

**MATERIALS REQUIREMENTS MANUAL
FOR APPROVED SUPPLIERS OF
ARCELORMITTAL TUBULAR PRODUCTS INC.**

DOCUMENT No.: 062-040-05

ISSUE DATE: May 24, 2013

<u>Section 1.0</u>	5
Workplace Hazardous Material Information Sheets (WHMIS)	
<u>Section 2.0</u>	5
Customs Requirements	
<u>Section 3.0</u>	6
Routing Instructions	
<u>Section 4.0</u>	6
Lot Control	
<u>Section 5.0</u>	6
Process Control	
<u>Section 6.0</u>	7
Delivery Schedules	
<u>Section 7.0</u>	7
Over Shipment / Under Shipment	
<u>Section 8.0</u>	7
Tooling, Fixtures and Gauges	
<u>Section 9.0</u>	8
Complaint Notice & Charge Back Policy	
<u>Section 10.0</u>	9
Packing Slip Requirements	
<u>Section 11.0</u>	10
Subcontracting	
<u>Section 12.0</u>	10
Supplier Cost Breakdown/Request for Price Adjustment	
<u>Section 13.0</u>	11
Manufacturing Compliance	
<u>Section 14.0</u>	11
Quality Inspection	
Suppliers Inspection	
Visual Inspection	
Inspection Equipment	
Survey/Audit Supplier Facility	
Containment Procedure	
Certification	
Statistical Process Control (SPC)	
<u>Section 15.0</u>	13
Drawing Documentation Change Control	
<u>Section 16.0</u>	14
Chemical and Mechanical Test Reports	
<u>Section 17.0</u>	14
Welding Procedures	
<u>Section 18.0</u>	14
Drawing Inspection Report	
<u>Section 19.0</u>	14
Request for Deviation/Waiver	
<u>Section 20.0</u>	15
Machine Build Standards And Component List	

<u>Section 21.0.....</u>	15
Identification, Preservation, Packaging and Bar Coding	
<u>Section 22.0.....</u>	16
Supplier Inventory	
<u>Section 23.0.....</u>	16
Plant Capacity	
<u>Section 24.0.....</u>	16
Documentation Retention of Automotive Safety Related Items	
<u>Section 25.0.....</u>	17
Production Part Approval Process (PPAP)	
<u>Section 26.0.....</u>	17
Supplier Verification At Subcontractor's Premises	
<u>Section 27.0.....</u>	17
Environmental Policy	
Environmental Plan	
Environmental Records	
Introduction of New Products	
Packaging and Labeling	
Delivery	
Pickup	
IMDS	
Environmental Training for Significant Suppliers/Contractors/Vendors	
Licenses and Certificates	
<u>Section 28.0.....</u>	19
Bar Coding Supplier Requirements	
<u>Section 29.0.....</u>	19
<u>ArcelorMittal Tubular Products</u> Customer Specific Requirements	

SECTION 1.0

WORKPLACE HAZARDOUS MATERIAL INFORMATION System (WHMIS)

- 1.1 MATERIAL SAFETY DATA SHEETS (MSDS) are required.
- 1.2 Where applicable, hazardous materials shall be labeled accordingly.

SECTION 2.0

CUSTOMS REQUIREMENTS

- 2.1 A valid NAFTA Certificate of Origin is required for all Qualifying items purchased by **ArcelorMittal Tubular Products**. This may be provided either on a yearly basis or attached to the Bill of Lading.
- 2.2 If a NAFTA Certificate of Origin cannot be provided, the Purchasing Department must be notified.
- 2.3 Supplier shall provide a valid certificate of origin for goods where applicable. If the shipment is international the Supplier shall provide a completed Canada Customs Invoice (CBSA Form# C11) with each shipment. Supplier shall reimburse **ArcelorMittal Tubular Products** for any costs associated with invalid documentation, including additional duties paid and applicable interest and penalties if information supplied by the Supplier is found to be incorrect. The Supplier must also cooperate with Customs if information is requested.

Supplier will be held liable for any AMPS penalty issued against **ArcelorMittal Tubular Products** resulting from Supplier's erroneous information declared on the commercial document or the NAFTA Certificate of Origin.

