



**PISTON INTERIORS, LLC  
SUPPLIER GUIDELINES MANUAL**

# SUPPLIER GUIDELINES MANUAL

Revision: 06

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# 1. PREFACE

## 1.1. REVISION RECORD

REVISION	DATE	COMMENT
01	September 1, 2017	Initial Release
02	December 1, 2018	Updates
03	February 1, 2020	Updates – see revisions
04	September 28, 2021	Updates – see revisions
05	June 1, 2024	Company Name Change Update & Misc.
06	September 11, 2024	Minor Update

REVISION	SECTION	DESCRIPTION
01	NA	Release
02	2.4.2	Removed
02	4.2.1	Added warranty sharing
02	4.3	Added section on Diversity
02	4.5.1	Added additional time for service parts
02	5.1.3	Tooling timeline requirement added
02	6.3.2	Added Financial and Capacity Risk
02	6.4.4	Added requirement for initial capability for CD Dimensions
02	7.1.4	Added Molding Systems, Soldering and Warranty to AIAG CQI requirements
02	7.2.2	Updated GM colors: Trim Transmittal from GM MAT SPEC system
02	7.2.6	Note added on color plaques and AAR samples
02	7.4.1	Added requirement for Cpk 1.33 for SC and CD during annual validation PPAP
02	8.3.2	Added Financial and Capacity Risk
02	8.4.3	Added Employee Morale
02	8.5.1	Added Internet Disruption
02	9.2.1	Added customer, OEM and warranty
02	9.2.2	Added containment of in-transit material
02	10.1.1	Added \$10 per hour for labor charge

## SUPPLIER GUIDELINES MANUAL

REVISION	SECTION	DESCRIPTION
02	12.3.8	Added heat treated pallet as required
02	11.1.2 / 11.1.9	Sections updated
02	NA	Verbiage changed throughout document for better understanding and clarity
03	NA	Company name updated to Irvin Products
03	NA	Quality Policy updated
03	2.4	Removed Labor Contract Data
03	4.6	Revised PO / Invoice Requirements added QAD
03	8.6	Added Supplier Request for Change
03	11.1.1	Releases, Accum, Material Authorization added QAD
03	12.4	Added Irvin Products Supplier Transport Label standard
03	NA	Supplier PPAP Submission Checklist updated
04	NA	Added Plant 5 to Irvin Facility Directory
05	Document	Company name changed/updated to Piston Interiors
05	Document	Reference Documents Updated
06	Page 2 & 8	Removed "Approved By:" with names. Removed specific team member names.

1.2. FACILITY DIRECTORY

FACILITY	FACILITY ADDRESS	SHIP TO ADDRESS	MAIL TO ADDRESS
Corporate Office Pontiac	Piston Interiors LLC 2600 Centerpoint Parkway Pontiac, MI. 48341 Phone: 248-451-4100 Fax: 248-451-4311	Same as Facility Address	Same as Facility Address
Jaropamex Acuna Plant 1	Jaropamex Plant 1 Calle Mexico # 1405 Parque Industrial Amistad Cd. Acuna Coahuila, Mexico 26220 Phone: 830-774-5920 Fax: 830-774-5950	Jaropamex Plant 1 2A Fawcett Dr. Del Rio, TX. 78840	Jaropamex Plant 1 P.O. Box 421117 Del Rio, TX. 78842-1117
Jaropamex Acuna Plant 2	Jaropamex Plant 2 Carretera Presa de La Amistad Km. 6.5 Parque Industrial Amistad Cd. Acuna Coahuila, Mexico 26220 Phone: 830-768-5800 Fax: 830-768-5822	Jaropamex Plant 2 2A Fawcett Dr. Del Rio, TX. 78840	Jaropamex Plant 2 P.O. Box 420037 Del Rio, TX. 78842-0037
Jaropamex Sabinas Plant 3	Jaropamex Plant 3 Carretera Sabinas-Rosita Coahuila, Km. 12 Sabinas Coahuila, Mexico 26749 Phone: 011-528-613-0228 Fax: 011-528-613-0166	Jaropamex Plant 3 2A Fawcett Dr. Del Rio, TX. 78840	Jaropamex Plant 3 P.O. Box 421327 Del Rio, TX. 78842-1327
Jaropamex Acuna Plant 4	Jaropamex Plant 4 Chihuahua #385 Parque Industrial Amistad Cd. Acuna Coahuila, Mexico 26220 Phone: 830-774-5920 Fax: 830-774-5950	Jaropamex Plant 4 2A Fawcett Dr. Del Rio, TX. 78840	Jaropamex Plant 4 P.O. Box 421117 Del Rio, TX. 78842-1117
Jaropamex Gomez Palacio Plant 5	Jaropamex Plant 5 2000 Gómez Palacio Durango, México CP 35079	Jaropamex Plant 5 2A Fawcett Dr. Del Rio, TX. 78840	Jaropamex Plant 5 P.O. Box 421117 Del Rio, TX. 78840
Warehouse Del Rio	Piston Interiors 2A Fawcett Dr. Del Rio, TX. 78840 Phone: 830-768-5800 Fax: 830-768-5809	Same as Facility Address	Same as Facility Address

### 1.3. QUALITY POLICY

It shall be the policy of Piston Interiors to provide our customers with the highest quality products and services, at a competitive price. In order to achieve this, the following objectives have been incorporated into the way we perform our normal activities:

- Maintain a constant commitment to process innovation, manufacturing excellence, and continual improvement.
- Be responsive to the requirements and expectations of our customers. On-time delivery of the highest quality products.
- Maintain product, engineering, and technology leadership in our industry.
- Conduct our business within the strict bounds of accepted ethical, corporate, and legal standards.
- Recognize that people are our most important asset, and strive to provide opportunities for, assist all employees to grow, participate, and be recognized as contributing members of the team.
- Never ending pursuit of our corporate acceptance goal of "Zero Defects"



## 2. INTRODUCTION

### 2.1. PURPOSE AND APPLICABILITY

- 2.1.1. The purpose of this manual is to communicate the requirements and expectations for all suppliers that deliver parts, services and materials to Piston Interiors. This manual reinforces the Piston Purchase Order Terms and Conditions and defines Piston's customer specific requirements.
- 2.1.2. This manual has been written to cover the general requirements of all Piston Interiors "Piston" facilities. Unless otherwise specified, this manual applies to all current Piston suppliers as well as potential new suppliers who wish to obtain business with Piston.
- 2.1.3. Piston may provide additional requirements throughout the supply chain based on customer specific requirements requested for any given program.

### 2.2. REFERENCE

- 2.2.1. Referenced materials are included in the appendix and are notated throughout this manual in italic underlined type font.
- 2.2.2. Suppliers shall be responsible for obtaining copies of the referenced Automotive Industry Action Group (AIAG) Manuals and for maintaining the latest editions. These documents may be obtained by contacting AIAG at [www.aiag.org](http://www.aiag.org).

### 2.3. SUPPLIER GUIDELINES MANUAL REVISIONS

- 2.3.1. The Piston Supplier Guidelines Manual will be updated periodically as requirements or conditions change. Piston will notify the supply base through email with a new copy of the Manual as soon as it is available. It will become effective 10 days after distribution. The supplier accepts the new revision if no written comments are received within 10 days of distribution.

### 2.4. CONFIDENTIALITY

- 2.4.1. It is the supplier's responsibility to apply sufficient controls to protect the confidentiality of Piston data. A written Non-Disclosure Agreement may be required obligating Piston and the supplier to mutual confidentiality of proprietary information as defined in the agreement.

## 3. SUPPLIER SELECTION AND APPROVAL PROCESS

### 3.1. APPROVED SUPPLIER LIST

- 3.1.1. Suppliers will be selected and assessed on their ability to meet Piston requirements. A list of approved suppliers is maintained by Piston's Purchasing Department. This list is updated as required to reflect any revisions to a supplier's approval status which can change as a result of Piston's evaluation of on-going supplier performance. (Reference Section 8.2)

- 3.1.2. The Approved Supplier List is composed of suppliers providing production components and materials, production tooling, services such as testing, calibration, inspection and manufacturing support.
- 3.1.3. A supplier may be removed from the Approved Supplier List at Purchasing's discretion.
- 3.1.4. One or more of the following conditions must be satisfied for those suppliers providing production components and materials:
  - 3.1.4.1. Customer Directed: Supplier is approved by the customer for a specific commodity and/or service and is shown on an approved supplier list.
  - 3.1.4.2. Piston Approved: The supplier is a direct supplier to an automotive manufacturer and has undergone an acceptable assessment from one or more of the manufacturers.
  - 3.1.4.3. Third Party Registered: The supplier has obtained third party registration to IATF 16949. Supplier shall provide evidence of certification and provide written notification to Piston within 5 business days should status of certification change.
  - 3.1.4.4. Supplier has obtained ISO 9001 third party registration with a defined plan to achieve IATF 16949 certification.
  - 3.1.4.5. Suppliers who are not certified may be approved at the Purchasing Director's discretion. This may require the need to perform a supplier system survey as outlined in Section 2.3. Documentation will be maintained in their supplier file detailing the reason for the exception.
  - 3.1.4.6. Customer Waiver: A waiver relieving the supplier of registration requirements has been received from the customer where supplier parts are used.

### 3.2. SUPPLIER ASSESSMENT

- 3.2.1. Piston reserves the right to perform supplier system surveys at any current or potential new suppliers (and/or at their sub suppliers) to evaluate their quality management system and assess their ability to meet Piston requirements. This will be determined on a case-by-case basis.
- 3.2.2. Piston requires the implementation of a quality management system based upon IATF 16949 requirements. Second party system surveys, which may be performed, will assess the supplier's compliance to these quality standards. This requirement applies to all suppliers.

### 3.3. REQUEST FOR QUOTATION

- 3.3.1. The Piston Purchasing group will submit a request for quotation when selecting a potential supplier to deliver a new product or service. The supplier is required to thoroughly complete the information requested and return it to the appropriate Piston buyer by the due date indicated.

- 3.3.2. Quotation responses that are not complete or are late may not be evaluated and will adversely affect the Supplier Scorecard rating in the corporate support category.
- 3.3.3. Suppliers are encouraged to submit suggestions for alternate design, material, etc. during the quotation process.

### 3.4. COST BREAKDOWN REQUIREMENTS

- 3.4.1. The Piston buyer will require additional cost breakdown information to accompany the Request for Quotation documentation such as:
  - 3.4.1.1. Piece price breakdown per *Piece Price Breakdown*
  - 3.4.1.2. Tooling cost breakdown per *Tooling Cost Breakdown*
  - 3.4.1.3. Any other requirements as specified by Piston buyer.
- 3.4.2. Piston's customers may require specific cost breakdown information and reporting formats. In those instances, the supplier will be provided the customer specific forms to complete in addition to the Piston cost breakdown forms.

