



# Appendix D

Rev: **E**

Effective Date: **05/02/2021**

## Specific Conditions for South America - Brazil

For general conditions, please also consult:  
**“DRiV - Supplier Requirements Manual”**

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1. Introduction
2. Organization
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File name:	Appendix D - Specific Conditions for South America - Brazil	Revision	E
Owners:	Alexandre Paulino; José M. Souza; José Bezerra;	Data	February, 05 2021
Approver(s):	Luciano Andrade; Wagner Muniz; Luiz G. Zinetti Maria Aparecida; Douglas Barros; Wagner Bueno; Valdir Ribeiro; Marcelo Vasconcelos		



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### 1. INTRODUCTION

#### 1.1 – Letter to suppliers

Dear SUPPLIER,

This Specific Requirements Letter updates and replaces the previous document issued by DRiV of Jun / 2016. Clauses 8.4 Control of processes, products and services provided externally from IATF 16949: 2016 require the organization to ensure that the product purchased complies with the specified acquisition requirements. The type and extent of control applied to the supplier and the product purchased must depend on the effect of the product on the subsequent realization of the product or on the final product.

The organization shall evaluate and select suppliers based on their ability to supply products in accordance with the organization's requirements. Criteria for selection, evaluation and reassessment must be established. Records of the results of the evaluations and any necessary actions, arising from the evaluation, must be kept. A DRiV esclarece que a partir de 01 de Maio de 2014, a Gestão de Fornecedores DRiV, passou a ser realizada conforme os critérios e requisitos definidos no DRiV Supplier Requirements Manual, disponível no site - <https://dsp.driv.com>

**This Appendix D is complementary to the DRiV Supplier Requirements Manual, all DRiV Suppliers in Brazil, MUST meet the requirements described in the two documents.**

This document is part of our DRiV Supplier Requirements Manual and should be used in conjunction with all other relevant sections.

This electronic edition is designed in a format that ensures that all of our new, current and potential SUPPLIERS have full and updated access to requirements for the supply chain.

We encourage our SUPPLIERS to ensure that all appropriate personnel in their organization have access to this document.

This document can be used as evidence of derogations and additions to the Technical Standard / Specification, in compliance with DRiV. (Updates and replaces "Appendix D Specific Conditions for the South America Region - Brazil– Revision D June, 06 2016.

Regards,

Alexandre Paulino  
Global SCM  
Units Brazil

José Maria G. Souza  
NVH Performance Materials  
Units Cotia

José Bezerra de Moura  
Ride Control  
Unit Mogi Mirim

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### 2. ORGANIZATION

#### 2.2 – Localization

South America Original Equipment / Aftermarket

Axios, Cotia, Brazil (NVH Performance Materials - Elastomers) 55 11 4615 5500

Monroe, Mogi Mirim, Brazil (Ride Control) 55 19 3805 7100

### 3. PURCHASING

According “DRiV - Supplier Requirements Manual”

### 4. SUPPLIER PERFORMANCE AND ENGINEERING REQUIREMENTS

#### 4.1 – Quality System Requirement

##### Driv NVH Cotia:

The DRiV Cotia unit requires that all direct suppliers are certified to the current ISO 9001 edition. And it recommends that the supplier seek an IATF 16949 and ISO 14001 certification.

##### Driv Ride Control Mogi Mirim:

According “DRiV - Supplier Requirements Manual”

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### 4.6.1 – Launch containment process

#### Driv NVH Cotia:

The contention time period will begin with the first part sent after PPAP. The specific requirements of the end user in relation to containment must be followed. The containment will continue for at least 90 days after the initial shipment and no less than 10 shipments without defects after the SOP or containment will be extended until the PCAs are completed and no defects are found in the containment (at the discretion of the DRiV installation). For launch containment labeling guidelines, please contact your DRiV Buyer.

#### Driv Ride Control Mogi Mirim:

According “DRiV - Supplier Requirements Manual”

### 4.8.1 – PPAP submission OE / AM

PPAP submission is mandatory, and whenever requested by the purchasing team, through the TITAN system or e-mail.

Every supplier must register directly and meet the requirements of the database IMDS no website: <http://www.mdsystem.com>

IMDS submission must be done according to the ID's below

DRiV Mogi Mirim (Monroe) – ID 10172

DRiV Cotia (Axios) – ID 13479

### 4.8.19 – OE Client Specific Requirements (DRiV & End User)

The supplier must maintain evidence of the deployment of DRiV requirements and DRiV Customer Requirements in the Supply Chain. It is necessary to show that all items of the requirements have been evaluated and broken down, so it is expected to identify the methodology used and the reference of the DRiV requirement versus the correlation of the supplier's internal QMS procedure and status.

