



Requirements for Suppliers

Obrobna Resl s.r.o.

Liberec



Date of publication: 4.1.2022

Obsah

1 Purpose.....	3
2 Profile of the company Obrobna Resl s.r.o.....	3
2.1 History and tradition of the company.....	3
2.2 Basic data about the company.....	3
3 Abbreviation.....	3
4 General requirements on suppliers.....	4
5 Communication of requirements of Obrobna Resl.....	4
6 Requirements for supplier's quality system.....	4
7 Approve (releasing) of first samples.....	5
7.1 Submission of PPAP (first samples) is required for:.....	5
7.2 Samples.....	5
7.3 Samples quantity.....	5
7.4 Scope/level.....	5
7.5 Sampling evaluation.....	5
7.6 Repeated delivery of not conforming samples.....	5
8 Rating of supplier.....	6
9 Part's history.....	6
10 Requirements for processes.....	6
11 Change management.....	7
12 Audits at the supplier.....	7
13 Packaging.....	7
14 Complaint.....	8
14.1 Immediate measures within 24 hours.....	8
14.2 Corrective action within 10 working days.....	8
14.3 Complaint costs.....	8
15 Environment and safety.....	8
16 Communication.....	8
17 Responsibility of supplier.....	8
18 Supplier consent statement.....	9

1 Purpose

This manual determines demands on quality system for suppliers which deliver or will deliver to the Obrobna Resl. The aim is to ensure that purchased products and services meets specific requirements and will be delivered in the right time and in the right quantity.

2 Profile of the company Obrobna Resl s.r.o.

2.1 History and tradition of the company

The company was found by Mr. Ivan Resl in the 1990 and specialized in the design engineering of transportation systems. The company added the technology and started provide tumbling of castings for foundries in the district the Liberec. Due to the going up volume of the finishing operations and subsequently machined operations was found the company Obrobna Resl s.r.o. The company has trade licence for metal-working and for business.

2.2 Basic data about the company

business name: **Obrobna Resl s.r.o.**
registered by the Městský soud v Ústí nad Labem,
vločka 18048

registered office: **Obchodní 618, Liberec 11**

phone number: **+420 485 246 651**

fax: **+420 485 246 650**

e-mail: [**info@obrobna.cz**](mailto:info@obrobna.cz)

web: [**www.obrobna.cz**](http://www.obrobna.cz)

company executives: **Ing. Ondřej Resl, Ing. Ivan Resl**

IČO: **25432591**

DIČ: **CZ25432591**

basic products of the company: **CNC machining**

3 Abbreviation

AQL - Acceptance Quality Limit

FIFO – First In, First Out

KT – calendar week

QMS – Quality Management System

MSA – Measurement System Analysis

PPAP- Production Part Approval Process

R&R - Run and Rate

VDA 1 – Verband Der Automobilindustrie

Significant production batch – it is batch which the PPAP samples must be taken from. This batch must fulfil following demands: duration is 1 up to 6 hours and must be produce at least 300 products in sequence, if is it not stated otherwise. These products must produced on the stated machine and from the stated material. For production must be used machine, tools, fixtures, gauges for the serial production and the machine must be operated by standard operators.

4 General requirements on suppliers

Potential suppliers may be approached in the case they belong in the „List of approved suppliers“ only. The new suppliers may be approached in the case they have successfully passed the competitive tendering according internal directives.

Our process of selection includes also the considering of these risks:

- quality's threat of the delivered product
- reliability of deliveries
- sufficient production capacity
- level MS of supplier
- volume of production dedicated for automotive
- financial stability
- required production technology

5 Communication of requirements of Obrobna Resl

Obrobna Resl undertakes to communicate to its suppliers the requirements for:

- processes, products and services provided of supplier
- communication
- releasing of products and services
- verifying (audit of supplier)
- production capacity. For verifying use these parameters: 48 CW / Year, 5 days / week, 22 hours / day
- preparedness for accident – existence of emergency plans and submission to Obrobna Resl s.r.o. on request.

6 Requirements for supplier's quality system

Obrobna Resl requires of its suppliers introduction, using and improving the QMS according the norm ISO 9001.

