

Standard Requirements of Witt-Gasetechnik GmbH & Co. KG

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1 Supplier Self-disclosure

To complete our documents, we require basic data from our suppliers. This is listed in the form "[G20_07FB-Lieferantenselbstauskunft](#)". We request that you fill out and return this form to us within 1 week.

2 Layout of - Delivery Note - Order Confirmation - Invoice:

The following points must be filled out in the above documents.

	Order Confirmation	Delivery Note	Invoice
Quantity	X	X	X
Order number	X	X	X
Order item	X	X	X
Our article number	X	X	X
Individual and total price in euros	X		X
Supply date	X		X
Terms of supply and payment	X		X
Confirmation of factory test certificate	X	X	

3 Supply Surpluses and Shortfalls

A surplus supply or shortfall of 10 % is accepted by Witt-Gasetechnik. In the case of a supply shortfall, it is necessary to provide the following information on the delivery note or invoice: "Remaining delivery" so that the process can be booked in our documents.

4 Witt-Gasetechnik Incoming Goods Certificates for the Initial Sample Test Report as Hard Copy Template

- The layout of these templates ([G20_04FB-Erstmusterprüfbericht-Blatt1](#) and [G20_05FB-Erstmusterprüfbericht-Blatt2](#)) must be used and enclosed either as a document filled out in handwriting or as an electronically compiled document
- Electronic template via diskette, or can be requested by e-mail, see Table Contacts Quality Management Witt-Gasetechnik
- Certificate form to be used:
- Order number 5331 obtainable from: Druckerei Henrich GmbH , 60494 Frankfurt am Main, PO Box 71 04 21, Fax: 069 - 35 10 05 29

5 Notes and Forms for the "Application for Special Release"

The supplier shall apply for the special release in writing (with [Witt Formblatt G20_06FB-Antrag-Sonderfreigabe](#)) from [Witt-Gasetechnik Quality Management](#).

The supplier shall assign a consecutive special release number.

The Quality Management of Witt-Gasetechnik shall approve or reject this, and communicate the decision to the supplier.

The supplier shall note the special release no.: Delivery note, factory test certificate and issues special release (approved and returned by Witt).

The supplier shall send a tabular overview of the requested special releases every six months, without being requested to do so.

The number of the special release has the following composition:

Supplier number (4-digit), as well as a three-digit, consecutive number

e.g. 1521-001

6 Environmental Protection as Corporate Policy

At our own incentive, we implement programmes aiming towards an efficient use of resources and the avoidance or reduction of harmful environmental effects due to emissions, waste etc.

Witt-Gasetechnik requires products and services that correspond to the current requirements of environmental protection. These refer to the product properties, the operational environmental protection of the supplier, compliance with product-relevant specifications and the establishment of product return systems, amongst other points.

A permanent cooperation based on cooperation with our suppliers presupposes that these suppliers are able to satisfy these requirements, for example by means of a suitable management system, which explicitly includes the products or services. Such a system can be an environmental management according to EMAS or ISO 14001.

Brief question lists to suppliers ([G20_02FB-Witt Umweltfragebogen](#)) "serve as a first step towards evaluation. In case of important deliveries of products or services with special environmental relevance, the environmental management of the supplier can undergo a check e.g. by means of audits, whereby it must be taken into account that audits regarding environmental aspects are not generally independent audits, but rather conducted as part of quality audits.

7 Code of Conduct for Suppliers of Witt-Gasetechnik

WITT-Gasetechnik is obliged to comply with all applicable laws and regulations, observe human rights and social standards as well as protect the environment. This applies both in our company and in the relations with our business partners. We expect our suppliers to share this obligation. The codex defines the minimum requirements for complying with our standard.

7.1 Health and Safety

- Compliance with the applicable laws and regulations in respect to health and safety at work.
- Obligation to continuously improve health and safety at work.

7.2 Human Rights and Social Standards

- Compliance with the applicable laws and branch-specific regulations in respect to working hours including statutory regulations regarding overtime.

- Payment of wages / additional contributions in accordance with the applicable laws including the provision in regard to minimum wages as well harmonisation with local industry and brand standards.
- Principle of fair treatment as well as equal opportunities, no discrimination or verbal / physical intimidation of employees is tolerated.
- No child labour, compliance with the minimum age for the employment of staff as stipulated by the relevant national laws and international agreements.
- No tolerance towards forced labour, forced enlistment of workers or human trafficking.

7.3 Compliance / Integrity

- No tolerance towards corruption / bribery, in particular payments, pay-offs or other benefits serving to influence decisions.
- Compliance with the applicable competition and monopoly laws and regulations.
- Confidential treatment of relevant business, financial and technical data as well as the business correspondence of WITT-Gasetechnik.
- No misappropriation of intellectual property rights of WITT or other companies.

7.4 Environmental Protection

- Compliance with the applicable laws and regulations as well as internationally recognised standards in respect to environmental protection.
- Use or establishment of an appropriate environmental management system.

7.5 Supply Chain

- Appropriate efforts to promote compliance with the principles of the code of conduct for upstream suppliers and subcontractors.

8 Complaint Handling

As soon as Witt-Gasetechnik determines that the supplied product is defective, a corresponding quality report shall be compiled and sent to the supplier for further processing.

The following remedial measures are possible:

The shipment is conditionally released without further reworking etc.

The shipment is blocked. A reworking or rejection is possible. In this case, it is absolutely necessary for the supplier to inform us whether the reworking is to be carried out at our company. Otherwise the delivery will be returned at your expense.

The shipment is blocked and a new delivery is necessary.

The following notification is required on the delivery note in case of renewed delivery:

"Attention returned from reworking"

or

"Replacement delivery"

We point out that every complaint is taken into account in the supplier assessment.

