



APS Supplier Requirements **Including PPAP (Production Part Approval Process)**

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1.0 Supplier Quality Certifications

- 1.1 APS Metal Pressings is registered to ISO9001 / ISO14001 and IATF16949.
- 1.2 APS Quality certification requirements for all approved production supplier manufacturing location is ISO9001 via a third-party registration as a minimum.
Conformity to ISO9001 by maintaining a third-party certification issued by a certification body bearing the accreditation mark of a recognized IAF MLA (International Accreditation Forum Multilateral Recognition Arrangement) member where the accreditation body's main scope includes management system certification to ISO/IEC 17021.
- 1.3 Suppliers to APS are encouraged to achieve certification to IATF16949 through third-party audits (valid third-party certification of the supplier to IATF16949 by an IATF recognized certification body).
- 1.4 IATF 16949 Applicability Requirements
IATF 16949 applies to organizations that manufacture product that ends up in the final vehicle assembly, including:-
 - Production Material
 - Production or Service Parts
 - Assemblies
 - Heat Treating, Welding, Paining, Plating or other Finishing Services

2.0 Delivery & Quality Performance

- 2.1 APS monitors the performance of all suppliers, this includes Delivery On Time, Quality Performance, Number of Disruptions.
- 2.2 Supplier will be monitored against the following criteria / targets.
 - 2.2.1 Raw Material (Steel / Stainless Steel / Aluminum) Suppliers
 - Delivery On Time = 97% On time within a 3 day window.
 - Quality Performance = 98%
 - Disruptions = 0
 - 2.2.2 Bought out Parts (Clinch Studs / Formed Wire) Suppliers
 - Delivery On Time = 96%
 - Quality Performance = Number of Concerns
 - Disruptions = 0



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2.2.3 Sub-contract Processors (Heat Treatment / Plating / Painting)

- Delivery On Time = 96%
- Quality Performance = Number of Concerns
- Disruptions = 0

3.0 Supplier Requirements – PPAP

During PPAP Suppliers to APS will be required to submit the following information:-

3.1 Raw Material (Steel / Stainless Steel / Aluminum)

Requirements will be identified for Raw Material Suppliers this may include the following:-

- PSW – Part Submission Level
- Chemical & Mechanical Test Report

3.2 Bought out Parts (Clinch Studs / Formed Wire)

Requirements will be identified for Bought out Parts Suppliers this may include the following:-

- PPAP Level 3
- IMDS Submission (APS IMDS Account No.13586)
- CQI Audits may be required dependent upon APS Customer Specific Requirement, see section 6.0 CQI System Assessments for list assessment types.
- Product Verification (PV) testing, any additional requirements will be identified on the drawing and/or communicated by APS.

3.3 Sub-contract Processors (Heat Treatment / Plating / Painting)

Requirements will be identified for Bought out Parts Suppliers this may include the following:-

- PPAP Level 3
- IMDS Submission (APS IMDS Account No.13586)
- PSW
- CofC
- Thickness Results
- Salt Spray Test Results
- Hardness Results
- CQI Audits may be required dependent upon APS Customer Specific Requirement, see section 6.0 CQI System Assessments for list assessment types.
- Product Verification (PV) testing, any additional requirements will be identified on the drawing and/or communicated by APS.

4.0 Identification of Supplier PPAP Requirements

4.1 When to Submit PPAP / PSW / Material Test Reports / CofC

APS Metal Pressings APQP Team / Quality Manager or Engineer / Purchasing Representative will identify when a supplier is required to submit a PPAP or other associated documents into APS Metal Pressings, this is usually as a result of the following:-

- During introduction of a new / modified part
- New supplier
- Change in processing method at existing supplier.
- BOP / Material Revalidation Plan requirement.

4.2 PPAP Submission Levels

Suppliers to APS Metal Pressings are required to work in accordance with AIAG PPAP 4th Edition Manual.

