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1.00 UVOD

IATF 16949:2016, ISO 9001:2015, ISO 14001:2015 in ta dokument, določajo zahteve za sistem vodenja kakovosti in upravljanja z okoljem za dobavitelje Hidrie.

2.00 OBSEG VELJAVNOSTI

Ta priročnik dopolnjuje Splošne nabavne pogoje skupine Hidria (SNP). Uporablja se za vse lokacije dobavitelja, ki:

- dobavljajo materiale in proizvode, ki se vgrajujejo v končne izdelke Hidrie,
- izvajajo procese ali del procesa, ki vplivajo na karakteristike končnega proizvoda Hidrie,
- dobavljajo ključna orodja, ki vplivajo na karakteristike izdelkov znotraj Hidriinih proizvodnih procesov in niso standardna kataloška orodja.

3.00 APQP – PLANIRANJE KAKOVOSTI IZDELKA (Ref. ISO 9001 8.3.)

Dobavitelj planira kakovost izdelka/procesa s sledenjem zahtevam APQP (glej tabelo 1). Obseg APQP opredeli Hidria v sodelovanju z dobaviteljem. Kot alternativa APQP se lahko uporabi »Maturity Level Assurance for New Parts« skladno z VDA.

Tabela 1. APQP Elementi

Št.	Element
1	Vhodne zahteve kupca
2	Pregled izvedljivosti
3	Plan projekta
4	Risbe in zahteve
☞ 5	FMEA konstrukcije (Matrika karakteristik)
☞ 6	Pregled konstrukcije
☞ 7	Plan validacije konstrukcije (PV)
8	APQP status dobavitelja/artikla (PSW)
9	Diagram poteka proizvodnega procesa
10	Planiranje: prostori, naprave, orodja in merilna oprema
11	FMEA procesa/APQP Ocena tveganja
☞ 12	Plan validacije izdelka (DV)
☞ 12	Plan obvladovanja pred-serije
13	Analiza merilnih sistemov (MSA)
14	Navodila za delo
15	Specifikacija za pakiranje
15	Validacija procesa
17	Plan obvladovanja redne proizvodnje
18	Poizkusna proizvodnja
19	Preliminarna študija sposobnosti procesa (SPC)
20	Run@Rate
21	Plan zagotavljanja kakovosti prvih dobav
22	(Potrditev prvih vzorcev) PPAP
23	Dobava serijskih izdelkov v roku
☞	Za dobavitelje, ki so odgovorni za razvoj izdelka

Cilj planiranja je prepoznati potencialne napake, ki se lahko pojavijo v proizvodnem procesu, in uvesti preventivne ukrepe. Pri planiranju ukrepov imajo prednost ukrepi, ki

1.00 INTRODUCTION

IATF 16949:2016, ISO 9001:2015, ISO 14001:2015 and this document specify the requirements for the quality and environment management system for Hidria suppliers.

2.00 SCOPE

This Manual complements the Hidria General Terms and Conditions of Purchase. It applies to all supplier locations that:

- supply material and products that are incorporated into Hidria end products,
- perform processes or part of a process, which has impact on characteristics of Hidria final product,
- supply key tools that influence product characteristics within Hidria's production processes and are not standard catalogue tools.

3.00 APQP - PRODUCT QUALITY PLANNING (Ref. ISO 9001 8.3.)

The Supplier shall plan the process/product quality using the following APQP elements (see Table 1). The extent of APQP planning is defined by Hidria with the participation of the supplier. As an alternative »Maturity Level Assurance for New Parts« according to VDA can be used.

Table 1. APQP Elements

No	Element
1	Customer requirements
2	Feasibility analysis
3	Project plan
4	Drawing and specifications
☞ 5	Design – FMEA (Characteristics Matrix)
☞ 6	Design review
☞ 7	Product validation (PV)
8	APQP supplier/item status (PSW)
9	Manufacturing Process Flow Chart
10	Planning: facilities, tools, equipment and gauges
11	Process FMEA/APQP Risk Assessment
☞ 12	Design Validation Plan (DV)
☞ 12	Pre-Launch Control Plan
13	Measurement System Analysis (MSA)
14	Work instructions
15	Packaging specification
15	Process validation
17	Control Plan for serial production
18	Production Trial Run
19	Preliminary Process Capability Study (SPC)
20	Run@Rate
21	Ramp-up activity plan
22	Production Part Approval Process (PPAP)
23	Supply of serial products on time
☞	Mandatory for Design Responsible Suppliers

The aim is to recognise potential deviations that can occur during the manufacturing process and to define and implement appropriate preventive actions. The priority is implementation

preprečujejo pojav napake (metode prisilnega nadzora in zaustavitve).

Tabela 2. Metode preprečevanja napak

Tehnika	Preventiva	Detekcija
Prisilni nadzor		
Zaustavitev		
Opozorilo		
Vizualizacija		

of methods that prevent occurrence of defects (prevention with forced control or shutdown).

Table 2. Defect prevention methods

Technique	Prevention	Detection
Forced control		
Shutdown		
Warning		
Sensor alert		

3.10 Varnost proizvoda (Ref. IATF 4.4.1.2)

Dobavitelj mora določiti **in usposobiti** predstavnika za varnost proizvoda (PSB) za vsako proizvodno lokacijo, s katerim bo Hidria komunicirala glede zadev v povezavi z varnostjo proizvoda. Dobavitelj mora vzdrževati ažurne podatke o imenovanem PSB na Hidria B2B.

3.10 Product safety (Ref. IATF 4.4.1.2)

The Supplier must ensure **and train** a Product Safety Representative (PSB) as an interface between Hidria and the Supplier concerning product safety aspects. A PSB shall be appointed for each production site that supplies products to Hidria. Supplier shall maintain information about PSB on Hidria B2B.

3.20 Obvladovanje tveganja (Ref. IATF 8.3.5.1 in 8.3.5.2)

Za prepoznavanje možnih tveganj in planiranje preventivnih ukrepov dobavitelj uporablja FMEA **ali izjemoma z »APQP Oceno tveganja« z dovoljenjem SQE Hidrie**. APQP Ocena tveganja je poenostavljena oblika za prepoznavanje tveganj (glej obrazec HF-0013).

Skozi P-FMEA je treba oceniti tveganja v vseh korakih procesa vključno s podpornimi procesi, ki lahko vplivajo na proizvodni proces, npr. rokovanje z materialom, etiketiranje, popravila, predpriprava materiala za proizvodnjo, transport materiala/izdelkov.

Plan obvladovanja mora vsebovati vse **potrebne ukrepe za obvladovanje procesa**. Plan obvladovanja in FMEA morata biti izdelana v skladu z aktualno verzijo priročnika **AIAG APQP in AIAG/VDA FMEA**.

P-FMEA je treba redno pregledovati, da se zagotovi ažurnost dokumenta (npr. pregled dokumenta po reklamaciji ali periodično **preverjanje FMEA glede na stanje procesa** – »reverse FMEA«).

FMEA je osnova za določanje posebnih karakteristik. Dobavitelj mora opredeliti svoje posebne (proizvodne in/ali procesne) karakteristike v skladu z VDA Volume "Special characteristics" in VDA volume 1. Glej tabelo 3. Posebne karakteristike morajo biti označene na dokumentih (risbe, FMEA-ji, navodila za delo, ...). **Posebne karakteristike, ki jih prepozna končni kupec ali Hidria, morajo biti upoštevani v enaki meri tudi s strani dobavitelja.**

3.20 Risk control (Ref. IATF 8.3.5.1 in 8.3.5.2)

FMEA shall be used for manufacturing process risk identification and preventive actions planning **or, exceptionally, "APQP Risk Assessment" with the consent of Hidria's SQE**. APQP Risk Analysis is a simplified tool for risk identification (see template HF-0013).

P-FMEA shall be used to assess risks at all manufacturing operations from individual components to assemblies and for all support processes within the plant that can impact manufacturing and assembly operations, e.g. material handling, labelling, rework, preparing of material for production, transport of material/products.

All **implemented actions for controlling process** shall be listed in the Control Plan. The Control Plan and FMEA shall be prepared according to the actual version of reference manual **AIAG APQP and AIAG/VDA FMEA**.

P-FMEA shall be reviewed on a regular basis to ensure that it is a living document (review after claim or periodic reverse FMEA).

