

# SUPPLIER QUALITY ASSURANCE MANUAL

VERSION 7



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*TGCZ President*

# SUPPLIER QUALITY ASSURANCE MANUAL ACCEPTANCE CONFIRMATION

Familiarise your company with the policies and procedures herein that are effective upon receipt of this Supplier Quality Assurance Manual.

A signed copy of this acceptance page must be sent to Toyoda Gosei Czech within 14 calendar days from receipt of the Supplier Quality Assurance Manual.

The Supplier Quality Assurance Manual is incorporated by reference in the General Supplier Requirements, Individual Contracts, Nomination Letters and Purchase Orders issued by Toyoda Gosei Czech, and acceptance of the terms of any of those documents constitutes acceptance of the requirements contained herein.

Supplier's name (company): .....

Supplier's representative name: .....

position: .....

telephone: .....

fax: .....

Date and authorised signature: .....

Complete and submit this confirmation by post or e-mail to:

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Czech Republic

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## 0 INTRODUCTION TO THE SUPPLIER QUALITY ASSURANCE MANUAL

The intent of this Supplier Quality Assurance Manual (hereinafter referred to as the SQAM) is to eliminate surprises and special cause events that can impact upon TGCZ Customers. The requirements mentioned herein include all Suppliers that are defined as companies providing the material, components, moulds, tools, control and checking fixtures or services to Toyoda Gosei Czech, s.r.o. (hereinafter referred to as TGCZ), and it is expected that Suppliers will manage their entire supply base with these principles.

Requirements mentioned in the SQAM do not supersede any of the Purchase Order, engineering drawings or specific requirements, or relieve the Supplier of exercising independent expertise and skill in providing products and services to TGCZ.

While various TGCZ activities may assist a Supplier in achieving the quality requirements and improving quality based on a long-term mutually advantageous relationship between TGCZ and the Supplier, the responsibility for Supplier quality remains on the Supplier's side and, if deemed necessary, a Supplier's quality system registrar can be contacted and asked to conduct the appropriate investigations and/or assessments at the Supplier's expense; continued non-compliance with SQAM requirements could even lead to loss of business.

This SQAM becomes effective from the time when the Supplier signs the SQAM Acceptance Confirmation. From time to time TGCZ may revise the SQAM; the latest version of the SQAM is available in the "Supplier's Section" of the TGCZ website. A new revision of the SQAM is announced to the Supplier and is considered as accepted if no claim, contradiction or comment is delivered to TGCZ within 30 days after the distribution date.

The Supplier undertakes to treat all confidential information (i.e. drawings, 3D data, specifications, recipes, norms & standards, etc.) provided by TGCZ as strictly confidential and, further, shall not disclose or divulge such confidential information to any third party.

## 1 REFERENCE DOCUMENTS

Technical Specifications IATF 16949:2016, ISO 18001, ISO 14001, ISO 9001  
 Advanced Product Quality Planning & Control Plan (APQP), AIAG  
 Measurement System Analysis Manual (MSA), AIAG  
 Statistical Process Control Manual (SPC), AIAG  
 Potential Failure Mode and Effects Analysis (FMEA), AIAG  
 Production Part Approval Process (PPAP), AIAG & Produktionsprozess und Produktfreigabe (PPF) – VDA 2  
 Directive 2000/53/EC on End-of-Life Vehicles (ELV) including the latest amendments  
 Measurement System Analysis Manual & Prüfprozesseignung – VDA 5  
 Product audit – VDA 6.5  
 Process audit – VDA 6.3  
 BMW product and process requalification at Suppliers (GS 90018-1 2018-09)  
 Archiving – VDA 1  
 Formel Q  
 Minimum automotive quality management system requirements for sub-tier Suppliers

## 2 DESIGNATION OF REPRESENTATIVES

The Supplier is requested to designate a quality management representative, a production administration representative, as well as a first, second and third production shift contact person who can communicate emergency issues throughout the organisation. The Supplier shall also designate a person who is responsible for the coordination of new project pre-production activities.

The designated representatives of the Supplier must be announced to TGCZ on the Designated Supplier Representatives form (see Amendment 12.1). If the Supplier does not operate the second and/or third shift, the Supplier shall identify a contact person for emergency handling notification during TGCZ shift operation. The Supplier shall attach an organisation chart to the form mentioned above. TGCZ must be notified by the Supplier within 5 working days if the contacts and/or organisation chart are changed.

The Supplier's new-project team and its changes must be announced likewise to TGCZ.

### 3 GENERAL REQUIREMENTS

#### 3.1 CERTIFICATION

Suppliers are expected to be IATF 16949:2016 certified within 6 months after the first mass production delivery to TGCZ at the latest. The minimum obligatory requirement is to be certified in accordance with ISO 9001 by an accredited third-party certification body. Supplier registration to ISO 14001 and ISO 18001 is additionally advised. Certificates must contain the MLA or IAF accreditation mark.

Should the Customer require some additional certificate, for example VDA 6.3. or others, the Supplier is obliged to follow these Customer requirements. Upon decision by TGCZ, an audit of any Supplier may be performed.

A non-certified company is not allowed to be considered as a Supplier of TGCZ, even a potential one.

TGCZ specific requirements only supersede the requirements of TGCZ Customers if the requirements are stricter or in addition to the TGCZ Customer requirements.

All Suppliers are required to provide TGCZ with a company profile consisting of general information, company contacts, a copy of their quality system registration. etc. Some additional data such as financial and technical information and other information may also be required.

#### 3.2 POTENTIAL NEW SUPPLIERS

For potential new Suppliers that are not listed on the List of Approved Suppliers (hereinafter referred to as LoAS), a pre-source evaluation has to be done by TGCZ. The main purpose of such investigation is to evaluate the ability of a potential new Supplier to fulfil basic quality and commercial requirements of TGCZ through a Potential Supplier Questionnaire, initial submission of the Request for Quotation and based on on-site Supplier assessment. On-site Supplier assessment is essential for a potential new Supplier to be listed on the LoAS.

In case a TGCZ Customer ordains the Supplier (Supplier nominated directly by Customer), such Supplier must meet all requirements specified in this manual as well.

#### 3.3 CURRENT SUPPLIERS

Current Suppliers listed on the LoAS must continue to meet all requirements of this manual. Once TGCZ approves the Supplier, on-going rating, costs and other commercial factors will determine long-term business cooperation; on-site Supplier assessment and process/product audits should also be required, and in case of sudden and unexpected events (e.g. force majeure events like a worldwide pandemic) a Supplier self-audit may be considered as an alternative to an on-site audit.

#### 3.4 ON-SITE SUPPLIER ASSESSMENT

Successful on-site assessment is required for all new Suppliers; also change of production location in case a current Supplier requires a new on-site assessment. Suppliers with unacceptable survey results are required to submit and complete corrective action for observed discrepancies as mentioned in the assessment report.

On-going assessments will be performed as required and determined by TGCZ Supplier Development.

### 3.5 SUPPLIER EVALUATION

The TGCZ Supplier Quality Assurance department (hereinafter referred to as SQA) rates the Suppliers each month based on their on-going quality, on-time deliveries, technical support and commercial activities performance for TGCZ (detailed ranking criteria is described in the Supplier Performance Letter being submitted every month as an official Supplier monthly evaluation).

“Individual ppm”, “zero DPM” and “100% on-time deliveries” are key requirements for each Supplier and are individually calculated and set for each Supplier, the target values are available and mentioned in the monthly Supplier evaluation overview; any deviation from those essential requirements will require the implementation of documented corrective actions to meet said requirements regardless delivered commodity and ratings in others criteria as well.

#### 3.5.1 **QUALITY**

Evaluation is given as per the quantity of parts rejected for quality reasons on the side of the Supplier multiplied by 1 million and divided by the total quantity of delivered parts. The rating is calculated individually based on the type of delivered item and is mentioned in the Supplier Performance that is issued and submitted to the Supplier on a monthly basis when the Supplier evaluation is done.

#### 3.5.2 **DELIVERY**

Evaluation is given as a comparison of the requested quantity and requested date of delivery for each item with actual data; only in such case the full quantity is delivered at latest on the requested date of delivery, the delivery is counted as delivered on time. The rating is mentioned in *Table 1 below*.

#### 3.5.3 **TECHNICAL SUPPORT**

Evaluation has two sub-criteria of the same value:

- a) level of valid QMS/EMS certification – rating as mentioned in *Table 2 below*.

Note: If the Supplier has certified EMS in accordance with ISO 14001 or ISO 18001, the rating is increased by 2 points (e.g. IATF 16949 + ISO 14001 means a rating of 8 points; IATF 16949 + ISO 14001 + ISO 45001: 2018 means a rating of 10 points).

- b) communication

Criteria such as responsiveness, PPAP & self and/or D/TLD audit result submissions, communication, technical knowledge, internal/external support, are evaluated by relevant persons of the Procurement Services Division, SQA Department, Production Administration and Logistics sections; based on such evaluation the Supplier can be awarded 0 up to 10 points.

The overall rating of this category is calculated as the average of both sub-criteria above.

#### 3.5.4 **TARGETS**

There are several targets specifically generated for each Supplier separately when their fulfilment is also one of key parameters of evaluation (e.g. PPM, DPM & OTD).

#### 3.5.5 **CONTRACTS & CUSTOMER SPECIFIC REQUIREMENTS**

Acceptance of this SQAM and GSR are reflected in monthly evaluation as well together with meeting and reflection of Customer Specific Requirements (hereinafter referred to as CSR) of appropriate projects and Customers (OEM's).