As APS Metal Pressings operates and is approved to IATF1694 we are required to satisfy the requirement of the AIAG PPAP 4th Edition manual and cascade down specific requirements of APS Metal Pressings own customers.

It is therefore mandatory on new or modified products / processes, from all suppliers that the requirements identified in section 3.0 Supplier Requirements are satisfied this may include PPAP Level 3 being supplied into APS Metal Pressings.



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Any deviation from the above will require approval from APS Metal Pressings customer at time of PPAP, in which case a deviation will be obtained.

Summary of AIAG PPAP Manual submission levels shown in table 4.1 below (taken from AIAG PPAP manual 4th Edition – Page 17).

4.1 Submission Levels

The organization shall submit the items and/or records specified in the level identified below in Table 4.1:

Level 1	Warrant only (and for designated appearance items, an Appearance Approval Report) submitted to the customer.
Level 2	Warrant with product samples and limited supporting data submitted to the customer.
Level 3	Warrant with product samples and complete supporting data submitted to the customer.
Level 4	Warrant and other requirements as defined by the customer.
Level 5	Warrant with product samples and complete supporting data reviewed at the organization's manufacturing location.

See Retention/Submission Requirements Table 4.2 for exact retention/submission requirements for each submission level.

Further details of items required for Level 3 PPAP Submission shown in table 4.2 below (taken from AIAG PPAP manual 4th Edition – Page 18).



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Retention/Submission Requirements Table 4.2

(Normative)

[NOTE: Table 4.2 lists submission and retention requirements. Mandatory and applicable requirements for a PPAP record are defined in the PPAP manual and by the customer.]

<u>Requirement</u>	<u>Submission Level</u>				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>
1. Design Record	R	S	S	*	R
- for proprietary components/details	R	R	R	*	R
- for all other components/details	R	S	S	*	R
2. Engineering Change Documents, if any	R	S	S	*	R
3. Customer Engineering approval, if required	R	R	S	*	R
4. Design FMEA	R	R	S	*	R
5. Process Flow Diagrams	R	R	S	*	R
6. Process FMEA	R	R	S	*	R
7. Control Plan	R	R	S	*	R
8. Measurement System Analysis Studies	R	R	S	*	R
9. Dimensional Results	R	S	S	*	R
10. Material, Performance Test Results	R	S	S	*	R
11. Initial Process Studies	R	R	S	*	R
12. Qualified Laboratory Documentation	R	S	S	*	R
13. Appearance Approval Report (AAR), if applicable	S	S	S	*	R
14. Sample Product	R	S	S	*	R
15. Master Sample	R	R	R	*	R
16. Checking Aids	R	R	R	*	R
17. Records of Compliance With Customer-Specific Requirements	R	R	S	*	R
18. Part Submission Warrant (PSW)	S	S	S	S	R
Bulk Material Checklist (see 4.1 above)	S	S	S	S	R

S = The organization shall submit to the customer and retain a copy of records or documentation items at appropriate locations.

R = The organization shall retain at appropriate locations and make available to the customer upon request.

* = The organization shall retain at appropriate locations and submit to the customer upon request.

5.0 Associated Documents

AIAG PPAP 4th Edition Manual

PPAP 4th Edition manual can be purchased from [AIAG Books - AIAG Publications | Industry Forum](#)

6.0 CQI Special Process System Assessments

CQI Audits to be supplied into APS at time of PPAP, this will include the following CQI audits as necessary:-

- CQI-9 Heat Treatment Assessment
- CQI-11 Plating System Assessment
- CQI-12 Coating System Assessment
- CQI-15 Welding System Assessment
- CQI-23 Molding System Assessment



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7.0 Sustainability

7.1 Human Rights and Labor Practices

7.1.1 Child Labour / Young Workers

Suppliers must not employ individuals below the legal working age in the respective country and must comply with the international labor organization (ILO) standards.