Tariff Links:

CBSA list of all customs tariff with the one on the top of the page referencing the most recent update:

<http://www.cbsa-asfc.gc.ca/trade-commerce/tariff-tarif/menu-eng.html>

CBP automatically takes you to the latest edition - there are links to look into archives for old versions

<http://www.usitc.gov/tata/hts/bychapter/index.htm>

Reference to Supplier Guide:

Prior to first shipment the Supplier is responsible to review the Supplier Guide - Exporting to Canada and ensure that the required information is present and accurate on the shipping documentation.

Please refer to the E-Commerce Website for a copy of this guide.

<https://www.ecommerce.dofascotube.com/first.html>

SECTION 3.0

ROUTING INSTRUCTIONS

- 3.1 Material shall be supplied Free On Board (F.O.B.) to ArcelorMittal Tubular Products, per routing instructions to be supplied by ArcelorMittal Tubular Products, unless otherwise specified. If routing instructions are not followed, the Supplier shall be responsible for any additional charges incurred. Those Suppliers who control their own designated carriers, shall contact ArcelorMittal Tubular Products Traffic Department for a copy of the "Logistics Requirements Manual" Document # 172-001, and shall be expected to adhere to the guidelines in this manual. An Advance Shipping Notice (ASN) must be provided for all purchased components.
- 3.2 **PURCHASED COMPONENTS, PROCESSING AND TUBING**
- 3.2.1 For all purchased components, processing and tubing ArcelorMittal Tubular Products Shipping and Receiving hours are 8:00 a.m. to 3:30 p.m.
- 3.3 **STEEL COIL**
- 3.3.1 For Steel coil delivery an appointment is required by contacting the ArcelorMittal Tubular Products Gatehouse at 519 537-6671 ext 231.

SECTION 4.0

LOT CONTROL

- 4.1 Different lot numbers, mill/lot numbers and heat numbers shall not be mixed in the same container when shipping to ArcelorMittal Tubular Products unless the Supplier's goods are processed using ArcelorMittal Tubular Products Tandem System.
- 4.2 Any raw material, whose composition may vary from lot to lot or from heat to heat, must be segregated when shipped. Each container must be properly tagged to reflect lot/heat numbers. Packing slip must also indicate the different heat, lot and serial numbers and their respective quantities.
- 4.3 The Supplier shall maintain traceability of all parts shipped to ArcelorMittal Tubular Products.

SECTION 5.0

PROCESS CONTROL

- 5.1 The Supplier must receive approval from ArcelorMittal Tubular Products in writing, before making any process changes.
- 5.2 When permission is obtained from ArcelorMittal Tubular Products to change a process, the supplier is required to resubmit appropriate PPAP documentation for all affected parts.

SECTION 6.0

DELIVERY SCHEDULES

- 6.1 100% On Time Delivery requirements must be maintained per ArcelorMittal Tubular Products schedules released and faxed/sent via EDI/e-mailed to the Supplier unless otherwise specified by ArcelorMittal Tubular Products authorized Purchasing Personnel.
- 6.2 All scheduled due dates are subject to change by ArcelorMittal Tubular Products authorized Purchasing personnel or Planner. Acknowledge receipt of ArcelorMittal Tubular Products due dates upon receipt of order/release where applicable. Suppliers that are unable to meet due dates must advise ArcelorMittal Tubular Products authorized appropriate personnel immediately by fax or e-mail.

SECTION 7.0

OVER SHIPMENT / UNDER SHIPMENT

- 7.1 ArcelorMittal Tubular Products shall not accept an over shipment or under shipment on purchased components unless otherwise authorized.
- 7.2 ArcelorMittal Tubular Products shall not accept an over shipment, or under shipment on purchased tubing, or steel coil exceeding +/- 10% unless prior authorization has been provided to the supplier.