## 4. PURCHASING

### 4.1. CONTACT INFORMATION

- 4.1.1. The Piston corporate office controls all purchasing. All correspondence and contacts concerning purchasing issues should be directed to this centralized Purchasing Department.
- 4.1.2. Visits to Piston's production facilities by supplier's quality and manufacturing personnel are strongly recommended. These visits should be coordinated through Piston Purchasing and the plant Materials and Quality Departments. Suppliers should schedule visits at a frequency that is beneficial to the supplier and the Piston facilities to ensure adequate communication, understanding and follow-up is taking place for any issues that affect customer satisfaction. In the event of quality or delivery problems, additional visits are expected.
- 4.1.3. Insuring customer satisfaction requires effective communication between Piston and its suppliers. All new suppliers are expected to visit the manufacturing facility prior to their first shipment unless waived by the Director of Purchasing. This is encouraged to enhance more efficient communication and to ensure the supplier has a firsthand knowledge and understanding of Piston's processes.
- 4.1.4. Piston suppliers that could also be considered competitors must be approved in advance by the Director of Purchasing prior to any plant request.

### 4.2. DIRECTED BUY

- 4.2.1. Piston shall pass through terms as assigned by the directing customer to Piston. These

items include, but are not limited to, piece price, payment terms, fab/raw authorization, warranty sharing, minimum runs, lot size, and pre-production reimbursement. Issues identified by the directed supplier must be resolved with Piston prior to any involvement of the sourcing authority. Piston will notify supplier if sourcing authority involvement is required.

- 4.2.2. The directed supplier shall conform to all Piston requirements including, but not limited to quality, delivery, responsiveness, and launch readiness.
- 4.2.3. Directed supplier tooling will be paid to terms once the customer payment has been received.

### 4.3. DIVERSITY

- 4.3.1. Suppliers should recognize, promote and practice the principles of a sustainable business; elements which suppliers should consider include Commitment to sustainability includes being a leader in promoting diversity in the supply base. Piston recognizes the benefits of purchasing goods and services from minority- and women-owned businesses, and when we share these values across our networks, we amplify our ability to support and grow these important businesses. Our ongoing relationships with diverse suppliers are key to our success, enabling innovation across our supply chain and strengthening our go-to-market capabilities. When we partner with diverse-owned businesses we also promote economic growth in the automotive industry and throughout our communities. This commitment supports our customers' expectations and provides Piston with a competitive advantage that contributes to the overall growth of our business. We expect our suppliers to incorporate supplier diversity best practices and objectives into their own supply chain. We believe this approach strengthens the NMSDC and WBENC networks and grows business for MBEs and WBEs.

### 4.4. PURCHASE ORDER TERMS AND CONDITIONS

- 4.4.1. Piston's Standard Purchase Order Terms and Conditions will be referenced on the purchase order. The PO may contain additional specific terms and conditions for a particular part. Piston's Standard Purchase Order Terms and Conditions can be found on the "Suppliers" tab of [www.pistoninteriors.com](http://www.pistoninteriors.com).
- 4.4.2. All Purchase Orders and alterations must be acknowledged and returned to Piston within ten working days after receipt.
- 4.4.3. The supplier shall establish and maintain a system for ensuring that the latest applicable drawings and related specifications, and any changes are on file and in effect. Obsolete drawings and specifications shall be removed from use. Notification of these changes shall be made through the issue of Piston's Purchase Orders.
- 4.4.4. Changes in production material, sub-supplier sources, process, manufacturing location, etc. are not to be instituted without prior written approval from Piston Purchasing, Engineering, and Quality. The supplier must submit a *Supplier Change Request* prior to any actions taken toward the change.

4.4.5. Suppliers instituting unauthorized changes shall be accountable for any financial liability incurred by Piston that is required to meet our customers' change request policies and requirements.

4.4.6. There are three general types of purchase orders which may be issued by Piston:

4.4.6.1. Blanket Purchase Order (B-XXXXXX-X)

4.4.6.2. Spot Buy Purchase Order (S-XXXXXX-X)

4.4.6.3. Tooling Purchase Order:

Production	(T-XXXXXX-X)
Prototype	(PT-XXXXXX-X)
Production Steel Rule	(TS-XXXXXX-X)
Prototype Steel Rule	(PS-XXXXXX-X)

## 4.5. SERVICE PARTS POLICIES

4.5.1. Service and Replacement Parts: Suppliers shall be capable of supplying service parts for a fifteen-year period or more per Piston's contractual agreement with customer after Piston completes current model purchases and shall sell parts in the quantities and at the times determined by their Buyer to fulfill past model service requirements. Unless otherwise agreed to by Buyer, the price(s) during the first 7 years of this period shall be those in effect at the conclusion of current model purchases. For the remainder of this period, the price(s) for goods may be negotiated and shall be as agreed to between the supplier and Piston.

## 4.6. PO / INVOICE REQUIREMENTS

4.6.1. Piston's QAD MRP system may be used to generate material orders from certain plants and the corporate office. In this case supplier invoices must reference the QAD Blanket PO number and list each part by line-item number, otherwise Piston may not be able to process the invoice which could result in delayed payment.

# 5. TOOLING PROCEDURES

## 5.1. GENERAL REQUIREMENTS

5.1.1. Tooling will be authorized by Piston via a Tooling Purchase Order. All sample submissions must follow PPAP guidelines outlined in Section 7.0.

5.1.2. Samples of plastic molded parts must be submitted by cavity for dimensional and pre-grain approval prior to graining. Samples shall be resubmitted after graining per PPAP requirements outlined in Section 7.0.

5.1.3. Tooling timeline shall be submitted to buyer and any deviations need to be communicated within 24 hours of change.

## 5.2. TOOL MAINTENANCE REQUIREMENTS

- 5.2.1. The supplier at its expense shall maintain all tooling in good condition and repair or replace tooling to the extent necessary to produce production quality parts to drawing specifications. The Piston program buyer must be notified of any tool maintenance repairs to injection mold tools.
- 5.2.2. Tooling shall not be moved from the supplier's premises without Piston Purchasing prior written approval.
- 5.2.3. Any tool maintenance, tool repairs, or tool modifications which might affect part dimensions, fit and function, part durability, or other performance properties must be PPAP'd. (Reference PPAP requirements in Section 7.2)

## 5.3. TOOLING IDENTIFICATION

- 5.3.1. A Piston tool tracking tag will be required to be permanently affixed on all tools. The tag will be provided by the Piston buyer. This includes Piston owned and customer owned tooling.
- 5.3.2. Final invoice processing for tooling will require evidence of tooling identification per specific OEM requirement. The Piston buyer will provide the requirements for the OEM asset tag for customer owned tooling.

# 6. ADVANCED PRODUCT QUALITY PLANNING (APQP)

## 6.1. GENERAL REQUIREMENTS

- 6.1.1. Suppliers shall implement an Advanced Product Quality Planning process involving the use of multi-disciplinary teams to support the development of new or changed products and services.
- 6.1.2. It is recommended that suppliers utilize disciplines and guidelines outlined in the AIAG *Advanced Product Quality Planning and Control Plan* reference manual to develop this process.
- 6.1.3. Suppliers are required to report the status of APQP plan activities as requested and must notify Piston of any issues or problems that may result in missing planned target dates.

## 6.2. NEW PRODUCT / PROCESS LAUNCH PREPAREDNESS

- 6.2.1. The Supplier Development function within Piston Corporate Purchasing shall monitor and manage selected suppliers throughout the APQP process to ensure suppliers are capable of meeting Piston requirements.
- 6.2.2. Suppliers are included as members of Piston's cross functional development team and are encouraged to provide input during the APQP process and participate in support activities as requested.

### 6.3. IDENTIFYING HIGH RISK SUPPLIERS

- 6.3.1. Supplier Assessments will be conducted to identify “High Risk Suppliers” for a particular product, process, or service and to determine which suppliers will be tracked by Supplier Development.
- 6.3.2. The criteria used to identify “High Risk Suppliers” shall include but is not limited to the following:
- Historical product / process / warranty concerns
  - Past suppliers launch history.
  - Product / process complexity
  - New product / process for supplier
  - New product / complexity for Piston
  - New supplier or new supplier location
  - Impact on final product
  - Late design changes / compressed program timing
  - Financial risk
  - Capacity risk

### 6.4. SUPPLIER DESIGN REVIEW MEETING

- 6.4.1. Supplier design review meeting and tooling presentation are held with selected suppliers prior to issuance of the Purchase Order. The purpose of this meeting is to review component design, raw material specifications, tooling issues, part application issues, etc. and identify special characteristics. Preliminary program timing will be reviewed, and key milestone dates agreed upon between Piston and the supplier.
- 6.4.2. A Supplier Design Review Meeting notice will be forwarded to the supplier which establishes the meeting date and time, defines participant requirements, preparation requirements and items to bring to the meeting.
- 6.4.3. In preparation prior to or during the design review meeting the supplier is required to complete the *Piston Tooling Presentation* provided.
- 6.4.4. Piston denotes Special Characteristics on its drawings and defines them as follows:
- **Critical Characteristic:** Product characteristic or process parameter which affects a product’s safety or compliance with regulatory requirements, and which require specific manufacturing, assembly, shipping, or monitoring actions and inclusion on the supplier’s quality documentation (PFD, PFMEA, Control Plan, Work Instructions, etc.).
  - **Significant Characteristic:** Product characteristic or process parameter which affects a product’s fit, function, appearance or has other reasons for control and documentation such as specific customer requirements. Supplier must utilize SPC to monitor and control process. SPC designated characteristics shall be included in supplier’s quality

documentation (PFD, PFMEA, Control Plan, WorkInstructions, etc.).

- **Controlled Dimension:** A product characteristic which must be monitored and included in the supplier's quality documentation (PFD, PFMEA, Control Plan, Work Instructions, etc.) Supplier must demonstrate short term capability to exceed 1.67 Ppk at time of PPAP.
- **Note:** If the supplier is not utilizing statistical methods for the monitoring and control of a Controlled Dimension (CD) then the reaction plan included or referenced in the control plan must at a minimum require 100% inspection of suspect nonconforming material from the time the nonconformance was detected until corrective actions have been verified to resolve the concern. In addition, product that was produced prior to detection of the nonconformance until time of the last OK check must be considered as suspect and the reaction plan shall also require, at a minimum, 100% inspection for product produced during that time frame.

- 6.4.5. Suppliers shall provide evidence of on-going control and process capability for all significant characteristics identified. This may be accomplished by forwarding copies of control charts and capability reports for the significant characteristics affected on a monthly basis minimum to the receiving Piston manufacturing facility's receiving inspection supervisor.

If documentation reveals process to be unstable or not capable supplier must submit action plan detailing containment methods to prevent shipment of nonconforming material and actions to achieve process capability. Failure to adhere to these requirements can affect the supplier's monthly performance rating on the Supplier Scorecard. (Reference Section 8.0)

**Note:** Supplier must demonstrate short term capability to exceed 1.67 Ppk and long-term capability to achieve 1.33 Cpk minimum.

- 6.4.6. Supplier shall provide evidence of inspection results for controlled dimensions on an as requested basis only.

## 6.5. RUN AT RATE

- 6.5.1. The purpose for performing a Run at Rate is to identify and correct any quality or productivity problems prior to start of production by simulating mass production conditions. The run at rate is a confirmation of supplier preparedness for mass production. It must be conducted early enough to allow adequate time for improvement and corrective action confirmation. It is a physical verification that the production process is capable of producing quality products at the quoted production rates.

- 6.5.2. The Run at Rate must be representative of mass production conditions:

- All processes run in correct sequence.



