SYNERJECT

Supplier Handbook

On the web at:
http://www.synerject.com/SupplierHandbook.pdf

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SECTION I

1.0 OVERVIEW

1.1 APPLICATION AND APPROACH

The relationship between Synerject and our supply base is based on mutual trust, integrity, and world class performance. We see superior supplier performance as a competitive advantage. We call on you to provide innovative input on our business challenges. In turn, we are committed to your success.

Synerject expects its supply base to have a robust quality management system in place that complies with ISO 9001 requirements. A core component of any quality management system must be the acknowledgement, monitoring, and continuous improvement of key business processes. These efforts towards continuous improvement should be visible to Synerject in the form of improved product quality, delivery and total cost.

Synerject qualifies you based on business needs and supplier capabilities. Synerject purchasing functions facilitate this process by collaborating with an internal cross functional team consisting of input from quality, logistics, engineering and manufacturing. Approval decisions are based on:

- Technology capability
- Operational capability
- Competitive costs
- Customer service and support
- Global presence and capability
- Financial viability

Sourcing decisions are a team effort; they are based on the demonstrated effectiveness of the supplier's operational performance, including their quality system, technical capabilities, pricing methodology and delivery. As such, SYNERJECT reserves the right to audit the supplier's Quality System and key metrics of performance. To be considered for new business, the supplier must have an acceptable quality system and be an approved supplier.

The SYNERJECT Quality system focuses on Advanced Product Quality Planning and defect prevention. Suppliers should employ effective Advanced Quality Planning techniques and error proof their manufacturing processes so that zero defect objectives can be achieved.

SYNERJECT is an advocate of understanding process capabilities to design for manufacturability and operational excellence - the ability to deliver high quality products at the lowest total cost. SYNERJECT strives to work with suppliers who are experts in their technological fields and manufacturing specialties. Our supply base should be willing to learn and share new process improvement methods to support mutual growth.

Ongoing Supplier Continuous Improvement activities are accomplished by monitoring supplier performance through the supplier rating process described in section 2.

1.2 **DISTRIBUTION**

The SYNERJECT Purchasing, Quality and Logistics teams maintain this document. Each supplier is provided a copy of this handbook or access via the web.

Synerject will notify suppliers of updates; the supplier should understand any modifications and have access to paper or electronic copies. The web-based version of this handbook is at **http://www.synerject.com/SupplierHandbook.pdf.**

QUALITY SYSTEM REQUIREMENTS FOR SUPPLIERS

2.0 INTRODUCTION

2.1 SCOPE

2.1.1 This document defines the basic quality systems and procedures required for suppliers of production parts to SYNERJECT.

The ability of a supplier to develop and maintain an acceptable quality system is an essential factor in qualifying and continuing as a SYNERJECT supplier. Therefore, the contents of this handbook apply to all SYNERJECT production suppliers, regardless of the Synerject location with which they transact business.

Supplemental requirements may be outlined on the purchase order.

2.1.2 This handbook is organized into two sections, general requirements followed by the appendices, which contain Synerject forms. Note that acceptance of a purchase order constitutes acceptance of the requirements of this document. Any deviation from the requirements of this handbook will require written concurrence from the SYNERJECT purchasing/supplier quality functions.

2.1.3 When conflicts exist between engineering drawings, purchase orders, and this handbook, engineering drawings will be the primary source of quality or technical requirements; purchase orders will be secondary, followed by this handbook. Purchase orders supersede engineering drawings only if the purchase order specifically states that it supersedes the engineering drawing and/or specification.

2.1.4 The requirements of this handbook shall be satisfied in addition to the detailed requirements on engineering drawings and specifications, as well as any other quality control procedures specified on the purchase order; and any other elements of the purchase order.

2.2 SUPPLIER RESPONSIBILITIES

Since suppliers are so vital to the long-term success of SYNERJECT, it is appropriate to define and describe the general quality system requirements expected of our supply base. Suppliers should always strive to attain and keep a "Preferred Supplier" status as discussed later in this document.

