



# METALPOL

WĘGIERSKA GÓRKA

**General requirements  
for Suppliers  
Metalpol Węgierska Górka Ltd.**

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*Casting  
our Passion*



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## **1. GENERAL REQUIREMENTS**

1.1. The purpose of this document, which is owned by Metalpol Ltd, is to define the requirements for Metalpol's suppliers in order to ensure high quality of services/products supplied.

1.2. The Supplier shall be obliged to become familiar with and apply these requirements.

1.3. The Supplier shall be obliged to apply the arrangements of contracts, orders, terms of contract and the requirements of ISO 9001. It is also recommended to meet the requirements of the 14001 standard and the IATF 16949 quality management standard in the automotive industry.

This document supplements these requirements.

1.4. In case of a change in the requirements revision, the supplier shall implement the introduced changes within 30 days from the date of their delivery by Metalpol Ltd.

1.5. In the event of any contradictions between the requirements of the order, agreement, contract and the provisions of this document, the requirements contained in the order, agreement/contract shall apply.

1.6. The Supplier shall be responsible for meeting the requirements within its organization and for meeting the requirements by its suppliers.

1.7. If applicable, the supplier shall communicate the provisions of these requirements to its sub-suppliers.

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## **2. QUALITY MANAGEMENT SYSTEM**

2.1. The Supplier is to establish, maintain and continuously improve a Quality Management System which complies with the minimum of ISO 9001.

2.2. The Supplier is obliged to provide a copy of the certificates in case of obtaining or renewing them and inform the Customer in case of losing the validity of the certificates granted.

2.3. If the Supplier does not have a certified Quality Management System or its certificate does not meet the requirements of Metalpol Ltd., the potential supplier must demonstrate readiness to adapt the Quality Management System to the requirements.

2.4. Metalpol Ltd. reserves the right to carry out or order a system, process or product audit of the supplier by Metalpol auditors, Metalpol customers or external entities.

2.5. It is also the supplier's obligation to inform Metalpol about changes in the process (including changes in the production site, source of supply), the subject of the order or the system held by the supplier which affect the quality of the subject of the Metalpol order or the fulfilment of health and safety, environmental and other requirements, including legal ones.

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## **3. RESPONSIBILITY AND PRIVILEGES**

3.1. Metalpol Ltd. shall be responsible for providing the supplier with all requirements, including its own or the customer's documents (drawings, standards, specifications, instructions), applicable legal requirements, information on the special features of the product and the process that are necessary to carry out the order.

3.2. It is the supplier's obligation to have knowledge about the ordered product concerning legal requirements for the subject of the contract, including all applicable legal and regulatory requirements both in the country of receipt, dispatch and destination, provided that Metalpol has provided such information.

3.3. The Supplier is obliged to communicate all applicable requirements (including legal and regulatory requirements concerning product safety) to its suppliers, if justified.

3.4. The Supplier shall be obliged to supply standards that are generally available and necessary for the execution of the products in accordance with Metalpol's requirements and to apply current reviews of standards and instructions referred to the order and drawings or other documents where requirements for the purchased product/process or service have been defined.

3.5. The supplier is to ensure the confidentiality of correspondence between the company and the supplier, including placing particular emphasis on ensuring security of Metalpol's intellectual property. The documentation provided by the supplier's company may not be transferred to third parties without the written consent of Metalpol.

3.6. The Supplier shall ensure that the personnel performing activities affecting quality shall be familiar with all quality requirements provided by Metalpol Ltd. People having access to the documentation entrusted by Metalpol Ltd. are obliged to observe confidentiality rules.

3.7. The Supplier shall be obliged to confirm the compliance of products and materials used with national and international regulations in the area of ecology and environmental protection, quality, occupational health and safety, including compliance with REACH requirements by providing the company with a technical card and a safety data sheet.

#### 4. QUALIFICATION AND SUPPLIER SUPERVISION

4.1. Each supplier shall be subject to evaluation and approval before the first order is placed with him and then to periodic evaluation. Metalpol suppliers are qualified to 3 qualification groups according to the table below:

INTERPRETATION	POINTS	STATUS
The supplier meets Metalpol's requirements at a satisfactory level. The cooperation may be continued. Continue the supplier development process.	80-100	A
The supplier meets Metalpol's requirements with some reservations. Necessity to implement a quality improvement plan (removal of nonconformities, improvement of indicators, achievement of supplier A status).	50-79	B
The supplier does not meet Metalpol's requirements. There are critical issues which should be immediately removed by action plan implementation consulted with Metalpol. In case of lack of cooperation from the supplier, there is a necessity of elimination from the qualification list.	0-49	C

Tab.1.

**NOTE:** In case of obtaining 0 points in PPM, the Supplier is obliged to perform immediate corrective actions, otherwise it obtains the C category regardless of the total number of points obtained.

4.2. Suppliers are evaluated in terms of quality indicators (PPM, number of customer complaints resulting from poor quality of purchase products, amount of quality information and certificates held), on-time delivery, environmental impact, level of customer service and pricing terms according to the tables below:

Integrated Management System	Points
IATF 16949; ISO 9001;14001 certificate	25
ISO 9001; 14001 certificate	15
ISO 9001 certificate	10
No certificate	0

Tab.2.