### 3.5.6 COMMERCIAL ACTIVITIES

The Procurement Services Division observes and evaluates the Supplier's price policy towards TGCZ; the Supplier's price policy and the overall attitude towards the expectations regarding prices are evaluated on a scale from 0 up to 10 points.

Deliveries – OTD / DPM			
Grade	OTD	Grade	DPM
7	>= 100	3	>= 0
6	>= 98	2	>= 10
5	>= 96	1	>= 20
4	>= 94	0	< 20
3	>= 92		
2	>= 90		
1	>= 88		
0	< 88		

Table 1

Evaluation	Certificate provided by Third-Party Certification Body	
	Production company	Trading company
6	IATF 16949 or VDA 6.3	ISO 9001
3	ISO 9001	N/A
+2	ISO 14001	ISO 14001
+2	ISO 18001 / ISO 45001	ISO 18001 / ISO 45001
0	No QMS certification	No QMS certification

Table 2

### 3.5.7 OVERALL RATING:

Each of the criteria is evaluated by points from 10 (preferred) to 0 (unacceptable); the overall total rating is calculated as the weighted average of the following indicators:

- Quality area (PPM rating) has the value of 20%
- Delivery area (DPM & OTD) has the value of 20%
- Target area (fulfilling of PPM, DPM & OTD) has the value of 20%
- Technical area (knowledge and support meaning the level of QMS/EMS certification and communication) has the value of 10%
- Contracts and CSR's have the value of 20%
- Price policy area has the value of 10%

The scaled Supplier classification is mentioned in *Table 3 below*.

Total Score	Supplier Ranking
10.0-8.6	Preferred
8.5-7.1	Favourable
7.0-5.1	Approved
5.0-2.6	Provisional
2.5-0	Poor

Table 3

### 3.5.8 OVERALL RATING IMPACT

- An improvement plan must be submitted to the TGCZ SQA department in case the Supplier overall rating is below 5.1 points three times in a row.
- If the overall rating of the Supplier is repeatedly (i.e. within three consecutive months and/or more than six times within a consecutive 12-month period) below 5.1 points, the LoAS status of the Supplier is changed to "conditionally approved" and such Supplier cannot receive any new business from TGCZ. Termination of the Supplier contract should result from abidance with the "conditional approved" status for longer than 6 months without significant direction for the Supplier's improvements.

## 4 NEW PROJECT PREPARATION

### 4.1 REQUEST FOR QUOTATION

For any new project, TGCZ nominates the potential Suppliers solely from those listed on the LoAS; if there is no suitable potential Supplier for any requested goods, the processes for a new potential Supplier selection will be applied by TGCZ (see Section 3.2). TGCZ assumes that each Supplier is aware of the CSR mentioned on the drawing.

When TGCZ issues a Request for Quotation (RFQ), the Supplier is expected to respond to TGCZ by the due date specified in the RFQ; even in case the Supplier does not intend to quote the requested item, the TGCZ Procurement Services Division must be notified. RFQ response is a measurable for Supplier evaluation (see Section 3.5.3). Failure to meet TGCZ response expectations should result in the Supplier not being used for any new business in the future or removal from the LoAS.

The Supplier's quotation (answering the RFQ) must at least consist of but not be limited to the following information:

- clear description of quoted items and conditions of quotation (acceptance of the TGCZ General Supplier Requirements (hereinafter referred to as the GSR) and this SQAM is a precondition of course)
- total price per unit of measure
- cost breakdown in accordance with actual TGCZ's format (barcode no. 4095311311 and 1005856230)
- recommended packaging (type of packaging, quantity of items per package)
- initial APQP feasibility study (unless settled otherwise, the Supplier can use its own forms)

Based on evaluation of the quotations from Suppliers, the TGCZ Procurement Services Division will notify the Suppliers one of following:

- quotation is not acceptable (TGCZ is not obliged to disclose the reasons)
- TGCZ needs some additional information to decide on the Supplier
- TGCZ preliminary accepts the quotation under the condition the Supplier will change some specific details in said quotation
- quotation is accepted

Whenever the Supplier is officially notified that its quotation is accepted, or receives the Letter of Intent / Nomination Letter, the Supplier is requested to start the production preparation phase in accordance with the APQP manual (also see Section 4.4); unless agreed otherwise, the Supplier is entitled to use its own forms for each step and/or phase of APQP.

### 4.2 PACKAGING

Unless agreed otherwise, it is the Supplier's responsibility to propose suitable packaging for all goods on the Part Packaging Specification form (see Amendment 12.2). Such packaging must be approved by the TGCZ packaging specialist before starting serial deliveries or before implementation of any change, such kind of packaging proposal is also to be proposed in the case of alternative packaging.

TGCZ is entitled to request special testing of the packaging before final approval; the conditions of such testing will be set-up individually.

#### 4.2.1 **GENERAL REQUIREMENTS FOR PACKAGING**

It is the Supplier's obligation to propose packaging enabling easy handling and storing that assures sufficient preservation of the goods.



If other conditions are fulfilled, either returnable or throwaway packaging is acceptable; throwaway packaging must conform to all obligatory legal and environmental requirements such as the usage of recyclable material (carton boxes are preferred).

For single packaging (boxes, containers, etc.) the following requirements are essential:

- industrial stacking Euro container or KLT box conforming to the standards and sized (length × width) 600 × 400 mm, 400 × 300 mm, 800 × 600 mm and 300 × 200 mm, which can be stacked together to fit onto a 1200 × 800 mm Euro-pallet
- gross weight does not exceed 12 kg
- packaging must be stackable on EUR-pallets up to total height 1,200 mm

For packaging units (palletized boxes, stillages, racks, etc.) the following requirements are essential:

- total dimensions do not exceed 800 × 1200 × 1200 mm (length × width × height) pallet and lid included; packaging dimensions must comply with EUR-pallets dimensions
- gross weight does not exceed 500 kg
- packaging unit must be stackable in 4 layers (stillages, racks, etc.) or 2 layers (boxes and/or containers on pallets)
- packaging must allow standard loading/unloading and transportation by forklift without any additional preparation and/or modification

All packaging must be designed to preserve the goods quality during transportation and in-plant handling, with maximum cube utilisation.

Any deviation from agreed packaging specifications must be announced by the Supplier to TGCZ's Production Administration (packaging specialist) in advance together with an explanation of the reasons for such deviation. Despite the deviation announcement, the use of packaging other than that previously agreed is subject to TGCZ's prior written approval.

#### **4.2.2 RETURNABLE PACKAGING**

When returnable packaging is agreed, its quantity must be mutually set-up and must reflect the agreed level of safety stocks (the quantity of returnable packaging exceeding the mutually agreed level of safety stock will not be covered, neither compensated by TGCZ) and both logistics and production requirements as well. If returnable packaging is the property of TGCZ and/or the TGCZ Customer's property, the Supplier is responsible to store said packaging in an area not affected by weather conditions and enabling condition and/or quality control by TGCZ at the Supplier's premises based on a TGCZ announcement submitted to the Supplier at least 1 day in advance; the Supplier must assure all necessary co-operation during such inventory check; the Supplier is not entitled to use such packaging for purposes other than those specified in the agreement.

Delivery lots must be adjusted in accordance with packaging capacity – partial lot size deliveries are not accepted. TGCZ does not take any responsibility for the internal packaging assured by the Supplier.

If there is not enough returnable packaging available at the Supplier's site due to any reason caused by TGCZ, the Supplier is obliged to procure alternative cardboard packaging. The alternative boxes must be in same dimensions and contain the same quantity of delivered goods. The Supplier must immediately inform the responsible TGCZ packaging specialist in case of a lack of original packaging (returnable) and request permission to use the already agreed and approved alternative packaging from the packaging specialist. Costs incurred by purchasing alternative packaging may be charged to TGCZ after acceptance by the packaging specialist.

In case the maintenance and/or repair of returnable packaging is recognised by the Supplier as necessary, the Supplier must visibly mark the packaging with a Damaged Packaging Tag (see Amendment 12.13) and immediately inform TGCZ Production Administration (responsible Planner and Packaging Specialist) to confirm and mutually agree the necessary steps such as the date

and kind of damaged packaging submission to TGCZ. If the damage of the returnable packaging is caused by the Supplier and/or the Supplier's subcontractors or the returnable packaging is lost after its hand-over to the Supplier, it is the Supplier's responsibility to cover all costs related to packaging repair (replacement). It is also the Supplier's responsibility if the quality of the delivered goods is affected by damaged packaging use.