7.1.2 Forced Labour / Modern Slavery / Ethical Recruiting

Suppliers must not engage in or support any form of forced, bonded or indentured labour.

7.1.3 Freedom of Association and Collective Bargaining

The Supplier will respect the right of employees to form and join trade unions and bargain collectively in a lawful and peaceful manner, subject to and in accordance with law.

7.1.4 Working Conditions

Suppliers must provide a safe and healthy working environment for their employees.

7.1.5 Working Hours

The supplier must comply with all applicable laws regarding regular working hours, rest periods and overtime hours.

7.1.6 Non-discrimination (Diversity / Equity / Inclusion) & Women's Rights

Suppliers must not discriminate against employees in hiring, compensation, access to training, promotion, termination, or retirement based on race, color, age, gender, sexual orientation, ethnicity, disability, or any other characteristic protected by law.

7.1.7 Wages and Benefits

Suppliers must pay employees at least the minimum wage required by law and provide all legally mandated benefits.

7.1.8 Abuse, Harassment, Disciplinary Action, Non-discrimination

The supplier will not engage in physical, mental, verbal, sexual, or any other abuse, inhumane or degrading treatment, corporal punishment or any form of harassment. The supplier will treat all employees with respect and dignity and comply with legislation regarding disciplinary practices.

7.2 Environmental Responsibility

7.2.1 Environmental Responsibility

Suppliers should comply with all applicable environmental laws and regulations. They should strive to minimize their environmental impact through sustainable practices, such as reducing waste, conserving energy, and using resources efficiently.

7.2.2 Energy Efficiency

The supplier must Reduce energy consumption through energy efficiency measures.

7.2.3 Air Quality / Noise Emissions

The supplier must minimize the release of air emissions and noise through prudent control measures.

7.2.4 Waste Reduction

The supplier must minimize waste as far as reasonably practicable & control the handling of waste.

7.2.5 Renewable Energy

The supplier must involve themselves in purchasing renewable energy at the most cost-effective price therefore increasing energy efficiency in terms of energy consumed per unit of production.

7.3 Anti-corruption and Fair Competition

7.3.1 Bribery and Corruption

Suppliers must not engage in any form of bribery, corruption, extortion or embezzlement.

7.3.2 Fair Competition

Suppliers must conduct their business in line with fair competition and anti-trust laws.

7.3.3 Confidentially, Intellectual Property and Disclosure of information

Suppliers must protect the confidentiality of all propriety information and intellectual property shared by APS Metal Pressings Ltd.

They must not disclose such information to third parties without prior written consent.

7.3.4 Data Protection and Data Security

It is anticipated that the supplier will have in place their own privacy policy covering the collection, storage and use of data.



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7.4 General Requirements

7.4.1 Conflict Minerals

The supplier will not engage in business activities (directly or through third party supply chains) that contribute to, or support, conflict.

7.4.2 Counterfeit Materials

The supplier must have in place adequate arrangements to mitigate the risk of counterfeit material.

7.4.3 Health and Safety

The supplier must comply with all applicable laws relating to health and safety in the workplace.

7.5 Monitoring and Compliance

APS Metal Pressings Ltd reserves the right to monitor and audit suppliers' compliance with this policy. Suppliers are expected to provide necessary documentation and access to their facilities for such audits.



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8.0 Forms

The PPAP documentation is to be supplied on the either of following forms:-

	PPAP 4 th Edition	APS Forms
Part Submission Warrant	CFG-1001	QPF01 (See Page 5 of 7)
Dimensional Test Results	CFG-1003	QPF03 (See Page 6 of 7)
Material Test Results	CFG-1004	QPF70 (See Page 7 of 7)

Suppliers own forms can be used if they conform to AIAG PPAP Manual 4th Edition.

On occasions it may be necessary for the PPAP to be prepared using APS Metal Pressings customer specific forms, if this is the case then these will be forwarded to the supplier at the same time as communicating our specific PPAP requirement.



