Basic document
Supplier´s manual

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Content

1 Basic provisions

1.1 Purpose of issurance

The Purpose of Issuance of The Supplier Manual of Meopta s.r.o. establishes requirements for the suppliers of Meopta s.r.o. (hereinafter referred to as Meopta) and defines the procedures necessary to ensure the quality of purchased goods and services. These requirements are based on the principles of ISO 9001, ISO 13485, ISO 14001, ISO 50001, AS9100D, ČOS 051672, ČOS 051673 and are an integral part of the purchase order or purchase contract.

1.2 Terms, definitions, Abbreviations

1. ATP Protocol – A protocol containing measurement requirements and measurement results
2. C.O.C. – Certificate of Conformity
3. ESD – Electrostatic Discharge
4. FAI – First Article Inspection (First Sample Approval Process)
5. ISO – International Organization for Standardization (e.g., ISO 9001, ISO 13485, ISO 14001, ISO 50001)
6. PN – Part Number
7. PSW – Part Submission Warrant (Cover sheet for the qualification of purchased parts)
8. REACH – Registration, Evaluation, Authorization, and Restriction of Chemicals in the EU
9. ROHS – EU Directive on the Restriction of Hazardous Substances in Electrical and Electronic Equipment
10. SVHC – Substance of Very High Concern
11. TSCA – Toxic Substances Control Act (U.S. law on toxic substances)
12. Delivery Note – A document containing delivery details (date, order number, quantity, etc.)
13. Qualification Batch – First serially produced products identical to the final production
14. Conflict Minerals – Minerals originating from problematic mining regions
15. Control Plan – A document defining parameters and frequency of quality control
    Material Sheet (Material Certificate) – A document containing information about the composition and properties of the material

2 Supplier Responsibilities

The supplier is fully responsible for the quality and safety of the delivered goods and services.

The supplier is obliged to:

1. Implement a quality management system and allow its inspection within supplier audits.
2. Hold ISO 9001 certification; in the absence of certification, demonstrate compliance with quality management system requirements.
3. Ensure sufficient capacity to meet the purchase order or supply forecast requirements and provide proof upon request.

4. Deliver goods and services with the specified quality and on time as per the purchase contract.
5. Consult any uncertainties in the drawing documentation or requirements before signing the contract.
6. Retain quality system documentation for at least 5 years. If the supplier decides to discard or archive the documentation, they must first inform Meopta and allow the company to take over these documents if necessary.
7. Properly label, store, and identify materials, semi-finished products, and finished goods to prevent mix-ups or confusion. Traceability must be ensured upon request.
8. Supply only approved parts according to samples, material specifications, and approved production processes by Meopta. Any deviations must be reported to Meopta. Parts with deviations may only be delivered after prior written approval from Meopta, applicable for a specific quantity or period.
9. Ensure that all supplied parts comply with applicable legal regulations in the Czech Republic and the destination country (e.g., environmental protection, electricity, electromagnetism).
10. Conduct internal audits of the quality management system.
11. Apply the same cooperation principles required by Meopta in their relationships with their subcontractors.

The supplier bears full responsibility for compliance with these conditions.

2.1 Calibration of Measuring and Testing Equipment

The supplier is required to use only calibrated and verified measuring and testing equipment. All universal measuring devices, including electrical and pneumatic instruments, fixed control, and measuring fixtures, must be regularly calibrated according to a developed plan. Calibration intervals are determined by the type of measuring device and its purpose. Calibration must be documented, and the device must be labeled with a clear indication of the next calibration date. Uncalibrated measuring devices must not be used!

2.2 Approval of Changes and Deviations

The supplier must inform Meopta (as soon as possible) of all changes in deliveries, especially:

1. Changes in material manufacturer
2. Changes in subcontractors of processes
3. Changes in production location (new, different, consolidated)
4. Production process or sequence changes
5. Testing equipment or test software changes
6. Changes in CNC programs
7. Machine/assembly fixture/holding fixture modifications
8. Merging, splitting, or rearranging operations
9. Long-term production interruption exceeding 24 months
10. Corrective actions for discrepancies

For the above deviations, Meopta may request samples or a new official qualification batch (see Chapter 8).

