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目的

本手冊的目的在於定義與敏鈞精密商業活動的要求，以確保我們的供應商能持續改善，避免產生產品品質及交貨問題，並提供最低的價格和一流的服務。嚴格遵守此手冊中描述的具體要求減少供應鏈的風險，確保產品與服務的符合性及產品安全，同時也能共同合作提高市場競爭力。

Purpose

The purpose of this manual is to define the requirements for precision business activities with Min-Min to ensure that our suppliers continue to improve, avoid product quality and delivery problems, and provide the lowest prices and best-in-class service. Strict compliance with the specific requirements described in this manual reduces risks in the supply chain, ensures product and service compliance and product safety, and works together to improve market competitiveness.

1. 範圍

本手冊的要求適用於所有成品供應商、材料製造供應商（原材料及零組件）以及其他託外加工製程。如有任何對手冊內容的適用性有疑問，請直接與您的敏鈞精密連絡人諮詢解決。

1. Scope

The requirements of this manual apply to all end-of-product suppliers, material manufacturing suppliers (raw materials and components) and other out-of-service processes. If you have any questions about the applicability of the contents of the manual, please contact your Mineminder Precision Contact directly to resolve it.

2. 職責

2.1 供應商有責任對本手冊中的要求進行審查、理解並溝通到相關人員以滿足各項要求，同時還應滿足採購合約與訂單中的其它要求。

2. Duty

2.1 It is the responsibility of the supplier to review, understand and communicate the requirements in this manual to the relevant personnel to meet the requirements, as well as to meet the requirements of the purchase contract and other requirements in the order.

2.2 敏鈞精密將維護本手冊，並對手冊中的品質要求的變更進行記錄。供應商手冊的版本能通過敏鈞精密的採購部門獲得。

2.2 The manual will be maintained and changes to the quality requirements in the manual will be documented. The version of the supplier's manual is available through the purchasing department of Min Chun Precision.

2.3 敏鈞精密及其客戶、和管轄機構可接觸任何層次的供應鏈適用的設施區域和文件與紀錄的權力。

2.3 Min Chun Precision and its customers, and jurisdictions have access to facility areas and documentation and records applicable to supply chains at any level.

3. 敏鈞精密的品質政策

【滿足客戶需求】【持續追蹤改善】

3. Min Chun Precision quality policy

【Meet customer needs】【Continuous tracking improvements】

敏鈞精密員工承諾，向內部和外部顧客提供超越他

Min Chun Precision employee commitment, provide



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們期望的產品和服務。我們一起努力，不斷地驅動持續改善，以此達到世界級的品質。

internal and external customers with products and services that exceed their expectations. Together, we strive to drive continuous improvement to achieve world-class quality.

4. 道德規範和商業行為

4. Ethics and Business Conduct

4.1 誠信行為

4.1 Honest behavior

我們希望供應商在與其員工及與敏鈞精密有商務關係之人員，都能遵守法律和法規的要求及避免有以下不當行為：

We expect our suppliers to comply with the requirements of laws and regulations and to avoid the following misconduct, both with their employees and those who have business relationships with Min Chun Precision:

不恰當利益輸送 (饋贈或業務招待)

Inappropriate profit delivery (gift stake or business entertainment)

未得到管理層的事先批准，不得向敏鈞精密員工及與敏鈞精密有商務關係之人員，提供饋贈或業務招待。確保所有商業饋贈和業務招待是合法的並且對方雇主是知曉的。

Without prior approval from management, gifts or business entertainment may not be provided to Min Chun Precision employees and persons with business relationships with Min Chun Precision. Ensure that all business gifts and entertainment are legal and that the other employer is aware of them.

4.2 維護個人良好素質

4.2 Maintaining-man qualities

敏鈞精密使用具備良好聲譽的個人或公司作為我們的代表或代理人，同時這些人員均瞭解並嚴格遵守作為敏鈞精密代表的要求。

Min Chun Precision uses a person or company with a good reputation as our representative or agent, and these personnel resolve and strictly comply with the requirements of being a precision representative of Min Chun Precision.

