# SQAM

Guidance Book for Suppliers of PT. Gajah Tunggal Tbk.



**SUPPLIER QUALITY ASSURANCE MANUAL**
**PT. GAJAH TUNGGAL TBK.**
**EDISI 2026**

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# PENDAHULUAN

## Tujuan

**Supplier Quality Assurance Manual (SQAM)** menetapkan pedoman untuk memastikan kualitas produk yang disediakan supplier memenuhi persyaratan PT Gajah Tunggal Tbk.

## Ruang Lingkup

SQAM berlaku untuk seluruh material produksi yang dipesan PT Gajah Tunggal Tbk., meliputi **bahan baku utama, bahan baku pendukung, bahan kemas, dan barang – barang yang dibeli untuk dijual langsung** serta seluruh aktivitas jaminan kualitas yang dilakukan oleh **Maker maupun Trader**.

## Peran SQAM

SQAM merupakan bagian dari persyaratan pengendalian kualitas dalam perjanjian antara supplier dan PT Gajah Tunggal Tbk. Supplier wajib memenuhi persyaratan dalam perjanjian dengan SQAM sebagai pedoman pelaksanaan jaminan mutu.

## Kerahasiaan

PT Gajah Tunggal Tbk., dan supplier wajib menjaga kerahasiaan informasi, data, dokumen, spesifikasi, desain, dan informasi teknis masing-masing. Supplier wajib menerapkan pengendalian yang memadai untuk mencegah akses, penggunaan, perubahan, pengungkapan, atau kehilangan informasi tanpa kewenangan serta mematuhi peraturan terkait perlindungan data pribadi yang berlaku.
SQAM merupakan hak cipta PT Gajah Tunggal Tbk. Supplier wajib mengendalikan penyimpanan, penggunaan, penggandaan, dan distribusi SQAM serta memastikan dokumen yang digunakan merupakan versi terbaru. Jika diperlukan untuk Sub-Supplier, informasi SQAM dapat dibagikan dengan tetap menjaga kontrol dan kerahasiaannya. Ketentuan menjaga kerahasiaan lebih lanjut diatur di Pasal 9.

## Standar Kualitas

Supplier wajib memenuhi standar sistem manajemen mutu yang setara dengan **ISO 9001 dan IATF 16949**, serta menerapkan standar terkait **keberlanjutan, lingkungan (ISO 14001), dan K3 (ISO 45001)** sesuai kebutuhan.

## Amandemen SQAM

PT Gajah Tunggal Tbk. dapat merevisi atau memperbarui SQAM sesuai kebutuhan dan akan menginformasikan versi serta masa berlaku yang baru kepada supplier. Supplier wajib memastikan penggunaan SQAM selalu mengacu pada versi yang berlaku.

# 1. ISTILAH DAN DEFINISI

| Istilah | Definisi |
|---|---|
| 3TG | Tin (Timah), Tantalum, Tungsten dan Gold. |
| Analisa Resiko | Proses mengidentifikasi dan menganalisis potensi bahaya terhadap individu, bisnis, dan institusi akibat faktor alam maupun manusia. |
| Audit | Proses sistematis, independen, dan terdokumentasi untuk memperoleh serta mengevaluasi bukti secara objektif terhadap kriteria audit.<br>Secara umum meliputi 3 aspek: Audit Sistem, Audit Proses, dan Audit Produk/Lab |
| Bahan Baku (Raw Material) | Bahan yang digunakan sebagai penyusun produk jadi (ban luar/ban dalam). |
| Bahan baku Pendukung (Auxiliary Materials) | Bahan yang membantu proses produksi atau pembuatan produk jadi. |
| Bahan kemas (Packaging Materials) | Bahan untuk pengemasan dan/atau identitas produk jadi. |
| Barang yang Dijual Langsung | Barang – barang yang dibeli oleh PT Gajah Tunggal Tbk., dari Perusahaan lain dengan tujuan untuk dijual langsung ke pelanggan (biasanya bersama *ban*) tanpa adanya proses produksi di PT Gajah Tunggal Tbk. |
| Bahan / Zat Berbahaya | Bahan padat, cair atau gas yang memiliki sifat kimia, fisika atau biologi yang berpotensi menimbulkan bahaya dan risiko terhadap kesehatan manusia, keselamatan kerja dan lingkungan hidup/ |
| CoA (Certificate of Analysis) | Dokumen resmi laboratorium produsen yang menyatakan hasil pengujian dan kesesuaian batch/lot terhadap spesifikasi teknis. |
| Contingency Plan | Rencana untuk menghadapi kejadian darurat yang berpotensi menimbulkan masalah. |
| Rencana Pengendalian (Control Plan) | Dokumen pengendalian kualitas untuk memastikan elemen proses/produk memenuhi standar. |
| Cp / Cpk | Indeks kemampuan proses yang mempertimbangkan variasi proses, termasuk variasi antar lot/subkelompok. |
| CSR (Corporate Social Responsibility) | Tanggung jawab sosial perusahaan untuk menjalankan kegiatan usaha secara bertanggung jawab terhadap masyarakat, lingkungan, dan pemangku kepentingan. |
| CSR (Customer-Specific Requirement) | Persyaratan khusus yang ditetapkan oleh pelanggan dan harus dipenuhi supplier sebagai bagian dari persyaratan mutu, produk, proses, atau sistem manajemen. |
| D/TLD | Detailed and Top Level Design; material kritikal yang berpengaruh terhadap keamanan dan fungsi ban, seperti cord fabric, bead wire, dan steel cord. |

| | |
|---|---|
| EUDR | European Union Deforestation Regulation; peraturan Uni Eropa untuk memastikan komoditas dan produk terkait tidak berasal dari lahan yang terdeforestasi atau terdegradasi setelah tanggal batas yang ditetapkan. |
| EUFLR | European Union Forced Labour Regulation; kerangka regulasi Uni Eropa terkait pencegahan penggunaan produk yang dibuat dengan kerja paksa. |
| FIFO | First In-First Out; material yang masuk lebih dahulu digunakan lebih dahulu. |
| FEFO | First Expired-First Out; material dengan tanggal kedaluwarsa paling dekat digunakan lebih dahulu. |
| FPIC | Free, Prior and Informed Consent; Persetujuan atas dasar informasi awal tanpa paksaan. Sebuah prinsip bahwa masyarakat adat dan komunitas lokal memiliki hak untuk mendapatkan informasi yang memadai dan berhak memberikan persetujuan atau menolak sebelum sebuah kegiatan dilaksanakan/keputusan penting dibuat. |
| GPSNR | Global Platform for Sustainable Natural Rubber; organisasi yang mendorong rantai pasok karet alam yang berkelanjutan, adil, dan bebas deforestasi. |
| HCV | High Conservation Value; nilai konservasi tinggi yang mencakup nilai ekologis, keanekaragaman hayati, sosial, atau budaya yang perlu dilindungi. |
| HCS | High Carbon Stock; pendekatan untuk mengidentifikasi dan melindungi kawasan hutan yang memiliki kandungan karbon tinggi. |
| IATF | International Automotive Task Force. |
| IMDS | International Material Data System; sistem pengumpulan informasi material dan zat yang terkandung di dalamnya. |
| IPLC | Indigenous Peoples and Local Communities; masyarakat adat dan komunitas lokal yang memiliki hak, kepentingan, atau ketergantungan terhadap wilayah dan sumber daya untuk penghidupannya. |
| Kalibrasi | Proses membandingkan hasil pengukuran dengan standar/referensi untuk mengetahui dan memperbaiki penyimpangan. |
| Karakteristik khusus | Karakteristik yang memengaruhi fungsi/kinerja produk, keselamatan, lingkungan, atau persyaratan peraturan. |
| Kontaminan | Benda asing yang tidak sesuai dengan spesifikasi PT Gajah Tunggal Tbk. |
| Limit sampel | Sampel yang menunjukkan batas toleransi kualitas untuk menentukan kesesuaian produk. |
| Lot manufaktur | Sekelompok produk yang diproduksi atau dianggap diproduksi dalam kondisi yang sama. |
| LPP | Lembar Permintaan Perbaikan untuk pengajuan perbaikan atas ketidaksesuaian/kerusakan. |
| Maker | Pihak yang memproduksi atau membuat barang/material, baik yang memasok langsung maupun melalui **Trader** kepada PT Gajah Tunggal Tbk. |
| Mineral Konflik | Mineral yang berasal dari Republik Demokratik Kongo (DRC) dan wilayah sekitarnya yang terkait dengan konflik pertambangan/perdagangan. |

| | |
|---|---|
| MSA | Measurement System Analysis; analisis keandalan sistem pengukuran, termasuk bias, repeatability, reproducibility, stability, dan linearity. |
| NC | Non-Conformity atau kondisi yang tidak memenuhi persyaratan/standar. |
| PFMEA | Process Failure Mode and Effect Analysis; metode untuk mengidentifikasi risiko kegagalan proses dan menetapkan tindakan pencegahan. |
| Poka-yoke (error proofing) | Sistem pencegahan kesalahan agar produk tidak sesuai tidak sampai diproduksi |
| PPA | Product Process Approval; proses persetujuan untuk memastikan supplier mampu menghasilkan produk secara konsisten sesuai spesifikasi. |
| REACH | Registration, Evaluation, Authorization and Restriction of Chemicals. Regulasi Uni Eropa terkait produksi, penggunaan, dan dampak zat kimia terhadap manusia dan lingkungan. |
| Recall | Penarikan kembali produk yang telah beredar di pasar atau konsumen. |
| Rework | Tindakan terhadap produk tidak sesuai agar memenuhi persyaratan penggunaannya. |
| RoHS | Restriction of Hazardous Substances; regulasi Uni Eropa yang membatasi penggunaan bahan berbahaya pada produk listrik/elektronik. Juga dikenal sebagai Directive 2009/95 EC. |
| Scrap | Material, bahan baku, atau produk yang tidak memenuhi standar dan tidak dapat digunakan sesuai fungsi utamanya. |
| SDS | Safety Data Sheet; dokumen informasi dan prosedur keselamatan dalam penanganan bahan kimia. |
| SNARPI | Sustainable Natural Rubber Platform of Indonesia; wadah kolaborasi untuk mendorong industri karet alam yang berkelanjutan. |
| SOP | Standard Operational Procedure; instruksi kerja tertulis dan baku untuk aktivitas operasional. |
| SPC | Statistical Process Control; metode statistik untuk mengevaluasi, mengendalikan, dan menjaga kestabilan proses manufaktur. |
| Supplier | Supplier tingkat pertama yang menerima pesanan produk langsung dari PT Gajah Tunggal Tbk. |
| Sub-supplier | Penyedia barang/jasa yang digunakan atau dialihdayakan oleh supplier, termasuk pihak di luar penyedia langsung. |
| Tindakan perbaikan / korektif | Tindakan untuk menghilangkan penyebab ketidaksesuaian dan mencegah terulangnya kembali. |
| Traceability / Kemampuan Telusur | Kemampuan melacak riwayat, lokasi, status, dan perjalanan produk/material sepanjang rantai pasok, produksi, hingga distribusi. |
| Trader | Individu atau entitas bisnis yang melakukan jual beli bahan baku. |
| Tree Structure | Metode untuk menggambarkan komposisi produk secara hierarkis dari senyawa dasar, material, komponen, produk rakitan, hingga produk akhir. |
| Uji Tuntas (Due Diligence) | Proses mengidentifikasi, menilai, mencegah, mengurangi, dan memantau risiko dalam rantai pasok serta mendokumentasikan hasilnya. |

**Standar Acuan**

IATF 16949
ISO 9001
ISO 14001
VDA 6.3
Persyaratan Pelanggan

# 2. KETENTUAN MENJADI SUPPLIER PT GAJAH TUNGGAL TBK.

## 2.1 Kualifikasi Supplier

Calon supplier mengajukan **sampel dan dokumen** untuk diperiksa dan dievaluasi oleh PT Gajah Tunggal Tbk. Supplier yang memenuhi persyaratan dapat diterima dan masuk **Daftar Supplier**, kemudian dipantau dan dinilai kinerjanya secara berkala serta dapat diminta untuk melakukan tindakan perbaikan dan/atau dikeluarkan dari daftar supplier apabila menunjukan kinerja yang kurang baik (tidak sesuai denga target penilaian).

## 2.2 Persyaratan Sistem Manajemen

Calon supplier wajib memiliki minimal sertfiikat **ISO 9001** atau memiliki rencana waktu sertifikasi. Untuk supplier D/TLD, sertifikasi **IATF 16949** menjadi persyaratan wajib. Sertifikasi/standar lain yang direkomendasikan untuk diterapkan oleh supplier, meliputi **ISO 14001, ISO 45001, ISO 50001, EcoVadis, TfS, dan SNARPI**.