Special characteristics shall be defined according to FMEA. Suppliers shall define their product and/or process-specific special characteristics acc. to VDA Volume "special characteristics" and VDA volume 1. See Table 3. Special characteristics must be marked as such in the documents (e.g. drawings, FMEAs, work instruction, etc.). **The specific characteristics recognized by the Hidria customer or Hidria must be considered to the same extent by the supplier.**

3.3 Zahteve za sposobnost in obvladovanje procesa (Ref. IATF 8.3.3.2)

Tabela 2. Zahteve za karakteristike proizvoda

Simbol ^[1]	Opis ^[1]	Metoda obvladovanja		
		Zahteva	Velikost vzorca	Frekvenca
<cc/h>	Kritična karakteristika zakonska	$Cpk \geq 2$ ^[2] $Ppk \geq 1,67$ ^[3]	Min. 3 kose, priporočljivo 5 kosov	<ul style="list-style-type: none"> Prevzem procesa in vzorčenje (med serijo ter ob koncu serije/izmene)
<cc/s>	Kritična karakteristika varnostna	100 % kontrola ^[4]		
<sc/f>	Pomembna karakteristika funkcija	$Cpk \geq 1,67$ ^[2] $Ppk \geq 1,33$ ^[3]		
/	Ostale karakteristike glede na tveganje iz FMEA	Vse meritve v toleranci ($Cpk \geq 1,33$)		
/	Sistemi za detekcijo/preprečevanje napak	Prevzem procesa, da se preveri, ali sistem deluje.	1x OK in NOK vzorec ali meritve (min. 3 kos)	Prevzem procesa

^[1] Veljajo od 1.1.2018. V dokumentih pred tem datumom se uporabljajo stari simboli in opisi.

	Zakonske karakteristike
	Varnostne karakteristike
	Pomembne karakteristike

^[2] Velja za statistično stabilne procese. Za izračun je potrebno minimalno 25 podskupin (v primeru, da je vzorec 3 kos, potrebujemo 75 rezultatov meritev).
^[3] Za izračun je potrebno minimalno 30 rezultatov meritev.
OPOMBA: Izpolnjevanje ciljne vrednosti je pogoj za odobritev PPAP. SQE lahko odobri drugačen nadzor za sposobnost. Odobritev se izvede z odobritvijo kontrolnega plana s strani Hidrie.
^[4] Nivo sprejemljivosti za 100 % kontrolo: nominalna vrednost +/- 40 % tolerančnega polja.

3.3 Process capability and control requirements (Ref. IATF 8.3.3.2)

Table 2. Requirements for product characteristics

Symbol ^[1]	Description ^[1]	Control Method		
		Requirements	Sample size	Frequency
<cc/h>	Critical characteristics - homologation	$Cpk \geq 2$ ^[2] $Ppk \geq 1.67$ ^[3]	Min. 3 parts, 5 parts recommended	<ul style="list-style-type: none"> Process approval and Sampling (between and at the end of the series/shift)
<cc/s>	Critical characteristics - safety	100% inspection ^[4]		
<sc/f>	Significant characteristics - function	$Cpk \geq 1.67$ ^[2] $Ppk \geq 1.33$ ^[3]		
/	Other Characteristics - based on FMEA risk	All measurements within tolerances ($Cpk \geq 1.33$)		
/	Error Proofing and Mistake Proofing Systems	Process approval to verify system setup.	1x OK and NOK master sample or measurement (min. 3 pcs)	Process approval

^[1] Valid from 1 January 2018. Old symbols and descriptions are used in documents issued before 1 January 2018.

	Regulatory Characteristics
	Safety Characteristics
	Important Characteristics

^[2] Valid for statistically stable processes. 25 or more subgroups are needed for calculations (if a sample size is 3, 75 individual readings are needed).
^[3] 30 or more individual readings are needed for calculation.
NOTE: Fulfilment of the above-mentioned criteria constitutes a condition for PPAP approval. Adapted monitoring can be approved by SQE. The approval is subject to the control plan approval by Hidria.
^[4] Acceptance criteria for 100% inspection shall be set to nominal value +/- 40% of tolerance.

Vsa delovna mesta, relevantna za kritične karakteristike, morajo biti jasno označena (npr. s simbolom in opisom).

Each workplace relevant for critical characteristics shall be clearly marked (e.g. with a symbol and a description).

4.00 ZAHTEVE ZA ODOBRITEV (Ref. IATF 8.3.4.4)

Dobavitelj mora pridobiti odobritev pred pričetkom dobav za spodnje primere:

- nov sestavni del ali nov izdelek;
- izdelek, za katerega je bil PPAP že posredovan in je bil zavrjen;
- konstrukcijske spremembe izdelka (sprememba risbe, specifikacije ali materiala);
- uvredba novih tehnologij, ki predhodno niso bile uporabljene v procesu;
- selitev proizvodnje na drugo lokacijo;
- uvredba novega orodja ali modifikacija ter obnova obstoječega;
- uvredba sprememb v procesu (uporaba alternativne opreme/orodja, nov način testiranja izdelkov, spremembe v zaporedju operacij itn.);
- uporaba alternativnih konstrukcij/materiala, uporabljenega na predhodno odobrenem izdelku (npr.

4.00 APPROVAL REQUEST (Ref. IATF 8.3.4.4)

The Supplier shall obtain prior approval in the case of the examples listed below:

- new part or product;
- re-sampled product due to previous failure to meet approval requirements;
- design change of the product (change to the drawing, specification or material);
- introduction of new production technologies that were not previously used in the process;
- transfer of the production to a different location;
- use of a new tool or modification/renewal of an existing tool;
- introduction of changes in the process (use of alternative devices/tools, change in the test/inspection methods and change in the process flow, etc.);
- use of alternative construction/material that was used in the previously approved product (e.g. use of the material which

- uporaba materiala, ki je bil začasno odobren ali je naveden kot alternativa na risbi);
9. sprememba poddobavitelja za dele, ki vplivajo na: montažni proces v Hidrii, obliko in/ ali funkcionalnost izdelka;
 10. prekinitve proizvodnje za več kot 12 mesecev.

Pred uvedbo spremembe (velja za primere iz zgornjih alinej) mora dobavitelj obvestiti Hidrio. PPAP **mor**a biti izveden pred prvimi dobavami za primere od točke 1 do 6. V ostalih primerih se Hidria odloči o obsegu izvedbe PPAP. V primeru sprememb izdelka ali procesa, za katerega je dobavitelj predhodno že pridobil odobritev, se obseg PPAP lahko omeji na karakteristike, na katere ima sprememba vpliv. **Spremembo lahko dobavitelj uvede po potrditvi predloga za uvedbo spremembe s strani Hidrie.**

5.00 SPROSTITEV SERIJSKE PROIZVODNJE (Ref. IATF 8.3.4.4)

Hidria opredeli zahteve za PPAP v dokumentu Zahteve za PPAP vzorčenje (HF-0013).
Dobavitelj izdelava PPAP glede na zahteve Hidrie v skladu z zadnjo verzijo priročnika PPAP AIAG ali [VDA PPA](#).

5.10 Dimenzijske meritve in testiranje materiala ter funkcije

Če Hidria ne določi drugače, mora dobavitelj izvesti preverbo vseh karakteristik (dimenzije, funkcija, material, izgled ...) po risbi in/ali specifikaciji za izdelek.
V primeru, da se bo izdelek izdeloval v več procesih ali orodjih, je treba izvesti testiranje na petih vzorcih iz vsakega procesa oz. orodja. V primeru večgnezdnega orodja zadostuje najmanj po tri kose iz vsakega gnezda.
V primeru odstopanja karakteristik od vzorcev PPAP mora dobavitelj pridobiti odobritev odstopanja pred predložitvijo PPAP (glej poglavje 8). Odobritev odstopanja kritičnih in pomembnih karakteristik ni mogoča. Vsak predložen PPAP, pri katerem iz poročil izhaja odstopanje od zahtev in za ta odstopanja dobavitelj ni pridobil dovoljenja za odstopanje, bo zavrnjen. Vsako odstopanje mora biti označeno v poročilih.
Predloženi certifikati za material ne smejo biti starejši od 12 mesecev.
Vse testirane karakteristike morajo biti oštevilčene na risbi (v smeri urinega kazalca) in vnesene v poročila tako, da je mogoča povezava rezultatov v poročilih z risbo.
Dobavitelj mora za izdelavo PPAP uporabiti obrazce Hidrie ali obrazce, ki so enakovredni obrazcem Hidrie. Obrazci so na voljo na [Hidria B2B](#).