SECTION 8.0

TOOLING, FIXTURES AND GAUGES

- 8.1 All tooling, drawings and documentation owned by ArcelorMittal Tubular Products or customers of ArcelorMittal Tubular Products shall remain the property of ArcelorMittal Tubular Products or its customers. The aforementioned must be used solely for ArcelorMittal Tubular Products production, unless otherwise authorized. All tooling, fixtures and gauges must be maintained to the latest engineering revision at all times. ArcelorMittal Tubular Products or its customers reserve the right to inspect or remove all tooling, fixtures and gauges at any time, at no cost to ArcelorMittal Tubular Products (except for freight charges).
- 8.2 All tooling, fixtures and gauges must have PPAP approval where applicable and sign off by authorized ArcelorMittal Tubular Products personnel before payment is issued to the Supplier.
- 8.3 Supplier must provide a complete list of tooling, fixtures and gauges at all off-site facilities. All tooling, fixtures and gauges shall be permanently identified with a ArcelorMittal Tubular Products Identification Number as provided by ArcelorMittal Tubular Products Engineering Department
- 8.4 For all tooling, fixtures and gauges or test fixtures, the Supplier must first have the design reviewed and written approval by the ArcelorMittal Tubular Products Engineering and Quality Departments prior to start of build.
- 8.5 All tooling, fixtures, and gauges or test fixtures must meet ArcelorMittal Tubular Products standards and specifications as applicable (reference document # 090-050)

- 8.6 The design should give consideration to the following:
- Method of checking and acceptance criteria
 - Accuracy, repeatability, reproducibility, linearity and stability
 - Ease of handling
 - Durability
- 8.7 The design must list the sequence of operation in order to attain an accurate inspection of the part.
- 8.8 Fixture build accuracy must be verified through a detailed fixture dimensional layout. A complete reproducibility and repeatability study must accompany the fixture for each inspection point.
- 8.9 A "ballooned" fixture drawing must accompany the dimensional layout.
- 8.10 All fixtures or gauges should be recertified annually with a certification label visible on the fixture or gauge.
- 8.11 All ArcelorMittal Tubular Products customer owned tooling either fully or partially completed must be clearly documented on approved ArcelorMittal Bailee Form(s).
- 8.12 All tooling, fixtures, and gauges owned by ArcelorMittal Tubular Products customers (eg: Chrysler, Ford) must comply with that customer's specific requirements. For additional details visit www.iaatfglobaloversight.org or contact the ArcelorMittal buyer for latest revisions.

SECTION 9.0

COMPLAINT NOTICE & CHARGE BACK POLICY

- 9.1 ArcelorMittal Tubular Products expects its Suppliers to supply 100% defect-free products to print specifications.
- 9.2 If purchased products/services give cause for complaint, the Supplier shall be informed by way of a Complaint Notice that shall contain pertinent information including:
- a. Part number
 - b. Part name
 - c. Tandem item number
 - d. Revision level
 - e. Date of lot received
 - f. Quantity of lot
 - g. Quantity of defective parts
 - h. Description of defects
 - i. Stage at which defect was found
- 9.3 After informing the Supplier of the complaint, ArcelorMittal Tubular Products requires from the Supplier, a formal response/acknowledgement within twenty-four hours. ArcelorMittal Tubular Products will authorize the suppliers proposed disposition and timing. Late responses are subject to further administration charges.
- 9.4 The Supplier may request ArcelorMittal Tubular Products to submit defective samples for their evaluation. The Supplier must instruct ArcelorMittal Tubular Products on the routing of these samples, and the Supplier is responsible for the transportation costs of the samples.

