



**Approved by:  
Order of the President of  
JSC "NizhComAuto"  
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**СТО № 9-ПЛ03.01**

**Regulation  
on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants**

**Revision 1.0**

**Nizhny Novgorod  
2024**

<b>JSC "NizhComAuto"</b>	Process Owner	<b>Purchasing Director</b>	
<b>Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants</b>		STO #	<b>9-ПЛ03.01</b>
		Revision #	<b>1.0</b>

## Table of Contents

1. Purpose and Scope .....	3
2. References to regulatory acts, terms and definitions .....	3
2.1 Regulatory acts.....	3
2.2 Terms and definitions .....	3
3. Requirements for supplier.....	5
3.1 Due diligence .....	5
3.2 Management .....	5
3.3 Equipment .....	7
3.4 Engineering.....	8
3.5 Purchasing .....	10
3.6 Production .....	10
3.7 Logistics .....	12
3.8 Customer interactions.....	13
4. Change management .....	15
Annexes:	
Annex 1. Target PPM.....	16

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

## 1. Purpose and Scope

1.1 This Regulation constitutes a set of standard requirements to be observed by Group's suppliers.

1.2 This Regulation aims to communicate Group's requirements to third-party suppliers (the Suppliers) and enable them identify their fields of gradual improvement. These requirements apply to suppliers of piece-goods, blanks, semi-finished products and components (the Components) for Group's main products manufacturing.

1.3 Please see the Regulation for Supplier's Compliance Assessment at <https://nkavt.ru/> (section "Suppliers"). This Regulation is applicable at all Group's plants.

1.4 SQA Dept. shall be responsible for supply quality-related interactions with suppliers. Its main functions are:

- assessment of suppliers' compliance with the Group's requirements;
- quality assurance at the stage of component pre-production in line with APQP using FMEA, SPC, MSA, and other tools;
- components production assessment in line with PPAP;
- development and introduction of activities to address quality problems of supplier's components.

## 2. Regulatory acts, terms and definitions

### 2.1 Regulatory acts

ISO 9001 / 9001 GOST R ISO 9001 "Quality Management Systems. Requirements"

IATF 16949 / GOST R 58139 "Requirements for quality Management System of Vehicles and Service Parts Manufacturers"

FMEA / GOST R 51814.2 "Failure Modes and Effects Analysis"

SPC / GOST R 51814.3 "Statistical Process Management Methods"

PPAP / GOST R 51814.4 "Production Part Approval Process"

MSA / GOST R 51814.5 "Measurement and Control System Analysis"

APQP / GOST R 51814.6 "Quality Management for Vehicle Components Planing, Designing and Pre-Production"

ISO/IEC 17025 / GOST ISO/IEC 17025 "General Requirements for Competence of Testing and Calibration Labs"

### 2.2 Terms and Definitions

**Customer, Group** - NCA Group plants

**Component** - piece-goods, blanks, semi-finished products and components

**Key Parameter** – a component parameter, compliance with which is critical for safety, legal compliance and (or) functional stability of a vehicle