4.3 交往慣例

4.3 Relationship convention

供應商不可直接或間接向敏鈞精密的員工、代表、客戶進行採購、交易或其他商業活動涉及人員，提供有價值的物品，包括現金、賄賂、禮物、娛樂或回扣。同時禁止向包括採購交易中的員工（或他們的家屬和重要家人）提供諮詢、職位或其他類似的職務。

Suppliers may not directly or indirectly provide valuable items, including cash, bribes, gifts, entertainment, or kickbacks, to persons involved in the procurement, transactions or other business activities of Min Chun Precision employees, representatives, or customers. It is also prohibited to provide advice, positions or other similar positions to employees (or their families and important family members) in procurement transactions.

如証實供應商有以上不當行為，我們會考慮終止與

If the supplier is proven to have committed any of the



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該供應商之合作關係。

5. 社會責任

敏鈞精密和供應商的關係是建立在合法、長遠而公平交易的基礎上。我們期望供應商能考慮在操作範圍內對人權、工作環境安全及反恐問題產生之影響，供應商應確保其工廠本身以及與其外發供應商，均遵守此行為守則。

在任何進一步的交易之前，供應商亦應對此守則多加關注留意廠內符合狀況。於任何安排之評估中不符合之部份，供應商需提供其行動計劃以確保影響之範圍如期得以改善。此外，供應商對行為守則的表現，亦會進行審核評估及被記錄。如上所述，敏鈞精密要求並期待所有供應商均能遵守適用的法律法規。要求如下：

雇用法定年齡工人-雇傭年齡需高於 16 歲的工人或其他低於適用的法定最低年齡要求的工人。

強制勞動-雇傭不可被強迫的工人、犯人或簽訂賣身契的工人，或其他受制于任何形式的強制或脅迫的工人，或違反政府零容忍政策和其他適用之法律法規進行非法人口買賣。

環保-不可怠於遵守適用的環保法律法規的責任。

人權-不可不尊重供應商員工的人權、未按照法律法規的要求規定工資和工作時間、未保障員工組織或加入進行集體談判的工會的自由、未能有效禁止歧視、騷擾、報復。

above misconduct, we will consider terminating the partnership with the supplier.

5. Social responsibility

The relationship between Min Chun Precision and suppliers is based on legal, long-term and fair dealing. We expect suppliers to consider the impact on human rights, working environment safety and counter-terrorism issues within their scope of operation, and suppliers should ensure that their factories themselves and their external suppliers comply with this Code of Conduct. compliance situation in the plant before any further transactions.

In the assessment of any arrangement, suppliers are required to provide their action plans to ensure that the scope of impact is improved as scheduled. In addition, suppliers will conduct audits and reviews and records of the performance of the Code of Conduct. As mentioned above, Min-Yin Precision requires and expects all suppliers to comply with applicable laws and regulations. The requirements are as follows:

Employment of legal-age workers - Workers older than 16 years of age or other workers below the applicable legal minimum age requirement.

Forced Labour - Hire workers who cannot be forced, prisoners or workers who have entered into a deed of sale, or other workers subject to any form of coercion or coercion, or illegal trade in persons in violation of the government's zero-tolerance policy and other applicable laws and regulations

Environmental protection - Do not neglect to comply with applicable environmental laws and regulations.

Human rights - No respect for the human rights of supplier employees, failure to regulate wages and working hours as required by laws and regulations, failure to guarantee employees' freedom to organize or join trade unions engaged in collective bargaining, failure to effectively



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prohibit discrimination, harassment, and retaliation

6.品質系統要求

6.1 系統要求

所有的供應商應符合行業認可的品質標準，如 ISO9001、AS9100，在沒有第三方認證的情況下，供應商必須通過書面評鑑，敏鈞精密會選擇性地對供應商現場做品質系統評鑑。如果協力廠商認證狀態發生了改變，供應商必須在 5 個工作日之內與敏鈞精密溝通。

6.2 品質計畫

供應商必須遵循新產品開發流程(NPD)。

敏鈞精密的供應商應能在現場稽核時展示一套行之有效的產品開發系統。這套系統包含以下 5 個基本階段：

- 1.對產品和敏鈞精密需求進行評估與規劃。
- 2.進行產品設計和開發活動(適用時)。
- 3.過程的設計和開發活動。
- 4.產品和過程驗證。
- 5.產品生產、回饋、評估和矯正措施。