- 9.5 **The Supplier may be requested to complete any of the four below options:**
1. Allow the return of the defective lot
 2. Authorize lot to be scrapped at **ArcelorMittal Tubular Products**
 3. Authorize **ArcelorMittal Tubular Products** to sort/rework, assuming responsibility for all sort/rework costs (see Section 9.9 and 9.10)
 4. Or if authorized by **ArcelorMittal Tubular Products**, to send **a certified third party inspection company into** ArcelorMittal Tubular Products to perform sorting or rework
- 9.6 It is the responsibility of the Supplier to ensure that adequate certified replacement parts are available to fulfill our customer requirements. If the Supplier chooses to have all the parts returned at once and **ArcelorMittal Tubular Products** does not have enough stock to fulfill our customer requirements, then **ArcelorMittal Tubular Products** reserves the right to send part out for evaluation. The Supplier shall be responsible for all costs incurred.
- 9.7 If the Supplier chooses to take the lot back or scrap the lot at **ArcelorMittal Tubular Products**, the Supplier shall be responsible for transportation and set-up costs.
- 9.8 It is the policy of **ArcelorMittal Tubular Products** to assess and apply charges relating to quality concerns from all of our Suppliers. This is in addition to being refunded the full amount charged (including taxes) for the defective product. These charges may include the following:
- 9.8.1 **Complaint Notice Administration Fee - An administration/processing fee of \$300.00 will be applied upon issuing a CN against a supplier.**
- 9.8.2 **Customer Rejection Fees – If a supplier part causes a rejection at our customer, it is our expectation that any fees AMTP incurs as a result, will in turn be passed on to the supplier.**
- 9.8.3 **Return Material Fee – Flat charge for handling material to be returned.**
- 9.8.4 **Line Downtime – Your rejected part(s) causes downtime on our line, or late delivery. Costs of these charges would be pending on which line was impacted.**
- 9.8.5 **Sort/Rework charges including internal manpower hours at a rate of \$35.00/hr per person.**
- 9.8.6 **Cost of Assemblies and Components Scrapped as a result of your defective material.**
- 9.8.7 **Environmental Concern – Your parts or services cause an environmental concern at ArcelorMittal Tubular Products and/or our customer.**
- 9.8.8 **Customs Compliance Issues – AMPS penalties/border delays.**

SECTION 10.0

PACKING SLIP REQUIREMENTS

- 10.1 Packing slips and invoices must reference the following:
1. **ArcelorMittal Tubular Products** Tandem item number
 2. Product number
 3. Engineering level
 4. Purchase Order number
 5. Quantity shipped
 6. Vendor number
- If there is more than one container, quantity in each container must be specified on the packing slip, unless otherwise specified.

- 10.2 If there is more than one (1) heat/lot number per shipment, the packing slip must also indicate the different heat, lot and serial numbers and their respective quantities.
- 10.3 Number of containers or lifts, tare weights and total weight must also be referenced on the packing slip.
- 10.4 For all Purchased Parts and Outside Processing being shipped directly to a Customer, a Bill of Lading must be faxed to **ArcelorMittal Tubular Products** at time of shipment.

SECTION 11.0

SUBCONTRACTING

- 11.1 Supplier packing slips and invoices must reference the following:
- a. Product number
 - b. Revision number
 - c. Purchase Order number
 - d. Quantity shipped
 - e. Quantity on back order
 - f. Rejected or scrapped quantity
 - g. Track identification number (as provided by **ArcelorMittal Tubular Products**)
- Rejects and scrap must be identified accordingly.
- 11.2 Products shipped in heat lots must be segregated according to heat codes. Parts must not be mixed in containers and containers must be identified accordingly.
- 11.3 Products shipped through **ArcelorMittal Tubular Products** Tandem system with multiple heat lots, are acceptable, but must be identified on each container. Individual bar code labels must be applied on small lot packaging (i.e. Orbis bins).
- 11.4 All material supplied for processing will have a track identification number for traceability. This number must be documented and kept separate.
- 11.5 Parts must be packaged in quantities as specified by **ArcelorMittal Tubular Products** instructions.

SECTION 12.0

SUPPLIER COST BREAKDOWN/REQUEST FOR PRICE ADJUSTMENT

- 12.1 **QUOTATIONS**
All quotations to **ArcelorMittal Tubular Products** shall be submitted on designated GM, Ford, Chrysler format or format approved by **ArcelorMittal Tubular Products** Purchasing Personnel.
- 12.2 **COST EFFICIENCIES**
ArcelorMittal Tubular Products and the Supplier are to use their best efforts to implement cost savings and productivity improvements in order to meet customer demands. ArcelorMittal Tubular Products reserves the right to request and initiate price reductions throughout the course of the purchasing contract.

SECTION 13.0

MANUFACTURING COMPLIANCE

- 13.1 **COMPLIANCE REQUIREMENT**
ArcelorMittal Tubular Products reserves the right to request documentation of manufacturing compliance as required.
- 13.2 ArcelorMittal Tubular Products reserves the right to audit.