- Trained operators
- Production level facilities, tooling, and equipment
- Production level material
- Mass production line speed including tool changes and set-ups.

6.5.3. Piston will notify the supplier as to the timing and type of Run at Rate that is required:

- **Supplier Monitored:** Run At Rate is performed by the supplier with results documented on the designated reports (*Run at Rate/Launch Readiness Summary Report, Run at Rate Launch Readiness Worksheet*) and forwarded back to Piston.
- **Piston Monitored:** Run at Rate is performed by the supplier under the observation of onsite Piston representative(s). Supplier is responsible for documenting results on the designated reports (*Run at Rate/Launch Readiness Summary Report, Run at Rate Launch Readiness Worksheet*) and forwarding back to Piston.

6.5.4. Piston’s customers may require specific Run at Rate reporting formats. In those instances, the supplier will be provided the customer specific forms to complete in place of or in addition to the Piston forms.

6.5.5. If the supplier is unable to meet Run at Rate target levels after initial corrective actions have been implemented immediate notification must be issued to Piston Purchasing. In addition, the supplier shall present an action plan on activities scheduled with timing to achieve the desired Run at Rate targets.

## 7. PART SUBMISSION AND APPROVAL PROCESS (PPAP)

### 7.1. GENERAL REQUIREMENTS

- 7.1.1. A PPAP submission is required for approval of all production parts and materials supplied to Piston unless a mutual agreement for waiver is reached between purchasing, quality, and the supplier. PPAP is required to assure that the process has the potential to produce parts which meet the specified requirements during an actual production run at the quoted production rate.
- 7.1.2. All PPAP submissions to Piston shall be prepared in conformance to the requirements outlined in the AIAG *Production Part Approval Process* manual. Suppliers shall by default submit Level 3 PPAP packages unless instructed otherwise. Piston specific requirements are outlined in Section 7.2 defining the submission requirements for various circumstances.
- 7.1.3. Submissions of PPAP documentation shall be made to the corresponding plant PPAP contact via email.
- 7.1.4. There should be a separate section labeled in the PDF file for each of the submission requirements listed on the Piston Supplier PPAP Checklist. If documentation is not required or is not applicable for a particular section, then a blank sheet should be inserted in that section labeled "NOT APPLICABLE".

- 7.1.5. Substances of Concern (SOC), Environmental Requirements, Conflict Minerals, IMDS and AIAG CQI requirements:
- Conflict Minerals reporting is required each year. Piston requires submission using the iPCMP tool or completion of the latest CMRT. These tools can be found at [www.conflict-minerals.com](http://www.conflict-minerals.com) and <http://www.conflictreesourcing.org/conflict-minerals-reporting-template/> respectively
  - Suppliers shall register with the IMDS database through [www.mdssystem.com](http://www.mdssystem.com) so they can enter all required data through the IMDS website under the appropriate Piston ID (#183338)
    - An IMDS submission shall be required for Original PPAP submission when supplier of products or services are changed, when there is a change to part weight that will affect the overall part weight, when the part level bumps, and every time a warning is issued bymdsystem.
    - IMDS should be reviewed during the annual validationPPAP submission. All warnings issued by mdssystem must be reviewed and updated immediately.
  - AIAG has published special process assessments for heat-treat plating, welding, soldering, molding systems, warranty and coating processes. OEM customers require all tiers of suppliers to ensure these self-assessment audits are performed annually per the applicable AIAG/CQI guidelines.
- 7.1.6. The supplier shall take parts for PPAP from a significant production run as defined in the AIAG Production Part Approval Process manual. In some instances, Piston may require completion of a successful Run at Rate as a prerequisite for full PPAP approval. The supplier will be notified in advance in those instances.
- 7.1.7. PPAP approval is mandatory prior to shipment of any production level parts or materials from the supplier to any Piston facility. Any waiver from this requirement requires a signed approved deviation as specified in Section 12.2. Any shipment of deviated parts must be properly identified as specified in Section 12.2.

## 7.2. PISTON SPECIFIC REQUIREMENTS

- 7.2.1. PPAP submissions for Piston approval are required under the following circumstances (see Table 7.2.1)

# SUPPLIER GUIDELINES MANUAL

WHEN PPAP SUBMISSIONS ARE REQUIRED	COMMENT OR EXAMPLE
A new part or product supplied to Piston.	<ul style="list-style-type: none"> <li>- Initial release of part</li> <li>- Previously approved part which has a new or revised part # assigned to it</li> <li>- New color submission</li> <li>- etc.</li> </ul>
Resubmission for correction of a previous discrepancy.	- Submission is required to correct any discrepancy on previously submitted part. This can include full approval of a part replacing an interim approval.
Externally and internally driven engineering changes.	- Submission is required on any engineering change to production/part design records, specifications, or materials.
Supplier initiates process, material, sub-contract source, and/or manufacturing changes.	<ul style="list-style-type: none"> <li>- Use of other construction or material than was used in the previously approved part</li> <li>- Production from new, additional, replacement, or modified tools, dies, molds, patterns, etc.</li> <li>- Addition of a new process</li> <li>- Refurbishment or modifications to tooling or equipment to increase its capacity, performance, or change its existing function</li> <li>- Rearrangement of tooling or equipment which changes the process flow sequence</li> <li>- Change in manufacturing location</li> <li>- Change of sub-contract sources for parts or services (e.g. heat treating, plating, laminating, etc.)</li> <li>- Any product/process changes that affect fit, form, function, performance, and/or durability of the part.</li> </ul>
<p><i>In short, any change that affects customer product requirements for fit, function, form, durability, or performance may require a PPAP submission. Contact your responsible buyer if you have any questions regarding whether or not a PPAP submission is required and/or the submission level required.</i></p>	

7.2.2. Suppliers shall submit the following PPAP documentation to meet Piston requirements for part approval for the circumstances defined below unless otherwise specified (see Table 7.2.2).

REASON FOR PPAP SUBMISSION	COMMODITY TYPE	DOCUMENTATION REQUIRED	SAMPLE PARTS REQUIRED
New part submission	Metal Components	<ul style="list-style-type: none"> <li>▪ <u>Supplier PPAP Checklist</u></li> <li>▪ Complete level 3 submission per AIAG PPAP manual</li> <li>▪ For appearance parts, actual colorimeter / spectrophotometer readings for color with the Appearance Approval Report (AAR)</li> <li>▪ Marked drawing included with dimensional layout</li> <li>▪ Copy of IATF 16949 certificate</li> <li>▪ Laboratory Scope (reference 7.2.4)</li> <li>▪ Applicable Substance Use Restrictions form per Ford WSS- M99P9999-A1, GMW3059, or Chrysler CS9003.</li> </ul>	Minimum 6 samples per color (3 samples per tool/cavity)  ALL PARTS ARE TO BE HELD AT SUPPLIER LOCATION
	Plastic Components	<ul style="list-style-type: none"> <li>▪ Same as above plus:</li> <li>▪ Pre-Texture Evaluation Report, if a customer requirement</li> </ul> <p><b>Note:</b> If different size equipment is used to mold the part a separate PPAP package must be submitted for each tonnage utilized in the production of the part.</p>	Minimum 6 samples per color (3 samples per tool/cavity) at pre-grain and post-grain submissions ALL PARTS ARE TO BE HELD AT SUPPLIER LOCATION
	Thread, Trim Binding	<ul style="list-style-type: none"> <li>▪ Same as above</li> </ul>	Minimum one 12" swatch per color
	Fabric, Vinyl, Leather	<ul style="list-style-type: none"> <li>▪ Same as above plus:</li> <li>▪ End customer color and/or construction approval (reference 7.2.3)</li> </ul> <p><b>GM colors:</b> Trim Transmittal from GM MAT SPEC system</p> <p><b>FCA Colors:</b> Source Approval Status Form (SASF)</p> <p><b>Ford Colors:</b> Material/Color Durability Compliance Certification (MCDCC) Other customer requirements as needed</p>	Minimum of two swatches each color sized 8" x 11"
Resubmission for correction of a previous discrepancy	All	<ul style="list-style-type: none"> <li>▪ <u>Supplier PPAP Checklist</u></li> <li>▪ Resubmit new dimensional layout for any rejected dimensions only</li> <li>▪ Resubmit corrections to previous rejected paperwork including a new Part Submission Warrant (PSW)</li> </ul>	Update sample parts and continue to hold latest level.

- 7.2.3. Only PPAP approved raw material sources may be used. Supplier must include copy of end customer color and/or construction approval.

**Note:** This requirement typically applies to raw material sources of appearance items such as plastic, fabric, vinyl, and leather suppliers.

- 7.2.4. **Laboratory Accreditation:** If supplier's laboratory was used for materials and/or performance testing for the PPAP submission then supplier must show compliance to ISO/ECI 17025 guidelines or equivalent. This condition can be met by including a copy of the supplier's ISO/ECI 17025 guidelines or equivalent certificate along with their Laboratory Scope in the PPAP package. Otherwise, laboratory testing must be performed by an accredited laboratory and copy of the lab's accreditation (ISO/IEC 17025, or national equivalent) and Laboratory Scope must be included with the PPAP submission.

- 7.2.5. **Substance Use Restrictions:** Supplier must include the applicable Substance Use Restrictions form per Ford WSS-M99P9999-A1, GMW 3059, or Chrysler CS9003 in all PPAP submissions.

- 7.2.6. **Color Readings:** Supplier shall include actual colorimeter / spectrophotometer color readings with their Appearance Approval Report (AAR) for appearance parts.

**Note:** Supplier is responsible for acquiring certified master color plaques, color chips from raw material suppliers are not adequate to satisfy these requirements. Supplier will provide 3 sets of parts to Piston for the initial AAR process. Once AAR approval is provided one set of parts will be held by Piston Corporate, one set provided to Piston Manufacturing Plant and one set will be sent back to supplier for historical reference.

- 7.2.7. **Supplier PPAP Submission Checklist:** Supplier must include the Supplier PPAP Submission Checklist with each PPAP submission to ensure all documentation is included to satisfy Piston requirements.

### 7.3. PPAP STATUS

- 7.3.1. Piston shall notify the supplier of the PPAP submission status as follows:

- **Full Approval:** PPAP submission meets all Piston specifications and requirements and authorizes the supplier to begin production shipments of the part to Piston material releases.
- **Rejected:** PPAP submission fails to meet Piston specifications and requirements. Supplier is not authorized to make any production shipments. Corrected PPAP must be submitted and approved before production shipments are authorized.

- 7.3.2. Piston will notify supplier of PPAP status by returning a signed copy of the PSW Warrant Cover Page with the PPAP status notated on it (if approved)

## 7.4. ANNUAL PPAP RE-VALIDATION REQUIREMENT

- 7.4.1. All suppliers are required to submit a Level 3 PPAP annually for all production parts and materials. PPAP documentation must be no more than one year old at the time of PSW submission. Any deviation to level submission for the annual validation requirement must be approved by the Piston plant quality manager prior to any submission. Supplier must demonstrate long term capability to exceed 1.33 Cpk for all significant and controlled dimensions.

**Note:** Piston's customers require PPAP documentation be no more than one year old at the time of PSW submission to them. In most cases the annual supplier PPAP submission to Piston will satisfy this requirement. However, there may be some circumstances in which the particular Piston submission date to our customer and the annual supplier PPAP submission on file will not satisfy the maximum one-year customer requirement. In these instances, Piston will require the supplier to provide an update to the minimum documentation required to satisfy this requirement.

