

LX 2011 Supplier Requirements Guideline

This guideline pertains to LX 2011 suppliers of components, process materials, and testing services. The following guidelines provide minimum requirements. Please contact the Purchasing or Quality Department for additional information.

- **All** suppliers are required to be either registered to the most current standard of TS16949, or ISO 9000. Stand alone testing facilities must be certified to the most current standard of ISO/IEC 17025 (General Requirements for the Competence of Calibration and Testing Facilities). Suppliers who do not meet the proper requirement will need to provide evidence of working towards certification. Additional requirements will need to be satisfied (i.e. audits, self surveys, product performance) for suppliers who are **not** certified to a recognized standard.
- AIAG CQI – 9 Special Process : Heat Treat Self Assessment **must** be submitted with your PPAP if you provide a product that is heat treated. AIAG CQI-11 Special Process : Plating System Self Assessment **must** be submitted with your PPAP if you provide a product that is plated. AIAG CQI – 12 Special Process : Coating System Self Assessment **must** be submitted with your PPAP if you provide a product that is coated or painted. (Self assessments **must** be provided to the most current CQI standard that applies to your product).
- As part of the internal quality audit, the supplier must perform a self assessment to ensure there Quality Management System is in compliance with the Objectives, Example Metrics and Support Mechanisms defined in Chrysler's Document "Elements of Manufacturing Basics". The document is available through the Chrysler Global Supplier Portal via the Quality Management Systems Information page. While this document is not required to be submitted with PPAP, the suppliers conformance to the requirement will be reviewed during PSO assessment.
- Although not mandatory, CPK IP, Port Hope strongly recommends that all suppliers institute a Layered Process Audit (LPA) system that meets the intent of the Chrysler Requirement. It is mandatory to conform to Chrysler LPA requirements for all Chrysler Ship Direct suppliers.
- It is **mandatory** that all suppliers regularly visit CPK IP Port Hope Supply Base Information Website as soon as it is reconstituted. You will be emailed updates and instructions when the website re-launches. Until then, you will be contacted through normal conventions (phone, email etc) related to requirements or your on-going performance.
- ALL suppliers **must** complete and have appropriate sign-off/approval (by C&A Quality Engineering) all PSO and PPAP requirements by ***S1/VP phase at the latest.***
- All Suppliers **must meet the intent of Chrysler Forever Requirements Guideline.** Suppliers will maintain conformance to this requirement by replacing the word "Chrysler" with "CPK IP Port Hope" when applying this document to there organization. All Suppliers are required to have a Lead Management Level representative **sign a copy** of the Forever Requirement and **submit** the signed document with there PPAP. The intent of this is to demonstrate commitment to the requirement.
- 2011 PPM Launch Target is **15 ppm maximum.** 2011 Delivery Target is **100 % on-time** delivery. 2011 Initial Log Issue Response Time is **24 hours maximum.** 2011 On-site Response Time to Issues – **24 hours maximum.**

- **All** suppliers are required to have a **Launch Management System** for 2011 product which at minimum meets the intent of the AIAG Advanced Product Quality Planning & Control plan manual.
- **All** Suppliers are required to contact and submit appropriate information (i.e. electronic feasibility log) for all **proposed** engineering changes to Port Hope. (We do not want to suddenly discover during assembly that there is a problem/failure due to a change). You **must** receive appropriate approval through C&A Port Hope prior to implementation of an engineering change. All suppliers **must** conform to Log Issue response and submission when required and as it pertains to Log Issue Job Instruction (JI-002/P4-001).
- Port Hope will issue **Defect Reports (DR)** to all suppliers based on quality, delivery, and engineering nonconformances. Administrative charges along with any additional costs associated with the issue will be recouped.
- Port Hope will issue corrective action requests for nonconformances effecting fit, form, function, appearance, performance and delivery. The Corrective Action Request form that will be sent is derived from Chrysler requirements and **must** be completed (**Do not** respond to corrective action requests using your own internal form). Completion of the corrective action up to and including interim/containment response **must** be emailed to **marion.windsor@cpkip.ca** (905-885-3508) **within 24 hours** of the identification of the issue. Appropriately completed corrective action must be emailed within 30 days of the identification of the issue to avoid further impact on your supplier performance rating. Response time will be **reduced to 20 hours** for initial response and **15 days** for completed response if the nonconformance has resulted in Chrysler issuing an **e-CIMS**.
- **First Shipment Certification and Containment Plan** (FSCCP) can be a separate plan but Port Hope strongly recommends that FSCCP requirements be **directly incorporated** and appropriately identified within your control plan. FSCCP **must** be completed and submitted with PPAP for approval no later than **S1/VP Phase at the latest**. FSCCP requirements will be instituted by each supplier for **60 days** starting at Port Hope system fill. Port Hope Quality Engineering will discuss your FSCCP requirements and specific start date.
- Based on complexity and risk associated with the product you supply, Port Hope may request **On-site Representation** by the supplier at Port Hope during the launch phase of the 2011 program. You will be notified if you need to provide support on-site during launch phase.
- On-going Supplier Performance is determined and monitored through the **Port Hope Supply Base Rating System**. Supplier may be requested to attend On-Site Supplier Reviews based on deteriorating performance as measured by the Supply Base Rating System. Port Hope Quality Systems procedures P6-001-5 pertain to supplier quality requirements. Other additional requirements will be stipulated on the **Supplier Purchase Order**. (Note : Supply Base Information website access requirements are waived until the site has been reconstituted. You will be notified accordingly when the website is re-activated).
- 2011 Product traceability, identification, and packaging requirements will be referenced either on the purchase order or provided directly through CPK IP Purchasing group.
- Material suppliers that are required to supply a Certificate of Analysis (COA) **must** fax or email the document to (**peter.czulo@cpkip.ca**, Fax # 905-885-7028). Note : COA **must** be received a minimum of 24 hours prior to receiving the lot of material. A defect report (DR) will be issued if material sent does not conform to specification. A corrective action request can also be sent with the DR based on severity or recurrence of nonconformance

Suppliers that are required to supply a Certificates of Conformance (COC) must faxed or email the document to (marion.windsor@cpkip.ca, Fax # 905-885-3581).

- CPK IP, Port Hope strongly recommends you be **PROACTIVE** and contact Port Hope on any issue that directly or indirectly impacts the fit, form, function, appearance, performance and delivery of your product (i.e. communicate relentlessly). Be prepared during launch to **react immediately** to support Port Hope to satisfy customer requirements and expectations.
- If Port Hope incurs quality or delivery cost related to nonconforming issues with your product, delivery of your product, and/or your response time to issues, Port Hope will **recoup** all extraneous charges from the supplier plus any internal charges incurred.
- Come to an agreement with Port Hope personnel and **follow instructions for containment precisely**. Be prepared to certify/sort/rework/replace product expeditiously upon contact of an issue. Port Hope expects certified stock **identified as acceptable** as the first option to contain an issue. Rework/sorting/ certifying of product should be done at the supplier's premises if at all possible.
- Recurrence of an issue within certified product will result in **100 % on-site containment at Port Hope and your facility concurrently** until review, verification and approval of your corrective action. Along with the initial no conformance, a recurring issue will extend Product Containment/First Shipment Certification plan (FSCCP) at your facility.

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