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

**Outsourcing** - transfer of certain processes and (or) production functions by a supplier to a third-party company

**Special-Purpose Process** - a production process, where end result confirmation is either complicated or not feasible

**SQA** - Supplier Quality Assurance dept.

**PPAP** - Production Part Approval Process

**APQP** - Advanced Product Quality Planning

**FMEA** - Failure Modes and Effect Analysis

**SPC** - Statistical Process Control

**MSA** - Measurement system analysis

**M&S** - managers and specialists

**KPI** - Key Performance Indicators

**QMS** - quality management system

**ppm** - parts per million

**Instrumentation** - measurement and control tools and systems, instrumentation, and testing equipment

**General Purchasing Terms and Conditions** - Group's General Purchasing Terms and Conditions

**DD** - design documentation

**Vehicle** - a vehicle

**Claim Management System** - corporate claim management system

**Cp, Cpk** - process reproducibility indexes

**Cm, Cmk** - equipment capability indexes

**CS** - Controlled Shipping

**DVP** - Design Verification Plan

**Priority Risk Number** - a risk priority number

**S** (criticality score) - score point for failure criticality assessment

**O** (occurrence score) - score point for failure frequency

**Poka-Yoke** - a technical unit for failure protection

**8D** - a trouble-shooting principle involving "8 steps"

**Purchasing** - Purchasing Directorate

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

### 3. Requirements for Supplier

#### 3.1 Due Diligence

##### 3.1.1 Business Plan

Upon the customer's demand, the Supplier shall provide an approved business plan for the current and previous years.

##### 3.1.2 Financial Standing

a) The Supplier shall publish its financial performance reports for a reporting period at designated websites, or provide them upon the customer's request if they are not publicly available

b) The Supplier shall provide documents to the customer to confirm stability of its current financial standing.

##### 3.1.3 Accounting Reports

Upon the customer's request, the Supplier shall provide its accounting reports broken down by accounts and other accounting documents from official public and municipal authorities.

##### 3.1.4 Pricing

a) The Supplier shall continually reduce the cost of its products, particularly through production optimization, and (or) fix the price for several years at the time of signing a contract with the customer. Price increase by the supplier shall be reviewed provided it is adequate as compared to the designated market indicatives.

b) The Supplier shall provide the customer with component price calculations broken down by cost lines, incl. preproduction expenses.

##### 3.1.5 Compliance

The Supplier shall go through the Group's compliance procedure at <https://nkavt.ru/>.

### 3.2 Management

#### 3.2.1 Strategic Planning

a) At the customer's request, the Supplier shall provide its Development Strategy for at least the next 5 years. It may include following intents (but not be limited to them):

- business restructuring (M&A);
- construction of new assets, buildings and structures;
- purchase of new and (or) modernization of existing equipment;
- industrializing new technologies and advanced developments.

b) The Supplier shall show to the customer its intended funding sources required for the Strategy.

#### 3.2.2 Infrastructure

The Supplier shall confirm that it holds the title to the assets, buildings, structures and equipment it uses.

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

### 3.2.3 Organigramme

The Supplier shall have an approved M&S reporting structure and staffing table for all its employees. The supplier shall keep in mind that

- such functions as internal audit, development and process validation and verification, technical control and measurement, metrological, design and process support of the main production shall be in place;
- actual headcount shall adequately correspond to the staffing table.

### 3.2.4 Emergency Plan

The Supplier shall have a clear emergency action plan to minimize the risk of production shutdown and failure to supply components to the Customer. Such plan may include following measures (but not be limited to them):

- a required safety stock of finished components;
- a required safety stock of raw stock, materials and parts required to manufacture components;
- required articles and number of spare parts to repair process equipment and tooling;
- uninterrupted supply of utilities (power, water, steam, compressed air, etc.) to and availability of Internet and telephone connection at production. It is recommended that the supplier remains as much independent from city and municipal utility providers and other third-party providers as it is possible by having an in-house power genset, compressor station, artesian well, etc.;
- liability insurance in the event of consumer product's recall from the market due to a critical defect attributable to the supplier's component.

### 3.2.5 Key Indicators

- a) The Supplier shall set KPIs at least for top managers of key functions.
- b) It shall regularly monitor KPI achievement.

### 3.2.6 QMS Certification

The Supplier's QMS shall be certified for compliance with IATF 16949 or its authentic national version (GOST R 58139, STB 16949, etc).

### 3.2.7 Quality Targets

- a) The Supplier shall strive not to exceed 50 ppm both for individual articles and all articles as whole See Annex 1 for target max. ppm by commodity groups.
- b) Target ppm achievement does not exempt the Supplier from the obligation to process all customer's claims and to carry out continuous improvements.