2.3 Price changes

If the supplier requests a price increase, they must submit a justification and a detailed cost breakdown that led to the increase. Meopta reserves the right to review the price increase request, request additional documentation, and, if necessary, conduct further negotiations with the supplier. New prices are not considered valid without written approval from Meopta.

2.4 Changes in drawing documentations

The supplier is required to provide information for evaluating and implementing changes in drawing documentation (e.g., manufacturability, stock levels, delivery time, price impact, etc.).

2.5 Item Availability Changes (End of Life)

The supplier commits to ensuring the production and continuity of deliveries of products to Meopta s.r.o. and is obliged to:

1. Continuously monitor the availability of all materials and critical components necessary for production.
2. Promptly inform Meopta of any risks related to material availability or the end of the life cycle of components.
3. Actively seek solutions to secure replacements for unavailable materials or components.
4. In the event of an end-of-life notice for a product:
    a. Allow Meopta to continue placing orders for the product for 12 months after receiving the notice.
    b. Fulfill all open orders and contractual obligations valid at the time of the notice.

3 Order and Forecast Confirmation

The supplier must confirm Meopta's purchase order within three working days; a delayed acceptance may be rejected, and the contract will not be concluded.

The supplier must also respond in writing within two working days to any changes in delivery dates, quantities, or quality of already confirmed orders.

If the supplier receives a forecast of planned demand for allocated goods, they must confirm their ability to deliver the goods in the required quantities and terms within five working days. If this is not possible, the supplier must state their capabilities and initiate discussions on future deliveries.

4 Required documets

4.1 Documents Required for Each Delivery of Goods

Suppliers of Meopta are always required to provide the following documents with each delivery:

1. Material Certificate (Material Test Report)
2. Delivery Note (including issue date, NAK number, PN number, PN name, quantity, number of packages, and delivery date)
3. Additional documents required for the delivery as stated in the purchase order (e.g., ATP protocol, documentation of specific tests, certificates, etc.).

4. Other documents related to the nature of the supplied goods (e.g., safety data sheets, declarations of compliance with ROHS, REACH, SVHC legislation, TSCA (Toxic Substances Control Act) for the U.S. market, packaging material composition in accordance with ČSN EN 13427, and proof of material origin).

Suppliers may also be required to present valid certifications (e.g., ISO, etc.).
Failure to provide any of the required documents will be considered an incomplete delivery, and the goods may be returned as non-compliant.

4.2 Documents Required for Qualification Deliveries

(see Chapter 8).

5 Compliance with Legislation

5.1 Environmental Requirements

Suppliers must deliver safe products in compliance with Act No. 348/2004 Coll. on General Product Safety (as amended). Upon entering the Meopta premises, suppliers and transporters are required to adhere to internal guidelines and legal regulations regarding environmental protection. They are responsible for any environmental damage caused within the Meopta premises.

5.2 Conflict Minerals Regulation

Suppliers are required to cooperate in reporting according to Conflict Mineral Reports regulations to meet the requirements of the U.S. Securities and Exchange Commission (SEC)'s Conflict Minerals law (Section 1502 of the U.S. Dodd Frank Act), REGULATION (EU) 2017/821 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL and OECD Due Diligence Guidance in Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas. Meopta does not accept deliveries containing materials sourced from conflict-affected mining areas (e.g., the Democratic Republic of the Congo and neighboring countries).
To ensure compliance with these requirements, every manufacturer in the supply chain must obtain information on the use of conflict minerals from their direct suppliers, who are in turn required to obtain this information from their subcontractors. For reporting this information, each supplier is required to use the forms sent with the current request (e.g., CMRT, EMRT).

Basic Conflict Minerals (CM/3TG):
Gold, cassiterite, columbite-tantalite, and wolframite, as well as their chemical derivatives—tin, tantalum, and tungsten—regardless of their mining, processing, or sale location.

EM (Extended Conflict Minerals):

Cobalt, mica.

Or other minerals for which the customer requests origin verification.

5.3 Steel Sourcing Regulation

Suppliers are required to cooperate in reporting the origin of steel and steel-related products subject to certain sanctions, including Article 3g of Council Regulation (EU) 2023/1214, in accordance with

Council Regulation (EU) No. 833/2014 (hereinafter referred to as the "EU Regulation"), which came into effect on September 30, 2023.