### 4.8.20 – Process Audit Requirements

DRiV requires a self-assessment before the on-site audit. The self-assessment form will be made available by the Quality team of DRiV suppliers.

DRiV may ask suppliers, if necessary, for a shutdown / start up assessment, in order to reduce the risk of quality problems during the resumption of production.

The periodicity of supplier audits will be carried out according to the audit schedule of each DRiV division, considering the risk analysis of suppliers.

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### 4.10.1 – Delivery Quality and Performance

#### Driv NVH Cotia:

The quality indicator is monitored through the SCORECARD / IQF, sent monthly to suppliers via e-mail

#### Driv Ride Control Mogi Mirim:

Logistics performance is monitored monthly by the logistics team through the supply service index. The logistics team will periodically keep the supplier aware of its performance.

The quality indicator is monitored according to item 4.10.1 of the DRiV - Supplier Requirements Manual.

### 4.17 – Cost recovery

According “DRiV - Supplier Requirements Manual”

### 4.19 – Record Retention

Document retention period

- Purchase orders: 15 years
- Drawing site DRiV: 15 years
- PPAP documents: 3 working years after product life and safety items 15 years
- Production data / quality records: 3 years
- Records related to Safety characteristic: 15 years

Where retention requirements are not detailed, consult your representative DRiV

## 5. TOOLS AND EQUIPMENT

According “DRiV - Supplier Requirements Manual”

## 6. LOGISTICS

According “DRiV - Supplier Requirements Manual” and Logistic Protocol DRiV Brazil I.7.5.5.18

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### 7. PACKING

#### Driv NVH Cotia:

In addition to the requirements described in the global manual, suppliers receive instruction **I.7.5.5.08 - Specification for Packaging of Material Purchased for Production**

#### Driv Ride Control Mogi Mirim:

According "DRiV - Supplier Requirements Manual"

#### 7.1 – Supplier Responsibilities

The supplier must consult the buyer of his commodity and request the packaging pattern of the DRiV unit that will receive the material.

Evidence of the packaging standard must be submitted together with the PPAP documentation, with due approval. It is recommended to make it available in the C-Folder of the Titan system..

#### 7.7 – Labeling and Identification

Barcode identification labels should be used, according to the standard labels defined by each business unit. Specific cases must be dealt with by the buyer or quality representative of DRiV.

### 8. ENVIRONMENTAL HEALTH AND SAFETY

#### 8.1 – EH&S commitment

The supplier must provide and maintain an updated copy with the current date of the Operation License and letter of legal requirements signed via Titan in the C-folder. It is up to the supplier to keep this document updated with the State Competent Body.

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### 9. CORPORATE RESPONSIBILITY FOR THE AUTOMOTIVE SUPPLY CHAIN

#### 9.1 – Corporate social responsibility

##### Legal liability:

The DRiV supplier is included in the supply chain of the largest automakers in the world, and will answer legally about the quality of the component or service provided for DRiV. The supplier's responsibility for the component or service provided for DRiV will be extended to the final consumer, with the application of current laws.

##### Civil responsibility:

As DRiV assembles components and semicomponents that are supplied to automakers in the world market, it must meet the requirements of Brazilian and international automakers called "Civil liability on automotive product". This requirement also applies to your entire supply chain.

Regarding the products that DRiV manufactures, there is civil liability, while for the components acquired by DRiV, the supplier is responsible for the item, and the supplier must have a safety representative, trained in accordance with the product for the PSCR (Safety of the Product). Product and Compliance Representative) the certificate must be maintained and updated by the supplier in the database TITAN - FOLDER "CONTACT INFORMATION".

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<b>REVISIONS HISTORY</b>			
Revision	Effective Date	Review Description	Responsible
-	03/01/2014	Implementation of the Tenneco Global Manual to replace the "Supplier Quality Manual - MQF" Rev. 8	José Maria G. Souza
A	26/05/2014	revised items: 1.1;3.1; 3.2; 4.4; 4.5; 4.6; 4.7; 4.8; 4.9; 4.10; 4.11 e 5.1	José Maria G. Souza
B	07/07/2014	revised items: 4.6 e 4.9	José Maria G. Souza
C	23/07/2014	Change in the appendix identification letter from "C" to "D" and addition of the name "Brazil" in the title.	Wagner Muniz
D	30/06/2016	General review.	André Luiz Monteiro
E	05/02/2021	General revision, according to new revision of the DRiV Supplier Requirements Manual	Luciano Andrade / Wagner Muniz

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