### 3.2.8 HR

- a) The Supplier's HR shall meet the requirements established by IATF 16949 and be trained to use APQP, FMEA, SPC, MSA, PPAP.
- b) The personnel shall be entitled to stop production if they identify any non-conformities in the course of components production.

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

### 3.2.9 Audits

- a) The Supplier shall regularly carry out internal audit of the QMS.
- b) internal audit of the QMS and its further improvements shall be approved. It is recommended to introduce product and (or) process audit procedures.

### 3.2.10 Components Supply Terms and Conditions

The Supplier shall accept the Group's General Purchasing Terms and Conditions at <https://nkavt.ru/> (section "Suppliers").

## 3.3 Process Equipment

### 3.3.1 Equipment

a) The Supplier shall have all required process equipment (required to build components) in place prior to supply order placement by the customer. Special-Purpose Processes may be outsourced, whereby the Supplier shall be liable for outsourcing results.

b) To minimize the risks of defaulting the customer's orders (forecasts), the Supplier shall have backup equipment for bottlenecking process steps, incl. an opportunity to outsource them.

c) The Supplier shall set up a due procedure for process equipment management including at least identification, accounting, scheduled maintenance and repair. All signs and inscriptions on the equipment made not in the supplier's native language shall be also give in the supplier's native language.

d) The Supplier shall re-certify equipment after repair.

e) All equipment maintenance and repair operations shall be recorded, and such records shall be kept within the entire term of its operation.

### 3.3.2 Tooling and Instrumentation

a) TORs to design tooling and instrumentation to be built at the customer's expense and their production schedules shall be agreed upon with the customer. The Supplier shall also additionally agree with the Customer upon all the intended tooling and instrumentation changes, and immediately notify the Customer of any risks of violating the previously agreed tooling production and commissioning schedule.

b) At the time of tooling and instrumentation commissioning, the Supplier shall deliver their proper handover by the customer.

c) The Supplier shall enter into a designated dependence / lease contract for the tooling and instrumentation owned by the Customer. Unlike any other tooling, such tooling shall be identifiable as the property of a Group's Customer.

d) The Supplier shall set up a process tooling management procedure that shall at least include identification, accounting, condition control, due storage, release in production, maintenance and repair. All signs and inscriptions on the tooling (instrumentation) made not in the supplier's native language shall be also give in the supplier's native language.

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

e) The Supplier shall re-certify the tooling and instrumentation after repair.

f) All tooling and instrumentation maintenance and repair operations shall be recorded, and such records shall be kept within the entire term of their operation.

### 3.3.3 Labs

a) The Supplier shall be able to carry out all required component measurements and tests in line with the DD requirements, including outsourcing such measurements and tests as required.

b) Measurement and testing labs (centers) shall be certified. In the first line, they shall be certified for compliance with ISO/IEC 17025 or its authentic national standard (GOST ISO/IEC 17025, etc.).

### 3.3.4 Metrological Support

a) The Supplier shall set up purchasing (making), accounting, storage, release, withdrawal (replacement), repair and verification / calibration / certification of instrumentation.

b) MSA methodology shall be used to choose and appoint instrumentation at least for key component parameters. This requirement also applies to labs. If repeatability and reproduction of MSA results stay within a range of  $10\% < R\&R < 30\%$ , such measurement system shall be agreed upon with the Customer.

c) The Supplier shall use only verified, calibrated and certified instrumentation specified in the process documentation, control plan and quality standards.

## 3.4 Engineering

### 3.4.1 Design and Process Documentation Management

The Supplier shall have in place designated procedures and set up design and process documentation management in line with them, whereby such procedures shall include at least the following:

- development in line with the customer's requirements, agreement and approval;
- registration, accounting and storage;
- rolling out and release;
- update, removal and destruction.

Special attention shall be paid to engineering change management.