- 7.4.2. An updated copy of the supplier's QMS Standard certificate, Laboratory accreditation and scope shall be included with the annual re-validation PPAP package.

## 8. SUPPLIER PERFORMANCE AND DEVELOPMENT

### 8.1. SUPPLIER SCORECARD

- 8.1.1. On-going supplier performance will be monitored and evaluated by Piston on a monthly basis. Performance will be tracked in the areas of quality, delivery, and corporate support. A minimum score will be required to maintain approved status on the Piston approved supplier listing. Failure to maintain a minimum score can result in temporary "no quote" status. Failure to demonstrate improvement in performance to acceptable levels can result in product de-sourcing.
- 8.1.2. A Supplier Scorecard will be issued each month from each Piston manufacturing facility location. This Supplier Scorecard provides the overall composite score with the detailed breakdown of each category rated for the previous month's performance. A separate scorecard is issued from each Piston facility to which the supplier ships product.
- 8.1.3. The monthly Supplier Scorecard will be issued to the supplier's designated contact who is responsible for distribution to the appropriate personnel within their organization. The supplier is responsible for reviewing the scorecard information and responding in a timely manner when applicable (i.e. when corrective action response is required for unacceptable performance (8.2.1) or if supplier wishes to dispute the rating issued). If the supplier disagrees with its monthly performance rating a written response must be received within the month that the rating was issued to the appropriate materials, quality, or purchasing representative detailing the reasons the rating is disputed along with supporting documentation. Piston will review the dispute and if in agreement with the supplier's information the scorecard will be corrected.

**Note:** Any correspondence the supplier submits to dispute scorecard ratings must also be

copied to the appropriate Piston corporate commodity manager and Supplier Development Manager.

## 8.2. UNSATISFACTORY SUPPLIER PERFORMANCE

- 8.2.1. The supplier must submit a corrective action response for unsatisfactory performance on the monthly scorecard (less than 70 points for overall composite score) addressing root cause and corrective actions which will be implemented to achieve an acceptable rating. The corrective action report shall be submitted to the issuing plant and copied to Piston Corporate Commodity Manager (corporate address) Supplier Development Manager by the end of the month in which the scorecard was issued. Failure to provide an on-time corrective action report for sub-standard performance will affect the next month's corporate support rating.
- 8.2.2. The supplier will not be allowed to quote or obtain new business from Piston with 3 consecutive months where the composite score falls below 70 points. The supplier's "no quote" status will be indicated on the approved suppliers list. The supplier will remain on probation until the conditions below are met at which time their approved status will again be recognized on the approved supplier list.
- Achieves two consecutive months with an overall composite score at or above 70 points.
  - Corrective action plan is submitted and closed by the issuing plant.
- 8.2.3. Other circumstances that may result in a supplier's approval status to be changed to "no quote" status include:
- Continual noncompliance to any requirement outlined in the Supplier Guidelines Manual
  - Continual performance issues in the areas of quality, delivery, or corporate support
  - Suspension of Quality Management System Certificate or unacceptable assessment performed by Piston.
  - Unresolved commercial issues
  - Financial risk
  - Breach of trust

**Note:** Piston shall make every effort to work in tandem with suppliers for the intent of improving their ongoing performance. However, if progress toward acceptable improvement in supplier performance can't be demonstrated then de-sourcing of the product shall be a viable option.

## 8.3. SUPPLIER PERFORMANCE REVIEW (SPR) MEETINGS

- 8.3.1. Piston conducts Supplier Performance Review meetings with selected suppliers at the manufacturing facility and corporate levels. Top problem suppliers are selected to attend these meetings and required to present action plans which will result in problem resolution.
- 8.3.2. Top problem suppliers are identified and may be required to attend an SPR meeting based

on the following:

- Unacceptable or deteriorating supplier scorecard ratings
- Major quality spill requiring sorts or rework at Piston or its customer.
- Controlled Shipping status
- Production interruption due to quality issue or parts shortage
- Lack of responsiveness
- Financial risk
- Capacity risk

8.3.3. Supplier Performance Reviews will be conducted at the Piston manufacturing facility level. Each Piston plant will identify its top problem suppliers and will hold the SPR meeting at its facility. Formal notification will be provided to the selected suppliers via e-mail and will detail the date, time, and supplier required actions in preparation for the SPR meeting. Failure of the supplier to attend or properly support SPR meetings will negatively affect its monthly corporate support scorecard rating.

8.3.4. In those instances that a supplier demonstrates a chronic condition of ongoing issues the SPR meeting may be raised to the corporate level. A corporate level SPR meeting will be chaired by the Piston Director of Purchasing and may require the attendance of the supplier's executive management. At a minimum, participation by the supplier's Plant Manager, Quality Manager, and/or Materials Manager will be required depending on the nature of the concern.

### 8.4. SUPPLIER DEVELOPMENT

8.4.1. Piston works with suppliers for the purpose of improving their overall quality management system to ensure delivery of on-time, cost competitive, and high-quality products and services. A primary goal is for suppliers to be third party registered to a minimum of ISO 9001 with the ultimate goal of IATF 16949. The prioritization of suppliers for development is based on the supplier's performance, as well as the degree of risk to Piston product/process of the product and/or service being supplied.

8.4.2. In the event of mergers, acquisitions, significant changes in facilities, operations or management, etc., relative to a supplier, the continuity of the resulting quality management system will be evaluated for effectiveness. The supplier is expected to notify Piston Purchasing of these developments.

8.4.3. Piston expects all suppliers to create and maintain a culture which promotes employee involvement and results in the pursuit of continual improvement throughout all levels of the organization. At a minimum, suppliers shall demonstrate that systems are in place, relative to the monitoring, measurement analysis and improvement processes needed to:

- Demonstrate conformity of the product
- Ensure conformity of the Quality Management System
- Continually improve the effectiveness of the Quality Management System
- Employee Morale

- 8.4.4. Piston requires all suppliers to establish and maintain documented processes and procedures to ensure that parts, materials and services received from their sub-suppliers meet all necessary requirements. Suppliers are required to have systems in place and shall apply adequate controls to effectively manage their supply base to ensure sub-supplier products and services conform to Piston requirements. This system should include the use of 2nd party audits to assess sub-supplier risk. Piston may require the supplier to cascade and report specific customer deliverables through the supply chain.
- 8.4.5. Piston requires all suppliers that provide a product with embedded software to implement and maintain a process for software quality assurance for their product. This system must also consider applicable statutory and/or regulatory requirements. Assessments of the supplier's capability to maintain a software development program will be completed per IATF 16949 requirements. Documented information shall be retained by the supplier showing proof of a software development capability self-assessment and provided to Piston Products upon request.

### 8.5. SUPPLIER CONTINGENCY PLAN

- 8.5.1. Piston requires the supplier to create and maintain a production contingency plan that combats production interruption, including but not limited to, natural disasters, fire, equipment shutdown, internet disruption, labor strike, supply interruption, or other force majeure type events. Documented information in this plan shall be retained by the supplier and shall be provided upon request from Piston.
- 8.5.2. Contingency plan must include manufacturing site location along with all sub-tier supplier locations for Piston Product part numbers.

### 8.6. SUPPLIER REQUEST FOR CHANGE

- 8.6.1. Suppliers are prohibited from making any change to part or process without prior written approval from Piston Interiors. Prior to any change the supplier is required to complete a Supplier Request for Change form along with all supporting documentation and email to [SRC@pistoninteriors.com](mailto:SRC@pistoninteriors.com). Once the documents are received the supplier will be notified of the next steps in the process. Completing the forms is not an approval to proceed with the change, it only starts the process.

## 9. DISCREPANT MATERIAL REPORTING AND RESOLUTION

### 9.1. SUPPLIER NOTIFICATION OF SUSPECT MATERIAL SHIPPED

- 9.1.1. The supplier shall initiate immediate notification to the using Piston facility in the event it suspects that non-conforming material has been shipped. Supplier shall take steps to immediately identify and contain the non-conformance and take appropriate actions to replace the suspect material in such a manner that there is no interruption to the Piston process.
- 9.1.2. Successful implementation of the above activities will be considered a proactive process



by the supplier and as such the supplier's performance metrics may not be penalized as a result of any defective material captured in the containment process. PPM calculations and the monthly supplier scorecard rating may not be affected in this instance as long as the issue was effectively contained before it resulted in any interruption to the Piston process.

- 9.1.3. Supplier shall initiate its discipline problem solving process to identify the root cause which allowed the nonconformance to occur and escape from its facility and establish permanent corrective actions which will prevent future occurrences including read- across to other processes.

## 9.2. PISTON NOTIFICATION OF DISCREPANT MATERIAL DETECTED

- 9.2.1. Quality issues detected at Piston facilities, our customers, OEMs or through warranty that are determined to be supplier related will be communicated to the supplier through issuance of a Discrepant Material Concern / Response Report (DR) along with an 8D request for corrective action. This report assigns a tracking number for the supplier concern and provides contact information and concern description details. (For situations requiring immediate response the supplier will be notified by phone, or e-mail with formal issuance of the DR to follow).

- 9.2.2. In addition, the DR report is formal notification to the supplier to initiate the following activities:

- Implement immediate containment activities at the supplier's facility and material in transit to prevent escape of additional nonconforming material and appropriately identify the certified material for the next shipment.
- Initiate immediate contact with the using Piston facility to determine severity of concern and level of response required. Supplier must verify impact of rejected materials and arrange for replacement of rejected materials as required.
- Initiate the appropriate activities required to resolve the concern.
- Request sample parts exhibiting the reject condition within 48 hours of receipt of the DR.
- Provide acceptable resolution for disposition of the discrepant material within 48 hours of receipt of the DR.

**Note:** Discrepant material will be returned or scrapped at supplier expense if an acceptable resolution for disposition of material is not received within 48 hours (excluding weekends).

- If requested, as indicated on the DR or 8D request, submit corrective action response:
- **Initial response** for corrective action is due within 24 hours of receipt of the DR or 8D request. At a minimum the initial corrective action report shall define the problem description and detail all containment activities

implemented. Data results of any containment activity must be provided as frequently as requested, but at a minimum daily.

- **Completed response** for corrective action is due within 7 calendar days of receipt of the DR or 8D request or as directed by the issuing Piston plant. In those instances where the quality issue cannot be resolved in 7 days, the supplier shall provide a weekly updated 8D plan with timing until closure. The preferred method is 8D format, but supplier may utilize their own format as long as the following minimum information is included:
  - List of team members with areas of responsibility identified (*i.e. quality, production, maintenance, etc.*)
  - Problem description
  - Containment/Short term/Immediate Corrective Actions
  - Root Cause (Shall address both occurrence and escape failure modes under root cause, corrective actions, and prevention 8D steps)
  - Long term/Permanent Corrective Action Verification
  - Implementation and Validation of Corrective Actions
  - Prevention/Systemic Corrective Actions including read-across to other processes as applicable.

**Note:** Piston's customers may require specific corrective action reporting formats. In those instances, suppliers are required to substitute the customer specific corrective action report in place of or in addition to their own when requested.