## 2.3 Etika Bisnis Dan Kepatuhan

Supplier wajib menjalankan kegiatan usaha secara jujur, bertanggung jawab, transparan, dan sesuai dengan hukum serta peraturan yang berlaku. Supplier juga wajib mematuhi persyaratan PT Gajah Tunggal Tbk. dan menerapkan prinsip tata kelola yang baik dalam seluruh hubungan bisnis, termasuk dengan PT Gajah Tunggal Tbk., karyawan, Sub-Supplier, pelanggan, pemerintah, dan pemangku kepentingan lainnya.

Supplier wajib segera menginformasikan PT Gajah Tunggal Tbk., apabila terjadi pelanggaran hukum, insiden keselamatan dan kesehatan kerja, lingkungan, atau kejadian lainnya yang serius yang dapat memengaruhi kelangsungan operasi, rantai pasok, kualitas produk, reputasi, atau pemenuhan kewajiban supplier kepada PT Gajah Tunggal Tbk.

1. Integritas dan Anti-Korupsi
   Supplier dilarang melakukan segala bentuk suap, korupsi, gratifikasi, pembayaran tidak wajar, pemerasan, fraud, maupun benturan kepentingan untuk memperoleh keuntungan atau perlakuan khusus. Pemberian atau penerimaan uang, hadiah, hiburan, komisi, atau manfaat lainnya tidak boleh digunakan untuk memengaruhi keputusan bisnis secara tidak wajar. Seluruh transaksi dan pembayaran harus dilakukan secara sah, transparan, dapat dipertanggungjawabkan, dan sesuai dengan kontrak serta peraturan yang berlaku.
2. Hak Asasi Manusia dan Ketenagakerjaan
   Supplier wajib menghormati Hak Asasi Manusia (HAM) dan memastikan tidak terdapat diskriminasi, pelecehan, intimidasi, kekerasan, maupun perlakuan yang merendahkan martabat pekerja. Supplier wajib memberikan kesempatan dan perlakuan kerja yang adil berdasarkan kompetensi dan persyaratan pekerjaan, serta mematuhi peraturan ketenagakerjaan, termasuk hak untuk berserikat dan menyampaikan pendapat. Supplier dilarang menggunakan **tenaga kerja paksa dan tenaga anak, melakukan praktik perbudakan, perdagangan manusia,** serta wajib menghormati hak pekerja sesuai peraturan yang berlaku.
3. Keselamatan, Kesehatan Kerja, dan Lingkungan
   Supplier wajib mematuhi seluruh peraturan dan persyaratan terkait Keselamatan dan Kesehatan Kerja (K3) serta lingkungan, menyediakan lingkungan kerja yang aman, dan melakukan tindakan

pencegahan terhadap kecelakaan maupun risiko kesehatan. Supplier juga wajib mengendalikan dan mengurangi limbah, emisi, penggunaan bahan berbahaya dan beracun (B3), serta dampak pencemaran lingkungan, termasuk melakukan tindakan perbaikan apabila terjadi insiden lingkungan.

4. Kepatuhan dan Tanggung Jawab Supplier
   Supplier bertanggung jawab memastikan ketentuan etika ini dipahami dan diterapkan oleh karyawan, Sub-Supplier, dan pihak lain yang terlibat dalam pemenuhan barang/jasa untuk PT Gajah Tunggal Tbk. Supplier wajib segera melaporkan indikasi pelanggaran atau kondisi yang berpotensi melanggar ketentuan kepada PT Gajah Tunggal Tbk., melalui mekanisme yang ditetapkan. Pelanggaran dapat menjadi dasar dilakukannya evaluasi, tindakan perbaikan, pemberian sanksi, atau tindakan lain sesuai ketentuan dan perjanjian yang berlaku.

   Supplier dengan ini menjamin dan membebaskan GT dari segala tuntutan hukum atau kerugian baik dari supplier maupun pihak ketiga akibat pelanggaran Supplier.

## 2.4 Ketentuan Umum Dokumen

Supplier wajib mengikuti ketentuan dalam Supplier Manual dan menyediakan dokumen sesuai dengan aktivitas berikut:

| Kriteria | Aktivitas Supplier | Dokumen |
|---|---|---|
| **Supplier Baru** | Registrasi sebagai supplier PT Gajah Tunggal Tbk., **dan** pengajuan sampel | PPA dan Supplier Selection (Lampiran 1 &2) |
| **Material Baru dari Supplier Regular** | Registrasi material **dan** pengajuan sampel | PPA dan Supplier Selection (Lampiran 1 & 2) |
| **Trader Baru** | Registrasi sebagai Trader untuk material yang telah terdaftar di PT Gajah Tunggal Tbk. | Memo/Surat dan Form Trader (Lampiran 5) |
| **Perubahan Proses – Perpindahan Plant/Ekspansi** | Informasi secara formal dan pengajuan sampel | PPA dan Supplier Selection (Lampiran 1 & 2) |
| **Perubahan Proses – Proses/Mesin/Sub-Supplier/Inspeksi/Kemasan** | Pengajuan perubahan | Form 4M (Lampiran 3) |
| **Perubahan Spesifikasi/Komposisi Material** | Pengajuan sampel dan perubahan | Form 4M (Lampiran 3) |
| **Perubahan Entitas Bisnis** | Informasi secara formal dan registrasi ulang.<br>Pengajuan perubahan (apabila terdapat perubahan packaging) | Memo dan contoh packaging |
| **NG/Ketidaksesuaian di PT Gajah Tunggal Tbk.** | Melakukan *countermeasure* dan tindak lanjut | Form LPP (Lampiran 4) |
| **Klaim Customer** | Melakukan *countermeasure* dan tindak lanjut | Form LPP (Lampiran 4) |

# 3. PROSES PENERIMAAN SUPPLIER

## Registrasi Supplier

Calon supplier wajib melalui proses **seleksi supplier, pemenuhan persyaratan administratif, dan *trial sampel*** sebelum disetujui sebagai Supplier PT Gajah Tunggal Tbk.

Supplier wajib menunjuk **perwakilan yang bertanggung jawab terhadap mutu produk**, baik dari pihak Trader maupun Manufacturer, dengan kewenangan untuk menghentikan pengiriman produk yang tidak sesuai. Setiap perubahan atau pergantian perwakilan wajib diinformasikan kepada PT Gajah Tunggal Tbk., melalui Dept. Procurement.

Calon supplier wajib menyerahkan dokumen yang dipersyaratkan PT Gajah Tunggal Tbk., meliputi:

1. Supplier Selection dan PPA (Process Approval) (lampiran 1 & 2)
2. Legalitas dan kepatuhan hukum
3. Sertifikat sistem manajemen yang relevan (IATF16949, ISO9001, ISO14001, ISO45001, ISO50001, dll.)
4. Sertifikat Analisis (COA)
5. Spesifikasi Data Teknis (TDS)
6. Lembar Data Keselamatan (SDS) atau Formulir Tree Structure / IMDS* (jika tersedia)
7. Spesifikasi / drawing milik PT Gajah Tunggal Tbk., yang telah ditandatangani
8. Hasil pengujian material berbahaya
9. Control Plan
10. Proses FMEA
11. Alur proses produksi
12. Data statistik parameter pengetesan parameter kritis untuk 6 bulan terakhir
13. Analisis Sistem Pengukuran
14. Foto sampel contoh
15. Daftar alat pengujian beserta contoh sertifikat kalibrasi
16. Supplier Acknowledgement
17. Report / bukti / sertifikat keberlanjutan
18. Foto standar pengemasan (dalam bentuk kantong / palet / tanki, dll)
19. Data Sub Supplier
20. Dokumen pendukung lainnya sesuai kebutuhan

## Sampel Submission & Evaluation

Proses evaluasi sampel dilakukan melalui:

1. **Skala Laboratorium** — Supplier menyerahkan sampel, dokumen, dan data pendukung untuk analisa dan verifikasi.
2. **Trial Produksi** — Supplier menyerahkan sampel dalam jumlah yang ditentukan untuk dilakukan trial produksi.

Apabila diperlukan pengujian atau perbaikan lebih lanjut, PT Gajah Tunggal Tbk., akan menyampaikan pemberitahuan melalui Dept. Procurement.

## Supplier Audit

PT Gajah Tunggal Tbk., dapat melakukan audit langsung ke fasilitas supplier atau supplier melakukan audit mandiri melalui kuesioner yang diberikan oleh PT Gajah Tunggal Tbk. Hasil audit menjadi salah satu dasar dalam proses *approval supplier*. Dengan demikian supplier harus bersedia di audit oleh PT Gajah Tunggal Tbk., baik audit yang dilakukan secara langsung ke fasilitas supplier, audit secara daring/virtual, maupun audit mandiri melalui kuesioner.

## Supplier Approval Status

Supplier akan menerima **Memo Approval** setelah seluruh hasil pengujian, audit, dan persyaratan dokumentasi terpenuhi. Memo tersebut menjadi dasar untuk memasukkan supplier ke dalam Supplier List PT Gajah Tunggal Tbk.

# 4. PERSYARATAN JAMINAN MUTU SUPPLIER

## 4.1 Sertifikat Analisis (COA)

COA harus dikirimkan kepada PT Gajah Tunggal Tbk., sebelum atau bersamaan dengan pengiriman barang, dan untuk barang impor paling lambat 2 (dua) minggu sebelumnya. COA untuk barang lokal dikirimkan ke Bagian Gudang Bahan dan/atau melalui Procurement untuk barang impor.

Supplier dapat menggunakan format COA sendiri, dengan ketentuan parameter pengujian minimal sesuai spesifikasi PT Gajah Tunggal Tbk., serta mencantumkan standar referensi uji.

## 4.2 Standard Produk

Supplier harus memastikan produk yang dikirim ke PT Gajah Tunggal Tbk., telah memenuhi standar/spesifikasi produk yang berlaku, seperti :
a. Standar Nasional Indonesia (SNI);
b. Standar Internasional;
c. Spesifikasi PT Gajah Tunggal Tbk.

## 4.3 Dokumen Spesifikasi dan/ Drawing PT Gajah Tunggal Tbk.

Dokumen Spesifikasi digunakan untuk supplier karet, bahan kimia, oli, karbon, dan sejenisnya, sedangkan Drawing digunakan untuk supplier tube valve & aksesoris, tube box, sticker, dan sejenisnya.

Supplier wajib memiliki aturan tertulis untuk penerimaan dan pengelolaan Dokumen Spesifikasi dan/atau Drawing, termasuk pemeriksaan dan pemahaman isi dokumen. Dokumen harus dicatat, dapat ditelusur, dipelihara dan disimpan dengan baik, serta status berlaku/tidak berlaku harus teridentifikasi. Akses dibatasi hanya kepada pihak berwenang, dengan tempat penyimpanan Drawing yang tertutup dan aman. Dokumen tidak boleh diubah, ditambah, dikurangi, atau digambar ulang tanpa persetujuan PT Gajah Tunggal Tbk.

Penggandaan dan distribusi dokumen, baik internal maupun eksternal, harus dikendalikan dan dicatat. Setiap salinan Drawing harus mencantumkan identitas pengirim, penerima, dan tanggal distribusi.

Dokumen yang sudah tidak berlaku harus dimusnahkan. Untuk supplier packaging, Memo Pemusnahan disampaikan kepada Procurement paling lambat **10 (sepuluh) hari kerja** setelah menerima Memo List Drawing Valid dari PT Gajah Tunggal Tbk., atau sesuai kesepakatan bersama. Dokumen yang hilang atau rusak harus segera dilaporkan kepada Dept. Procurement melalui surat resmi untuk mendapatkan penggantian.

## 4.4 Pengendalian Material dan Produk di Supplier

### a. Persyaratan Material/Produk

Supplier wajib memastikan material dan produk yang dikirim kepada PT Gajah Tunggal Tbk., memenuhi persyaratan ***restricted substances*** sesuai peraturan yang berlaku dan spesifikasi PT Gajah Tunggal Tbk., termasuk persyaratan **REACH, RoHS**, serta persyaratan bahan kimia lainnya sesuai kebutuhan. Penggunaan asbestos atau material yang mengandung asbestos tidak

diperbolehkan. Supplier wajib menyediakan bukti kepatuhan atau hasil pengujian apabila diminta.

Supplier yang produknya mengandung **3TG (Tin, Tantalum, Tungsten, Gold) dan/atau Cobalt** wajib mengidentifikasi sumbernya dan melakukan *due diligence* untuk memastikan sumber yang bertanggung jawab. Supplier wajib memberikan deklarasi atau laporan CMRT/CRT atau format lain yang ditetapkan PT Gajah Tunggal Tbk., apabila diminta, serta meneruskan persyaratan ini kepada Sub-Supplier terkait.

### b. Pengendalian Penerimaan Material

Supplier harus menetapkan metode pengujian, kriteria penerimaan, serta limit/master sampel sesuai spesifikasi atau standar yang berlaku untuk mengevaluasi mutu material yang dibeli, dan mencatat hasil inspeksi pada Lembaran Inspeksi Kualitas/Checksheet.