PPM	Points
≤5000	20
4999-10000	15
10001-25000	10
≥25000	0

Tab.3.

Timeliness	Points
≥95%	15
90%-94%	10
75%-89%	5
<75%	0

Tab.4.

Pricing conditions	Points
Competitive price, fair pricing with respect to price fluctuations in the market, flexible payment terms, extending payment terms, price reduction policy, discounts given.	15
Competitive pricing, flexible payment terms including extended payment terms.	10
Competitive prices, short payment terms.	5
Higher prices than competitors', short payment terms, no discounts or price reductions.	0

Tab.5.

Environmental incidents	Points
No incident occurrence	5
Incident occurrence	0

Tab.6.

Customer Complaints and Disruptions	Points
No incident occurrence	5
Incident occurrence (including any process downtime, shipment stops, special shipments, etc.)	0

Tab.7.

Quality information	Points
No incident occurrence	5
Incident occurrence	0

Tab.8.

Customer Service Level	Points
The Supplier provides technical support to the Customer, responds flexibly and effectively to the Customer's requests, including securing the Customer's production by maintaining a safety stock.	10
The Supplier provides technical support to Customer.	5
The Supplier does not support the Customer with technical support, does not respond to Customer requests, does not maintain safety stock.	0

Tab.9.

4.3. Providers of transportation, training, calibration, suppliers of workwear and personal protective equipment, examinations, testing, Medical Examination Providers, tooling and machining tools are verified according to the following tables:

Integrated Management System	Points
IATF 16949; ISO 9001;14001 certificate	25
ISO 9001; 14001 certificate	15
ISO 9001 certificate	10
No certificate	0

Tab.10.

Quality of services/products offered	Points
Matching the services offered to the needs of the organization, Meeting applicable requirements. No negative impact on the functioning on the objectives of the organization.	20
Minor quality concerns were found but without impact on the organization's customer.	10
Failure to meet required quality levels or occurrence of an incident (including any process downtime, customer complaints, shipment stops, special shipments, etc.)	0

Tab.11.

Timeliness of service/product delivery	Points
All services completed according to the established schedule.	20
Most services completed on schedule.	10
Services not completed on schedule.	0

Tab.12.

Pricing conditions	Points
Competitive price, fair pricing with respect to price fluctuations in the market, flexible payment terms, extending payment terms, price reduction policy, discounts given.	20
Competitive pricing, flexible payment terms including extended payment terms.	10
Competitive prices, short payment terms.	5
Higher prices than competitors', short payment terms, no discounts or price reductions.	0

Tab.13.

Customer Service Level	Points
The Supplier provides technical support to the Customer, responds flexibly and effectively to the Customer's requests, including securing the Customer's production by maintaining a safety stock.	15
The Supplier provides technical support to Customer.	10
The Supplier does not support the Customer with technical support, does not respond to Customer requests, does not maintain safety stock.	0

Tab.14.

4.4. Potential suppliers shall be verified first of all on the basis of the standard self-assessment form provided by Metalpol Ltd. and a preliminary audit, if Metalpol Ltd. considers it reasonable.

4.5. The decision on the qualification of a new supplier shall be made by the Head of the Department managing the purchasing process together with the Management Systems Plenipotentiary.

4.6. Suppliers who have passed the preliminary assessment shall obtain the status of conditional qualification. Only after a trial period lasting three months and after three deliveries. The supplier obtains the degree of qualification on the basis of the evaluation resulting from monitoring the first three deliveries.

**NOTE:** If the New Supplier delivers a new product, i.e. a material, product or service, for which a decision has been made to conduct technological tests before implementation into series production, the supplier should be assessed after the test period established by the Head of Technical Services. If the product is immediately withdrawn from technological tests before the expiry of the designated period, no assessment is carried out after the test period, and the supplier receives the status "rejected".

4.7. Metalpol Ltd. conducts ongoing monitoring of deliveries, on the basis of which suppliers are periodically evaluated. The result of the audit, if it was carried out during the monitoring period, is also taken into account in the periodic assessment.

4.8. Metalpol shall inform the supplier of the result of the annual periodical evaluation and the targets for the next period. In case of supplier's degradation to a lower qualification group, it is the supplier's obligation to draw up a quality improvement plan. If a supplier qualified to group C does not cooperate in the scope of quality improvement, Metalpol discards the given supplier from the list of qualified suppliers.

4.9. The development of Metalpol's suppliers is carried out through periodic assessment, implementation of supplier audits, quality reports and requirements provided to suppliers and encouraging the implementation and improvement of IMS.

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## **5. COMMUNICATION**

5.1. The current cooperation is based on the delivery of orders by people carrying out the purchase process at Metalpol Ltd.

5.2. All correspondence concerning deliveries shall be sent by the Supplier to the address of the person issuing the order.