2.2.1 Suppliers are responsible for setting up and maintaining a quality and reliability system which ensures that each product complies with the requirements included on the drawing, prescribed on the purchase order, and outlined in this handbook. Suppliers are expected to have a quality system in place that addresses the elements of the most current revision of the ISO 9001 Quality System standard.

2.2.2 Suppliers are responsible for comprehending all drawing and specification requirements. If any questionable areas appear to exist, the supplier must contact the appropriate SYNERJECT Technical or Purchasing contact for clarification. Drawing clarifications are to be resolved well prior to PPAP submission, and in no case can the engineering drawings and specifications be superseded by any informal agreement.

2.2.3 If the design of the product to be supplied is controlled by the supplier, sufficient technical documentation shall be maintained by the supplier or provided to SYNERJECT (if requested) to verify the integrity of the product it receives.

2.2.4 Suppliers are fully responsible for the quality of their products and are not to rely on SYNERJECT to determine the quality level of their material or service. Use of sampling techniques is not intended to imply that defective material at any level is acceptable. In addition, the applicable Quality System sections should be reviewed for effectiveness and correction must be implemented accordingly. Elapsed time between delivery to SYNERJECT and SYNERJECT notification to supplier of any defect(s) does not relieve supplier of product quality responsibility.

2.2.5 Certain components or processes have critical/major characteristics that can influence safety, fit, or function of the final product. Those characteristics are identified by SYNERJECT and are noted on part drawings and specifications. The supplier's Control Plan and PFMEA must show quality control points for these characteristics.

2.2.6 The supplier must meet the requirements for Production Part Approval Process (PPAP) prior to first shipment. Submission requirements are detailed in the AIAG PPAP manual. In addition, a Specific Instructions Part Approval Form (SIPAF) will be issued for each part. The SIPAF outlines the specific requirements for each PPAP submission. An approved Part Submission Warrant indicates approval and production intent use of the part. Requests for changes or deviations should be submitted via a Supplier Change Request form. Example form can be found in the Appendix.

2.2.7 The supplier is responsible for repairing or replacing non-conforming material with material satisfying specifications in time to meet SYNERJECT delivery requirements. In some cases, material urgently required to meet customer schedules may be reworked or sorted by SYNERJECT at the supplier's expense. Samples and a preliminary written analysis will be provided to the supplier. Sort authorization will be requested from the supplier if a potential shutdown situation arises. Authorization to sort or rework parts must be returned to Synerject within 4 hours. If sort authorization is not obtained within 4 hours, Synerject may begin to sort or rework parts and charge the supplier accordingly. An example Defective Material Report / Sort Authorization form can also be found in the Appendix.

2.2.8 Customer owned tooling shall be permanently identified as SYNERJECT property. Standard requirements of the most current revision of ISO 9001 will apply.

2.2.9 Quality performance records, which show the results of process performance activities, shall be kept on file at the supplier location and made available upon request. Examples may include running Cpk data, gage analysis records, control charts, material certifications, machine strip charts, etc. The supplier will collect, record, and analyze data on an ongoing basis, in accordance with approve quality plans. Retention periods for such shall be agreed upon by both parties.

2.2.10 The supplier will ensure that all sub-suppliers for which they are responsible comply with the requirements of this document.

2.3 QUALITY SYSTEM PROGRESSION

Suppliers who intend to maintain a continuing business relationship with SYNERJECT must demonstrate that they have or intend to implement a quality system that meets or exceeds the most current revision of the ISO 9001 standard. Supplier status will be denoted as Preferred, Qualified, Probation, or Disqualified. Definitions of these categories are detailed in paragraph 2.3.4, section 1.

2.3.1 ON SITE QUALITY SYSTEM AUDIT

An on-site Quality System Audit may be conducted for potential or existing suppliers. A cross-functional team consisting of Engineering, Purchasing, Logistics and Quality will typically conduct the audit. The audit will be conducted at the supplier's manufacturing facility using the Synerject Supplier Assessment document. This document is essentially a tailored process audit for ISO 9001 registered manufacturers. In most cases, the supplier will receive a pre-assessment to complete and return before the arrival of Synerject personnel.