- was temporary approved or stated as an alternative in the drawing);
9. change of sub-supplier for parts which affect: assembly process at Hidria, the form, fitness and/or function of the product;
 10. reactivation of supply after more than 12 months.

The Supplier shall notify Hidria prior to implementation of changes under indents 1–10. Unless otherwise agreed by the parties, the PPAP procedure is **obligatory for indents 1 to 6 before the first shipment**. In other cases, Hidria decides about the extent of the PPAP process. In case of modifications of the project and/or process which were previously approved, PPAP scope can be limited to the characteristics that will be affected by the change. **The Supplier is allowed to implement the change after Hidria's approval.**

5.00 RELEASE FOR SERIAL PRODUCTION (Ref. IATF 8.3.4.4)

PPAP requirements are defined by Hidria in PPAP Sampling Requirements (HF-0013).
The Supplier shall prepare PPAP according to the last edition of PPAP AIAG Reference Manual or [VDA PPA](#).

5.10 Dimensional measurements, test of function and materials

Unless otherwise specified by Hidria, all characteristics (dimensional, functional, material, appearance, etc.) prescribed by the drawing and/or specification shall be verified by the Supplier.
If parts are produced in more than one process or by more than one tool, tests shall be performed on five parts from each process or tool. In case of multi-cavity tools, at least three parts from each cavity shall be tested.
Prior to submission of PPAP, the Supplier shall obtain derogation approval for out-of-specification characteristics (see chapter 8). Deviations from critical or significant characteristics are not allowed. Submission of PPAP, with the reports showing out-of-specification results with no derogation approval will be rejected. Any out-of-specification shall be marked on the reports.
Submitted material certificates shall not be older than 12 months.
All tested characteristics shall be numbered on the drawing (clockwise direction) and entered into the inspection report so that the results can be referenced to the drawing.
The Supplier should use Hidria PPAP templates or their equivalent. The templates are available on [Hidria B2B](#).

5.20 SPC - Statistična analiza procesa (Ref. IATF 9.1.1.2)

Namen statistične analize procesa ni samo doseči zahtevan indeks sposobnosti, ampak predvsem razumeti variacijo procesa. Analizo je treba izvesti za **vse kritične in pomembne karakteristike (glej 3.30)**. Sposobnost se prikaže z enim izmed indeksov:

- Cpk (kratkoročna sposobnost procesa): indeks, s katerim prikažemo raztros procesa proti toleranci ob upoštevanju naravne variacije procesa. Na podlagi variacij znotraj podskupin se izračuna sigma. Indeks se lahko uporablja samo v primeru, da je proces stabilen (meritve so znotraj kontrolnih mej) in imamo rezultate meritev na podlagi vzorčenja iz serije.
- Ppk (dolgoročna sposobnost procesa): izračun sigme na podlagi vseh vzorcev. Rezultate meritev pridobimo na podlagi naključnih vzorcev iz serije.

Rezultati statistične analize morajo ustrezati zahtevam, podanim v tabeli 2. Če zahtevana sposobnost ni dosežena, se zahteva 100 % kontrola, z kriterijem sprejemljivosti, ki je enak nominalni vrednosti +/-40 % tolerančne vrednosti. Pri več-gnezdnih orodjih ali v primeru, ko se izdelek izdeluje v več procesih, je treba indeks izračunati za vsako gnezdo posebej, zato morajo biti gnezda v SPC poročilu označena.

5.30 MSA – Analiza merilnega sistema (Ref. IATF 7.1.5.1.1)

Če Hidria ne določi drugače, je potrebno izvesti MSA za vse merilne sisteme, ki so navedeni v planu obvladovanja.

5.31 MSA za variable

Dobavitelj mora pri izbiri merilnega sistema upoštevati diagram iz slike 1.

Kriteriji sprejemljivosti merilnega sistema:

- Vrsta 1: Cg in $Cgk \geq 1,33$
- Vrsta 2*: $R\&R \leq 10\%$; $ndc \geq 5$
- Vrsta 3*: $R \leq 10\%$; $ndc \geq 5$

*se izvede z uporabo:

- X-R metode,
- ANOVA metode (se prednostno uporabi, ker vsebuje tudi analizo variacije, ki izhaja iz interakcije kos-cenilec).

5.20 SPC - Statistical Process Control (Ref. IATF 9.1.1.2)

The purpose of the initial SPC is to understand the process variation, not only to achieve a specific index value. Analysis shall be performed for **all critical and significant characteristics (see 3.30)**. The result of the analysis is one of the following indexes:

- Cpk (Process Capability Index): index which measures how close a process is running to its specification limits, relative to the natural variability of the process. Calculation is based on within-subgroup variation. Index shall be used only for a stable process (within statistical control limits). Data shall be obtained from samples that are taken from the process based on sampling method.
- Ppk (Process Performance Index): sigma calculation is based on total process variation. Data shall be obtained from random measurements of samples that are taken from the series.

The results of SPC shall meet the requirements specified in Table 2. If the required capacity is not achieved, 100% control at criteria set to the nominal value of +/- 40% of tolerance shall be implemented.

In case of a multi-cavity tool or if the product is manufactured in more than one process, demonstration of process capability is required for each cavity separately. Therefore, cavity shall be identified in the SPC report.

5.30 MSA - Measurement System Analysis (Ref. IATF 7.1.5.1.1)

MSA shall be performed for all measurement systems listed in the Control Plan, unless otherwise specified by Hidria.

5.31. MSA for variable

The Supplier shall choose a measurement system using the diagram in Figure 1.

Criteria for measurement system acceptance:

- Type 1: Cg and $Cgk \geq 1.33$
- Type 2*: $R\&R \leq 10\%$; $ndc \geq 5$
- Type 3*: $R \leq 10\%$; $ndc \geq 5$

* shall be conducted with using of:

- Xbar and R method,
- ANOVA method (preferred as it accounts interaction between the appraiser and the part)

Slika 1. Potek izbora merilnega sistema

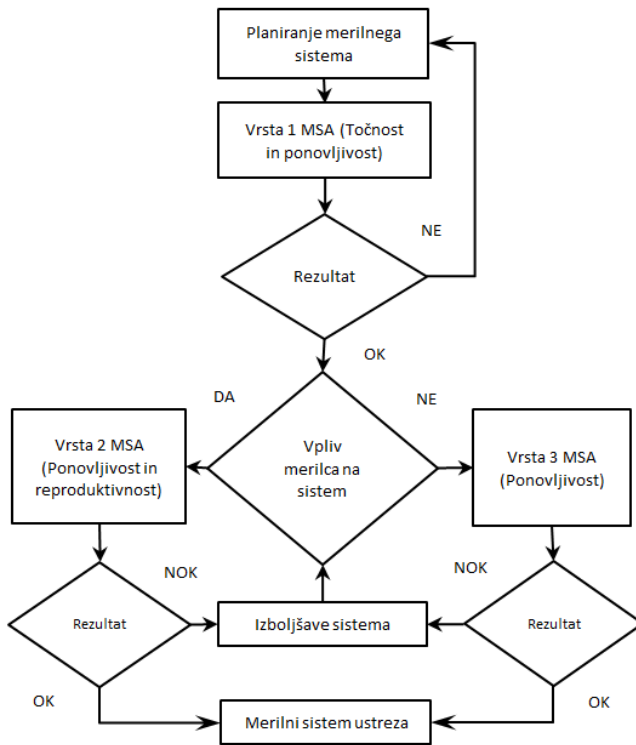
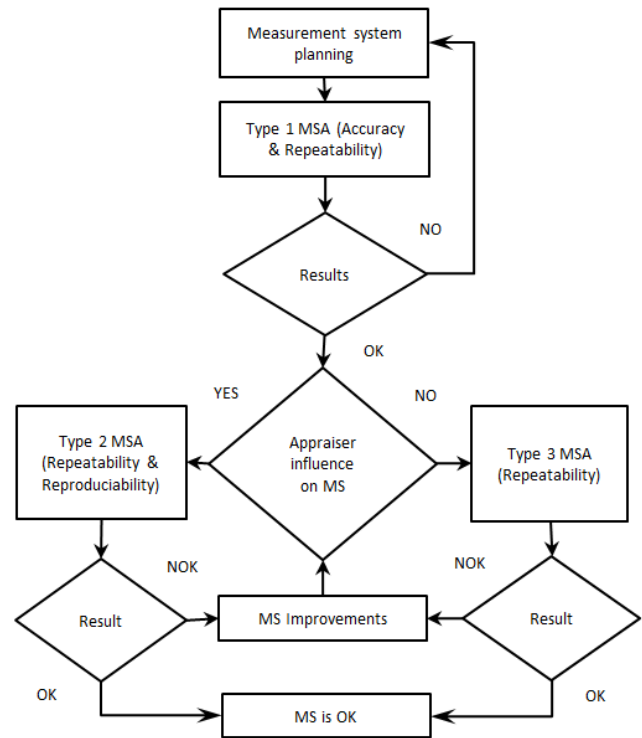


Figure 1. Selection of measurement system



5.32 MSA za attribute

Za izvedbo analize je potrebno izbrati **minimalno 30 vzorcev**. V vzorcu morajo biti tako »DOBRI« kosi, »SLABI« kosi, ter tudi kosi, ki se gibljejo okrog meje med »DOBRO« in »SLABO«. Razmerje prikazuje slika spodaj.

