Rev

This manual has been created to assist our suppliers in understanding the purchasing expectations and quality requirements for all supplies to OETIKER. The manual is also a tool to assist OETIKER in complying with the IATF 16949 and to develop our suppliers.

This Supplier Manual describes the local addtions for OETIKER SWEDEN AB besides what is already defined in OEGR-SC-04-55 Supplier Manual.

	Name	Date	Title
Prepared	Serif Avdic	1 February 2018	Project Buyer
Controlled	Sandra Klint	1 February 2018	Quality & Environmental Manager
Approved	Andreas Forslund	1 February 2018	Purchasing Manager
Replace revision no:		0	

1. General

The details stipulated within this manual are beside what is already defined in OEGR-SC-04-55 the minimum requirements for goods and sub-contracted service supplies to OETIKER SWEDEN AB.

OETIKER SWEDEN AB is committed to provide on time, quality products and services that meet our customers' needs and requires a commitment from our suppliers to provide the same to us. Creating win/win relationships strengthened by success remains a cornerstone in meeting changing customer expectations.

The purpose of this document is to communicate OETIKER SWEDEN AB's requirements with respect to the quality management system of those companies that supply production goods and/or services to OETIKER SWEDEN AB.

Comments or questions regarding the OETIKER SWEDEN AB Supplier Quality System Requirements manual may be directed to the appropriate OETIKER SWEDEN AB contact.

2. Quality Systems Requirements

Present and potential suppliers to OETIKER SWEDEN AB, must operate within a comprehensive quality system. Suppliers shall provide written confirmation and objective evidence of third party certification to an active version of IATF 16949. Certification to ISO 9001 will be accepted as a first step in achieving this goal.

Additional requirements are noted in this Supplier Manual. OETIKER SWEDEN AB may communicate other requirements as per our needs or the needs of our customers change.

3. Product or Process deviation

It is the policy of OETIKER SWEDEN AB to not accept product that does not meet the requirements of the applicable drawings and/ or specifications. Supplier requests for deviations on nonconforming product shall be submitted to the OETIKER SWEDEN AB responsible QE for review and approval and to obtain OETIKER SWEDEN AB customer approval, as required, prior to shipment. Deviations shall be approved only for a specific time period of deliveries, order or quantity of parts. No permanent deviations are permitted. Deviation approvals based on quantity is preferable.
A Supplier request for deviation approval shall always include corrective actions, forms are available at our website.

4. Charges for Non- conformances

An administration fee of 1500:- SEK is charged by OETIKER SWEDEN AB for the following reasons:
a) Non-conformance Report or Non-conforming Service.
b) Non-conforming Product Deviation Requests.
c) PPAP submission rejections, delays or shipments of not approved product.
d) Delivery Performance Failures (in addition to any specific costs incurred by OETIKER SWEDEN AB associated with the failure).

5. PPAP- order

If PPAP or other documentation is requested by OETIKER SWEDEN AB it is clearly specified by the reference to this manual on the filed order. Additional requirements may be in the order text.
The number ordered is determined by:

- Number of samples that OETIKER SWEDEN AB needs to do a full production run or test run.
- Number of samples deemed necessary to verify the supplier's outcome.
- Number of samples to be sent to the customer.
- The agreed minimum order quantity.

The supplier decides for himself (*) how many pieces he needs to (statistically) prove that he can ALWAYS to a 100% deliver the parts according to given specifications.
However OETIKER SWEDEN AB generally recommends a minimum lot of 100 parts.
(*) = For material and subcontract suppliers this is not applicable.

Each measured part, normally 5 pcs unless otherwise stated from OETIKER SWEDEN AB, should be marked 1-5 and correspond to the dimensional report. In connection with the delivery of initial samples the package shall be clearly marked with PPAP- samples, partnumber, drawing number and revision.

All documents related to initial samples must be presented in English. All documents shall, where applicable include OETIKER SWEDEN AB part number, drawing number, and revision. The documentation shall be sent to ppap@se.oetiker.com with text PPAP_Part.No._XXXXX in the subject field.