2.3.2 APPROVAL AND CERTIFICATION

During the execution of the contract, SYNERJECT will attempt to verify product conformance through initial sample approval and will work with the supplier to certify part/processes in order to reduce non-value add costs such as inspection and nonconformance.

2.3.2.1 Part/Process Qualification

SYNERJECT will determine the required acceptance level for production approval (i.e. initial samples) and advise the supplier of the submission requirements using the Specific Instruction Part Approval Form (SIPAF). Unless otherwise stated on the purchase order, a Level III PPAP is required for each new production part submission.

Full production approval indicates that the supplier has manufactured material that conforms to all specifications. Conditional approval will be issued for parts that are awaiting additional inspections/tests, for parts that an engineering change is in progress to agree with the part as manufactured, or for parts which are pending review of statistical process control data.

If a supplier lacks the facilities needed to perform complete inspection, tests, or laboratory analysis, the supplier must utilize an external source.

Qualified Part Status is awarded to those parts which have obtained full production approval as described above and who have met the short term capability requirements, Ppk $\geq$ 1.67 for all characteristics specified on the SIPAF (see Appendix).

2.3.2.2 Source Inspection may be required at Synerject's discretion.

2.3.2.3 Certified Part Status is awarded if the following criteria have been met.

The supplier's Quality System assessment score meets the required objectives for the commodity. Synerject may waive this requirement if the supplier is registered to a recognized quality system.

- The part has attained Full Production Approval during the PPAP process.
- Parts have passed Receiving Inspection for at least 12 consecutive shipments.

The goal of Certified Part Status is to eliminate receiving inspection, thereby reducing non-value added costs.

2.3.4 SUPPLIER RATING PROGRAM

The objective of the Supplier Rating System is to develop a supply base that has the capability to consistently supply parts that meet the quality, delivery, cost, and service objectives to maintain SYNERJECT as a competitive provider of superior fuel systems technology. The supplier rating program also plays a key part in the supplier source selection process.

The Supplier Rating System will be based upon three areas of performance, for a total of 40 points with points weighted as follows:

1. Quality, non-conforming material in PPM's - 20 points
2. On time delivery - 10 points
3. Purchasing - 10 points

Quality

- Quality will be measured by Parts per Million (PPM) level and Corrective Action Responsiveness.

  - PPM is defined as

$$\frac{\text{Defective parts} * 1 \text{ million}}{\text{Total parts}}$$

  - The below table lists PPM scores

PPM	Points Awarded
0 - 20	20
21 -50	19
51 – 80	18
81 - 110	17
111 - 150	16
151 - 190	15
191 - 230	14
231 - 270	13
271 - 310	12
311 - 350	11
351 - 390	10
391 – 430	9
431 – 480	8
481 – 530	7
531 – 580	6
581 – 630	5
631 – 680	4
681 – 730	3
731 – 780	2
781 – 830	1

  - No points will be deducted from a supplier's PPM score if parts are accepted under a pre-approved temporary change, documented with a supplier or Synerject documented temporary change form.

  - Corrective action responsiveness and closure will be monitored and assessed based on due dates for response and subsequent actions as well as successful elimination of failure mode. Demerits will be issued in increments of 1 and are at the discretion of supplier quality.

Delivery

The on time delivery will be measured by in house/dock date or in case of drop shipment by Exworks/FCA/FOB dates. All suppliers will be allowed a grace period of 3 days prior to and 0 days after the in house date listed on the purchase order/release. The supplier should confirm all purchase orders and change notices to Logistics. Logistics is responsible for the accuracy of data between actual receipt dates vs. confirmed receipt dates by the supplier in the business system.

- If the supplier is responsible for a line shut down within the qtr being rated, the delivery score will be reduce by half.