#### 4.2.3 LABELLING

All packaging of goods (i.e. containers, pallets, stands, drums, boxes, bags, etc.) must be clearly labelled; all labels must conform to the TGCZ specifications and the correct label size must be used and fitted within a label holder unless otherwise specified by agreed packaging specification. There are 4 basic types of labels used for deliveries from the Supplier to TGCZ:

- **standard box label**  
This label is used to mark boxes (bags, drums...) supplied to TGCZ. Standard box labels (for label specifications see *Table 4, label type A*) are automatically generated from TGCZ's Supplier Self Service when access information to be provided by TGCZ (responsible Commodity Buyer and/or Planner) to be able to generate labels for individual Purchase Orders; the Supplier is obliged to correctly label all boxes (bags, drums, etc.). The standard box label must at least mention:
  - Supplier name and address
  - TGCZ name and address
  - TGCZ individual Purchase Order and/or Call-Off number
  - TGCZ goods number
  - TGCZ goods correct and actual ECI-level index
  - TGCZ goods name/description
  - quantity including unit of measure
  - date of expiry, if applicable or required by TGCZ
  - traceability / lot number
- **standard pallet label**  
This additional label is used to describe pallet (container, etc.) content to assure easy checking during loading/unloading the truck. The standard pallet label (for label specifications see *Table 4, label type B*) must be placed on the shorter side of the pallet (container). The pallet label must at least mention:
  - Supplier name and address
  - list of goods on the pallet including total quantity and unit of measure
  - pallet number and total quantity of pallets in the delivery batch
- **new ECI-level parts delivery or first OK parts announcement**  
This additional label (for label specifications see *Table 4, label type C*) is used to announce the first shipment of goods after the new ECI-level implementation or to mark the first assured OK delivery after QPR reception. It must be placed on all pallets containing the new ECI-level of the goods next to the standard pallet label or, if the pallet label is not used, next to the standard box label.
- **samples / trial parts delivery**  
This additional label (for label specifications see *Table 4, label type D*) is used to announce that the goods inside the box and/or on the pallet has the status of samples and/or trial parts. It must be placed on all boxes (pallets) containing the samples and/or trial parts. If both samples / trial parts and mass-production parts are on the same pallet, the box with samples / trial parts must be placed in the top layer of the boxes.

Label Type	A	B	C	D	E
Dimension	1/3A4 (210 × 99 mm)	A4 (210 × 297 mm)	1/3A4 (210 × 99 mm)	1/3A4 (210 × 99 mm)	1/3A4 (210 × 99 mm)
Paper weight	160-170 g/m <sup>3</sup>	160-170 g/m <sup>3</sup>	160-170 g/m <sup>3</sup>	160-170 g/m <sup>3</sup>	160-170 g/m <sup>3</sup>
Paper colour	white	white	yellow	pink	blue
Print colour	black	black	black	black	black
Barcode type	Code128	Code128	Code128	Code128	Code128
Example of label	Amendment 12.3	Amendment 12.4	Amendment 12.5	Amendment 12.6	Amendment 12.7

**Table 4**

## 4.2.4 TRANSPORTATION OF SAMPLES

Unless agreed otherwise, the Supplier is fully responsible for any submission of samples (particularly samples related to Product Approval – see Section 4.6) and trial parts including all related transportation costs; in those cases TGCZ usually shall not specify any specific carrier.

## 4.3 QUALITY REQUIREMENTS

### 4.3.1 SPECIAL CHARACTERISTICS

Safety and critical characteristics are those product requirements or process parameters that can affect compliance with government regulations or safe vehicle/product function, and which require specific Supplier, assembly, shipping or monitoring and inclusion on control plans.

Components and quality characteristics that have the possibility to become a direct or indirect cause for the inappropriateness concerning safety (accidents outgrowth to injury or death or vehicle fire), and those that may lead to serious quality defect due to deficiency of emission density of exhaust gas and the damage caused by catalytic dissolution in the situation the vehicle is actually used, are identified/marked with the alphabetic character inside the inverted delta symbol (unless the TGCZ Customer required another kind of marking). The meaning of the most frequent alphabetic character inside the inverted delta symbol used by TGCZ is as follows:

S .....TGCZ Customer-designated critical/safety parts and critical/safety characteristic

N .....critical/safety parts and critical/safety characteristics (products, components, and process control items) own designation of TGCZ and/or Toyoda Gosei Co., Ltd., and not for those designated by the TGCZ Customer

E .....TGCZ Customer-designated emission parts and emission characteristics

R .....mandatory regulations

Safety and critical characteristics to be reflected in appropriate documents and individual production processes accordingly (e.g. S and/or R marks, etc.), if the Supplier uses internal marks describing safety and critical characteristics then the conversion table is to be submitted together with PPAP documentation to easily understand and identify the Supplier's method of identification and marking of such symbols.



Individual safety and critical characteristics of the TGCZ Customer are described and mentioned in the "Summary of Customer Specific Requirement" document with barcode no. 5337453117, see Annex No. 1. Bear in mind the management of safety and critical characteristics (D/TLD) in case of VW projects is to also be reflected in documentation when the marking of such documents is required to be done with the letter "D" in the upper right corner of the appropriate document, see picture below.

### 4.3.2 CUSTOMER SPECIFIC REQUIREMENTS

The Supplier shall monitor the performance of manufacturing processes to demonstrate compliance with CSR for product quality and process efficiency. See Annex no. 1 "Summary of Customer Specific Requirement" barcode no. 5337453117 – in case of Annex no. 1 content revision, TGCZ assures the distribution of the actual version to all Suppliers. For more details please check the following link describing the minimum automotive quality management system requirements for sub-suppliers:

<http://www.iatfglobaloversight.org/oem-requirements/customer-specific-requirements/>.

The Product Safety & Conformity Representative (PSCR) is a very important specific requirement of the VW Group and is, therefore, strictly required if the Supplier is nominated for a VW Group project (except those companies that act as distributors, not manufacturing companies, nevertheless they still have to pass all CSR, including PSCR request, to their sub-Suppliers). The Supplier's PSCR representative and its deputy is always required if the Supplier is nominated for the production and supplies of goods with safety and/or critical characteristics (D/TLD), the Supplier shall prove the existence of such representatives by sending a Letter of nomination/appointment and Certificate of Qualification (issued by an appropriate Authority licensed by the VW Group) to TGCZ.

TOYODA GOSEI		Part Submission Warrant		Form: 3621814500	
Part Number:		Part Name:		 	
Class of Part:		Model/Project:			
<input type="checkbox"/> Includes safety characteristics <input type="checkbox"/> General part <input type="checkbox"/> Off the shelf part		Actual ECI/ECN level:			
Supplier Name:		TGJ acceptance (if needed):			
Producer Name:		Supplier Code:			
Government Regulation <input type="checkbox"/> Yes <input type="checkbox"/> No		Weight (kg):			
Note: Does this part contain any restricted or reportable substances? Are plastic parts identified with appropriate ISO marking codes?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			
Reason for Submission:		Other change:			
<input type="checkbox"/> New Part <input type="checkbox"/> Re-submitted Part <input type="checkbox"/> ECI/ECN change No.:		<input type="checkbox"/> New material or construction <input type="checkbox"/> New tooling, machining or coating <input type="checkbox"/> New location of manufacturing <input type="checkbox"/> New Subsupplier <input type="checkbox"/> Drawing or Specification changed			
TGCZ IMDS No. : 14578					

If the Supplier has no access to the Customer Specific Requirements, then it is its responsibility to contact TGCZ in order to receive all missing information and/or instruction the Supplier may need to permanently monitor and follow such requirements.

## 4.4 ADVANCED PRODUCT QUALITY PLANNING & CONTROL PLAN

### 4.4.1 PROJECT KICK-OFF

A project kick-off meeting shall be scheduled upon the Supplier nomination and/or issuance of a Letter of Intent to the Supplier; the Supplier's quality management representative and project manager will participate to establish and outline APQP requirements, time-schedules and contacts.

The detail project preparation time-schedule proposal, particularly the schedule for tooling construction, must be presented by the Supplier to TGCZ.

### 4.4.2 APQP PHASES

The Supplier must follow the AIAG Advanced Product Quality Planning and Control Plan (APQP) manual. Unless agreed otherwise, submission of project preparation status reports to TGCZ is requested on a monthly basis; submission of the Tool & Machine Progress Report and its updates is described in Section 8.1.

The Supplier is obliged to submit to TGCZ all outputs from each APQP phase for scanning. TGCZ is entitled to visit respective Supplier's subsidiaries and (if applicable) even the Supplier's sub-suppliers to check the actual status of project preparation.

#### 4.5 **PRODUCT APPROVAL PROCEDURE**

The requirements for the product approval procedure correspond to the AIAG Production Part Approval Process, Third Edition manual (hereinafter referred to as PPAP); some additional specific requirements and/or instructions are defined by TGCZ.

Any Supplier questions related to product approval are to be directed to TGCZ Quality & Project Control (hereinafter referred to as QPC) and/or the TGCZ Procurement Services Division. The PPAP is submitted free of charge, the TGCZ control, review and approval process would also be processed in the same mode, meaning free of charge.

##### 4.5.1 **TGCZ PRODUCT APPROVAL**

The Supplier is obliged to obtain TGCZ's approval for any change and/or modification of goods, drawings, production processes, manufacturing locations, etc., as described in the PPAP, and also for the start of any new goods deliveries to TGCZ. The required level of PPAP documentation is defined in Section 4.5.2.

All changes require a formal request (Engineering/Process Change Request, see Amendment 12.12) that includes a detailed description of such change, reason for the change, affected part numbers and timing; such request must be submitted to the TGCZ Procurement Services Division with sufficient notice prior to the planned change implementation, and ample time for a change review by TGCZ and determination of TGCZ requirements must be taken into consideration in the Supplier's timing of the change. The Supplier is not entitled to initiate any changes without the prior approval of TGCZ; similarly PPAP approval is strongly requested prior to the first shipment of any new goods or goods after a change implementation.