9 Explanation of Technical Terms on Witt-Gasetechnik Drawings:

9.1 Laying Parts

Incorrect handling or transport can cause damage to primary functional elements (sealing seat, cone, spherical head, counterbore etc.) during the delivery of diverse parts.

To point this out to the supplier, the drawing is marked with the word LAYING PARTS.

It is now important to know that damage can only be caused if a part with sufficient weight and sufficient acceleration impacts with another part.

For example:

In the case of inlet screw connections with a weight of 38.2 g, it is necessary for the parts to be packed individually.

It is not necessary to pack low-weight parts e.g. tappets (1.4 g) individually.

It would be sufficient to pack the parts in small containers in this case.

The meaning of the word "small" must be explained here.

The containers should be small enough so that the parts located below are not damaged by the pressure (weight) of the parts located above.

The effort does not have to entail fulfilling a term and requiring that the parts be strictly packed, but rather choosing a packaging that is adequate for the quality and economical.

9.2 Loose and Permanent Burr

Loose burrs are processing residues that can become detached by flowing gas, leading to a malfunction in the fitting.

The burr elements are evaluated under 20x magnification.

A common method to remove burrs involves vibratory grinding, explosive deburring and similar processes.

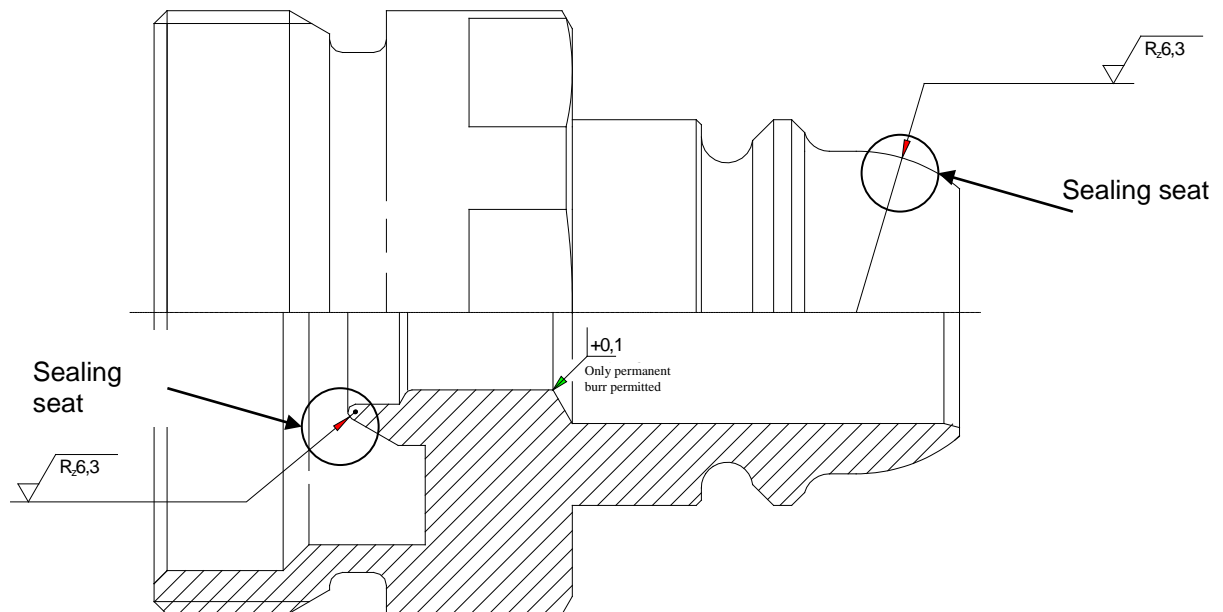
The burr elements that cannot be removed by the above methods are defined as permanent burrs.

9.3 Sealing Seat

The corresponding standards (e.g. EN 730, EN 561) are taken into consideration during the fitting production.

This results in certain design specifications that are realised by so-called sealing seats.

This sealing seat basically has the function of sealing gas-transporting areas from one another. The sealing seats are evaluated under 20x magnification. The contours shown are examples of sealing seats that have to be free of damage (no chatter marks, scratches, defects etc.).



9.4 Articles that are Welded

We draw your attention that the articles are welded only from approved manufacturers with valid qualification according to PED 97/23 / EC Annex I, Section 3.1, AD2000 HP0, and DIN EN ISO 15614 and DIN EN ISO 9606 may be carried out.

Corresponding documents must be sent to us without request.

9.5 Gas Tightness for Brass

Absolute gas tightness cannot be ensured. However, we can state from our own experience that the failure rates are decreasingly low among suppliers (manufacturers not dealers) from the Federal Republic of Germany. For the above reasons, the articles must be manufactured from material originating from the Federal Republic of Germany.

9.6 Article with Material Certificate according to EN 10204

Articles / Materials that have to fulfil an increased safety-relevant standard are ordered with a corresponding material test certificate.

The certification type according to EN10204 is assigned to the relevant article order.

Corresponding to the Pressure Equipment Directive 97/23/EC Annex III Point 4.3, the material manufacturer must have a qualified and certified management system.

In the case of articles with 3.1 article test certificate with restamping, a restamping certificate must be enclosed with the acceptance certificate.

Corresponding documents must be sent to us without request.

10 List of Contacts at Witt-Gasetechnik GmbH & Co. KG

Department	Contact	Available at:
Procurement Management	Mr Duman	Tel.: -170 / Fax: -3 E-mail: duman@wittgas.com
Quality Management	Mr Harhoff	Tel.: -204 / Fax: -3 E-mail: harhoff@wittgas.com
Incoming Goods + Shipping	Mr Degwer	Tel.: -253 / Fax: -3 E-mail: degwer@wittgas.com