- The table below outlines the delivery scores:

Delivery performance (%)	Points awarded
100	10
99.9 - 97.5	9
97.4 - 95.1	8
95.0 - 92.6	7
92.5 - 90.1	6
90.0 - 87.6	5
87.5 - 85.1	4
85.0 - 82.6	3
82.5 - 80.1	2
80.0 – 75.0	1
<75	0

Purchasing

Purchasing ratings will be reviewed annually. Frequency of review may be increased based upon a supplier's performance. The Purchasing rating is divided into four sections each weighted to have a maximum worth of 2.5 points for a maximum total of 10 points:

- Total cost performance
- Cost reduction effort
- Fulfillment of strategic requirements
- Cooperation, service, and support

.

Supplier Status

It is Synerject's expectation that each supplier strives toward Preferred Status. The status breakdown is as follows:

1. Preferred, 37 – 40 points. As these suppliers are fundamental to the Company's commitment to continuous improvement, they will have a preferential position relative to future sourcing opportunities. Though the data may indicate Preferred status, no new supplier shall be given Preferred status until after a minimum of one year of production shipments.

2. Qualified, 24– 36 points

3. Probation, 23 – 0 points. If a supplier cannot improve their score to a minimum of 23 points after three consecutive quarters of probation status, it is then up to the Sourcing Committee to determine if the supplier should be disqualified or given another three months of probationary status. If Disqualified, the supplier will be placed on "No New Business Hold". A strategy will be developed to determine if the supplier will continue to supply Synerject.

2.4 QUALITY SYSTEMS ASSESSMENT

Synerject uses an audit workbook, essentially a tailored process audit for ISO 9001 registered manufacturers, for conducting supplier audits. In most cases, the supplier will receive this document in advance and be requested to conduct a self-audit prior to the arrival of Synerject personnel.

The audit score should not be confused with Synerject's supplier rating system, which is based on performance.

2.4.1 After completion of the onsite audit, the assessment team will present findings or observations to the supplier at the closing meeting. A detailed follow up report will soon follow. The supplier shall provide a corrective action plan for each deficiency; timing shall be coordinated with the appropriate Synerject personnel. The corrective action plan will be tracked by Supplier Quality and reassessed when corrective actions have been implemented.

3.0 PURCHASING PROCESS AND REQUIREMENTS

This section defines the SYNERJECT procurement process to include: RFQ (request for quotation), initial supplier approval, purchase orders, Inco terms (shipping and transportation), packaging and labeling, mechanism for communication, and NDA agreements concerning proprietary information (non-disclosure agreement).

3.1 REQUESTS FOR QUOTATION AND PURCHASE ORDERS

3.1.1 RFQ's (requests for quotation) will be submitted to suppliers via Synerject Purchasing as required. The RFQ will include the following:

Drawings
Specifications
Process Requirements
Expected Volumes
Terms and Conditions of Purchase
RFQ final submittal date
And any other information to aid the supplier in quoting

3.1.2 The suppliers' quotation should be returned to the SYNERJECT Purchasing organization. A thorough review will be initiated and will include the following:

Budget requirements
Delivery/lead time
Shipping terms
Terms of Payment
Acceptance of Terms and Conditions
Warranty Period
Supplier Quality Rating (if available)

Supplier bids must acknowledge acceptance of the Terms and Conditions for Synerject Purchases or provide a detailed list of exceptions.

If necessary, follow-up meetings may be held with one or all of the solicited suppliers to ensure that both SYNERJECT and the supplier(s) fully understand the requirements, and the technical and commercial aspects of the quote.

3.1.3 Purchase orders will be initiated for all work.

3.1.4 Purchasing will verify initial supplier production/delivery schedules along with Logistics. Upon PPAP approval, Logistics will assume full planning activities with the Supplier.

3.2 MATERIAL CONTROL AND IDENTIFICATION SHIPPING, PACKAGING, and TRACEABILITY

3.2.1 The contract or purchase order will define the method of shipment, the shipment destination, special packaging requirements (if any), and part labeling instructions.

3.2.2 If specific packaging instructions are not outlined, the supplier is responsible to take the necessary measures to prevent product damage during shipment. Items to be considered include the part material, the shipping method, and the distance for transport.

