

## I. PURPOSE

The purpose of this document is to define PT RIMBA KARYA SEJAHTERA - REVIVE WOOD PRODUCTS List of Services

## II. SCOPE

This document applies to all clients of PT RIMBA KARYA SEJAHTERA - REVIVE WOOD PRODUCTS

## III. RESPONSIBILITY

PT RIMBA KARYA SEJAHTERA - REVIVE WOOD PRODUCTS is solely responsible to the contents of this document; SL-0121

## IV. SERVICES

### A. MILL QUALIFICATION

Mill Qualification constitutes the act of qualifying a Manufacturer in which possess the ability to produce product(s) according to Buyer/Client Specifications and/or Product Category

Mill Qualification is based off of 3 stages: **Assessment Stage, On Boarding Stage, & Product Development Stage**

#### Services

ASSESSMENT STAGE	Factory Audit	PT RIMBA KARYA SEJAHTERA will perform a factory audit in which verifies factory existence, capabilities, machinery, capacity, and resources
	Compliance Audit	PT RIMBA KARYA SEJAHTERA will perform a Compliance Audit in which verifies manufacturers Code of Conduct, Chain of Custody, Social & Security Programs, & Quality Program  <b>PT RIMBA KARYA SEJAHTERA will base the compliance audit based off of the client/buyers standard practices/compliance programs</b>
	Risk Assessment Report	PT RIMBA KARYA SEJAHTERA will provide a non-biased risk assessment report to buyer/client with the goal of aiding buyer/client in making a decision to move forward to the next step; on boarding  <b>Please view Document "FA_RAR_#ManufacturerCode" for risk assessment report template</b>
ON BOARDING STAGE	On Boarding Process	In the event that Manufacturer passes <b>Assessment Stage</b> , PT RIMBA KARYA SEJAHTERA will Proceed with the on boarding process which includes the planning and implementation of Buyer/Clients Safety & Social compliance Program, Quality Program, Product Development Program, & Chain of Custody Program  <b>PT RIMBA KARYA SEJAHTERA will develop the On Boarding Program based off the Buyer/Clients standard practices/compliance programs</b>

<b>PRODUCT DEVELOPMENT STAGE</b>	Product Development	PT RIMBA KARYA SEJAHTERA will aid Manufacturer(s) in developing the Product, the Production Planning, & the Quality Programs.  <b>PT RIMBA KARYA SEJAHTERA will develop the product development program based off of the Buyer/Client Specifications/Standards</b>
	Negotiations	PT RIMBA KARYA SEJAHTERA will work in tandem with Buyer/Client in negotiating the best form of partnership/agreement with the Manufacturer(s)
	Product Sample & Testing	PT RIMBA KARYA SEJAHTERA will work in tandem with the manufacturer in producing and testing product(s).  <b>PT RIMBA KARYA SEJAHTERA will Produce &amp; Test the Product(s) based off of the Buyer/Client Specifications/Standards</b>

In event in which manufacturers pass **Product Development Stage** PT RIMBA KARYA SEJAHTERA will proceed in providing **SUPPLY CHAIN MANAGEMENT** services.

## B. MILL DEVELOPMENT

Mill Development constitutes (a) Manufacturers in which do not have the ability to produce product(s) Buyer is sourcing/purchasing but have expressed interest in developing a program/plan to gain the ability to supply Buyer, or (b) Manufacturers in which Buyer has expressed interest in working with which does not have the ability to produce/manufacture the product(s) but plan gain the ability to supply Buyer

Mill Qualification is based off of 3 stages: **Assessment Stage, On Boarding Stage, & Product Development Stage**

### Services

<b>ASSESSMENT STAGE</b>	Factory Identification	PT RIMBA KARYA SEJAHTERA will use its commercially reasonable efforts and adequate business time and attention to search/source manufacturer in which shows potential in becoming a supplier for Buyer/Client
	Factory Audit	PT RIMBA KARYA SEJAHTERA will perform a factory audit in which verifies factory existence, capabilities, machinery, capacity, and resources
	Compliance Audit	PT RIMBA KARYA SEJAHTERA will perform a Compliance Audit in which verifies manufacturers Code of Conduct, Chain of Custody, Social & Security Programs, & Quality Program  <b>PT RIMBA KARYA SEJAHTERA will base the compliance audit based off of the client/buyers standard practices/compliance programs</b>