Razmerje vzorcev uporabljenih pri analizi:

10%	25%	30%	25%	10%
	STM	Variacija procesa	ZTM	
Pod spodnjo mejo sprejemljivosti	Na spodnji meji sprejemljivosti	Znotraj variacije procesa	Na zgornji meji sprejemljivosti	Nad zgornjo mejo sprejemljivosti

5.32 Attributive MSA

For performing of the analysis **30 samples** shall be selected. Samples shall include OK parts NOK parts and samples that are on the limit between OK and NOK parts. Ratio shows picture bellow.

Samples ratio used for analysis:

10%	25%	30%	25%	10%
	STM	Process variation	ZTM	
Outside lower boundary	At lower boundary	Within normal process variation	At upper boundary	Above upper boundary

Kriterij sprejemljivosti je povezan z tveganji nepravilne odločitve. Cilj mora biti 100% soglasnost merilca s samim seboj, med seboj in standardom.

Acceptance criteria depend on consequences of wrong decision. Target shall be 100% agreement of appraise within and between themselves and agreed with the known standard.

5.40 Zahteve za izdelavo PPAP serije

Serijsko PPAP je treba izdelati:

- na predpisani lokaciji,
- iz predpisanih materialov, s predpisanim procesom, ob uporabi serijskih orodij, naprav in meril ter z delavci, ki bodo izvajali operacije.

Če Hidria ne določi drugače, mora proizvodni proces pri izdelavi PPAP serije potekati od **ene do osem ur**, izdelati pa je treba **minimalno 300 kosov**. Iz te količine se vzorči in

5.40 Requirements for production of PPAP series

A PPAP series shall be produced:

- at the prescribed production site,
- using the prescribed material and the prescribed process, by using serial production tooling, devices and gauges, and production operators.

Unless otherwise specified by Hidria, PPAP sample production process shall run from **one to eight hours** of production, with the specific production quantity of **min 300 consecutive parts**.

izvede verifikacijo vzorcev z zahtevami. Če Hidria ne določi drugače, je privzeto število vzorcev pet.

Sample verification shall be performed on samples from the production run. Unless otherwise specified by Hidria, the default sample number is five.

5.50 Označevanje, pakiranje in dobava vzorcev PPAP

Vzorci PPAP morajo biti oštevilčeni tako, da je mogoča povezava do rezultatov dimenzijskih in funkcionalnih meritev ter testov materiala. Vzorci iz orodja morajo biti dodatno označeni s številko gnezda.

5.50 Marking, packaging and delivery of PPAP samples

PPAP samples shall be clearly numbered consecutively to ensure correlation of the sample with dimensional and functional measurement results and tests. Tool samples shall be additionally marked with the cavity number.

Vzorci PPAP morajo biti zapakirani v embalažo, ločeno od embalaže serijskih proizvodov. Če pošiljka vsebuje več kot eno enoto, morajo biti vzorci PPAP na zgornjem sloju pošiljke. Embalaža mora biti jasno označena z obstojno etiketo za označitev pošiljke z vzorci (Vzorci HF-0024). Spremljajoča dokumentacija PPAP mora biti sestavni del dobave.

PPAP samples shall be packaged separately from serial components. Packaging must be clearly marked with a durable label (Sample Identification Label HF-0024). If the shipment consists of several packaging units, the initial sample must be on the top layer of the shipment. PPAP documentation must be included in the supply.

5.60 Validacija procesa (Ref. IATF 8.3.5.2)

Dobavitelj mora pred začetkom serijske proizvodnje (SOP) izvesti validacijo procesa. Namen validacije je podroben pregled delovanja procesa vključno z vsemi podpornimi operacijami. Primer vprašalnika: CQI-9 Heat Treatment System Assessment.

5.60 Process validation (Ref. IATF 8.3.5.2)

The Supplier shall perform process validation prior to SOP. The purpose of validation is to check the functioning of all process steps including supporting operations. Special questionnaires can be used (e.g. CQI-9 Heat Treatment System Assessment).

Fokus Run@Rate analize je preveriti, ali je proces sposoben proizvesti zahtevane količine izdelkov. Za operacije znotraj proizvodnega procesa, ki ne dosegajo zahtevanih kapacitet ali so bila zanje ugotovljena odstopanja od zahtev, mora dobavitelj pripraviti plan ukrepov. R@R se izdelata na obrazcu HF-0027.

Run@Rate is focused on measurement of process capacity. For operations within the production process lacking the capacity to achieve the required quantities or if any other deviation is detected, the Supplier must prepare an action plan. R@R is done by using the HF-0027 template.

5.70 Status PPAP (Ref. IATF 8.3.4.4)

Odločitev o dokumentaciji PPAP sprejme Hidria na podlagi posredovane dokumentacije in v določenih primerih na podlagi meritev vzorcev, ki jih izvede Hidria. Hidria zavrne PPAP v primeru, da se ob prevzemu ugotovi pomanjkljiva dokumentacija, poškodba PPAP vzorcev in v primeru, da PPAP ni označen v skladu s točko 5.50. Končna odločitev o PPAP je podana na PSW ali na Cover Sheet (v primeru VDA 2).

5.70 PPAP status (Ref. IATF 8.3.4.4)

The decision about the PPAP documentation will be made by Hidria on the basis of the submitted documentation and in some cases based on the results of internal measurements of the samples. Hidria will reject: a PPAP which includes insufficient documentation, a PPAP with damaged samples and a PPAP which is not marked in accordance with point 5.50 of this standard. Hidria's decision about PPAP status will be stated on the PSW or Cover Sheet (VDA 2).

MOŽNE ODLOČITVE

ODOBREN: Izdelek izpolnjuje vse zahteve, dobave so sproščene.
ZAČASNO ODOBREN: Dovoljene dobave izdelkov so časovno ali količinsko omejene. Omejitev je opredeljena na PSW. Pred pretekom omejitve je treba izvesti ponovitev PPAP.
ZAVRNJEN: Posredovan PPAP ne izpolnjuje zahtev. Dobavitelj mora izvesti izboljšave dokumentacije in/ali procesa. Dobave do izvedbe ukrepov in pridobitve statusa Odooben ali Začasno odooben niso dovoljene. Dobavitelj se mora dogovoriti za ponovitev PPAP.

POSSIBLE DECISIONS

APPROVED: Product meets all requirements, shipments are released.
TEMPORARILY APPROVED: Shipments are allowed for a limited time or quantity. Limitation is defined in PSW. Resubmission is required for further shipments before expiration date.
REJECTED: Submitted PPAP does not meet requirements. Resubmission and/or process improvements shall be done. Shipments are not allowed until the Approved or Temporary Approved status is obtained. The Supplier shall agree for PPAP resubmission.

5.80 Rekvalifikacija (Ref. IATF 8.6.2)

Dobavitelj mora izvesti rekvalifikacijo izdelka vsaj enkrat letno. Ta obsega preverjanje vseh karakteristik izdelka, predpisanih z risbo ali specifikacijo izdelka, ter ponovitev analize sposobnosti procesa za pomembne in kritične karakteristike (glej 3.30). Dobavitelj posreduje Hidrii poročilo rekvalifikacije na njeno zahtevo.