### 3.4.2 Key parameters

a) Pursuant to the Group's specifications, components and key parameters have the following classification and designations in the DD:



JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

Designation	Classification criteria	Component class
<CC>	Parameter is critical for the vehicle safety, a failure to meet it results or may result in a critical failure involving a live and health threat and (or) a violation of the legal requirements	K1
<SC>	Parameter is critical for the normal vehicle operation, a failure to meet it may cause a limited vehicle use (both for technical and administrative reasons) and affects the vehicle life cycle and (or) service life	K2
<FF>	Parameter is not critical for the normal vehicle operation, a failure to meet it may reduce the comfort / convenience of its use and (or) vehicle appearance perception by the user	K3
No designation	Parameter, a failure to meet which does not cause a component failure or a reduction in the customer values and does not affect vehicle appearance perception	K4

b) Key parameters (at least <CC> and <SC>) shall be subject to a quantitative analysis and 100% end-to-end control, SPC or Poka-Yoke. The following requirements shall be met for SPC: process  $C_p$ ,  $C_{pk} \geq 1.33$  (recommended  $C_p$ ,  $C_{pk} \geq 1.67$ ), equipment -  $C_m$ ,  $C_{mk} \geq 1.67$ .

### 3.4.3 Engineering, Development and Preproduction

- a) The supplier shall have a properly qualified and proper equipment for:
- engineering and development of components, incl. R&D and lab validation tests;
  - engineering, launching and validating new production processes;
  - design and process support of the existing production;
  - development, engineering and production of process tooling.

Engineering, development and validation may be outsourced, while core production support shall be carried out in-house.

b) The Supplier shall carry out a detailed feasibility analysis of the customer requirements, incl. involving representatives of the customer and sub-suppliers.

c) The Supplier shall apply project-based approach, while APQP and DVP plans shall be approved by the customer. The Customer shall be immediately informed of any project changes (due dates, stages, etc.).

d) The Supplier shall use FMEA analysis and document its results. If component design engineering falls within the customer's liability, the Supplier shall not carry out dFMEA. The Supplier shall meet the below conditions when carrying out FMEA:

- Priority Risk Number  $\leq 100$ ;
- parameter, the product of significance score and occurrence score of which exceeds 40 ( $S \times O \geq 40$ ), or the significance score of which equals to 9 or 10 points ( $S=9$ ,  $S=10$ ), shall be identified as key parameter <CC> or <SC>.

e) Key component parameters shall be determined in the course of development and identified in the DD, process, management plan and quality standards. Key parameters also may be set forth by the customer.

f) The results of development, engineering and preproduction shall be duly verified, val-

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

dated and documented.

#### 3.4.4 Flow Chart and Management Plan

a) The Supplier shall develop process flow charts and management plans for the prototype, pilot batch and serial production.

b) The flow chart and management plan shall include all process steps required for the components production, from receipt of raw stock, materials and parts through component shipment to the customer. The process steps where key component parameters are shaped shall be properly designated and have in place special controls.

#### 3.4.5 Special-Purpose Processes

The Supplier shall set up special-purpose process management, incl. outsourced ones, and regularly certify them and the staff involved in them.

### 3.5 Purchasing

#### 3.5.1 Sub-Supplier Assessment and Nomination

a) The Supplier shall demand that its sub-suppliers obtain certification of their QMS:  
- for part suppliers - for compliance with IATF 16949 or its authentic national version (GOST R 58139, STB 16949, etc);

- for raw stock and materials - for compliance with IATF 16949 or ISO 9001.

b) The Supplier shall carry out 2nd party-audit of compliance with IATF 16949 at sub-suppliers' (at least those without a QMS certificate). The appropriate procedure shall be developed and approved.

c) The Supplier shall have in place and apply a documented sub-supplier nomination procedure.

#### 3.5.2 Engineering at Sub-Suppliers'

a) The Supplier shall request that its sub-suppliers apply the same approaches to engineering, development and preproduction process implementation as the customer (see para. 3.4).

b) The Supplier shall apply the PPAP procedure to sub-supplier's components.

