
Samvardhana Motherson Stamping and Assemblies

SUPPLIER QUALITY MANUAL

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AMENDMENT

S.No.	Date	Page No.	Revision no.	Description	Authorization
1	05.01.20	All	00	Initial release	
2	20.05.20	12	01	Supplier Performance Alram & Exist criteria added	
3	20.06.22	20	02	Supplier change management -Customer approval matrix updated	
4	13.07.23	7 & 14	03	Quality Audit score criteria for supplier qualification revised	
5	18.01.24	All	04	Company name is changed MS Global India Automotive Pvt. Ltd (MSGI) to Samvardhana Motherson Stamping and Assemblies (SMS) w.e.f. 1st January 2024	

PURPOSE AND OBJECTIVES

Purpose:

The Purpose of this Manual is to clearly specify the SMS Supplier base requirements and thereby expect the suppliers to meet the same.

Objective:

Objective of Supplier Quality Manual is to improve / upgrade supplier's quality level to SMS expectations. Supplier up gradation leads in improving quality performance of suppliers on continuous basis towards ZERO DEFECTS.

Key Initiatives:

- Focus on New Supplier - Technology
- Focus on Process - Quality - Supplier Actions
- Communicate all requirements to Supply Base.
- Follow processes that include all Customer requirements (ANPQP/APQP/PPAP)

Responsibilities:

- Communicate SMS Quality Requirements to Suppliers
- Strategic Sourcing – Supplier Selection
- Lead Document Review/Production Trial Run at Supplier's manufacturing location for new products
- Improve PPM level
- Resolve Quality issues
- Conduct Supplier Audits and monitor improvements
- Supplier Up gradation
- Monitor supplier performance progress on regular basis.

SUPPLY BASE EXPECTATION

QUALIFYING NEW SUPPLIERS:

- Since QMS is a mandatory for exceeding the supply to us, the PMT executive prepares Supplier ISO 9001:2015 development plan.
- PMT executive provides necessary cooperation to the supplier to achieve QMS as per the plan
- Supplier audit is carried out as per the Supplier Audit Plan by using the Supplier Development Audit & Evaluation Report - F/DEV/12
- Benchmarking
- Facility, Process & Technology
- Meeting SMS Supplier Requirements

EXISTING SUPPLIERS:

- Supplier Rating System – Above 90 SCORE
- Rejected Parts Per Million, Quality Notices/Written Complaints, Delivery, Service/Responsiveness, Competitiveness
- SMS Supplier Audit results
- ISO 9001 (min. requirement) compliance mandatory
- Towards ZERO DEFECTS

SUPPLIER REQUIREMENTS

1.0 Supplier Approval Requirements are as follows:

- The Supplier must be minimum ISO 9001: 2015 registered.
- The Supplier should comply to SMS evaluation/assessment requirements
- The Supplier must perform annual audits at each qualifying subcontractor and maintain records of these audits, where appropriate.
- The duration of these audits must be sufficient to review all elements in the subcontractor's quality system.

2.0 Additional Specific requirement :

- Supplier shall communicate to SMS using Specified Language (English) and specified formats (E.g.: 8D)
- Supplier Shall have a risk assessment process to identify area that would effect ability to meet SMS Requirements
- Supplier Shall Develop and Implement Contingency plan for the event of any deviation from the normal business process
- Supplier shall submit the contact details which consist of name, function, Mode of communication, Mobile Number, Email Address, hours of availability, week end and Emergency and back up contacts. (Review Frequency once in a Year)
- Supplier shall maintain a procedure to notify SMS in the event of any deviation from the Business Requirements (ECN, Process Changes, Supplier Changes Etc...)
- Review frequency of this supplier quality manual is once in a year.
- For Any complaints In line with quality issues supplier shall submit the 8D format specified by SMS – F/QA/15

Basic quality system requirements for suppliers are:

- Document and Data control
- Change control
- Incoming product quality
- Verification of purchased product