3.2.3 Product/part tagging/labeling requirements will adhere to engineering specifications ENG-010, current revision. Use of the Automotive Industry Action Group (AIAG) standards barcode label requirements.

3.2.4 The supplier shall be able to identify the raw material lot from which the finished product was manufactured.

3.2.5 All required paperwork such as material certifications, inspection reports, etc. shall be available at the supplier for review as agreed upon by both parties. If requested in the purchase order, a copy of the paperwork may also be requested with the shipment.

3.2.6 Packaging Material should be biodegradable. If quantities justify it, returnable dunnage / containers may be required. These requirements will be outlined in any purchase order.

3.2.7 Suppliers shall use SYNERJECT endorsed carriers when transportation costs are incurred by SYNERJECT. Purchasing will note the appropriate carriers on the Purchase Order.

3.3 COMMUNICATION AND PROPRIETARY INFORMATION

3.3.1 Proprietary Information

During the course of normal business transactions, information will be communicated between SYNERJECT and the supplier. Some of this information will be considered proprietary.

Information concerning supplier technology, manufacturing processes, and financial data will be considered proprietary. As such, SYNERJECT personnel will abide by the NDA (Non-disclosure Agreement) between both the Supplier and Synerject.

The NDA will protect all SYNERJECT information such as drawings, specifications, design, technology, customers, and financial information, as well as any discussions or conversations between the 'parties'.

3.3.2 Communication

Communication with Synerject facilities, unless otherwise specified, must be in English. Communication includes but not limited to the completed PPAP documents and forms. Please verify the preferred language with your Synerject site representative. All verbal communication should be confirmed in writing. Changes to the purchase order will be communicated via a written change notice such as a purchase order change. Acceptance of the purchase order should be confirmed either in written form or electronically

Synerject Supplier Gateway

The Synerject Supplier Gateway is a web portal planning tool designed to assist the supplier in managing Synerject orders and forecast information. The web site is located at www.synerjectsupplier.com. First time user should direct their attention to the **Request Access** location and complete the supplier contact information. The supplier will then receive an automated email with login and password information.

Once this information is supplied you may log in anytime and see what our demand is going to be for a given part that is on order along with up to date receipt information on your latest shipments.

The program is also designed to email you directly with a notification to check the web page if a schedule change has been made to a part you supply. A change in delivery date is defined by the due date, and or, quantity of a particular release that has been changed.

In addition to the improved view of our on-going demand, this supplier gateway provides a means to communicate back to Synerject with any comments on any supply issues pertinent to our respective requirements. You will also be able to export our demand and forecast information into either a CSV file or an Excel spreadsheet to be used as needed to help you manage your planning function.

Suppliers are expected to communicate potential late deliveries and deviations to the appropriate Logistics personnel as soon as the supplier is aware of the potential late delivery or deviation.

3.4 COST REDUCTIONS/IMPROVEMENTS

Suppliers should recommend both product and process improvements to reduce total costs. SYNERJECT must receive timely notification of changes to assess any impact to the final product functionality.

Supplier Change Request
Deviation Request

This form should be used to request deviations such as material, dimensions, process changes, or test results.

The supplier is responsible for documenting product and process changes including improvements on a Supplier Change Request and submitting this documentation to the appropriate SYNERJECT Purchasing personnel. The supplier should completely explain the extent of the improvement and the associated cost reduction. Refer to the Appendix for an example of the form. **NOTE:** A Supplier Change Request is required in advance of any change in manufacturing location, manufacturing/assembly process, tooling, packaging, material, supplier, etc. The form will be used to request short-term deviations as well as to propose changes.

Engineering and Quality will determine the effect of the requested deviation on product form, fit, and function; document the rationale for SYNERJECT acceptance or rejection, and return the documentation to Purchasing. Purchasing will notify the supplier of the SYNERJECT decision and forward the documentation to receiving inspection if appropriate.

3.5 PRODUCT DEVELOPMENT AND DESIGN

Suppliers are encouraged to participate in SYNERJECT design and improvement efforts when requested by SYNERJECT. As a supplier, you may be requested to attend design reviews as experts in a particular commodity, to work with SYNERJECT teams to concurrently design new products, and to participate with teams working on value engineering/analysis to optimize product cost. SYNERJECT's goal is to optimize total cost and to reduce the new product development cycle.