SECTION 14.0

QUALITY ASSURANCE REQUIREMENTS

- 14.1 **QUALITY INSPECTIONS**
The Supplier shall comply with all specifications required on the Purchase Order including the drawing and engineering specifications. These requirements cover the minimum inspection necessary to assure compliance with established requirements.
- 14.2 **SUPPLIER INSPECTIONS**
The Supplier shall be responsible for the performance of all inspections and tests at a frequency in accordance with applicable test methods or procedures, drawing requirements and engineering specifications.
- 14.2.1 The Supplier shall utilize their facilities, if acceptable to ArcelorMittal Tubular Products, or those of any accredited laboratory.
- 14.2.2 Sampling procedures, inspection records, examinations, and/or test reports must be complete and available to ArcelorMittal Tubular Products Quality Assurance Department as required.
- 14.3 **VISUAL, DIMENSIONAL AND FUNCTIONAL INSPECTION**
Characteristics indicated on the drawing and applicable engineering specifications, which are critical, shall be inspected by the Supplier using one (1) or more of the following:
- 14.3.1 System of inspection that shall assure quality level is zero (0) defects and zero (0) PPM.
- 14.3.2 One hundred percent (100%) inspection.
- 14.3.3 Implementation of a Statistical Process Control program as required by Section 14.9.
- 14.4 **INSPECTION EQUIPMENT**
- 14.4.1 The Supplier shall provide and maintain gauges and other measuring and testing equipment considered necessary for conformance to the applicable tolerances.
- 14.4.2 The inspection gauges, devices, etc. shall be checked and calibrated and be traceable to National Standards.

14.5 SURVEYS/AUDITS AT SUPPLIERS FACILITIES

ArcelorMittal Tubular Products reserves the right to conduct process audits, and follow up audits, at the Supplier's facility, at no increase in cost, or delays, to ArcelorMittal Tubular Products. Access shall be granted to ArcelorMittal Tubular Products representatives to investigate production facilities and any pertinent information to the Supplier's end product. Reasonable notification shall be given prior to a survey being conducted.

14.6 CONTAINMENT PROCEDURE (Components Only)

This containment procedure shall apply to all new products shipped to ArcelorMittal Tubular Products. This containment plan shall remain in effect for the first continuous four thousand (4,000) defect free parts. If there is any non-conformance found in the first four thousand (4000) parts, the containment plan shall remain in effect as long as it takes to supply four thousand (4,000) continuous defect free parts.

Containment plan procedure is as follows:

- a) Each part will undergo 100% inspection for all the variable data features on the fixture.
- b) The second phase of the containment plan is the random audit of all the parts being shipped by the Quality Department. Designated Quality Assurance personnel shall indicate their acceptance of the shipment by applying their signature on each shipping label.
- c) Steel suppliers are exempt as all shipments are 100% inspected.

14.7 QUALIFICATION OF NON-DESTRUCTIVE TESTING (NDT) PERSONNEL AND REPORTS

The Supplier shall be required to provide ArcelorMittal Tubular Products with records of qualifications of equipment and operators for special processes such as Magnetic Particle, Dye Penetrant, Radiographic Inspection, Ultrasonic Inspection, etc., to applicable specifications and standards. This shall apply whether the special processes are performed at the Supplier's facility or at sources selected by the Supplier. Qualification data shall be supplied prior to or concurrent with the first shipment.

14.8 CERTIFICATION

- 14.8.1 Certification of Conformance of Test results must accompany each shipment of material to ArcelorMittal Tubular Products as specified.

Certificates to include as required:

- a. Product Number (part number or item number)
- b. Purchase Order Number
- c. Lot Number
- d. Heat Number
- e. Drawing Number(s)
- f. *Specification(s)
- g. Test Result (as required)
- h. Shipment Number
- i. Serial Number(s)

**IF APPLICABLE, REVISION AND DATE OF REVISION IS REQUIRED TO BE LISTED ON THE CERTIFICATION.*

- 14.8.2 The authorized agent's name, title and the words "Authorized Agent" shall be typed/written on the certification. Said individual shall be responsible for the continuous control and fulfillment of certification by the Supplier for each and every shipment to ArcelorMittal Tubular Products.
- 14.8.3 ArcelorMittal Tubular Products Quality Assurance reserves the right to request test data supporting the Certificate of Conformance. When requested, test data shall be received by ArcelorMittal Tubular Products within five (5) working days.