- Supplier monitoring
- Process Flow
- Process FMEA
- Control Plan
- Work Instructions
- Identification and traceability
- Calibration of measuring instruments
- Customer satisfaction
- Internal Quality Audit
- Process and product audit
- Layout Inspection
- Control of NC product
- Control of reworked product
- Continual Improvement
- Corrective Action

3.0 PRODUCTION PART APPROVAL PROCESS (PPAP):

- Suppliers to provide detailed development timing plan with break up tasks and target dates.
- Suppliers are required to report the status of Development activities on a regular basis.
- Process finalization and Control plan should be finalized before Production trial run (PTR).
- After PTR process capabilities study to be done on key characteristics, where applicable.
- Suppliers to follow PPAP documentation.
- Supplier is responsible for Preventive Maintenance of customer Supplied Tools / Jigs / Fixtures / Gauges.
- Customer Specific Requirements Safety, Legal and regulatory requirements to be ensured.
- Supplier shall review and agree the Package and labeling requirements specified by SMS.

4.0 SUPPLIER PERFORMANCE :

Supplier performance evaluation will be based on the following criteria:

- Rejected Parts per Million (PPM)
- Customer Complaints
- Delivery
- Premium Freight
- Line Disruptions

All changes in a supplier's manufacturing end must be communicated in writing to SMS

5.0 CONTAINMENT POLICY:

All suppliers are required to have a containment process to provide additional verification - outside normal processes, prior to shipment. The process must include identifying containment actions, isolating concerns and implementing corrective actions.

5.1 LEVEL I CONTAINMENT:

Level I containment is required for **new production start-up** and engineering changes to contain any failure modes due to the learning curve of new start-ups.

5.2 LEVEL II CONTAINMENT:

Level II containment requires the **supplier to implement extraordinary inspection** of product to contain a specific failure. Containment actions must verify that requirements are met and be approved by the SMS.

SUPPLIER ASSESSMENT AND SOURCING DECISION

This phase explains how a supplier is identified, evaluated and approved. SMS quality team will conduct the assessment along with Development/PMT.

1.0) SUPPLIER ASSESSMENT

1.1) NEW SUPPLIER SELECTION:

1.1.1) SUPPLIER REGISTRATION:

Primary condition is that supplier should be minimum ISO 9001:2015. Marketing Team will send the Non Disclosure Agreement (NDA) or Supplier Registration Form to the selected potential suppliers. Supplier has to fill the Non Disclosure Agreement (NDA) or Supplier Registration Form & send back to SMS. Based on the NDA or Supplier Registration Form received from the suppliers, Marketing team will decide and conduct an initial assessment on supplier about their capabilities(If required).

1.1.2) SUPPLIER AUDIT:

Based on the initial assessment conducted or if the team satisfied with the supplier on their capabilities, a complete system audit will be conducted by the quality team. The criterion for selection of supplier is as follows:

➤ Quality Audit score criteria for supplier selection

91% to 100%	Grade -1	Accepted	Acceptable - Consider for selection.
71% to 90%	Grade -2	Conditionally Accepted	Supplier is accepted, an action plan to be presented within 2 weeks to eliminate the deviations. If necessary re-audit can be assessed
51 to 70%	Grade -3	Conditionally Accepted (No new business)	Supplier is not accepted / no new business for series suppliers. The supplier agrees to present action plan to the auditor within 2 weeks and to realize the actions within 3 months as well as to subsequent audit. In case the re-audit or the actions are not targeted or aimed the result will be down grade to next grade

Less than 50%	Grade -4	Not Accepted	Supplier cannot be accepted / no business for series suppliers – new business on hold. There is a possibility of special release. In this case an action plan has to be created and update every 2 weeks and send to the auditor. Also a re-audit has to be carried out within a narrow time frame
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1.1.3) SUPPLIER APPROVAL:

After the Quality System Assessment the Quality Engineer will propose the result of the audit to the Head – QA along with Supplier Development Audit and Evaluation Report.