Among other things, the regulation prohibits the direct or indirect purchase, transport, or import into the European Union (hereinafter "EU") of certain iron and steel products originating from or exported from Russia (iron and steel products processed outside Russia and certain third countries) and steel products originating from Russia.

For reporting this information, each supplier is required to use the forms sent with the current request.

5.4 Regulation on Cooperation with Sanctioned Countries and Entities

The supplier commits to refraining from cooperation with sanctioned states (e.g., Cuba, Iran, North Korea, Russia) or individuals and entities listed on sanction lists issued by OFAC, the UN, the EU, the UK, or other relevant jurisdictions.

5.5 Counterfeit (Unauthorized/Non-Original) Components

The supplier may only purchase goods from original component and equipment manufacturers or their authorized distributors. Purchases from unauthorized distributors are subject to Meopta's approval. If the supplier suspects counterfeit goods, they must be immediately replaced with original components.

6 Packaging Requirements

Suppliers must ensure that packaging prevents damage or deterioration of goods during transport, handling, and unpacking at Meopta unless specified otherwise.

Basic Packaging Labeling Requirements:

1. Part number (PN Meopta) – Meopta item number
2. Purchase order number (NAK)
3. Quantity in the package
4. Batch number
5. If a package is broken down into individual units, each unit must be labeled with the Meopta PN.

Basic Packaging Requirements for Items:

1. Preferably, package items per purchase order (NAK) and do not combine multiple NAKs in one package.
2. Items prone to damage should be individually packaged where feasible.
3. Items with ESD (electrostatic discharge sensitivity) must be labeled with an ESD symbol and packed in a separate transport carton.
4. If an item contains multiple components, this must be noted on the packaging and delivery note.

6.1 Packaging Requirements for Mechanical Items

Packaging of mechanical items must comply with Methodological Guideline 3.6-8 Packaging Requirements for Mechanical Items (https://www.meopta.com/cz/ke-stazeni/).

6.2 Packaging Requirements for Optical Items

Packaging of optical items must comply with Methodological Guideline 3.6-9 Packaging Requirements for Optical Items (https://www.meopta.com/cz/ke-stazeni/).
If packaging is incorrect, Meopta reserves the right to request corrective action through an official claim.

7 Qualification Batch

A qualification batch refers to the first serially produced products made using the same process and manufacturing equipment designated for serial production, according to valid documentation.

The supplier must clearly label samples and the qualification batch to prevent loss or damage. The same packaging requirements as in section 6 apply, with the additional requirement that these items must be marked as "samples" or "qualification batch" and include the recipient's name.

Required Documents for Qualification Batch Approval:

1. PSW – Part Submission Warrant completed using Meopta's form (template available upon request)
2. Full measurement report per valid documentation, including targeted sample measurements (e.g., ATP protocol), or documentation of specific tests
3. Material verification – material certificate (composition, properties)
4. Measurement report and positional drawing in a format chosen by the supplier
5. Control plan – in a format chosen by the supplier (template available). Must include: controlled dimension/parameter, measuring tool, frequency, and scope of control
6. Additional documents related to the nature of the delivered goods (e.g., safety data sheets, ROHS, REACH compliance declarations, TSCA compliance for the U.S. market, packaging material composition per ČSN EN 13427)
7. Summary of inspection results

The supplier must provide all required documentation with the qualification batch. If any documents are missing, the qualification will not be granted, and the goods may be returned as non-compliant.

After qualification, Meopta will issue a PSW stating whether the qualification batch has been **approved/not approved** and with what conclusion. Approval of sample production does not relieve the supplier of responsibility for product quality. Incomplete or missing documentation will result in **automatic rejection** of sample approval.

8 Supplier´s liabity for defects

The supplier provides a warranty for the delivered goods in accordance with the conditions set out in the VPN unless otherwise agreed. The supplier bears full responsibility for defects in the final product that arise during use and are caused by defective products or services supplied by the supplier. In the event of a detected nonconformity, all costs demonstrably incurred by Meopta in connection with resolving the nonconformity will be charged to the supplier.

All parts supplied by the supplier must comply with the currently applicable legal regulations (e.g., related to environmental protection, electricity, and electromagnetism) valid in the Czech Republic and the country of sale.

THE SUPPLIER OF MEOPTA S.R.O. IS FULLY RESPONSIBLE FOR THE QUALITY AND SAFETY OF THE SUPPLIED GOODS AND SERVICES.

