reflect the diversity of the areas in which they operate. To enhance diversity in the supply base, Mitchell / Ultra requires that all suppliers who qualify as minority-owned, women-owned, veteran-owned, LGBTQ, small businesses & disability-owned businesses report this status to Mitchell / Ultra Corporate Purchasing. Mitchell / Ultra, where appropriate, will actively source from these suppliers. Diversity training is encouraged within all suppliers’ organizations.

### 1.9.1.2. Business Ethics

In order for the global business environment to run as efficiently and effectively as possible we must all follow consistent rules. Mitchell / Ultra has captured these expectations in our Code of Conduct but can summarize these ideas as follows:

#### Anti-corruption and Anti-money Laundering

See Corporate Responsibility Statement under Corruption & Ethics

#### Data Protection and Security

See Corporate Responsibility Statement under Privacy

#### Financial Responsibility (Accurate Records)

We will ensure financial responsibility including maintaining accurate records.

#### Disclosure of Information

We will endeavour to protect the personal information of our employees, customers and anyone else we are engaged in business with, in accordance with each country’s laws.



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## Fair Competition and Anti-trust

As Mitchell Plastics Employees we will comply with all applicable antitrust and competition laws to preserve a free and competitive economy. As such, we will not engage in any activities that violate these laws including but not limited to agreeing with our competitors to fix prices, limit production, divide markets or coordinate bidding activities.

## Conflict of Interest

Each employee is expected to give his or her first business loyalty to Mitchell Plastics. Where we are entrusted with making decisions and choices for Mitchell Plastics it is essential that these decisions are (and are seen to be) free of any inappropriate bias arising from personal relationships or the opportunity for personal gain. Personal relationships with suppliers, customers, and other employees must not affect your ability to act in a manner that is best for the Company.

We must always act in such a manner that your conduct will bear the closest scrutiny. Not only actual conflict of interest, but even the appearance of conflicts is to be avoided. Perception of conflict of interest can be just as damaging to the reputation of the company and its employees.

## Counterfeit Parts

It is the policy of the Company to secure and protect its intellectual property rights, and to take appropriate action against any individual or group making unauthorized use of our rights. This includes controls to monitor and prevent counterfeit parts.

## Intellectual Property

All employees should continually monitor and protect the intellectual property of the company against infringement by others and should not infringe the intellectual property of others.

## Whistleblowing and Protection Against Retaliation

A whistleblower protection policy establishes procedures to ensure that the company's employees and other individuals can report good faith suspicions of illegal, unethical, or other inappropriate activity without fear of retaliation.

The company requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees are encouraged to approach their jobs with honesty and integrity and must comply with all laws and regulations that apply to their work and our business. The company is committed to (1) maintaining a workplace where employees are free to raise good faith concerns, (2) reporting suspected violations of law, (3) cooperating in an inquiry or investigation by a court, governmental agency, or law enforcement officials, (4) identifying potential violations of the company's policies and procedures, and (5) protecting employees who take such actions from retaliation.

An employee who knowingly files a false report of wrongdoing will be subject to corrective action, up to and including termination. Employees should address their questions, concerns, suggestions, and complaints to their Manager, Human Resources,



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General Manager, or other company official. The company will investigate and respond where appropriate and warranted.

## 1.10. Responsibility for Products and/or Services Provided

Suppliers are responsible to ensure that the products and services provided to Mitchell / Ultra meet the specifications and requirements for which they are offered. All suppliers are expected to stand behind the products and services they provide and correct any issues that arise due to normal use or application for which the product or service was provided.

### 1.10.1. Warranty

Products and services provided are expected to perform per the specifications and requirements, for the life of the product or service. It is expected that premature failure attributed to supplied products or services would be analysed, root cause established and corrected by the supplier, with the direction of the appropriate personnel at Mitchell / Ultra. An 8D format is typically used and closure of the issue must occur within 30 days, unless extension is given by the appropriate plant Quality Manager.

A solid verification and prevention strategy should be used to mitigate the risk of warranty issues.

### 1.11. Service product

People who own vehicles expect to have replacement parts available for service, at a reasonable price, for the life of their vehicle. In order to satisfy this requirement, Mitchell / Ultra must agree to sell service parts to the OEM at production piece price for up to 15 years after the original date of manufacture of the vehicle. To make this possible, our suppliers are expected to provide their products at production price for up to 15 years.

