THE COOL TOUCH OF QUALITY.

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Supplier Manual

Version 11

08.06.2026

Revision history

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0	1. First Edition	14.03.2006
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2	1. Chapter 1 Preamble 2. Chapter 5: Principles of the ISIR Procedure 3. Chapter 6: Release Status 4. Chapter 7–12: Retention Periods, IMDS Data and Environmental Protection, Process and Design Changes, Annual Re-Qualification, Claim Procedure, Applicable Forms and Work Instructions	08.08.2014
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10	1. Complete Overhaul	31.03.2026
11	1. Chapter 1.2 Scope and Validity 2. Chapter 3.4.4 Re-Qualification 3. Chapter 4 Quality Requirements 4. Preparation of English Version 5. Spelling Corrections	08.06.2026

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AIAG	Automotive Industry Action Group
CAMDS	China Automotive Material Data System
CFS	Conflict-Free Smelters
CLP	Classification, Labelling and Packaging
CQI	Continuous Quality Improvement-Standards
CSR	Customer Specific Requirements
CSR*	Corporate Social Responsibility
D	Delivery Service
ESD	Electrostatic Discharge
FIFO	First In – First Out
GADSL	Global Automotive Declarable Substance List
IMDS	International Material Data System
MDS	Material Data Sheet
OEM	Original Equipment Manufacturer
POP	Persistent Organic Pollutants
PPA	Production Process and Product Approval
PSCR	Product Safety & Conformity Representative
Q	Delivery Quality
REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals
RoHS	Restriction of Hazardous Substances
SCIP	Substances of Concern In articles as such or in complex objects (Products)
SVHC	Substances of Very High Concern
TDDK	TD Deutsche Klimakompressor GmbH
VDA	German Association of the Automotive Industry

VDA 1	VDA Volume 01 – Documented Information and Retention Guideline for control and retention of documentation within the framework of the product life cycle – particularly their classification
VDA 2	VDA Volume 02 – Securing the Quality of Supplies Production process and product approval (PPA)
VDA 6.3	VDA Volume 06 Part 3 – Process Audit Potential Analysis Product and Production Process Development Product and Production Process Implementation Series Production

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1 Introduction

TD Deutsche Klimakompressor GmbH (TDDK) is a supplier to national and international automotive original equipment manufacturers (OEMs). In this context, TDDK maintains the highest quality standards as part of a consistent zero-defect strategy. The integrated management system at TDDK is based on DIN EN ISO 9001, ISO 14001, ISO 45001, ISO 50001, IATF 16949, the guidelines of the German Association of the Automotive Industry (VDA), the guidelines of the Automotive Industry Action Group (AIAG) and the guidelines of the Japan Automobile Manufacturers Association, as well as the extended customer requirements for IATF 16949.

Our high-quality products are manufactured using resource-efficient and effective processes underpinned by forward-thinking planning. Teamwork, reliability and an open approach to learning from mistakes are core values that guide our actions. Together, we are focused, solution-oriented and resilient. We review our processes to ensure long-term success and continuous improvement.

We ensure that our products meet or exceed our customers' quality requirements and expectations at all times. We promote a proactive approach in all areas, and process optimisation is a key part of our work.

We are committed to reducing the environmental impact of our activities. We systematically identify, assess and manage our environmental impact so that emissions and pollution are reduced and waste is minimised or avoided. In doing so, energy efficiency is a key criterion in the selection of technologies, equipment and services.

1.1 Purpose

A coordinated production process and standardised documentation procedures between TDDK and the supplier are intended to ensure the smooth supply of purchased parts for air conditioning compressors, in the agreed quality, at the scheduled time and in the required quantities.

1.2 Scope and Validity

All previous versions of this Supplier Manual published by TDDK, which set out the requirements for suppliers and their products for TDDK, are no longer valid. The supplier is bound solely by the current version of this Supplier Manual, which is published online at https://tddk.de. In case of doubt, the German version is the valid one. The English version was translated using AI.

For the purpose mentioned above, the Supplier Manual sets out the documents to be submitted, the binding framework conditions, and the expectations and regulations governing all business agreements between TDDK and the supplier. TDDK also expects compliance with all relevant standards, guidelines and legal requirements, as well as effective change management.

The supplier is obliged to comply with all the regulations set out in this Supplier Manual and to inform all relevant employees of its contents. If any individual regulations cannot be complied with, TDDK must be informed immediately. All other rules remain in full force and effect.

