

Supplier Guideline

Würth Elektronik GmbH & Co. KG

Circuit Board Technology



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Preamble

Würth Elektronik Circuit Board Technology (WE-CBT) produces and sells electronic components and circuit boards and is active worldwide. Customers come from the industrial electronics, telecommunications, automotive, aviation, medical technology, sensor technology, automation and renewable energy sectors, among others. The products are often used in sensitive areas for e.g. drive, monitoring, control and diagnostics and must meet the highest demands.

When fulfilling and processing orders, we are therefore obliged towards our customers to comply not only with the legal and official requirements but also with the industry-specific regulations and standards. We also demand this from our suppliers and their subcontractors.

New suppliers, new products

Applicants or nominated new suppliers introduce themselves by means of the supplier self-disclosure and the sending of an offer. The minimum requirement is certification according to ISO 9001.

Initial deliveries, regardless of supplier status, must be made with an initial sample test report in accordance with VDA PPF, AIAG PPAP or EN 9102 as specified by Würth Elektronik. Series deliveries may only be made after the initial sample test report has been approved by WE-CBT.

Product conformity

In order to be able to guarantee the quality of our products, we expect consistent, highest quality of the delivered products and services according to the state of the art.

Ordering instructions and specifications must be strictly adhered to. The scope of delivery shall be monitored by means of suitable incoming goods, process and product inspections and conformity shall be verified by means of an acceptance test certificate in accordance with EN10204 3.1.

Non-conforming products and other deviations may not be delivered without the prior written consent of WE-CBT and require corrective action.

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Verification activities

If the supplier performs verification activities for WE-CBT, the supplier shall include the assumption of verification activities in a list of assumed verification activities and have WE-CBT approved this list in writing prior to the start of the verification process.

For this purpose, WE-CBT will explicitly describe the verification activity transferred. This description may be a reference to a standard product of the supplier ("catalogue part" or to an agreed WE-CBT specification).

Records and retention requirements

Records that can be used to confirm the conformity of the products and processes shall be kept permanently unless they are part of the delivery documentation.

Prior to any destruction, such documents shall be made available to WE-CBT. In exceptional cases of need, WE-CBT shall be allowed to inspect such documentation within two working days.

Prevent counterfeit parts and foreign particles

Counterfeit parts are unauthorized copies, imitations, substitutes or modified parts (e.g. material, part, component) that are knowingly misrepresented as original parts of an original manufacturer or authorised manufacturer. Counterfeit parts regularly cause high damage and may endanger people and nature. Effective measures must therefore be installed to prevent counterfeit parts. This can be done, for example, by selecting suppliers, training employees and installing suitable processes.

It must also be ensured that no unwanted foreign particles are contained in the products to be delivered.

Traceability

In order to be able to narrow down the affected units as closely as possible in the event of damage, traceability by means of batch identification and, if necessary, serialization is required during the production of the raw materials to be supplied and in the supply chain up to the raw material.

Suppliers are required to provide information to isolate potentially affected supplies within 24 hours of normal business hours.

Insurance

Should deviations occur despite all avoidance and detection measures, the financial consequential damages can endanger the continued existence of a company. We therefore expect the supply chain to take out and maintain adequate worldwide insurance cover for all customary risks, including replacement and recall cost cover, with solvent insurers for the planned use.

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Obligation to notify changes

Technical progress requires changes. It is therefore necessary to optimize existing processes in order to achieve improvements in the products. Equally, however, any change also means that undesirable and possibly unknown side effects could impair the suitability of products for further processing or end use.

Therefore, we expect that planned product or process changes as well as production shifts at our suppliers or in the supply chain are reported to us before they are activated. The notification should be sent via PCN form to the following e-mail address: CBT-DE-Supplier-PCN@we-online.de

After notification of the planned change, the required documentation and safeguarding must be clarified with WE-CBT.

The planned change may only be made after written approval by PCN. Changes require a new initial sampling for subsequent deliveries.

Auditing

We reserve the right to check compliance with the standards customary in the industry and the contractual agreements within the scope of an audit. For this purpose, we demand the right of access for employees of WE-CBT, our customers and, in exceptional cases, regulatory authorities to all business premises where work is carried out for us. They may inspect all order-related documents.

This explicitly includes the auditing of upstream suppliers in the supply chain, who are to be obligated by our direct suppliers for this purpose.

Logistical requirements

The products to be delivered shall be packed in a suitable manner so as to exclude any damage to or impairment of the products during transport, reloading and unloading as well as under normal storage conditions.

In principle, suppliers are obliged to take back the packaging materials used free of charge. Unless reusable packaging is used, only materials that can be disposed of with household waste at the place of delivery may be used for packaging.

Hazardous substances

When delivering chemicals and hazardous substances, the safety data sheet must be provided. Relevant regulations such as REACH, RoHS, GHS-CLP, ADR etc. must be complied with. Corresponding certificates or proofs must be provided before the first delivery.

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Environmental protection

Suppliers are required to minimize negative impacts on people and the environment through appropriate environmental protection management.

Ethical standards

The supplier is aware of our ethical standards. These can be found on our website www.we-online.com.

Secrecy

We commit ourselves and our suppliers to sensitive handling of confidential information received from us.

We expect that all necessary measures will be taken to prevent the outside third parties from having access to them.

Furthermore, we expect confidential information to be kept secure against alteration, deletion and other loss.

Further provisions may be regulated in a separate confidentiality agreement.

Supply chain

Our direct suppliers, dealers, service providers, etc. are obliged to demand the above requirements from their suppliers along the supply chain as well.