#### 3.5.3 Supply Contracts with Sub-Suppliers

The Supplier shall undertake efforts to enter into supply contracts with its sub-suppliers under the same terms and conditions as those specified in the customer's General Purchasing Terms&Conditions.

### 3.6 Production

#### 3.6.1 Production Environment

a) The supplier's site and production premises shall be clean, i.e. it shall regularly clean the premises and remove production waste. Passage ways, drive ways, fire and evacuation escapes shall be properly marked and not obstructed.

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

b) The Supplier shall have in place approved layout solutions for production premises with marked spots for process equipment, package and tooling storage, process control, raw stock, materials, semi-finished and finished products storage, rejection storage, recreation area, etc., as well as passage ways, drive ways and emergency escapes. The actual layout shall correspond to the documents.

c) The Supplier shall make sure that production premises remain clean and regularly check them.

d) The Supplier shall comply with the national legal acts in the field of industrial safety, sanitary and epidemiological labour environment, and assess the HSE impact of its production processes. It is recommended to develop and certify proper management systems for compliance with ISO 14001 and OHSAS 18001 or their authentic national versions. Production work stations shall have proper lighting of min. 300 lx.

e) In its production processes, the Supplier shall not use any hazardous substances (such as cadmium, chromium (VI)), because of which components may not be certified.

f) The Supplier's production and maintenance staff shall wear safety shoes, clothes and personal protection gear established by the national acts and standards.

### 3.6.2 Production Lines

a) The Supplier shall set up production in line with lean production principles:

- a one-piece flow with integrated checkpoints (stations);
- physical and psychical production staff safety;
- no excessive travels; Fi-Fo for raw stock, materials, semi-finished and finished products;
- production and control staff work stations set up in line with 5S;
- etc.

b) The Supplier shall obtain the Customer's approval for any changes in the component production flow via the PPAP.

c) The Supplier shall regularly enhance qualification of its production staff; interchangeability matrices shall be made available in the production zone.

d) Production staff shall have access to job descriptions of their process steps, while the requirements in such job descriptions shall be clear and undoubtedly interpreted.

e) Production and maintenance staff shall have details on the customer's claims re. components supply quality (quantity, types and cost of non-compliances, restraining and corrective actions to prevent them).

### 3.6.3 Technical Control

a) The Supplier shall have checkpoints (stations) integrated in the production process to check compliance of component parameters. Such check shall be carried out in line with the process requirements and requirements established by the management plan / quality standards.

<b>JSC "NizhComAuto"</b>	Process Owner	<b>Purchasing Director</b>	
<b>Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants</b>		STO #	<b>9-П/103.01</b>
		Revision #	<b>1.0</b>

- b) Visual quality checkpoints shall have proper lighting of min. 500 lx.
- c) Upon the check results, components shall be properly identified as checked (tested).
- d) Such requirements (see it. a to c, para. 3.6.3) apply to purchasing of raw stock, materials and parts by the Supplier to build components.
- e) The Supplier shall make sure that record keeping re. measurement, check and test results, and set up their accounting and storage. The appropriate procedure shall be developed and approved.

### **3.6.4 Non-Conformities Management**

- a) The Supplier shall have in place a procedure and set up management of non-conforming raw stock, materials, semi-finished production, parts and components that shall at least include the following:
  - proper identification;
  - removal from production process;
  - isolation and storage outside the production premises and warehouses;
  - booking-out and scrapping.
- b) A separate procedure shall be developed and applied to manage non-conforming components that may be improved to comply with the DD requirements (defects that may be fixed).
- c) If the Supplier learns that previously shipped components and non-conforming, the Customer shall be immediately notified thereof.