6.00 DRUGI VZORCI

Drugi vzorci so izdelki, ki niso proizvedeni pod pogoji serijske proizvodnje (vključno s prototipi). Če ni drugače določeno z naročilom Hidrie, dobavitelj skupaj z vzorci posreduje: poročilo dimenzijskih meritev, poročilo testiranja funkcionalnih karakteristik in poročilo o testiranju materiala (certifikat materiala). Embalaža z vzorci mora biti jasno označena z obstojno etiketo za označitev pošiljke z vzorci (HF-0024).

7.00 OBVLADOVANJE SPREMEMB (IATF Ref. 8.5.6.1)

Dobavitelj mora obvestiti Hidrio o načrtovani spremembi procesa in izdelka pred uvedbo. Sprememba procesa je vsaka sprememba, navedena v alinejah 4–9 točke 4.00. Sprememba izdelka je vsaka sprememba zahtev za izdelek, opredeljena z risbo ali s specifikacijo izdelka/materiala. Dobavitelj obvesti Hidrio o načrtovani spremembi na obrazcu HF-0025 (Prošnja za odobritev odstopanja/uvedbo spremembe). Prva pošiljka po uvedbi spremembe mora biti označena z obstojno etiketo za označitev odobrenih izdelkov po uvedeni spremembi (HF-0024). Označena mora biti vsaka pakirna enota.

8.00 DOVOLJENJE ZA ODPSTOPANJE (Ref. IATF 8.7.1.1)

V primeru, ko dobavitelj med proizvodnim procesom ali pred odpremo ugotovi odstopanje od zahtev za izdelek, mora pred dobavo takega izdelka obvestiti Hidrio. Dobavitelj lahko dobavi izdelek z odstopanjem po odobritvi s strani Hidrie. Dobavitelj o tem obvesti Hidrio na obrazcu HF-0025 (Prošnja za odobritev odstopanja/uvedbo spremembe). Sproščene izdelke mora dobavitelj posebej označiti z obstojno etiketo za označitev pošiljke z odobrenimi izdelki po uvedbi spremembe (HF-0024). Označena mora biti vsaka pakirna enota. Politika Hidrie je nič popravil in dodelav. Ne glede na to se lahko v primerih, ko je popravilo ali dodelava edina rešitev, ta dovoli ob pogoju, da dobavitelj specifikira postopek in način obvladovanja z namenom, da se zagotovi kakovost na enakem nivoju kot v rednem procesu. Popravilo in dodelavo se lahko izvede po odobritvi Hidrie.

5.80 Requalification (Ref. IATF 8.6.2)

The Supplier shall perform a requalification at least annually. Requalification includes verification of all characteristics as specified in the respective product drawing or specification and a process capability study for critical and significant characteristics (see 3.30). The Supplier shall provide Hidria with a requalification report upon request.

6.00 OTHER SAMPLES

Other samples are products which are not produced in serial production (including prototypes). Unless otherwise specified in the Hidria purchase order, the Supplier shall deliver with the samples: Dimensional Test Report, Performance Test Reports and Material Test Reports (material certificate). The packaging of the shipment containing the samples must be clearly marked with a durable label (Sample Identification Label HF-0024).

7.00 CHANGE MANAGEMENT (IATF Ref. 8.5.6.1)

The Supplier is obliged to notify Hidria of any changes of products and processes prior to their implementation. A process change is any change described in indents 4–9 of point 4.00. A design change is any change of the requirements defined by the product/material drawing or specification. Notification shall be submitted on template HF-0025 (Request for approval of derogation/planned change). The first delivery after the implementation of change shall be additionally labelled (HF-0024). Each packaging unit shall be labelled individually.

8.00 DEVIATION PERMISSION (Ref. IATF 8.7.1.1)

If the Supplier recognises a deviation of product characteristics during manufacture or before delivery, they shall notify Hidria before delivery of such product. A delivery may only be made after a deviation has been approved by Hidria. Notification shall be submitted on the HF-0025 template (Request for approval of derogation/planned change). The deviated product shall be additionally labelled with an Approval Label Identification (HF-0024). Each packaging unit shall be labelled individually.

Hidria policy is no rework and repair. However, if there is no choice but to rework or repair the product, the Supplier shall specify the procedure and management method that will ensure the quality equivalent to that of a product from the regular process. Rework and repair are subject to approval from Hidria.

9.00 NESKLADNOSTI (Ref. IATF 10.2.3, 10.2.4)

V primeru, da se v dobavi odkrije neskladnost, se Hidria odloči o nadaljnjih ukrepih, ki so lahko:

- celotna količina se zavrne in vrne dobavitelju (v primeru, ko se materiala ne potrebuje za tekočo proizvodnjo);
- prebiranje količin s strani Hidrie, dobavitelja ali zunanje agencije (v primeru, ko se material potrebuje za tekočo proizvodnjo); o načinu prebiranja se Hidria dogovori z dobaviteljem.

Vsi neskladni kosi, ki so odkriti v procesu Hidrie ali med prebiranjem, se klasificirajo kot PPM kosi. Hidria posreduje dobavitelju reklamacijski zapisnik oz. informacijo preko Hidria B2B za vsako odstopanje. Dobavitelj se je na reklamacijo dolžan odzvati z 8D. 8D se pripravi na obrazcu HF-0026 ali na vsebinsko ekvivalentnem obrazcu dobavitelja. Pravila za časovno poročanje 8D:

- najkasneje v **24 urah** od posredovanja prve informacije dobavitelju oz. od dneva prejema reklamiranih kosov dobavitelj izpolni poročilo 8D do vključno točke 3D – začasne zadrževalne akcije;
- najkasneje v **10 delovnih dneh** od posredovanja prve informacije o reklamaciji dobavitelju oz. od dneva prejema reklamiranih kosov dobavitelj izpolni poročilo 8D do vključno točke 8D. V primeru, da dobavitelj zaradi kompleksnosti problema ne more pripraviti poročila 8D v roku, mora poslati vmesno poročilo s predlaganim datumom, do katerega bo pripravil končno poročilo 8D ali naslednje vmesno poročilo. Med posameznimi vmesnimi poročili ne sme miniti več kot 10 delovnih dni. Podaljšanje roka za končno poročilo 8D potrди SQE. 10-dnevni rok za pošiljanje poročila 8D se lahko podaljša samo v primeru, ko dobavitelj pošlje vmesno poročilo.

Pri analiziranju glavnega vzroka za nastanek neskladnosti je potrebno uporabiti analitična orodja, kot so Ishikawa diagram ali 5×Zakaj. Dobavitelj mora priložiti dokaz o izdelani analizi glavnega vzroka skupaj z 8D poročilom.

9.10 Povrnitev stroškov

Hidria prične z zahtevkom za povračilo stroškov s strani dobavitelja v primerih odgovornosti za nekakovost ali težav pri dobavah na strani dobavitelja. Po izračunu nastalih stroškov Hidria posreduje zahtevek za povračilo. Dobavitelj se je dolžan odzvati v 10 delovnih dneh. Po 10 delovnih dneh bo izdan bremepis.

Vrsta in vrednost stroškov so določeni v prilogi 1 tega priročnika.

10. INTERNE PRESOJE (Ref. IATF 9.2.2.3)

Dobavitelj mora vključiti nivojske presoje (LPA) v interne procese za oceno skladnosti proizvodnih procesov in za prepoznavanje priložnosti za stalne izboljšave. Nivojsko

9.00 NONCONFORMITIES (Ref. IATF 10.2.3, 10.2.4)

When nonconforming material is found in supplied parts Hidria defines further possible steps:

- entire lot is rejected and returned to the Supplier (applicable in when material is not needed in the production);
- sorting of the parts by Hidria personnel, supplier, or 3rd party agency (applicable when parts are needed to maintain production); Hidria shall agree on the way of sorting with the Supplier.

All non-conforming parts found during process in Hidria or sorting are considered as PPM parts. Hidria forwards the complaint record to the supplier or information via Hidria B2B. The supplier is obliged to respond to the complaint with 8D. Template HF-0026 or supplier equivalent form shall be used for 8D. Rules for 8D reporting:

- 8D report up to the point 3D (3D included!) must be filled in – containment actions: in **24 hours** after the information was sent to the supplier or from the date of receipt of returned non-conforming parts;
- complete 8D report must be filled in no later than in **10 working days** after the information was sent to the Supplier or from the date of receipt of returned non-conforming parts. If the Supplier is not able to submit a complete 8D report within this time due to problem complexity, the Supplier must inform Hidria thereof and submit a comprehensive interim report. The interim report shall define the date by which the complete 8D report (or the next interim report) will be submitted. No more than 10 working days may pass between two interim reports. SQE approves extension of the due date for final 8D report submission. The 10-day deadline for submitting the final 8D report can only be extended if comprehensive interim reports are submitted.

