



Technical Assignment of Škoda Auto a.s.

Part I - 00 Structure of Technical Assignment

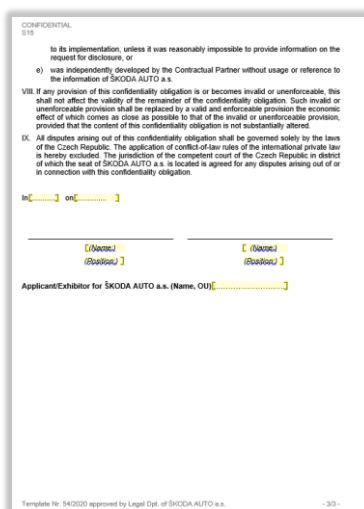
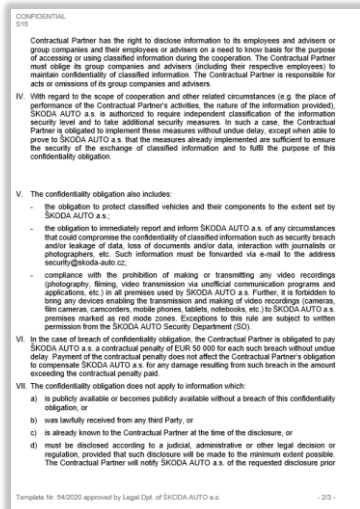
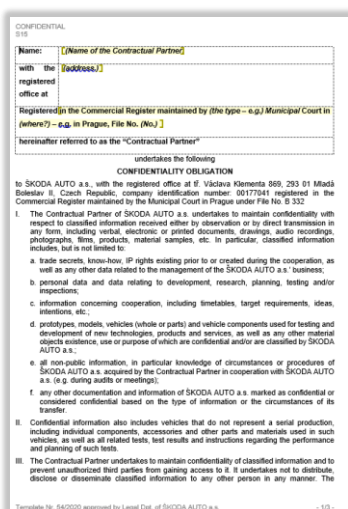
(Information on the structure and usage of the technical assignment)

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This technical assignment is owned by Škoda Auto a.s.

It contains data, knowledge, experience or information regarding future projects or processes that are not publicly known, which means they are **top secret in the sense of business or production secret**. This technical assignment is provided for the recipients specifically for the purpose of creation of this offer and/or assign an order for its creation. This technical assignment must not be made available directly or indirectly, in its entirety or parts of it. Copying or alteration of this technical assignment is only acceptable with an explicit written approval of the ordering party. The supplier undertakes to enter into Confidentiality obligation with Škoda Auto. See the sample below.



If the order is not provided for the recipient of the technical assignment, they are obliged to destroy the technical assignment immediately using an appropriate method on their own responsibility.

In the event of a breach of this duty by the recipients, Škoda Auto a.s. may exercise entitlement to compensation for damages as well as entitlement to a contractual fine, if one has been agreed upon.

Change History

Status	Date	Description
1.0	01/10/2016	New wording
1.1	10/03/2017	Supplementation / changes in points 1., 1.2., 1.3.
1.2	10/09/2020	Confidentiality obligation



1. Structure of the Technical Assignment

The technical assignment is put together according to a unified business group structure, which usually consists of four main parts:

Cover sheet of the technical assignment

Part I: General Information

Part II: Specific assignment according to the technology / production area

Part III: Project-specific assignment

Part IV: Related background/documentation

The cover sheet of the technical assignment contains all general data, see Appendix 1

Parts II and III may be merged into a single part at the discretion (based on a decision) of the technical department. Then the technical assignment will consist only of Part I (General Part), Part II (Technical Part) and related background materials/documents.

1.1 Part I: General Information

In part I: General information consists of specified basic legal and business conditions for cooperation between the supplying and the ordering party. Their content is created and approved on the level beyond individual organisational units.

Part I is managed within the foreign plant and consists of the following:

- I-01 General legal and business terms
- I-02/03 Order progression / delivery
- I-04 Work safety
- I-05 Environmental protection
- I-06 Documentation
- I-07 FMEA
- I-08 Ergonomics
- I-09 Electrical equipment
- I-10 Manufacturing system of Škoda Auto a.s.

1.2 Part II: Technology-specific Assignment (production area / workshop)

In part II: The technology-specific assignment contains all standard regulations for individual technological groups and/or production areas. This part distinguishes part I and is not dependent upon the project. Potential deviations or additions described here shall have priority over Part I.

- II-PZ Pressing tools
- II-PW Pressing shop
- II-KB Welding shop
- II-LA Paint shop
- II-MO Assembly
- II-FT Conveyors



1.3 Part III: Project-specific assignment (provided performance / subject)

This part contains all project-specific requirements, such as parts lists, deadlines, special contact personnel, contacts from the digital planning system (ProcessDesigner), further technology-specific conditions etc. Individual documents that are to be used need to be explicitly quoted and summed up in Part IV as related background/documents. Parts I and II are distinguished. Potential deviations or additions described here shall have priority over Parts I and II.

1.4 Part IV: Related Background/Documentation

All relevant related background/documents are summed up in Part IV and added to the technical assignment as separate documents (directives, regulations). The individual documents are usually not dependent upon the individual projects. Separate project-specific documents can also be created if required.

2. Definitions of Terms

Basic terms for the entire Part I of the Technical Assignment of Škoda Auto a.s.

ITS Internal Technical Standard

CSN Czech State Norm/Standard

EN European Norm/Standard

IEC International Electrotechnical Commission

EC European Community

TPM Total Productive Maintenance

VDA – Verband der Automobilindustrie – Automotive Industry Association

GPC General Purchasing Conditions

TA Technical Assignment

GTA Group Technical Assignment



Appendix 1

Cover sheet of the technical assignment Appendix 1

The cover sheet is to include at least the following data:

Technical Assignment

Range:

Project:

Project No.:

Location:

Building:

Author:

Department:

Phone:

Fax:

E-Mail:

Status: _____ . ____ . (date)

Offer submission: _____ . ____ . (date)

Corresponding department (planning, production etc.).

Signature of the head of the department

Department abbreviation

Head of Department