2 Principles

TDDK's aim is to establish long-term partnerships with suppliers who share TDDK's standards in terms of quality, cost, service, technology and sustainability. These principles set out how TDDK wishes to work with its suppliers and also requires a high level of social and environmental responsibility, as well as a commitment to maintaining quality consistently and compliant with TDDK's principles.

2.1 Contact Person

The Supplier and TDDK must designate the relevant contact persons. The Supplier must provide the contact person's name, position, email address and telephone number, as well as an emergency telephone number. Communication is generally conducted in German, or alternatively in English, by telephone or email (qa-supplier@tddk.de).

2.2 PSCR

The supplier must appoint a certified "Product Safety & Conformity Representative" (PSCR) and notify TDDK of this appointment. The PSCR acts as the central point of contact between TDDK and the supplier for all matters relating to product safety. TDDK must be notified immediately of any changes to the PSCR.

2.3 Raw Material Release

This chapter sets out the requirements for our suppliers regarding material approval, substance declaration and documentation. The aim is to ensure transparency regarding the materials used, to meet environmental and safety requirements, and to comply with regulatory obligations.

2.3.1 REACH

EC Regulation 1907/2006 (the REACH Regulation: Registration, Evaluation, Authorisation and Restriction of Chemicals) is committing on all suppliers who supply TDDK.

2.3.2 Biocidal Products Regulation

EU Regulation 528/2012 (of the European Parliament and of the Council of 22 May 2012 concerning the making available on the market and use of biocidal products) is binding on all suppliers who supply TDDK.

2.3.3 RoHS

EU Directive 2011/65/EU (RoHS: Restriction of Hazardous Substances) is binding on all suppliers supplying TDDK.

2.3.4 End-of-Life Vehicles Regulation

EU Directive 2000/53/EG (Directive of the European Parliament and of the Council of 18 September 2000 on end-of-life vehicles) aims to ensure that suppliers providing components or materials for the automotive sector guarantee that their products comply with the substance bans. Especially lead, mercury, cadmium and hexavalent chromium must not be present, or may only be present in cases where explicit exceptions have been granted.

2.3.5 CLP Regulation

Regulation (EC) No 1272/2008 (Regulation on the classification, labelling and packaging of substances and mixtures of 20 January 2009) aims to ensure a high level of protection for human health and the environment. Should changes in the classification or labelling of chemical substances, mixtures or specific products supplied to TDDK arise as a result of legislative or regulatory changes or on the basis of new scientific findings, TDDK must be informed immediately. The relevant safety data sheet must be provided proactively within the statutory deadline.

2.3.6 GADSL

The supplier is obliged to disclose to TDDK any chemical substances listed in the current Global Automotive Declarable Substance List (GADSL) that are present in its raw materials in concentrations exceeding the detection limit. If, as a result of an update to the GADSL, substances that were previously not subject to declaration become subject to declaration, TDDK must be informed as soon as this becomes known.

2.3.7 IMDS

The supplier must submit the material data to the TDDK account (Company ID: 31046) via the International Material Data System (IMDS, www.mdsystem.com). The creation and maintenance of the data records must be carried out in accordance with the current IMDS guidelines (Recommendations, in particular 001 and 025). In the event of changes to the material composition, the supplier is obliged to proactively notify TDDK of these changes via IMDS. Even though TDDK has already accepted the Material Data Sheet (MDS), the supplier must amend it if the end customer rejects the MDS. The amendments must be made in accordance with the customer's requirements. Furthermore, an accepted MDS is essential for a successful sample approval process.

If you have any questions, please contact us at imds@tddk.de.

2.3.8 CAMDS

Upon request, the material data must also be made available in the China Automotive Material Data System (CAMDS).

If you have any questions, please contact us at imds@tddk.de.

2.3.9 SCIP

In addition to entering the information into the IMDS, the supplier is required to submit a separate entry containing information on substances of very high concern (SVHC) to the SCIP database of the European Chemicals Agency within the specified timeframe. This obligation applies to all articles manufactured, placed on the market or imported into the EU that contain SVHCs in a concentration exceeding 0.1% by weight. The SCIP database supplements the notification and registration obligations under the REACH Regulation for substances on the Candidate List.

2.3.10 Stockholm Convention

The supplier is obliged to comply with the Stockholm Convention and not to use the pollutants listed therein. Appropriate strategies must be developed to identify persistent organic pollutants (POPs) in its materials, products and waste. The supplier must be able to provide reports on the presence of POPs in the products it supplies upon request. In addition, it must be ensured that the entire supply chain complies with the requirements of the Stockholm Convention.