Options of fulfilling:

- (a) certification according IATF 16949 by the accredited company.
- (b) certification according ISO 9001 by the accredited company

	Requirements for Suppliers	Page 5 z 9	Date of publica- tion 4.1.2022
---	-----------------------------------	-------------------	--

(c) compliance with ISO 9001 proved during audit performed by Obrobna Resl s.r.o..

7 Approve (releasing) of first samples

Sampling / approve of parts for the serial production must be perform with the accordance with requirements stated in the PPAP manual or in the VDA 2 manual.

7.1 Submission of PPAP (first samples) is required for:

- new part / product
- correction of defect of previously submitted part
- product changed according to the drawing (design, specification or material change)
- changing of production's device or technology
- requalification once a year and send to the customer on request

7.2 Samples

Samples must be taken from the significant production batch acc. point 3.

7.3 Samples quantity

The minimum samples quantity is 5 pcs from the each position (nest). *Example: If the fixture include 4 positions (nests) then the quantity of samples is 4x5 samples (5 samples of each nest).*

7.4 Scope/level

The scope and level of submission is defined by Obrobna Resl.
We require PPAP lever 3 unless otherwise specified.

7.5 Sampling evaluation

Status - Released – If all requirements for certain product are fulfilled and the quality department of Obrobna Resl approved this samples this product is released for serial production.

Status - Temporary released – If the supplier does not fulfil some requirements that the product is temporary released and supplier can deliver certain quantity or deliver in the define time period. The temporary releasing is allowed in the case only if the causation is known and the action plan for eliminating this problem is agreed. The submission of the new samples for full releasing is necessary.

Status - Rejected – In the case the submission of the product does not fulfil requirements it is bestowed the status rejected. In this case the supplier must ensure the corrections and new submission.

7.6 Repeated delivery of not conforming samples

If the submitted samples would be not conforming through the fault of the supplier than the supplier must deliver new samples without any claims for additional costs.

8 Rating of supplier

The rating of supplier is performing according to following criteria

No.	Criteria	Rules (rating period 1 year)	Relevancy %
1	Number of complaint	0 complaint = 100; 1 complaint = 70; 2 complaints = 30; 3 complaints = 0;	20
2	Quality (in ppm)	PPM ≤ 100 = 100%; PPM 101 to 1 000 = 70%; PPM1001 to 3 000 = 30%; more than 3001 = 0.	20
3	Quality system	- QMS – certifications IATF16 949 = 100%; - ISO9001 = 70%; - Process audit from Obrobna Resl/ self-assessment = 30; - Bez/Without = 0 %.	20
5	Logistics complaint (damaging, quantity not corresponding with delivery note)	0 complaint = 100; 1 complaint = 70; 3 complaint = 30; > 3 complaint = 0.	20
4	Reliability of time and quantity of deliveries	$\frac{\text{quantity fulfilled deliveries} \times 100}{\text{deliveries}} \geq 97 = 100;$ 92 up to 96 = 50; 89 up to 91 = 20; < 89 = 0.	20
in total			100
Rating scale		80 – 100	A
		60 – 79	B
		< 60	C

9 Part history

The supplier is obligated to keep a history of delivered parts/products. The history must include list of technical changes, material changes and the changes on the serial production.

(an example: new machine).

Minimal Part's history informations: part number, name, date of the change, reason, description of the change, name of the person who filled it in.

10 Requirements for processes

Within serial production we require from the supplier following:

- scheduled plan of checks/tests in the stated range and frequency
- keep records of checks/tests
- capability of the process must reach $Ppk \geq 1.67$; $Cpk \geq 1.33$.
- for the measuring and test must be used suitable and calibrated gauges/ measuring instruments. The calibration of measuring instruments must be perform in the laboratories only which has the certification ISO/IEC 17025SO.