There can be the following out comes of the approval as follows:

❖ **Approved**

The Supplier Approved without any observations. The supplier is directly updated in the approved suppliers list.

❖ **Provisional Approval**

The supplier is approved provisionally with some minor observations. The supplier is kept under probation till full confidence is gained on his supplies.

❖ **Rejected**

The Suppliers present capabilities are not adequate to the requirements of SMS. However the supplier can upgrade himself to meet the requirements and again approach SMS for a re-assessment. The appropriate decision is taken only after complete assessment.

Based on audit criteria, after consent of Purchase, complete Supplier development audit and evaluation report submitted to the COO for approval. COO has the final authority to Approve / Reject a supplier. If approved, the suppliers will be added into the approved suppliers list.

Note: Exceptional approval of suppliers scoring below 70% will be given after due approval of COO depending up on the part requirement. An action plan for improvement will be obtained from supplier for these cases.

1.1.4) SELECTION CRITERIA FOR NEW BUSINESS TO EXISTING SUPPLIER :

Selection Requirements	Selection Criteria
Supplier QMS Audit result	Supplier periodical audit - scoring equal or more than 71% (Grade -1 or Grade -2) in last audit
Performance	Supplier performance score achieve 100 consecutively in past 6 months during selection
Rating Alarm	Supplier should not have any performance rating alarm(A1,A2,A3,A4) in past 12 months during selection
Special Approval	Exceptional approval of supplier any one of above criteria not meet will be given after due approval of COO depending up on the part requirement. An action plan for improvement will be obtained from supplier for these cases.

1.1.5) NEW SUPPLIER AUDIT & REVIEW AUDIT:

Follow as per Supplier selection and evaluation procedure (QSP/MKT/01).

1.2) NEW SOURCING DECISION FOR EXISTING SUPPLIERS:

Team including Head Marketing, Head Quality, Head Development and Operations Incharge shall take sourcing decision of existing suppliers for new product development. This decision will be based on supplier past performance.

NEW PRODUCT DEVELOPMENT

1.0) NEW PRODUCT DEVELOPMENT :

The Product Development engineer along with the Quality Engineer monitors and manages suppliers for new product release to the start of production. New product / process launch readiness measures are implemented to ensure that suppliers are able to produce in accordance with the requirements of the Purchase Order.

1.1) SUPPLIER PRODUCT DEVELOPMENT TIME PLAN /STATUS

Development Engineer along with Quality Engineer will decide on supplier product development time plan and review the status periodically.

1.2) SUPPLIER DOCUMENT REVIEW / PRE PRODUCTION AUDIT:

- Quality Engineer will review the Supplier Document / Process Review documents / product quality plan.
- Quality Engineer shall conduct the Pre-Production audit at the supplier's manufacturing site, to ensure that the equipment, facilities and controls are available to produce ok part and monitors the supplier's progress in closing any open issues.

1.3) PRODUCTION TRIAL RUN / SAMPLES:

- A Production Trial Run is performed to verify that a supplier's actual production process is able to meet customer volumes at an acceptable quality level.
- The supplier's process must be able to produce the quoted volume with production tools and equipment.
- Suppliers are required to perform a Production Trial Run (Run at Rate), prior to Regular supplies.
- Suppliers need to submit PTR samples for customer Approval.