2.3.11 California Proposition 65

The supplier undertakes to carefully check all delivered products for the presence of chemicals listed in Proposition 65. If the threshold levels are exceeded, the legally required warning labels must be affixed and TDDK must be notified.

2.4 Conflict Materials

The supplier undertakes to comply fully with all applicable laws and regulations of the country of manufacture and of the countries in which the goods are to be sold.

2.4.1 Dodd-Frank-Act - Section 1502 / EU Conflict Minerals Regulation (EU 2017/821)

As many automotive parts contain gold, tantalum, tungsten and tin (the so-called ‘conflict minerals’), TDDK requires its suppliers to comply with the requirements of Section 1502 and the EU Conflict Minerals Regulation (EU 2017/821). This includes

- **Supply Chain Audits**

  The supplier must ensure that the conflict minerals in its products do not originate from conflict-affected areas listed in Section 1502.

- **Documentation and Disclosure**

  The supplier must disclose the origin of the conflict minerals in its products.

  If conflict minerals are used, the supplier must explain what measures it is taking to verify the origin of the materials and ensure that they do not contribute to the financing of conflicts.

- **Due-Diligence-Review and**

  TDDK requires its suppliers to carry out due diligence checks on their own supply chains to determine whether the minerals they source originate from conflict-affected areas.

- **Use of CFS**

  TDDK urges its suppliers to source exclusively from certified Conflict-Free Smelters (CFS) wherever possible.

In addition, TDDK collects due diligence information regarding conflict minerals from its suppliers in order to be able to provide details of smelter names, contact information, countries of origin and other relevant details.

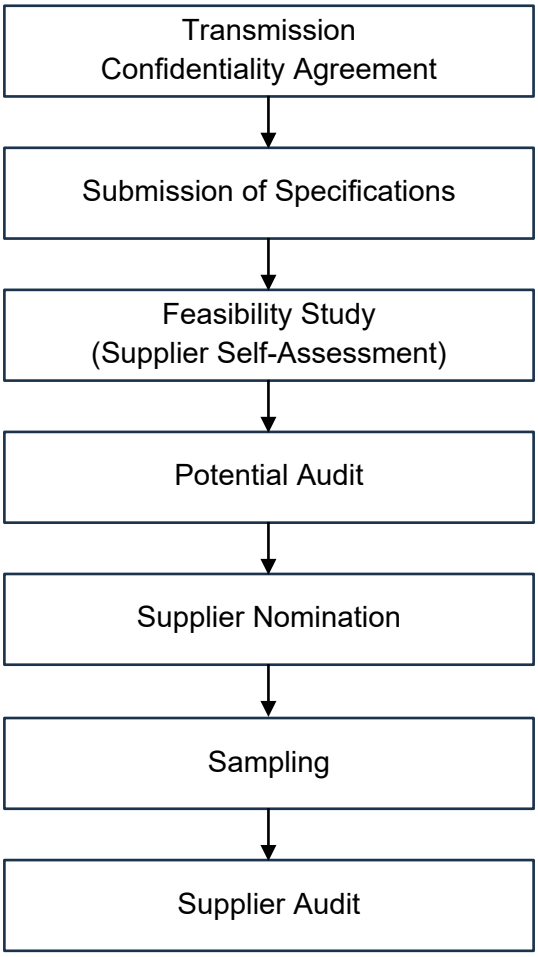
2.5 Duty to Provide Information

TDDK must be informed immediately of the following:

- in case of any deviations from the requirements set out in the Supplier Manual
- in case of deviations from the applicable statutory requirements
- in case of a change of ownership
- when contingency plans come into effect
- if you suspect that faulty products have already been delivered

3 Supplier Selection and Supplier Approval

In TDDK, the selection and approval of suppliers is carried out in accordance with the following chronological diagram



The minimum requirement for suppliers is ISO 9001; however, they are expected to commit to further developing the system in line with IATF 16949, to apply the regulations, procedures and methods described therein, and to comply with the general standards of the automotive industry. The standards and regulations must always be applied in their current versions.

The supplier is required to proactively submit updated certificates to TDDK. In doing so, information regarding the supplier's management systems will be documented by TDDK.

3.1 Feasibility Study

The feasibility analysis is based on the specifications provided and the customer's specific requirements, and is carried out, where necessary, using a questionnaire provided.