##### 4.5.2 **REQUIRED PPAP LEVELS**

Unless announced otherwise, TGCZ requests as a standard PPAP level 3 for all new goods, however, under certain condition and in the case of some changes on a running project, the requirements should be decreased. If TGCZ does not insist on PPAP level 3, the exact required level of PPAP documentation shall be announced to the Supplier by the TGCZ Procurement Services Division. For Supplier's general awareness, the standard required PPAP documentation levels are highlighted in *Table 5 below*.

Supplier	Usual Requirements		
	safety and/or critical parts	functional parts and/or chemicals	VW, BMW & DAG projects
European suppliers	PPAP level 3	TGCZ Minimum Obligatory Requirements	VDA 2
Asian suppliers			
TG Group (sister companies)			
Toyoda Gosei Co., Ltd. (mother company)	measuring reports		

**Table 5**

##### 4.5.3 **REQUIRED PPAP DOCUMENTATION**

If PPAP level 3 is required from the Supplier, the documentation must correspond with the respective AIAG manual. The specific TGCZ requirements for limited document submission – TGCZ Minimum Obligatory Requirements (hereinafter referred to as MOR) – are expressed in *Table 6 below*.



#### 4.5.4 TGCZ MINIMUM OBLIGATORY REQUIREMENTS

- Part Submission Warrant (PSW) – must be submitted to TGCZ completely filled-in, including expressing if the results meet all drawing specifications and signed by the authorised Supplier's representative
- Process Flow Diagram/FMEA/Control Plan – all three controlled documents must flow smoothly from one to the next and should be consistent
- Control Plan – must reflect the frequency of product / material annual validation (known also as requalification in VDA), internal product and process audit and additionally D/TLD audit, if applicable
- Dimensional/Material/Performance Results – must be completed separately for each unique cavity, tool, mould, machine, production line and/or process, etc., and the results must be submitted for all dimensions, tolerances, specifications
- Initial Process Study – both the results and individual data must be submitted; to be accepted by TGCZ the criteria must be  $C_{PK} \geq 1.67$  /  $C_p \geq 2.00$  for safety and critical parts and  $C_{PK} \geq 1.33$  /  $C_p \geq 2.00$  for all other parts and components (in pre-series production and/or the sampling phase of the project the short-term capability study is acceptable –  $C_{mk}$ )
- Sample Parts and Labels – all PPAP samples that are sent to TGCZ must be clearly marked as "SAMPLES" and delivered free of charge; the name of the Supplier, the TGCZ part number and part name and revision, contact person and submission description must be expressed on the label at least (see Amendment 12.6); the Supplier should keep and store PPAP samples for the period of the project life-time, if applicable, e.g., appearance samples

The PPAP documentation must be properly bound for easy understanding allowing efficient review by TGCZ QPC (including clear correlation between all drawing requirements and the dimensional/material/performance tests results).

Table 6

PPAP level		3	MOR	VDA 2
TGCZ request		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Design Records of Saleable Product	S	R	S
	-for proprietary components / details	R	R	R
	-for all other components / details	S	R	S
2	Engineering Change Documents, if any	S	R	S
3	Customer Engineering Approval, if required	S	R	S
4	Design FMEA, if the supplier is design responsible	S	R	S
5	Process Flow Diagrams	S	S	S
6	Process FMEA	S	R	S
7	SDS (Measurement protocol) - attachment 12.20	S	S	S
8	Material, Performance Test Results	S	S	S
9	Initial Process Study	S	S	S
10	Measurement System Analysis Studies	S	R	S
11	Qualified Laboratory Documentation	S	R	S
12	Control Plan + conversion matrix of special characteristics	S	S	S
13	Part Submission Warrant (PSW)	S	S	S
14	Appearance Approval Report (AAR), if applicable	S	R	S
15	Bulk Material Requirements Checklist (for bulk material PPAP only)	R	R	R
16	Sample Product (min. 3 pieces)	S	R	S
17	Master Sample	R	R	R
18	Checking Aids	R	R	R
19	Records of Compliance with Customer Specific Requirements	S	R	S
20	1. DoC / SoC 2. ELV / IMDS * 3. MSDS	S	S	S
21	internal D/TLD audit report **	N/A	N/A	R
22	PSB authorized representative **	N/A	N/A	S

Note:  
 S = Supplier shall submit to TGCZ



R = Supplier shall retain and make readily available to the Customer upon request

#### 4.5.5 PART SUBMISSION WARRANT (PSW)

As a basic requirement, the Supplier is obliged to use the PSW form of TGCZ (see Part Submission Warrant in Amendment 12.19).

#### 4.5.6 APPROVAL OF PPAP DOCUMENTATION

The PPAP documentation from the Supplier recognised as meeting TGCZ drawing and PPAP requirements will be considered as approved; the Part Submission Warrant (PSW) will be signed off and returned to the Supplier as written confirmation by fax and/or e-mail. In case TGCZ shall not have issued PPAP approval prior to SOP, regardless the quality reasons, missing and/or incomplete documentation and any other relevant reason, the Supplier shall apply for conditional approval from TGCZ; such conditional approval request must be submitted to TGCZ together with the problem follow-up sheet, the countermeasure report and the relevant schedule. This is the approval to ship parts based on the releases. Shipment **must not** begin prior to PPAP approval.

The Supplier is not entitled to deliver mass-production parts to TGCZ without PPAP documentation approval or conditional approval; delivery of goods without approval as mentioned above can be rejected by TGCZ at the Supplier's cost, similarly, unless agreed otherwise, any delay of deliveries due to missing PPAP approval is subject of the Supplier's responsibility and cost in the full extent.

#### 4.6 PRODUCTION PREPARATION AUDITS

Production preparation audits are provided by the TGCZ QPC and Procurement Services Division representative to review the project preparation status and tooling preparation to assure TGCZ Customers that the Supplier has met all TGCZ requirements and that TGCZ develops the Suppliers capability to reach the TGCZ Customer's expectations.

There are following types of audits that should be requested within production preparation phases:

- on-site Suppliers assessment (also see Section 3.4)
- High-Volume Production Trial audit
- countermeasures verification audits

##### 4.6.1 HIGH-VOLUME PRODUCTION TRIAL AUDIT

The High-Volume Production Trial audit (hereinafter referred to as HVT) should be understood as a deep review of all processing facets related to the manufacture of the goods purchased by TGCZ. The HVT is a cross-functional evaluation of the Supplier's readiness to produce the goods at a specified volume prior to SOP of the project at TGCZ (Supplier must be in Off Tool / Off Process readiness stage). HVT evaluates both the documentation and production processes considering the effective implementation of required systems (see the HVT Check Sheet in Amendment 12.8).

HVT must be initiated prior to the submission of the goods from the Supplier to TGCZ.

As an output from HVT the Problem Follow Up Sheet (hereinafter referred to as PFUS) is created. Such document must be updated by the Supplier in the requested and defined deadlines.

##### 4.6.2 COUNTERMEASURES VERIFICATION AUDIT

The Countermeasures Verification audit is a tool for verification of the Supplier's activities towards solving recognised abnormalities. The Supplier's role in this type of audit is to assure TGCZ that all promised Supplier activities are finished and any countermeasures implemented and the Supplier's process is stable with minimal risk for abnormality re-occurrence.



The Process Audit Check Sheet (see Amendment 12.9) and the Supplier's Countermeasure Plan are two documents based on which the Countermeasure Verification audit should be executed.

#### 4.7 PARTS FOR TRIALS IN PREPRODUCTION STAGE

During the pre-production stage TGCZ requires Suppliers to deliver parts for the TGCZ or Customer trial events. Estimated quantities and delivery dates of trial parts are mentioned in the Nomination letter, exact quantities and dates are mentioned on particular Purchase orders issued for this purpose by the Procurement Services Division of TGCZ. Purchase order confirmation within 3 working days is strongly requested. It is a basic and strict requirement that all trial parts delivered from the Supplier to TGCZ or the Customer must be attached with the completed Sample Data Sheet (see Amendment 12.20).

Basic terminology of some of the Customer's trial events:

**CV (PP)** = confirmation vehicle – OT parts required

**CF** = checking fixture

**1A (MPP)** = first on line assembly – OT/OP parts required

**DV** = design verification

**PV** = process validation

**OT** = off tool (parts must be produced on serial tooling)

**OT/OP** = off tool / off process (parts must be produced on serial tooling by serial process)

**HVT** = high volume trial (simulation of serial production)

**VFF** = Vorserien-Freigabe-Fahrzeuge = OT (PPAP Note 6) – milestone to release the vehicle to the pre-serial production; optimisation of process and part in the OT condition

**\*PVS** = Produktions-Versuchs-Serie = OT/OP (PPAP Note 3) – pre-serial production to final approval of the assembly of parts in the OT/OP conditions

**0-serie** = Nullserie (PPAP Note 1) – to finally check the assembly before serial production, measurement, norms, tooling, control and checking fixtures in the serial conditions

**2TP** = 2 Tages Produktion = 2 days production = HVT (in 0-serie) – to assure quality and capacities during the agreed time; Customer process audit

**SOP** = Start of production

\***Saleable car** = late PVS phase





	Toyota	TPCA	BMW	VW Group	Ford
PROTOTYPE	-	-	BBG	BMG (Baumustergenehmigung)	VP (Vehicle Prototype)
OT	CV (Confirmation Vehicle)	CV (Confirmation Vehicle)	PVL	VFF (Vorseifen-Freigabe-Fahrzeuge)	TT (Tooling Trial validation)
OT/OP	1A / MPT (first on line assembly)	1A / MPT (first on line assembly)	VS1 (w/o grain) VS2 (w grain)	PVS (Produktions-Versuchs-Serie)	PP (Preproduction)
AUDITS	SPTT1-4	SPTT1-4	PZS	2TP (2 Tages Produktion)	Run & Rate



