

The follow pages contain Supplier Requirements:

- ❖ Key Diemolding Contacts
- ❖ Supplier Initial Sample Warrant and Production Requirements
- ❖ Delivery Requirements
- ❖ Supplier Evaluation
- ❖ Supplier Rating Program
- ❖ Corrective Action Procedure
- ❖ Engineering Change Notice Procedure and Form

Key Diemolding Contacts

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All extensions have Voicemail

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Accounting Fax: 315.697.8083

Warehouse Fax: 315.875.5051

General Manager \ Sales & Marketing Manager

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Controller

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Manufacturing Manager

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Engineering Manager

Greg Guignard, Extension # 702

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Quality Manager

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Maintenance Supervisor

Joal Vanderworken, Extension # 727

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Quality Engineer

Bob Reinertsen, Extension # 707

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Shipping Supervisor

Penny Pickard, Extension # 199

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Production Supervisors

Joe Mortise 1st shift Extension # 712

Kathleen Shanahan 2nd shift Extension # 721

Kirk Bell 3rd shift Extension 751

STANDARD OPERATING PROCEDURE QA-OP-04

Subject: Supplier ISW and Production Requirements
Prepared By:
Approved By:

DEFINITIONS: PFMEA - Process Failure Mode Effects Analysis

Supplier Initial Sample Warrant Requirements

1. Material Certification, preferably with proof of statistical control.
2. Process Potential Studies for each significant characteristic shall indicate a process potential index of not less than 1.67 Ppk.
3. For PPAP Samples: the specific production quantity must total a minimum of 300 parts unless otherwise specified by the customer representative. Submit to Level 3 requirements.
4. 100% layout to blueprint, or in the case of raw materials, an analysis specified by Diemolding's Engineering Department.
5. A control plan, flow chart, and PFMEA are required with the sample submission. The control plan, flow chart, and PFMEA should all match the same order of operation. Significant characteristics are determined by the supplier / customer and called out on the part drawing.
6. ES testing results where applicable.

Quality Requirements for Production

1. Material Certification must precede each shipment.
2. X & R process control charts for each significant characteristic to indicate a capability index not less than 1.33 CpK must accompany each shipment, where applicable.
3. Capability summary reports; upon request.
4. Annual recertification of tooling as defined by customers PPAP requirements.
5. Visits to Diemolding upon request to participate in APQP and corrective action issues.
6. Annual laboratory testing for raw material by suppliers.

NOTE: All annual recertification PSW's must be submitted on the most current forms as found in latest issue of the PPAP Manual. Submit all Recertifications to Level 4. Samples not required unless otherwise specified.

STANDARD OPERATING PROCEDURE QA-OP-04

Subject: Supplier ISW and Production Requirements

Prepared By:

Approved By:

REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	03/15/2004	MG	Released for TS16949
A	02/01/2005	MG	Reviewed – no changes
B	02/08/2006	CO/MG	Updated
C	03/07/2007	MG	Reviewed – no change
D	02/29/2008	MG	NO changes
E	02/02/2009	MG	Okay per Cindy
	04/09/2010	MG	Review only-no rev. change
	02/24/2011	MG	Reviewed only-no revision change
F	03/16/2012	CO	Removed M. Giufre from header and replaced with C. Ondriezek. In #3 removed For Production Parts and added PPAP Samples, added Submit to Level 3 requirements in #3 and in #5 removed or maybe and added and called out under Significant characteristics etc. Under Quality Requirements for Production in #4 removed including 100% layout and added follow PPAP requirements, and under Note: removed warrant and added PSW's, added the in front of most and PPAP and added sentence Submit all Recertifications etc.
G	08/02/2016	SS	Reworded #4 to say Annual instead of Yearly and removed follow PPAP requirements and added as defined by customers PPAP requirements. Added by between material and suppliers in #6.

DIEMOLDING DELIVERY REQUIREMENTS

The following delivery requirements must be adhered to unless otherwise waived in writing by the Diemolding Manufacturing Manager.

- Diemolding requires 100% on-time delivery performance.
- Vendors are expected to conform to all statutory and regulatory requirements.
- Vendors allow Diemolding and their customers to verify their products at the Vendor's premises.
- Material certifications must precede or accompany shipment.
- Material must be certified to customer specification as per purchase order.
- Steel parts must be free of rust and corrosion.
- Labels on containers must be legible, and contain part number, blend or lot number, quantity, revision level if applicable, etc.
- Raw material shipments cannot exceed 10% of the order quantity.
- Insert shipments cannot exceed 5% of the order quantity.
- Shipments cannot arrive more than one day prior to purchase order due date unless otherwise authorized.
- Shipments must be made utilizing 42" x 42" four-way wooden HEAT TREATED pallets.
- Shipments must be load locked and secured with either banding or stretch wrapping.
- Shipments are to be made with the carrier specified on the purchase order. If none is specified, then the carrier is the choice of the supplier.
- SDS (safety data sheets) should be included with the initial shipment and again should a change occur.
- Debit or credit memos must be sent to the Purchasing Department in order to be processed promptly.

Subject: Supplier Evaluation

Prepared by:

Authorized by:

- 1.0 PURPOSE: To describe the process for evaluating and maintaining “Significant Characteristic Material Suppliers”.
- 2.0 SCOPE: Applies to all “Significant Characteristic Material Supplier” providing goods and/or services to Diemolding.
- 3.0 REFERENCES: Supplier Manual on DM web. site.
Supplier Rating Program: MM-OP-03
Supplier Survey, Form 139
Approved Supplier List; Form 250
- 3.1 DEFINITIONS: SCMS: Significant Characteristics Material Supplier:
A) Suppliers that provide raw materials, products and/or services to Diemolding that have critical safety or significant characteristics effecting form, fit, function and reliability of that material into our manufacturing process and resultant finished product.
B) Suppliers mandated by our customers.
- Supplier Evaluation:
A) Compliance to Supplier Manual
B) Meets supplier rating criteria per MM-OP-03.
- B.O.: Blanket Order
P.O.: Purchase Order
- 4.0 RESPONSIBLE: Manufacturing Manager
Quality Engineers
Quality Manager
Buyer
- 5.0 PROCEDURE: See following flow chart.

NOTE: Regarding Distributors: From time to time, DMC Aftermarket must purchase product form distributors for resale to aftermarket customers. On these occasions, it is the responsibility of the DMC Manager, through the Distributor, to obtain a copy of the most recent ISO or TS Certification from the manufacturing facility that supplies the distributor with product.

