



Global Supplier Manual Appendix M – Suzuki Customer Specific Requirements for Suppliers

December 18, 2017

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Scope of this document

The scope of this document is to ensure compliance to customer requirement by sub-suppliers of SMR Automotive who are supplying for any Suzuki project. This document is listing requirements for these suppliers in addition to standard IATF16949 requirements and in addition to standard SMR requirements.

Responsibility

Suppliers who are supplier for SMR of a component for a Suzuki product shall meet all requirements listed in this document during the whole project lifetime. This includes but not limited to:

- Regularly check for updates of this document on www.smr-automotive.com
- Ensure availability and awareness of related Suzuki standards and requirements mentioned in this document
- Ensure requirements are met in their supply chain

1.0 Supplier Contact Sheet (IATF 16949 section 5.3)

A Supplier contact sheet shall be submitted to identify key personnel to be contacted in the event of a quality problem or concern. The contact sheet shall be re-submitted as changes occur.

2.0 Customer representative (IATF 16949 section 5.3.2)

A supplier need to have customer representative to respond to check and confirm customer requirement are implemented to the product.

3.0 Planning of change (IATF 16949 section 6.3)

Supplier shall be inform earlier more than 3 month for any change request to Suzuki Motor.

4.0 Training and Qualification of Team Members (IATF 16949 section 7.1.5.3.1)

All training necessary to meet AIAG objectives shall be completed. The supplier should develop a method for documenting team members' progress and capability.

5.0 Record Retention (IATF 16949 section 7.5.3.2.1)

Ensure control and retention of the documentation about compliance regulations for the time periods required at least 15 years after end of production.

Retention of Inspection data

Ensure inspection data shall be retain for 2 years and promptly submit when request for such documents.

6.0 Engineering Specifications (IATF 16949 section 7.5.3.2.2)

Where applicable to their business, suppliers shall maintain the latest revisions of the standards shown below.

Applicable assessments must be conducted annually at a minimum and the results made available to Suzuki Motor.

1. AIAG - Advanced Product Quality Planning (APQP) and Control Plan
2. AIAG - Failure Mode & Effects Analysis (FMEA) Reference Manual
3. AIAG - Measurement Systems Analysis (MSA) Reference Manual
4. AIAG - Production Part Approval Process (PPAP)
5. AIAG - Statistical Process Control (SPC)

7.0 Total Productive maintenance (IATF 16949 section 8.5.1.5)

Supplier shall be establish the frequency of periodic inspection appropriate for the facility characteristic, clarify the periodic inspection items necessary for embodying the quality and its maintenance, inspection method and judgment criteria, perform the inspection periodically and retain the record.

Also need to have daily inspection of facility, periodic replacement of consumable tool and retain the facility history control as well.

8.0 Identify and Traceability (IATF 16949 section 8.5.2)

Supplier shall be attached of Initial production tag, Initial part inspection result sheet and initial production part information sheet for initial part control of any changes.

9.0 Preservation (IATF 16949 section 8.5.4.1)

Supplier shall use an inventory management system to optimize inventory turnover time and ensure stock rotation, such as "First-In-First-Out"

10.0 Calibration/Verification record (IATF 16949 section 7.1.5.2.1)

For each inspection instrument, clarify the frequency of periodic accuracy inspection shall be following chart shows

the example of periodic accuracy inspection frequency.

Inspection Instruction	When use in the manufacturing section	When use in the inspection section
Measuring instrument	Once/6 months	Once/12 months
Gauges	Once/1 month	Once/ 6 months
Machinery	Once/12 months	Once/12 months

11.0 Inspection (IATF 16949 section 9.1.1.1)

In principle, the number of sample for inspection should be five piece;

12.0 Error-Proofing (IATF 16949 section 10.2.4)

Every supplier is requested to review its processes and equipment to make continuous efforts to develop “Po-Ka-Yo-Ke” (Foolproof System) as it commonly said, to consistently achieve Suzuki Motor Thailand Quality Requirement.

History of Revision

No.	Cause of modification	Date	Modifier	Approved
1	First issue	18.12.2017	Judith Robertson	Steffen Dehner
2				
3				
4				
5				