ASSESSMENT STAGE	Risk Assessment Report	PT RIMBA KARYA SEJAHTERA will provide a non-biased risk assessment report to buyer/client with the goal of aiding buyer/client in making a decision to move forward to the next step; on boarding  <b>Please view Document “RAR_#ManufacturerCode” for risk assessment report template</b>
	On Boarding Process	In the event that Manufacturer passes <b>Assessment Stage</b> , PT RIMBA KARYA SEJAHTERA will Proceed with the on boarding process which includes the planning and implementation of Buyer/Clients Safety & Social compliance Program, Quality Program, Product Development Program, & Chain of Custody Program  <b>PT RIMBA KARYA SEJAHTERA will develop the On Boarding Program based off the Buyer/Clients standard practices/compliance programs</b>
PRODUCT DEVELOPMENT STAGE	Product Development	PT RIMBA KARYA SEJAHTERA will aid Manufacturer(s) in developing the Product, the Production Planning, & the Quality Programs.  <b>PT RIMBA KARYA SEJAHTERA will develop the product development program based off of the Buyer/Client Specifications/Standards</b>
	Negotiations	PT RIMBA KARYA SEJAHTERA will work in tandem with Buyer/Client in negotiating the best form of partnership/agreement with the Manufacturer(s)
	Product Sample & Testing	PT RIMBA KARYA SEJAHTERA will work in tandem with the manufacturer in producing and testing product(s).  <b>PT RIMBA KARYA SEJAHTERA will Produce &amp; Test the Product(s) based off of the Buyer/Client Specifications/Standards</b>

In event in which manufacturers pass **Product Development Stage** PT RIMBA KARYA SEJAHTERA will proceed in providing **SUPPLY CHAIN MANAGEMENT** services.

## C. SUPPLY CHAIN MANAGEMENT

Supply Chain Management constitutes the act of managing the chain of supply on behalf of the Buyer/Client.

**PT RIMBA KARYA SEJAHTERA shall use its commercially reasonable efforts and adequate business time and attention to Manage the Chain of Supply for Buyer/Client.**

### Services

Product Development	<p>PT RIMBA KARYA SEJAHTERA will aid Manufacturer(s) in developing the Product, the Production Planning, &amp; the Quality Programs.</p> <p><b>PT RIMBA KARYA SEJAHTERA will develop the product development program based off of the Buyer/Client Specifications/Standards</b></p>
Cumulative Lead Time Management	<p>PT RIMBA KARYA SEJAHTERA will aid Buyer/Client in ensuring that product(s) are produced &amp; shipped on time.</p> <p><b>PT RIMBA KARYA SEJAHTERA will work in tandem with manufacturer in managing, communicating, and solving challenges that might/will have a disruptive impact the chain of supply</b></p>
Cost Control Program	<p>PT RIMBA KARYA SEJAHTERA will aid Buyer/Client in finding solutions/alternatives to cut cost while still maintaining quality</p> <p><b>PT RIMBA KARYA SEJAHTERA will work with Manufacturer to find innovative new ideas which in return will benefit Buyer/Client</b></p>
Quality Control Program	<p>PT RIMBA KARYA SEJAHTERA will provide a quality control team; which does not relieve the Manufacturer from Quality responsibilities, as a verifying third party</p> <p><b>Quality Control Standards will be based off of the customer requirements/specifications</b></p>
Product Testing & Samples	<p>PT RIMBA KARYA SEJAHTERA will work in tandem with the manufacturer in producing and testing product(s).</p> <p><b>PT RIMBA KARYA SEJAHTERA will Produce &amp; Test the Product(s) based off of the Buyer/Client Specifications/Standards</b></p>
Supplier Supervision	<p>PT RIMBA KARYA SEJAHTERA will act as supervisors on behalf of Buyer/Client.</p> <p><b>Acting as a interim supervisor, PT RIMBA KARYA SEJAHTERA will perform regular visits to the Manufacturing Facility</b></p>
Market Intelligence	<p>PT RIMBA KARYA SEJAHTERA will provide Market Intelligence to Buyer/Client in regards to new mills, competition, disruption in the chain of supply, new products, and/or other information that will benefit Buyer/Client</p>
Raw Material Cost Surveys	<p>PT RIMBA KARYA SEJAHTERA will provide raw material cost surveys which aims to provide valuable insight and help aid Buyer/Client in forecasting</p>

<b>D. Commerce</b>	
PT RIMBA KARYA SEJAHTERA shall use its commercially reasonable efforts and adequate business time and attention to supply products directly to Buyer under the direct name of PT RIMBA KARYA SEJAHTERA.	
<b>PT RIMBA KARYA SEJAHTERA shall establish, maintain, and be directly responsible for supplying product(s) in which Buyer has expressed interest in sourcing/purchasing</b>	
<b>Direct Responsibilities</b>	
Product Quality	PT RIMBA KARYA SEJAHTERA will be directly responsible in manufacturing product(s) in accordance to Buyer/Client Quality Standards
Product Compliance	PT RIMBA KARYA SEJAHTERA will be directly responsible in ensuring Product(s) follow the Safety & Social Compliance, CoC, Packaging Standards, & Security Compliance Standards requested by the Buyer/Client
Production	PT RIMBA KARYA SEJAHTERA will be directly responsible in producing Product(s)
Mill Development	PT RIMBA KARYA SEJAHTERA will be directly responsible in the development of the Mill
Supply Chain Management	PT RIMBA KARYA SEJAHTERA will be directly responsible in managing the chain of supply for Buyer/Client ensuring that Buyer/Client receives Product(s) according to specifications & standards

## **V. ASSOCIATED MATERIALS & REFERENCES**

Document FA\_RAR\_#ManufacturerCode - Risk Assessment Report