If the manufacturing facility is not third-party certified to the latest ISO or TS Standard, a decision will be made by Diemolding management on whether to purchase product through said Distributor.

Subject: Supplier Evaluation**Prepared by:****Authorized by:**

The quality of the product received from a distributor must meet our current quality criteria. If product is questionable upon receipt, a decision will be made by the Material Review Board on whether to accept the product based on form, fit and function. If rejected, product will be rejected and returned to the distributor through our Materials Management Department.

- **Supplier Development:**

Diemolding requires all Significant Characteristic Material Suppliers (SCMS) to be certified to ISO9001, latest version, by an accredited third-party certification body. Conformance to ISO9001 is the first step in a longer term goal for suppliers to implement and comply with ISO\TS-16949. Depending on the importance and nature of the supplied product, SCMS's are required to comply with ISO\TS-16949 within a mutually agreed timeframe; unless extenuating circumstances prevent this from happening and an agreement is reached between the supplier and Diemolding.

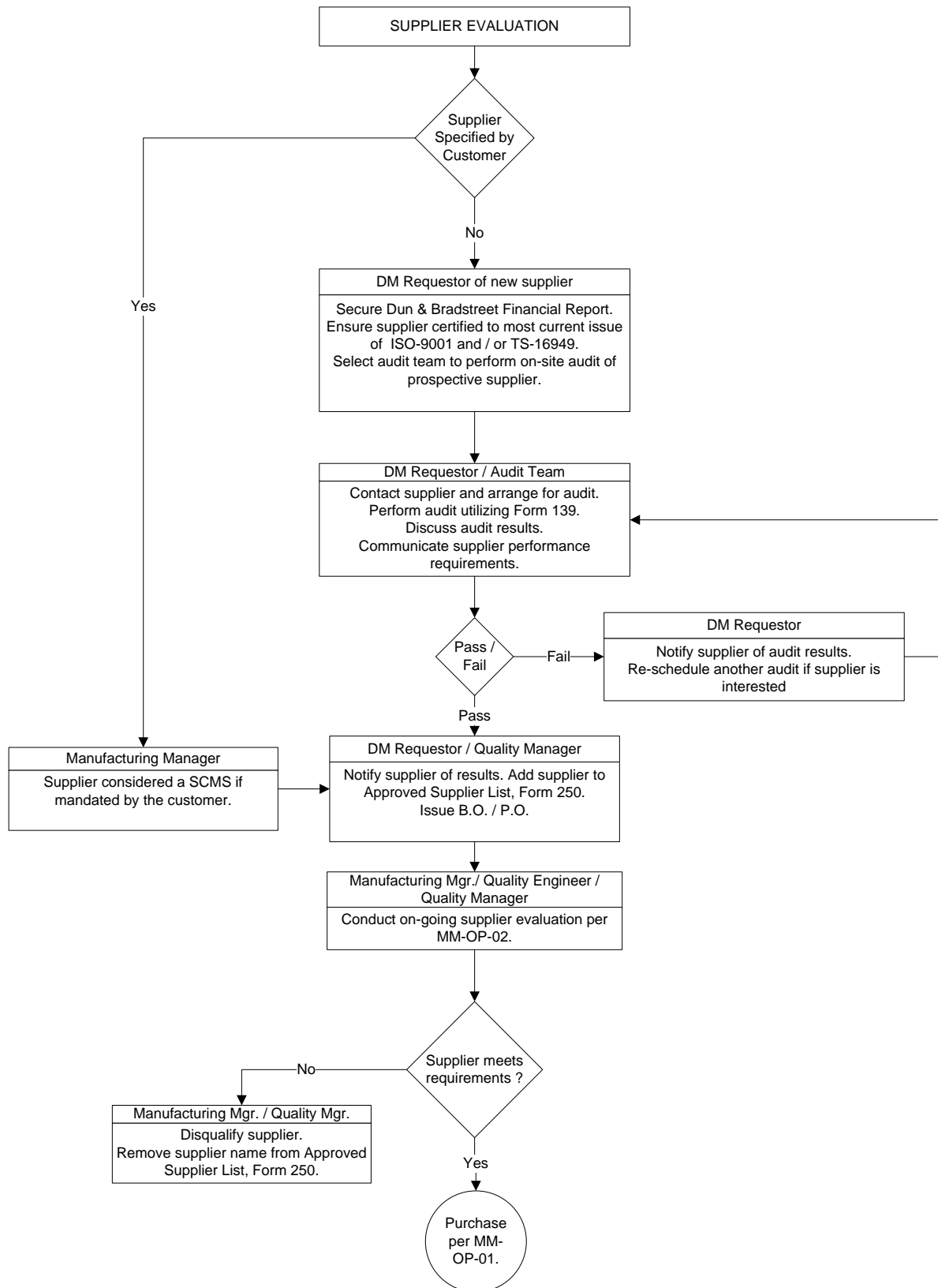
- **Existing Suppliers:**

Existing suppliers who have been supplying Diemolding for at least six months prior to the initial implementation of this procedure, and who are deemed a SCMS, and whose performance has been satisfactory, are grand-fathered onto the Approved Supplier List, Form 250.

Subject: Supplier Evaluation

Prepared by:

Authorized by:



Subject: Supplier Evaluation**Prepared by:****Authorized by:**

REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	04/19/2004	MG	New release.
A	10/15/2004	MG	Reviewed.
B	01/24/2006	MG	Reviewed.
C	01/05/2007	MG	Revised titles
D	01/07/2008	MG	Corrected Approved Supplier List form number
E	01/07/2009	MG	Minor wording changes
F	12/07/2010	MG	Minor wording changes
G	02/13/2012	CO	Removed M. Giufre from Prepared by and added C. Ondrizek.
H	07/26/2016	SS	Added Quality Manager to box with Manufacture Mgr./Quality Engineer.