2. PRODUCTION PART APPROVAL PROCESS:

- Suppliers are required to get PPAP approval from SMS Quality as per the SMS Supplier PPAP requirements
- The PPAP should contain the following Documents as minimum.
 - Design records
 - Process Flow Diagram
 - Process FMEA
 - Dimensional Results
 - Records of Material / performance Test Results
 - Initial Process studies as applicable
 - Control Plan
 - PSW
 - Master Sample
 - MSA
 - PDS
 - Checking Aids as applicable
 - Preventive Maintenance Plan for SMS Supplied Tools/Jigs/Fixtures/Gauges.(If applicable)
- All PPAP submissions are to be Level 5(Warrant and Product Samples with review the all Supportive documents at Supplier Manufacturing Location) and Level 3(Received Warrant and Product samples with Supportive Documents – e.g.: Import Supplier PPAP) unless otherwise specified.
- SMS defined format shall be used for PSW, PFD, PFMEA & Control Plan.
- Customer Specific Requirements, Safety, Legal and regulatory requirements to be ensured.

2.1) PRODUCT / PROCESS CHANGES:

Follow the Supplier Change Management Procedure.

2.2) PRODUCTION LOCATION CHANGES:

All production location changes must be approved in advance, as per SMS Supplier PPAP requirements.

2.3) RE-PPAP SUBMISSION:

Supplier shall notify the customer for the below mentioned situation and finalize the requirement of Re-PPAP with SMS SQA

- Use of other construction or material than was used in the previously approved part or product
- Production from new or modified tools (except perishable tools), dies, molds patterns, etc. including additional or replacement tooling.
- Production following upgrade or rearrangement of existing tooling or equipment.
- Production from tooling and equipment transferred to a different plant site or from an additional plant site.
- Change of supplier for parts, nonequivalent materials, or services (e.g., heat treating, plating).
- Product produced after the tooling has been inactive for volume production for twelve months or more.
- Product and process changes related to components of the production product manufactured internally or manufactured by suppliers.
- Change in test/inspection method – new technique (no effect on acceptance criteria)
- Change in product appearance attributes
- Any other event suggested by SQA SMS

SUPPLIER PERFORMANCE MONITORING

METRICS:

- Supplier Concern
- Suppliers Rejection PPM
- Supplier Delivery Performance

SUPPORT PROCESSES:

SMS Quality will compile the data of Supplier PPM and top quality issues.

This information is used to prioritize opportunities for improvement within the SMS Supply Base, assist for supplier quality issues resolution.

1.0) SUPPLIER PERFORMANCE RATING:

Overall Supplier Performance (100) = Quality Performance (60) + Delivery Performance (40)

Quality Performance = Q1+Q2+Q3+Q4+Q5 = 60

SUPPLIER QUALITY MANUAL



QUALITY PERFORMANCE		TARGET SCORE	SCORE CRITERIA	TOTAL : 60
Q1	PPM Score	25	Score 25 – 0 ppm Score 20 – If 1 ~ 10 ppm Score 15 – If 11 ~ 25 ppm Score 10 – If 26 ~ 50 ppm Score 05 – If 51 ~ 100 ppm Score 00 – If Above 100 ppm	
Q2	In-house Complaint	10	Score 10 – If No complaint (0) Score 5 – If One complaint (=1) Score 0 – If more than One complaints (>1)	
Q3	End Customer Complaint	20	Score 20 – If No complaint (0) Score 10 – If complaint from end customer(Appearance Issue) Score 0 – If complaint from end customer(Safety/ Functional Issue)	
Q4	CAR Timely Closure	5	Score 5 – If closed within the CA target within 10Days (or) If No complaint Score 2 – If closed the CA taken 15Days Score 0 – If closed the CA taken more than 15Days	
Q5	Rework / Segregation	0	Score (0) – If No Rework / Segregation (0) Score (-5) – If New Rework / Segregation (=1) Score (-10) – If repeated Rework / Segregation (>1)	

Delivery Performance = D1+D2+D3 = 40

DELIVERY PERFORMANCE		TARGET SCORE	SCORE CRITERIA	TOTAL : 40
D1	Overall Schedule Adherence	30	Rating = Delivery% x 0.3	
D2	Line Stoppage	10	Score 10 – If No Line Stoppage (0) Score 5 – If One Line Stoppage in MSGI (=1) Score 0 – If more than One Line Stoppage in MSGI (>1) or If End Customer Line Stoppage (=1)	
D3	Premium Freight	0	Score (0) – If No Premium Freight (0) Score (-5) – If One time Premium Freight (=1) Score (-10) – If more than One time Premium Freight (>1)	