Analytical tools such as Ishikawa diagram or 5×Why must be used to analyse the root cause of non-compliance. The supplier must provide evidence of the root cause analysis performed together with the 8D report.

9.10 Cost recovery

Supplier Cost Recovery will be initiated by Hidria when the Supplier is responsible for quality or delivery shortcomings. After the calculation of all costs, Hidria will submit a reimbursement request to the Supplier. The Supplier shall respond in 10 working days. Hidria will issue a debit note after 10 working days.

The type and amount of costs are defined in annex 1 to this Manual.

10.00 INTERNAL AUDITS (Ref. IATF 9.2.2.3)

Supplier shall incorporate an internal Layered Process Audit (LPA) process to assess compliance of manufacturing processes and to identify opportunities for continuous

presojo vodi vodstvo, ki mora biti kompetentno za izvajanje presoj. Postopek vključuje:

- Priprava plana izvajanja, vključno s frekvenco in lokacijo nivojske presoje.
- Nivojske presoje izvajajo različni nivoji zaposlenih, vključno z najvišjim vodstvom.
- Vse ugotovitve je potrebno evidentirati in vzdrževati, vzpostaviti akcijski plan za odstopanja in ga spremljati do zaprtja.
- Nivojska presoja se izvede z namenom preverjanja korektivnih ukrepov.
- Vprašalnik, ki se uporablja pri presoji se periodično pregleduje in po potrebi posodablja.

Poleg nivojskih presoj mora dobavitelj vsako leto izvajati notranjo presojo proizvodnih procesov v skladu z VDA 6.3. Samoocenjevanje se izvede letno za posebne procese, z uporabo aktualne verzije standarda CQI.

OPOMBA: Oceno mora opraviti kompetenten presojevalec.

Hidria si pridružuje pravico, da izvede presojo procesa ali presojo P1 (Potencialna analiza) v skladu z VDA 6.3 na proizvodni lokaciji dobavitelja ali na proizvodni lokaciji poddobavitelja v koordinaciji z dobaviteljem. O terminu in vsebini presoje se Hidria predhodno uskladi z dobaviteljem.

Dobavitelj je dolžan uvesti ukrepe, ki sledijo iz poročila presoje, v razumnih časovnih okvirih in brez stroškovnih zahtevkov do Hidrie. Vse aktivnosti usklajuje SQE, odgovoren za dobavitelja, ki ga imenuje Hidria.

11.00 SLEDLJIVOST (Ref. IATF 8.5.2.1)

Za zagotavljanje sledljivosti mora dobavitelj zagotoviti FIFO za vse materiale. Šaržna sledljivost je obvezna, medtem ko je sledljivost vsakega proizvedenega izdelka (serijska sledljivost) zaželena.

Katero vrsto sledljivosti zagotovi dobavitelj, je odvisno od zahtev za izdelek in se opredeli med Hidrio in dobaviteljem. Identifikacijska nalepka mora vsebovati številko šarže in biti nalepljena na vsaki pakirni enoti. Glej Logistični priročnik (HS-005).

V primeru serijske sledljivosti mora biti preko serijske številke omogočena sledljivost do minimalno naslednjih podatkov:

- številka šarže ali serijska številke vgrajenih komponent oz. materiala,
- rezultatov testiranja in procesnih parametrov,
- datum proizvodnje,
- verzija programske opreme (če je relevantno).

Za zahteve glede serijske številke glej: Zahteve za serijsko številko (HS-141).

Hranjenje podatkov: glej poglavje 12.00.

improvement. The LPA shall be led by Management who are competent to conduct the audits. The process shall include:

- A schedule including frequency and location of LPA.
- LPA shall be performed by different levels of employees, including top management.
- All findings shall be recorded and maintained, action plan for deviation shall be established and monitor till closure.
- Layered audit shall be done as part of corrective action verification activity.
- Layered audit questionnaire shall be reviewed frequently and updated if needed.

In addition to layered process audits the organization shall perform annually internal manufacturing process audit according to VDA 6.3. Self-assessment shall be performed annually for special processes utilizing the most current version CQI standard.

NOTE: The assessment must be performed by a competent auditor.

Hidria reserves the right to carry out process audits or P1 (Potential analysis) in accordance with VDA 6.3 at the Supplier's production premises or at the sub-supplier's premises in coordination with the Supplier. The scope and the date of the audit are agreed between Hidria and the Supplier in advance.

The Supplier is obliged to implement the measures specified in the report within a reasonable timeframe and without commercial claims against Hidria. All activities are coordinated by the responsible SQE.

11.00 TRACEABILITY (Ref. IATF 8.5.2.1)

To ensure traceability the Supplier shall provide FIFO for all materials. Assuring lot traceability is mandatory while serial traceability is strongly recommended.

Which type of traceability shall be implemented at supplier depends on product requirements and is defined between Hidria and the Supplier. Lot number shall be included on the identification label. See Logistic Manual (HS-005).

In the case of serial traceability, traceability must be enabled via the serial number to at least the following data:

- lot number or serial number of components/material incorporated in the product,
- result of tests and process parameters,
- date of production,
- software version (if applicable).

For serial number requirements see: Requirements for serial traceability (HS-141).

For data retention see chapter 12.00.

12.00 ARHIVIRANJE ZAPISOV (Ref. IATF 7.5.3.2.1)

V primeru kritičnih karakteristik (cc/s in cc/h) je v Hidriini glavi dokumenta velika črka A ali 3, ki je simbol za čas hranjenja. Če kupec Hidrie določa čas hranjenja tudi za funkcijske karakteristike (sc/f) je v glavi dokumenta ravno tako velika črka A.

Za »A« je osnovna zahteva arhivirati za najmanj 50 let, za »3« pa 3 leta po končanju proizvodnje ali izločitvi orodja.

Dobavitelj mora arhivirati vse ključne dokumente in zapise, ki dokazujejo varnost in skladnost izdelkov z zahtevami kot so npr.: plan obvladovanja in FMEA, dokumentacija PPAP s pripadajočimi vzorci, poročilo validacije, poročilo rekvalifikacije, zapisi o sledljivosti, tehnična dokumentacija izdelka, zapisi o usposobljenosti osebja, zapisi o korektivnih ukrepih, rezultati meritev in testiranja iz kontrole procesa ali izdelka...

13.00 PLAN ZAGOTAVLJANJA DOBAV V IZREDNIH RAZMERAH (Ref. IATF 6.1.2.3)

Dobavitelj mora pripraviti plan zagotavljanja neprekinjenosti dobave v primeru izrednih razmer (npr. pandemije, kibernetični napadi, naravne katastrofe...).

Plan ukrepov:

- je potrebno pregledati in po potrebi posodobiti najmanj enkrat letno ter na zahtevo posredovati Hidrii,
- se posreduje Hidri na zahtevo,
- je potrebno testirati da se ugotovi učinkovitost (npr. simulacije, penetracijski test),
- mora vključevati ustrezno usposabljanje in ozaveščanje zaposlenih,
- mora vključevati določbe za validacijo, da proizvedeni izdelek izpolnjuje zahteve tudi po ponovnem začetku proizvodnje.

V primeru nastopa večjega izrednega dogodka mora dobavitelj Hidrio takoj o tem obvestiti.

14.00 PLAN PONOVNEGA ZAGONA (Ref. IATF 8.5.1.4)

V primeru, da je proizvodni proces ustavljen/zaustavljen za več kot 7 dni, mora dobavitelj pripraviti in Hidrii na zahtevo predložiti kontrolni seznam/načrt ponovnega zagona.

15.00 PROIZVODNA ORODJA, KI SO LAST HIDRIE (Ref. ISO 9001 8.5.3)

Vsa orodja v lasti Hidrie, morajo biti podvrženi preventivnemu vzdrževanju, da se zagotovi njihova razpoložljivost. Lastništvo orodja mora biti jasno označeno.

12.00 RECORD RETENTION (Ref. IATF 7.5.3.2.1)

In the case of critical characteristics (cc/s and cc/h), there is a capital letter A or 3 in Hidria's document header, which is the symbol for retention period. If the customer of Hidria require retention of records in case of functional characteristics as well (sc/f), the capital letter A is in such document header.