### 1.12. Confidentiality

All information shared between Mitchell / Ultra and our suppliers must be treated as confidential.

## 2. Commodity Specific Requirements

In addition to the General Supplier requirements, there are specific requirements that vary based on the commodity being supplied. These commodity specific requirements are outlined below.

### 2.1. Resin

#### 2.1.1. Resin Quality

Resin suppliers are expected to meet the following expectations for quality.

#### Material Approvals

Resin material must be approved to an OEM material specification. The minimum submission requirement for bulk materials is the PSW and the Bulk Materials Checklist. (See AIAG manual for PPAP, Section 4 and Appendix F.). Resin must be certified to an OEM Specification and also certified to meet Flammability requirements (FMVSS 302 or equivalent national standard). A copy of the certification must be sent to the appropriate Mitchell / Ultra representative with each new lot. As well as stating the compliance to OEM specifications and Flammability, the certificate of conformance should contain data on key properties necessary to ensure consistent processing as agreed to by the Mitchell / Ultra quality representative.

### 2.1.1.1. Lot Traceability

Resin must be identified so that lot traceability can be maintained. This would include proper labelling for bagged or Gaylord packed materials and proper shipping documents for bulk resin deliveries.

### 2.1.1.2. Packaging & Delivery

Resin must be packed and shipped in such a way that spills are prevented and the resin is protected from dirt, moisture or other forms of contamination. Bulk resin delivery is the responsibility of the resin supplier until the material is properly loaded in the correct bulk silo. Any spills must be cleaned up immediately by the carrier and prevented from contaminating the nearby environment.

### 2.1.1.3. Safety Data Sheet (SDS)

An SDS is required for all resins and must be provided to the Mitchell / Ultra purchasing contact. To comply with Canadian Law, a new SDS is required every three years or when there is a formulation change.

### 2.1.1.4. International Material Data System (IMDS)

Suppliers must complete the necessary requirements in IMDS at least 30 days prior to production launch. This information must be complete and correct and submitted in a timely manner as requested by the Mitchell / Ultra supplier quality contact. IMDS is required for PPAP, and PPAP is a trigger for significant financial payments, so delays will not be tolerated.

### 2.1.1.5. Process & Drying Guidelines

Resin suppliers must provide processing recommendations for their material including drying parameters if required.

### 2.1.1.6. Pre-Coloured Materials

Coloured resin that is used for visual parts must go through the applicable OEM's colour approval process. The resin supplier is expected to provide appropriate resources to work through this colour approval process in a timely manner. After approval, the resin supplier must maintain systems and processes that assure consistent colour. The colour of each lot must be evaluated and a plaque supplied for evaluation on Mitchell / Ultra equipment.

### 2.1.1.7. Annual Testing to FMVSS 302

Materials must pass the requirements of the Federal Motor Vehicle Safety Standard 302 - Flammability of Interior Materials. Testing must be conducted annually and supplied to the appropriate Mitchell / Ultra supplier quality contact.

## 2.1.2. Resin Delivery

Resin suppliers are expected to meet the following expectations for delivery.

### 2.1.2.1. EDI Capable

Resin suppliers are expected to be EDI capable to receive electronic releases.

### 2.1.2.2. Bulk Shipment

Bulk resin delivery is the responsibility of the resin supplier until the material is properly in the correct bulk silo. Any spills must be cleaned up immediately by the carrier and prevented from contaminating the nearby environment.

At delivery a load sample must be provided, which will be retained and available for testing if issues arise.

The delivery driver must follow the procedure for loading the silo. This includes:

- Having the appropriate person unlock the correct silo.
- Using the correct loading pressure as identified on each silo.
- Monitoring the fill process to ensure issues are identified quickly.
- Follow silo fill verification and lock up process.
- Cleaning up any resin spill.

## 2.2. Colourant

### 2.2.1. Colourant Quality

Colourant suppliers are expected to meet the following expectations for Quality.