Corrective Action to be obtained from Suppliers if any of the following occurs:

- Supplier Delivery marks is less than 30
- Supplier Quality marks is less than 45
- If incidents of premium freight is more than 3 for every period
- In case of Customer line disruption due to a Supplier related delivery or Quality issue (irrespective of the Suppliers overall rating score)
- In case of field failures due to a Supplier related Quality issue (irrespective of the Suppliers overall rating score)
- For every defective lot supplied

1.1) SUPPLIER PERFORMANCE RATING ALARM:

ALARM RULE BELOW TABLE

STEP		ALARM CONDITION / TIMING	ACTION	EXIT CRITERIA
A1	ALARM NOTICE	i) PPM Score less than 15 ii) Overall Performance Score less than 80	- Firewall Implementation - 8D or Process Verification Audit	No alert during 3 months after last alarm (Monitoring Period)
A2	WARNING NOTICE	When 2 nd Alarm occurred during monitoring period	Improvement plan with detailed road map	Achieve PPM Target & Performance Score 100 in consecutive 3 months.
A3	RED WARNING NOTICE	When 3 rd Alarm occurred during monitoring period	Commitment letter from supplier Top management with detailed road map	Same as above
A4	New Business On Hold	When 4 th Alarm occurred during monitoring period	Same as above	Same as above

2.0) ACTIONS FOR SUPPLIER REJECTIONS

Follow the Procedure for Control of Non-Conforming Products –Incoming (QSP/MR/04) and Procedure for Corrective/Preventive Action for Incoming (QSP/MR/05).

3.0) PREDESPATCH INSTRUCTION

Supplier should ensure the availability of the following documents before despatching the parts to SMS.

1. Pre Dispatch/Final Inspection Reports – Every lot.
2. Material test certificates- Every lot.
3. Qty Specified Tag

Note: 1. if any lot received without above mentioned reports the lot will be rejected.

2. Suppliers are responsible for planning and choosing of packing materials. Supplier should follow the Packing standard after getting the Approval from SMS representatives. (Quality /PMT)

4.0) PROBLEM SOLVING

In case of any product nonconformance reported during any of the stages, the supplier shall have a system to respond immediately and take necessary corrective and preventive action.

The Supplier base is expected to respond to the nonconformance as explained below:

Immediate Containment action	Within 24 hrs. of the complaint
Root cause Analysis and Corrective and Preventive Action	Within 10 working days of the complaint.

Note: In case of any delay in the above response, the same should be communicated in written to the concerned Engineer in advance.

The Suppliers are expected to use the Global 8 Disciplines (G8D) format / Supplier Corrective action Report format (SMS Format) for problem solving. In case if, the supplier has some other system of problem solving technique, the same to be approved by the SMS Head - Quality prior to the use.

SUPPLIER QUALITY SYSTEM AUDIT

SMS Quality will prepare yearly audit plan of supplier quality system audit and conduct the audit as per plan and will follow up for corrective actions and monitor the improvements. SMS Quality will conduct the training to suppliers as and when required / identified.

Audit Scoring Criteria:

91% to 100%	Grade -1	Accepted	Acceptable - Consider for selection.
71% to 90%	Grade -2	Conditionally Accepted	Supplier is accepted, an action plan to be presented within 2 weeks to eliminate the deviations. If necessary re-audit can be assessed
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Less than 50%	Grade -4	Not Accepted	Supplier cannot be accepted / no business for series suppliers – new business on hold. There is a possibility of special release. In this case an action plan has to be created and update every 2 weeks and send to the auditor. Also a re-audit has to be carried out within a narrow time frame

For Customer Referred supplier's self-assessment by supplier is acceptable provided SMS Quality will verify the relevant documents.