5.3. Only written arrangements confirmed by a representative of Metalpol Ltd. may constitute an authorization to act. Derogations and instructions provided orally may not be interpreted as official approvals or permits.

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## **6. SUPERVISION OVER THE DESIGN AND DEVELOPMENT OF PRODUCTS, SERVICES AND PROCESSES**

6.1. The Supplier shall be obliged to carry out a feasibility study of the order on the basis of the supplied inquiry, which shall be submitted together with the offer.

6.2. Series deliveries may be made after prior approval of the product, process or service by Metalpol Ltd. The Supplier undertakes to perform a series of product tests at the request of the company and make the results available to Metalpol Ltd.

6.3. If required, before starting serial production of the product, the subcontractor shall submit specimens for approval together with the required documentation.

**NOTE:** It is absolutely necessary to submit an inspection plan with the specimen for approval, including the definition of special characteristics (if any).

6.4. Release of the product takes place in accordance with the rules defined in the control plan or other document containing requirements for compliance criteria.

6.5. In special cases, it may be necessary for representatives of the supplier to participate in the design and development process carried out by Metalpol Ltd.

6.6. The supplier shall be obliged to plan and develop technical documentation necessary for the execution of the subject of the order. The technical documentation should ensure that the product identification and traceability is maintained and that accurate information is obtained after its completion. The technical documentation should be updated in relation to the changes that have occurred.

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## **7. PRODUCTION AND SUPPLY OF SERVICES**

7.1. The Supplier is obliged to plan production processes comprehensively in order to achieve specific Customer requirements, including the required production capacities. The supplier shall also ensure that the personnel responsible for the quality of the products are properly competent.

7.2. Any changes in the product or production process are subject to the obligation to inform Metalpol in writing and to submit new templates with the required documentation for approval. The supplier is also obliged to document this fact in appropriate system records.

7.3. It is the supplier's duty to ensure that the manufacturing process is carried out in accordance with the instructions.

7.4. The supplier is to establish the time periods and scope of periodic inspections, overhauls and repairs of machinery/equipment, together with records of these activities.

7.5. The supplier is obliged to ensure continuity of deliveries by having and implementing emergency plans.

7.6. It is the supplier's obligation to purchase products, materials and services from sources indicated by Metalpol, when specified.

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## **8. MONITORING**

8.1. The supplier shall provide an inspection plan. The control plan should include the scope of control at each stage of production, inspection records and receipt of the finished product.

8.2. The Supplier shall present the results of own tests carried out in accordance with the test methods specified in the subject standards and within the scope of tests agreed with Metalpol.

8.3. The supplier shall be responsible for preparing, securing and archiving documents and records in the scope of manufacturing and inspection.

8.4. The Supplier shall determine the time periods and scope of periodic inspections of control and measurement equipment and other samples used in the process and keep the records from these inspections.

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## **9. MONITORING OF NON-CONFORMING PRODUCTS**

9.1. In case of quality or logistic discrepancy, a complaint protocol shall be issued or qualitative information shall be reported.

9.2. Metalpol Ltd. reserves the right to return the defective deliveries together with charging the supplier with all costs related to the complaint. The rule above also applies to the quality reservation issued to Metalpol by the Customer in the case of proving the product's non-compliance due to the supplier's fault.

9.3. In each case of a complaint, the supplier is obliged to carry out a non-conformity analysis together with taking appropriate corrective and preventive actions.

9.4. In the case of deviations from the specification, the company should be informed about the nature of the deviations before shipment to Metalpol. Each conditional release by Metalpol Ltd. must be confirmed in writing. Without Metalpol's consent, a supplier may not send a product non-conformed or with any deviations from the approved standards.

9.5. If the company approves products deviating from the approved standards, the supplier is obliged to mark them accordingly.

9.6. If it is discovered that a product deviating from the approved standards has been sent to Metalpol Ltd., a representative of Metalpol Ltd. shall be immediately notified.

9.7. If Metalpol detects any non-conformity, it is the company's obligation to immediately inform the supplier of the event.

9.8. In the case of a customer complaint or detection of a product which is not compliant with Metalpol, it is the Supplier's obligation to increase the scope of supervision of the process.

## 10. TRANSPORT, PACKAGING AND IDENTIFICATION

10.1. It is the supplier's responsibility to ensure traceability of the product throughout the production process, including identification of raw materials, identification of product status during the process and at the output.

10.2. The supplier shall ensure that the products are protected during processing, storage and warehousing against damage, corrosion and contamination. The packaging used shall be adapted to the weight and size of the packaged products. .

10.3. It is the supplier's responsibility to ensure the quality and quantity of the products sent out.

10.4. The supplier shall each time provide the Quality Certificate of a given batch of products and a record of the inspection.

10.5. In case of using or storing the property belonging to Metalpol, also delivered for use or inclusion in the products and services, it shall be verified, identified, protected and secured. If the property is considered unusable for use, Metalpol shall be notified of this fact and a record describing the event shall be kept.

This document constitutes an obligatory appendix to the cooperation with the supplier. Failure to comply with the above requirements may result in termination of the cooperation and possible consequences.

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