Supplier wajib memiliki prosedur penanganan material yang tidak sesuai atau dicurigai tidak memenuhi persyaratan. Material *suspect* harus diidentifikasi, ditelusuri lot-nya, dan dipisahkan dari material yang memenuhi persyaratan.

Supplier wajib segera menginformasikan kepada PT Gajah Tunggal Tbk., setiap risiko keterlambatan atau gangguan pengiriman material serta menyampaikan tindakan mitigasi untuk mencegah kekurangan material.

### c. Pengendalian Proses Produksi dan Inspeksi

Supplier harus memastikan kondisi dan pengendalian proses produksi dipantau serta dicatat secara otomatis atau manual sesuai ketentuan. Jika ditemukan ketidaknormalan, supplier wajib melakukan tindakan perbaikan sesuai prosedur.

Supplier wajib melakukan inspeksi mutu pada tahap incoming, in-process, dan final sesuai *quality control* yang ditetapkan dan menganalisis hasilnya.

### d. Pengendalian Ketidaksesuaian Produk

Supplier harus menetapkan prosedur penanganan produk tidak sesuai, termasuk identifikasi dan karantina produk/lot suspect, kriteria penanganan, serta kewenangan pengambilan keputusan untuk produk di supplier maupun yang telah dikirim ke pelanggan.

Jika terjadi ketidaksesuaian, supplier wajib menelusuri dan mengidentifikasi lot suspect, memisahkannya dari produk sesuai, menginformasikan PT Gajah Tunggal Tbk., serta mencatat seluruh hasil pengendalian. Tindakan yang terbukti efektif harus distandarisasi melalui pembaruan prosedur, pedoman kerja, spesifikasi, atau dokumen terkait.

Supplier wajib melakukan review dan verifikasi sampel contoh/standar visual secara berkala untuk memastikan kondisinya tetap baik. Setiap duplikasi sampel wajib didaftarkan dalam daftar sampel contoh/standar visual.

### e. Penyimpanan, Pengiriman, dan Ketertelusuran roduk

Supplier wajib menerapkan FIFO/FEFO, identifikasi produk yang jelas (nama material, lot/batch, tanggal produksi/kedaluwarsa, kuantitas, dll.), serta memastikan produk tetap sesuai selama penanganan, penyimpanan, dan pengiriman. Kemasan harus disetujui PT Gajah Tunggal Tbk., (*packaging standard*), penyimpanan mengikuti SDS, dan armada pengiriman telah lulus Uji Emisi. Khusus supplier Indonesia, produk yang dikirim harus berstatus “Produk Baru” dengan umur maksimal 1/3 dari total umur material.

Supplier wajib memastikan ketertelusuran produk melalui pencatatan *Lot Control* yang memungkinkan penelusuran dari lot material hingga lot produksi dan *delivery*. Catatan *Lot Control* harus disimpan minimal 5 tahun, dan identitas material wajib dicantumkan pada setiap kemasan.

## 4.5 Sistem Manajemen

### a. Audit Internal

Supplier wajib melakukan internal audit secara berkala untuk memastikan mutu produk, ketepatan pengiriman, keselamatan kerja, serta kepatuhan terhadap regulasi dan persyaratan pelanggan terkait lingkungan. Jika diperlukan atau terjadi ketidaksesuaian, PT Gajah Tunggal Tbk., dan/atau pelanggannya dapat melakukan audit gabungan ke supplier terkait.

### b. Pengembangan Sub – Supplier

Supplier wajib memiliki prosedur tertulis untuk evaluasi, tinjauan kontraktual, dan tindak lanjut kinerja Sub-Supplier secara berkala dan berkesinambungan. Supplier juga wajib melakukan audit kualitas Sub-Supplier secara rutin atau sesuai kebutuhan untuk memastikan dan meningkatkan kinerja kualitas.

### c. Penjaminan Kompetensi Pekerja

Supplier wajib menetapkan kompetensi personel sesuai tugasnya, serta menyediakan pengendalian operasional dan pelatihan yang diperlukan untuk meningkatkan pengetahuan dan keterampilan. Kompetensi harus dievaluasi dan catatan pelatihan dipelihara.

### d. Kalibrasi dan Pemeliharaan

Supplier wajib memastikan validitas alat inspeksi dan QA/QC melalui pemeriksaan dan kalibrasi secara berkala, serta mencatat dan memelihara hasilnya. Peralatan produksi juga harus dipelihara secara periodik dengan parameter penting yang ditetapkan dan dikendalikan.

### e. Keberlanjutan Usaha

Supplier wajib memiliki ***Contingency/Business Continuity Plan*** untuk memastikan kesinambungan pasokan material apabila terjadi gangguan terhadap proses produksi, fasilitas, utilitas, tenaga kerja, bahan baku, transportasi, atau kejadian darurat lainnya. Supplier wajib melakukan penilaian risiko dan dampak terhadap produksi serta menginformasikan kepada PT Gajah Tunggal Tbk., apabila terdapat kondisi yang berpotensi mengganggu pasokan, beserta rencana mitigasinya.

## 4.6 Persyaratan Supplier Material D/TLD

Sebagai tambahan dari persyaratan di atas, untuk supplier material D/TLD seperti cord fabric, steel cord, bead wire, supplier diwajibkan:

1. Menetapkan dan mengendalikan karakteristik kritikal dalam rencana mutu, PFMEA, dan catatan kualitas.
2. Memastikan karakteristik kritikal dipahami dan dilaksanakan oleh personel terkait yang kompeten dan berkualifikasi.
3. Menyimpan data karakteristik kritikal, termasuk Drawing & Spesifikasi, Test Report, Standard Inspeksi, dan catatan mutu, minimal 15 tahun.

4. Menyediakan dan mengendalikan SPC untuk setiap karakteristik kritikal secara regular (mis: bulanan/kuartalan) dan mengirimkan hasilnya kepada PT Gajah Tunggal Tbk., setiap 6 bulan, lengkap dengan grafik dan perhitungannya. Jika Cp/Cpk < 1,33, supplier wajib menyertakan analisis sebab-akibat dan rencana tindakan perbaikan.
5. Target kinerja supplier D/TLD minimal Grade Good.

## 5. MANAJEMEN PERUBAHAN PROSES / PRODUK

Supplier wajib memberitahukan dan memperoleh persetujuan PT Gajah Tunggal Tbk., melalui Dept. Procurement atas setiap perubahan produk/proses, termasuk perubahan alur atau metode produksi, inspeksi/pengujian, mesin, kemasan, penggunaan atau pergantian Sub-Supplier (Tier-2), perubahan proses di Sub-Supplier, serta perubahan kepemilikan bisnis.

Permohonan perubahan harus disampaikan **minimal 1 (satu) bulan sebelum pelaksanaan** menggunakan Form SQA-F-11 beserta data pendukung, seperti hasil inspeksi/pengujian, analisis perubahan, dan perhitungan sisa produk dari proses lama. Setelah disetujui, supplier wajib menginformasikan jadwal pengiriman, memberikan identifikasi yang jelas pada produk pertama hasil perubahan, serta menyertakan hasil pemeriksaan/pengujian (COA).

# 6. PENANGANAN MATERIAL BERMASALAH

## Warranty

Supplier bertanggung jawab memastikan produk yang dikirim sesuai spesifikasi, drawing, sampel, dan persyaratan PT Gajah Tunggal Tbk., bebas dari defect dan kontaminasi, serta melakukan penggantian atau tindakan perbaikan atas produk tidak sesuai sesuai ketentuan yang berlaku.

## Penerbitan Lembar Permintaan Perbaikan (LPP)

PT Gajah Tunggal Tbk., dapat menerbitkan LPP atas ketidaksesuaian material, baik terkait mutu/spesifikasi, kondisi kemasan, identitas, jumlah, jenis, informasi teknis, proses produksi, biaya pengiriman ekstra akibat supplier, maupun klaim pelanggan.

## Tindakan Supplier

Supplier wajib memberikan respons terhadap LPP melalui Dept. Procurement dalam waktu 10 hari kerja, menggunakan format LPP PT Gajah Tunggal Tbk., atau form 8D, serta memastikan tindakan perbaikan dikendalikan dan ditindaklanjuti hingga efektif.

## Pemanggilan Supplier

PT Gajah Tunggal Tbk., dapat memanggil supplier apabila terjadi masalah serius yang mengganggu produksi, tingkat penolakan melebihi target, klaim pelanggan yang menimbulkan kerugian, kinerja supplier di bawah grade minimum, atau supplier tidak merespons LPP/temuan audit sesuai batas waktu.

## Pengembalian Produk dan Ganti Rugi (Claim)

PT Gajah Tunggal Tbk., berhak menolak dan/atau mengembalikan produk dan juga meminta ganti rugi (claim) kepada pihak supplier apabila ditemukan masalah kualitas atau ketidaksesuaian terhadap standar/spesifikasi pada saat penerimaan material, ditemukan masalah kualitas yang terdeteksi pada saat penggunaan material di proses produksi PT. Gajah Tunggal Tbk. sehingga mengakibatkan gangguan yang serius pada operasional proses maupun output produk yang dihasilkan oleh PT Gajah Tunggal Tbk., dan ditemukan adanya complaint dari pelanggan PT Gajah Tunggal Tbk., yang disebabkan oleh ketidaksesuaian material dari supplier.

# 7. EVALUASI PERFORMA SUPPLIER

## Kriteria Evaluasi

Evaluasi kinerja seluruh supplier terdaftar dilakukan **setiap bulan**, dengan akumulasi penilaian **setiap kuartal** untuk menentukan grade performa dan mendorong tindakan perbaikan bila diperlukan.

Kriteria evaluasi meliputi:

- **Mutu produk**
- **Ketepatan waktu pengiriman**
- **Klaim pelanggan**, termasuk komplain, pengembalian dealer, dan *recall*
- **Gangguan pada customer**
- **Sustainability**, berdasarkan kepemilikan/partisipasi dalam platform atau inisiatif seperti EcoVadis, Together for Sustainability (TfS), GPSNR, SNARPI, dan sejenisnya.

| **Items** | **Criteria Grade** | | | |
|---|---|---|---|---|
| | ***Excellent*** | ***Good*** | ***Substandard*** | ***Poor*** |
| ***Quality (%)*** | 99.7 ≤ x < 100 | 99.7 ≤ x < 100 | 95 ≤ x < 99.6 | x < 95 |
| ***Delivery (%)*** | 98 ≤ x < 100 | 98 ≤ x < 100 | 90 ≤ x < 98 | x < 90 |
| ***Customer Claim (tire pcs)*** | 0 | 0 | 1 | 2 ≤ x |
| ***Customer Disruption (freq)*** | 0 | 0 | 1 | 2 ≤ x |
| ***Sustainability*** | TfS/GPSNR/SNARPI/Ecovadis with grade ≥73 (seluruh material kecuali *Natural Rubber*); ≥ 58 (khusus *Natural Rubber*) | Ecovadis with grade <73 (seluruh material kecuali *Natural Rubber*); < 58 (khusus *Natural Rubber*) | TfS/GPSNR/SNARPI/Ecovadis | |

## Penentuan *Grade* dan Tindakan

Grade supplier ditentukan berdasarkan akumulasi hasil evaluasi setiap kuartal (3 bulan) dengan tindakan sebagai berikut:

| Grade | Action |
|---|---|
| **Excellent** | Tetap dalam Daftar Supplier dan dimonitor. |
| **Good** | Tetap dalam Daftar Supplier dan dilakukan pengembangan untuk mencapai Grade Excellent. |
| **Substandard** | Tetap dalam Daftar Supplier dengan Surat Peringatan dan wajib melakukan perbaikan pada kuartal berikutnya. Jika tidak ada peningkatan, order dapat ditahan sementara. |
| **Poor** | Diberikan Surat Peringatan dan dapat direkomendasikan untuk dikeluarkan dari Daftar Supplier. |

# 8. PENGEMBANGAN SUPPLIER

Pengembangan supplier dilakukan untuk meningkatkan kualitas, kinerja, dan kemampuan supplier melalui kegiatan audit dan pelatihan.

## Audit Supplier

PT Gajah Tunggal Tbk., melakukan audit secara periodik untuk mengevaluasi dan mengembangkan kemampuan supplier, baik untuk material baru maupun regular. Audit dapat dilakukan melalui:

- **Audit di tempat** — kunjungan langsung ke fasilitas produksi, laboratorium, dan sistem mutu supplier.
- **Audit mandiri** — supplier mengisi kuesioner dan menyerahkan data pendukung.
- **Audit daring/virtual** — verifikasi prosedur, checksheet, proses produksi, dan dokumen terkait secara daring/virtual.

Supplier harus bersedia dilakukan audit oleh PT Gajah Tunggal Tbk., baik audit yang dilakukan secara langsung ke fasilitas supplier, audit secara daring/virtual, maupun audit mandiri melalui kuesioner.