	MSC	HUM, HTR	RENAULT & NISSAN	PSA	DAIMLER
PROTOTYPE	-	D1, certification, E-Try	-	VRS 1 (PCV1 - Off Tool) VRS 2 (PCV2 - Off Tool)	BMG (Baumustergenehmigung)
OT	PP (Proto Production)	Dankaku, QC	VC lot	EL1 (1A - Off Process) EL2 (2A - Off Process)	VFF (Vorseifen-Freigabe-Fahrzeuge)
OT/OP	MPP (Mass Proto Production)	Hinkaku	PT1	AMC (QCS)	PVS (Produktions-Versuchs-Serie)
AUDITS	-	QAV	ASES, PESES, RQP	VRS reference 01601_13_00154	2TP (2 Tages Produktion)

OT = Off Tool (parts have to be produced on serial tooling)

OT/OP = Off Tool / Off Process ( parts have to be produced on serial tooling by serial process)

## 4.8 END-OF-LIFE VEHICLES

Adherence with Directive 2000/53/EC of the European Parliament and of the Council of 18 September 2000 on end-of life vehicles (hereinafter referred to as ELV), subsequently amended, is the basic requirement for the Supplier unless the requirements of TGCZ are more strictly specified within the pre-production phase of the project.

The Supplier is also required to declare that all goods supplied to TGCZ are in conformance with the ELV directive as well as with any other specific requirements given by the Customer and do not contain any prohibited substances except in the cases listed in the latest Annex II of the ELV Directive (see Amendment 12.15).

TGCZ may also require that the Supplier enter all goods related data to the International Material Data System (hereinafter referred to as IMDS, see also [www.mdsystem.com](http://www.mdsystem.com)).



## 5 MASS PRODUCTION

### 5.1 LOGISTICS REQUIREMENTS

#### 5.1.1 *DELIVERY TERMS*

If the transport of goods to the TGCZ facility (or any other place specified by TGCZ) is not included within the delivery terms in the contract, TGCZ shall arrange the transport by specific carrier at its own expense. TGCZ can in some cases ask the Supplier to arrange the transport specifying the carrier to be used; if goods are shipped on a carrier other than that specified by TGCZ without prior written approval, the cost of the carrier shall be debited back to the Supplier.

#### 5.1.2 *DELIVERY TIMES*

Unless agreed otherwise, the Supplier that sells the goods to TGCZ under “transportation included” delivery terms must comply with a specific delivery “Time Window”. Any failure of this allocated time may result in a non-compliant delivery due to vehicle queuing. It is the Supplier’s obligation to immediately contact the TGCZ Logistics Section when the Supplier is unable to deliver and unload the goods within the specified Time Window, and to make an alternative arrangement.

In case the EXW delivery terms are contracted, the Supplier is obliged to ensure that the TGCZ or TGCZ sub-contractor vehicle shall be loaded within the agreed Time Window. If the Supplier is not able to fully or even partially load the Goods to the vehicle, the Supplier must immediately inform the TGCZ Logistics Section to make an alternative arrangement based on a case-by-case basis. The TGCZ Logistics Section will instruct the vehicle driver to interrupt the delayed vehicle loading and to leave the Supplier; in such case the Supplier is obliged to ensure an alternative delivery at the Supplier’s cost.

Any emergency order shall be resolved separately from the regular ordering process with subsequent delivery outside of the allocated Time Window.

#### 5.1.3 *DELIVERY PLACES*

The Supplier is obliged to deliver the goods in accordance with the TGCZ production layout (Plant 1, Plant 2, Plant 3 or Plant 4). The exact delivery place is specified by the Individual Contract and/or particular Purchase Order. Unless agreed otherwise, the first place of unloading is always Plant 1 (under the condition the goods for Plant 1 are loaded on the vehicle and/or trailer).

#### 5.1.4 *BASIC VEHICLE AND TRAILER REQUIREMENTS*

To reduce handling during loading and unloading and to minimise the risk of damage, Suppliers selling the goods under EXW delivery terms are required to assure side-loading of the vehicle carriage body and trailers; such loading must be provided under the shelter or inside the building. If the transport of goods is included in the contract delivery terms, the Supplier is required to provide vehicles and trailers with side-loading access, the only exception to which is for supplies of TG Plants No. 3 & 4 when back-loading and back-unloading is required due to specific reasons disabling side-loading. The goods inside the truck should be easily accessible for unloading activities.

Vehicles and trailers dispatched from the Supplier to TGCZ must be clean to avoid any negative effect on the transported goods.

The vehicle driver must be able to contact the Supplier at any time (especially in case of any non-conformity recognised during the unloading of the goods shipment and/or loading empty returnable packaging at TGCZ).

### 5.1.5 SHIPPING DOCUMENTS

The following documents are strictly required to accompany **all** goods shipments to TGCZ:

- copy of commercial invoice (solely in the case of free-of-charge samples and/or spare parts deliveries, a non-commercial invoice is acceptable)

The following information must be included on the invoice:

- correct company name and address, ID and VAT numbers of the Supplier
- correct company name and address, ID and VAT numbers of TGCZ (address must be written in the same manner as in the “invoicing address” column of the TGCZ Purchase Order / Call-Off; any other complements as, for example, name of contact person are not permitted)
- the payment deadline and Supplier account information, including the correct name and address of the Supplier’s bank, account number, bank code, SWIFT and IBAN codes
- TGCZ Purchase Order / Call-Off release number
- TGCZ goods number (including correct and actual ECI-level index) – item number and 3rd item number, see below:

Item Number	3rd Item Number	Description
020-PA52-000A	77155-K0050-000A	PLATE, BREATHER TUBE SUPP, NO1

- TGCZ goods description
- unit of measure
- piece price
- total price per item with and without VAT
- total invoice price with and without VAT and total VAT amount (the currency must be clearly stated in case of all mentioned prices)
- packaging slip (if the shipment is composed of more palletised boxes, stillages, racks, etc.) and delivery note

The following information must at least be mentioned on the packaging slip and on the delivery note:

- date of document issue
- date of goods delivery to TGCZ
- Supplier name and address
- customer (TGCZ) name and address (including plant number)
- delivery condition including type of transportation
- TGCZ Purchase Order / Call-Off release number
- TGCZ goods number (including correct and actual ECI-level index) – item number and 3rd item number, see below:

Item Number	3rd Item Number	Description
020-PA52-000A	77155-K0050-000A	PLATE, BREATHER TUBE SUPP, NO1

- TGCZ goods description
- HS-code (TARIC)
- quantity and net weight with unit of measure
- lot size, lot number and number of boxes (packaging slip only)
- total quantity and weight (both net and gross).
- waybill (CMR for road transport or AWB for air-shipment or B/L for ocean and railway freight – the blanket form as mentioned in Amendment 12.18 is to be used should the Supplier’s carrier not use another blanket form containing at least all the data listed on this example)

The country of the goods origin must be clearly stated on both the delivery note and the invoice; if applicable, the certification of goods origin and/or the preferential status declaration (i.e. the sentence “The exporter of the products covered by this document (customs authorisation No. ...) declares that, except where otherwise clearly indicated, these products are of ... preferential

origin.”) must be mentioned on both documents as well. If deemed reasonable, the TGCZ Logistics Section can annually request a long-term declaration of the goods preferential status from the Supplier.

Documents longer than one page must be clearly numbered on each page (including the total quantity of pages).

### **5.1.6 LAYOUT OF GOODS SHIPMENTS**

In case the Supplier arranges the goods shipment to more than one TGCZ production plant with the same vehicle and/or trailer, unless agreed otherwise, the layout of the shipment (i.e. placing of palletised boxes, stillages, racks, etc.) shall be in accordance with Amendment 12.16.

### **5.1.7 LOGISTICS SUPPLIER SURVEY**

The Supplier is required to complete and submit the logistics issues questionnaire to the TGCZ Logistics Section (see Amendment 12.17).

## **5.2 ORDERING PROCEDURE**

Unless agreed otherwise, all goods from the Supplier are ordered by issuance of an individual Purchase Order or Call-Off (hereinafter commonly referred to as Purchase Order) that corresponds with an Individual Contract (annual blanket Purchase Order); Purchase Orders are issued on a weekly basis and are accompanied by an item-by-item forecast. The Purchase Orders and the forecasts should be communicated by fax, e-mail, Supplier Self Service (also see Section 11.3) or Electronic Data Interchange (EDI). It is the responsibility of the Supplier to immediately contact TGCZ's Production Administration (i.e. the responsible Planner) in the event that the Supplier is not able to meet all requirements for delivery date, time, quantity and quality, or if the Supplier has not received a regular Purchase Order. Unless agreed otherwise, the forecasts submitted to the Supplier together with an individual Purchase Order shall cover a 4-week delivery period.

The forecasted volumes are understood as an estimation of volume fluctuation trend based on actual market situation and Customer demand and are, therefore, not considered as binding – TGCZ does not take any responsibility for goods that have not been officially ordered via Purchase Order.