#### 2.2.1.1. Material Approvals

The minimum submission requirement for bulk materials is the PSW and the Bulk Materials Checklist. (See AIAG manual for PPAP, Section 4 and Appendix F.). The OEM's colour approval process will be used to determine the nominal colour measurement. Each new lot of colourant must be verified by the supplier by moulding a sample plaque and measuring the colour. A sample plaque and Certificate of Conformance will be shipped with each new lot. When compared to the approved master the allowable variation acceptable in the sample plaque is a  $\Delta E \leq 1.0$  when measured on Mitchell / Ultra equipment.

#### 2.2.1.2. Lot Traceability

Colourant must be identified so that lot traceability can be maintained. This would include proper labelling for boxed, drum or Gaylord packed material.

#### 2.2.1.3. Packaging & Delivery

Colourant must be packed and shipped in such a way that spills are prevented and the product is protected from dirt, moisture or other forms of contamination.

#### 2.2.1.4. Safety Data Sheet (SDS)

An SDS is required for all colourant and must be provided to the Mitchell / Ultra purchasing contact. To comply with Canadian Law, a new SDS is required every three years or when there is a formulation change.

#### 2.2.1.5. International Material Data System (IMDS)

Suppliers must complete the necessary requirements in IMDS at least 30 days prior to production launch. This information must be complete and correct and submitted in a timely manner as requested by the Mitchell / Ultra supplier quality contact. IMDS is required for PPAP, and PPAP is a trigger for significant financial payments, so delays will not be tolerated.

#### 2.2.1.6. Mix Ratio

Colourant must be identified with the appropriate mix ratio which must not change unless approval is given in writing. Mix ratio must be shown on the container label and Certificate of Conformance supplier with each lot.

### 2.2.2. Colourant Delivery

Colourant suppliers are expected to meet the following expectations for delivery.

#### 2.2.2.1. EDI Capable

Colourant suppliers are expected to be EDI capable to receive electronic releases.

## 2.3. Components

### 2.3.1. Component Quality

Component suppliers are expected to meet the following expectations for quality.

#### 2.3.1.1. Drawings / Specifications / Request for Quote

Each component must be adequately defined for fit, function, and performance. This definition should be on a product drawing specifying dimensions, tolerances, critical features, functional, appearance and performance specifications. During early sourcing and development some of this data may be found on a Request for Quote, but should be transferred to the product drawing prior to PPAP. All drawings must be reviewed and approved by the supplier and Mitchell / Ultra. Suppliers must submit, and have approved, any limit samples required.

#### 2.3.1.2. Advanced Product Quality Planning (APQP)

All component suppliers are required to follow a structured Advanced Product Quality Planning Process as outlined in the AIAG APQP manual. Mitchell / Ultra reserve the right to review the supplier APQP process and associated documentation for completeness and effectiveness.

#### 2.3.1.3. Production Part Approval Process (PPAP)

All component suppliers are required to submit PPAP and obtain approval as outlined in AIAG PPAP manual. A PPAP level 3 will be required unless otherwise communicated in writing by the Mitchell / Ultra supplier quality representative. Each PPAP will contain 2 representative samples per part and cavity for the Mitchell / Ultra plant to retain (this may include AAR samples when applicable). Gauge R&R over 10% must be approved by the Mitchell / Ultra Quality Engineer prior to PPAP approval.

#### 2.3.1.4. Customer Pass-thru Requirements

Specific OEM Customer Pass-thru Requirements may apply depending on the component being supplied. Suppliers must comply with OEM Customer Pass-thru Requirements as they apply to the product being supplied. Suppliers unsure of which OEM Customer Pass-thru Requirements apply to them should consult their Mitchell / Ultra supplier quality representative.

Some examples of these requirements are:

- AIAG CQI-09 Special Process: Heat Treating Assessment
- AIAG CQI-11 Special Process: Plating System Assessment
- AIAG CQI-12 Special Process: Coating System Assessment



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- AIAG CQI-15 Special Process: Welding System Assessment
- AIAG CQI-17 Special Process: Soldering System Assessment
- AIAG CQI-23 Special Process: Molding System Assessment
- AIAG CQI-27 Special Process: Casting System Assessment
- Restricted and Reportable Chemicals
- Early Production Containment
- Identification & Control of Special Characteristics

Additional Customer Pass-thru Requirements for IATF 16949 subscribing OEM's can be found in the OEM Customer Specific Requirements online at <http://www.iatfglobaloversight.org> .