9 Supplier´s cooperation in claims

If a quality nonconformity is identified in the delivered goods or services, Meopta will immediately inform the supplier. The supplier must ensure the immediate replacement of the goods, repair, or other corrective measures as instructed by Meopta to prevent disruption of production and delivery to Meopta’s customers.

The supplier is required to implement corrective actions to prevent the recurrence of the same nonconformity. For each nonconformity, the supplier must provide a written statement on the cause of the issue and a corrective action plan within 2 working days of receiving the nonconformity or within a timeframe agreed upon with the operational purchaser.

In the case of serious nonconformities, Meopta will require the supplier to complete an "8D REPORT" (see Annex No. 3) in accordance with the 8D methodology. All fields in the document must be filled in. The supplier must submit the first three steps of the methodology (D1, D2, D3) within two working days. Steps D4 and D5 must be provided within 14 working days. The complete 8D report must be submitted within 30 working days unless otherwise agreed.

When sending replacements or repaired items from a claim, the supplier must clearly mark these items with the nonconformity number on both the packaging and the delivery note or invoice. Otherwise, Meopta may return the unmarked parts to the supplier and require their identification and/or reimbursement of additional incurred costs.

10 Final Provisions

10.1 Related Regulations

General Terms and Conditions and Code of Ethics: https://www.meopta.com/en/download/ (Basic Documents link).

10.2 Issued Documentation

Forms, templates, and records are managed by designated personnel and stored in appropriate locations as defined in internal guidelines.

10.3 Transitional and Repeal Provisions

This version of the directive becomes effective upon approval and simultaneously repeals previous versions.

11 Attachments

1. Attachment No. 1 – PSW Cover Sheet (available in MS Excel format upon request)
2. Attachment No. 2 – Control Plan
3. Attachment No. 3 – Supply of Mechanical Items Without Surface Treatment

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Attachment 1

KRYCÍ LIST KE KVALIFIKACI NAKUPOVANÝCH DÍLŮ (PART SUBMISSION WARRANT)		
Název dílu/Part name:		Důvod kvalifikace/Qualification reason
Číslo dílu/Part number:		☐ Prvotní vzorování/Initial submission
Revize/Revision:		☐ Změna specifikací/Engineering change(s)
Iterace/Iteration:		☐ Změna výrobních podmínek/Change of manufacturing conditions
Dodavatel / Supplier:		☐ Nové (změněné) místo výroby/New (changed) manufacturing location
Kontakt/Contact:		☐ Dlouhá doba bez výroby (> 2roky)/Tooling inactive (>2 years)
PŘEDLOŽENÉ VÝSLEDKY/SUBMISSION RESULTS		☐ Náprava nesrovnalostí/Correction of Discrepancy ☐ Jiné/Other
Výsledky k/The results for	☐ rozměrové měření/dimensional measurements ☐ materiál a funkční testy/material and functional tests ☐ kritéria vzhledu/appearance criteria ☐ soubor statistických dat/statistical process package	
Tyto výsledky splňují všechny požadavky konstrukční dokumentace/These result meets all design record requirements: ☐ Ano/Yes ☐ Ne/No		
Dodavatel potvrzuje, že přiložené vzorky byly kompletně vyrobeny za sériových podmínek a na sériových nástrojích./Supplier confirms, that the figured first articles were completely manufactured under serial equipment and serial terms.		
Name:	Date:	Signature:

POSOUZENÍ SQA (SQA EVALUATION)	
PPAP dokumentace/PPAP documentation	☐ Schváleno/Approved ☐ Dočasně schváleno/Conditionally approved ☐ Zamítnuto/Rejected
Poznámky/Notes	

Name:	Date:	Signature:

POSOUZENÍ OTK (INCOMING INSPECTION EVALUATION)	
FAI	☐ Schváleno/Approved ☐ Dočasně schváleno/Conditionally approved ☐ Zamítnuto/Rejected
Poznámky/Notes	

Name:	Date:	Signature:

Attachment 2

CONTROL PLAN					
Part Number:	Revision:	Iteration:	Key Contact/Approved by:	Date (First Edition)	Date (Revision)
Part Name/Description:			Core Team:	Customer Eng. Approval/Date (if required)	
Supplier/Plant:	Organization code:		Organization/Plant Approval/Date:	Customer Quality Approval/Date (if required)	