### **5.2.1 EMERGENCY PURCHASE ORDER**

If needs be, TGCZ is entitled to revise the Purchase Orders and forecasts; the Supplier shall maintain the ability to absorb a 15% volume increase at all times, and must be able to accommodate a 30% volume increase within 48 hours' notice. Should an increase greater than 30% of the original Purchase Order be required within the agreed lead-time, TGCZ may be responsible for the expedited costs for the particular items; however, the Supplier is still responsible for the delivery of the other items. TGCZ is also entitled to issue an Emergency Purchase Order in case the original fulfilment of a regular Purchase Order resulted in the rejection of goods. In this case the Supplier is responsible for all related costs for the immediate delivery of goods, limited by the quantity of rejected goods.

### **5.2.2 SHORT SHIPMENT**

Short-shipments must be communicated immediately, along with a corrective action and recovery plan. The Supplier shall additionally be responsible for arranging the transportation of goods that TGCZ deems necessary, at the Supplier's cost, to ensure such short-shipments are not missed by the TGCZ Customer, and shall be responsible for any costs TGCZ may incur due to this short-shipment. These costs may include, but are not limited to, expedited freight, expedited labour and line stoppage at TGCZ and the TGCZ Customer.

### **5.2.3 SAFETY STOCK**

The Supplier must maintain sufficient safety stock and finished goods inventory to accommodate 100% on-time delivery. Prior to the start of serial deliveries (SOP) the minimum safety stock level proposal must be submitted to TGCZ prior to the start of serial deliveries; such safety stock level is subject to TGCZ approval, and TGCZ is entitled from time to time to request the safety stock inventory and/or even inspect the safety stock level at the Supplier's premises.

### **5.2.4 FORCE MAJEURE**

Force majeure, which includes but is not limited to, acts of government, acts of nature, fire, explosion, typhoon, flood, earthquake, tide, lightning, war, means any event that is beyond the Party's reasonable control, without fault or negligence of such party, and cannot be prevented with reasonable care. However, any event occurring repeatedly and can be reasonably predicted shall not be regarded as an event of force majeure. The affected Party who is claiming not to be liable to its failure of fulfilling this Agreement by force majeure shall inform the other Party, without delay.

## **5.3 QUALITY REQUIREMENTS**

### **5.3.1 REJECTION OF GOODS**

In the event of defective and/or damaged goods delivery, a Quality Problem Report (QPR) or Delivery Problem Report (DPR) shall be submitted to the Supplier via fax and/or e-mail. The Supplier is responsible for taking immediate and appropriate countermeasures and to submit an 8D-Report to TGCZ within 24 hours from the moment of QPR/DPR receipt; a late QPR/DPR response shall be automatically understood as the claim being fully accepted. The Supplier is obliged to pick-up non-conforming goods within 10 working days from QPR/DPR submission; non-conforming goods that remain uncollected within the specified time period will be scrapped by TGCZ at the Supplier's cost, unless agreed otherwise for each separate event. Unless agreed otherwise, the Supplier is not entitled to deliver a substitution of rejected goods by its own decision – the related Purchase Order is closed regardless of the future possible rejection of goods at the time the goods are delivered in the full quantity.

The QPR/DPR overview to be submitted to the Supplier by the end of each month summarises all issued QPRs and/or DPRs, including all related costs within a specific month. This monthly overview is expected to be reviewed and signed by the Supplier within 10 working days from the date of its receipt, otherwise it will be automatically understood and considered as accepted and the offset payment will be processed.



### 5.3.2 ***SORTING OF REJECTED GOODS***

TGCZ is entitled to decide on the control and sorting of all deliveries in which defective or damaged goods have been recognised in order to contain defective goods and select acceptable goods (instead of a full return of the goods' lot to the Supplier). The Supplier is obliged to assure the start of rejected goods sorting at the TGCZ premises within 2 hours from the TGCZ announcement; to avoid stopping production, TGCZ is entitled to start such sorting immediately by TGCZ inspectors or by a third party at the Supplier's expense.

Under no circumstance shall the Supplier rely on TGCZ's receiving inspection activities to confirm goods quality and/or detect non-conforming goods.

### 5.3.3 ***PARTS TUNING REQUEST***

Based on experience in mass production or as a result of a quality claim, TGCZ may request a Supplier to improve any goods (dimensions, appearance, tolerances etc.) delivered by this Supplier. In such case, a Parts Tuning Request is issued by TGCZ and sent to the Supplier (see Amendment 12.21).

## 5.4 **PRODUCT APPROVAL ANNUAL VALIDATION**

The Supplier is requested to perform annual validation/requalification of all goods in accordance with the requirements mentioned in Section 4.5 and any CSR. Results documented in the control plan shall be maintained by the Supplier and be made available to TGCZ upon request. Unless specifically requested by the TGCZ QPC and/or TGCZ Procurement Services Division, the annual submission of PPAP documentation is not required to be submitted to TGCZ.

## 5.5 **TRACEABILITY**

The Supplier is required to establish and maintain the "first in – first out" (hereinafter referred to as FIFO) system for all materials, components and parts. FIFO applies both for internal processes and deliveries of goods to TGCZ.

The production lot number and/or production date must be mentioned on the goods packaging as mentioned in Section 4.2.3. If requested by TGCZ, the Supplier is obliged to assure the marking of goods so as to identify the lot number and/or production date; the details of such marking shall be specified by TGCZ on the goods drawing or shall be announced to the Supplier in another suitable way.

The following rules for FIFO and lot numbers will apply:

- FIFO must be utilised for all processes and deliveries of goods to TGCZ
- if any defect is detected by the Supplier, TGCZ and/or the TGCZ Customer, the Supplier must be able to clearly define the range of respective production lots, to separate said lots and to easily study the cause of defect
- unless agreed otherwise, the lot number determines the goods/products that are continuously manufactured without any change of manufacturing conditions; this means the period of time for one lot number cannot exceed one production shift; under the condition there are no conditional manufacturing changes, the interruption of manufacturing under 60 minutes does not require a lot number change
- relationships beside the goods lot number, manufacturing conditions and raw-materials' lot numbers must be recorded by the Supplier

## 5.6 **PROCESS, PRODUCT, D/TLD AUDITS AND SELF-AUDITS**

The system of regular process audits is used during mass-production of goods as a tool for the Supplier's production processes performance verification and continuous improvement of both the Supplier's quality and capability.

TGCZ is entitled to require the receipt of the internal Supplier D/TLD audit (in case of VW projects), requalification audit (in case of BMW projects, known as GS 90018-1 2018-09) and self-audit results on an annual basis, where the validity of such documents is always 365 days, if passes new or updated documents are required again. When the internal audit results are not provided to TGCZ then, in such case, TGCZ reserves the right to require the undertaking of a process audit by a third party, whereby all costs arising from such audit will be fully borne by the Supplier.

## 6 END OF MASS-PRODUCTION

### 6.1 SERVICE AND REPLACEMENT PARTS

The Supplier is obliged to sell goods to TGCZ to fulfil TGCZ's previous model service and replacement parts requirements for the duration of a 15-year period after TGCZ completes its mass-production procurement of the goods from the Supplier; the production equipment to be kept and stored in appropriate conditions in order to avoid any damage jeopardizing the part quality. Unless agreed otherwise, the prices and delivery conditions of the service and replacement parts, at least for the first 3 years of this period, shall be the same as those at the time of mass-production discontinuance; the prices and delivery conditions of the service and replacement parts for the remaining period shall be separately negotiated and agreed upon between TGCZ and the Supplier.

When requested by TGCZ and/or a TGCZ Customer, the Supplier is obliged to make service literature and other materials available at no additional charge to support TGCZ (TGCZ Customer) service parts sales activities.

### 6.2 TOOLING MAINTENANCE

After the discontinuance of the mass-production of goods, the Supplier shall keep and maintain any manufacturing, test and inspection tooling and equipment necessary for the goods production or inspection of the goods (hereinafter referred to as Tooling) for 15 years.

If the Supplier intends to destroy Tooling that is not the property of TGCZ and/or the TGCZ Customer, the Supplier shall notify TGCZ in writing 1 year prior to the date of said destruction; if so notified by the Supplier, TGCZ is entitled to require the Supplier to sell the respective Tooling to TGCZ or the TGCZ Customer in accordance with the terms and conditions agreed upon between TGCZ and the Supplier.

If the Tooling is the property of TGCZ or the TGCZ Customer, the stipulations of Section 8.2 will proportionately apply. Unless determined otherwise by TGCZ, after the above stated 15-year period the Tooling must be delivered to TGCZ.

### 6.3 DEAD STOCK MANAGEMENT

Mutual close cooperation between the TGCZ Planning section and the Supplier is key for successful management of inventory with the aim of zero stock. The Supplier is responsible for maintaining its stock and production control in accordance with any updated forecast provided by the TGCZ Planning section. Maximum flexibility is strongly required. TGCZ assumes no responsibility for goods that have not been officially ordered by the TGCZ Planning section.



## 7 ENGINEERING AND PROCESS CHANGES

### 7.1 TGCZ AND TGCZ CUSTOMER INITIATED CHANGES

TGCZ is entitled to change the design or technical specification of required goods throughout the contract duration. The Supplier shall receive written notification about any supposed production plan changes from the TGCZ Procurement Services Division in the format of an ECI Timing Reply Sheet (ECI/TRS). The Supplier shall inform TGCZ of the quantity of goods in stock and/or work-in-progress and the time of the requested change; such information, including a draft of the schedule of necessary steps will be submitted to the TGCZ Procurement Services Division on the above-mentioned form (see Amendment 12.10) within 3 days unless agreed otherwise. After checking all ECI/TRS related issues, TGCZ may authorise the Supplier by way of an Engineering Change Release Letter (ECRL) to implement the ECI (see Amendment 12.11). Based on the ECRL the Supplier is obliged to issue a detailed implementation schedule and submit progress reports to the TGCZ Procurement Services Division on a weekly basis. The Supplier is not entitled to implement any changes before receipt of the ECRL.