### 2.3.1.5. Shelf Life

Components with a shelf life must be clearly identified as such by the supplier. A date of manufacture or expiry date must be clearly printed on the label. Products shipped must have enough life remaining to be consumed in the normal course of business. The supplier must work with the Mitchell / Ultra Buyer to ensure release schedules consider shelf life.

### 2.3.1.6. International Material Data System (IMDS)

Suppliers must complete the necessary requirements in IMDS prior to production launch. This information must be complete and correct and submitted in a timely manner as requested by the Mitchell / Ultra supplier quality contact. IMDS is required for PPAP, and PPAP is a trigger for significant financial payments, so delays will not be tolerated.

### 2.3.1.7. Appearance Approval

Suppliers will work with Mitchell / Ultra for ensure timely OEM appearance approval when required.

### 2.3.1.8. Tool Ownership / Maintenance / Bailee Receipt

Any tool, gauge or equipment that is paid for by Mitchell / Ultra will be considered to be owned by Mitchell / Ultra. Tools, gauges or equipment owned by Mitchell / Ultra must be clearly identified with a permanent "Property of Mitchell / Ultra" tag. The supplier is expected to protect, maintain, and service all tools, gauges or equipment owned by Mitchell / Ultra in their possession. Suppliers must complete and return a Bailee Receipt for all Mitchell / Ultra owned tools, gauges or equipment. Photos of Mitchell / Ultra owned tooling and equipment must be submitted with each PPAP package at launch. These requirements also apply to tools or equipment that our customer owns that are in the possession of the supplier (marking will be as directed by the Mitchell / Ultra Program Manager).

### 2.3.1.9. Validation testing

Suppliers are responsible to ensure the products they supply are adequately validated. This includes testing to all agreed specifications. All validation testing must be complete prior to PPAP or a written deviation is required. Annual Validation, including dimensional layout, may be required by the OEM or Mitchell / Ultra Quality Engineer. When required, Annual validation will be documented on the suppliers Control Plan. Date of PPAP (or interim) approval will constitute the start time for the annual requirements.

### 2.3.1.10. Early Product Containment

It is an expectation that component suppliers conduct product containment (100% inspection) for a minimum of 2000 pcs or 30 production days of defect free product, whichever comes first. Any deviation from the minimum pieces or days must be approved in advance by the Mitchell / Ultra Supplier Quality Engineer. The purpose of early product containment is to validate production processes for stability and capability during the start of production and prevent flow out of issues.

### 2.3.1.11. Special Labelling

To increase the visibility of products that have a special conditions, it is required that the following additional labelling be used.

#### All New Products

- Identified with a GREEN label or sticker for 5000 pieces or 3 shipments, whichever is less.

#### Product being contained for an issue

- Identified with a YELLOW label or sticker until a permanent corrective action is in place and verified. There should also be a 3x5 label on each container with Sorted for “defect” and clean point date.

#### New Level Products

- After the implementation of an engineering change the supplier must identify the new level product with a BLUE label or sticker for 5000 pieces or 3 shipments, whichever is less. There should also be a 3x5 label on each container with brief change description.

The Mitchell / Ultra quality representative may increase these quantities or add additional identification requirements when situations warrant.

## 2.3.2. Component Delivery

Component suppliers are expected to meet the following expectations for delivery.

### 2.3.2.1. EDI Capable

Component suppliers are expected to be EDI capable to receive electronic releases.

## 2.4. Paint

### 2.4.1. Paint Quality

Paint suppliers are expected to meet the following expectations for quality.

#### 2.4.1.1. Materials Approvals

A PPAP for Paint is not required for approved materials unless requested by the OEM (See AIAG manual for PPAP, Introduction, Application). The OEM's colour approval process will be used to determine the nominal colour measurement. Each new lot of paint must be verified by the supplier by painting a sample plaque and measuring the colour. A painted sample plaque and Certificate of Conformance will be shipped with each new lot. When compared to the approved master the allowable variation acceptable in the sample plaque is a  $\Delta E \leq 1.0$  when measured on Mitchell / Ultra equipment.

#### 2.4.1.2. Safety Data Sheet (SDS)

An SDS is required for all paint and must be provided to the Mitchell / Ultra purchasing contact. To comply with Canadian Law, a new SDS is required every three years or when there is a formulation change.