- measuring instruments used for measuring special characteristic must have performed the MSA analysis
- supplier is obliged to keep records and documentation of QMS according the actual requirements of manual VDA 1
- supplier is obliged to enable the review of these records by the authorized employees of Obrobna Resl.
- supplier is obliged to ensure the traceability his products, each container must be appropriately marked by identification label, which must include data of traceability (material batch number).
- supplier is obliged to ensure the system FIFO
- supplier is obliged include the Zero Defects strategy into the his control and acceptance plans

11 Change management

Supplier is obliged keep the history of delivered parts/products. The history must include the list of technical and material changes and also any changes on the serial technology. (*an example: new machine*).

Minimum requirements for part history are: part number, part name, reason of change, date of introduction into the serial production.

12 Audits at the supplier

Obrobna Resl s.r.o. as the customer has the right to verify QMS, process capability of the supplier or product in conformity with audit. The information obtained during the audit will be treated confidentially and will not be disclosed to third parties.

The subject for initiating an audit may be:

- approval of new supplier (audit of potential analysis)
- process audit for realization of product
- audit R&R (capacity verification)
- if the quality level is permanently negative (escalation investigation)

The supplier is expected to prepare a corrective action plan for deviation identified during the audit by the deadline specified in the audit report.

13 Packaging

The supplier is obliged to ensure that the packaging and delivered product is not damaged or spoil during transport or storage. During the first sampling, the supplier must submit for approval the packaging specification).

Minimal requirements for packaging instruction:

- specification of container (palette, gitter box, KLT,...)
- itemization of used packaging resources
- storage of product (photo, drawing, sketch,...)
- template of identification label
- product name
- drawing number, material, index of change
- name of supplier
- date

14 Complaint

If a quality or logistic nonconformity is found on the delivered products the supplier will be informed about it in written form.

After receiving of complaint the supplier must ensure following:

14.1 Immediate measures within 24 hours

Supplier is obliged to perform action for prevention of continuation delivery incorrect parts. The supplier must also sort parts which are on the way or at the Obrobna Resl. It will be achieved by using 100% check.

14.2 Corrective action within 10 working days

It serves to eliminate the cause of the discrepancy and avoiding of discrepancy in further deliveries. The 8D is required for each complaint.

14.3 Complaint costs

see attachment 1 of this document

15 Environment and safety

One of the goals of Obrobna Resl is eliminate negative influences and impacts of own parts and purchased parts on people and environment. One of our basic requirements is compliance of applicable laws and regulations and are applied to our suppliers.

16 Communication

The communication is one of the basic condition for ensuring smooth going of deliveries. Therefore the supplier is obliged to appoint the contact persons from the sell-buy, logistic and quality department. In the case that any contact person was changed the supplier is obliged to inform Obrobna Resl. The communication language is Czech, Slovak and English.

17 Responsibility of supplier

Supplier is responsible for delivered parts in final product in quality terms and safety terms. We expect from our suppliers that they create and establish organizational and

technical prerequisite to ensure safety delivered products and minimize the risk for warranty.

18 Supplier consent statement

This manual is part of contractual relationships between the company Obrobna Resl s.r.o. and its Suppliers. This manual is valid even it has not been signed. This manual is valid also in the request period.

19 Attachments

Attachment No. 1 Costs of complaints



Date 4.1.2022

Managing Director Obrobna Resl s.r.o.

Ondřej Resl



Attachment no. 1
Complaint costs
to
Requirements for suppliers
Obrobna Resl s.r.o.
Liberec

Complaint costs

- Suppliers are liable for all costs and damages incurred as a result of any defects in the delivered material and Obrobna Resl will demand reimbursement of these costs from its suppliers.
- Compensation from the supplier will be required by Obrobna Resl if it has been proven that the supplier is responsible for quality defects or deliveries.
- Compensation includes costs for the affected production in Obrobna Resl and transport. It may also include damages that have been demonstrably claimed by the customer Obrobna Resl.

Tariff of multiple jobs

- | | |
|--|--------------------|
| 1. Issuance of a complaint | € 75 |
| 2. Internal sorting, repairs, 100% inspection | € 30 / hour |
| 3. External costs associated with the settlement of complaints | According to facts |

In Liberec 4.1.2022

CEO of the company
Obrobna Resl s.r.o.

ing. Ondřej Resl