

ISO 9001:2015	Title	Document no.	Issue	Page
Process owner SC-QC	Quality requirements for suppliers	AN904	22/08/2018	1/2

To STCH buyers
CC
from
Email
Date
Pages 2

Author Zarko Mitrovic
Creation date 22.08.2018
Last modified by Mario Palmiero
Date last changed 24/02/2025

Quality requirements for suppliers in mechanical production

1. For all mechanically produced workpieces, quality control must be performed according to the work instruction "AN906_Steinemann_inspection_instruction_supplier.docx". The supplier must perform this control themselves, so as to ensure that the workpieces comply with the prescribed quality standards.
2. The logging or measurement can be performed on a suitable measuring machine or validated measuring apparatus (such as callipers, limit plug gauge, threaded plug gauge and filler guides). This continues until the continuity of the supplied quality is guaranteed or as long as the competent buyer from STCH considers this to be necessary.
3. Workpieces may only be quoted and manufactured for which all tolerances can be verifiably checked and measured at the supplier. If this requirement cannot be met, consultation with STCH quality control is required.
4. In special cases, STCH will specify the measurement procedure or measurement plan, or agree it with the supplier before it is released. In all other cases, the application "AN906_Steinemann_inspection_instruction_supplier.docx" is to be followed.
5. If specific measurement records are supplied by STCH, these must be enclosed with the material shipment. The measurement records of the applicable inspected workpieces must be retained for at least two years.
6. In special situations, Steinemann reserves the right to have the parts inspected at the supplier before shipping and only to release them for shipping after this inspection.
7. Special testing, such that is associated with considerable costs, can be listed as a separate item on the order invoice by the supplier in consultation with the STCH buyer.

ISO 9001:2015	Title	Document no.	Issue	Page
Process owner SC-QC	Quality requirements for suppliers	AN904	22/08/2018	2/2

8. Parts subject to complaints and unusable parts will not be sent back. However, the supplier has the opportunity to pick up the parts within 14 days at their own cost from STCH. The export and import documents will be provided by Steinemann Technology AG. The supplier shall supply a replacement part without undue delay and no later than within 10 working days. The invoice will only be approved for payment after receipt of the "OK" delivery.
9. STCH will conduct internal checks or at its subcontractors for the possibility of performing rework for defective workpieces.
The administrative effort for these checks will be invoiced at EUR 200.
The actual costs for rework will be calculated according to the current hourly rate for the subcontractor or for STCH.
STCH will create an estimate for the supplier beforehand.
10. Delivery dates must be confirmed at the latest five days after receipt of the order – the corresponding order confirmations must be sent to:
einkauf@steinemann.com.
11. In accordance with STCH company policy, the supplied workpieces must be marked with at least the order and part number. The delivery notes must be enclosed clearly visible and easily accessible in the parts packaging. In addition, parts that are susceptible to rust must be treated on unpainted surfaces and in threaded holes with appropriate corrosion protection oil.
12. The supplier invoices must be sent by email to accounting@steinemann.com.

Steinemann Technology AG:

Supplier:

Name of signatory:

Person responsible:

.....

.....

Position

Position

.....

.....

Date and signature

Date and signature

.....

.....