Frekuensi audit ditentukan berdasarkan Score supplier: **Score A (nilai >90%): setiap 3 tahun; Score B (nilai 80%-90%): setiap 2 tahun; Score C/D (nilai <80%): setiap tahun.** Khusus supplier material D/TLD, audit dilakukan **setiap tahun**. Audit khusus dapat dilakukan di luar jadwal apabila terdapat masalah serius, permintaan pelanggan, atau kebutuhan Manajemen PT Gajah Tunggal Tbk.

## Pelatihan Supplier

Pelatihan dilakukan berdasarkan **kebutuhan dan kemampuan supplier** yang telah dipetakan oleh PT Gajah Tunggal Tbk., baik secara tatap muka maupun daring/virtual, oleh internal PT Gajah Tunggal Tbk., atau pihak ketiga.

# 9. KERAHASIAAN

## Kerahasiaan Informasi dan Pelindungan Data Pribadi

PT Gajah Tunggal Tbk., dan supplier sepakat untuk menjaga kerahasiaan segala informasi yang diberikan oleh salah satu antaranya yang memberikan informasi ("**Pihak Yang Mengungkapkan**") kepada lainnya ("**Pihak Penerima**") sehubungan dengan pelaksanaan pedoman SQAM ini, termasuk tetapi tidak terbatas pada informasi mengenai materi usaha dan/atau kepentingan PT Gajah Tunggal Tbk., atau supplier, strategi usaha, data, gambar, metode pengerjaan, system control, organisasi, informasi perorangan karyawan dan perusahaan PT Gajah Tunggal Tbk., maupun supplier, hak kekayaan intelektual, baik dalam bentuk elektronik, visual, verbal atau tertulis, dan seluruh memoranda, ringkasan catatan, analisa, kompilasi, studi atau dokumen dan informasi lainnya yang harus dianggap rahasia karena sifat dari informasi tersebut baik yang secara jelas dinyatakan sebagai informasi rahasia maupun informasi yang tidak secara jelas dinyatakan sebagai informasi rahasia ("**Informasi Rahasia**") serta setiap data atau informasi pribadi apapun yang diatur dalam Undang-Undang dan peraturan data pribadi dan pelindungan data pribadi (PDP) yang berlaku sebagaimana dapat diubah dari waktu ke waktu (UU PDP), termasuk seluruh peraturan turunannya dan persyaratan sebagaimana yang ada di setiap panduan yang diterbitkan oleh regulator pelindungan data pribadi terkait setiap data pribadi spesifik dan umum, dan tidak akan mengungkapkan Informasi Rahasia kepada pihak ketiga manapun kecuali:

1. Berdasarkan persetujuan tertulis dari Pihak yang Mengungkapkan;
2. Diwajibkan oleh pengadilan atau peraturan perundang-undangan yang berlaku dalam hal mana PT Gajah Tunggal Tbk., atau supplier yang diwajibkan untuk mengungkapkan akan (a) membatasi pengungkapan pada Informasi Rahasia yang diminta saja, dan (b) segera memberitahukan secara tertulis kepada Pihak Yang Mengungkapkan mengenai kewajiban tersebut;
3. Dapat dibuktikan oleh Pihak Penerima, telah dikembangkan oleh Pihak Penerima secara bebas tanpa penggunaan Informasi Rahasia;
4. Untuk keperluan auditor yang digunakan oleh PT Gajah Tunggal Tbk., dan/atau supplier.

## Pengecualian

PT Gajah Tunggal Tbk., dan supplier tidak diwajibkan merahasiakan Informasi Rahasia jika (a) Informasi Rahasia tersebut menjadi pengetahuan umum bukan karena kesalahan salah PT Gajah Tunggal Tbk., atau supplier; atau (b) telah diketahui atau kemudian diketahui oleh Pihak Penerima dari pihak lain yang tidak mewajibkan Pihak Penerima Informasi Rahasia untuk merahasiakan informasi tersebut.

## Pembatasan Penggunaan dan Tanggung Jawab

1. PT Gajah Tunggal Tbk., dan supplier menjamin bahwa karyawan dan/atau perwakilan Pihak Penerima Informasi Rahasia tidak mempergunakan Informasi Rahasia tersebut kecuali berkaitan dengan pelaksanaan kewajiban masing-masing terkait dengan pelaksanaan Perjanjian ini. Masing-masing PT Gajah Tunggal Tbk., dan supplier sepenuhnya bertanggung jawab kepada pihak lainnya atas penyalahgunaan atau pengungkapan Informasi Rahasia secara tidak sah oleh karyawan atau agennya.

2. Apabila salah satu pihak dan/atau karyawannya dan/atau pihak yang berada dalam pengawasannya melanggar ketentuan Kerahasiaan ini, maka pihak yang melanggar ketentuan wajib bertanggung jawab atas seluruh kerugian yang ditimbulkan karena pelanggaran tersebut.
3. Kebocoran atas hal-hal tersebut sebagaimana ternyata dalam poin (1) ini tidak dianggap sebagai kebocoran jika ternyata dan terbukti bahwa hal-hal tersebut sudah dimiliki oleh Pihak yang membocorkan sebelum adanya kerjasama antara PT Gajah Tunggal Tbk., dan Supplier, dan/atau jika hal-hal tersebut diminta/diwajibkan untuk dipublikasikan oleh peraturan perundang-undangan yang berlaku di Indonesia.
4. Tanggung jawab serta kewajiban menjaga kerahasiaan ini akan tetap berlaku sekalipun kerjasama antara PT Gajah Tunggal Tbk., dan supplier telah berakhir.

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# INTRODUCTION

## Purpose

**The Supplier Quality Assurance Manual (SQAM)** sets guidelines to ensure that the quality of the products provided by suppliers meets the requirements of PT. Gajah Tunggal Tbk.

## Scope

SQAM is valid for all products ordered by PT Gajah Tunggal Tbk., including **main raw materials, auxiliary materials, packaging, and good purchase for immediate resale** as well as all quality assurance activities carried out by **Makers and** Traders.

## The Role of SQAM

SQAM is part of the quality control requirements in the agreement between the supplier and PT Gajah Tunggal Tbk. Suppliers are required to meet the requirements in the agreement with SQAM as guideline for the implementation of quality assurance.

## Confidentiality

PT Gajah Tunggal Tbk., and the supplier shall maintain the confidentiality of their respective information, data, documents, specifications, designs, and technical information. The supplier shall implement adequate controls to prevent unauthorized access, use, alteration, disclosure, or loss of information and comply with applicable personal data protection regulations.
SQAM is a copyright of PT Gajah Tunggal Tbk. Suppliers shall control the storage, use, duplication, and distribution of SQAM and ensure that the documents used are the latest version. If necessary for Sub-Suppliers, SQAM information can be shared while maintaining its control and confidentiality. The provisions for maintaining confidentiality are further set out in Article 9.

## Quality Standards

Suppliers are required to meet quality management system standards equivalent to **ISO 9001 and IATF 16949**, as well as implement standards related **to sustainability, environment (ISO 14001), and Health & Safety (ISO 45001)** as needed.

## SQAM Amendments

PT Gajah Tunggal Tbk. may revise or update the SQAM as required and will inform the supplier of the new version and validity period. The supplier must ensure that the use of the SQAM always refers to the applicable version.

# 1. TERMS AND DEFINITIONS

| Terms | Definition |
|---|---|
| 3TG | Tin (Tin), Tantalum, Tungsten and Gold. |
| Audit | A systematic, independent, and documented process to obtain and evaluate evidence objectively against the audit criteria.<br>In general, it covers 3 aspects: System Audit, Process Audit, and Product/Lab Audit |
| Auxilliary Materials | Materials for supporting production process or manufacture of finished products. |
| Calibration | The process of comparing measurement results with standards/references to identify and correct deviations. |
| CoA (Certificate of Analysis) | Official document of the manufacturer's laboratory stating the test results and the conformity of the batch/lot to technical specifications. |
| Conflict Minerals | Minerals originating from the Democratic Republic of Congo (DRC) and surrounding areas associated with mining/trade conflicts. |
| Contaminants | Foreign objects that do not comply with the specifications of PT Gajah Tunggal Tbk. |
| Contingency Plan | Plan to mitigate potentially problematic emergencies. |
| Control Plan | Quality control documents to ensure process/product elements meet standards. |
| Corrective / corrective actions | Measures to eliminate the cause of the inconsistency and prevent its recurrence. |
| Cp/Cpk | A process capability index that considers process variations, including variations between lots/subgroups. |
| CSR (Corporate Social Responsibility) | Corporate social responsibility to carry out business activities responsibly towards the community, the environment, and stakeholders. |
| CSR (Customer-Specific Requirement) | Specific requirements set by the customer and must be met by the supplier as part of the quality requirements, product, process, or management system. |
| D/TLD | Detailed and Top Level Design; critical materials that affect the safety and function of tires, such as cord fabric, bead wire, and steel cord. |
| Due Diligence | The process of identifying, assessing, preventing, mitigating, and monitoring risks in the supply chain and documenting the results. |
| EUDR | European Union Deforestation Regulation; EU regulations to ensure that commodities and related products do not come from deforested or degraded land after a set deadline. |
| EUFLR | European Union Forced Labour Regulation; the European Union's regulatory framework on the prevention of the use of products made by forced labour. |
| FIFO | First In-First Out; the material that comes in first is used first. |

| | |
|---|---|
| FEFO | First Expired-First Out; the material with the closest expiration date is used first. |
| FPIC | Free, Prior and Informed Consent; Consent on the basis of prior information without coercion. A principle that indigenous peoples and local communities have the right to adequate information and have the right to give consent or refuse before an activity is carried out/an important decision is made. |
| GPSNR | Global Platform for Sustainable Natural Rubber; an organization that promotes a sustainable, equitable, and deforestation-free natural rubber supply chain. |
| Goods Purchased for Immediate Resale | Goods purchased by PT Gajah Tunggal Tbk., from other companies for direct sale to customers (usually alongside with tires), without undergoing any production process at PT Gajah Tunggal Tbk. |
| Hazardous Material | Solid, liquid, or gaseous substances possessing chemical, physical, or biological properties that have the potential to pose hazard and risks to human health, occupational safety and environment. |
| HCV | High Conservation Value; High conservation value that includes ecological, biological, social, or cultural value that needs to be protected. |
| HCS | High Carbon Stock; an approach to identifying and protecting forest areas that have a high carbon content. |
| IATF | International Automotive Task Force. |
| IMDS | International Material Data System; a system for collecting information on materials and substances contained therein. |
| IPLC | Indigenous Peoples and Local Communities; indigenous peoples and local communities who have rights, interests, or dependencies on territories and resources for their livelihoods. |
| Packaging Materials | Materials for packaging and/or identity of finished products. |
| Limit sample | Samples showing the quality tolerance limits to determine the suitability of the product. |
| LPP | Repair Request Sheet for filing repairs for non-conformities/damages. |
| Maker | Parties who produce or manufacture goods/materials, either those who supply directly or through **Traders** to PT Gajah Tunggal Tbk. |
| Manufacturing Lots | A group of products that are manufactured or deemed to be manufactured under the same conditions. |
| MSA | Measurement System Analysis; analysis of the reliability of measurement systems, including bias, repeatability, reproducibility, stability, and linearity. |
| NC | Non-Conformity or conditions that do not meet the requirements/standards. |
| PFMEA | Process Failure Mode and Effect Analysis; a method to identify the risk of process failure and establish preventive measures. |
| Poka-yoke (error proofing) | Error prevention system so that the product does not fit until it is produced |

| | |
|---|---|
| PPA | Product Process Approval; the approval process to ensure that suppliers are able to produce products consistently according to specifications. |
| Raw Materials | Materials used as a constituent of finished products (outer tubes/inner tubes). |
| REACH | Registration, Evaluation, Authorization and Restriction of Chemicals. EU regulations related to the production, use and impact of chemicals on humans and the environment. |
| Recall | Recalls of products that have been circulating in the market or consumers. |
| Rework | Actions against the product are not appropriate to meet the requirements for their use. |
| RoHS | Restriction of Hazardous Substances; an EU regulation that restricts the use of hazardous substances in electrical/electronic products. Also known as Directive 2009/95 EC. |
| Scrap | Materials, raw materials, or products that do not meet standards and cannot be used according to their primary function. |
| SDS | Safety Data Sheet; information documents and safety procedures in handling chemicals. |
| SNARPI | Sustainable Natural Rubber Platform of Indonesia; a forum for collaboration to encourage a sustainable natural rubber industry. |
| SOP | Standard Operational Procedure; written and standard work instructions for operational activities. |
| SPC | Statistical Process Control; statistical methods to evaluate, control, and maintain the stability of manufacturing processes. |
| Special characteristics | Characteristics that affect product function/performance, safety, environment, or regulatory requirements. |
| Supplier | First-level suppliers who receive product orders directly from PT Gajah Tunggal Tbk. |
| Sub-supplier | Providers of goods/services used or outsourced by suppliers, including parties outside the direct provider. |
| Risk Analysis | The process of identifying and analyzing potential hazards to individuals, businesses, and institutions due to natural and human factors. |
| Traceability | Ability to track the history, location, status, and journey of products/materials throughout the supply chain, production, and distribution. |
| Trader | Individuals or business entities that trade and purchase raw materials. |
| Tree Structure | A method to describe the composition of the product hierarchically from the basic compounds, materials, components, assembled products, to the final product. |

**Reference Standard**

IATF 16949
ISO 9001
ISO 14001
VDA 6.3
Customer requirements

# 2. PROVISIONS TO BECOME A SUPPLIER OF PT GAJAH TUNGGAL TBK.

## 2.1 Supplier Qualifications

Prospective suppliers submit **samples and documents** to be checked and evaluated by PT Gajah Tunggal Tbk. Suppliers who meet the requirements can be accepted and entered the **Supplier List**, then monitored and assessed for their performance periodically and furthermore can be asked to take corrective actions and/or be removed from the supplier list if they show poor performance (not in accordance with the assessment target).