6. Product Identification

Each container, rack, box, or pallet of material shipped to OETIKER SWEDEN AB shall be identified as instructed by the OETIKER SWEDEN AB purchasing.
At a minimum, the Supplier Identification must include OETIKER SWEDEN AB`s Part Number, Quantity and Order Number. These must be clearly readable on the part-packaging label.

Identification shall permit traceability back to the specific supplier raw materials lot numbers, as well as the manufacturing, inspection and test records.
Delivery notes must as a minimum include the following information;

- Delivery address
- Buyer
- Delivery note number
- OETIKER SWEDEN AB’s partnumber and description
- Order number and orderrownumber
- Quantity
- Number of packages/ pallets
- Total gross weight, net weight and volume

If no specific packaging agreement exists the supplier shall ensure their products are transported in a manner that prevents damage, corrosion or deterioration to the product.

7. Packaging

A packaging proposal according to below template or similar must be included, preferable as an attachment to the offer but least in the PPAP documentation.

Report information	
Date:	Submitted by:
Supplier:	E-Mail:

Part specification		
Oetiker SE part number	Part description	Weight (kg)
XXX	Example	0,45

Unit load description					
	pcs./unit	Length (mm)	With (mm)	Height (mm)	Weight (kg)
EUR pallet + boxes	480	1200	800	920	265
Individual container/ boxes	cont./unit	Length (mm)	With (mm)	Height (mm)	Weight (kg)
Boxes	24	400	300	250	0,55
Parts per boxes	20				
Box with parts					10,00
Pallet	1	1200	800	170	25,00

Securing unit load

Number of layers: 3
One cardboard on the third layer to prevent the boxes from damage. To secure both the cardboard and the boxes shall the pallet be wrapped with pallet stretch film including top of the pallet. By adding the cardboard is the pallet stackable and well protected from damage.
Edge protection shall be used both on top corner and side corner.
Side corner protection must cover the complete edge from top to ***bottom of pallet****.*

Photos

8. PPAP- requirement Sub-suppliers

No	REQUIREMENT	
1	Design Records *(Kund och eller leverantörsritningar)*	S
2	Engineering Change Documents, if any *(Godkända ändringar)*	
3	Customer Engineering Approval, if required *(Konstruktionsförändringar)*	
4	Design FMEA, if applicable *(Konstruktions FMEA)*	
5	Process Flow Diagrams *(Processflödesschema)*	S
6	Process FMEA *(Process FMEA)*	S*
7	Control plan *(Styrplan)*	S
8	MSA (Measurement System Analysis Studies) *(Mätsystemanalys)*	
9	Dimensional results (Including report from treatment if applicable) *(Mätprotokoll, inklusive protokoll från ytbehandling om applicerbart)*	S
10	Material , Performance Test results *(Materialcertifikat)*	
11	Initial Process Studies *(Processkapabilitet, Cpk min 1,67)*	
12	Qualified Laboratory Documentation *(Vilka mätinstrument och metoder används, normalt styrplan)*	
13	AAR (Appearance Approval Report) if applicable *(Visuell rapport för färg/finish synliga produkter)*	
14	Sample Product *(5 fullständigt uppmätta detaljer till kund eller enligt order)*	
15	Master Sample *(Huvud likare, märkt med ritningsnr, utg, datum för godkännande)*	R
16	Checking aids *(Kontrollhjälpmedel, tolkar etc, specifikt för produkten)*	
17	Records of Compliance, With customer-Specific Req. *(Dokument som styrker att vi uppfyller alla kundkrav)*	
18	Part Submission Warrant *(PSW)*	S
19	Bulk Material Requirements Checklist *(for bulk material PPAP only) N/A*	
20	IMDS *(International material data system)*	S

For each initial sample, a separate order will be made and for normal deliveries, we will work with manufacturing orders.
All requirements specified in the standards, drawings, etc. must be verified by measurement or other appropriate evidence.

The measurement should be presented as both SHALL BE and IS values

9. Agreement to Comply

As an authorized representative of the supplier, I certify that supplier agrees to comply with and adhere to this revision of the supplier manual.

Supplier Name _____

Address _____

_____

_____

_____

Date _____

Printed Name _____

Title of Signatory _____

Signature _____