Part/Process Number	Process Name/Operation Description	Machine, Device, Jig, Tools for Mfg.	Characteristics			Special Char. Class	Methods					Reaction Plan
			No.	Product	Process		Product/Process/ Specification/Tolerance	Evaluation/Measurement Technique	Sample		Control methods	
									Size	Frequence		
Part/Proc	Process		Characteristics				Methods					

Attachment 3

Deliveries of mechanical items without surface treatment

This work instruction is meant for external suppliers of mechanical parts. Its purpose is to define the accurate dimensions of the parts which have to be manufactured with regard to the surface treatment (ST) performed later by Meopta.

There can be two cases during surface treatment.

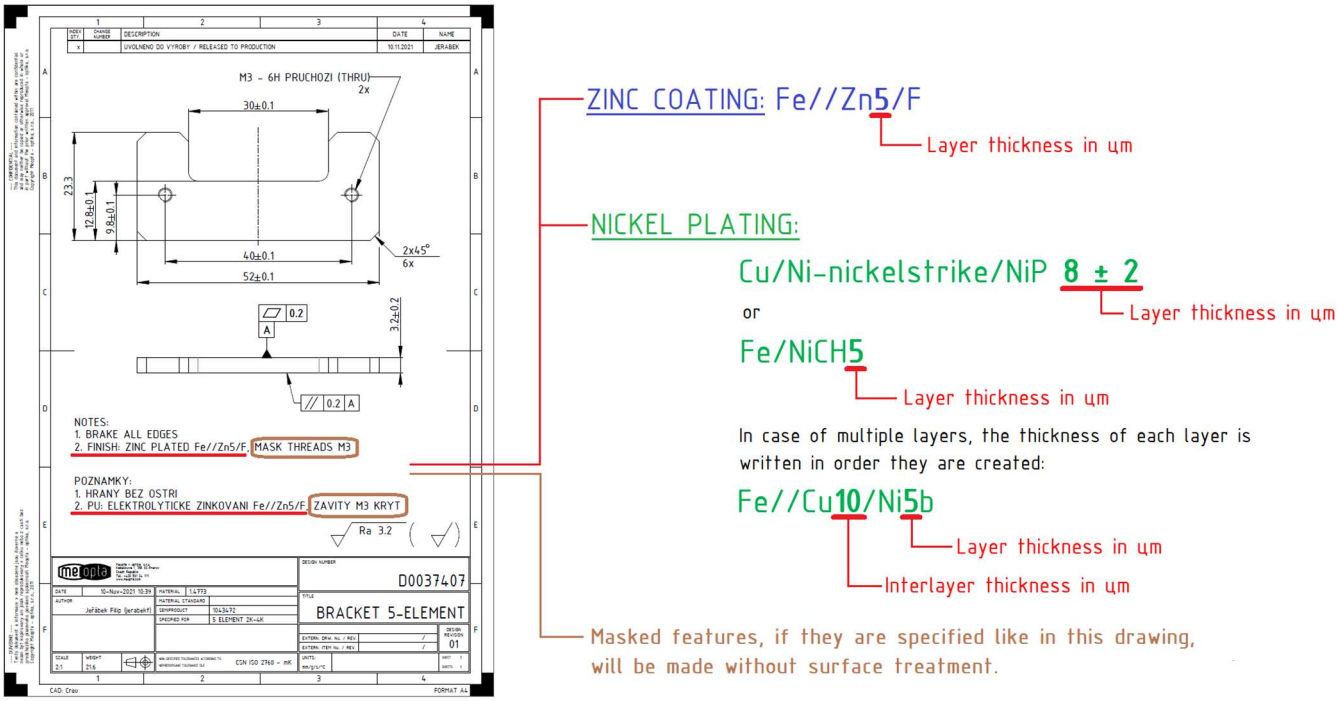
1. In technological processes during which a film is exposed on the surface of the part and the part dimensions change. This must be taken into account because the dimension in the drawing documentation is after the ST. (So for the part before ST the dimensions have to be corrected by ST thickness).
2. In technologies where oxide layers are formed, there is no change in size. The thicknesses of such layers are either "negligible" or, due to the pretreatment, there is a removal of the base material which is identical to the thickness of the desired surface treatment. So the dimensions on the drawing are correct also for part before ST.