## 2.2 Management System Requirements

Prospective suppliers must have a minimum **ISO 9001** certificate or have a certification time plan. For D/TLD suppliers, **IATF 16949** certification is a mandatory requirement. Other certifications/standards recommended to be implemented by suppliers include **ISO 14001, ISO 45001, ISO 50001, EcoVadis, TfS, and SNARPI.**

## 2.3 Business Ethics and Compliance

Suppliers are required to carry out business activities honestly, responsibly, transparently, and in accordance with applicable laws and regulations. Suppliers are also required to comply with the requirements of PT Gajah Tunggal Tbk. and apply the principles of good governance in all business relationships, including with PT Gajah Tunggal Tbk., employees, Sub-Suppliers, customers, governments, and other stakeholders.

The supplier must immediately inform PT Gajah Tunggal Tbk., in the event of a violation of the law, occupational safety and health incidents, the environment, or other serious incidents that may affect the continuity of operations, supply chain, product quality, reputation, or fulfillment of the supplier's obligations to PT Gajah Tunggal Tbk.

1. Integrity and Anti-Corruption
   Suppliers are prohibited from engaging in any form of bribery, corruption, gratuities, improper payments, extortion, fraud, or conflicts of interest to obtain special benefits or treatment. The giving or receiving of money, gifts, entertainment, commissions, or other benefits must not be used to influence business decisions unreasonably. All transactions and payments must be carried out legally, transparently, accountably, and in accordance with applicable contracts and regulations.
2. Human Rights and Employment
   Suppliers shall respect Human Rights (HAM) and ensure that there is no discrimination, harassment, intimidation, violence, or treatment that degrades the dignity of workers. Suppliers shall provide fair employment opportunities and treatment based on competencies and requirements employment, as well as compliance with labor regulations, including the right to association and express opinions. Suppliers are prohibited from using **forced labor and child labor, slavery, human trafficking,** and must respect workers' rights in accordance with applicable regulations.

3. Safety, Occupational Health and Environment
   Suppliers are required to comply with all regulations and requirements related to Occupational Safety and Health (OHS) and the environment, provide a safe working environment, and take preventive measures against accidents and health risks. Suppliers are also required to control and reduce waste, emissions, the use of hazardous and toxic materials, and impacts environmental pollution, including taking corrective actions in the event of an environmental incident.
4. Supplier Compliance and Responsibility
   Suppliers are responsible for ensuring that these ethical provisions are understood and applied by employees, Sub-Suppliers, and other parties involved in the fulfillment of goods/services for PT Gajah Tunggal Tbk. The supplier must immediately report indications of violations or conditions that have the potential to violate the provisions to PT Gajah Tunggal Tbk., through the established mechanism. Violations can be the basis for evaluation, corrective actions, sanctions, or other actions in accordance with applicable provisions and agreements.
   The Supplier hereby warrants and indemnifies GT from any lawsuits or losses from either the supplier or third parties due to the Supplier's violations.

## 2.4 General Document Provisions

Suppliers are required to follow the provisions in the Supplier Manual and provide documents in accordance with the following activities:

| Criteria | Supplier Activity | Documents |
|---|---|---|
| **New Suppliers** | Registration as a supplier of PT Gajah Tunggal Tbk., **and** sample submission | PPA and Supplier Selection (Attachment 1 & 2) |
| **New Material from Regular Supplier** | Material registration **and** sample submission | PPA and Supplier Selection (Attachment 1 & 2) |
| **New Traders** | Registration as a Trader for materials that have been registered with PT Gajah Tunggal Tbk. | Trader's Memo/Letter and Form (Attachment 5) |
| **Process Change – Plant Relocation/Expansion** | Formal information and sample submission | PPA and Supplier Selection (Attachment 1 & 2) |
| **Process Change – Process/Machine/Sub-Supplier/Inspection/Packaging** | Changes submission | Form 4M (Attachment 3) |
| **Changes in Specifications/Material Composition** | Sample submission and changes | Form 4M (Attachment 3) |
| **Business Entity Change** | Formal information and re-registration.<br>Submission of changes (when there is a change in packaging) | Memo and sample packaging |
| **NG/Non-Conformity at PT Gajah Tunggal Tbk.** | Countermeasures and follow-up | Form LPP (Attachment 4) |
| **Customer Claims** | Countermeasures and follow-up | Form LPP (Attachment 4) |

# 3. SUPPLIER ACCEPTANCE PROCESS

## Supplier Registration

Prospective suppliers must go through **a supplier selection process, fulfillment of administrative requirements, and *sample trials*** before being approved as a Supplier of PT Gajah Tunggal Tbk.

The Supplier shall appoint **a representative who is responsible for the quality of the product**, both from the Trader and the Manufacturer, with the authority to stop the delivery of the product that is not suitable. Any change or change of representative must be informed to PT Gajah Tunggal Tbk., through the Procurement Dept.

Prospective suppliers are required to submit the documents required by PT Gajah Tunggal Tbk., including:

1. Supplier Selection and PPA (Process Approval) (attachment 1 & 2)
2. Legal legality and compliance
3. Relevant management system certificates (IATF16949, ISO9001, ISO14001, ISO45001, ISO50001, etc.)
4. Certificate of Analysis (COA)
5. Technical Data Specification (TDS)
6. Safety Data Sheet (SDS) or Tree Structure / IMDS Form* (if available)
7. Specification / drawing belonging to PT Gajah Tunggal Tbk., which has been signed
8. Hazardous materials test results
9. Control Plan
10. Process FMEA
11. Production flow process
12. Critical parameter testing parameter statistical data for the last 6 months
13. Measurement System Analysis
14. Photo of product sample
15. List of testing tools and sample of calibration certificates
16. Supplier Acknowledgement
17. Report/evidence/sustainability certificate
18. Photos of packaging standard (in the form of bags/pallets/tanks, etc)
19. Data of Sub-Supplier
20. Other supporting documents as needed

## Sample Submission & Evaluation

The sample evaluation process is carried out through:

1. **Laboratory Scale** — Suppliers submit samples, documents, and supporting data for analysis and verification.
2. **Production Trial** — The supplier submits the specified number of samples for production trial.

If further testing or improvement is required, PT Gajah Tunggal Tbk., will submit a notification through the Procurement Dept.

## Supplier Audit

PT Gajah Tunggal Tbk., can conduct an on-site audit to the supplier's facility or the supplier conducts a self-audit through a questionnaire provided by PT Gajah Tunggal Tbk. The results of the audit are one of the bases in the *supplier approval process*. The supplier must be willing to be audited by PT Gajah Tunggal Tbk., both audits conducted directly to supplier facilities (onsite), online/virtual audits, and self-audits through questionnaires.

## Supplier Approval Status

The supplier will receive **a Memo Approval** after all testing, audit, and documentation requirements are met. The Memo is the basis for including the supplier in the Supplier List of PT Gajah Tunggal Tbk.

# 4. SUPPLIER'S QUALITY ASSURANCE REQUIREMENTS

## 4.1 Certificate of Analysis (COA)

COA must be sent to PT Gajah Tunggal Tbk., before or at the same time as the delivery of the goods/products, and for imported goods no later than 2 (two) weeks before. COA for local goods is sent to the Material Warehouse Section and/or through Procurement for imported goods.

Suppliers can use their own COA format, provided that the minimum test parameters are according to the specifications of PT Gajah Tunggal Tbk., and include test reference standards.

## 4.2 Product Standards

Suppliers must ensure that the products sent to PT Gajah Tunggal Tbk., have met the applicable product standards/specifications, such as:
a. Indonesian National Standards (SNI);
b. International Standards;
c. Specifications of PT Gajah Tunggal Tbk.

## 4.3 Specification and/Drawing Documents PT Gajah Tunggal Tbk.

Specification Document is used for suppliers of rubber, chemicals, oil, carbon, and others, while Drawing is used for suppliers of tube valves & accessories, tube boxes, stickers, and others.

The Supplier must have written rules for the receipt and management of Specification and/or Drawing Documents, including checking and understanding the contents of the document. Documents must be recorded, searchable, maintained and stored properly, and valid/non-valid status must be identified. Access is limited to the authorities only, with a closed and secure storage place for Drawings. Documents may not be altered, added, subtracted, or redrawn without the approval of PT Gajah Tunggal Tbk.

The duplication and distribution of documents, both internal and external, must be controlled and recorded. Each copy of the Drawing must include the identity of the sender, recipient, and date of distribution.

Documents that are no longer valid must be destroyed. For packaging suppliers, the Destruction Memo is submitted to the Procurement no later than **10 (ten) working days** after receiving a Valid List Drawing Memo from PT Gajah Tunggal Tbk., or according to mutual agreement. Lost or damaged documents must be immediately reported to the Procurement Dept. through an official letter to obtain a replacement.

## 4.4 Material and Product Control at Suppliers

### a. Material/Product Requirements

The supplier shall ensure that the materials and products sent to PT Gajah Tunggal Tbk., meet the requirements ***of restricted substances*** in accordance with applicable regulations and specifications of PT Gajah Tunggal Tbk., including **REACH, RoHS,** and other chemical requirements as required. The use of asbestos or materials containing asbestos is not permitted. The supplier is required to provide proof of compliance or test results if requested.

Suppliers whose products contain **3TG (Tin, Tantalum, Tungsten, Gold) and/or Cobalt** are required to identify the source and conduct *due diligence* to ensure the source is responsible. The Supplier shall provide a declaration or report of CMRT/CRT or any other format determined by PT Gajah Tunggal Tbk., if requested, and forward this requirement to the relevant Sub-Supplier.

### b. Material Receipt Control

Suppliers must establish testing methods, acceptance criteria, and limit/master sample according to the applicable specifications or standards to evaluate the quality of the material purchased and record the inspection results on the Quality Inspection Sheet/Check sheet.

Suppliers are required to have procedures for handling materials that are not suitable or suspected of not meeting the requirements. Suspect materials must be identified, traced by lot, and separated from materials that meet the requirements.

Suppliers must immediately inform PT Gajah Tunggal Tbk., any risk of delay or disruption in material delivery and submit mitigation measures to prevent material shortages.

### c. Production Process Control and Inspection

Suppliers must ensure that the condition and control of the production process are monitored and recorded automatically or manually according to the provisions. If abnormalities are found, suppliers shall take corrective actions according to procedures.

Suppliers are required to conduct quality inspections at the incoming, in-process, and final stages according to the established *quality control* and analyze the results.

### d. Product Non-Conformity Control

Suppliers must establish non-conforming product handling procedures, including identification and quarantine of suspect products/lots, handling criteria, and decision-making authority for products at suppliers and those that have been sent to customers.

In the event of a discrepancy, the supplier shall trace and identify the suspect lot, separate it from the appropriate product, inform PT Gajah Tunggal Tbk., and record all control results. Actions that prove effective must be standardized through updating procedures, work guidelines, specifications, or related documents.

Suppliers are required to review and verify sample samples/visual standards periodically to ensure that they remain in good condition. Any duplicate samples must be registered in the list of sample samples/visual standards.

### e. Storage, Shipping, and Traceability of the rod

Suppliers are required to implement FIFO/FEFO, clear product identification (material name, lot/batch, production/expiration date, quantity, etc.), and ensure that the product remains appropriate during handling, storage, and delivery. Packaging must be approved by PT Gajah Tunggal Tbk., (*packaging standard*), storage follows SDS, and the delivery fleet has passed the Emission Test. Specifically for Indonesian suppliers, the product sent must be "Fresh Product" status with a maximum lifespan of 1/3 of the total shelf-life.

Suppliers are required to ensure product traceability through *Lot Control* recording which allows tracing from material lots to production and *delivery* lots. Lot *Control records* must be kept for at least 5 years, and material identity must be included on each packaging.