For "A" the basic requirement is to archive for at least 50 years, and for "3" 3 years after the end of production or elimination of the tool.

The supplier must archive all key documents and records that demonstrate the safety and compliance of the products with the requirements, such as: control plan and FMEA, PPAP documentation with associated samples, validation report, requalification report, traceability records, product technical documentation, qualification records personnel, corrective action records, measurement and test results obtained during process control...

13.00 CONTINGENCY PLAN (Ref. IATF 6.1.2.3)

Supplier shall prepare contingency plan for continuity of supply in the event of catastrophes (e.g., pandemics, cyber-attacks, natural disasters...).

The contingency plan shall:

- be review and updated as applicable at minim annually
- be shared with Hidria upon request,
- be tested for effectiveness (e.g., simulations, penetration test),
- include appropriate employee training and awareness,
- include provisions to validate that the manufactured product continues to meet requirements after re-start of production.

In the event of a major event, the Supplier shall notify Hidria immediately.

14.00 RE-START PLAN (Ref. IATF 8.5.1.4)

In case Production process stopped / shutdown for more than 7 days, supplier must prepare and submit to Hidria upon request a Restart Checklist(s)/Plan.

15.00 CUSTOMER OWNED PRODUCTION TOOLING (Ref. ISO 9001 8.5.3)

All tools owned by Hydra must be subject of preventive maintenance to ensure their availability.

16.00 SKLADNOST MATERIALOV

16.10 Skladnost z okoljskimi direktivami

Dobavitelj je odgovoren za izpolnjevanje veljavnih zakonodajnih zahtev držav, v kateri posluje oziroma kjer se njegov izdelek prodaja ali uporablja (npr. Evropska unija), predvsem glede vsebnosti omejenih in prepovedanih substanc v materialu in surovini.

Zagotoviti mora skladnost materialov in surovin, ki se uporabljajo v proizvodni verigi, z vsemi zakonskimi zahtevami, kot so:

- direktiva EU o izrabljenih vozilih (2000/53/EG),
- direktiva REACH (EC1907/2006),
- direktiva SCIP,
- direktiva RoHS (2011/65/EU),
- omejitev uporabe nekaterih snovi POP's Uredba (EC 850/2004 POP),
- TSCA zakon o nadzoru strupenih snovi,
- Proposition 65,
- GADSL lista.

Dobavitelj dokazuje skladnost materiala ali surovine s pisno izjavo o skladnosti.

Lista zahtev skladnosti z okoljskimi direktivami se lahko razširi skladno s spremembami / dopolnitvami direktiv.

16.20 Konfliktni minerali

Dobavitelj se zavezuje, da bo identificiral in zamenjal materiale in izdelke, ki vsebujejo minerale iz konfliktno prizadetih območij in območij z visokim tveganjem, ter se izogibal uporabi takih mineralov. Dobavitelj mora raziskati izvor teh mineralov in sprejeti ukrepe v svojih dobavnih verigah, da zagotovi, da se konfliktni minerali pridobivajo le iz rudnikov in topilnic zunaj območij konfliktov.

Dobavitelj mora razširiti zahteve glede odgovornega pridobivanja in skrbnega pregleda na svoje pod dobavitelje ter poročati o vseh ugotovljenih tveganjih v dobavni verigi.

Na zahtevo Hidri dobavitelj vsako leto zagotovi izpolnjeno izjavo o izvoru konfliktnih mineralih 3TG (tantal, kositer, volfram in zlato) na CMRT obrazcu in izjavo o izvoru Cobalta in Mice na EMRT obrazcu (predlogo za poročanje o kobaltu).

16.30 Skladnost embalaže

Dobavitelj mora potrditi skladnost embalaže z zahtevami veljavne EU direktive 94/62/EC in pripadajočih odločb Evropske komisije in Uredbo o embalaži Ur.l.RS 54/21 s pisno izjavo dobavitelja o skladnosti embalaže.

16.00 MATERIAL COMPLIANCE

16.10 Compliance with environmental directives

The supplier is responsible for fulfilling the applicable legislative requirements of the countries in which it operates or where its product is sold or used (e.g. the European Union), especially with regard to the concern of restricted and prohibited substances in the material and raw materials.

It must ensure compliance of the materials and raw materials used in the production chain with all legal requirements, such as:

- EU directive on used vehicles (2000/53/EG),
- REACH directive (EC1907/2006),
- SCIP directive,
- RoHS directive (2011/65/EU),
- Restriction of the use of certain hazardous substance POP's regulation (EC 850/2004 POP),
- TSCA Toxic Substance Control Act,
- Proposition 65,
- GADSL lista.

The Supplier proves the compliance of the material or raw material with a written supplier declaration of Conformity.

The list of requirements for compliance with environmental directives can be expanded according to changes / amendments of directives.

16.20 Conflict Minerals

The supplier is committed to identify and replace materials and products containing minerals from conflict-affected and high-risk areas and avoid the use of such minerals. The supplier shall investigate the source of these minerals and undertake due diligence measures in their supply chains to ensure that conflict minerals are only sourced from mines and smelters outside of conflict-affected areas.

The supplier is also required to extend the responsible sourcing and due diligence requirements to sub-tier suppliers and report any identified risk in the supply chain.

If requested by Hidria, the supplier provides fulfilled declaration of sourcing 3TG (tantalum, tin, tungsten and gold) on Conflict Minerals Reporting Template (CMRT) and fulfilled declaration of sourcing cobalt and Mica on EMRT (Cobalt Reporting Template) on an annual basis.

16.30 Conformity of packaging

The supplier must confirm the conformity of the packaging with the requirements of the applicable EU Directive 94/62/EC and the related decisions of European Commission and Directive of packaging Ur.l.RS 54/21 with a written supplier declaration of the Conformity of Packaging.

17.00 TRAJNOSTNI RAZVOJ (Ref. IATF 4.1, 4.2, 5.1.1)

ESG (okolje, družba, upravljanje) je strateška usmeritev Hidrie, s katero krepimo našo družbeno odgovornost in trajnostni razvoj. Verjamemo, da je ključnega pomena za današnjo družbo uskladitev prihodnost človeštva s tehničnim napredkom. Hidria pričakuje enako od naših dobaviteljev.

V skladu s sprejeto okoljsko politiko prenašamo zahteve na dobavitelje tako, da od njih zahtevamo upoštevanju veljavne nacionalne okoljske zakonodaje, kar vključuje učinkovito rabo virov, kot so voda, zemlja in zrak, ter zmanjšanje neposrednih, posrednih in kumulativnih vplivov na okolje, kot so emisije v ozračje, izpusti v vode ali tla, emisije hrupa v okolje in nastajanje odpadkov.

Od dobavitelja pričakujemo certificiranje po standardu ISO 14001. Okoljsko odgovornost dobaviteljev, ki niso certificirani po ISO 14001 ocenjujemo na vsake tri leta s samo-ocenitvenim vprašalnikom HF-0075 Odnos dobavitelja do okolja.

Hidria nenehno ocenjuje in izboljšuje svoje izdelke in procese, da bi zagotovila trajnostno rabo virov in učinkovito rabo energije, s čimer omejuje vplive na podnebne spremembe in naravne vire.

Dobavitelj se zavezuje k odgovorni rabi naravnih virov, učinkoviti rabi energije ter zmanjševanju emisij CO₂. Na zahtevo Hidrie poroča o CO₂ odtisu podjetja in izdelka.

Dobavitelj izvaja ukrepe za zmanjševanje okoljskih vplivov svojih izdelkov in storitev v njihovem življenjskem ciklu (tj. zasnova, razvoj, proizvodnja, transport, uporaba in recikliranje) ter izvaja ukrepe za zmanjšanje porabe energije in naravnih virov. Dobavitelj izvaja ukrepe za odpravo in zmanjšanje nastajanja odpadkov z izboljšanjem, zamenjavo, ponovno uporabo in recikliranjem materialov.