其他敏鈞精密的特定要求和規定會由採購部門提供。

6.3 品質記錄

供應商必須妥善保存所有的品質系統記錄。保存期限至少為 25 年，若敏鈞之客戶有其他要求時依敏鈞客戶要求為準。品質記錄包括品質/製程控制和可追溯性記錄，這些記錄對任何要求失效分析是至關重要的。品質紀錄銷毀時，仍需確保資料的保密性，必要時應以碎紙機絞碎。

6. Quality system requirements

6.1 System requirements

All suppliers should comply with industry-approved quality standards, such as ISO9001, AS9100, in the absence of third-party certification, suppliers must pass written evaluation, Min Chun Precision will selectively do quality system assessment of suppliers on site. If the status of third-party certification changes, the supplier must communicate with Min-Min within 5 business days.

6.2 Quality plan

Suppliers must follow the New Product Development Process (NPD).

The supplier of Min Chun Precision should be able to demonstrate an effective new product development system during on-site audits. The system consists of the following five basic phases:

1. Evaluate and plan product and allergy needs.
2. Conduct product design and development activities (where applicable)
3. Process design and development activities.
4. Product and process validation
5. Product production, feedback, evaluation and corrective measures.

Other specific requirements and regulations of precision are provided by the procurement department.

6.3 Quality record

Suppliers must keep all quality system records properly. The retention period is at least 25 years, if the client of Min-Yin has other requirements, according to the requirements of the Min-Yin customer. Quality records include quality/process control and traceability records that are critical to any required failure analysis. When quality records are destroyed, data needs to be kept confidential



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6.4 可追溯性

要求供應商建立批號追溯系統，對從原材料批次到最終成品的批號進行追溯。材料的可追溯性包括檢驗記錄的追溯。組件必須能追溯到分件，並且能追溯隨後的更高階的組合件。

7. 供應商選擇與批准

7.1 敏鈞精密會選擇關鍵供應商進行開發，這些供應商表現出改善的最佳機會以及對公司有最大的潛在影響。一旦供應商被選擇，由合適的敏鈞精密和供應商工作人員組成的跨職能團隊將共同工作，並召開定期的跟進會議，確保目標完成。

在供應商選擇過程中，敏鈞精密要求供應商做到以下幾點：

填寫供應商基本資料表（表格由敏鈞精密提供）

簽署保密協定（適用時）

簽署假冒品防制聲明（非原廠供貨時適用）

報價單（基於敏鈞精密要求的報價）

現場評鑑(敏鈞精密提供表格)

當涉及非破壞檢測或實驗室等相關服務，非破壞檢驗人員必須具備國際認可的證照，實驗室必須具備實驗室認證資格(ISO17025)。

選擇某個供應商是由跨職能的團隊成員決定。最終選擇是基於上述過程的結果。某些帶條件通過的供應商在獲得敏鈞精密業務之前必須提出改善計畫。一旦通過後，供應商將被納入合格供應商名錄中。

and, if necessary, shredded with a shredder.

6.4 Traceability

Suppliers are required to establish batch number traceability systems to trace batch numbers from raw material batches to final products. The traceability of the material includes the traceability of the inspection record. Components must be traceable to parts and subsequent, higher-order compositions.

7. Supplier selection and approval

7.1 Min Chun Precision selects key suppliers for development that demonstrate the best opportunities for improvement and have the greatest potential impact on the company. Once the supplier is selected, a cross-functional team of suitable Min-Min-Sym precision and supplier staff will work together and hold regular follow-up meetings to ensure that the objectives are met.

In the supplier selection process, Min Chun Precision requires suppliers to do the following:

Fill out the supplier's basic data form (form provided by Min Chun Precision)

Sign a non-disclosure agreement (where applicable)

Sign a declaration of protection against counterfeits (applicable when not original)

Quotes (quotes based on minaret precision requirements)

On-site assessment (form provided by Min Chun Precision)

When it comes to non-disruptive testing or laboratory-related services, non-disruptive inspectors must have an internationally recognized license and laboratory accreditation (ISO17025).

The choice of a vendor is determined by a cross-functional team member. The final choice is based on the results of the above process. Some qualified suppliers must propose improvement plans before acquiring the MinePres precision business. Once approved, the supplier will be included in the List of Qualified Suppliers.



