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Guidelines for suppliers of the Helmut Hund GmbH

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1. Introduction

Our customers expect the on-time delivery of high-quality, fault-free and environmentally-friendly products at competitive prices.

The impeccable character and reliability of the purchased parts, materials and services as well as the documented process and quality capacity of our suppliers contributes significantly to achieving this goal. The quality of our suppliers is therefore an integral part of our product quality. As a company, we count on fair cooperation with our suppliers and implement mechanisms for the protection of our joint requirements ideal-typically already within the scope of the development of new products. With the elaboration of this guideline, we specify the requirements for our suppliers and highlight their meaning.

This suppliers guide is oriented to the management system of the DIN EN ISO 9001; 13485; 14001; EMAS and the ISO IEC 80079-34 / IECEx with the belonging ATEX-Product, enterprise and operator directive in their current version.

This suppliers guide is part of our conditions of purchase and therefore basis for our orders.

2. Quality and environmental management system

We expect a contemporary and effective quality and environmental management system from each supplier, which is permanently updated and continuously improved.

Suppliers with up-to-date management certificates of recognized certifiers will be preferred during the primal supplier selection.

3. Auditing

We reserve the right to carry out an inspection of the quality and environmental management system of the supplier. To this purpose, our supplier shall allow our employees access to his business premises and relevant documents and processes upon advance notice. These reviews serve as a guarantee for the fault-free production of products, assemblies, components and services. Quality problems in deliveries may also provide the occasion for audits.

4. Performance Assessment

The Helmut Hund GmbH evaluates the performance of a supplier regarding quality and delivery reliability at least once a year. If the performance does not meet the expectations, the supplier will be contacted by the Helmut Hund GmbH. The areas for improvement will be discussed and set out in writing. The supplier transfers his plan of action on this basis, including a time table, to achieve prompt improvements. The realization of the actions respectively the status must be reported back to HUND without being asked according to the time table. Moreover, the processing can be reviewed and/or audited to achieve sustainable improvements.

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5. Quality assurance agreement

A quality assurance agreement shall be concluded with selected suppliers in order to align the cooperation in detail towards a trusting and long-term partnership. This agreement refers to the entire scope of delivery or to individual products and regulates the cooperation with respect to quality goals, the exchange of quality data, testing at the supplier and in our facilities, information in the event of alterations, relevant materials, packaging and labelling. The quality agreement shall be agreed upon with the supplier prior to the awarding of the order and signed by both contracting parties.

6. Initial sampling

The supplier is to enclose an initial sampling report with all nominal and actual measurements, material report and our current drawing with enumeration to the first delivery of new or altered products.

7. Alterations

In the event of any alterations to parts, manufacturing processes, used materials as well as the change of sub-suppliers, which can affect the product quality or mandatory properties depending on the risk assessment, the supplier is to inform us in time by amendment. Without our written agreement, the changes must not be carried out as any alterations can affect the properties of our products.

8. Traceability

When batch tracking has been agreed upon, the suppliers batch number is to be documented on the delivery note and with a label on the product for every delivery.

Should a delivery contain articles from different production lots, these products are to be packed separately and noted with the respective batch number on the delivery note of the products. In the event of reclamations, the supplier is to ensure a gap-free traceability system back to his sub-suppliers.

9. Deliveries

All deliveries are to take place according to the schedule agreed upon in the orders and on-calls. The goods are to be unequivocally denoted and packed.

10. Reclamations

Should we or our customers determine defects, the supplier will be informed of this without delay in a reclamation report. The supplier is to analyze all rejected parts and report the result to us in the form of an 8D-Report. The corrective measures initiated are to be documented by the supplier. Should it not be possible to send the complained parts back to the supplier we will initiate agreed corrective actions at the supplier's expense.

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11. Environment and used materials

The supplier is to adhere to the applicable legislation and legal requirements. A current safety data sheet, a technical data sheet and if necessary processing guidelines are to be attached to every delivery

12. Conflict minerals

We strongly request from our suppliers to not use any conflict minerals (tantalum, tin, gold, tungsten) from conflict regions. Our suppliers must only concern and process minerals from conflict free regions.

13. RoHS-Directive

Regarding the restriction of hazardous substances (RoHS) the supplier is to adhere to the guideline of the RoHS EU-Directive for every delivery as well as to relevant national regulations in their latest version. The supplier assures that, should he not have to fulfil these obligations himself, he has also obtained assurance from sub-suppliers and has taken monitored reasonable measures.

The supplier notes down the conformity on the delivery note as well as on the order confirmation. In the event of a breach of duty, the supplier shall be liable for any damage caused by him or his suppliers.

14. REACH

The supplier undertakes to act in accordance with the applicable REACH regulations or the most current version and to fulfil the requirements. The supplier shall note his conformity on the delivery note and on the order confirmation.

In the event of a breach of duty, the supplier shall be liable for any damage caused by him or his suppliers.

15. WEEE Directive

If the to be delivered products are captured on the WEEE directive the supplier complies with the applicable laws in the newest version. The supplier confirms the conformity on the order confirmation and on the delivery note.

If it comes to breaches of duty the supplier is liable for the damage caused by his subcontractors.

16. ESD

The supplier commits himself to handle, pack and ship all parts which are sensitive to electrostatic discharges according to the applicable DIN 61340-5-3.

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17. Process Improvements

All business processes of the supplier have to be permanently improved considering the following targets:

- Elimination of waste of material and time
- Increased productivity
- Reduced inspection times for stable and safe processes
- On Time Delivery
- Customer satisfaction
- Reduction of productions losses internally and externally
- Minimization of product related safety risks
- Increased quality

18. Confidentiality

We expect from our suppliers to obligate their employees to treat business and trade secrets as confidential. Confidential information and documents may not be passed on to third parties without our acceptance or made available in any other matter. A separate non-disclosure agreement can also be concluded with selected suppliers.

19. Compliance

The supplier commits himself to act in accordance with our code of conduct (available at www.hund.de).

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20. Miscellaneous

The supplier is solely responsible for the quality of the parts, modules, products and services to be provided. The supplier is to take measures to adequately secure himself against product liability cases, recall campaigns and replacement actions, etc.

Wetzlar, 31st of January 2018

Helmut Hund GmbH



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