



*"We Sell Solutions"*

# Supplier Quality Guideline

**Autoform Tool & Mfg. LLC.**

**1501 Wohlert St**

**Angola, IN 46703**

# **Policy and Principles**

## **ATM Quality & Environmental Policy**

Autoform Tool & Manufacturing, LLC. is committed to the continual improvement of our product and processes to satisfy all legal requirements and expectations of our customers, employees, and community; while preventing pollution while generating positive financial returns to our owners. ATM involves the organization to continually monitor and measure improvement activities, consistent with the needs of the customer and business objectives.

The following quality and environmental objectives will be used in the deployment of the quality and environmental policy to meet customer expectations and legal requirements. Through measurement and continuous improvement, we will monitor our attainment to these objectives:

- Zero defects
- Cost controls to meet financial obligations
- 100% on-time delivery
- Safe Work Environment
- Reduce use of natural resources
- Prevent pollution

# Introduction

This Supplier Quality Guideline has been developed to provide a foundation to establish the business process necessary for the achievement of competitive performance and business results. This Manual places an emphasis on 'Partnership'. This Guideline identifies the need for suppliers to focus on the achievement of pre-determined performance objectives.

We believe there must be shared responsibilities. We will treat our suppliers the way we want to be treated, fairly and honestly. We want our suppliers to survive, grow and become a partner with Autoform Tool & Manufacturing.

At Autoform Tool & Manufacturing we believe in a customer-focused business plan. We believe our suppliers should be capable of delivering high quality products, on time, every time.

## 1) Management Systems of the Supplier

Suppliers are required to obtain and maintain a quality management system per ISO 9001 or ISO/TS 16949 at a minimum. CQI-9 (Heat Treat), CQI-11 (Plating) and CQI-12 (Coating) annual assessments are required when applicable and require annual updates to be sent to ATM.

Suppliers are required to keep ATM updated with certification status for ISO 9001 & ISO/TS16949.

A zero defect target and continuous improvement of performance is expected.

Suppliers are required to notify ATM purchasing if any of the following changes occur;

- Merger with another company
- Acquired by another company
- Affiliation with another company
- Management changes
- Undergo financial difficulties

## 2) Management of Sub-Suppliers

The Supplier is required to incorporate sub-suppliers in their quality system to ensure the quality of incoming material or service.

Suppliers are required to comply with annual Conflict Materials reporting per Federal Requirements

## 3) Audit

The Supplier is required to allow ATM and our customers, if required, to perform audit(s) on your quality systems and measurements to assure they meet ATM requirements.

The Supplier is required to allow ATM and our customers, if required, to access production, quality laboratories, warehouses or other areas used for products sold to ATM. This includes quality related documents. Proprietary processes will be considered.

ATM will provide feedback from the results and require an action plan with responsibilities and dates when an issue is found. The supplier is to provide feedback as implementation of action items are complete.

#### **4) Product Documentation**

A level 3 PPAP approval is required prior to initial shipments of product.

The supplier is required to contact ATM in the event a quality feature, delivery date or delivery quantity deficiency is known prior to delivery. The supplier is also required to communicate any product deviations detected after delivery.

The following require communication to ATM and ATM approval prior to implementing;

- Changes in production methods, procedures, processes and/or materials including changes at your supplier.
- Changes in sub-suppliers
- Changes in testing
- Changes in production location including within the same facility

The supplier is to maintain product quality records for a minimum of 15 years including standards and ATM drawings/prints.

Suppliers are required to submit a Level 4 annual validation for all components delivered unless ATM has agreed not to require validations. Annual validations require the following documentation;

- 1) PSW
- 2) 3pcs Dimensional
- 3) Capability Study results for significant or critical dimensions
- 4) Material Certifications with Chemical and Mechanical results

Material certifications and statistical data are to be available on request after initial PPAP.

#### **5) Production and Traceability**

In the case of a deviation in the process of quality, the supplier is required to initiate actions and monitor effectiveness to resolve the issue

If the supplier cannot deliver products to specification, ATM shall be notified to obtain approval prior to shipping.

Suppliers are required to label each container clearly identifying the ATM part number and material lot date to ensure product can be traced back to a material lot and/or production lot in the case of a defect. (See paragraph 7)

The Supplier is required to identify, maintain and repair any equipment ATM or our customers provide for production or testing

## **6) Product, process and delivery**

The supplier must conform to all ATM specifications, data sheets, drawings and samples. Any supplier identified document or sample that is noticeably defective, unclear, incomplete or deviating from samples is to be communicated to ATM of the issue and be resolved prior to PPAP

The supplier is requested to communicate with ATM any possible risks or improvement for evaluation when identified.