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7.2 分包商管理:

在沒有獲得敏鈞精密的書面授權之前，供應商不能另找分包商。供應商有責任對其所有的分包商及次級供應商進行管理。本手冊中所有要求同樣適用於供應商的分包商及次級供應商。供應商能隨時獲得分包商的文件、記錄和稽核報告，必要時將提交敏鈞精密評估。

7.2 Subcontractor management:

Suppliers cannot find another subcontractor without obtaining written authorization from Min Chun Precision. It is the responsibility of the supplier to manage all of its subcontractors and sub-suppliers. All requirements in this manual apply equally to supplier sub-contractors and sub-suppliers. Suppliers have access to subcontractor documents, records and audit reports at all times and will submit them for precision assessment if necessary.

8.智慧財產權及資訊安全

敏鈞精密不允許侵犯他人的智慧財產權或其他財產權利，尤其是我們或客戶之產品開發。供應商應該只能將我們提供的資訊和財產(包括工具、藍圖等)用於授權的用途，採取合適的措施保證專有資料的保密性，包括保密要求、特定安全工作領域要求。除獲得敏鈞精密書面許可，不得向任意協力廠商披露(包括其他顧客和外發廠等)；網上傳輸資料時，須將資料小心加密；尊重所有的專利權、商標權和著作權並遵守對智慧財產權使用的限制；遵守所有與跨境資料傳輸相關的法規；遵守當地要求和相關保密政策，供應商應該以安全機密方式保存我們和客戶的私人資訊和敏感資訊。

8. Intellectual Property and Information Security

Min Chun Precision does not allow infringement of the intellectual property or other property rights of others, especially the product development of us or our customers. Suppliers should only use the information and property we provide (including tools, blueprints, etc.) for authorized purposes and take appropriate measures to ensure the confidentiality of proprietary data, including confidentiality requirements, specific areas of security work. Do not disclose to any third party (including other customers and foreign manufacturers, etc.) except with the written permission of Min Chun Precision, carefully encrypt the data when transmitting data online, respect all patents, trademark rights and copyrights and comply with restrictions on the use of intellectual property rights, and comply with all regulations relating to cross-border data transmission; In compliance with local requirements and related confidentiality policies, suppliers should store our and our customers' private and sensitive information in a secure and confidential manner.

9.要求的溝通

9.1 報價單

報價單包含報價所需的以下文件：

工程藍圖

9. Request communication

9.1 Quotation

The quote contains the following documents required for the quote

Engineering blue print



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技術規範

FAI 提交要求

如可能，提交樣品

如果報價單字跡模糊、不清楚或者遺漏報價必需的關鍵資訊的話，供應商必須馬上與敏鈞精密聯繫。無論何種原因，供應商事後提出的修正和更改將不被接受。

9.2 供應商手冊

對供應商的通用要求都包含在此敏鈞精密供應商手冊中。供應商與敏鈞精密發展業務必須遵守本手冊要求。供應商是否符合這些要求將會被隨時評估，同時也是供應鏈策略的一個要素。

9.3 採購訂單

a. 產品的規範要求可以在採購訂單中表述。訂單中指定的產品藍圖可以詳細說明了影響產品安裝、物理和功能的特性。每個訂單應由供應商確認每個零件件號、版本、雙方同意的價格、數量、交貨期和其它訂單上註明的要求。產品結構除了由零件號表明外，在藍圖中會詳細說明。

b. 當敏鈞精密需要供應商為設計核准、檢驗/驗證、調查或稽核提供測試樣品或試片時，將在採購訂單上說明相關要求。

c. 當有特殊要求及關鍵項目(包括安全零件)時，敏鈞精密將於訂單或合約上註明。當涉及關鍵特性時，敏鈞精密將於圖面標註關鍵特性符號(KC or ☆)，供應商應加強審查確認製程風險，並擬定管制措施(可以包括 100%檢驗及確保製程能力 Cpk>1.33)。

Specifications

FAI submit request

If possible, submit sample

If the quotation is vague, unclear, or misses the key information necessary for the offer, the supplier must immediately contact Min Chun Precision. For whatever reason, the amendments and changes made by the Supplier after the fact will not be accepted.