The suppliers' ability to provide rapid prototyping or very short lead times for new designs is a key to reduce the new product development cycle.

Suppliers' expertise and experience with value engineering, concurrent design, and rapid prototyping/cycle time reduction as well as willingness to participate on joint teams will be a key factor in the supplier selection process.

APPENDIX

Forms represented may not be the latest revision.

1) Supplier Change Request – see Section 3.5

2) 8D Corrective Action Report – this form is intended to be used as a structure for submitting corrective action. It follows the Ford Motor Company Global 8D format. Refer to Ford Global 8D instructions or contact a Synerject quality engineer for help in using this form.

3) Defective Material Report / Sort Authorization – see Section 2.2.7

4) Specific Instructions and Part Approval Form (SIPAF) – this form will be sent with each new part order. This form details Synerject's PPAP requirements and lists contact information. There are no required fields for suppliers to fill in; however it should be submitted with each corresponding PPAP submission.

5) Supplier Rating Form – see Section 2.3.4

Supplier Change Request

Accept ☐	**SCR #**
Reject ☐	**Date Received**

SUPPLIER INFORMATION

Contact Information

Synerject Part #'s Affected

Change: ☐Design ☐Composition ☐Processing ☐Sub Supplier Change ☐Other

Description

Effect of Change

Tooling or Facility Change Required ☐Yes ☐No

Piece Cost Affected ☐Yes ☐No If Yes, Cost Effect $

Time to Implement Change after Approval

Will Implementation of Change Affect Shipping Schedule ☐Yes ☐No

Signature Date

FOR SYNERJECT USE ONLY

- ☐ Where Used Report
- ☐ Customer Approval Required (attach list)
- ☐ PPAP Required
- ☐ Samples Required
- ☐ Blanket Approval for Similar Changes
- ☐ Routing Sheet Attached (PE-F-009)

Reason for Rejection or Qualification of Acceptance:

This approval is granted upon the understanding that it is advisory in nature and in no manner changes the Seller original responsibility for insuring that all characteristics, designated in the applicable engineering specifications and/or inherent in samples as originally tested and approved, are maintained. Seller accepts full responsibility for the changes or types of changes listed above, and should such changes result in less satisfactory performance than experienced with the originally approved item, Seller will fully reimburse the Buyer for all expenses incurred to correct the deficiency.

QA-F-016

8-D REPORT

Status Date

Vehicle:
Model:
Plant:

Part Name:
Part No.:
Release No.:
Release Date:

1 Team
Name, Dept, Tel. No.

Fax No.:

2 Problem Description(Definition)

3 Interim Containment Action(s)

Implementation Date

4 Root Cause(s)

% Contribution

5 Chosen Permanent Corrective Action(s)

Implementation Date

6 Implemented Permanent Corrective Action(s)

Implementation Date

7 Action(s) to Prevent Recurrence

8 Congratulate your Team

Champion

Close Date

Reported by

Tel. No.
Fax No.

QA-F-003

SYNERJECT

Defective Material Report (DMR)
Sort Authorization

GENERAL INFORMATION

Supplier		Part #		DMR #	
Attention		Description		MRR #	
Phone #		PO #		Qty	
Fax #		Date Rec'd		Rcvr #	

REASONS FOR REJECTION / NEED FOR SORT

Qty Inspected	Qty Defective	Description

Is a Synerject sort needed to meet production requirements? No

MATERIAL REVIEW ACTION

The shipment had been determined to be non-conforming to Synerject prints and/or specifications. Disposition of the non-conformance(s) listed above is as follows:

- ☐ RETURN TO SUPPLIER
- ☐ USE AS IS
- ☐ SORT
- ☐ REWORK
- ☐ SCRAP

☐ CUSTOMER NOTIFICATION REQUIRED

Comments

Sort in house charge at $35 per man hour

Please sign & date below to authorize sort

SUPPLIER CORRECTIVE ACTION INSTRUCTIONS

Non-conformance to our requirements and your response time adversely affects our schedules and your quality rating. Please take immediate action as indicated below.