## 4.5 Management System

### a. Audit Internal

Suppliers are required to conduct periodic internal audits to ensure product quality, delivery accuracy, work safety, and compliance with regulations and customer requirements related to the environment. If necessary or non-conformity, PT Gajah Tunggal Tbk., and/or its customers may conduct a joint audit to the relevant suppliers.

### b. Sub-Supplier Development

Suppliers are required to have written procedures for periodic and continuous evaluation, contractual review, and follow-up of Sub-Supplier's performance. Suppliers are also required to conduct Sub-Supplier quality audits regularly or as needed to ensure and improve quality performance.

### c. Ensuring the Competence of Workers

Suppliers shall assign personnel competencies according to their roles, as well as provide operational controls and necessary training to improve knowledge and skills. Competencies must be evaluated and training records maintained.

### d. Calibration and Maintenance

Suppliers shall ensure the validity of inspection and QA/QC tools through regular inspection and calibration, as well as record and maintain the results. Production equipment must also be maintained periodically with important parameters set and controlled.

### e. Business Sustainability

Suppliers are required to have a ***Contingency/Business Continuity Plan*** to ensure the continuity of material supply in the event of disruptions to production processes, facilities, utilities, labor, raw materials, transportation, or other emergency events. Suppliers are required to conduct a risk and impact assessment on production and inform PT Gajah Tunggal Tbk., if there are conditions that have the potential to disrupt supply, along with their mitigation plans.

## 4.6 Requirements for D/TLD Material Supplier

In addition to the above requirements, for suppliers of D/TLD materials such as cord fabric, steel cord, bead wire, suppliers are required:

1. Establish and control critical characteristics in quality plans, PFMEAs, and quality records.
2. Ensure critical characteristics are understood and implemented by competent and qualified relevant personnel.
3. Stores critical characteristic data, including Drawing & Specifications, Test Reports, Standard Inspections, and quality records, for a minimum of 15 years.
4. Provide and control SPC for each critical characteristic on a regular basis (e.g. monthly/quarterly) and send the results to PT Gajah Tunggal Tbk., every 6 months, complete with graphs and calculations. If the Cp/Cpk < 1.33, the supplier is required to include a cause-and-effect analysis and a corrective action plan.
5. Target D/TLD supplier performance of at least Grade Good.

# 5. PROCESS/PRODUCT CHANGE MANAGEMENT

The Supplier is required to notify and obtain the approval of PT Gajah Tunggal Tbk., through the Procurement Dept. for any changes to the product/process, including changes in production flow or methods, inspection/testing, machinery, packaging, use or replacement of Sub-Suppliers (Tier-2), changes in processes in Sub-Suppliers, and changes in business ownership.

The change request must be submitted **at least 1 (one) month before the implementation** using Form SQA-F-11 along with supporting data, such as inspection/test results, change analysis, and calculation of product residue from the old process. Once approved, the supplier is required to inform the delivery schedule, provide clear identification of the first product because of the change, and include the results of the inspection/test (COA).

# 6. NON-CONFORMING MATERIAL HANDLING

## Warranty

The supplier is responsible for ensuring that the products sent are in accordance with the specifications, drawings, samples, and requirements of PT Gajah Tunggal Tbk., free from defects and contamination, and replace or repair products that are not in accordance with applicable regulations.

## Issuance of Improvement Requisition Form (IRF)

PT Gajah Tunggal Tbk., may issue IRF for material non-conformity, both related to quality/specifications, packaging conditions, identity, quantity, type, technical information, production process, extra shipping costs due to suppliers, or customer claims.

## Supplier Actions

Suppliers shall respond to IRF through Procurement Dept. within 10 working days, using the IRF format of PT Gajah Tunggal Tbk., or Form 8D, as well as ensuring that corrective actions are controlled and followed up to be effective.

## Supplier Summons

PT Gajah Tunggal Tbk., can call the supplier if there is a serious problem that interferes with production, the rejection rate exceeds the target, customer claims that cause losses, the supplier's performance is below the minimum grade, or the supplier does not respond to the IRF/audit findings within the deadline.

## Product Returns and Compensation (Claim)

PT Gajah Tunggal Tbk., have the right to reject and/or return the product and also seeking compensation (claim) to the supplier when quality problems or non-conformities to standards/specifications were found at the time of material receiving, quality problems were detected at the time of use of materials in the production process of PT. Gajah Tunggal Tbk. that resulting serious disruption in operation of the process and product output produced by PT Gajah Tunggal Tbk. and found presence complaint from PT Gajah Tunggal Tbk.'s customers, due to material incompatibility from the supplier.

# 7. SUPPLIER PERFORMANCE EVALUATION

## Evaluation Criteria

Performance evaluations of all approved suppliers are conducted **monthly basis**, with assessments accumulated **each quarter** to determine performance grades and encourage corrective action when needed.

Evaluation criteria include:

- **Product quality**
- **Delivery timeliness**
- **Customer claims**, including complaints, dealer returns, and *recalls*
- **Customer disruption**
- **Sustainability**, based on ownership/participation in platforms or initiatives such as EcoVadis, Together for Sustainability (TfS), GPSNR, SNARPI, and others.

| **Items** | **Criteria Grade** | | | |
|---|---|---|---|---|
| | ***Excellent*** | ***Good*** | ***Substandard*** | ***Poor*** |
| ***Quality (%)*** | 99.7 ≤ x < 100 | 99.7 ≤ x < 100 | 95 ≤ x < 99.6 | x < 95 |
| ***Delivery (%)*** | 98 ≤ x < 100 | 98 ≤ x < 100 | 90 ≤ x < 98 | x < 90 |
| ***Customer Claim (tire pcs)*** | 0 | 0 | 1 | 2 ≤ x |
| ***Customer Disruption (freq)*** | 0 | 0 | 1 | 2 ≤ x |
| ***Sustainability*** | TfS/GPSNR/SNARPI/Ecovadis with grade >73 (all materials except *Natural Rubber*); ≥ 58 (*Natural Rubber only*) | Ecovadis with grade <73 (all materials except *Natural Rubber*); < 58 (*Natural Rubber only*) | TfS/GPSNR/SNARPI/Ecovadis | |

## Grading *and* Action

Supplier grade is determined based on the accumulated evaluation results every quarter (3 months) with the following actions:

| Grade | Action |
|---|---|
| **Excellent** | Stay on the Supplier List and be monitored. |
| **Good** | Stay on the Supplier List and develop to achieve Grade Excellent. |
| **Substandard** | Remain on the Supplier List with a Warning Letter and must make improvements in the following quarter. If there is no improvement, the order can be suspended. |
| **Poor** | A Warning Letter is issued and may be recommended to be removed from the Supplier List. |

# 8. SUPPLIER DEVELOPMENT

Supplier development is carried out to improve the quality, performance, and ability of suppliers through audit and training activities.

## Supplier Audit

PT Gajah Tunggal Tbk., conducts periodic audits to evaluate and develop supplier capabilities, both for new and regular materials. Audits can be carried out through:

- **On-site audits** — in-person visits to production facilities, laboratories, and supplier quality systems.
- **Self-audit** — suppliers fill out questionnaires and submit supporting data.
- **Online/virtual audits** — verify procedures, check sheets, production processes, and related documents online/virtually.

Suppliers must be willing to be audited by PT Gajah Tunggal Tbk., both audits conducted directly to the supplier's facilities, online/virtual audits, or self-audits through questionnaires.

The frequency of audits is determined based on the supplier's score: **Score A (value >90%): every 3 years; Score B (value 80%-90%): every 2 years; Score C/D (value <80%): every year.** Especially for suppliers of D/TLD materials, audits are conducted **every year**. Special audits can be carried out outside the schedule if there are serious problems, customer requests, or management needs of PT Gajah Tunggal Tbk.

## Supplier Training

The training is carried out based on **the needs and capabilities** of suppliers that have been mapped by PT Gajah Tunggal Tbk., either face-to-face or online/virtually, by PT Gajah Tunggal Tbk.'s internal needs, or third parties.

# 9. CONFIDENTIALITY

## Information Confidentiality and Personal Data Protection

PT Gajah Tunggal Tbk. , and theupplier agrees to maintain the confidentiality of all information provided by any of them who provides information ("**Disclosing Party**") to the other ("**Receiving Party**") in connection with the implementation of these SQAM guidelines, including but not limited to information regarding business materials and/or interests PT Gajah Tunggal Tbk., or suppliers, business strategies, data, images, working methods, system control, organization, individual information of employees and companies of PT Gajah Tunggal Tbk., or suppliers, intellectual property rights, whether in electronic, visual, verbal or written form, and all memoranda, summaries of records, analyses, compilations, studies or documents and other information that should be considered confidential due to the nature of such information either expressly stated as confidential information or information not expressly stated as confidential information ("**Confidential Information**") and any data or personal information provided for in the applicable Personal Data and Personal Data Protection (PDP) Act and regulations as may be amended from time to time (the PDP Law), including all derivative regulations thereof and requirements as contained in any guidance issued by the personal data protection regulator in relation to any specific and general personal data, and will not disclose Confidential Information to any third party except:

1. Based on the written consent of the Disclosing Party;
2. Required by the court or applicable laws and regulations in which case PT Gajah Tunggal Tbk., or the supplier required to disclose will (a) limit the disclosure to the requested Confidential Information only, and (b) immediately notify the Disclosing Party in writing of such obligations;
3. Can be proven by the Receiving Party, has been developed by the Receiving Party freely without the use of Confidential Information;
4. For the purposes of auditors used by PT Gajah Tunggal Tbk., and/or suppliers.

## Exceptions

PT Gajah Tunggal Tbk., and the supplier are not required to keep the Confidential Information confidential if (a) the Confidential Information becomes public knowledge not due to the fault of PT Gajah Tunggal Tbk., or the supplier; or (b) it has been known or subsequently known by the Receiving Party of another party that does not require the Receiving Party to keep the information confidential.

## Restrictionson Use and Liability

1. PT Gajah Tunggal Tbk., and the supplier warrants that employees and/or representatives of the Receiving Party of the Confidential Information shall not use such Confidential Information except in connection with the performance of their respective obligations related to the performance of this Agreement. Each of PT Gajah Tunggal Tbk., and the supplier shall be fully responsible to the other partiesfor any misuse or unlawful disclosure of the Confidential Information by its employees or agents.
2. If one of the partiesand/or its employees and/or parties under its supervision violates the provisions of this Confidentiality, then the partythat violates the provisions shall be liable for all losses incurred due to such violations.

3. Leakage of these matters as stated in point (1) is not considered as a leak if it turns out and is proven that these matters were already owned by the Party who leaked before the cooperation between PT Gajah Tunggal Tbk., and the Supplier, and/or if such matters are requested/required to be published by the prevailing laws and regulations in Indonesia.
4. This responsibility and obligation to maintain confidentiality will continue to apply even if the cooperation between PT Gajah Tunggal Tbk., and the supplier has ended.

**Lampiran 1**
***Attachment 1***

**PT. GAJAH TUNGGAL Tbk.**

**QUESTIONNAIRE FORM**
**EVALUATION / SELECTION SUPPLIER**

Rev: 3 Date:

**A. FACTORY OVERVIEW**

Factory Name: _____
Supplier Name: _____
Product Name: _____
Address: _____
_____ Zip Code: _____
City: _____
Province / States: _____ Country: _____
Phone: _____ Fax: _____
Year established: _____ _____
Production Capacity:

| | Product Name | Capacity |
|---|---|---|
| 1 | _____ | _____ / month |
| 2 | _____ | _____ / month |
| 3 | _____ | _____ / month |

Production lead time: _____ days/weeks/months (from receiving PO until product ready to be delivered)
Production area: _____ square meter
Administration area: _____ square meter
Warehouse inhouse Capacity _____
Warehouse in Indonesia: Yes ☐ No ☐
Warehouse Location (if Yes) _____
Closest Airport: _____ Traveling time from Airport to Factory: _____ day / hours
Closest Port: _____ Traveling time from Port to Factory: _____ day / hours
Closest City: _____ Traveling time from City to Factory: _____ day / hours
Group / Holding Name: _____
_____
Sister Companies Names: _____
Annual Turnover in USD: Year (N-2): _____ USD *(please attached the last annual sales)*
Last Year (N-1): _____ USD
This Year (N) Estimate: _____ USD
Main Customers:

| No | Customer Name | Country |
|---|---|---|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |

Main Suppliers:

| No | Sub Suppliers Name | Material | Country | ISO | |
|---|---|---|---|---|---|
| 1 | _____ | _____ | _____ | Yes ☐ | No ☐ |
| 2 | _____ | _____ | _____ | Yes ☐ | No ☐ |
| 3 | _____ | _____ | _____ | Yes ☐ | No ☐ |
| 4 | _____ | _____ | _____ | Yes ☐ | No ☐ |
| 5 | _____ | _____ | _____ | Yes ☐ | No ☐ |