## **3.7 Logistics**

### **3.7.1 Warehouses**

- a) The Supplier shall have equipped warehouses (storage premises). Raw stock, materials, semi-finished products, parts and finished components storage areas shall be approved, and their physical location shall correspond to such layout.
- b) The Supplier shall continuously keep at its warehouse Fi-Fo safety stocks of raw stock, materials, semi-finished and finished components, the quantity of which shall be calculated in line with the emergencies plan (see para. 3.2.4).
- c) Raw stocks, materials, semi-finished and finished components shall be released from the warehouse in line with the Fi-Fo principle, properly identified and traced down the entire process chain.
- d) The Supplier shall have in place incoming control of purchased raw stocks, materials, semi-finished products and components, and make sure that it is applied. Incoming control results shall be documented and stored.
- e) The Supplier shall set up management of raw stock, materials, semi-finished products and parts found to be non-conforming (incl. after expiry of their shelf life):
  - identification;

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

- removal from storage areas;
- isolation, booking out and disposal.

### 3.7.2 Transportation

a) Prior to the start of supply, the Supplier shall agree with the Customer upon the packaging to be used for shipping finished components, as well as the scheme of their layout in the package and inner packaging.

b) Components may be supplied both ex-works by the Customer or by the Supplier's transport but at the tariffs agreed upon with the customer. The below options are preferable for supply by the supplier's transport:

- transit, i.e. delivery directly to the customer's conveyor without using the warehouse. This option is applicable for the Suppliers within the radius of 100 km from the Customer;
- consignment warehouse, i.e. with the lease of a warehouse on the Customer's premises or in a transit zone (of up to 100 km) to release in production without storage in the Customer's warehouses;
- custody storage (with the supplier's title) on the Customer's premises and involving the Customer's staff for handover, storage and release in production.

c) Components shall be delivered by the Supplier using the type and model of the transport agreed upon with the Customer.

d) The Supplier shall use the above principles (see para. 3.7.1a) to deliveries from its sub-suppliers, whereby it acts as the customer in relations with them.

## 3.8 Customer Interactions

### 3.8.1 Start of Deliveries

a) Prior to the start of serial deliveries, the Supplier shall obtain the Customer's approval. Such approval shall be obtained mainly by signing the Supplier's PSQ request by the Customer as part of the PPAP. The procedure for approving production of components to be supplied to the Group's plants is set forth in the corporate standard STO # 9-П03.02 published at <https://nkavt.ru/>.

b) The Supplier shall have its permanent representative on the Customer's premises. Such representative shall be authorized to resolve any issues related to the quality of components and to pass resolutions in this regard.

### 3.8.2 Customer Claims

a) The Supplier shall apply approaches and use the Customer's systems to address issues related to the quality of supplied components:

- connect to and use the electronic claim management system. The claim management system manual may be provided upon the Supplier's request;
- negotiate with the Customer in line with 8D.

b) In the event of systematic (repeating) issues related to the quality of its compo-

<b>JSC "NizhComAuto"</b>	Process Owner	<b>Purchasing Director</b>	
<b>Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants</b>		STO #	<b>9-П/103.01</b>
		Revision #	<b>1.0</b>

nents, the Supplier shall apply the controlled shipment mode providing for:

- CS-1 mode: additional 100% control of certain quality parameters by the supplier;
- CS-2 mode: applying CS-1 and introducing a third-party control by a third party at the

the supplier's request.

The procedure for applying CS modes is described in the General Purchasing Terms&Conditions.

c) If the Supplier does not deliver the required quality of components, the Customer shall be entitled to transfer the scope of delivery to an alternative supplier without accepting claims by the current Supplier.