All executed changes are required to be approved in accordance with the PPAP requirements prior to production implementation (see Section 4.5). The Purchasing ECI management presentation (registered under the barcode no. 5074068173) describes all necessary activities to be proceeded internally and by Supply chain as well, the presentation is available upon written request.

TGCZ shall not be liable for goods processed in excess of its requirements. Unless agreed otherwise, TGCZ shall be responsible for finished goods in a quantity corresponding to 2 weeks, and for raw materials 6 weeks of the normal TGCZ demands.

### 7.2 SUPPLIER INITIATED ENGINEERING CHANGES

Supplier proposed changes must be submitted to TGCZ for approval consideration in the form of an Engineering/Process Change Request (ECR/PCR) (see Amendment 12.12). TGCZ is entitled to reject the ECR or to ask for additional information. If the ECR/PCR is accepted by TGCZ, the Supplier will be informed by an ECRL (see Amendment 12.11). The Supplier is not entitled to implement any changes before receipt of the ECRL.

All executed engineering changes are required to be approved in accordance with the PPAP requirements prior to production implementation (see Section 4.5).

### 7.3 SUPPLIER INITIATED PROCESS CHANGES

When a Supplier recognises the necessity of any process change relating to TGCZ parts, an Engineering/Process Change Request (ECR/PCR) (see Amendment 12.12) must be submitted to TGCZ. The Supplier is not entitled to implement any process change without TGCZ's prior written approval, otherwise the penalty from the General Supplier Requirements is applicable (including other expenses, if any).

All executed process changes are required to be approved in accordance with the PPAP requirements prior to production implementation (see Section 4.5).

### 7.4 DELIVERY OF PARTS AFTER ECI IMPLEMENTATION

Each box of the first delivery batch of new ECI-level parts and/or parts after a process change implementation must be visibly labelled with an additional yellow label with the change indication (see Section 4.2.3).

## 8 TOOL CONTROL

### 8.1 PRODUCTION OF TOOLS

TGCZ should request the Supplier to produce tools and any necessary manufacturing, test, inspection tooling and equipment (such “Tooling” can be the property of TGCZ or TGCZ Customer) for the manufacture and/or repair of the goods to the Supplier. The Supplier is also obliged to submit the following documents together with a price quotation to the TGCZ Procurement Services Division:

- initial time-schedule for Tooling production
- name and location of Tooling production facility
- contact person responsible for Tooling design and Tooling production

Whenever the Supplier is nominated for Tooling production, a stepwise Tool & Machine Progress Report (hereinafter referred to as T&MPR, also see Amendment 12.14) must be issued and submitted to the TGCZ Procurement Services Division and/or QPC without delay, and updated on a fortnightly basis; the first issue of T&MPR must be accompanied by detailed information of the Tooling production facility. TGCZ reserves the right to approve/reject any proposed third party sub-contractor for Tooling production.

The Supplier must enable TGCZ to make a Supplier quality system assessment (SQSA) of the Tooling production facility and to physically check the actual status of Tooling production progress at any time based on one day prior announcement by TGCZ, regardless of the fact as to whether the Tooling production facility belongs to the Supplier or any of the Supplier’s sub-contractors. A TGCZ Customer is entitled to participate on the Supplier’s SQSA and/or control of the Tooling production progress.

The Supplier is required to submit the annual stock-taking results of TGCZ equipment (moulds, tools, checking and control fixtures, etc.) by the end of each calendar year at the very latest, the format of which shall be submitted via the Stock-taking of TGCZ equipment in hold of Suppliers form, see Amendment 12.22.

#### **8.1.1 TOOLING PAYMENT CONDITION:**

Unless agreed otherwise, the payment for tools will be standardly arranged in the following steps:

- 30% with Purchase order issue
- 40% with FOT (First Off Tool) parts
- 30% after PPAP submission and its official approval by the TGCZ QPC department (submission of approved and signed PSW)

The Supplier is entitled to issue a final invoice for 100% of the Tooling price amended by any prior advance payments based on the approved PPAP for related goods; final Tooling invoices shall be payable by the last day of the month following the month of the PPAP approval by TGCZ, but no earlier than 15 working days from the invoice delivery to TGCZ.

### 8.2 CUSTOMER OWNED TOOLS

TGCZ may, from time to time, provide tools and any necessary manufacturing, test, inspection tooling and equipment (hereinafter named as “Tooling”) for the manufacture and/or repair of the goods to the Supplier under separate agreement. The Supplier is responsible for permanently marking the tool so that the ownership of each item is visible and can be determined. A picture (photo) of each tool with visible marking is requested to be sent to TGCZ as proof.

The Supplier shall keep and handle the Tooling carefully and shall only use them for the purpose of manufacturing goods for TGCZ. Furthermore, the Supplier shall not transfer such Tooling to any other party for any purpose whatsoever, including but not limited to assignment, lease or loan

without the prior written consent of TGCZ. Unless agreed otherwise, the Supplier is not entitled to copy or manufacture the Tooling, directly or indirectly, or to authorise any other person to do so.

The costs of maintaining the Tooling shall be the responsibility of the Supplier. The Supplier shall be responsible to procure and stock all spare parts necessary to support the Tooling requirements during the contracted production period. Unless agreed otherwise, the Supplier shall perform at its own cost regularly scheduled preventive maintenance on the Tooling no later than every three months; all Tooling preventive maintenance, inspections, overhauls and repairs must be documented. If any Tooling is lost, damaged or otherwise found to be unsuitable for use, this shall be immediately reported to TGCZ and records maintained.

TGCZ has the right to audit the Tooling condition and/or documentation at any time.

## 9 SUPPLIER CONTROL OF SUBCONTRACTORS

The TGCZ Supplier shall select its subcontractors based on their ability to meet all subcontract requirements. Unless agreed otherwise, the Supplier is responsible for ensuring that all its subcontractors are certified in accordance with IATF 16949:2016 by an accredited third-party certification body.

The TGCZ Supplier shall ensure that the subcontractor's quality and system controls are effective and meet the TGCZ Supplier Quality Assurance Manual requirements. The Supplier shall be prepared to show the records related to subcontractor's quality level at the request of TGCZ; access to subcontractors' production facilities and to the subcontractors' quality records related to any goods produced for TGCZ will be, if requested, provided to TGCZ and/or a TGCZ Customer at any time.

## 10 CONTROL OF DESIGN RECORDS & RECORD RETENTION

Unless agreed otherwise, all Suppliers must have a documented system for monitoring/control of receipt, distribution and obsolescence for all design records and specifications supplied by TGCZ.

Supplier records shall be retained for the length of time required by IATF 16949:2016 (and specific Customer requirements for archiving, e.g., VDA 6.1 in case of the VW Group) and referenced AIAG documents unless the mandatory law sets a longer time period. Suppliers must have a procedure for record retention that defines the retention period for all related records and archive and disposal procedures as well.

Quality records shall be available to TGCZ and/or a TGCZ Customer upon request.

## 11 OTHER SUPPLIER REQUIREMENTS

### 11.1 MATERIAL AND GOODS CERTIFICATION

Unless agreed otherwise, the Supplier must send a Material Safety Data Sheet (MSDS) in accordance with the Law of the Czech Republic and a Technical Data Sheet (TDS) to TGCZ before the first delivery of goods. Both MSDS and TDS shall be delivered to the TGCZ Procurement Services Division at the very latest at the moment of the goods delivery, otherwise TGCZ is entitled to refuse a goods delivery at the Supplier's cost.

Material certification and/or a list of measurements must be submitted to TGCZ before the shipment of each new goods lot, or at the very latest together with the delivery of goods, otherwise TGCZ is entitled to refuse the goods delivery at the Supplier's cost. The preferred manner of delivery is via e-mail to [suppliers@tgcz.cz](mailto:suppliers@tgcz.cz).

### 11.2 PRE-SHIPMENTS

Unless agreed otherwise, the Supplier of goods with colour criteria shall send a plaque with colour and appearance data (including the exact measurement data) for each new lot to be approved by TGCZ QPC before goods can be shipped.

### 11.3 COMMUNICATION

All official communication between TGCZ and the Supplier, in particular but not limited to, all business correspondence, all types of contracts and agreements, quotations, PPAPs, QPR, 8D-reports, etc., will be in English. If any bilingual documents appear to be different in their English and the second language version, the English version will be decisive.

It is the Supplier's obligation to check the "Supplier's Section" of the TGCZ website (<http://www.tgcz.cz/o-firme/dodavatele/>) where different mandatory requirements such as important messages, specific TGCZ requirements, blanket-forms, General Supplier Requirements (GSR) and SQAM should be published/released. Access to specific parts of such presentation, such as QPRs and DPRs, may be locked by password.