Type of ownership (pls 'x' as appropriate): State Owned: ☐ Joint Venture: ☐
Private: ☐

Sub-contractor Yes ☐ No ☐ If yes, which part that is sub-contracted? : _____
Testing facility: Yes ☐ No ☐

**B. MANAGEMENT SYSTEM**

| Accreditation | | Certification Body | Valid Until |
|---|---|---|---|
| IATF 16949 ** | ☐ | | |
| ISO 9001* | ☐ | | |
| ISO 14001 ** | ☐ | | |
| ISO 45001 ** | ☐ | | |
| ISO 50001 ** | ☐ | | |
| ISO/IEC 17025 ** | ☐ | | |
| SNI ** | ☐ | | |
| ECOVADIS/TfS** | ☐ | | |
| Others (please specify) ** | ☐ | | |
| | ☐ | | |

| Others QMS Requirement** | Yes | No |
|---|---|---|
| Risk Assessment Process | ☐ | ☐ |
| Manufacturing Capability (SPC) | ☐ | ☐ |
| Process Change Management | ☐ | ☐ |
| Contingency Plan | ☐ | ☐ |
| Others (please specify) | ☐ | ☐ |
| | ☐ | ☐ |

Note : **minimum requirement, if N/A please submit time plan for certification, if yes please attached the document*
***please attached the document if any*
****please select if you have any*

**C. KEY FACTORY PERSONNEL**

| Title | Name | Telephone | Email |
|---|---|---|---|
| General Manager | | | |
| Quality/Technical Manager | | | |
| Production Manager | | | |
| R&D Manager | | | |
| Health & Safety Manager | | | |
| Customer Service / Technical Support | | | |
| Others (please specify) | | | |

**D. MANPOWER**

| | Number of Employees |
|---|---|
| No. of Permanent Workers: | |
| No. of Temporary Workers: | |
| No. of Contractors: | |
| No. of Young Workers (below 18): | |
| No. of Workers with shift at night: | |
| No. of migrant workers: | |
| Total no. of Employees: | |
| Worker Turnover in the past two years (workers and management): | .....% |

**E. SUPPLIER COMMITMENT & CLAIM**

SUPPLIER COMMITMENT

a. Does Supplier commit to agree and sign PT Gajah Tunggal's specification?
**Yes** ☐ **No** ☐

b. Does Supplier able and commit to send product by following of Gajah Tunggal's quality specification ?
**Yes** ☐ **No** ☐

c. Does Supplier able to send product exactly as requested shipment delivery by PT Gajah Tunggal Tbk?
**Yes** ☐ **No** ☐

d. Does Supplier able to send product with total quantity as requested by PT Gajah Tunggal Tbk?
**Yes** ☐ **No** ☐

e. Does Supplier ready to do action and answer Corrective Action Request *( PROC-F-25 )* if any deviation arise from the third item above ?
**Yes** ☐ **No** ☐

f. Does supplier able to resolve the claim if the quality of the product is unsatisfactory or does not meet the required GT standards?
**Yes** ☐ **No** ☐

g. Does Supplier ready to attach the mark of the identification of hazards of material for emergency response (same as NFPA (USA) in every packaging ?
**Yes** ☐ **No** ☐

h. Does Supplier ready to send COA in every shipment ?
**Yes** ☐ **No** ☐

i. Does Supplier ready to attach production date and expired date in every packaging ?
**Yes** ☐ **No** ☐

j. Does Supplier willing to do assessment or Audit by PT. Gajah Tunggal Tbk. by on-site or self audit method?
**Yes** ☐ **No** ☐

k. Does Supplier willing to accept PT Gajah Tunggal Tbk. requirements written in Supplier Manual and by socialization letter?
**Yes** ☐ **No** ☐

**F. TRADER OVERVIEW**

Trader name : _____

Address : _____

_____ Zip Code : _____

City : _____

Province / States : _____ Country : _____

Contact person : _____

Contact number : Phone : _____

Office : _____

Fax : _____

Email : _____

**G. MATERIAL TESTING (**only for new material candidate*)**

Material Name: _____

Reason to Test: _____

PPAP Submitted: _____

GT (R&D Audit Memo): _____

GT (Audit Report No): _____

GT (R&D Approval Memo): _____

**Note :**

Material from Supplier above can only be used in PT Gajah Tunggal Tbk. after material already approved by R&D Dept.

Supplier

Sign & Company Stamp

( Supplier Representative )

Form No.Proc-F-24 No.Rev. 8

Head Office : Wisma Hayam Wuruk, Jl. Hayam Wuruk 8, Jakarta 10120 - Indonesia

Factory : Jl. Gatot Subroto KM. 7, Desa Pasir Jaya, Jati Uwung, Tangerang 15135 - Indonesia

**Lampiran 2**
***Attachment 2***

**PT. GAJAH TUNGGAL Tbk**

# PROCESS & PRODUCT APPROVAL REPORT

**Supplier**
*Company name*
*Factory Address*

*PO box*
*City, Country*

**Recipient**
*PT Gajah Tunggal Tbk*
*Jl. Hayam Wuruk No. 8*
*Jakarta Pusat*
*10120*
*Jakarta, Indonesia*

**Submittal level**: _____

☐ Sample
- ☐ New material : ..... (*fill with material name*)
- ☐ New plant : ..... (*fill with plant location*)
- ☐ Production process modification : .....
- ☐ Change specification and/ properties

| Enclosed / Inspected | | |
|---|---|---|
| ☐ 1 Business License or NIB & NPWP (*for Indonesia supplier)* | ☐ 8 Production Control Plan | ☐ 14 Supplier Manual (Supplier Acknowledgement) |
| ☐ 2 Certificates (IATF, ISO, etc) | ☐ 9 Process FMEA | ☐ 15 Sustainability Report / Rank |
| ☐ 3 Material Test (COA) | ☐ 10 Process Flowchart | ☐ 16 Photo of Packaging Standard (in Bag / Pallet / Tank, etc) |
| ☐ 4 Technical Data Specifications (TDS) | ☐ 11.a Statistical Process Control (SPC) *last 6 month* | ☐ 17 Sub-Supplier Data |
| ☐ 5 Safety Data Sheet (SDS) or Tree Structure / IMDS* | ☐ 11.b Measurement System Analysis (MSA) | ☐ 18 Others (*if any*) |
| ☐ 6 Specification / Drawing | ☐ 12 Limit Sample | |
| ☐ 7 Test Report of Hazardous Material | ☐ 13 List of Measurement / Test Equipment & Certificates Calibration | |

| | |
|---|---|
| PIC Name :<br>Department :<br>Telephone :<br>E-mail :<br>Date : E - Signature : | Comments : |

| PT Gajah Tunggal Tbk Decision | Approvals : | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 a | 11 b | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| Approved | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

| | |
|---|---|
| Comments | Date :<br><br>Signature : Procurement QA R&D |

## Contents of the PPA Report

| Enclosure | Date | Note |
|---|---|---|
| ☐ 1 Business License or | *(fill with date)* | *(fill with number)* |
| NIB (*for Indonesia supplier*) | *fill with date* | *fill with number* |
| NPWP (*for Indonesia supplier*) | *fill with date* | *fill with number* |
| Others (*if any*) | | |
| ☐ 2 Certificates (IATF, ISO, etc) | | |
| IATF 16949 | *(fill with issue date)* | *(fill with certificate number)* |
| ISO 9001 | *(fill with issue date)* | *(fill with certificate number)* |
| ISO 14001 | *(fill with issue date)* | *(fill with certificate number)* |
| ISO 45001 | *(fill with issue date)* | *(fill with certificate number)* |
| ISO 50001 | *(fill with issue date)* | *(fill with certificate number)* |
| Others (*if any*) | | |
| ☐ 3 Material Test (COA) | *(fill with prod date)* | *(fill with batch number)* |
| ☐ 4 Technical Data Specifications (TDS) | - | - |
| ☐ 5 Safety Data Sheet (SDS) or | *(fill with issue date)* | - |
| Tree Structure / IMDS | - | *(please sign and stamp on file or may submit your IMDS to PT Gajah Tunggal's IMDS (122474))* |
| ☐ 6 Spesification / Drawing | - | *(please sign and stamp on specification)* |
| ☐ 7 Test Report of Hazardous Material (*select 1 report of RoHS or REACH SVHC*) | | |
| RoHS | *(fill with report date)* | *(fill with report number)* |
| REACH SVHC | *(fill with report date)* | *(fill with report number)* |
| BAP & PAH (*only for Processing Oil supplier*) | *(fill with report date)* | *(fill with report number)* |
| Others (*if any*) | | |
| ☐ 8 Production Control Plan | *(fill with issue date)* | *(fill with name and document number)* |
| ☐ 9 Process FMEA | *(fill with issue date)* | *(fill with name and document number)* |
| ☐ 10 Process Flowchart | *(fill with issue date)* | *(fill with name and document number)* |
| ☐ 11.a Statistical Process Control (SPC) last 6 month | - | *(please send the graph)* |
| ☐ 11.b Measurement System Analysis (MSA) | - | *(please send the example for MSA)* |
| ☐ 12 Limit Sample | - | *(please send the product photo)* |
| ☐ 13 Measurement / Test Equipment List | *(fill with issue date)* | *(please send the list)* |
| Measurement / Test Equipment Certificates Calibration | *(fill with issue date)* | *(please send example of certificate calibration)* |
| ☐ 14 Supplier Manual (Supplier Acknowledgement) | - | *(please sign and stamp on supplier acknowledgement on attachment 1)* |
| ☐ 15 Sustainability Report / Rank | | *(please send the report / rank)* |
| ☐ 16 Photo of Packaging Standard (in bag / pallet / tank, etc) | - | *(please send the photo)* |
| ☐ 17 Sub-Supplier Data | | *(please fill the attachment 2)* |
| ☐ 18 Others | | |
| **Supplier's comments :** | | |
| PIC Name :<br>Department :<br>Telephone :<br>E-mail :<br>Date : E - Signature : | | |

## Product-related test results

☐ Material test (COA)
Material Name :
Production date :
Batch Number :

| Ref. No. | Requirements Specifications | Actual values (supplier) | Specification fulfilled Yes | Specification fulfilled No | Comments |
|---|---|---|---|---|---|
| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |
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| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |
| | | | ☐ | ☐ | |

| **Supplier confirmation :** | **PT Gajah Tunggal Tbk decision :** | |
|---|---|---|
| Comments : | Approved | ☐ |
| | Rejected; re-sampling required | ☐ |
| | Comments: | |
| PIC Name :<br>Department :<br>Telephone :<br>E-mail :<br><br>Date : E - Signature : | Date :<br><br>Signature: Procurement QA R&D | |

***PPA Attachment 1***

PT GAJAH TUNGGAL Tbk
Wisma Hayam Wuruk, 10th Floor
Jl. Hayam Wuruk No. 8, Jakarta 10120, Indonesia
Phone : +62 21 50985916-20
Fax. : +62 21 50985908

## Acknowledgement

The SUPPLIER hereby confirms and warrants that it, and its group companies, subsidiaries and/or affiliates (if any), acknowledge, accept, and agree to comply with the PT Gajah Tunggal Tbk Supplier Manual and the commitments contained therein.
This acknowledgement is made in favour of, and shall apply to, all relevant entities within the PT Gajah Tunggal Tbk.

The SUPPLIER further agrees to comply with the Supplier Manual as amended, revised, or updated from time to time and shall be responsible for keeping itself informed of such changes. Any amendment, revision, or update to the Supplier Manual issued by PT Gajah Tunggal Tbk shall become effective upon notification to the SUPPLIER or publication and shall apply to the SUPPLIER without the need for any further acknowledgement, re-signing, or execution of this acknowledgement form.