Suppliers are required to have PPAP approval prior to shipping product





## **7) Delivery and incoming components**

The supplier is required to provide agreed upon packaging and transportation to avoid shipping damage and/or contamination.

ATM requires a Bar Code Label with the following information at a Minimum;

- 1) Part Number - ATM materials management will provide a prefix to your part number that is required on each label
- 2) Quantity and date of Manufacture
- 3) Supplier Name and address
- 4) Tracking Number (Ship Date)
- 5) PO# and Print Revision
- 6) Bar Code Serial Number - ATM will scan each incoming container and capture the sequential serial number- It is the supplier's responsibility to provide accurate traceability by the serial number to their process and sub suppliers.

Below is the typical format.

<b>PART NO</b> ATM Provided Part Number XX-XXXX 		<b>TRACKING NO</b> XX-XX-XXXX Ship Date 	
<b>QUANTITY</b> 	<b>MANUF DATE</b> XX-XX-XXXX <b>EXP DATE</b> XX-XX-XXXX	<b>EA</b>  <b>BOX</b>	<b>P.O.#:</b> XXXXXXXX <b>USER:</b> <b>REV:</b> XX – blue print revision
<b>LOCN: RECEIVING</b>			<b>SERIAL#:</b> XXX - XXXXXX 
<b>VENDOR</b> Company Name Company Address Supplier shipping number Autoform Tool& Mfg LLC, Angola IN 46706 USA		ATM Supplied Prefix (supplier code) and sequential running serial number	

ATM does not perform incoming inspection unless an outside operation is necessary and therefore we rely on the supplier to provide a quality product that meets all of ATM's requirements for each shipment.

## 8) Complaints

If a defect or non-compliance is identified at ATM or ATM customer, the supplier shall immediately conduct a root cause analysis using the 8D format. ATM will provide support if required.

8D response requirements;

- a) Initial response and containment
  - a. 2 days
- b) Root Cause and corrective action plan
  - a. 6 days
- c) Corrective Action implemented
  - a. 14 days
- d) 8D closed
  - a. TBD based on verification agreement between ATM and supplier

ATM will return identified defects to the supplier for analysis

If ATM or our customers are at risk of shutting down production due to defect(s), then the supplier in coordination with ATM must work to assure timely measures are taken. This may include 1 or more of the following;

- a) 3<sup>rd</sup> party sorting
- b) Rework
- c) Extra Shifts or weekend work
- d) Expedited delivery

If the Supplier does not succeed in re-establishing the agreed quality level within an agreed period of time, ATM may employ a 3<sup>rd</sup> party at the cost of the supplier.

## 9) Environmental

Suppliers are requested to follow all legal regulations on environmental protection and work towards development of an environmental management system (EMS) as per ISO 14001.

Suppliers are required to report any hazardous materials to Autoform Tool & Manufacturing and are required to input all material data directly into the IMDS (International Material Data System) web site.

- IMDS Registration, Help and/or information can be found at [www.mdssystem.com](http://www.mdssystem.com) web site
- ATM Company ID is 51892

## 10) Supplier Ratings

Suppliers will be monitored by ATM quality for the following actions

- a) PPM – Goal is 0
- b) Incidents (Number of issues) – Goal is zero
- c) Open Corrective Actions – Goal is one or less

Suppliers will be monitored by Purchasing for the following

- a) On-Time delivery – Goal is 100%

If goals from the list above are not met the following actions may be implemented.

\* Formal Corrective Action plan

\* Continuous Improvement Actions

\* Onsite Audits as described in paragraph (3)

## 11) Agreement

By signing this document, the supplier has reviewed the ATM Quality Guideline and has accepted our terms and conditions. [This page must be signed and returned to ATM when submitting a Quote.](#)

### ATM Supplier Guideline Acceptance

Supplier Name

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Supplier representative name

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Supplier representative signature

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Date



## 12) Rev. Change History

Date	Section	Rev.	Change
1-25-06		1	New document
1-11-07	9	2	Update to include IMDS
1-08-09		3	Corrections and Updates
5-19-11	9	4	Updated with ISO 14000 Requirements
1-09-14		5	Simplified, Completely reconstructed form
9-10-14	1	6	Added Annual Assessments
	4		Changed Maintain Product from 7 to 15 yrs.
	10		Changed PPM Goal to 0
	12		Added Rev. Change History
12-04-14		7	Changed from Form F7.4-01.2 to Procedure QA-20
9-21-15	Cover	8	Changed INC. to LLC.
	7		Reworded Performance section
			Updated bar code image and requirements
	10		Added verbage and traceability