- ☐ No written response required. Institute corrective action to prevent recurrence
- ☐ Fax required within 48 hours following complaint receipt detailing sections 2 and 3 of the attached corrective action report.
- ☐ Written response required. Submit containment action within 48 hours and complete 8D within 10 days.
- ☐ Submit a copy of the updated Control Plan and FMEA along with the completed 8D

Synerject Quality Rep	Title	Fax #	Date

FOR SYNERJECT USE

FINANCE DEPT USE	DEBIT MEMO #	ISSUED BY:	DATE

QA-F-014

SPECIFIC INSTRUCTIONS AND PART APPROVAL FORM (SIPAF)

Submission Number _____ **Date** _____

Part Name _____ **Part Number** _____ **Revision Level** _____

Supplier Name _____ **Product Used On** _____

Reason for Submission:

☐ Initial Submission ☐ Engineering Change(s) ☐ Tooling

☐ Correction of Discrepancy ☑ Change to Optional Construction or Material

☐ Sub-Supplier or Material Source Change ☐ Change in Part Processing

☐ Part Processed at Additional Location ☐ Other _____

Responsibilities:

SQA Eng./Components Quality Eng.: _____ **Product Group Design Eng.:** _____

Phone No.: _____ **Phone No.:** _____

Buyer: _____ **Product Group Quality Eng.:** _____

Phone No.: _____ **Phone No.:** _____

Submission Requirements

As per AIAG Production Part Approval Process (PPAP) Procedure with the following exceptions and/or additions (this document is available from AIAG at 313/358-3003). Unless otherwise stated, this procedure takes precedence over any part approval note on the drawing. This form, along with submission package, is to be returned by the supplier to the responsible Synerject SQA Engineer.

Submission Due By: _____ **Requested Submission Level:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

If required, please check:

☐ Warrant ☐ Appearance Approval Report ☑ Design Records ☐ Test Results

☐ Change Documents ☐ Dimensional Results ☐ Checking Aids ☐ Process Flow Charts

☐ Process FMEA ☐ Control Plan ☐ Design Engineering Approval ☐ Process Performance

☐ Measurement System Studies

Sample Quantity _____ From Production Minimum Run Size of _____

Additional Requirements and/or Exceptions ☐ Additional Page(s) Attached

_____

Approval Testing Requirements To Be Performed By Synerject

☐ **Synerject Receiving Inspection Instructions included for information.**

Submission Complete: _____ **SQA/Component Quality Engineer:** _____ **Date:** _____

Part Approval: ☐ Accepted ☐ Rejected Signature _____ Date _____

Product Group Quality Assurance Concurrence Signature _____ Date _____

Action(s) Required: _____

Action(s) Completed: Signature _____ Date _____

Date Completed:

PE-F-005

SYNERJECT

Supplier Rating Summary

Rating Period:

Supplier Name:

Overall Score: 0 Probation

			July. '06 - Sep. '06	Oct. 06 Dec. '06	Jan. '07 - Mar. '07	Ap. '07 June '07	Most Recent Quarter July '06 - Sep. '06
QUALITY	**(Updated Quarterly)**						
Performance -	PPM product returns						
QUALITY RATING		20 points possible					
DELIVERY	**(Updated Quarterly)**						
Performance -	Based on percentage of on-time shipments						
DELIVERY RATING		10 points possible					
PURCHASING	**(Updated Annually or As Necessary)**						
Performance -	Each section 2.5 points:						
	Total cost performance						
	Cost reduction effort						
	Fullfillment of strategic requirements						
	Cooperation, service, and support						
		TOTAL					
PURCHASING RATING		10 points possible					
TOTAL SCORE		40 points possible	0	0	0	0	0
SUPPLIER STATUS			Probation	Probation	Probation	Probation	Probation

Minimum score for Qualified Status 24
Minimum score for Preferred Status 37

Example Format