<b>JSC "NizhComAuto"</b>	Process Owner	<b>Purchasing Director</b>	
<b>Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants</b>		STO #	<b>9-П/03.01</b>
		Revision #	<b>1.0</b>

#### 4. Change Management

<b>Revision</b>	<b>Approved on</b>	<b>Enacted on</b>	<b>Approval document details</b>
<b>1.0</b>			

JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

### Annex 1. Target PPM

#	Commodity Group	Max. target ppm
<b>COMPONENTS</b>		
1	Internal combustion engines	100
2	Engine assemblies and components made of metal	50
3	Engine assemblies and components made of other material than metal	100
4	Electrical engine assemblies	50
5	Radiators and coolers	50
6	Compressors and fans	50
7	Alternators and starters	50
8	Gearboxes	100
9	Clutches	50
10	Power takeoff boxes and transfer cases	300
11	Pre-heaters	50
12	Gas equipment, incl. gas cylinders	50
13	Mufflers and catalytic converters	50
14	Batteries	50
15	Traction batteries	50
16	Wheel rims	300
17	Tires	50
18	Axles, shafts and axle shafts	100
19	Differentials	100
20	Cardan shafts	100
21	Brakes disks, chambers, calipers and pads	50
22	Brake valves and regulators	50
23	Cables	100
24	Leaf springs	300
25	Shock absorbers	100
26	Rubber bushings and joints	300
27	Metal pipes	50
28	PU pipes	50
29	Fuel tanks	50
30	Tanks	100
31	Steering components	50
32	Locks and latches	100
33	Hinges and limiters	100
34	Mirrors	100
35	Glazing	50
36	Windscreen wipers	100
37	Door handles and rods	50
38	Filters	50
39	Plastic exterior parts	500
40	Plastic interior parts	300
41	Instrument panels	300
42	Steering wheels	50
43	Ignition components	50
44	HVAC components	300
45	Passive safety components	50
46	Sun visors	100
47	Seats	300
48	Carpers	300
49	NVH insulation parts	300
50	Interior lining	300
51	Dashboards and displays	100
52	Radios and navigation systems	100
53	Lighting	300
54	Control units	300
55	Wire harnesses and wires	50
56	Sensors and cameras	50
57	Relays, resistors and voltage regulators	50



JSC "NizhComAuto"	Process Owner	Purchasing Director	
Regulation on Requirements for Suppliers of NizhComAuto GroupComAuto Group Plants		STO #	9-П/103.01
		Revision #	1.0

#	Commodity Group	Max. target ppm
<b>COMPONENTS</b>		
58	Fuse modules	50
59	Switches and indicators	100
60	Instrumentation	100
61	Electric engines and electric drives	300
62	Interior components (ramps, handrails, racks, etc.)	300
63	Van lining (flooring, extruded polystyrene foam, planks, etc.)	1000
64	Exterior attachments (winches, tow hitches, etc.)	300
65	Special-purpose equipment (ambulance, police van, etc.)	300
66	Labels, emblems and tags	50
67	Tools and jacks	500
68	Molded rubber parts (buffers, mounts, etc.)	100
69	Collar seals	50
70	Rubber rings and gaskets	50
71	Rubber seals, incl. reinforced seals	50
72	Rubber hoses	50
73	Drive belts	50
74	Bearings	50
75	Plastic fasteners	300
76	Metal fasteners	1500
77	Springs	300
78	Laser cutting parts	500
79	Stamped metal parts	300
80	Cast metal parts	300
81	Forgings	1000
82	Steel castings	500
83	Cast iron castings	1000
84	Aluminum castings	500
85	Non-ferrous castings	300
<b>ROLLED METAL PARTS</b>		
86	Flat steel	1000
87	Gaged bars	500
88	Section steel	500
89	Pipes	500
<b>MATERIALS</b>		
90	Cokes	300
91	Ferrous alloys	300
92	Non-ferrous metals (scrap, bails, pigs, etc.)	300
93	Cast iron	500
94	Refractories	300
95	Polymer materials	100
96	Lumber	1000
97	Lacquers, paints, solvents, primers	100
98	Electroplating materials	100
99	Surface pretreatment materials	100
100	Protective compounds	300
101	Adhesives and sealants	300
102	Lubricants	300
103	Fluids	50
104	Fuel	50