#### 2.4.1.3. International Material Data System (IMDS)

Suppliers must complete the necessary requirements in IMDS prior to production launch. This information must be complete and correct and submitted in a timely manner as requested by the Mitchell / Ultra supplier quality contact. IMDS is required for PPAP, and PPAP is a trigger for significant financial payments, so delays will not be tolerated.

#### 2.4.1.4. Assistance with Appearance Approval Process

Paint suppliers are expected to provide adequate resources to obtain OEM appearance approvals for their paint, applied with the Mitchell / Ultra production intent process.

#### 2.4.1.5. OEM Approvals

Paint technologies must be approved to an OEM specification. Paint must be Certified to an OEM Specification. A copy of the certification must be sent to the appropriate Mitchell / Ultra representative with each new lot.

#### 2.4.1.6. Paint Specification Sheet

Paint supplied must have a specification sheet. The spec sheet should contain at a minimum:

- Mix ratios (if applicable)
- % solids
- Recommended film build
- Dry hiding thickness
- Gloss
- Package Viscosity

#### 2.4.2. Paint Delivery

Paint suppliers are expected to meet the following expectations for delivery.

##### 2.4.2.1. EDI Capable

Paint suppliers are expected to be EDI capable to receive electronic releases.

##### 2.4.2.2. Freeze Indicator

Suppliers of water based paint are required to ship product with a freeze indicator (0°C / 32°F) from December 1<sup>st</sup> to March 31<sup>st</sup> or whenever air shipments are utilized.

#### 2.5. Hydro-Graphic Film / Applique Film

##### 2.5.1. Film Quality

Film suppliers are expected to meet the following expectations for quality.



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## 2.5.1.1. OEM Approvals

Film materials must have both appearance and performance approvals as required by the OEM. Suppliers of these products must take into account product stretch, pattern orientation and substrate colour when developing film products.

## 2.5.1.2. Certification / Appearance Sample

Suppliers of film products must submit a certificate of conformance and a sample from each lot. The certificate should indicate that key attributes of the film appearance, performance, and size have been verified as conforming to specifications that have been agreed to.

## 2.5.1.3. International Material Data System (IMDS)

Suppliers must complete the necessary requirements in IMDS prior to production launch. This information must be complete and correct and submitted in a timely manner as requested by the Mitchell / Ultra supplier quality contact. IMDS is required for PPAP, and PPAP is a trigger for significant financial payments, so delays will not be tolerated.

## 2.5.2. Film Delivery

Film / Applique suppliers are expected to meet the following expectations for delivery.

### 2.5.2.1. EDI Capable

Paint suppliers are expected to be EDI capable to receive electronic releases.

### 2.5.2.2. Packaging

Film / Applique suppliers are expected to package their product to protect it from damage and moisture.

## 2.6. Check Fixtures

### 2.6.1. Quality & Delivery

Check fixture suppliers must ensure that the fixture design and build conforms to the OEM fixture requirements, the Mitchell / Ultra Gauge Standards and as stated in a Request for Quote and / or purchase order. Suppliers must manage the design, build and verification process so that delivery of fixtures is on time to the agreed on program timing.

Fixture suppliers will verify the fixture by passing a Gage R&R, with production representative parts, at their facility. The requirements of the Gage R&R will be based on OEM requirements. If none are given it will be assumed to be 10 parts, 3 operators, 3 times with a total variation less than 10%.

Weekly progress reports may be requested by Mitchell / Ultra to monitor progress. Mitchell / Ultra and its customer reserve the right to visit the fixture shop to verify status.

## 2.7. Assembly Equipment

### 2.7.1. Quality & Delivery

Assembly equipment suppliers must ensure that the equipment design and build conforms to the Mitchell / Ultra Equipment Standards and the purchase order. The latest copy of the standard should be requested from the Mitchell / Ultra contact before quoting. Suppliers must manage the design, build and verification process so that delivery of equipment is on time to the agreed on program timing.



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Equipment verification will be carried out as outlined in the Mitchell / Ultra Equipment Standards.

Progress reporting will be carried out as outlined in the Mitchell / Ultra Equipment Standards. Mitchell / Ultra and its customer reserve the right to visit the equipment shop to verify status.