### 9.3. SUPPLIER ESCALATION

- 9.3.1. Reasonable efforts must be made to resolve all concerns through Piston plant staff. The escalation process will be utilized to support the plant staff in areas of chronic supplier quality and delivery issues or in specific cases where there is significant cost or impact to performance. Escalation path within the plant is through Quality/Materials Supervisor, Quality/Materials Manager, and Plant Manager prior to escalation to the corporate office. If all attempts at resolution fail, escalation to Piston corporate Commodity Manager or Director of Purchasing will occur.

### 9.4. SUPPLIER SUPPORT ACTIVITIES

- 9.4.1. Once a supplier related issue is identified the supplier must take the actions necessary to resolve the concern. This involves establishing communication with the Piston facility to determine the support activities that will be necessary to protect against the production and shipment of nonconforming material by either Piston or the supplier and insuring on-time deliveries.
- 9.4.2. In those instances that onsite sorting and certification of suspect material at Piston facilities is necessary, the following actions are required:

- Supplier is responsible for the immediate coordination of the sorting activities required. Supplier's lack of immediate coordination/containment will require Piston implementation at supplier expense. (Reference Section 10.1)
  - Supplier is responsible for the supervision, selection, and training of sort personnel to the acceptance/rejection criteria. Piston requires the use of a sorting company that that is certified to ISO – 9001 or approved for use by Piston.
  - Supplier may utilize their employees, company representatives, and/or 3rd party sorting companies to perform the necessary sorting activities. It is supplier's responsibility to ensure onsite supervision of any 3rd party sorting personnel.
  - Supplier must ensure that sort personnel selected understand any Piston facility specific requirements (i.e. safety requirements, procedures for entering/exiting plants, identification requirements, methods of identifying rejected and certified material, etc.). Any questions regarding facility specific requirements should be addressed through that facility's Incoming Quality department.
  - On occasion, due to space restrictions at Piston facilities, supplier may be required to seek alternate Piston approved sorting sites or may be charged for square footage used for sorting activity.
  - Data results from any sort of activity must be provided upon request or at a minimum daily. More frequent reporting may be required. Results must be provided electronically.
  - Product within a Piston facility cannot be removed from inventory without authorization from Piston incoming inspection supervisor.
  - Supplier must have authorization from Piston facility management prior to starting any rework on parts already in Piston inventory.
- 9.4.3. PPM calculations for the monthly Supplier Scorecard shall be based on confirmed rejected parts. Reject parts from any supplier sorting activity will be included in the calculation of the supplier's PPM.
- 9.4.4. Piston reserves the right to send the appropriate Piston representative(s) to the supplier's facility or its sub-supplier facilities to verify effective corrective actions are in place or where necessary to assist the supplier in the problem resolution process.
- 9.4.5.** Piston's customer representatives shall also have the right to accompany Piston representatives to the supplier's facility or its sub-supplier facilities to verify corrective actions are in place and systems are compliant.

## 9.5. CONTROLLED SHIPPING

- 9.5.1. Piston shall place a supplier in Controlled Shipping status in those instances where the supplier's problem resolution process is ineffective, and its current controls are not sufficient to prevent the shipment of nonconforming material. Controlled shipping requires the implementation of additional controls which will prevent the shipment of nonconforming material. Controlled shipping status will be 100% at the suppliers' expense. Space and Piston personnel used for any controlled shipping effort will be charged back to the supplier.
- 9.5.2. The supplier will be formally notified of Controlled Shipping status via a notification letter detailing the specific nonconformance(s), the controlled shipping level imposed (CS1 or CS2), and the required supplier actions, including inspection and exit criteria. Any CS1/CS2 disputes will be escalated to Piston corporate level for resolution.
- 9.5.3. The supplier is required to return a signed copy of the notification letter to confirm receipt and understanding of the containment requirements. Regardless of the containment level imposed the supplier should utilize the controlled shipping activity as a part of its data driven problem resolution process. The supplier is required to document all controlled shipping inspection results, maintain these records on file, and forward them to Piston on request.
- 9.5.4. Controlled Shipping Level 1 Containment (CS1): Supplier shall implement additional controls and inspection process at its facility utilizing its own employees to 100% inspect for the nonconformance(s) identified. Guidelines for setting up the containment shall include:
- Containment area to be separate from production area.
  - Containment area must be highly visible, properly lighted and adequately equipped for the inspection/testing being performed.
  - Containment area material flow to be well defined with clearly identified areas for incoming, outgoing and rejected materials.
  - Parts certified as approved after inspection through the controlled shipping containment process to be identified as specified in the Controlled Shipping notification letter.
  - No rework to be performed in containment area.
  - Containment personnel to be properly trained with work instructions, quality standards and boundary samples readily assessable in the containment area.
  - Containment inspection results to be updated daily to expedite data driven problem resolution.
- 9.5.5. Controlled Shipping Level 2 Containment (CS2): CS2 will be imposed when the supplier's CS1 activity fails to protect Piston facilities from the receipt of nonconforming material. CS2 may also be imposed (without CS1 notification) directly if warranted due to considerations such as lack of supplier controls, repeat issues, problem duration or severity, etc. In this case an independent 3rd party source will be required to implement additional controls and inspection process to 100% inspect for the nonconformance(s) identified. The 3rd party inspection source shall be a certified inspection firm or approved for use by

Piston. Guidelines for setting up CS2 containment are same as listed above for CS1 containment except that the 3rd party inspection source is responsible for performing the containment function and providing the inspection results to both the supplier and Piston.

- 9.5.6. Removal from Controlled Shipping status: Suppliers are responsible for petitioning for removal from Controlled Shipping status after permanent corrective actions have been implemented, verified and validated. Suppliers are responsible for providing all supporting documentation required to demonstrate that the established exit criteria have been satisfied. Formal petitions for removal from Controlled Shipping status along with all supporting documentation shall be made to the issuing plant. The supplier's request will then be evaluated to determine whether the Controlled Shipping exit criteria has been met and that all supporting documentation provided is adequate to close the concern. Once these conditions are confirmed Piston will formally notify the supplier that Controlled Shipping status has been removed.

## 10. COST RECOVERY POLICY

### 10.1. COST RECOVERY POLICY

**Note:** Piston will recover all costs that are related to a supplier non-conformance. This includes, but is not limited to, issues associated with pre-production parts, serial production parts, or documentation requirements.

- Potential costs will be debited at a labor rate of \$10 per hour, \$100 administrative fee per occurrence and other charges at actual cost and may include, but is not limited to, the following:
- Piston plant sorting of supplier product or finished good material on floor in the plant.
- Expedited freight costs incurred as a result of supplier past due parts, avoidance of past due parts, or discrepant material.
- Excess transportation costs such as unauthorized shipments or use of unauthorized carriers.
- Overtime costs required to meet customer requirements as a result of supplier fault past due parts or discrepant material.
- Production downtime costs for Piston as a result of supplier fault past due parts or discrepant material
- Production downtime costs billed to Piston by its customer as a result of supplier fault past due parts or discrepant material.
- Quality department time for problem investigation
- Sorting/rework/containment activity costs billed to Piston by its customer as a result of supplier fault discrepant material.
- Costs of work in process (WIP) or finished goods inventory deemed unusable due to supplier responsible defects.
- Costs associated with the disposition or return of unapproved or unauthorized material sent by the supplier.
- Costs associated with Piston customer returns.
- Costs associated with the administration of the actions to support the rejection.

## 11. MATERIAL RELEASING PROCEDURES AND EXPLANATIONS

### 11.1. RELEASES, ACCUM, AND MATERIAL AUTHORIZATION

- 11.1.1. Material releases are issued against purchase orders by the user plants. Piston utilizes QAD to support supplier EDI releases. Suppliers are to work with Piston to get set up on EDI with QAD.
- 11.1.2. Suppliers must use the weekly demand information provided through EDI releases to build in advance and ship product for the given week. All products are required to be available to be shipped via normal established freight in advance to arrive on the Monday of the week that it is due. If the supplier cannot meet the release and regular ship day schedule the supplier must notify Piston Material Planner in advance and provide a written recovery plan detailing when the supplier will be up to schedule on a part number by part number basis. Authorizations are also included in the EDI releases. Suppliers should review and verify these authorizations are correct on a weekly basis, if not your Material Planner should be contacted for resolution.
- 11.1.3. Suppliers will be provided with their designated ship dates and ship frequencies. If this information has not been supplied the supplier should contact their respective Material Planner.
- 11.1.4. An ASN must be transmitted via EDI for every shipment sent on the day it was shipped. Suppliers not capable of electronic transmissions shall contact their procurement analyst to arrange for suitable alternative methods.
- 11.1.5. All delivery ratings will come with the supplier scorecard. If supplier disagrees with an event that affects its delivery rating it must be disputed within one week of the issuance of the scorecard. All disputes must be resolved through the respective plant procurement analyst for the part in question.
- 11.1.6. Piston's system is driven by the accum shipped verses the demand. It is the responsibility of the supplier to insure its accum matches the Piston accum on a weekly basis and reconcile accordingly. Requirements will be distorted if accum do not match.
- 11.1.7. In accordance with OEM standards suppliers are responsible to meet a 15% increase over the material authorization window and not consider low points while still having the material available to be shipped in advance via normal freight to meet the Monday due date. An example of the proper calculation of the 15% rule is attached in the appendix section.
- 11.1.8. Suppliers must use the weekly demand information provided through EDI releases to build product for the given week. Authorizations are also included in the EDI releases.
- 11.1.9. Suppliers shall ship to Piston facilities based on the suggested delivery quantity that is shown in EDI on the designated ship day for each part number supplied. Suppliers will be provided with their designated ship dates. If this information has not been supplied supplier should contact their respective procurement analyst.

- 11.1.10. Premium shipping authorization numbers are required for all nonstandard/expedited shipments to Piston’s plants including production and samples. Any unauthorized use of Piston’s premium transportation information will be immediately charged back to the supplier.

## 11.2.SUPPLIER DELIVERY PROBLEMS

- 11.2.1. The Purchasing Department and the “ship to” location must be informed of any tooling problems, quality problems, lead time changes, or other issues that may effect on-time delivery of parts to Piston. This notification should be immediately communicated verbally and followed up in writing.
- 11.2.2. Premium transportation expenses incurred by Piston, including those necessary to meet our customer’s requirements due to the supplier behind schedule, will be debited against the supplier’s invoices. These expenses will be reviewed by the plant materials department prior to issuance of the debit to ensure accuracy and legitimacy. The supplier will be notified of the debit action prior to its issuance and will cover the premium portion only. In addition, other expenses incurred by Piston due to supplier behind condition may be debited against supplier as outlined in Section 10.0.
- 11.2.3. The supplier’s monthly delivery rating in the Supplier Scorecard will be affected by late deliveries, shipping discrepancies, or incorrect documentation. The Piston procurement analyst will notify the supplier in those instances that a formal corrective action response is required.
- 11.2.4. Piston may require additional documentation to be provided with each shipment based on internal or Piston customer requirements for a specific product.