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OPF01- Part Submission Warrant

	APS Metal Pressings Ltd	Part Submission Warrant
Part Name _____	Cust Part Number _____	
Shown on Drawing No _____	Org Part Number _____	
Engineering Drawing Change Level _____	Dated _____	
Additional Engineering Changes _____	Dated _____	
Safety and/or Government Regulation <input type="checkbox"/> Yes <input type="checkbox"/> No	Purchase Order Number _____	Weight _____ kg
Checking Aid No _____	Checking Aid Engineering Change Level _____	Dated _____
ORGANISATION MANUFACTURING INFORMATION		CUSTOMER SUBMITTAL INFORMATION
Supplier Name _____	Supplier/Vendor Code _____	Customer Name/Division _____
Street Address _____		Buyer/Buyer Code _____
City/State/Postal Code _____		Application _____
MATERIALS REPORTING		
Has Customer Required Substances of Concern Information Been Reported	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/a
Submitted by IMDS or Other Customer Format	_____	
Are Polymetric Parts Identified with Appropriate ISO marking codes	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/a
REASON FOR SUBMISSION (Check at Least One)		
<input type="checkbox"/> Initial Submission	<input type="checkbox"/> Change to Optional Construction or Material	
<input type="checkbox"/> Engineering Change(s)	<input type="checkbox"/> Sub-Supplier or Material Source Change	
<input type="checkbox"/> Tooling: Transfer, Replacement, Refurbishment, or Additional	<input type="checkbox"/> Change in Part Processing	
<input type="checkbox"/> Correction of Discrepancy	<input type="checkbox"/> Parts Produced at Additional Location	
<input type="checkbox"/> Tooling Inactive > than 1 year	<input type="checkbox"/> Others --- Please Specify _____	
REQUESTED SUBMISSION LEVEL (Check One)		
<input type="checkbox"/> Level 1 - Warrant Only (and For Designated appearance Items an Appearance Approval Report) Submitted to Customer		
<input type="checkbox"/> Level 2 - Warrant With Product Samples and Limited Supporting Data Submitted to Customer		
<input type="checkbox"/> Level 3 - Warrant With Product Samples and Complete Supporting Data Submitted to Customer		
<input type="checkbox"/> Level 4 - Warrant and Other Requirements as Defined by Customer		
<input type="checkbox"/> Level 5 - Warrant With Product Samples and Complete Supporting Data Reviewed at Organisation's Manufacturing Location		
SUBMISSION RESULTS		
The Results For <input type="checkbox"/> Dimensional Measurements <input type="checkbox"/> Material and Function Tests <input type="checkbox"/> Appearance Criteria <input type="checkbox"/> Statistical Process Package		
These Results Meet all Design Record Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	(if "No" - Explanation Required)	
Mould/Cavity/Production Process _____		
DECLARATION		
I Affirm that the Samples Represented by this Warrant are Representative of our Parts, Which Were Made by a Process That Meets all Production Part Approval Process Manual 4th Edition Requirements.		
I Further Affirm that These Samples Were Produced at the Production Rate of 9600 \ 8 Hours.		
I Also Certify that Documented Evidence of Such Compliance is on File and Available For Review. I Have Noted Any Deviations From This Declaration Below		
EXPLANATION/COMMENTS: _____		
Is Each Customer Tool Properly Tagged and Numbered <input type="checkbox"/> Yes <input type="checkbox"/> No		
Print Name _____	Telephone Number _____	Fax Number _____
Title _____	E-Mail _____	
Organisation Authorised Signature _____	Date _____	
FOR CUSTOMER USE ONLY (IF APPLICABLE)		
PPAP Warrant Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Other		
Customer Signature _____	Date _____	
Print Name _____	Customer Tracking Number (Optional) _____	
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Issue 2 (July'2024) – Added section 7 Sustainability & Section 9 Revision History