## 2.8. Injection Moulds

### 2.8.1. Quality & Delivery

Injection Mould suppliers must ensure that the mould design and build conforms to the Mitchell / Ultra Mould Standards and the purchase order. The latest copy of the standard should be requested from the Mitchell / Ultra contact before quoting. Suppliers must manage the design, build and verification process so that delivery of moulds is on time to the agreed on program timing.

Injection Mould verification will be carried out as outlined in the Mitchell / Ultra Mould Standards.

Progress reporting will be carried out as outlined in the Mitchell / Ultra Mould Standards. Mitchell / Ultra and its customer reserve the right to visit the mould shop to verify status.

## 2.9. Thermoforming Tools

### 2.9.1. Quality & Delivery

Thermoforming Tool suppliers must ensure that the tool design and build conforms to the Mitchell / Ultra Thermoforming Tool Standards and the purchase order. The latest copy of the standard should be requested from the Mitchell / Ultra contact before quoting. Suppliers must manage the design, build and verification process so that delivery of tools is on time to the agreed on program timing.

Thermoforming Tool verification will be carried out as outlined in the Mitchell / Ultra Thermoforming Tool Standards.

Progress reporting will be carried out as outlined in the Mitchell / Ultra Thermoforming Tool Standards. Mitchell / Ultra and its customer reserve the right to visit the [vendor](#) to verify status.

## 2.10. Paint Racks & Equipment

### 2.10.1. Quality & Delivery

Paint Racks and Equipment suppliers must ensure that the rack and equipment design and build conforms to the Mitchell / Ultra Paint Racks & Equipment Standards and the purchase order. The latest copy of the standard should be requested from the Mitchell / Ultra contact before quoting. Suppliers must manage the design, build and verification process so that delivery of paint racks and equipment is on time to the agreed on program timing.

Paint Racks and Equipment verification will be carried out as outlined in the Mitchell / Ultra Paint Racks & Equipment Standards.

Progress reporting will be carried out as outlined in the Mitchell / Ultra Paint Racks & Equipment Standards. Mitchell / Ultra and its customer reserve the right to visit the [vendor](#) to verify status.

## 2.11. Packaging

### 2.11.1. Quality & Delivery

Packaging must be supplied per the agreed-on lead time in the configuration approved at time of launch. Any changes must be validated and approved by the Mitchell / Ultra Process Engineer before they can be shipped into the manufacturing plant.

## 2.12. Services

### 2.12.1. Definition of Service Providers

Any outside company working on Mitchell / Ultra property is a service provider. Lab and Testing services also fall into this category. Suppliers providing other commodities may also be considered service providers if they are providing support for their products on site.

### 2.12.2. Sign In

All service providers must sign in and wear a visitor badge when on site. After hours sign in can be arranged through the Mitchell / Ultra contact, but must still occur.

When signing in, it is expected that the "Welcome Letter" posted at reception is read and complied with.

### 2.12.3. Health & Safety and Environmental Compliance

When working at a Mitchell / Ultra site it is expected that all health and safety and environmental rules be followed. These include legal requirements, best practices and specific rules as outlined in the Welcome Letter.

### 2.12.4. Evidence of Compliance

To ensure compliance Mitchell / Ultra requires evidence of compliance to a number of legal and regulatory systems. Before being granted access to the plant floor, Service suppliers must provide evidence for:

- Proof of liability insurance

As appropriate, one or more of the following may also be required. This list may not be inclusive to the applicable jurisdiction but should be used as a reference for what may be required.

- Evidence of qualification for:
  - Technical Standards Safety Association Licence
  - Ozone Depleting Substances handling Licence
  - Lawn Chemicals handling Licence
  - Electricians Licence
  - Plumbers Licence
  - Crane Operation Safety Certificate
  - Forklift Operation Safety Certificate
  - Elevated Work Platform Safety Certificate
  - Certificate of Approval (Waste Handling & Disposal)
  - Hazardous Waste Information Network (HWIN) Registration
  - Confined Spaces Safety Certificate

Evidence should be provided by the supplier proactively. Employees of the supplier may be denied access to a Mitchell / Ultra facility if appropriate evidence is not on file.