1. Surface treatments for which the dimension must be taken into account

The numerical thickness of the layer for these STs is clearly defined in the drawing documentation. The supplier must take this information into account during production. The technologies include:

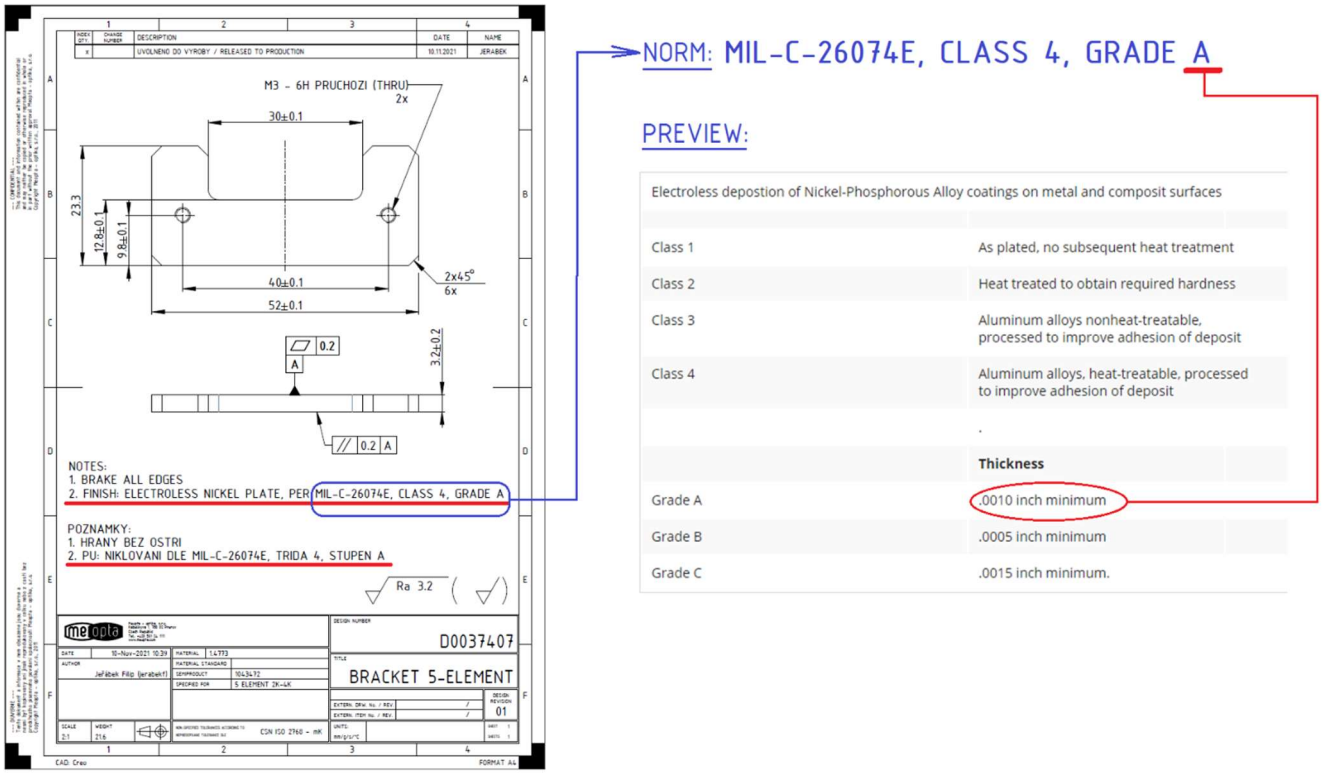
1. **Zinc coating, Nickel plating, Chemical nickel plating** - registered in the relevant international standard e.g. ISO xxxx etc. with data determining the layer thickness (see**Chyba! Nenalezen zdroj odkazů.**).

Figure 1 - examples of ST marking and required thickness



There are also cases where the layer thickness is defined directly by the standard - see**Chyba! Nenalezen zdroj odkazů.**.

Figure 2 - example of notes about ST with reference to the standard that defines the layer thickness



2. Surface treatments for which the dimension does not have to be taken into account

It is not necessary to take into account dimensional changes for these STs. The supplier can produce the parts to the final dimensions given by the drawing. The technologies include:

1. **Anodizing / anodic oxidation** of aluminum registered by the relevant international standard e.g. ISO xxxx,

MIL-A-8625 type II, (class) 2 etc. Performed by Meopta itself or the supplier on the basis of a process qualified by Meopta.

