

Guideline for the Application of Form F 06 03.05 “Quality Planning for Purchased Parts“

Dear Sir or Madam,

In order to ensure a proper process of the quality planning with our suppliers we issued a guideline for the application of the form F 06 03.05 “Supplier Quality Planning for Purchased Parts“. It includes all issues which have to be performed by the supplier and/or SUSPA. Furthermore you find references in this guideline when and in which amount documents have to be compiled and if they have to be submitted to SUSPA.

The quality planning in its actual form consists of 5 chapters:

1. **General Requirements** (determined by SUSPA)

- Definition of the time schedule and the required number of manufactured parts and initial sample parts
- Definition of: characteristics with documentation requirements, minimum inspection characteristics for series production, characteristics for Initial Samples Inspection, characteristics for which short and/or long term capabilities have to be proven
- Definition of the standard for sample submission (VDA, PPAP) detailing the submission level

2. **Contact** (completed by SUSPA and by the supplier)

- Definition of the responsible contact persons for this project at SUSPA (purchasing, quality, engineering, disposition, environment) and at the supplier (sales, quality, engineering, disposition, environment)

3. **Tasks, Responsibilities and Status** (defined by SUSPA , to be completed by the supplier)

- SUSPA's task: Definition of the required activities in order to realize advanced quality planning including definition of responsibilities, required documents and the time whether and when the documents have to be submitted
- Requirements to supplier: Stating the due dates when the task/actions will be finished and specifying the momentary status of completion.
Task/actions as defined in chapter 3 shall be scheduled by the supplier (e.g. best in the project plan) and shall be reported to SUSPA.

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

- Remarks and detailed explanations regarding chapter 1 to 3 (for example determination of packaging, labelling of the packing units, necessary emergency planning, contact persons and delivery address for initial samples, and so on)

5. Feasibility Assessment / Remarks by Supplier (completed by the supplier)

- Answering the questions with yes / no and evaluation of the feasibility from the supplier's point of view
- Noting remarks, uncertainties and expected risks from the supplier's point of view

The time frame for the quality planning is as follows:

- 2 weeks after receipt of the documents (prepared form), chapters 2, 3 and 5 have to be filled in and the status report has to be send back to SUSPA together with the required documentation. The time scheduling has to be carried out under consideration of the schedule pre-determined by SUSPA und the supplier's current status of knowledge. The time schedule shall be planned in such a way that the requested delivery date of Initial Samples including requested documentation can be met.
- All required documentation mentioned in chapter 3 have to be sent to SUSPA latest on the date of initial samples submission. This is one of the pre-conditions for the approval of the initial samples.

If this guideline doesn't answer all your questions concerning the form “Quality Planning for Purchased Parts“ please contact your respective partner at purchasing or quality assurance.