Note: Use QMS Audit checklist

SUPPLIER SELF CERTIFICATION

1.0 SUPPLIER SELF CERTIFICATION

Suppliers are selected, approved & shall be developed into self-certified suppliers. Self-certified suppliers are the suppliers who are supplying defect free components to the customers. SMS will not involve in any inspection during the supplies and will directly despatched to the end customer.

Self-certification of suppliers shall be carried out for the selected suppliers. Suppliers should strictly adhere the following, including but not limited to, for being a self-certified supplier

1. Process flow should be followed as per the control plan.
2. All the process & product parameters are to be monitored as mentioned in the control plan.
3. Parts are clearly identified and stored
4. Separate area identified for quarantine
5. Well qualified inspectors used for inspection
6. Training for the employees
7. Calibration of Instruments / Gauges / Fixtures
8. Periodic maintenance of Tools / Dies / Machines
9. Monitoring the internal & external rejections and implementing the corrective action using appropriate tools.
10. Updating of documents (Control Plan, PFMEA etc.) based on the complaints & rejection.
11. Implementing process changes after getting the approval from customers.
12. Poke Yoke / SPC / 100% inspection for critical characteristics.

Direct on Line (DOL) method:

1. DOL parts should not face any quality issues, where the detection control available for MC holes in SMS and Should Be in DOL seal for all Parts
2. Supplier should follow the PSW requirements as per the limit sample and send self-certificate.
3. All Customer Concern, Field Return Concern and Fit and Function wise major line affective parts should come under in Non – DOL Categories (Should Follow Sampling Inspection).
4. Supplier should share the Inspection report for every lot as per SMS Approved PSW Requirements.

3.0 REVOCATION OF SELF CERTIFICATION

1. After approving the supplier as a self-certified supplier, if any customer complaints are encountered, the supplier will be kept in probation for 5 more shipments & monitored after taking the corrective actions for the encountered complaint.
 2. Under probation, if all the shipments accepted without any complaint, then again the supplier will be approved as self-certified supplier.
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3. If the supplier's performance continued to be the same (Rejection level are higher), then alternate supplier is to be developed for the component having higher rejection level.

4.0 TAG SYSTEM (QUALITY INSPECTION STATUS)

- Suppliers to identify the status of the product throughout its manufacturing process till dispatch.
- Suppliers to follow positive identification for the product. Suppliers to use suitable methods for the identification process like Tag (labelling). The same to be extended to packaging.
- Suppliers to follow lot identification system. The same to be identified on the supplier's material test certificate or the inspection report.

5.0 DELIVERY

- Packing as per specification
- Stuffing Qty
- Bins/pallets clean condition,
- No parts discrepancy (penalty – 5 no's discrepancy means double to cost debit)
- Identification Label/Tag pasted or tied in bins/pallets scope by supplier, transportation by supplier
- Transport truck, license, insurance, fc – driver license, fully covered for water protection, speed limit as per norms.
- Parts loading & unloading by supplier, manpower should come, unload & stuffing at SMS storage location correctly. Not adherence to delivery schedule,
- Delivery performance index. Delivery score will come down, affects supplier performance. Line stop due to parts shortage will be debited as per SMS policy

6.0 PACKAGING AND PRESERVATION

- Suppliers to strictly follow the packaging standards and specifications given by SMS.
- All the products have to be securely packed and should be sufficient enough to protect the product integrity. Any preservation requirements have to be complied before dispatch.
- Materials are to be loaded using proper material handling devices in order to avoid any damage while loading.

