

I General Terms of Delivery:

1. Receipt of goods takes place from 7.00 – 19.00 hrs.
2. Delivery notification is necessary to be done at least 2 days before planned term at the phone number +48 731 904 080, +48 883 619 200, +48 33 33 846 44 03 ext. 226, 217 or on the e-mail beata.zajdel@bobrek.com.pl, kamila.malawska@bobrek.com.pl; otherwise the supplier must be prepared for the possibility of unloading at another time.
3. Risk of delays in delivery, please notify at the phone number +48 731 904 080, +48 883 619 200 or +48 33 846 44 03 ext. 226, 217 or on the e-mail beata.zajdel@bobrek.com.pl, kamila.malawska@bobrek.com.pl
4. All suppliers are subject to assessment in accordance with the requirements of IATF 16949.

II Specific conditions of aluminium scrap delivery:

1. Delivered scrap shall not show any traces of radioactivity above background level set at 0,11 µSV/h and under no circumstances can contain explosive, hazardous or radioactive materials.
2. Material weeded out, nonconforming quality requirement, will be re-classified to a different assortment or returned. Supplier will be informed about the result. Grupa Bobrek expects the answer during 7 days.
3. Grupa BOBREK monitors the share of scrap inconsistent with the classification. The return rate constitutes a criterion of evaluation of the suppliers.
4. In the event that scrap is loaded on the truck in the way in which the discharge poses a high risk of damage to the vehicle, the recipient will not be liable for damages.
5. Required records in the delivery document:
 - Quantity and class of the scrap acc. to I-G1-01 Scrap Classification of Grupa Bobrek,
 - Declaration: „The scrap does not contain any explosive, hazardous or radioactive materials”.

III Specific conditions of delivery of alloying elements and auxiliary materials:

1. Receipt of alloying elements takes place in the first shift only, viz. from 6.00 to 14.00 hrs. In case of late arrival of a truck after 14.00 hrs, the unloading will take place the next day.
2. Submission a Certificate of Material acc. to I-G1-02 Alloying Elements and Auxiliary Materials Classification of Grupa Bobrek and Material Safety Data Sheets or Properties Data Sheets if a Material Safety Data Sheet is not required.
3. Following the FIFO rules.
4. Packaging marked with the goods and batch/lot identifiers.
5. Required records in the delivery document:
 - Quantity and grade/class/specification acc. to I-G1-02 Alloying Elements and Auxiliary Materials Classification of Grupa Bobrek.

IV Management system development:

1. The Supplier undertakes to:

- Develop a quality management system in accordance with ISO 9001 standard, terminated with the certification from accredited unit including the improvement of fulfilment degree of the supplier evaluation criteria
- Allow the other party to conduct an audit acc. to the Grupa Bobrek procedures
- Perform corrective and remedial actions derived from the complaints notified by Grupa Bobrek
- Comply with the Grupa Bobrek Code of Conduct for Suppliers

2. Grupa Bobrek undertakes to perform periodical qualitative assessment of the Supplier, communicate its criteria and outcome, as well as about the need to undertake, if any, remedial actions.

Issued by: signature on the original	Reviewed by: signature on the original	Approved by: signature on the original
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