Form

Quality planning for purchased parts.

Product Area:	Supplier:	
Part description:	Issue date:	SUSPA-Author:
Part number:	Version:	

1. General requirements

	Target Date	Number of parts	Initial Sample Procedure acc. to
Initial Samples			☐ VDA2 / PPF procedure
			☐ PPAP Submission Level: ____ (level 3; unless otherwise specified)

Characteristics	Char.-Number	Requirements / Remarks (Details: see chapter 3)
Characteristics with documentation duties (D-Parts		
Inspection characteristics for series production		Inspection characteristics shall be listed in Control Plan
Inspection characteristics for Initial Samples Report		
Investigation of short-term capability (see 3.11)		Machine Capability Study, Cmk with Initial Samples
Investigation of process capability (see 3.12)		Process Capability Study, Cpk for series production

2. Contact persons

Contact person SUSPA				
Function	**Name, First Name**	**Phone**	**Fax**	**e-Mail**
Purchasing				
Quality				
Engineering				
Disposition				
Environment				

Contact person Supplier				
Function	**Name, First Name**	**Phone**	**Fax**	**e-Mail**
Sales				
Quality				
Engineering				
Disposition				
Environment				

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3. Tasks, responsibilities, and status

Tasks, **to be performed and to be documented by supplier**		Required, defined by SUSPA	To be provided with Initial Sample Inspection Report, defined by SUSPA	On Request of SUSPA, defined by SUSPA
3.1	Project Plan. Time schedule for 3.1 to 3.14 has to be provided to SUSPA	☒	☐	☐
3.2	Design-FMEA (only if supplier has Design responsibility)	☐	☐	☐
3.3	Quality planning with sub-suppliers	☒	☐	☐
3.4	Planning of production site, manufacturing, and inspection equipment	☒	☐	☐
3.5	Process flow-chart	☒	☐	☐
3.6	Process-FMEA	☒	☐	☐
3.7	Measurement Systems Analysis	☒	☐	☐
3.8	Work instructions / Training of manufacturing staff	☒	☐	☐
3.9	Specification/Agreement of packaging (see form F 06 03 15)	☒	☐	☐
3.10	Inspection- / Control-Plan (= PLP Produktionslenkungsplan) (incl. Product-Audit-Plan and Re-Qualification-Plan, if requested in 3.18 or 3.19)	☒	☐	☐
3.11	Investigation of short-term capability (Cmk) with Initial Samples Report	☒	☐	☐
3.12	Investigation of process capability (Cpk) for series production	☒	☐	☐
3.13	Material Certificate acc. EN 10204 3.1 with declaration of material composition and declaration of material specific properties	☒	☐	☐
3.14	IMDS entry (SUSPA GmbH: ID=435; data-set No. to be declared on ISIR/PSW)	☒	☐	☐
3.15	RoHS-Compliance Confirmation together with feasibility declaration	☒	☐	☐
3.16	REACH-Compliance Confirmation together with feasibility declaration. (Conformity acc. SVHC and/or substances which are subject to authorisation acc. to annex XIV REACH-Regulation)	☒	☐	☐
3.17	POP-Compliance Confirmation acc. to (EG) Nr. 850/2004	☒	☐	☐
3.18	Confirmation Dodd-Frank-Act + EU-Regulation 2017/821 of 17. May 2017	☒	☐	☐
3.19	Annual re-qualification and statement in Control-Plan acc. to IATF16949. Re-qualification documents must be clearly marked as such. Results are archived at the supplier' premises and will be presented to SUSPA at short notice on request.	☒	☐	☐
3.20	Re-qualification acc. appropriate supplier planning and statement in Control-/ Inspection Plan. Re-qualification documents must be clearly marked as such. Archiving and presentation to SUSPA as described under 3.19.	☐	☐	☐

4. Additional requirements to ISIR (Initial Sample Inspection report) / Remarks by SUSPA

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5. Feasibility assessment / remarks by Supplier

yes	no	Criteria
☐	☐	Is the product sufficiently specified for feasibility assessment?
☐	☐	Are all necessary data specified for manufacturing of the product and will they be met?
☐	☐	Can all requirements as specified on the drawings and in this document (see page 1) be adhered to and can they be inspected?

Questions marked with "no" shall be explained by the supplier in the below field for remarks.

Confirmation of Feasibility by the Supplier		
☐	feasible	The product can be manufactured according to specification.
☐	Limited feasibility	The product must be modified before manufacturing (see remarks).
☐	Not feasible	The product cannot be manufactured to specification.

Confirmation of RoHS-Compliance by supplier by marking the relevant tick box and signing with date, if requested on page 2:

☐ yes ☐ no

_____

Supplier Signature **Date**

Confirmation of REACH-Compliance by supplier by marking the relevant tick box and signing with date, if requested on page 2:

The article is free of substances of the candidate list ☐ yes ☐ no

If „no", then substances shall be reported (identity and mass-%)! _____

All substances are pre-registered or registered: ☐ yes ☐ no

_____

Supplier Signature **Date**

Confirmation of POP-Compliance by supplier by marking the relevant tick box and signing with date, if requested on page 2:

The article is free of substances of the chemical list: ☐ yes ☐ no

_____

Supplier Signature **Date**

Confirmation of Dodd-Frank Act (conflict materials) and the formalities acc. to Regulation (EU) 2017/821 of the European Parliament and Council of May 17, 2017.

Confirmation by the supplier by marking the relevant tick box and signing with date:

☐ yes ☐ no

_____

Supplier Signature **Date**

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Supplier remarks related to deviations concerning the SUSPA-requirements:

The quality plan must be returned by e-mail/fax by _____.
If no information on the return date has been provided here, the contents of the guidelines regarding the deadline are binding.
The date given here takes precedence over the guidelines.

Place / Date

Supplier Name / Function / Signature