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Title: Supplier Request for Engineering Approval (SREA)	Responsible Dept: Global Procurement

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1.0 PURPOSE:

Establish a standard procedure for suppliers to communicate their requests for process or product changes and deviations and the corresponding approval process of such requests by Key Safety Systems.

2.0 SCOPE:

This procedure applies to all production components, materials, processes, and packaging used by Key Safety Systems manufacturing locations.

3.0 DEFINITIONS

SREA: Supplier Request for Engineering Approval

SQE: Supplier Quality Engineer

QE: Quality Engineer

4.0 RESPONSIBILITY:

Supplier:


- Complete all fields noted as “Supplier To Complete This Section” on page one of the SREA form and the Submission Checklist on page two of the SREA Form.
- Compile the required supporting documentation as detailed in the submission checklist located on page two of the SREA form.
- Provide the Completed SREA form and all supporting documents to the SQE at the affected KSS Manufacturing Plant.

Plant SQE:

- Receive SREA from Supplier
- Review Content of SREA and Supporting Documents
- Load SREA and Supporting Documentation into eMatrix
- Required SREA Approver
- Track Approval Process
- Resolve any issues resulting in SREA Rejection
- Distribution of decisioned SREA to supplier
- Track Corrective Action Implementation

Plant QE:

- Required SREA Approver for Permanent Change requests
- Determine if Customer Approval/Notification is required and coordinate requests for Customer Approvals as applicable per customer requirements. (Ref. AIAG Production Part Approval Process PPAP 4th Edition, Section 3 – ‘Customer Notification’)

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- Provide Customer Approval/Notification Documentation to SQE for inclusion with SREA documentation

Engineering:

- Required SREA Approver for requests involving dimensional or performance specifications
- Release Drawings updates as required

Commodity Manager:

- Required SREA Approver for Permanent Change requests

5.0 REQUIREMENTS:

5.1 SREA Creation and Submission


Supplier initiates an SREA to gain approval for a change from what was previously PPAP approved (process, design, manufacturing location, etc.) or a product deviation from the applicable drawing and / or specification. The SREA submission shall include a completed SREA form (suppliers should reference the latest Key Safety Systems Quality First Supplier Requirements Manual, document number 82000030) and proposed qualification plan for changes, or corrective action plan for deviations. This submission should be sent to the applicable plant SQE. If the SREA is submitted to address a non-conformance due to tool or process capability, statistical capability studies supporting the request must accompany the submission.

5.2 SREA Duration

SREA's for Temporary Deviations can be approved for a maximum of 90 days. Further limitations can be applied via Part quantity restriction within the 90 day requirement. Extensions to Temporary Deviation are not permitted. No Permanent Deviations are permissible. Permanent Changes must be accomplished by a Drawing change. Request for Temporary Deviation can accompany a request for Permanent Change to allow for time to release updated drawings.

5.3 Review of SREA

The responsible plant SQE shall review the SREA for completion, adequate supporting documentation and qualification or corrective action plans. The SQE shall ensure that the request is adequately documented and there is an action plan with timing and responsibilities that will resolve any deviation request. Under no circumstances shall an SREA be used to implement a Key Safety Systems initiated design change. Such changes shall be implemented in accordance with applicable procedures; SREA's are to be used for supplier generated issues only.

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5.4 Matrix Data Input

The responsible SQE shall initiate the SREA in eMatrix and input all relevant information (Ref. eMatrix User Guide – SREA/Deviation Creation). In addition, the SQE shall scan and check in the original SREA document and any required supporting documents or Customer Approval documentation as applicable.

5.5 Disposition of SREA

The Matrix Administrator determines the appropriate approvers and prompts Matrix to request their approval of the SREA based on the data input by the SQE. The SQE shall interact with these individuals to ensure timely disposition of the SREA. SREA's must be approved as written with no modifications. SREA's should not be approved for deviations that can be avoided.

The following responsibilities apply to each function during the SREA disposition process.

SQE:

- Ensure SREA is completed properly and supporting documentation is sufficient.
- Ensure that there is a defined and reasonable time or quantity limit, and corresponding action plan for closure of deviation requests
- Ensure that the request is necessary and does not create a manufacturing concern
- Ensure that customer approval/notification is completed as applicable
- Ensure that all required signature approvals are gained before supplier is given approval to ship

Engineering:


- Ensure that the request is technically valid and does not pose risks to the function of Key Safety Systems products
- Ensure that the corrective action is adequate and any Key Safety Systems responsibilities will be met prior to expiration of the SREA

QE:

- Ensure that customer approval/notification is completed as applicable
- Ensure that the corrective action is adequate and any Key Safety Systems responsibilities will be met prior to expiration of the SREA

Commodity Manager:

- Ensure that the request is commercially valid

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- Ensure that Bank Build plans and PPAP submission timing (as applicable) allow for seamless transition while continuing to meet KSS production requirements
- For requests for change in manufacturing location, verify that proposed Supplier Manufacturing Location is approved by KSS

5.6 Emergency Approval

If Emergency Approval is required outside normal business hours in order to preserve production, the Vice President of Quality for the affected region (or designated alternate) may issue interim approval for temporary deviation. After issuance of Interim approval, the SREA shall continue through the standard eMatrix Approval process.

5.7 SREA Rejection

If, for any reason an SREA is rejected, the person rejecting the SREA shall provide a detailed reason for rejection in Matrix. The SQE shall coordinate the resolution of the issue and provide revised SREA for approval, or notify the supplier of the Official Rejection as applicable.

5.8 Distribution

Distribution of the SREA to the supplier is the responsibility of the SQE exclusively, and is to occur only after final disposition from all required functions is given in Matrix. Distribution shall also be made, via eMatrix notifications, to the following Key Safety Systems individuals: SREA Approvers, Logistics/Material Planning organization at the affected plant, Incoming Inspection organization at the affected plant, responsible SDE, and Commodity Manager. Additional Distributions to parties assigned responsibility for actions discussed in the SREA shall be made by the Plant SQE as required.

5.9 Tracking

The SQE is responsible to follow-up to ensure closure of all SREA's prior to expiration and to address any issues preventing closure.

6.0 RELATED DOCUMENTS / REFERENCES

KSS Document # 82000030 Revision H - 'Quality First Supplier Requirements Manual'
KSS Document #82010270 Revision 3 - 'Manufacturing Deviation Procedure'
QS-9000 Section 4.9 –'Process Control'
QS-9000 Section 4.13 –'Control of Non-conforming Product'
AIAG Production Part Approval Process PPAP 4th Edition, Section 3 – 'Customer Notification'
eMatrix User Guide – SREA/Deviation Creation