2. Passivation of stainless steels according to ASTM-A-967, AMS 2700C.
3. Alkaline oxidation / blackening of steel and other metals
4. Bilatal anodizing

Figure 3 - Example of anodic oxidation in the drawing notes

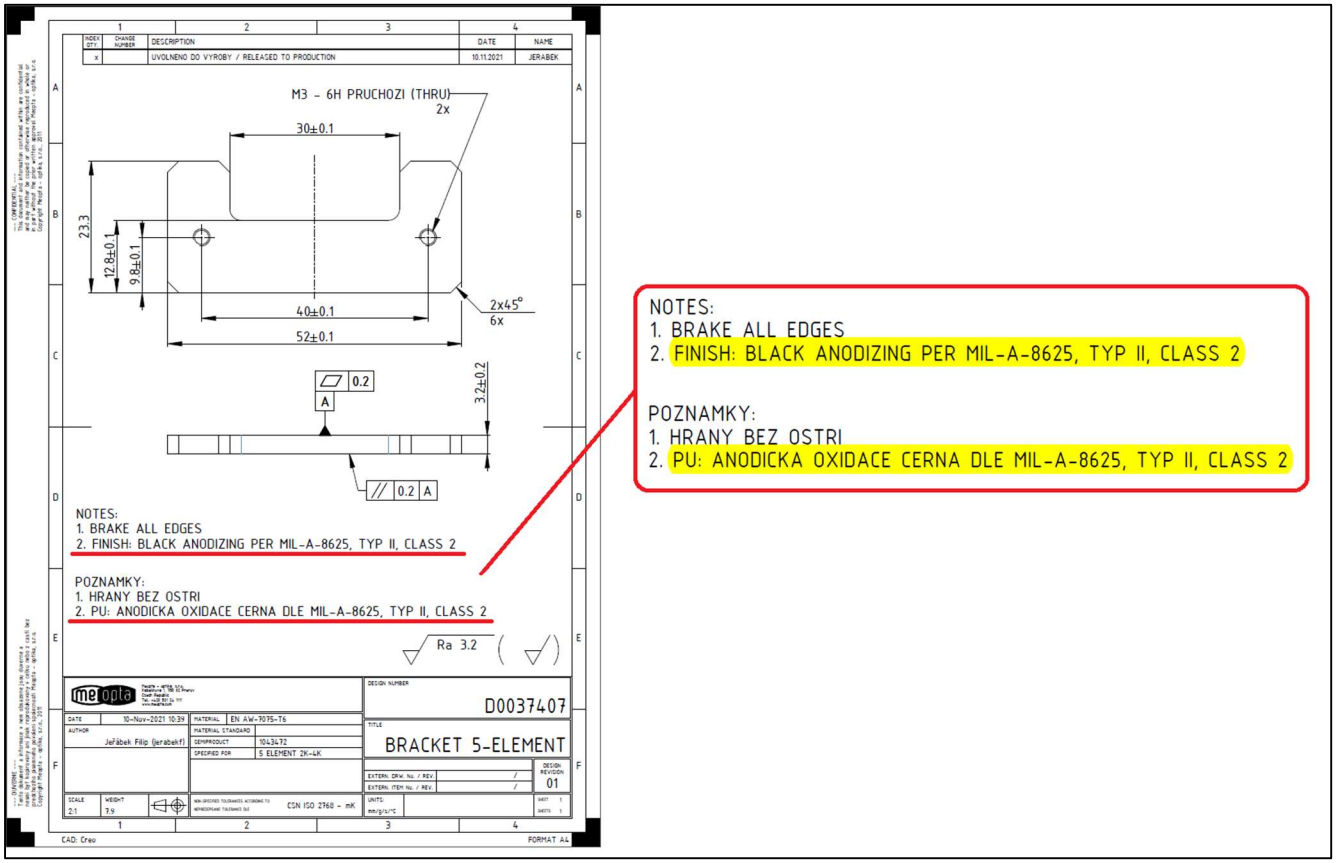


Figure 4 - Example of bilatal anodising in the drawing notes