9.2 Supplier manual

General requirements for suppliers are included in this Sensitive Precision Supplier Manual. Suppliers and Min Chun Precision Development Business must comply with the requirements of this manual. Whether suppliers meet these requirements will be evaluated at any time and is an element of supply chain strategy.

9.3 Purchase order

a. Product specification requirements can be expressed in the purchase order. The product blueprint specified in the order details the characteristics that affect the installation, physics, and functionality of the product. Each order shall be confirmed by the supplier as a greed to the part number, version, agreed price, quantity, delivery time and other requirements indicated on the order. The product structure is detailed in the blueprint, except as indicated by the part number.

b. When Min Chun Precision Requires suppliers to provide test samples or test pieces for design approval, inspection/verification, investigation or audit, the above requirements will be stated in the purchase order.

c. When there are special requirements and key items (including safety parts), Min Chun Precision will be indicated on the order or contract. When critical features are involved, Min Chun Precision will mark key feature symbols (KC or , " on the surface), and suppliers should strengthen their review and confirm process risks and develop control measures (which may include 100%



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d. 當敏鈞精密或其客戶擬在供應商處檢驗或驗證活動時，敏鈞精密將於訂單註明。

e. 供應商應確保相關同仁了解特殊要求、關鍵項目與關鍵特性的標示與要求。

9.4 包裝與物流要求

包裝與物流要求將在敏鈞精密的特殊要求中說明，並在產品的規範、藍圖、訂單和/或供應鏈協議中引用。供應商必須根據敏鈞精密生產的需要(如，最小訂購數量，每批次產量的規格等)，滿足以上要求。

9.5 修改版本

任何新的產品藍圖版本將會通過敏鈞精密的採購部或者通過採購訂單上的修改版本進行溝通。供應商有責任審查每一個採購訂單，保證最新的產品要求用於生產。萬一發生不匹配，供應商有責任要求敏鈞精密提供最新的產品規格要求。供應商不允許交運以前版本的零部件，除非事先獲得敏鈞精密核准。

10. 測試、檢驗與驗證

10.1 首件驗證 (FAI)

敏鈞精密要求對新零件，及對變更後的新零件進行首件驗證。首件檢驗是典型的尺寸檢驗或與性能有關的檢驗，由敏鈞精密人員在大批量試生產和下訂單之前到生產現場測量，以驗證首件是否符合我們的產品規範。新產品通過首件驗證後，供應商需進行產品與製程標準化，隨後影響產品或製程的變更(包括材料、模治具、設備、生產地點、NC 程式變

inspection and ensure process capacity Cpk 1.33).

d. Min Chun Precision or its customers intend to inspect or verify activities at the supplier, Min Chun Precision will indicate in the order.

e. Suppliers should ensure that relevant colleagues are aware of the identification and requirements of special requirements, key projects and key characteristics.

9.4 Packaging and logistics requirements

Packaging and logistics requirements will be described in the special requirements of Min Chun Precision and are referenced in product specifications, blueprints, orders and/or supply chain agreements. Suppliers must meet the above requirements in accordance with the needs of Min Chun Precision Production (e.g., minimum order quantity, specifications per batch of production, etc.).

9.5 Modified version

Any new product blueprint versions will be communicated through Min Chun Precision Purchasing Department or through the modified version on the purchase order. It is the supplier's responsibility to review each purchase order to ensure that the latest product requirements are used for production. In the event of a mismatch, it is the responsibility of the supplier to require Min Chun Precision to provide the latest product specifications. Suppliers are not permitted to deliver parts from previous versions unless they are pre-approved by Min Chun Precision.

10. Testing, inspection and validation

10.1 First verification (FAI)

Min Chun Precision requires the first verification of new parts and new parts after the change. The first inspection is a typical size test or performance-related test, measured at the production site by Min-Min Precision personnel before mass trial production and placing an order to verify that the first piece complies with our product specifications. After the first piece of verification, the supplier is required to



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更、製程變更) 或超過 2 年未生產時，應重新執行首件驗證，並於事前通報敏鈞精密。

10.2 材料符合性

敏鈞精密要求供應商必須清楚地瞭解和驗證原材料的成分。任何時候，敏鈞精密可以要求供應商提供產品的原材料證明。當敏鈞精密提出此要求時，供應商須能提供材料合格證明(CoA)。尤其對金屬件、鍛/鑄件或塑膠件，敏鈞精密還可要求提供材料成分報告，以驗證採購產品的原材料符合已知的或特定的行業標準。