14.9 STATISTICAL PROCESS CONTROL (SPC)

14.9.1 SPC Program Requirements

When requested, the Supplier shall have a documented Statistical Process Control program. The documentation required may include: Process Flow Diagrams and Process Control Plans, Control charts (X Bar & R, P, etc.) for any critical characteristics indicated on the applicable print, attached Quality Assurance Provisions, or characteristics determined critical by the Supplier for controlled manufacturing of the product; short term capability studies for each characteristic listed in control plan: Gauge Repeatability and Reproducibility (GRR) studies for each characteristic listed in control plan.

14.9.2 Process Flow Diagrams and Process Control Plans

When requested, the Supplier shall submit process flow diagrams and process control plans with the initial sample. The documents shall be reviewed and approved by the ArcelorMittal Tubular Products Quality Assurance Department.

14.9.3 Submission of SPC Information for Product Already Being Supplied

When requested, the Supplier shall submit SPC information on current products. The Supplier shall submit documentation to ArcelorMittal Tubular Products Quality Assurance Department, as per Sections 25.1 & 25.2. This information shall be supplied before the next shipment arrives at ArcelorMittal Tubular Products, unless other arrangements have been approved. Product arriving without proper documentation shall be subject to non-conformance procedure.

SECTION 15.0

DRAWING DOCUMENTATION CHANGE CONTROL

- 15.1 Suppliers shall comply with all information contained on the drawing(s).
- 15.2 Items affected by incorporation of approved Engineering Change Request Notice must be segregated, identified and packed separately from other production material. Failure to comply shall result in rejection of material received.
- 15.3 The supplier shall have a process to ensure the review, distribution and implementation of all customer engineering standards/specifications and changes based on customer-required schedule.
- 15.4 The supplier shall maintain a record of the date on which each change is implemented in production. Implementation shall include updated documents.
- 15.5 There must be a system in place to ensure all obsolete drawings and specifications are removed from active files and clearly identified as "OBSOLETE".

SECTION 16.0

CHEMICAL AND MECHANICAL TEST REPORTS

- 16.1 The Supplier shall maintain a complete file of results of all mechanical and/or chemical test reports (i.e. chemical analysis, tensile tests, Charpy V notch impact tests, bend tests and weld tests, etc), Metallurgical Analysis, or other reports.
- 16.2 The Supplier must provide copies of these reports prior to each shipment as required.

SECTION 17.0

WELDING PROCEDURES

- 17.1 For components that require welding, the Supplier shall prepare and submit for approval by ArcelorMittal Tubular Products one (1) copy of their procedure in accordance with the applicable specifications prior to production operations and PPAP approval.
- 17.2 Reference the following web site for Customer Specific Requirements:

www.iaatfglobaloversight.org

SECTION 18.0

DRAWING INSPECTION REPORT

- 18.1 When Significant Characteristic (SC), Significant Feature (SF), Critical Characteristic (CC), Key Product Characteristic (KpC), and ArcelorMittal Tubular Products features, are called out by the drawings and/or the drawing list Performance Qualification and/or Control Tests, the Supplier will provide ArcelorMittal Tubular Products with a Certificate of Conformance, stating that all required tests have been successfully completed, in accordance with Section 14.8 (Certification). Records of test results shall be maintained in accordance with the requirements of Section 14.8.

SECTION 19.0

REQUEST FOR DEVIATION/WAIVER

- 19.1 Shipment of nonconforming parts and/or assemblies by the Supplier is limited to only those items having approved waiver or deviations for the applicable Purchase Order. The request for approval and acceptance shall be initiated by the Supplier through the authorized Buyer of ArcelorMittal Tubular Products. The shipment shall be deferred until the request is approved. Any unauthorized shipment of material prior to ArcelorMittal Tubular Products' approval will result in rejection of that material. Shipments of unauthorized lots will be returned to the Supplier at the Supplier's expense.
- 19.2 All material shipped to ArcelorMittal Tubular Products with an approved Request for Deviation Approval Document #090-064 must be 100% inspected and identified by affixing the Request for Customer Approval. The items must be segregated, identified,

and packaged separately from other production material. Failure to comply shall result in rejection of lot parts received.