3.2 Potential Audit

The supplier undergoes a potential audit in accordance with VDA Volume 06 Part 3 – Process Audit (VDA 6.3) in order to verify the information provided in the feasibility study.

3.3 Supplier Nomination

Following a successful feasibility study and a positive potential audit, the supplier may be nominated on the basis of a nomination agreement.

3.4 Sampling

Sampling of the nominated batch is carried out in accordance with VDA Volume 02 – Securing the Quality of Supplies (VDA 2), preferably using the non-tiered Production Process and Product Approval (PPA), with reference to the VDA 2 guidelines. The content and scope of the sampling will be agreed between the supplier and TDDK.

Furthermore, the scope of the re-qualification (sub-section 3.4.4) is also agreed upon during the sampling process.

The supplier is obliged to

- submit all supporting documents on time, and
- to pass on all customer requirements to its suppliers.

3.4.1 Prototype Parts

The scope of the initial sample parts is determined during the sampling process. The supplier is required to retain its own spare parts from the approved series production run. The shipment of the initial sample parts must be sent separately from the regular delivery and marked with the 'Special Delivery' form.

The supplier have to clearly mark sample parts with the following information:

- Date of Manufacture
- Link to Inspection Reports
- Assignment to Tools, Including Cavities/Nests

Any deviations require the approval of TDDK.

3.4.2 Supplier Audit

The supplier's quality capability is assessed as part of the sampling procedure in accordance with VDA 6.3. The grading rules and interpretation of results described therein apply.

Passing a supplier audit is a prerequisite for the approval of the supplier and the product.

3.4.3 Approval Status

The production process must be approved prior to the start of series production. In this regard, TDDK assigns the following approval status:

- Approval
- Conditional Approval
- Not Approved

'Conditional Approval' refers to a temporary approval that may be granted following a risk assessment by TDDK. The supplier is required to implement measures in order to obtain full approval.

3.4.4 Re-Qualification

The supplier is obliged to carry out a series of tests on all products supplied to TDDK, based on the respective product characteristics. Unless otherwise agreed, the re-qualification must take place annually. The supplier is responsible for ensuring that its own suppliers undergo the relevant re-qualification process.

The scope of the re-qualification will be agreed upon during the sampling process. Unless otherwise agreed, the scope of the re-qualification corresponds to the full scope of the initial sampling.

4 Quality Requirements

In order to pursue a consistent zero-defect strategy, the supplier must ensure compliance with the following sub-sections. The supplier must provide TDDK with the relevant documents within 48 hours (on working days) upon request. If TDDK is itself being audited, the supplier must provide the requested documents within 24 hours (on working days).

4.1 Customer Specific Product Requirements

TDDK supplies customers in the automotive industry and is obliged to ensure that their customer specific product requirements and customer specific requirements (CSR) are met throughout the entire supply chain. This may mean that CSR are passed on to suppliers.

4.1.1 Customer Specific Requirements (CSR)

The CSR must be regarded as binding contractual provisions. The supplier ensures that the CSR are also communicated to subcontractors and implemented accordingly. Should there be any uncertainty regarding their content or feasibility, the supplier is obliged to clarify this with TDDK without delay. Any deviations from the CSR require written approval from TDDK.

4.1.2 Customised Assessments

If is required, the supplier must carry out specific process and system assessments and submit the results to TDDK. These include, in particular, industry-specific special process audits in accordance with AIAG Continuous Quality Improvement (CQI) standards, such as:

- CQI-9 Heat Treatment
- CQI-11 Electroplating
- CQI-12 Coating
- CQI-15 Welding
- CQI-17 Soldering
- CQI-23 Plastics Moulding Processes
- CQI-27 Casting Process
- further customised special process audits

Unless otherwise agreed, these assessments must be carried out by the supplier on an annual basis and submitted to TDDK independently.

These requirements apply equally to relevant subcontractors, provided they carry out these specific processes. The supplier must ensure that the required assessments are also carried out and documented by them.

4.2 Electrostatic Discharge (ESD)

All parts and assemblies containing electronic components – regardless of their packaging – are considered ESD-sensitive and must be labelled, handled and protected accordingly throughout the entire supply chain.

Compliance with the IEC 61340 series of international standards is mandatory. The supplier must establish, maintain and regularly review an effective ESD control program. This includes at least:

- Establishment and marking of ESD protection zones (EPA – Electrostatic Protected Area)
- Use of appropriate ESD measures (e.g. conductive work surfaces, earthing systems, personal earthing such as wrist straps or ESD footwear)
- Use of suitable ESD packaging for storage and transport
- Regular review and documentation of the effectiveness of the protective measures in place
- Training for all relevant staff on ESD risks and protective measures
- Monitoring of environmental conditions (e.g. humidity) to minimise electrostatic charge

The protective measures must be implemented in all relevant processes (production, testing, transport, packaging, storage). The supplier must also ensure that subcontractors comply with these requirements.