## 11.3.DOCUMENTATION REQUIRED WITH SHIPMENTS

- 11.3.1. Material Certifications: Unless otherwise specified material certifications must accompany every shipment to the “ship to” location. Supplier is required to maintain a copy of all certifications for shipments and have this information readily available. All material certifications must be current within a year.
- 11.3.2. Material Safety Data Sheets (MSDS): When making the initial shipment for a product, or the product properties have changed, the supplier must email the MSDS to the Piston using facility’s procurement analyst prior to shipping.
- 11.3.3. Certificate of Origin: Piston is required to complete Certificates of Origin per the North American Free Trade Agreement (NAFTA). Certificates are valid for one calendar year only (January 1 – December 31) and are required to be updated on an annual basis or if the origin of the part being shipped changes. Suppliers are required to submit a Certificate of Origin for each part prior to its initial shipment and must also resubmit updated certificates to Piston on an annual basis by December 15th for any parts shipped to its Mexico facilities in the following year.

(For example: A carry-over part that will be shipped to a Piston Mexico plant in January 2018 must have an updated Certificate of Origin submitted by December 15, 2017.)

- 11.3.4. For materials purchased through spot buys (Not covered on the production PO) the supplier must provide a Certificate of Origin with every shipment under the spot buy PO.
- 11.3.5. In addition to hard copy with the shipment, all Certificates of Origin and Commercial Invoices shall be forwarded to the following email address regardless of the actual ship point for the part: [IrvinImportExportGroup@pistoninteriors.com](mailto:IrvinImportExportGroup@pistoninteriors.com). Please include the tracking number or truck number for the shipment so the documents can be matched.
- 11.3.6. Commercial Invoice: A commercial invoice must be included with every shipment which references the QAD purchase order number. (Reference Section 4.4)

## 11.4. OBSOLESCENCE CLAIMS

- 11.4.1. Obsolescence claims must be filed within 14 days of the final shipment. Claims submitted after that time period will not be acknowledged.

**Note:** Suppliers will be notified by their procurement analyst of build out requirements and final ship date requirements.

- 11.4.2. Supplier must retain all obsolete material until the claim has been fully settled and material has been dispositioned. Piston may require additional documentation or an onsite audit of the material.
- 11.4.3. Claim forms are available from your procurement analyst. Any questions regarding the obsolescence claims procedure should be addressed to your procurement analyst.

## 11.5. MMOG REQUIREMENT

- 11.5.1. The Materials Management Operations Guideline (MMOG/LE) is a global document jointly created by the Automotive Industry Action Group (AIAG), Odette representatives, OEM representatives, and automotive suppliers. It is a document with recommended business practices for the supply chain management processes of automotive industry suppliers and is intended to establish a common definition of materials practices to drive effective communication between supply chain partners. The purpose of the MMOG/LE, as well as the reasoning behind the deployment of this by Piston Interiors LLC, is to produce one common material planning and logistics evaluation that can be used by the supplier and customer throughout the product life cycle. The MMOG/LE is being deployed with our suppliers as a self-assessment tool. However, Piston reserves the right to audit MMOG/LE scores by conducting an onsite review of supplier facilities. Suppliers can purchase a download of the MMOG/LE publication or attend training on how to use the assessment by contacting AIAG on the internet at [www.aiag.org](http://www.aiag.org), or calling (248) 358-3003.
- 11.5.2. A MMOG scorecard performance should be completed for each supplier shipping location to Piston in order to serve as a guideline in developing their materials management business processes. It only has to be submitted once per supplier location, but on an annual basis Piston expects the supplier to review their status and notify the scorecard manager if the score has changed. The initial MMOG scores should be submitted to [david.gustin@pistoninteriors.com](mailto:david.gustin@pistoninteriors.com).



## 12. SHIPPING, PACKAGING AND LABELING REQUIREMENTS

### 12.1. SHIPPING REQUIREMENTS

- 12.1.1. Piston reserves the right to create shipping schedules for weekly requirements with the objective of improving material flow and reducing logistics costs. These schedules will be discussed and agreed on by Piston, Supplier, and 3rd Party Logistics (3PL), if used, prior to implementation. All shipments for any of the Piston plants must be called into 3PL twenty-four hours in advance with the approximate time the shipment will be available for the carrier to pick up. If twenty-four-hour notice is not given, it will be the supplier's sole responsibility to arrange for transportation of the product to the Piston plant. Additionally, the supplier will be responsible for the transportation cost including cost of expediting the freight if the Piston plant requires. Suppliers will also be responsible for waiting time charges and any other accessorial charges imposed by carrier due to supplier caused delays. Special arrangements or shipping schedules that are mutually agreed on by Piston and the supplier will take precedence over this requirement. Supplier is to contact the Piston procurement analyst for the designated 3PL carrier to be used for shipments to Piston plants.
- 12.1.2. Unless otherwise specified, supplier is to ship complete on its scheduled leave date. If extra shipments are made due to supplier's inability to fulfill the entire release, the shipment is to be made "prepaid". If not, the supplier will be debited for the extra shipment and the cost will be indicated in the evaluation as premium freight. Special arrangements (i.e. daily pulls, shipments to min/max levels) that are mutually agreed on by Piston and the supplier will take precedence. In such cases the supplier will be responsible for having all required materials available to ship on the date indicated on the release.
- 12.1.3. Over-shipments will be returned at the supplier's expense.
- 12.1.4. Packing slips and product identification must reference the Piston part number. All ASN's transmitted must have packing slip number as thereference number.

### 12.2. SHIPMENT OF DEVIATED MATERIAL

- 12.2.1. The supplier must obtain Piston authorization prior to shipping any parts or material that deviate from the drawings, specifications, appearance standards, PPAP requirements, etc. Any authorized shipments under deviation shall be of a specified quantity of pieces and/or time frame.
- 12.2.2. The supplier shall initiate Piston review for authorization of deviated product by completing and forwarding a Piston Interiors Deviation Form. The supplier shall fill out all sections of the form that are applicable and submit it to the appropriate Piston buyer for review. If the deviation is approved Piston will assign it a Control #, specify on the deviation the quantity of parts and/or time frame that is authorized, specify whether PPAP submission is required for any proposed changes, and record approval signatures. If Piston customer approval is required, Piston will seek the approval. The supplier cannot implement until the signed deviation is returned.
- 12.2.3. All shipments of deviated product must be identified by the supplier as follows.

- A copy of the signed off deviation form must accompany each shipment.
- Each shipping container shall be identified with the Piston Deviation Control # that is assigned. A sticker, tag, label, etc. must be applied to all four sides of the shipping container that identifies the deviated product as follows:

**Note:** Shipments are subject to rejection if deviated product is not identified properly as specified above or if shipments are made in excess of the authorized quantity or timeframe.

### 12.3. PACKAGING REQUIREMENTS

- 12.3.1. Pallets should contain one part number only. If it becomes necessary to mix pallets, a mixed palletmaster label is required.
- 12.3.2. All carton quantities must have a standard quantity. This quantity must be communicated to the procurement analyst. The analyst will input this into your release, and you will be released in standard pack count quantities.
- 12.3.3. If there are minimum order quantities, the procurement analyst must be informed. Just because there is a minimum order quantity, it does not mean that it is the minimum quantity to ship. Supplier must only ship to the release requirements (nearest carton).
- 12.3.4. Salvage material and used containers, pallets, crates, or other shipping devices will not be accepted by Piston's assembly plants, except for items on a reuse program by special agreement.
- 12.3.5. Manually handled containers, including bundles, not exceeding 40 pounds will be the required method of packaging. The corrugated box board used in these containers must have a minimum burst test of 275 pounds. Containers must be modeled to fit standard 48"x45" pallets unless otherwise authorized.
- 12.3.6. Reinforced tape or clear packing tape is the only acceptable carton closure method. The following applications are prohibited: asphaltic tapes, staples and glue. Staples or glue may be used to form only the bottom closure of carton.
- 12.3.7. All shipping containers must be designed to deliver production parts to the using assembly plant in good condition. All packs must have sufficient vertical strength and stability to withstand stacking two-high in transit via routines specified by Piston (compression test: 300# / sq. ft. equally distributed loading). Pack design and parts count must not vary, and containers must be shipped completely filled, except as agreed by the user plant.
- 12.3.8. Recommended pallet and pallet base sizes are:
  - 48 inches length x 45 inches width
  - 3 1/2-inch entry under clearance

- Pallets must provide 4-way entry.
- Pallets must be double-faced wood construction.
- Pallet must be heat treated and must be branded by approved source as required.
- Pallets other than wood construction must be authorized by packaging engineer and materials manager before adoption.

12.3.9. Maximum allowance height of pallet units is 48 inches for truck shipped items. These sizes are compatible with standard truck dimensions. Pallets must be banded or stretch wrapped. Cartons must fit on pallet without any overhang.

12.3.10. Air shipments and other special routed shipments must be packed with special care in reinforced containers to withstand abnormal handling to which they may be subjected. Parts must be in acceptable condition when received at the assembly plant.

12.3.11. Standard parts (nuts, bolts, screws, washers, etc.) are to be packed in RSC (regular slotted cartons) either ¼ keg 8 ½" x 7 ½", or full keg 11" x 11" x 7" cartons. Gross weight must not exceed 40 pounds.

## 12.4. LABELING REQUIREMENTS

12.4.1. It is mandatory that all incoming production material be identified in conformance with the latest revision of the Piston Interiors Supplier Transport Label Standard. No other means of identification will be accepted and will result in material rejection.

12.4.2. It is the supplier's responsibility to package and identify all hazardous material in conformance to published U.S. Department of Transportation regulations.

12.4.3. Pre-production and/or trial material must be clearly identified with an Initial Sample Label. This label shall be bright blue in color. An example of the label is shown in the appendix.

## 13. LOT TRACEABILITY AND INVENTORY MANAGEMENT

### 13.1. PRODUCT IDENTIFICATION AND LOT TRACEABILITY

13.1.1. Suppliers shall establish and maintain documented procedures for product identification and traceability from receipt of material throughout all stages of production, warehousing, and delivery. Parts manufactured by the supplier shall be traceable to the raw materials used including services provided by sub-suppliers.

13.1.2. An effective traceability system serves to minimize costs incurred in the event a recall (or containment) is issued and enables more efficient and effective segregation and containment of suspect material for quality concerns. In addition, the traceability system (via documented records for production line, shifts, manufacture dates, inspection records, etc.) can be used to simplify and assist in root cause investigations and expedite completion of the problem-solving process for quality concerns.

13.1.3. Unless otherwise specified, lot sizes shall not exceed one day's production. Lot numbers/date codes must be identified on each container/package. In some instances,

additional detailed product/lot identification requirements may be communicated to suppliers via drawings, purchase orders, or other correspondence.

- 13.1.4. Traceability records shall be properly maintained by the supplier in a manner that makes them readily assessable when required. Suppliers shall be capable of supplying traceability records within 48 hours of a request for a particular event.

### 13.2. INVENTORY MANAGEMENT (FIRST-IN FIRST-OUT)

- 13.2.1. Suppliers are required to immediately respond and contain suspect parts and defects, expedite implementation of design or process changes as requested, minimize exposure for obsolescence claims, and prevent the quality deterioration of their products as a result of excessive shelf life or exposure to elements. To achieve these requirements suppliers are expected to practice a first-in first-out inventory management method.
- 13.2.2. First-in first-out practices should apply throughout the supplier's entire process from incoming warehousing, in-process/line side storage, finished goods warehousing, through shipping and delivery.