Subject: Supplier Rating Program

Prepared By:

Authorized By:

- 1.0 PURPOSE: To describe the procedure for rating Diemolding's "Significant Characteristic Material Suppliers"
- 2.0 SCOPE: Applies to " Significant Characteristic Material Suppliers " .
- 3.0 REFERENCES: MM-OP-02: Supplier Evaluation
QS-OP-05: Corrective Action
- 3.1 DEFINITIONS: Significant Characteristic Material Supplier:
A) Suppliers that provide raw materials, products and/or services to Diemolding that have critical safety or significant characteristics effecting form, fit, function and reliability of that material into our manufacturing process and resultant finished product.
B) Suppliers mandated by our customers.
- 4.0 RESPONSIBLE: Manufacturing Manager
Quality Engineers
Quality Manager
- 5.0 PROCEDURE:

On a monthly basis, the Quality Manager, enters the necessary data, as stated below, into the Supplier Rating excel spreadsheet, based on any quality, delivery, etc., issues, that may have come up during the month. If an unacceptable rating is generated, the Quality Manager forwards a copy of the rating to the supplier for corrective action as stated below.

The following explains the rating system and action required if a supplier fails to meet specific criteria.

A. Supplier Quality Rating:

1. Each supplier is rated monthly in the areas of Quality, Purchasing and Delivery Performance.
2. The supplier begins each month with 100% in each category and points are added/deducted in each area by the applicable representative from each area. The ratings from the three areas are then averaged together.

Subject: Supplier Rating Program

Prepared By:

Authorized By:

3. The overall ratings are reviewed monthly by a team made up of representatives from each area of the rating.
4. Suppliers with ratings at or below 80% overall are required to contact Diemolding Purchasing and schedule a Continuous Improvement Meeting to discuss issues and improvement actions. The supplier will be notified in this instance by Purchasing via email or fax. This is waived if they are already issued OFI's within the month.
5. Suppliers with ratings at or below 80% in any one area are required to contact the appropriate representative for the area and communicate in writing the corrective actions implemented/planned to improve their performance. This is waived if they are already issued OFI's within the month.
6. Suppliers with recurring ratings at or below 80% within three (3) months will be required to attend a Commitment Meeting at Diemolding. During this meeting, the supplier representative will be expected to present their plan for improving their performance to the Diemolding Supplier Quality team members.
7. Suppliers with ratings of 81% to 90% will be notified in writing or via email, and required to define a plan for improvement.
8. Suppliers with ratings ranging from 91% to 100% will not be notified of their ratings unless requested.

B. Criteria for Quality Rating:

1. Ten (10) points will be deducted for each documented quality issue that is detected at Diemolding and does not reach the customer.
2. Twenty (20) points will be deducted for each documented quality issue that is detected at a customer location and causes a customer disruption, including field returns.
3. Twenty (20) points will be deducted for each documented quality and/or delivery issue that puts Diemolding into a "Special Status" category by a customer.
4. Five (5) points will be deducted for each "OFI" – Opportunity for Improvement, generated due to a shipment without PPAP approval or shipment without proper/incorrect paperwork and/or labeling.
5. Five (5) points will be deducted for each OFI that is overdue within the month.

Subject: Supplier Rating Program

Prepared By:

Authorized By:

6. A Response Factor ranging from ± 5 points may be given as a result of the Supplier's Responsiveness to quality concerns and corrective actions.

C. Criteria for Purchasing Rating:

1. Five (5) points will be deducted for each occurrence of Prototype, RFQ, Production PPAP and APQP deliveries that are past due.
2. A range of ± 5 points may be given as a result of positive or negative cost control actions taken by the supplier.
3. A Response Factor ranging from ± 5 points may be given as a result of the supplier's responsiveness to requests made by the Materials Management Department.

D. Criteria for Delivery Ratings:

1. Five (5) points will be deducted for each occurrence of early, late or discrepant deliveries. Early deliveries are those received more than on day prior to Purchase order date; late deliveries are those received after the Purchase Order Due Date, unless otherwise agree to by the Diemolding Manufacturing Manager.
2. Twenty (20) points will be deducted for each occurrence of a late delivery that causes Diemolding to miss a promised delivery date to our customer. An additional ten (10) points will be deducted should there resultant incident cause Diemolding the need to ship our customer via premium freight.
3. A Response Factor ranging from ± 5 points may be given as a result of the supplier's responsiveness to schedule changes and other changes made by Diemolding Manufacturing Manager.

STANDARD OPERATING PROCEDURE

MM-OP-03

Subject: Supplier Rating Program

Prepared By:

Authorized By:

REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	04/19/2004	MG	New release for TS-16949
A	02/08/2005	MG	Annual review-no change
B	01/20/2006	MG	Reviewed – no change
C	01/05/2007	MG	Removed Materials Manager and replaced it with Manufacturing Manager in Responsible and under D in 1 and 2. Removed Assurance Coordinator from Quality and replaced with Quality Manager in Responsible and in first two paragraphs under Procedure.
D	01/07/2008	MG	Reviewed, minor wording changes
E	01/07/2009	MG	Reviewed
	01/08/2010	MG	Review only-no rev.level change
F	12/07/2010	MG	Reviewed;minor wording change.
G	02/13/2012	CO	Reviewed – Removed M. Giufre from Prepared By and added C. Ondriezek.
H	07/18/2016	SS	Under number 4 and 5 added This is waived if they are already issued OFi's within the month.

Subject: Corrective Action\OFI Procedure

Prepared By:

Approved By:

1.0 PURPOSE: To establish a procedure that defines the action taken to eliminate the cause of non conformities in order to prevent recurrence.

2.0 SCOPE: Applies to customer concerns/rejections; supplier concerns/rejections; internal non-conformances; and ISO14001 non-conformities.

3.0 REFERENCES: QS-OP-03: Internal Audit
QS-OP-07: Customer Satisfaction
MM-OP-03: Supplier Rating Program
Opportunity For Improvement, Form 17

3.1 DEFINITIONS: QMS: Quality Management System
OFI : Opportunity for Improvement
QE : Quality Engineer

Internal Audit: An audit performed within the facility including such audits as QMS Audits, product audits, process audits, layered audits, ISO14001 audits, etc.

External Audit: An audit performed at an outside facility; or an outside party relative to an ISO14001 concern/complaint.

OFI Team: Those individuals selected by the Quality Engineer / Quality Manager to participate in the OFI process.

Originator: The person initiating a non-conformance as the result of an audit; or the identification of a system/process deficiency.