### 2.12.5. Lab and Testing Services

All outside lab and testing suppliers must be acceptable to the OEM and/or be accredited to ISO/IEC 17025 or national equivalent (see IATF 16949 Section 7.1.5.3.2 External Laboratory). This accreditation along with a lab scope is required to be kept on file at Mitchell / Ultra.



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### 3. Failure to Meet Expectations

Failure to meet the expectations outlined in this document can lead to a significant disruption to the operations of Mitchell / Ultra and potentially to our customers as well. These disruptions stress the resources of our company and drive additional costs and waste. It is in everyone's best interest to minimize or eliminate these disruptions for maximum efficiency and customer satisfaction in the global marketplace.

When expectations are not met, additional costs are incurred to manage and rectify the situation. Suppliers are expected take ownership of these costs. Attachment 2 – Fee Schedule contains a list of standard costs for potential situations.

Suppliers will be monitored for compliance to expectations and may be asked to participate in improvement activities when negative trends exist. Failure to comply with expectations could potentially lead to de-sourcing of a supplier.

The processes that will be followed by Mitchell / Ultra when expectations are not met will general fall into two categories, quality or delivery, as outlined below.



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### 3.1. Quality Expectations Not Met

When quality issues are identified in supplied products or services, Mitchell / Ultra will follow its Discrepant Material Report (DMR) Process. The Supplier is expected to participate as shown below.

The general outline of the DMR process is as follows:

Timing	Steps	Responsible
Within 24 Hours	Issue identified.	Mitchell / Ultra or Supplier
	DMR opened.	Mitchell / Ultra
	Supplier notified.	Mitchell / Ultra
	Suspect product identified and segregated.	Mitchell / Ultra and Supplier
	Supplier manages sort and/or replacement of rejected material. Returned Materials Authorization (RMA) and shipping instructions must be provided at this time for defective product.	Supplier
Within 5 Business Days	Root cause identified.	Supplier (with Mitchell / Ultra assistance if necessary)
	Plan for permanent corrective and preventative action developed.	Supplier
Within 30 Business Days	Corrective action implemented and verified.	Supplier
	Preventative action in place.	Supplier
	Issue closed.	Mitchell / Ultra
	Cost impact assessed and debit notice created and sent.	Mitchell / Ultra

Suppliers are expected to follow a disciplined problem solving approach using the 8D format in the Plex supplier portal. Documentation of corrective actions must be uploaded into the CAR in the Plex supplier portal.

Mitchell / Ultra and its customers may send personnel to assist suppliers with issues that are significant or recurring. Suppliers are expected to fully cooperate and provide adequate resources to resolve issues quickly.

Charges from a Mitchell/Ultra customer for Supplier responsible quality issues will be passed on to the supplier, in the addition to other non-compliance costs or fees levied by Mitchell/Ultra.



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### 3.2. Delivery Expectations Not Met

When delivery issues are identified, Mitchell / Ultra will follow its Receiving Discrepancy Report (RDR) Process. The Supplier is expected to participate as shown below.

The general outline of the RDR process is as follows:

Timing	Steps	Responsible
Within 24 Hours	Issue identified.	Mitchell / Ultra or Supplier
	RDR opened.	Mitchell / Ultra
	Supplier notified.	Mitchell / Ultra
	Supplier manages short term correction of issue as required.	Supplier
Within 5 Business Days	Root cause identified.	Supplier (with Mitchell / Ultra assistance if necessary)
	Plan for permanent corrective and preventative action developed.	Supplier
Within 30 Business Days	Corrective action implemented and verified.	Supplier
	Preventative action in place.	Supplier
	Issue closed.	Mitchell / Ultra
	Cost impact assessed and debit notice created and sent.	Mitchell / Ultra

Suppliers are expected to follow a disciplined problem solving approach using the 8D format in the Plex supplier portal. Documentation of corrective actions must be uploaded into the CAR in the Plex supplier portal.

Charges from a Mitchell/Ultra customer for Supplier responsible delivery issues will be passed on to the supplier, in the addition to other non-compliance costs or fees levied by Mitchell/Ultra.



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Attachments:

**Attachment 1 – Fee Schedule**

**Attachment 2 – Bailee Receipt**

- To be signed and returned for Mitchell / Ultra owned tooling