如果供應商或次級供應商對任何原材料進行更改，必須事先向敏鈞精密提出變更需求，只有獲得敏鈞精密的批准才能進行原材料更改。

如果供應商內部沒有能力檢驗材料，供應商必須尋求有能力進行材料符合性分析並符合資格的外部第三方機構幫助檢測。所有的供應商必須有能力提供材料符合性證據，以及由敏鈞精密生產工程或品質人員認可的外部測試機構的資格證明。另外，敏鈞精密可要求供應商在產品生命週期內，定期提供材料常規檢測報告，檢測費用由供應商承擔。

10.3. 委外加工接收檢驗

供應商產品出廠前應執行 100%品質檢驗，並提供符合保證書(CoC)或檢驗報告，並於報告中清楚敘

standardize the product and process, and then affect the product or process changes (including materials, die tools, equipment, production location, NC program changes, process changes) or more than 2 years of non-production, should be re-executed the first piece of verification, and inform the Min Chun Precision in advance.

10.2 Material compliance

Allergy precision requires suppliers to have a clear understanding and validation of the ingredients of raw materials. At any time, Min Chun Precision can require suppliers to provide proof of raw materials for their products. When Min Chun Precision makes this request, the supplier must be able to provide a Certificate of Material Conformity (CoA). Especially for metal parts, forging/castings or plastic parts, Min Chun Precision can also require material composition reports to verify that the raw materials of the purchased products meet known or specific industry standards.

If a supplier or secondary supplier makes changes to any raw material, it must request a change from Min Chun Precision, and only with the approval of Min Chun Precision to make the raw material change.

If the supplier does not have the capacity to inspect the material, the supplier must seek the assistance of an external third party capable of conducting material compliance analysis and qualifying. All suppliers must be able to provide evidence of material compliance and certification of qualifications from an external testing facility approved by Min Chun Precision Engineering or quality personnel. In addition, Min Chun Precision may require suppliers to provide regular material inspection reports during the product life cycle, at the supplier's expense.

10.3. Off-committee processing receiving inspect

The supplier's products should be 100% quality inspection before they leave the factory and provide a compliance



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述產品識別資訊(例:品項、數量)·以證明產品符合要求。

如果供應商內部沒有能力檢驗加工製程結果·供應商必須尋求有能力進行製程結果檢測並符合資格的外部第三方機構幫助檢測。所有的供應商必須有能力提供製程結果符合性證據·以及由敏鈞精密生產工程或品質人員認可的外部測試機構的資格證明。另外·敏鈞精密可要求供應商在產品生命週期內·定期提供常規檢測報告·檢測費用由供應商承擔。

敏鈞精密依據 MIL-STD-1916 AQL1.0 進行驗收。

11.包裝與標識

敏鈞精密要求供應商必須滿足敏鈞精密在運輸、包裝和標識方面的特殊要求。根據敏鈞精密有關運輸、過境和接收國程序和法律要求·產品上必須標明原產國資訊。除非事先征得敏鈞精密的同意·供應商必須保證產品包裝和裝運貨盤完全符合國際安全運輸組織(ISTA) 的要求·並根據不同的裝箱類型和重量·通過 ISTA 的運輸包裝測試要求。

敏鈞精密的採購訂單對常規的要求有詳細說明。不符合規定的結果就是供應商將承擔所有拒收的運輸費用·以及相應的扣款罰金。

12.變更管理

12.1 變更管理

敏鈞精密要求所有供應商有任何相關的變更(包括製程/產品變更、供應商源變更、生產地點變更等)必須事先通知敏鈞精密·並在變更之前得到敏鈞精

guarantee (CoC) or inspection report, in which product identification information (example: item, quantity) is clearly described to prove that the product meets the requirements

If the supplier does not have the capacity to test the processing process results, the supplier must seek the assistance of an external third party that is capable of testing the process results and is qualified. All suppliers must be able to provide evidence of process outcome compliance and proof of qualification of an external testing facility approved by Min Chun Precision Production Engineering or Quality Personnel. In addition, Min Chun Precision may require suppliers to provide regular inspection reports during the product life cycle, at the supplier's expense.