## 14. APPENDIX

### 14.1. AUTOMOTIVE INDUSTRY ACTION GROUP (AIAG) MANUALS

Suppliers shall be responsible for obtaining copies of the referenced Automotive Industry Action Group (AIAG) Manuals and for maintaining the latest editions. These documents may be obtained by contacting AIAG at [www.aiag.org](http://www.aiag.org).

- QUALITY MANAGEMENT SYSTEMS IATF 16949
- ADVANCED PRODUCT QUALITY PLANNING AND CONTROL PLAN (APQP)
- PRODUCTION PART APPROVAL PROCESS (PPAP)
- SHIPPING/PARTS IDENTIFICATION LABEL STANDARD
- MEASUREMENT SYSTEMS ANALYSIS (MSA)
- STATISTICAL PROCESS CONTROL (SPC)
- POTENTIAL FAILURE MODE AND EFFECTS ANALYSIS (FMEA)
- AIAG-VDA FMEA HANDBOOK (FMEA)
- QUALITY SYSTEM ASSESSMENT (QSA)

14.2. FORMS

14.2.1. RUN AT RATE/LAUNCH READINESS SUMMARY REPORT



**RUN AT RATE / LAUNCH READINESS SUMMARY REPORT**

Supplier Name		Program/MY	
Mfg. Location		Part Name	
Supplier Code		Part #	
Piston Interiors Facility		Drawing #	
Quoted Volume		Eng. Change Level	

Item	Requirement	Documentation		Actual Process	
		Accept	Reject	Accept	Reject
1	Process Flow Diagram				
2	Design (if applicable) and Process FMEA				
3	Control Plan				
4	Incoming Material Qualification				
5	Drawing and Product Specifications				
6	Equipment, Tooling, Fixtures and Gages Identification/Certification				
7	Operator Instructions / Training				
8	Preventive Maintenance Plans				
9	Packaging/Shipping Specifications				
10	Quality Systems and Process Capability				
11	Early Production Containment Plan				
12	Manufacturing Capacity Results				

MANUFACTURING CAPACITY PLAN VS. ACTUAL			
	Item	Planned	Actual
A	Run at Rate Date		
B	# of Hours Run		
C	Shifts to Run		
D	Downtime		
E	Reason for Downtime		
F	# of Good Parts Built		
G	# of Total Parts Built		
H	Build Rate, parts/hour (=B/G)		
I	Yield, % (=F/G*100)		

RUN AT RATE STATUS						
Supplier Monitored	Piston Interiors Monitored	Pass	Open	Fail	Correct Action Required (Yes/No)	By (Date) if Failed
Comments/Open Issues:						

Approvals	Supplier	Piston Interiors
Authorized Signature		
Title		
Date		

14.2.2. RUN AT RATE/LAUNCH READINESS WORKSHEET



**RUN AT RATE / LAUNCH READINESS WORKSHEET**

ITEM	?	GUIDELINE QUESTIONS	Y/N	COMMENTS
<b>1</b>		<b><i>PROCESS FLOW DIAGRAM</i></b>		
1.1	D	Is process flow diagram available and acceptable? (Dated and current, includes receiving, shipping, rework/scrap, testing/inspection points)		
1.2	P	Does the actual manufacturing process agree with process flow diagram?		
1.3	P	Is the workplace properly configured (level of cleanliness, space & lighting appropriate for commodities being produced) and matches the process flow diagram?		
1.4	P	Are there identified areas of nonconforming materials marked, are they segregated from the manufacturing area?		
<b>2</b>		<b><i>DESIGN AND PROCESS FMEA</i></b>		
2.1	D	DFMEA (if supplier is design responsible) is available, acceptable (correct part #, revision level and includes special characteristics and specifications defined on Piston interiors drawings) and evidence used as a living document?		
2.2	D	Does the DFMEA include RPN calculations for each failure mode and recommended actions for high risk RPN's?		
2.3	D	DFMEA is available, acceptable (RPN's, numbers match process flow and include special characteristics) and evidence used as a living document?		
2.4	D	Does the PFMEA include RPN calculations for each failure mode and recommended actions for high risk RPN's?		
2.5	P	Are controls and recommended actions identified in PFMEA incorporated in process?		
2.6	P	Potential failure modes, identified in the PFMEA are addressed through error proofing or the control plan?		
<b>3</b>		<b><i>CONTROL PLAN</i></b>		
3.1	D	Control plan available, numbers match PFMEA and Process Flow, and include all special characteristics and specifications defined on Piston interiors drawings?		
3.2	D	Are process controls identified to address high PFMEA Risk Priority Numbers?		
3.3	D	Does the control plan include incoming inspection, in-process inspection and controls, final part audit and testing, and pre-launch containment requirements?		
3.4	P	Are all controls identified being used in the production process?		
3.5	P	Does the production process conform to all requirements of control plan?		

## 14.2.3. SUPPLIER PPAP SUBMISSION CHECKLIST

4/1/20 latest revision  
 6/18 revision  
 7/20/21 revision-3.2  
 3/23/22-revision 3.3  
 7/5/22 -revision 3.4

### PPAP Review Checklist

CUSTOMER L/F NO. / REV. \_\_\_\_\_  
 COLOR P/Ns \_\_\_\_\_  
 CUSTOMER \_\_\_\_\_  
 PROGRAM \_\_\_\_\_  
 DATE \_\_\_\_\_

	Initial Submission Req	AAR/new color sub Req	EC req	Annual Validation Req	YES PASS	NO FAIL
<b>Submission Requirements</b>						
<b>Letter of Submission (Warrant)</b>						
correct L/F part number						
correct dwg number						
list of color part number(s)						
correct REV LEVEL						
weight noted to 4 decimals						
IMDS number listed						
description of submission						
run at rate information provided						
signed and dated						
include phone, fax number, and email address						
<b>Design Records</b>						
balloned drawing included						
if mark print req'd-must be signed and dated by Irvin engineer						
correct part number						
correct REV LEVEL						
<b>Dimensional Inspection Report</b>						
Inspection Record included						
correct part number						
correct REV LEVEL						
inspector name & date of inspection included (w/in 1 yr)						
3 samples inspected per cavity						
all dimensionals checked						
inspection discrepancies marked (pass/fail)						
<b>Checking Fixture Certification</b>						
correct part number						
correct REV LEVEL						
inspector name & date of inspection included (w/in 1 yr)						
<b>AAR</b>						
AAR report included approved by Irvin/customer (supplier must have Flatlock/OEM master MCD/G SASF, trim transmittal included)						
<b>SPC *hard trim (look for SC or CC in a bubble on drawing-otherwise not applicable on Soft trim)</b>						
SPC Chart for each SC/CC						
Displayed in a control chart						
All process control points in control (Ppk>1.67)						
variable (20-25 subgroups / 5 each) for SC/CC						
<b>Gage R&amp;R</b>						
Specific part checked on study listed						
acceptable gage R&R <10% current within 1 year						
acceptable gage R&R with corrective action (<10 & <30)						
All gages listed on CP must have a gage R&R						
Attribute studies contain 50 parts/ 3 operators/ 3 trials						
Variable studies contain 10 parts/ 3 operators/ 3 trials						
<b>Process Flow Diagram</b>						
heading filled out completely				Rehanged		
all required actions from receiving to ship				Rehanged		
labeling step included				Rehanged		
adequate inspection stations				Rehanged		
CD and SC/CC listed and match print* if applicable				Rehanged		
desc/ process #'s consistent with other process doc's				Rehanged		
<b>PFMEA</b>						
correct part number				Rehanged		
complete with all potential failures				Rehanged		
CD and SC/CC listed and match print* if applicable				Rehanged		
desc/ process #'s consistent with other process doc's				Rehanged		
RPN's addressed with recommended actions				Rehanged		
<b>Production Control Plan</b>						
correct part number				Rehanged		
correct REV LEVEL				Rehanged		
developed from PFMEA (all PFMEA failure modes controlled)				Rehanged		
CD and SC/CC listed and match print* if applicable				Rehanged		
controls and audits adequate				Rehanged		
desc/ process #'s consistent with other process doc's				Rehanged		
<b>Material</b>						
ISO/IATF and lab accreditation included						
performance and validation test results included						
material certification included to each spec listed on Irvin dwg						
all test results listed (blanket letters of approval not accepted)						
all testing performed passes						
FMVSS302 data provided on each colored part						
GB8410 CHINA Spec testing for suppliers- only covers going to China						
data must be less than 1 yr old						
						* LAMINATOR TO SEND OEM CONSTRUCTION PACKAGE WHEN COMPLETE
<b>Component Documentation</b>						
<b>Tier Supplier PPAP</b>						
Assembly's Only: Supplier signed PSW for their component parts- if applicable						*only applicable when Irvin buys an assembly put together from a supplier
component dwgs						
material test results included						
acceptable inspection and SPC included						
CQI-9/CQI-11 Heat treat/Plating assessments for applicable parts						
<b>ISO 9001/ IATF 16949</b>						
ISO 9001/IATF 16949 certification provided						
<b>Customer Specific Requirements</b>						
Packaging Report Approval to be included						*newly added
						*newly added


This ppap package has been reviewed for correct and complete documentation.  
 The ppap submission package consists of all requirements detailed by customer.

signature \_\_\_\_\_

date \_\_\_\_\_



14.2.4. DEVIATION FORM

		<h2 style="margin: 0;">Request For Deviation</h2>		Deviation No:	
				Date:	
<b>General Information</b>					
Initiator Name:		Part Number:		Level:	
Address:		Part Name:			
		Drawing Number:			
City, St, ZIP:		Drawing Level:			
Phone/Fax:		Plant(s) Affected:			
Description:		Status:			
<b>Deviation Type</b>					
<input type="checkbox"/> Temporary Deviation for a Specific Part		Number of Parts:			
		Lot Numbers:			
<input type="checkbox"/> Permanent Deviation		Issued Date:			
		Start Date:			
<input type="checkbox"/> Piston Interiors Corporate		Expiration Date:			
		Cavities:			
<input type="checkbox"/> Form, Fit, Function or Appearance affected		Tool ID:			
<b>Problem Definition</b>					
Cause:		Additional Information:			
Temporary Countermeasure:					
Permanent Countermeasure:					
<b>Reason For Request</b>					
<b>Approvals</b>					
Initiator:		Quality Manager:			
Name:		Date:		Name:	
Engineering Manager:		Purchasing Manager:			
Name:		Date:		Name:	