ESD-related processes may be audited by TDDK or third parties acting on its behalf. Relevant evidence must be provided upon request.

4.3 Retention Periods

With regard to sampling, the supplier must retain product- and process-related documents, records, data and sample parts that form part of the production process and product approval for at least as long as supply agreements for the product (production and/or spare parts) remain in force.

For the same period, the supplier must retain the current version of the reference and/or limit sample.

For all other documents, the retention periods set out in VDA Band 1 – Documented Information and Retention (VDA 1) apply. Documents relating to the development and project planning of safety-critical components must be retained by the supplier for at least 30 years.

4.4 Part History

The supplier must maintain a parts history using an appropriate system and provide it on request; this must include at least the following information:

- Supplier Address and Number
- TDDK Part Number, Part Designation and Drawing Revision
- Description of Changes with Reasons
- Release Date
- Date of First Delivery
- Date of Introduction into Series Production

4.5 Labelling and Traceability

The supplier is required to ensure that the products it supplies are clearly labelled and can be traced throughout the entire supply chain, so that affected items can be quickly identified and isolated in the event of quality issues or recalls.

4.5.1 Delivery

Outer packaging does not enter TDDK's production processes. For this reason, product-specific information must always be attached to each individual load carrier. This applies to

- TDDK Part Number
- Batch Number
- Date of Manufacture
- Quantity per Package
- where applicable, information on the best-before date
- where applicable, details of the expiry date

- et cetera.

The supplier is required to clearly mark all deliveries that deviate from the approved production process (e.g. special approvals, replacement parts following a claim, sample parts, pre-production runs, etc.) using the “Special Delivery Form” (FB 0202 15).

4.5.2 First In – First Out

The first-in, first-out (FIFO) principle must be applied consistently by the supplier.

4.6 Change Management

The basis for changes that must be reported or notified is the VDA 2 trigger matrix.

The supplier must notify the contact person specified in sub-section 2.1 of any changes to the product or production process, including the place of manufacture, by submitting a change request. The supplier must provide at least the following information in their change request:

- TDDK part number and TDDK part name,
- Kind and content of the amendment,
- expected impact on quality, costs and capacity,
- the type of change (temporary/permanent and scope of parts) as well as
- the schedule (start of production, validation, planned first delivery).

Once the information has been received, TDDK will assess the change. If TDDK approves the change request, the scope of the required sampling (sub-section 3.5) will be agreed in consultation with the supplier.

Acceptance of the amendment does not mean that the change has been finally approved.

If a performance test on the compressor is required, TDDK’s assessment may take more than 90 days, or even longer if approval must be obtained from the customer. If approval from the end customer is required, the supplier must allow for a lead time of up to 24 months.

TDDK must process change requests in accordance with the procedure described above.

TDDK reserves the right to agree on additional measures with the supplier in order to ensure quality during the start-up phase.

4.7 Claim Management

The supplier is obliged to dispatch its products only in accordance with the previously agreed specifications.

If products are delivered with a non-conformity, TDDK will lodge a claim against the supplier. Claims must be handled by the supplier exclusively through the use of appropriate measures (problem-solving process). An initial qualified response must be provided within 24 hours (on working days). TDDK expects the process to be completed up to the 4D stage within 48 hours (working days). TDDK expects the 8D report to be finalised within 5 working days. If the supplier is unable to meet these deadlines, they must inform TDDK immediately and informally, specifying appropriate measures, in order to maintain production.

All costs incurred in connection with a claim will be charged to the supplier. To safeguard its own production, TDDK reserves the right to carry out sorting operations in connection with claims and to charge the supplier for these.

TDDK also reserves the right to carry out on-site visits in connection with a claim.

4.7.1 Claim Notice

In the case of product defects that do not constitute a breach of specification requirements, TDDK reserves the right to issue a formal claim notice.

Claim Notice’s will be communicated to the supplier without the need for an 8D report or the issuance of a formal notice, should the supplier fail to respond. Nevertheless, the supplier is expected to address the matter internally. Follow-up may take place during visits or audits.

Claim Notice’s are not taken into account in the supplier evaluation.