SECTION 20.0

MACHINE & GAUGE BUILD STANDARDS AND COMPONENT LIST

- 20.1 Refer to the ArcelorMittal Tubular Products Equipment Build - Electrical/Pneumatic/Hydraulic Standard Document No. 096-023, for all requirements.
- 20.2 New or rebuilt equipment must comply with all Performance Requirements as described in the **Scope of Work**.

SECTION 21.0

IDENTIFICATION, PRESERVATION, PACKAGING AND BAR CODING

- 21.1 The Supplier shall accomplish identification, cleaning, preservation, packaging and bar coding in accordance with the applicable drawings, specifications and instructions as referenced on the Purchase Order.
- 21.2 All products must be protected against rust and corrosion and be suitably packaged to prevent damage from handling or shipping.
- 21.3 The Supplier shall have a system in place, which provides traceability of raw material used, and date manufactured. This information must be able to provide traceability to the raw material used for each shipment.

Shipping Tags must be Automotive Industry Action Group (AIAG) Bar Code Tags. Two tags are to be applied to adjacent corners of the container. Small lot packaging i.e. Orbis bins must have individual bar code labels applied. Steel coils to have one tag applied to each coil.

Shipping Tags must contain the following information:

1. Customer Order Number and Revision Level
2. Automotive Industry Action Group (AIAG) Bar Code Tags
3. Supplier Number
4. Heat Number
5. Serial Number
6. Lot Number
7. Description
8. Quantity for that container or individual coil/slit weights
9. Date shipped
10. Supplier's name and address
11. Bill of Lading Number (B.O.L.)

Any other form of labeling must be approved, before use by ArcelorMittal Tubular Products.

- 21.4 The Supplier shall use an inventory management system to optimize inventory turns to ensure stock rotation and quality.

SECTION 22.0

SUPPLIER INVENTORY

- 22.1 Suppliers shall maintain an adequate inventory level in order to meet ArcelorMittal Tubular Products release schedules.
- 22.2 ArcelorMittal Tubular Products will not assume responsibility for any inventory in excess of contract agreement.
- 22.3 Suppliers will notify ArcelorMittal Tubular Products four (4) months prior to the expiry of any labour contract.
- 22.4 ArcelorMittal Tubular Products reserves the right to request additional inventory builds and supporting documentation.

SECTION 23.0

PLANT CAPACITY

- 23.1 Suppliers shall be able to accommodate an increase of 10% of current production at all times. If unable to increase current production by 10%, the Supplier shall notify ArcelorMittal Tubular Products in writing, giving specific details.

SECTION 24.0

DOCUMENTATION RETENTION OF AUTOMOTIVE SAFETY RELATED ITEMS

- 24.1 The following Material Requirement Manual articles must be retained for a period of ten (10) years, as this material or part is an Automotive Safety related item.

Articles

- 4.0 Lot Control
 - 5.0 Process Control
 - 14.0 Quality Assurance Requirements
 - 15.0 Drawing Documentation Change Control
 - 16.0 Chemical and Mechanical Test Reports
 - 19.0 Request for Deviation / Request for Waiver
- 24.2 Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable and retrievable. A documented procedure shall be established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

SECTION 25.0

PRODUCTION PART APPROVAL PROCESS (PPAP)

- 25.1 It is a requirement that every PPAP/PSW submission address each of the elements as stated in the latest edition of the AIAG (Automotive Industry Action Group) PPAP manual.
- 25.2 **Parts** suppliers are required to review Document 107-087 Parts Components PPAP Requirements and complete attached Form # 100-072 Part Components Checklist and Form # 100-025 Part Submission Warrant for Part Components PPAP.
- 25.3 Steel suppliers are required to review Document # **100-203** Steel and Slit to Width PPAP Requirements and complete attached Form # 100-203 Steel and Slit to Width PPAP Checklist and Form # 100-205 Part Submission Warrant (Steel and Slit to Width only) Documents are available to Suppliers via the ArcelorMittal Tubular Products E-Commerce website:

<https://www.ecommerce.dofascotube.com/first.html>

SECTION 26.0

SUPPLIER VERIFICATION AT SUBCONTRACTOR'S PREMISES

- 26.1 As required, ArcelorMittal Tubular Products and their customer may request product verification at source. This request may come with or without prior notice. Such verification of subcontracted product/process shall not absolve the subcontractor of the responsibility to provide acceptable product, nor be used as an effective control of quality by the subcontractor.
Follow-up assessments or periodic reassessments may be required for:
 - a. Confirmation of corrective actions required from the initial assessment
 - b. Repeated problems
 - c. Major changes in the supplier's structure
 - d. At the discretion of ArcelorMittal Tubular Products Personnel

SECTION 27.0

ENVIRONMENTAL POLICY

ENVIRONMENTAL PLAN

- 27.1 The Supplier shall be committed to responsible environmental management of its operations. In addition, the Supplier will pursue efforts to conserve energy and natural resources and minimize waste where appropriate and economically viable.

ENVIRONMENTAL RECORDS

- 27.2 The Supplier shall retain all records pertaining to ArcelorMittal Tubular Products products in such a way that they will be available. Such records would include Material Safety Data Sheets, Domestic Substances Licenses, Manifests, Calibration Records, and any other pertinent data.

INTRODUCTION OF NEW PRODUCTS

- 27.3 Any new product must be approved by ArcelorMittal Tubular Products' Chemical Engineer. Current Material Safety Data Sheets shall be reviewed. At time of approval by ArcelorMittal Tubular Products, a Purchase Order will be issued.

PACKAGING AND LABELLING

- 27.4 The Supplier shall label and package hazardous and non-hazardous material in accordance with governmental regulations, and provide a current Material Safety Data Sheet with shipment (Note: the Material Safety Data Sheets must be updated and emailed to ArcelorMittal Tubular Products as necessary). ArcelorMittal Tubular Products Purchasing Department/Environmental Management Team must approve any other form of labeling before use.

DELIVERY

- 27.5 The Supplier shall provide an emergency contingency plan showing a clean-up procedure in event of a spill during transport or at ArcelorMittal Tubular Products' facility.

PICKUP

- 27.6 The Supplier shall provide a copy of an accurate Manifest in accordance with governmental regulations, and have it signed by the appropriate personnel.

IMDS

- 27.7 The Supplier shall submit documentation for IMDS to meet customer requirements

ENVIRONMENTAL TRAINING FOR SIGNIFICANT SUPPLIERS/CONTRACTORS/VENDORS

- 27.8 The Supplier shall have a representative attend Environmental Training for Significant Suppliers/Contractors/Vendors as determined by ArcelorMittal Tubular Products Purchasing/Plant Management. The representative shall cascade the training to all employees who will be in contact with the ArcelorMittal Tubular Products plant, and provide copies of training records immediately upon request from ArcelorMittal Tubular Products.

- 27.8.1 All other Suppliers/Contractors/Vendors not deemed significant shall be knowledgeable of ArcelorMittal Tubular Products' Environmental Management System (EMS) through visitor sign-in information at reception or at the Security gate (weigh scales).

LICENCES AND CERTIFICATES

- 27.9 The Supplier shall provide ArcelorMittal Tubular Products with copies of current certificates and licenses applicable to their systems and staff involved (e.g., Certificate of Approvals, Land filling, Processing, Waste Management Systems, Gas Fitting, Pesticides, Refrigerants Licenses, etc.). When new employees who require a license are at the ArcelorMittal Tubular Products facility, the Supplier must provide ArcelorMittal Tubular Products Purchasing with a copy of the license prior to commencement of any work.

SECTION 28.0

BAR CODING SUPPLIER REQUIREMENTS

- 28.1 Reference Document ArcelorMittal Tubular Products Bar Coding – Vendor Requirements on the E-Commerce Website:

<https://www.ecommerce.dofascotube.com/first.html>

SECTION 29.0

CUSTOMER SPECIFIC REQUIREMENTS REFERENCE LINK

- 29.1 All suppliers must adhere to all requirements as outlined by ArcelorMittal Tubular Products Customer's. For more information please visit the below link, or contact an ArcelorMittal Tubular Products buyer:

www.iatfglobaloversight.org