Min Chun Precision is subject to acceptance according to MIL-STD-1916 AQL1.0.

11.Packaging and labeling

Min Chun Precision requires suppliers to meet the special requirements of Min Chun Precision in transportation, packaging and marking. In accordance with the procedures and legal requirements of the transit, transit and receiving countries, the country of origin information must be indicated on the product.

Min Chun Precision purchase orders provide detailed descriptions of the general requirements. The result of non-compliance is that the supplier will bear all rejected shipping costs and the corresponding deduction penalty.

12.Change management

12.1 Change management

Min Chun Precision requires that all suppliers have any relevant changes (including process/product changes, supplier source changes, production location changes, etc.)



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密的批准。沒有事先獲得批准的變更會對我們的業務產生許多不利的影響。所以，作為敏鈞精密的供應商，如果要進行任何變更，必須在 90 天之前提出變更需求。供應商變更需求必須通過敏鈞精密的採購聯絡人進行處理。供應商若有未被批准的變更，將承擔由此自行變更造成的一切損失費用。

13. 矯正措施

13.1 方法

敏鈞精密供應商必須維護有效的 PDCA 的矯正與預防措施系統，該系統應用於已發生或可能發生的過程或產品的不符合現象。當在敏鈞精密的生產工廠或業務部門中確定了供應商的不符合現象，供應商必須馬上採取矯正措施。敏鈞精密生產工廠或業務部門需明確矯正措施時間限定。供應商應把回饋行動填寫在 8D 格式或矯正報告中。

14. 監督與改善

14.1 供應商計分卡/績效評估

敏鈞精密用記分卡持續監督供應商績效，並對供應商進行分級。採購和品質人員利用供應商記分卡來確定供應商是否可有新業務機會，同時也用來確定供應商可改善的機會。

敏鈞精密供應商記分卡有 3 個主要指標：品質、交期、配合度。其評分辦法如下：

評分項目	計算方式	分數
1. 品質水準	(合格批次數/ 交貨總批數) x 50%=得分	50 分

must notify Min Chun Precision in advance and obtain Intel-Precision approval prior to the change. Changes that are not approved in advance can have many adverse effects on our business. Therefore, as a supplier of allergens, if any changes are to be made, they must be required 90 days before. Supplier change requirements must be handled through a sophisticated procurement contact. Supplier solely liable for any loss incurred as a result of the unapproved change.

13. Corrective measures

13.1 Method

The Allergy Precision Supplier must maintain an effective PDCA corrective and preventive action system that applies to non-conformities of processes or products that have occurred or may occur. When a supplier's non-conformity is identified in a manufacturing facility or business unit of Min Chun Precision, the supplier must take immediate corrective action. The Min Chun Precision Manufacturing Plant or business unit needs to specify a time limit for corrective measures. Suppliers should fill out feedback actions in the 8D format or corrective report.

14. Supervision and improvement

14.1 Supplier Scorecard/Performance Evaluation

Min Chun Precision continuously monitors supplier performance and grades suppliers. Procurement and quality personnel use the supplier scorecard to determine whether a supplier has new business opportunities, but also to identify opportunities for suppliers to improve.

Min Chun Precision Supplier Scorecard has 3 main pointers: quality, delivery, fitness. The score is as follows:



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2. 交期準確性	(準時交貨批次數 / 交貨總批數) x 30%= 得分	30 分
3. 配合程度	20 分=非常配合 ; 15 分=配合 ; 10 分=尚可配合 ; 5 分=不配合	20 分
Rating item	計算方式	分數
1.Quality level	(Qualifying Lots / Total Lots Delivered) x 50%=Score	50points
2.Delivery accuracy	(On-time lots / total lots delivered) x 30%=Score	30points
3.Degree of cooperation	20 points=very well-coordinated;15 points=coordinated; 10 points=can still cooperate ; 5 points=not to cooperate	20points

敏鈞精密每季以電子郵件將考核成績知會供應商。

Min Chun Precision will inform suppliers of the results by e-mail every quarter.