4.8 Supplier Evaluation

TDDK monitors its suppliers on an continuous base. Suppliers are assessed on a monthly basis and classified at the end of the financial year (April to March).

The supplier's overall monthly score is calculated based on the results for delivery quality (Q), costs and communication (C), and delivery performance (D), with each category given equal weighting and the assessment taking place at the time the relevant data is recorded.

Every supplier must aim to obtain 100 % in the individual categories Q, C and D.

4.8.1 Supplier Classification

The supplier's classification (performance) is determined by taking the average of the individual ratings for Q, C and D. This financial year's assessment forms the basis for classification as an A, B or C supplier. The conditions under which the classification is made are listed below:

Table 1: Supplier Classifiation

Criterion	Devaluation
Ø > 90 %	A
90 % ≥ Ø > 80 %	B
80 % ≥ Ø	C

If a supplier is rated as a B or C supplier, development processes are prioritised, annual re-qualification is required for submission to TDDK, and the frequency of supplier audits is increased.

4.8.2 Delivery Quality

The delivery quality is assessed, on the one hand, on the grounds of the ppm-calculation of defective parts relative to the delivery quantity and on the other hand, on the base of customer claims. The following lists the circumstances under which a devaluation may occur:

Table 2: Assessment of Delivery Quality

Criterion	**Devaluation**
ppm < 10	- 0 %
10 ≤ ppm < 100	- 10 %
100 ≤ ppm < 300	- 30 %
300 ≤ ppm < 700	- 70 %
ppm ≥ 700,	- 100 %
Field Claim[1]	- 20 %
Critical Claim[2]	- 100 %

[1] accepted claim from end customer

[2] accepted claim with critical implications for safety, legal requirements, the environment and disruption at the plant

4.8.3 Costs and Communication

The assessment covers pricing, communication and change requests, including response times, as well as any issues relating to social responsibility. The following lists the circumstances under which a devaluation may occur:

Table 3: Assessment of Costs, Communication and Social Responsibility

Criterion	Reason	Devaluation
Cost	general price increase	- 25 %
	Increase about 3 %	- 5 %
	Increase about 3% till 5 %	- 10 %
	Increase over 5 %	- 25 %
Communication	No reply after request	- 10 %
	Outstanding evidence (e.g. Measurements)	- 10 %
	Rejection of TDDK request	- 50 %
	Incomplete or bad completion of request	- 25 %
	Postponements (repeatedly)	- 25 % (- 50 %)
	Wrong invoice	- 25 %
	Delayed feedback	- 25 %
	Deviations w/o effect on product	- 25 %
CSR*	Received external CSR-complaint	- 50 %

4.8.4 Delivery Service

The assessment is based on delivery dates and quantities. A detailed assessment of delivery performance is set out in the logistics report.

4.9 Supplier Development

The aim of supplier development is to continuously improve the supplier's performance in terms of quality, delivery capability, costs, risk management and system stability.

If the supplier does not hold IATF 16949 certification, the aim of supplier development is to work with the supplier to establish comparable processes.

The supplier must ensure compliance with all relevant statutory environmental requirements. Certification to DIN EN ISO 14001 is preferable.

The supplier undertakes to use and deploy energy and resources in an environmentally responsible manner. Certification to DIN EN ISO 50001 is desirable.

The supplier is aware of the growing responsibility in social matters and the regulatory requirements of supply chains, and offers its full cooperation to TDDK in order to develop reporting processes together.

4.10 Audits

Audits are preferably conducted in accordance with VDA 6.3 at the production site. This is the preferred approach, but does not preclude alternative methods provided they are duly justified.

4.11 Quality Assurance Agreement

TDDK reserves the right to enter into additional agreements with the supplier, even if these differ from the Supplier Manual.

5 Binding Commitments

This Supplier Manual is an integral part of all business relationships between TDDK and the supplier.

The supplier is deemed to have accepted this as soon as – whichever occurs first – an order is accepted, a delivery or service is provided, or any other step envisaged within the framework of the business relationship is carried out.

The Supplier Manual supplements TDDK's general terms and conditions, any existing logistics protocols (describing the ordering and delivery process), and any framework or individual contracts that have been concluded.

In the case of contradictions between these documents, the following order of precedence applies

1. Individual Contract/Nomination
2. Framework Agreement
3. Logistics Protocol
4. Supplier Manual
5. Terms and Conditions of Purchase

Any conflicting or differing terms and conditions of the supplier must not be accepted unless TDDK expressly agrees to them in writing.

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