14.2.5. INITIAL SAMPLE LABEL

**SERVICE  
SPECIAL ORDERS  
SAMPLE PARTS**

PISTON PART#: \_\_\_\_\_  
REV LEVEL: \_\_\_\_\_

PO#: \_\_\_\_\_ ASN: \_\_\_\_\_

**SERVICE**

**SPECIAL ORDERS**

**SAMPLES**

COUNTRY OF ORIGIN: \_\_\_\_\_  
SUPPLIER: \_\_\_\_\_  
PART NAME: \_\_\_\_\_  
\_\_\_\_\_

**14.2.6. SUPPLIER CHANGE REQUEST**

1. Date	<input type="text"/>	<b>Supplier Request for Change (SRC)</b>	<b>Piston Interiors</b>
Supplier to Complete (ALL INFORMATION IS MANDATORY)			
2. Supplier Name	<input type="text"/>	2a. Irvin Supplier Code	<input type="text"/>
3. Contact Name	<input type="text"/>		
4. Contact Email	<input type="text"/>	4a. Contact Phone	<input type="text"/>
5. Reason For Request:	<input style="width:100%;" type="text"/>		
6. Request Type	<input type="checkbox"/> Design Change <input type="checkbox"/> Manufacturing Location change <input type="checkbox"/> Sub-supplier change/new <i>(check all that apply)</i> <input type="checkbox"/> Material Change <input type="checkbox"/> Transportation/Packaging Change <input type="checkbox"/> Process change Other: (explain) <input style="width:100%;" type="text"/>		
7. Is cost implicated? <i>(attach cost analysis)</i>	7a. Piece Price	<input type="checkbox"/> Yes <input type="checkbox"/> No	7b. Tooling <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Mandatory attachments	8a. Customer Specific Documents (If applicable)		
Detailed description of change	Ford (SREA)		
Proposed timing plan	FCA (Forever Requirements)		
Marked up drawing (if applicable)	Other - List <input style="width:100%;" type="text"/>		
Irvin Use Only			
10. Supplier Development	High Risk Supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Change request number <input style="width:100%;" type="text"/>
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>
11. Program Management	Customer Notification Req'd	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Timing plan support program timing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes, Later date <input style="width:100%;" type="text"/>
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>
12. Purchasing	Piece price affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Added to 2 pager <input type="checkbox"/> Yes <input type="checkbox"/> No
	Supplier capacity affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Material lead time affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>
13. Financial Program Manager	Is 2 pager "yes" from	<input type="checkbox"/> Purchasing <input type="checkbox"/> Engineering <input type="checkbox"/> Manufacturing	
	For location change, does inbound freight change?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other additional costs added to 2 pager?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2 pager number	<input style="width:100%;" type="text"/>	
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>
14. Engineering	Change to Form, Fit, Function?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Testing Req'd?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, added to 2 pager? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Attach proposed DVP&R (if applicable)		
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>
15. Manufacturing	New or revised gages req'd?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Change to internal Labor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, added to 2 pager? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Change affect internal capacity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Change affect packaging?	<input type="checkbox"/> Yes, Incoming <input type="checkbox"/> Yes, Outgoing <input type="checkbox"/> No	
	Is customer asset affected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Potential risk to quality or ease of mfg?	<input type="checkbox"/> None <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
	Comments	<input style="width:100%;" type="text"/>	
<input type="checkbox"/> OK to proceed	<input type="checkbox"/> Reject	Signature <input style="width:100%;" type="text"/>	Date <input style="width:100%;" type="text"/>

Supplier info sheet v1.1 4/10/24

14.2.7. 15% RULE EXAMPLE

Part Number	Description	RELEASE	CUM	RAW	FAB	27-Oct	3-Nov	10-Nov	17-Nov	24-Nov	1-Dec	8-Dec	15-Dec
2426448600R-AA	VINYL B-SHEFFIEL W/3MMDOW JBLK												
		16-Oct	22,835	31,235	27,155	26,075	27,155	28,175	29,075	29,375	29,375	29,375	31,235
Example with 6 week lead time/material authorization window for material due 11/24:		23-Oct	23,429	33,089	28,229	26,129	27,149	28,229	29,309	30,209	30,209	30,209	33,089
Calculate net due back the 6 week leadtime		30-Oct	25,179	32,619	29,139	26,139	27,159	28,239	29,139	30,219	30,219	30,219	32,619
Accum required 6 weeks back: 29,375 (in yellow cell)		6-Nov	26,343	34,443	30,333		27,303	28,323	29,223	30,333	30,363	30,363	33,543
Minus accum received 6 weeks back: 22,835 (in yellow cell)		13-Nov	27,782	35,462	30,422			28,382	29,282	30,322	30,422	30,422	33,542
Equals: 6540		20-Nov	28,422	36,462	30,422				29,502	30,356	30,402	30,402	33,462
Net due times 1.15: (6540*1.15)=7521													
Then add back to accum received the leadtime back: 22,835+7,521=30,356													
Supplier is liable to an accum of 30,356													


## 14.2.8. SUPPLIER FEASIBILITY COMMITMENT



### PISTON INTERIORS TEAM FEASIBILITY COMMITMENT

QUOTATION NO: _____	PROGRAM: _____
CUSTOMER: _____	DATE: _____
<b>SALES:</b> Has the customer supplied statement of work documents been reviewed for commercial and program timing requirements? If subject program is not feasible note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Feasible, Minor Concern: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	
Comments: _____	
<b>ENGINEERING:</b> Has the customer supplied statement of work documents been reviewed for design input and output requirements? If subject program is not feasible note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Feasible, Minor Concern: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	
Comments: _____	
<b>QUALITY:</b> Has the customer supplied statement of work documents been reviewed for quality, reliability, dimensional and appearance requirements? If subject program is not feasible note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Feasible, Minor Concern: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	
Comments: _____	
<b>PURCHASING:</b> Has the customer supplied statement of work documents been reviewed for commercial timing and tooling requirements, relative to sub-contractor selection? If subject program is not feasible note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Feasible, Minor Concern: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	
Comments: _____	
<b>MANUFACTURING:</b> Has the customer supplied statement of work documents been reviewed for manufacturability, labor and capital requirements? If subject program is not feasible note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Feasible, Minor Concern: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	
Comments: _____	
<b>EXECUTIVE MANAGEMENT:</b> Have the departmental feasibility statements been reviewed? With minor exception(s), is the program feasible? If subject program is not feasible, note concerns under comments.	
Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Reviewed By: _____
Not Feasible: <input style="width: 50px; height: 15px;" type="text"/>	Date Reviewed: _____
Comments: _____	

14.2.9. PACKAGING PROPOSAL

 <b>Packaging Approval Form</b>										
Part Number		Rev	Part Description			Program	Supplier Name		Date	
Supplier Address				Contact Name:			Contact Phone:			
<b>Primary Packaging</b>			<b>Expendable</b>		<b>Returnable</b>		Contact E-Mail:			
Container Style / Description	Outer				Attach Digital Photograph of Carton or Primary Container	Attach Digital Photograph Showing Parts in Carton or Primary Container				
	Inner									
Container Outside Dimensions	L	W	H							
Unit of Measure:										
Container Material										
Dunnage Material / Description										
Parts per Container										
Containers per Layer (on Pallet)										
Layers per Pallet										
Containers per Pallet		0								
Parts per Pallet		0								
<b>WEIGHTS</b>		Unit of Measure:	Lbs							
Part					Attach Digital Photograph of Pallet	Attach Digital Photograph of Pallet Configuration (Containers on Pallet)				
Container Tare										
Pallet Tare										
<b>Total Weights</b>		Unit of Measure:	Lbs							
Full Container		0								
Full Pallet		0								
Container Inventory										
Daily Usage										
Days Supply of Containers										
Color(s)										
Container Inventory										
Pallet Inventory										
Containers per Trailer FULL					<b>Is Container Collapsible?</b>		<input type="checkbox"/> YES		NO	
Containers per Trailer EMPTY										
Material Handling Methods:										
<b>DUNNAGE TYPE</b>		<b>PALLET DIMENSIONS</b>		<b>PALLET TYPE</b>		<b>OVERALL PALLET DIMENSIONS (Fully Loaded)</b>		<b>ADDITIONAL DESCRIPTION</b>		
EXPENDABLE	<input type="checkbox"/>	LENGTH	0	WOOD, Treated WOOD, Untreated	<input type="checkbox"/>	LENGTH	0			
RETURNABLE	<input type="checkbox"/>	WIDTH	0	RETURNABLE		WIDTH	0			
NONE	<input type="checkbox"/>	HEIGHT	0	CORRUGATE / FIBERBOARD	<input type="checkbox"/>	HEIGHT	0			
Approval - Supplier:										
		<i>Print Name</i>			<i>Signature</i>			<i>Date</i>		
Approval to proceed with initial quantities to support first build - Irvin Products Packaging Engineer:										
		<i>Print Name</i>			<i>Signature</i>			<i>Date</i>		
Production Fleet Approval - Irvin Products Packaging Engineer:										
		<i>Print Name</i>			<i>Signature</i>			<i>Date</i>		



14.2.11. TOOLING COST BREAKDOWN

**INJECTION MOLD TOOL**

Date:

**Note:** Supplier to complete gray shaded cells  
Automatically calculated/locked cells

PART NUMBER:

PART DESCRIPTION:

CHANGE/RELEASE LEVEL:

PROGRAM NAME:

ANNUAL VOLUME:

SUPPLIER NAME:

SUPPLIER CONTACT:

TOOL SOURCE:

TOOL MFG. LOCATION:

TOTAL LIFE CYCLES:

# OF WEEKS TO 1ST SHOTS:

# OF WEEKS TO PPAP:

SEA FREIGHT LEAD TIME (WKS):

AIR FREIGHT LEAD TIME (WKS):

AIR FREIGHT OPTION COST:

	Width	Length	Depth
PART SIZE: mm	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
EST. TOOL SIZE: Inches	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
EST. TOOL WEIGHT: LBS	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

Picture of Part

	Supplier Committed			Piston Evaluation			Tooling Details/General Comments: <small>*Use separate sheet as required**</small>
	Hours	Rate	Total	Hours	Rate	Total	
<b>LABOR</b>	Mold Design (CAD)	\$0.00		\$0.00			
	Parting Line Surfacing	\$0.00		\$0.00			
	Curter Path PAM (CAM)	\$0.00		\$0.00			
	Parting Line Machining	\$0.00		\$0.00			
	Cavity CNC	\$0.00		\$0.00			
	Core CNC	\$0.00		\$0.00			
	EDM (Prog. Mach. Burn)	\$0.00		\$0.00			
	Slides (List number of slides)	\$0.00		\$0.00			
	Lifters (List number of lifters)	\$0.00		\$0.00			
	Inserts	\$0.00		\$0.00			
	Hydraulic Ejection	\$0.00		\$0.00			
	Core Pulls	\$0.00		\$0.00			
	Cooling Lines	\$0.00		\$0.00			
	Spotting/Benching	\$0.00		\$0.00			
	Layout/CMM	\$0.00		\$0.00			
<b>MATERIALS</b>	Cavity Block (Raw) L x W x H	\$0.00		\$0.00			
	Core Block (Raw) L x W x H	\$0.00		\$0.00			
	Ejection Sytem	\$0.00		\$0.00			
	Std Parts	\$0.00		\$0.00			
		\$0.00		\$0.00			
<b>OUTSIDE SERVICES</b>	Mold Tryout (Mat'l Included)	\$0.00		\$0.00			
	Manifold	\$0.00		\$0.00			
	Texture (Part)	\$0.00		\$0.00			
	Mold Flow / Warp Analysis	\$0.00		\$0.00			
	Transportation (Assume Ground/Sea)	\$0.00		\$0.00			
<b>GRAND TOTALS</b>		<input style="width: 50px;" type="text" value="0"/>		<input style="width: 50px;" type="text" value="\$0.00"/>	<input style="width: 50px;" type="text" value="0"/>		<input style="width: 50px;" type="text" value="\$0.00"/>