4.0 RESPONSIBLE: Quality Engineer
OFI Team
Internal Auditor
Quality Manager
Environmental Manager
Manufacturing Manager

5.0 PROCEDURE: See following flowcharts:

Chart # 1: Customer Concern/Rejection

Chart # 2: Internal Audits

Chart # 3: Supplier Concerns/Rejections

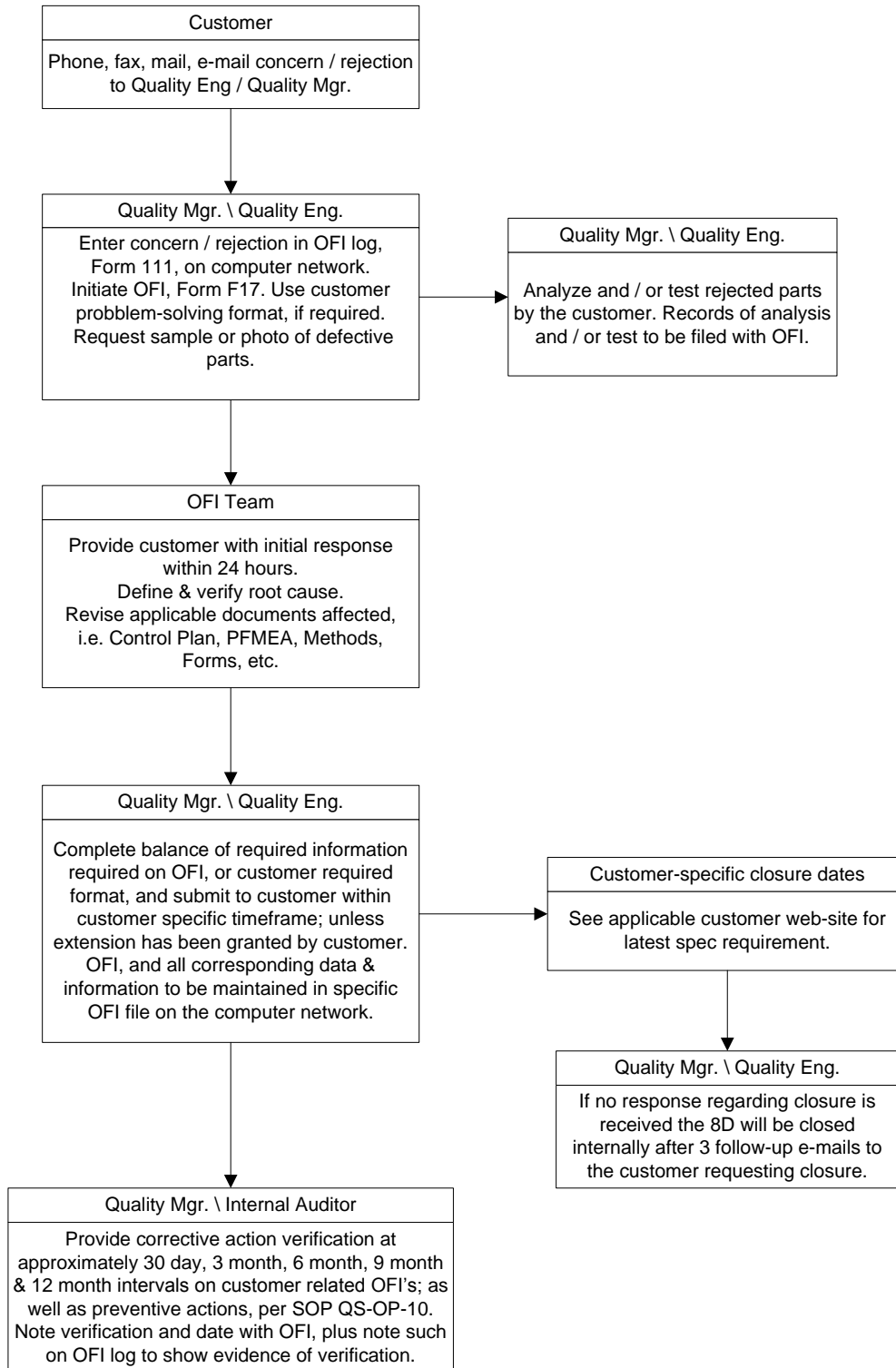
Chart #4: Internal OFI's by Department \ Area of Responsibility

Subject: Corrective Action\OFI Procedure

Prepared By:

Approved By:

CHART 1: CUSTOMER CONCERN / REJECTION

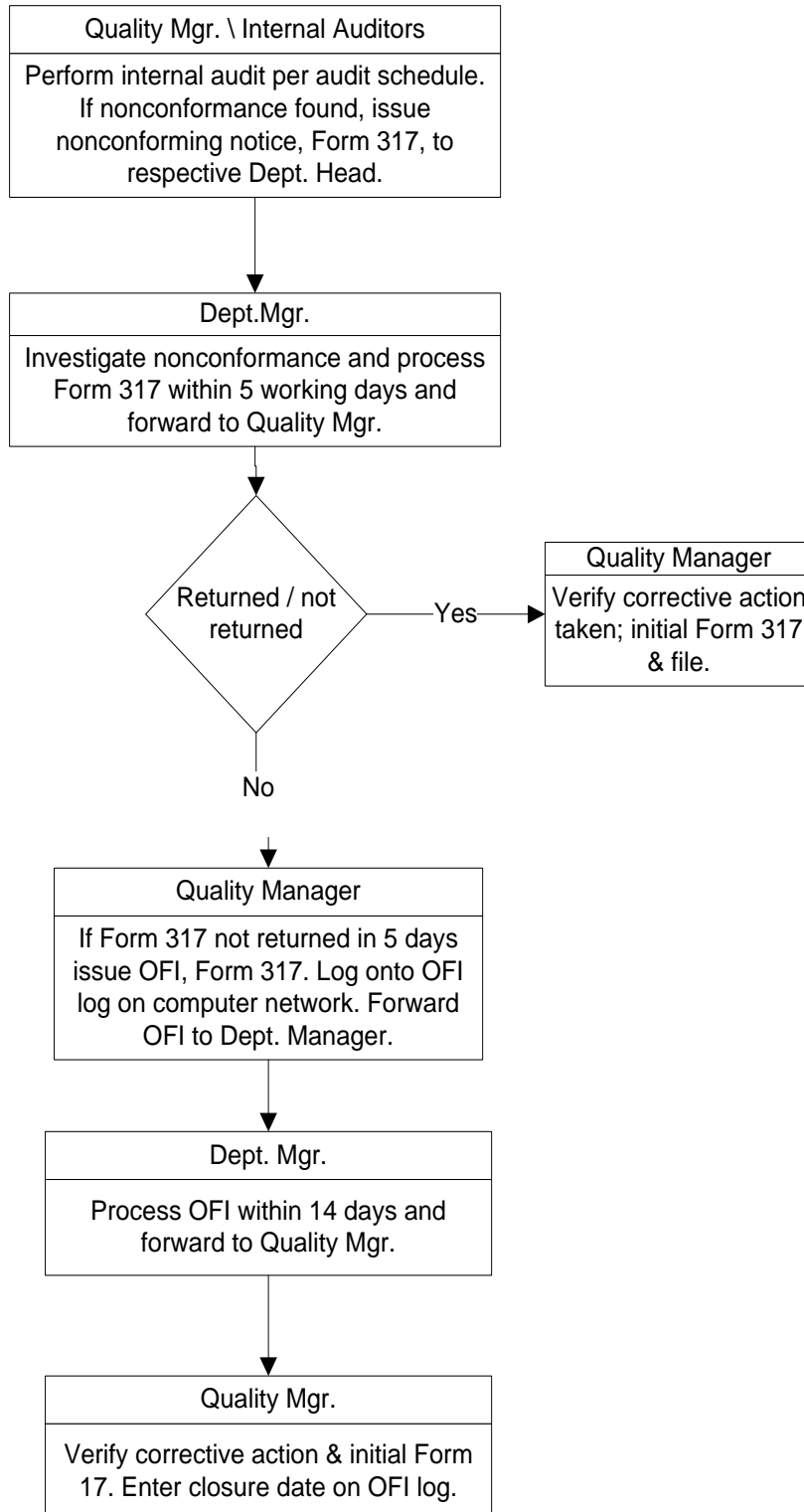


Subject: Corrective Action\OFI Procedure

Prepared By:

Approved By:

CHART 2: INTERNAL AUDITS

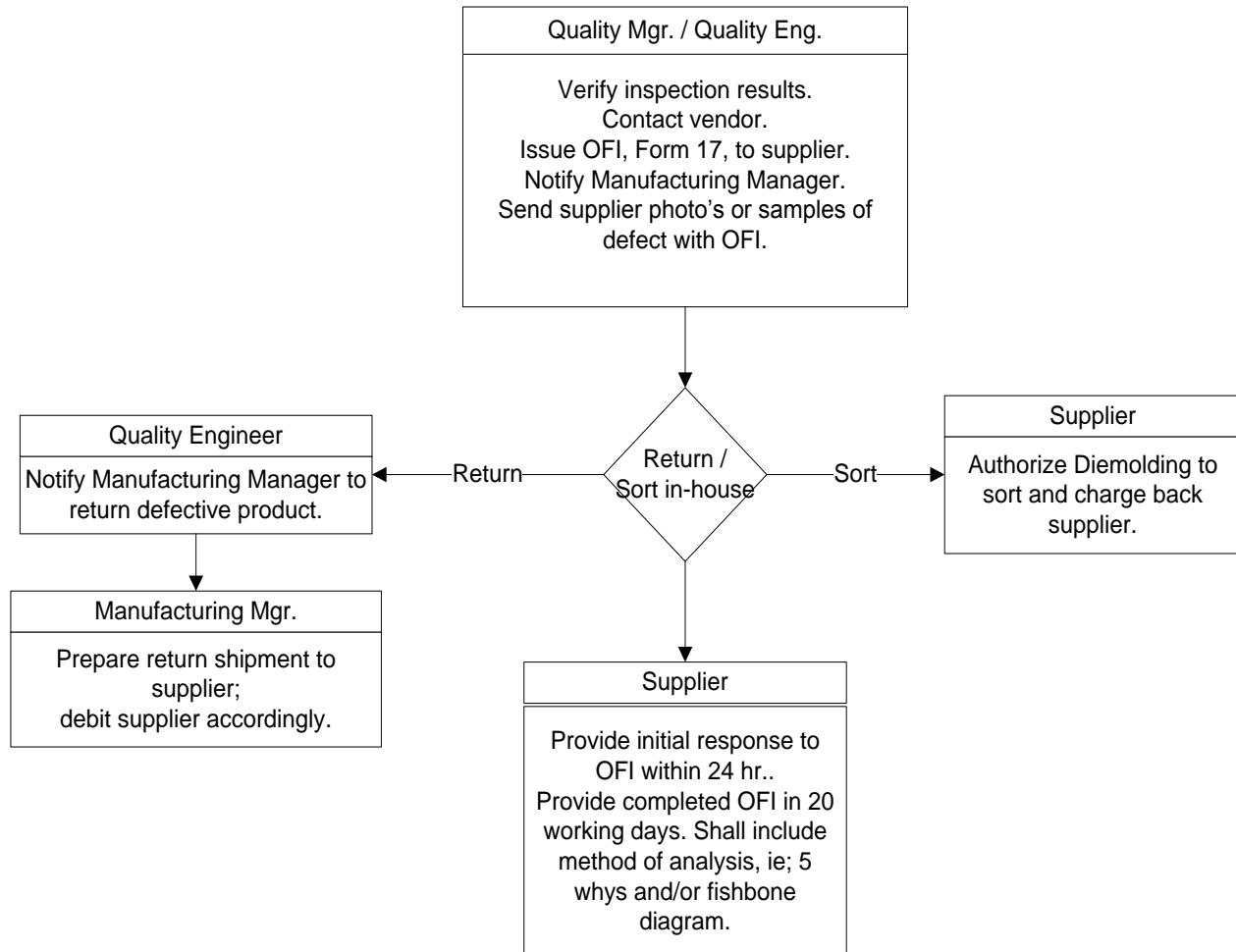


Subject: Corrective Action\OFI Procedure

Prepared By:

Approved By:

CHART 3: SUPPLIER CONCERN / REJECTION

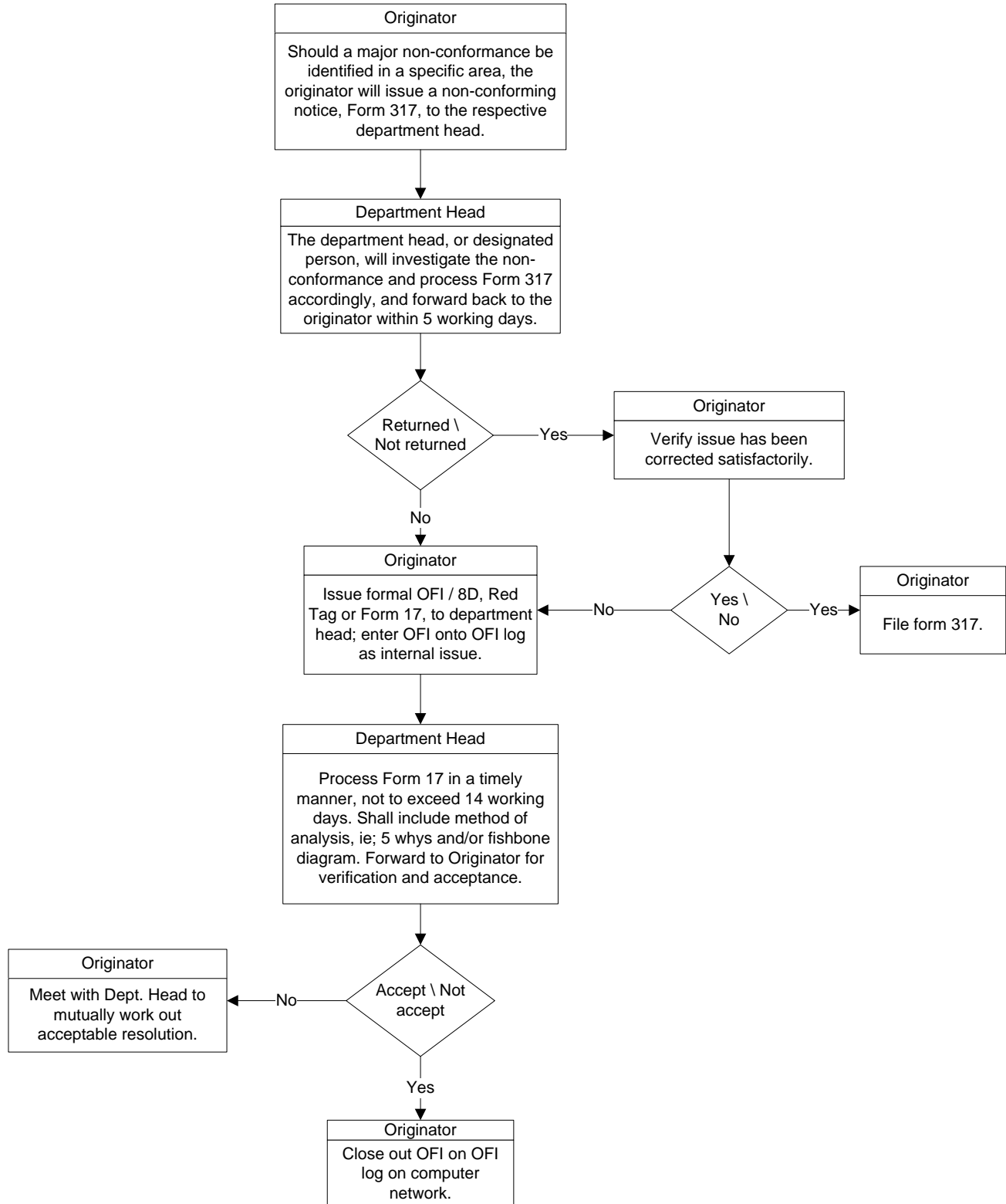


Subject: Corrective Action\OFI Procedure

Prepared By:

Approved By:

CHART 4: INTERNAL OFI'S BY DEPARTMENT \ AREA OF RESPONSIBILITY



Subject: Corrective Action\OFI Procedure**Prepared By:****Approved By:****REVISION HISTORY SHEET**

Rev. Level	Date	Initials	Revision Description
	03/01/2004	MG	New TS release.
A	08/25/2004	MG	Added Chart 5.
B	01/14/2005	MG	Revised cust OFI response Time box.
C	07/01/2005	MG	Deleted Chart5: DM-1 OFI team structure.
D	07/10/2006	MG	Up-dated cust. Info. Changed Matl's Mgr. to Mfg.Mgr.
E	05/29/2007	MG	Changed some job titles
F	05/27/2008	MG	Reviewed
	08/24/2009	MG	Reviewed
	06/30/2010	MG	Review only; no rev level chg.
	04/11/2011	MG	Reviewed; no change
G	08/07/2012	CO	Reviewed no changes needed.
H	09/03/2014	CO	Revised Chart #3 by removing Quality Inspector from flow chart.
I	09/30/2014	CO	Revised flow chart #2 changed 30 days to 14 days under 2 nd Department Mgr. box, chart# 3 changed 30 days to 14 working days. Shall include etc. under Supplier straight down from Return/Sort in house and chart# 4 changed 30 days to 14 days. Shall include etc. under 2 nd Department Head. Revised chart #1 added Quality Manager and Quality Engineer box under Customer specific closure dates. On chart #4 added major to first box. Under 2 nd Originator box added 8D, Red Tag and. At end of sentence added as internal issue.
J	07/11/2016	SS	Under Internal Audit added Layered Audit, under OFI Team added Quality Manager to Quality Engineer, under chart 1 removed f drive and added computer network in box 2 and 5, and added approximately to box 5 and with, under chart 2 removed f drive and added computer network under chart 3 under supplier removed 14 working days and added 20 and under chart 4 removed f drive and added computer network.

Subject: Engineering\ Material Specifications\Engineering Change Notice
Prepared by:
Approved by:

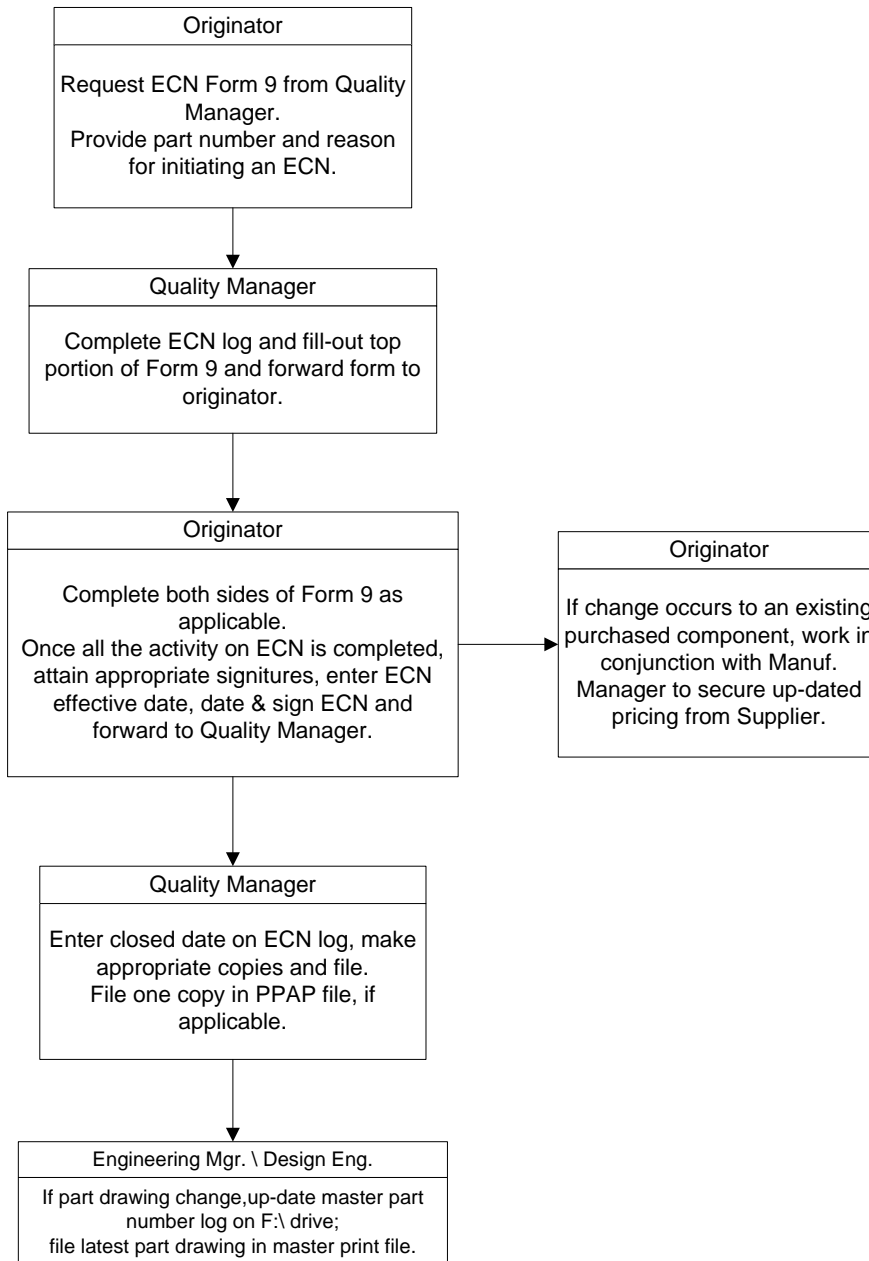
- 1.0 PURPOSE:** To describe the process to assure the timely review, distribution and implementation of customer engineering & material standards/specifications and changes, part drawings, and to describe the process on initiating and processing an internal ECN(Engineering Change Notice).
- 2.0 SCOPE:** Applies to customer engineering & material standards/specifications, and part drawings; significant changes in the product line, any environmental issues where a change in materials, processes, energy or waste generation, or disposal may affect the company; vendor related changes which affect form, fit , function of an existing purchased raw material or component used in the manufacturing process;
- 3.0 REFERENCES:** ECN Form 9
- 3.1 DEFINITIONS:** ECN: Engineering Change Notice: an ECN is generated for the purpose of documenting a change to an existing standard \ specification when there is the feasibility for greater quality, a cost change, a process improvement , a repair or replacement of molds, tools, or equipment, a revision to existing documentation, or any combination thereof.
APQP: Advanced Product Quality Planning: The APQP Team members are comprised of individuals representing Engineering, Quality, Manufacturing, and Lab Personnel.
- 4.0 RESPONSIBLE:** General Manager
Manufacturing Manager
Quality Manager
Engineering Manager
Quality Engineer
APQP Team Members
Lab Personnel
- 5.0 PROCEDURE:** See following flow charts.

Timely review should be as soon as possible; and not to exceed two working weeks unless there is a significant change to the production equipment that is to be implemented at all cells.

Some process changes may or may not require customer approval. Refer to Customer Specific Requirements for specific requirements for affected customer.

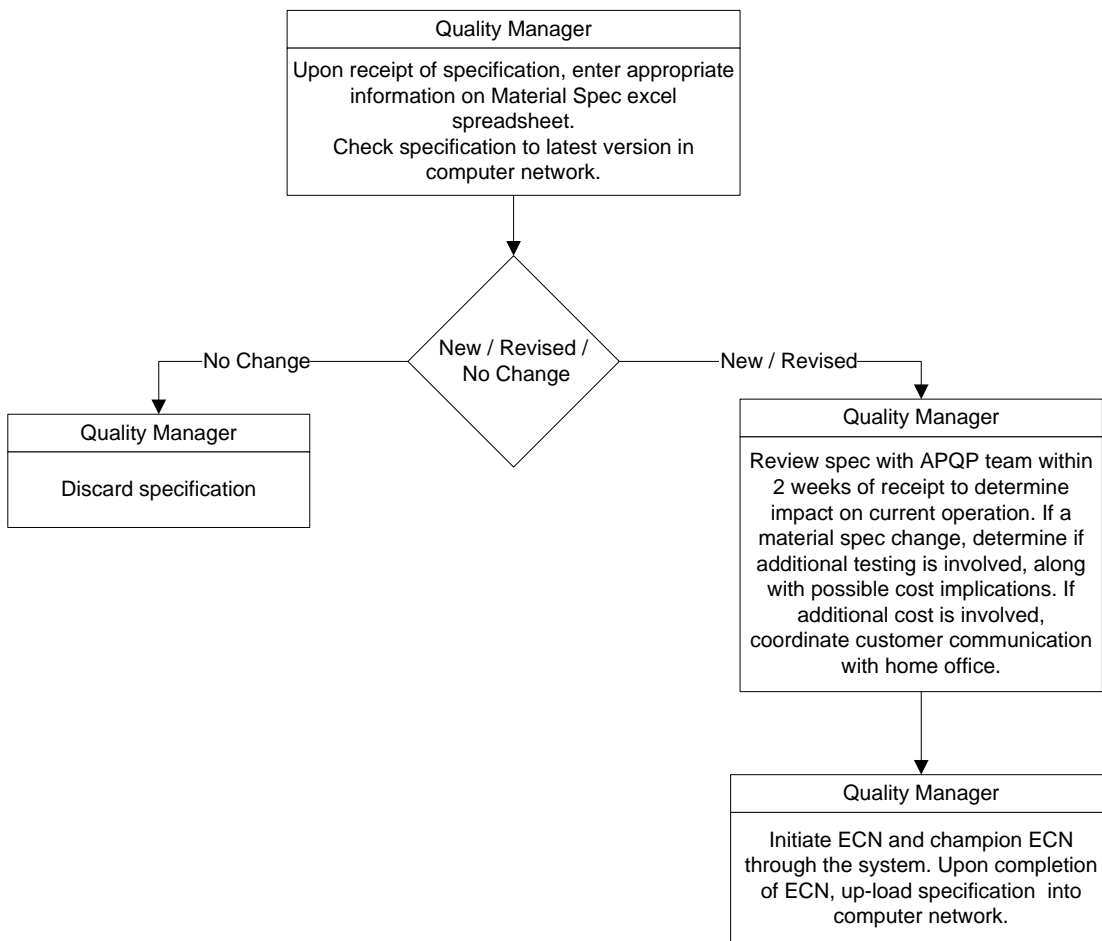
Subject: Engineering\ Material Specifications\Engineering Change Notice
Prepared by:
Approved by:

ECN PROCEDURE



Subject: Engineering\ Material Specifications\Engineering Change Notice
Prepared by:
Approved by:

Customer Engineering Standards / Specifications



STANDARD OPERATING PROCEDURE

EG-OP-01

Subject: Engineering\ Material Specifications\Engineering Change Notice
Prepared by:
Approved by:

REVISION HISTORY SHEET

Rev. Level	Date	Initials	Revision Description
	04/22/2004	MG	New release for TS-16949
A	12/01/2004	MG	Added flow chart for material spec review
B	01/17/2005	MG	Changed Ass't to G.M to Engg.Ass't.
C	01/06/2006	MG	Changed Eng.Ass't to Qual.Assurance Coord.
D	06/13/2006	MG	Removed Qual Assurance Coord & added Sales Coord.
E	05/15/2007	MG	Removed Sales Coord and added Q.M.
F	06/19/2008	MG	Reviewed – minor changes
G	08/25/2010	MG	Reviewed – minor changes
H	10/29/2010	MG	Replaced President with Gen.Mgr.
	04/11/2011	MG	Reviewed; no rev level change req'd.
I	08/07/2012	CO	Reviewed no changes made.
J	07/26/2016	SS	On flow chart #2 removed e-Synergy and added computer network. Added verbiage to Scope. Under Timely review added unless there is a significant change etc.

DIEMOLDING CORPORATION

ENGINEERING CHANGE NOTICE

REF: S4.9

SPONSOR: _____

ECN NUMBER: _____

HW NO.: _____

ORIGINATION DATE: _____

EFFECTIVE DATE: _____

DESCRIPTION OF CHANGE: (FROM: -- TO:)

FROM:

TO:

REASON FOR CHANGE: (DETAILED EXPLANATION)

RECORDS AFFECTED:

____ COST CARD _____ BILL OF MATERIALS _____ CP/FMEA/FLOW/OVERLAY _____ LATHE TOOLS
____ METHODS _____ GAGES _____ TOOL DRAWINGS FROM: REV. LEVEL: _____
TO: REV. LEVEL: _____
____ PURCHASE ORDER _____ PART DRAWINGS FROM: REV. LEVEL: _____
TO: REV. LEVEL: _____
____ OTHER: (SPECIFY) _____

DISPOSITION OF INVENTORY:

IS CUSTOMER / VENDOR CONTACT REQUIRED: (circle one) YES _____ NO _____ (check one)

CUSTOMER / VENDOR CONTACT MADE BY: _____

- 1. PARTS/MAT'L IN PROCESS: QTY _____ \$VALUE _____ USE AS IS _____ SCRAP _____ OTHER _____
2. PARTS/MAT'L IN STOCK: QTY _____ \$VALUE _____ USE AS IS _____ SCRAP _____ OTHER _____
3. PARTS/MAT'L AT VENDOR: QTY _____ \$VALUE _____ USE AS IS _____ SCRAP _____ OTHER _____
4. OTHER: QTY _____ \$VALUE _____ USE AS IS _____ SCRAP _____ OTHER _____

EFFECT ON STANDARD COST (+/--) \$ _____

ROLL STANDARD COST: YES _____ NO _____

IF YES, DATE OF COST ROLL _____ BY: _____

APPROVALS:

PRODUCT LINE ENGINEER

QUALITY ENGINEER

ENGINEERING MANAGER

MAINTENANCE MANAGER (CUTTING TOOL ISSUES ONLY)

MANUFACTURING/MATERIALS MANAGER

PLANT SUPERVISION

ENVIRONMENTAL/QUALITY MANAGER

DMC MANAGER

MANDATORY CC:

PPAP FILE

SEE CHECKLIST ON REVERSE SIDE

DIEMOLDING CORPORATION

ENGINEERING CHANGE NOTICE

CHECKLIST FOR ECN CLOSURE

Table with 5 columns: YES, NO, N/A, COMMENTS. Rows include: Have all signatures been obtained?, Any Method, SOP, Form change required?, New part drawing revision level?, Do packaging / labels require change?, Was cost card changed and cost rolled?, Were outside vendors notified of change?, Were part dwgs. replaced in file;old ones obsolete and filed?, Was the Revision Log updated thru Design?, Was Bill of Materials changed?, Was Purchase Order and/or Blanket Order changed?, Was item master in Navision changed?, Did the flow chart, control plan, or PFMEA require change?, Was the part overlay revised?, Was Cutting Tool Form 465 updated?, Is Re-PPAP required?

FOR NEW PARTS ADDED TO SYSTEM

Table with 5 columns: YES, NO, N/A, COMMENTS. Rows include: Added to Recert Schedule-Int. and / or Ext., Added to PM program in maint & mold repair, Copy of approval in PPAP file - copy to scheduling, Add to Lab contamination testing-if applicable, Add to PreLaunch list, Add to product audit schedule, Add to final audit production paperwork, Copy of CP, PFMEA & Flow to master file, Add to visual defect guide if required., Copy to shipping for part number and revision level for labels, Add to material cert if new customer, Add to R & R schedule, Add to calibration system, Was copy given to Sales Admin for billing?, Were all required copies of ECN distributed?

SPONSOR SIGNATURE _____ DATE: _____

DIEMOLDING CORPORATION

ENGINEERING CHANGE NOTICE