7.0 SPECIAL NOTIFICATION FOR THE THIRD PARTY RECEIPT - INCASE OF ANY MATERIAL RECEIPT

7.1) Material Unloading

- Ensure Packing as per specification
- Ensure Stuffing qty,
- Ensure Bins/pallets clean condition,
- Ensure No parts discrepancy
- Ensure Bar code sticker pasted on both sides, bins/pallets scope by supplier, transportation by supplier (IF APPLICABLE)
- Ensure Transport truck, license, insurance, fc – driver license, fully covered for water protection, speed limit as per norms.
- During the time of unloading , supplier shall endure the sufficient manpower will sufficient skills should available with sufficient equipment's

7.2) Material inspection, identification and Action

- All received materials are identified by the name and the specifications mentioned
- After completion of inspection & GRIN process at receiving stage, materials/parts are identified with Accepted Tags
- Rejected Materials / Components are identified by Rejection Tag
- All Rejected Materials are kept separately in Non Conformance Area with lock & key system. Rejected materials are returned to the Supplier / vendor along with the D.C.
- All the suspected parts (awaiting for decision) are identified with Hold Tag
- Decision taken for rework of parts will be identified with Rework Tag
- The rejected materials / components details will be informed to buyer / supplier for initiating necessary action

Note: - All the Supplier / third party receipt shall follow all the practices mentioned above and or equal practice shall be followed.

Third party: - A service provider that interfaces between the supplier and customer to modify the packaging and/or provide a value added process to the product.

SUPPLIER CHANGE MANAGEMENT

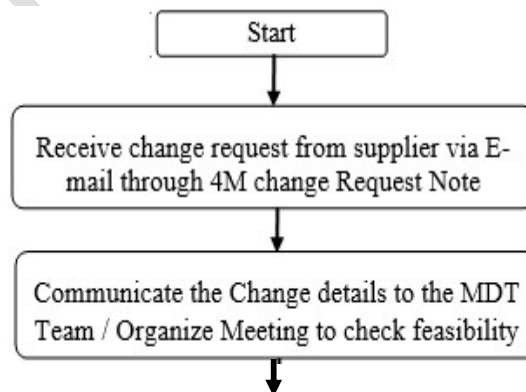
Purpose:

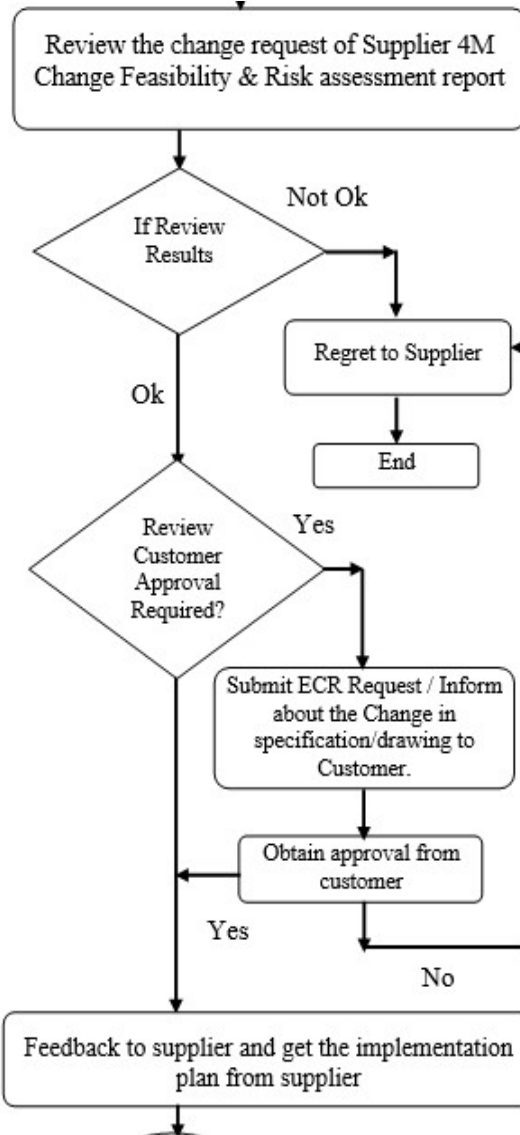
To define the Procedure for Supplier Change Management.