18.00 POMEN IZRAZOV

APQP – napredno planiranje kakovosti izdelka
AIAG – Združenje proizvajalcev v avtomobilski industriji
Cg / Cgk – indeks sposobnosti merilnega sistema
EOL – kontrola na koncu procesa
FIFO – prvi v, prvi iz
FMEA – analiza možnih napak in njihovih posledic
PSW – jamstvo za predstavljeni izdelek
PPAP – potrditve prvih vzorcev za sprostitev proizvodnje
PSB – predstavnik za varnost proizvodov
R&R – ponovljivost in primerljivost
RPN – prednostno število tveganja
SQE – inženir za delo z dobaviteljem
SMED – metoda hitre menjave orodij
8D – osem korakov reševanja problemov
SOP – začetek serijske proizvodnje

17.00 SUSTAINABLE DEVELOPMENT (Ref. IATF 4.1, 4.2, 5.1.1)

ESG (Environmental, Social and Governance) is Hidria's strategic orientation with which we strengthen our social responsibility and sustainable development. We believe that it is crucial to harmonize the future of humanity with technical progress. Hidria expects the same of its suppliers.

In compliance with the accepted environmental policy we transfer the requirements to the suppliers by requesting them considering the valid national environmental legislation which includes the effective use of resources such as water, earth and air, as well as the minimization of direct, indirect and cumulative environmental impacts such as emissions into the atmosphere, discharges into water or soil, emission of noise in environment and generation of waste.

From suppliers we expect certification to the standard ISO 14001. Environmental responsibility of the suppliers that are not certified to ISO 14001 is assessed every three years with self-assessment questionnaire HF-0075 Supplier relationship to the environment.

Hidria is continuously evaluating and improving its products and processes to ensure sustainable use of resources and efficient use of energy limiting the impact of our operations and products on climate change and natural resources.

The supplier is committed to responsible use of natural resources, efficient use of energy and reduction of CO₂ emissions. At the request of Hidria, it reports on the CO₂ footprint of the company and the product.

The supplier takes actions to reduce the environmental impacts of its products and services during their life cycle (i.e., conception, development, production, transport, use and recycling), and implements measures to minimize consumption of energy and natural resources. The supplier takes actions to eliminate and minimize waste generation by means of improvement, replacement, reuse and recycling of materials.

18.00 GLOSSARY

APQP – Advanced Product Quality Planning
AIAG - Automotive Industry Action Group
Cg / Cgk – Measurement System Capability Index
EOL – End of Line Test
FIFO – First In, First Out
FMEA – Failure Modes and Effects Analysis
PSW – Part Submission Warrant
PPAP – Production Part Approval Process
PSB – Product Safety Representative
R&R – Repeatability & Reproducibility
RPN – Risk Priority Number
SQE – Supplier Quality Engineer
SMED – Single Minute Exchange of Die
8D – 8 Disciplines methodology
SOP – Start of Production

REFERENČNI DOKUMENTI

Dobavitelj mora biti seznanjen z aktualnimi verzijami standardov, na katere se sklicuje ta priročnik. Navedene so povezave do nekaterih pomembnih spletnih strani:

AIAG	https://www.aiag.org/scriptcontent/index.cfm
VDA	http://vda-qmc.de/en/
IATF 16949	http://www.iatfglobaloversight.org

Aktualne verzije obrazcev in standardov Hidrie so na voljo na: <https://b2b.hidria.com/>

REFERENCE DOCUMENTS

The Supplier must be acquainted with the current version of the standards referred to in this Manual. We refer to the following homepages as examples:

AIAG	https://www.aiag.org/scriptcontent/index.cfm
VDA	http://vda-qmc.de/en/
IATF 16949	http://www.iatfglobaloversight.org

The current versions of Hidria standards and templates to be used are available on: <https://b2b.hidria.com>

PRILOGE / APPENDIXES

PRILOGA 1 / ANNEX 1 | STROŠKI NEKAKOVOSTI / COSTS OF POOR QUALITY

HHRANJENJE ZAPISOV / RETENTION OF RECORDS

ID obrazca / Template ID:	Naziv obrazca / Title of template	E / H*	Kraj hranjenja zapisa / Retention place	Čas hranjenja zapisa / Retention time	Odgovoren za hranjenje in odstranitev zapisa / Responsible for retention and disposal
HF-0026	8D poročilo / 8D report	E	Arhiv dobavitelja / (samo v primeru da 8D ni na voljo na Hidria B2B) / Supplier archive (only if 8D is not uploaded on Hidria B2B)	3 leta / 3 years	Dobavitelj / Supplier
HF-0024	Etikete za vzorce / Labels for samples				
HF-0025	Prošnja za odobritev odstopanja / uvedbo spremembe / Request for approval of derogation/planned change	E	Arhiv dobavitelja / Supplier archive	3 leta / 3 years	Dobavitelj / Supplier
HF-0027	R&R obrazec / R&R template	E	Arhiv dobavitelja / Supplier archive	3 leta / 3 years	Dobavitelj / Supplier
HF-0013	PPAP dokumentacija / PPAP documentation	E, H	Arhiv dobavitelja / Supplier archive	Glej: 12.00 / See: 12.00	Dobavitelj / Supplier

*E – Elektronsko / Electronic; H – Papirnat / Hard copy

1. PRAVILA POVRAČILA STROŠKOV / COST RECOVERY POLICY:

Dobavitelj odgovarja za vse nastale stroške s strani Hidrie, ki so nastali zaradi nekakovosti dobavljenega materiala s strani dobavitelja. V točki 2 so navedeni tipični stroški nekakovosti. Hidria lahko v dogovoru z dobaviteljem zahteva povračilo tudi vseh ostalih stroškov, ki niso navedeni v tabeli, če so le ti nastali.

Suppliers are liable for all costs incurred by Hidria when the cause is the supplier's responsibility. The following list provides the typical costs of poor quality; different non-quality costs, not listed here, may be submitted and commonly agreed with supplier.

2. VRSTA STROŠKOV / TYPE OF COSTS

Administrativni stroški, ki nastanejo zaradi zbiranja informacij in priprave dokumentacije (izdaja incidenta) <i>Administrative charge covering the collection of data and documentation of the quality incident</i>	100 € / reklamacijski zapisnik 100 € / claim note
Uvedba vhodne kontrole po reklamaciji <i>Implementation of incoming inspection after the claim</i>	20 € / kontrolo 20 € / inspection
Stroški analiz v laboratoriju <i>Laboratory costs</i>	35 € / h
Stroški uvedbe zadrževalnih ukrepov (prebiranje, dodelava, uvedba dodatne kontrole...) <i>Containment action costs (sorting, rework, implementation of additional control...).</i>	20 € / h (za vsakega delavca / for each operator)
Stroški končnega kupca Hidrie, ki so nastali zaradi nekakovosti nabavljenega materiala (vključno s stroški intervencij v garancijski dobi in odpoklic s trga) <i>Costs incurred by Hidria final customer due to supplier responsibility (including Service campaign within warranty period and Recall campaign)</i>	Dejanski stroški <i>Actual costs</i>
Stroški zastoja zaradi zamud pri dobavi ali nekakovost dobav (v primeru ko dobavitelj do časa obvesti Hidrio, le ta preveri možnost prilagoditve plana proizvodnje, da se prepreči zastoj procesa) <i>Costs of process stop due to late delivery or quality problems (if supplier inform Hidria in advanced Hidria can search for possibility to reschedule production plan to prevent process stop)</i>	100 € / h (30 € / h)
Stroški neskladnih kosov <i>Costs of non-conformal parts</i>	Nabavljeni izdelki – nabavna cena Končni izdelki Hidrie – cena končnih izdelkov (brez profita) <i>Purchased parts – price of purchased parts Hidria final products - costs of Hidria final products without profit margin</i>
Stroški potovanja zaradi reklamacije dobavitelja (audit dobavitelja, obisk kupca...) <i>Traveling cost due to supplier claim (supplier audit, extra trip to customer...)</i>	Dejanski stroški <i>Actual costs</i>
Drugi stroški, ki niso specificirani zgoraj in so nastali zaradi reklamacije <i>Any other costs not listed above arising from the claim</i>	Dejanski stroški <i>Actual costs</i>

V primeru, da je razlog za nastanek neskladnosti na strani dobavitelja in Hidrie, se na podlagi analize določi tehnični faktor, ki je osnova za delitev nastalih stroškov. V primeru, da na podlagi analize ni mogoče določiti tehničnega faktorja, se upošteva faktor 50/50.

For specific cases where reason for nonconformity is on both supplier and Hidria side, analysis is performed to define technical factor. Technical factor is then applied to cost sharing. If based on the analysis technical factor cannot be defined, factor 50/50 shall be applied.

3. VELJAVNOST / VALIDITY

Incidenti izdani po 1. januarju 2020 bodo obračunane skladno s to prilogo.

Quality costs will be calculated according to this Appendix for incidents issued after 1. January 2020.