14.2 持續改善

14.2 Continuous improvement

敏鈞精密期望供應商可以在品質提升、交期、成本和服務表現方面建立和維護持續改善計畫。供應商可制定審查計畫來定期審查改善情況和改善結果。供應商的持續改善活動被考量在記分卡的績效和供應策略中，同時由分段級別來表示。分段級別(A-D)是基於記分卡上的月度和年度資料。敏鈞精密的願望是和滿足等級 A 和等級 B 的供應商合作。績效持續保持在等級 C 和等級 D 的供應商會被考慮從合格供應商名錄上移走並另外尋求採購候選供應商。

Min Chun Precision expects suppliers to establish and maintain continuous improvement programs in terms of quality improvement, delivery, cost and service performance. Suppliers may develop review plans to periodically review improvements and results. The supplier's continuous improvement activities are considered in the scorecard's performance and supply strategy, as expressed at the segment level. Segment levels (A-D) are based on monthly and annual data on the scorecard. Min Chun Precision desire is to work with suppliers that meet grades A and B. Suppliers whose performance continues to be maintained in Grades C and Grade D will be considered for removal from the List of Qualified Suppliers and additionally sought for purchasing candidates

14.3 供應鏈開發

14.3 Supply chain development

供應商開發活動讓敏鈞精密和供應商一起努力推動持續改善。供應商被期望能提供有詳細行動措施的改善計畫來提升等級。供應商開發行動應注重以下內容：

Supplier development activities enable Min Chun Precision to work with suppliers to drive continuous improvement. Suppliers are expected to provide improvement plans with detailed action measures to upgrade the level. Supplier development actions should focus on the following:

改善程序管制

Improve program control



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改善品質系統

改善產品品質

改善供應商交運

降低成本

改善供應鏈效率

降低生產週期

提高生產力

提高產能和訓練

敏鈞精密將挑選最佳改善機會和對公司有重大潛在影響的供應商進行開發。如果某個供應商被選中，將成立由相關敏鈞精密人員與供應商的人員組成的跨職能小組，一起工作，並進行定期的跟進，確保完成目標。敏鈞精密會挑選提供供應商培訓營運和流程改善方面的技能。

Improving the quality system

Improve the quality of products

Improve disdelivery of suppliers

Cut costs

Improving supply chain efficiency

Reduce production cycles

Increase productivity

Increased production capacity and training

Min Chun Precision will select the best opportunities for improvement and develop suppliers that have a significant potential impact on the company. If a supplier is selected, a cross-functional team of relevant Min Chun Precision personnel and suppliers will be set up to work together and follow up regularly to ensure that the objectives are met. Min Chun Precision will select the skills to provide supplier training in operations and process improvement.

15. 不合格品管制

供應商必須通報敏鈞精密任何超出藍圖規格、特殊/關鍵製程的異常及不合格事件，包括對不合格品預計採取的措施(特採、重修)，均應取得敏鈞精密的書面核准後方可執行。供應商必須隔離不合格品，以避免不合格品的誤用或出貨。對報廢的不合格品必須繳回敏鈞精密公司或進行破壞，以避免再次流入供應鏈。

15. Non-conforming product control

Suppliers must notify Min Chun Precision of any unusual and non-conforming events that exceed the blueprint specifications, special/critical process, including the measures expected to be taken for non-conforming products (special pick, repair), and should obtain the written approval of Min Chun Precision before they can be executed. Suppliers must isolate nonconforming products to avoid misuse or shipment of nonconforming products. Scrap nonconformities must be returned to Min Chun Precision or vandalized to avoid re-entering the supply chain.

16. 假冒品防制

供應商必須使用敏鈞精密指定或認可的商源(包括材料、特殊製程....等)。

供應商應確保向原廠、授權的生產商或經銷商採購原料、零件、或製程，應對採購、檢驗與相關人員進行假冒品防治訓練。當發現假冒品時應通報敏鈞

16. Counterfit goods prevention

Suppliers must use the sources (including materials, special processes...., etc.) that must be specified or approved by Min Chun Precision. Suppliers should ensure that raw materials, parts, or processes are purchased from the original, authorized manufacturer or distributor, and that



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精密並比照不合格品進行管制。

they conduct training in the prevention and control of counterfeit goods in the procurement, inspection and related personnel. When counterfeits are found, they should be notified of the minaret and controlled against non-conforming products.