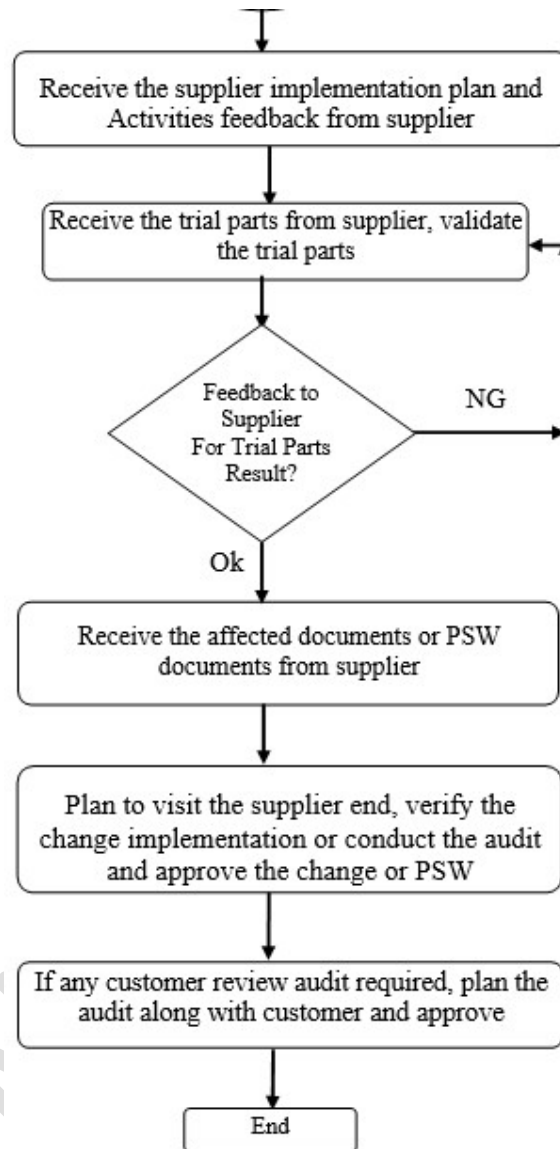
Scope:

Applicable for Job Work and Bought out Suppliers.

Procedure Flow:







Supplier Process Change - Customer Approval Situation						
Category	Activities	Supplier Change Request	Documents Updation	Intimation from Supplier	SMS Approval	SMS Customer Approval
Man	-	X	X	X	X	X
Machine	New machine added in process	√	√	√	√	X
	Available machine / Tool modified-major modification	√	√	√	√	X

SUPPLIER QUALITY MANUAL



	New tool/ jig/ fixture added	√	√	√	√	X
	Machine / Tool / Jig removed from process	√	√	√	√*	X
Method	New process added	√	√	√	√	√*
	Process Flow change	√	√	√	√	X
	Process parameter/ specification changed	X	√	√	X	X
	Layout modified / changed within the Floor	X	X	√	X	X
	Layout modified / changed - another Location	√	√	√	√	√*
Material	Dimension change	√	√	√	√	X
	New material / component added	√	√	√	√	√*
	T-n Supplier change	√	√	√	√	√*
	Material change	√	√	√	√	√*

Supplier Product Change - Customer Approval Situation

Category	Activities	Supplier Change Request	Documents Updation	Intimation from Supplier	SMS Approval	SMS Customer Approval
Man	-	X	X	X	X	X
Machine	-	X	X	X	X	X
Method	Specification Change (Dims/Tol)	√	√	√	√	√*
	Test requirement	√	√	√	√	X
	Tool Modification (Existing tool)	√	√	√	√	X
	Packing & Logistic change	√	√	√	√*	X
Material	RM Spec Change	√	√	√	√	√
	Design Change (Fit/Function/Form)	√	√	√	√	√*
	Secondary Material change	√	√	√*	√*	X