_____
Company Name:

_____
Location:

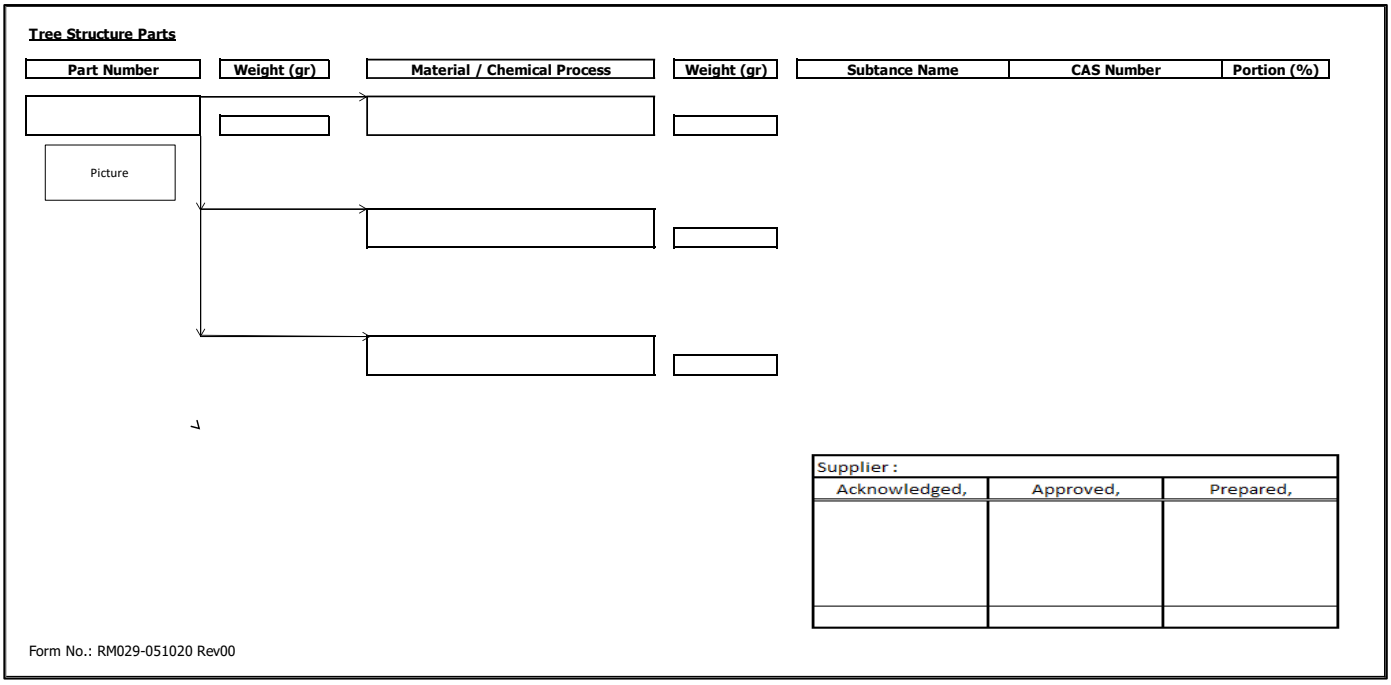
_____
Date:

_____
Signature:

_____
Name:

_____
Designation:

## *PPA Attachment 2*




## *PPA Attachment 3*

**Sub-Supplier Data**

| No | Material | Sub-Supplier Name | Country | ISO (Yes / No) |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

**Lampiran 3**
***Attachment 3***

PT GAJAH TUNGGAL Tbk

**FORM PERSETUJUAN PERUBAHAN PROSES & PRODUK**
**FORM OF PRODUCT & PROCESS CHANGE APPROVAL**

| Tanggal *Date* | Diajukan Oleh *Prepared By* | Disetujui Oleh *Approved By* |
|---|---|---|
| | | |
| Nama Supplier *Supplier Name* | | |
| | | |

| | | |
|---|---|---|
| Nama Product *Product Name* | | |
| Kategori Perubahan *Category of Change* | ☐ Manusia *Man* ☐ Mesin *Machine* ☐ Entitas Bisnis *Business Entity* ☐ Lainnya *Others*<br>☐ Metode *Method* ☐ Material *Material* ☐ Pengemasan *Packaging* | |
| Perubahan Supplier *Supplier Change* | LAMA *OLD* | BARU *NEW* |
| Nama Supplier *Supplier Name* | | |
| Alamat *Address* | | |
| Deskripsi Perubahan *Description of Change* | | |
| Alasan Perubahan *Reason of Change* | | |
| Data Tambahan *Additional Data* | | |
| Tanggal Rencana Pelaksanaan Perubahan Proses *Tentative Date of Process Change Realization* | | |

| Diisi oleh PT Gajah Tunggal Tbk *Filled By PT Gajah Tunggal Tbk* | | | | | |
|---|---|---|---|---|---|
| | Keputusan *Judgement* | ☐ Approved ☐ Not Approved | | | |
| | Komentar *Comment* | Disetujui Oleh *Approved By* | | | |
| | | Head Of Div. Mfg | Head of R&D Dept. | Head of QA Dept. | Head of Procurement Dept. |
| | | | | | |

Form No. SQA-F-11 Rev. No. : 0
Head Office : Wisma Hayam Wuruk, Jl. Hayam Wuruk 8, Jakarta 10120 – Indonesia
Factory : Jl. Gatot Subroto KM. 7, Desa Pasir Jaya, Jati Uwung, Tangerang 15135 - Indonesia

**Lampiran 4**
***Attachment 4***

**PT. GAJAH TUNGGAL Tbk**

**Diisi Oleh PT. Gajah Tunggal Tbk.**

| **Supplier :** | **Date** | **PT. GT Tbk. Management** | | |
|---|---|---|---|---|
| *[ Name & Address of Supplier/Trader ] :* | | **Ref.No:** | | |
| | | *( PH/APH )* | *( DH/Sub DH )* | *( Pembuat LPP )* |
| | | Approved by | Checked by | Prepared by |

## LEMBARAN PERMINTAAN PERBAIKAN (LPP)
## *IMPROVEMENT REQUSITION FORM*

**Kategori Penyimpangan :** ☐ Mutu / *Quality* ☐ Pengiriman / *Delivery* ☐ Biaya / *Cost* ☐ Lain -Lain / *Others*
***Deviation Category :***

**D2. Deskripsi Masalah / *Problem Description***

Berikan alasan-alasan yang terjadi terhadap penyimpangan yang menyebabkan Item tersebut menjadi bermasalah terhadap proses.
*Give some reasons of deviation that are affecting the process.*

| | | | |
|---|---|---|---|
| ☐ Nama Barang *Product Name* | : | ☐ Ditemukan oleh *Found by* | : |
| ☐ No. Lot / Ukuran *Size/Lot Number* | : | ☐ Tanggal *Date* | : |
| ☐ Jumlah *Quantity* | : | ☐ Lokasi *Location* | : |
| ☐ No. PO *PO Number* | : | ☐ Tanggal Masuk *Reception Date* | : |

**Detail dari penyimpangan Item :**
***Detail of Non Conformity***
*[ ilustrasi/photo/gambar ]*

**Disposisi Material/Spare Part/Barang/jasa**
***Material/ Spare Part/Goods/Service Disposition***
☐ Dikembalikan ke Supplier / *To be returned* ☐ Scrap / *Scrap* ☐ Lain - lain / *Others*

***Disposisi Oleh Departemen QA (untuk raw material) atau Departemen SP (untuk spare part/barang/jasa)**
***Disposition by QA Department (for raw material) or SP Departement (for spare part/Goods/Service)***

| | **Alasan / *Reason :*** | **Tanda tangan / *Signature*** | |
|---|---|---|---|
| ☐ LPP dikirim ke Supplier / *LPP sent to Supplier* | | | |
| ☐ LPP ditolak / *IRF rejected* | | | |

**Perhatian / *Caution :***
*Material atau barang reject harus diambil supplier dalam 60 hari. Jika tidak diambil setelah mendapat pengingat 14 hari kemudian, material akan discrap dan biayanya dibebankan ke supplier.*

**Diisi oleh Supplier/** ***Filled in by Supplier***

| **Factory :** | **Date** | **Supplier Management** **Ref.No:** | | |
|---|---|---|---|---|
| *[ Nama & Alamat Producer/Maker ] :* | | | | |
| | | Approved by | Checked by | Prepared by |

## LAPORAN KEJADIAN TINDAKAN KOREKTIF DAN PENCEGAHAN
***CORRECTIVE AND PREVENTIVE ACTION REPORT***

**D1. Daftar Anggota Tim yang Menangani Problem Ini /** ***List of Team Member :***

| **Nama** *Name* | **Dept. / Bagian** *Section / Dept.* | **Nama** *Name* | **Dept. / Bagian** *Section / Dept.* |
|---|---|---|---|
| 1) | | 5) | |
| 2) | | 6) | |
| 3) | | 7) | |
| 4) | | 8) | |

**D3. Tindakan Penahanan Sementara /** ***Interim Containment Action***

| **Stok** *Stock* | **Jumlah yang berpotensi ditolak** *Potential Quantity* | **Jumlah yang ditolak** *Rejected Quantity* | **Penanggung jawab** *PIC* | **Tanggal** *Date* | **Tindakan** *Action* |
|---|---|---|---|---|---|
| di PT Gajah Tunggal Tbk. *At PT Gajah Tunggal Tbk.* | | | | | |
| di Proses Pengiriman *In-Transit / Shipment* | | | | | |
| di Tempat Supplier *In-Supplier* | | | | | |

**D4. Analisis Akar Penyebab Permasalahan /** ***Root Cause Analysis***

| **Analisis akar masalah yang terdeteksi** *Root cause detection analysis* | **Analisis akar masalah yang tidak terdeteksi** *Root cause non-detection analysis* |
|---|---|
| *(Berisi penjelasan mengenai penyebab penyimpangan produk)* | *(Berisi penjelasan mengapa produk bisa lolos terkirim ke konsumen)* |

**D5. Tindakan Deteksi, Korektif, dan Pencegahan masalah /** ***Detection, Corrective, and Preventive Action of Problem :***

| **Tindakan Deteksi Masalah /** ***Detection Action of Problem*** | *Personal in Charge* | **Jadwal/***Schedul* | **Verifikasi GT /** ***GT Verification*** |
|---|---|---|---|
| | | | |

| **Tindakan Korektif dan Pencegahan Masalah /** ***Corrective and Preventive Action of Problem*** | *Personal in Charge* | **Jadwal/***Schedul* | **Verifikasi GT /** ***GT Verification*** |
|---|---|---|---|
| | | | |

**D6. Proses Validasi** ***Validation***

Pemantauan hasil tindakan korektif dan pencegahan oleh PT GT :
*Monitoring of corrective & preventive action result by PT GT :*
***(diisi oleh PT. GT) / (Filled by PT GT)***

**Periode :** ***Period***

**D7. Pencegahan Secara Sistematis** ***Systematic Prevent Recurrence***

Perbaharui semua dokumen terkait untuk mencegah terjadinya problem pada produk dan proses yang serupa.
*Updating related documents to prevent problem on similar product and process.*

| **Dokumen yang berubah** *Document Changes* | **Ya** *Yes* | **Tidak** *No* |
|---|---|---|
| 1. PFMEA | | |
| 2. Control Plan | | |
| 3. SOP / Instruksi Kerja *SOP / Work Instruction* | | |
| 4. Lainnya (mohon sebutkan) *Etc. (please mention)* | | |

**D8. Penutup** ***Closing***

| **Tanggal** *Date* | **Tanda tangan** *Signature* | **Kesimpulan Akhir** ***Final Conclusion*** *(diisi oleh PT. GT)* ***(Filled by PT. GT)*** | |
|---|---|---|---|
| | | **Diterima *)** ***Approved **** | |
| | | **Perlu Perbaikan Lebih Lanjut *)** ***Need Further Improvement **** | |
| | | **Beri tanda (√) pada salah satu pilihan* ****Please mark (√) in the option*** | |

**Perhatian /** ***Caution :***
*Laporan permintaan perbaikan tindakan koreksi dan pencegahan agar dikembalikan ke PT Gajah Tunggal Tbk. paling lambat 10 hari kerja setelah menerima form ini.*
*Improvement Requisition Form must be returned to PT Gajah Tunggal Tbk at least 10 working days after receiving this form.*

## Lampiran 5
## *Attachment 5*

PT GAJAH TUNGGAL Tbk

### TRADER INFORMATION

Date : _____

**A. COMPANY OVERVIEW**

Company Name (Trader) : _____

Year Established : _____

Business Licenses / Permits Number : _____

ISO or Other Certifications held : _____
*(i.e. ISO 9001, ISO 14001, etc.)* ***Please Submit***

Address : _____

City : _____
Province : _____
Zip Code : _____
Country : _____

Contact Person : _____

Contact Number : Tel No. : _____
Fax No. : _____
Mobile Phone : _____

Current product that supply to GT :

| | Product Name | Producer/Maker Name | *Product Transit at Warehouse | | *Direct Supply to PT. GT | | Total Supply (Avg) |
|---|---|---|---|---|---|---|---|
| 1 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 2 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 3 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 4 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 5 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 6 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 7 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 8 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 9 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |
| 10 | | | ☐ YES | ☐ NO | ☐ YES | ☐ NO | kg/pcs/ltr/mtr = per month/year |

Import Quota (*If any) : _____ ton/ltr/mtr/pcs/set = per/month/year.

For Product : _____

***If there any product that stored in your warehouse, Please continue to fill the next question --> Point B***

**B. WAREHOUSE OVERVIEW**

Type of Warehouse : _____
*(i.e. Owned, Rent, etc.)*

Number of Employee : _____

Number of Storage Building : _____

Total Storage Area ($m^2$) : _____

Storage Capacity : _____ ton/ltr/mtr/pcs/set = per/month/year.

Type of Location : _____
*(i.e. Industrial Park, Commercial district, etc.)*

Address : _____

City : _____
Province : _____
Zip Code : _____
Country : _____

Sincerely,

Sign & Company Stamp

( Trader Representative )