Purchase Orders, Forecasts and other documents are distributed to the Supplier through the TGCZ Supplier Self-Service (<https://e1wsplb.tgssc.cz:8880/jde/E1Menu.maf>). An access name and password is distributed to the Supplier by the responsible Planner or Commodity Buyer and it is highly required and appreciated if the Supplier supplying goods to TGCZ uses such method of communication in the case of Purchase Orders and appropriate packaging labelling (boxes, containers, etc.).

### 11.4 AUTOMOTIVE PRODUCT-RELATED SOFTWARE / WITH EMBEDDED SOFTWARE

The Supplier of automotive product-related software, or automotive products with embedded software, must implement and maintain a process for software quality assurance for their products. A software development assessment methodology shall be utilised to assess the Supplier's software development process.

Using prioritisation based on risk and potential impact to the Customer, the organisation shall require the Supplier to retain documented information of a software development capability self-assessment.

## 11.5 **CORPORATE SOCIAL RESPONSIBILITY**

The basic TGCZ requirement is that each Supplier has a policy statement or code of conduct relating to the company's Corporate Social Responsibility, such as Prevention of child labour, Prevention of Bribery & Corruption, Ethics and human rights, Ecology & Waste management, etc, in place.

The Supplier must at the same time have no convictions for a breach of any labour laws in the countries where it operates.

### 11.5.1 ***PREVENTION OF BRIBERY & CORRUPTION***

TGCZ does not, directly or indirectly, give or offer bribes to public and/or private workers for the purpose of obtaining or maintaining business-related favours.

The same method of prevention is strongly required from a Supplier by the establishment of obligatory internal regulations. A deliberate breach of such obligations may lead to the termination of cooperation.

## 11.6 **REVISIONS**

From time to time TGCZ may revise the SQAM; the latest SQAM version is available within the "Supplier's Section" of the TGCZ website. A new revision of SQAM is announced to the Supplier and is considered as accepted if no claim, contradiction or comment is delivered to TGCZ within 30 days from the distribution date.

## 12 AMENDMENTS

### 12.1 DESIGNATED SUPPLIER REPRESENTATIVES

#### DESIGNATED SUPPLIER REPRESENTATIVES

Supplier name:		Supplier code:		Date:	
Registered address:		Return to: <b>Toyoda Gosei Czech, s.r.o.</b> <b>Prumyslova 2</b> <b>431 51 Klasterec nad Ohri</b> <b>Czech Republic</b>  <b>Attn: Commodity procurement</b> <b>Fax: +420 477 101 553</b>			
Production location:					
Working hours:	1 <sup>st</sup> shift	2 <sup>nd</sup> shift	3 <sup>rd</sup> shift	4 <sup>th</sup> shift (if any)	

Area	Position	Name	Contact information	
Management	Managing Director		Phone:	Fax:
			E-mail:	
	Project / KAM		Phone:	Fax:
			E-mail:	
	Quality		Phone:	Fax:
			E-mail:	
	Production Administration		Phone:	Fax:
			E-mail:	
Deliveries	Logistics		Phone:	Fax:
			E-mail:	
	Accounting		Phone:	Fax:
			E-mail:	
	Emergency contact		Mobile:	Fax:
	Sales Representative		Phone:	Fax:
			E-mail:	
Quality	Logistics Specialist		Phone:	Fax:
			E-mail:	
	Packaging Specialist		Phone:	Fax:
			E-mail:	
REACH	Emergency contact		Mobile:	Fax:
Production	Quality Representative		Phone:	Fax:
			E-mail:	
	REACH representative		Phone:	Fax:
			E-mail:	
Production	Production Representative		Phone:	Fax:
			E-mail:	
	Emergency Contact		Mobile:	Fax:

Notes: 1. Copy of the Supplier's organisation chart has to be attached to this form.  
 2. TGCZ has to be notified by the Supplier within 5 working days if the contacts and/or organisation chart are changed.

Date and authorized signature: .....










## 12.2 PART PACKAGING SPECIFICATION

Part Packaging Specification									
TOYODA GOSEI		SUPPLIER NAME		SUPP. CODE		FIRST ISSUE DATE			
PLANT LOCATION		PART NAME		PROJECT		LAST REVISION DATE			
KANBAN		FINAL PART NAME		PACKAGING STYLE:		choose one			
PART NO.									
PART		DUNNAGE		EXTERNAL PACKAGING		PACKAGING UNIT			
Note:		Note:		Note:		Note:			
Part info: UN: <input type="text"/>		Internal info: Material: <input type="text"/> Dunnage: <input type="text"/> Reason: <input type="text"/> Type: <input type="text"/>		External info: Material: <input type="text"/>		Palette info: Material: <input type="text"/>		Boxes per one pallet: Dimension (m): Length: <input type="text"/> Width: <input type="text"/> High: <input type="text"/>	
Dimension (m): Length: <input type="text"/> Width: <input type="text"/> High: <input type="text"/>		Volume (m3) E: <input type="text"/> Dunnage weight (kg) B: <input type="text"/>		Volume (m3) E: <input type="text"/> Box weight (kg) C: <input type="text"/>		Volume (m3) E: <input type="text"/> Pallet weight (kg): <input type="text"/>		TOTAL PALLETTE WEIGHT (kg): <input type="text"/>	
PACKAGING CODE: <input type="text"/>		Order lot (qty per box) D: <input type="text"/>		TOTAL WEIGHT (kg): (AxD)+B+C		TOTAL PALLETTE WEIGHT (kg): <input type="text"/>			
Print date of document and signature of distributor / Datum tisku dokumentu a podpis distributora		Supplier		Authorization Signatures:		Customer		Sem vlozte barcode o velikosti 1,4 x 5 cm	

 Page 1 of 1  
 Version: 7  
 Schválený dokument/Approved document: C:\Documents and Settings\klecka\Local Settings\Temporary Internet Files\Content.Outlook\I7FE0RB\Part Packaging Specification1


## 12.3 LABEL TYPE A – STANDARD BOX LABEL (EXAMPLE)

<b>XYZ Company Ltd.</b> Anystreet 68, Anytown Somecountry Republic		For: <b>Toyoda Gosei Czech, s. r. o.</b> Pro: Prumyslova 2, Klasterec nad Ohri Czech Republic <b>Plant No. 2</b>
Part Number: Nazev dilu:	 -2-GA123-45678	Order Number: Cislo objednavky:
		 -1-5000123OP2
Part Name: Nazev dilu:	<b>Anyparts Assy LHD</b>	
Quantity (incl. UoM): Mnozstvi (vcetne MJ):	 -3-666666PC	Date of Expiration: Datum spotreby:
		 -4-31122009
Comments: Poznamky:	anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment	Traceability/Lot No.: Cislo lotu:
		 -6-478AQ8523


The required label data must include:

- Supplier name and address
- TGCZ name and address including the TGCZ plant number
- TGCZ individual Purchase Order and/or Call-Off number  
-1-PPPPPPPOOL, where PPPPPP means Purchase Order number, OO Purchase Order type and L line number (e.g. -1-5000123OP2 for Purchase Order type OP, number 5000123, 2<sup>nd</sup> line)
- TGCZ goods number  
-2-NNNNNNNNNN, where NNNNNNNNNN means the goods number **without** ECI-level (e.g. -2-GA123-45678 for part number GA123-45678-X)
- TGCZ goods name/description  
The part name must be written exactly the same as the part name mentioned on the Purchase Order
- quantity including unit of measure  
-3-QQQQQUU, where QQQQQ means quantity and UU unit of measure (e.g. -3-666666 PC for delivery of 666.666 pieces); the unit of measure must be expressed by two alphanumerical marks exactly as mentioned on the Purchase Order, usually this will be:
 

PC .....piece(s)	TM.....metric tonne(s)	LT .....litre(s)
KG .....kilogram(s)	MT.....meter(s)	HR.....hour(s)
GM .....gram(s)	KM.....kilometre(s)	
- date of expiry, if applicable or required by TGCZ  
-4-DDMMYYYY, where DD means day, MM month and YYYY year (e.g. -4-31122009 for goods with a shelf-life until 2009-12-31)
- TGCZ goods ECI-level  
-5-E, where E means the goods ECI-level (e.g. -5-X for part number GA123-45678-X)
- traceability/lot number  
-6-TTTTTTTTTT, where TTTTTTTTTT is the traceability/lot number in the structure agreed between the Supplier and TGCZ (e.g. -6-478AQ8523 if the sequence 478AQ8523 is related to traceability/lot number)



Standard box label from Supplier Self-Service (Example):

LABEL :		Part Number : 030-F114-0000	
		 5201404041856	
Description: Door Assy LHD			Kanban : <b>F114</b>
FIFO date : 4/4/2014 EXPEDICE	EXPIRATION Date: 28/12/2016		Lot/QTY : <b>3 PC</b>
Order Number : <b>14100069 OP</b>	Counter :	PRINT Date : 4/4/2014 EXPEDICE	

## 12.4 LABEL TYPE B – STANDARD PALLET LABEL (EXAMPLE)


<b>XYZ Copany Ltd.</b>	
Anystreet 68, Anytown	
Somecountry Republic	
<b>Pallet content:</b>	
GA123-45678-A	2.580 pcs
GA234-98765-X	10.750 pcs
98765-43210	500 pcs
GK246-80135	25.000 pcs
Pallet No. 2 of 7	



## 12.5 LABEL TYPE C – NEW ECI-LEVEL ANNOUNCEMENT, 1<sup>ST</sup> OK PARTS (EXAMPLE)

<b>XYZ Company Ltd.</b> Anystreet 68, Anytown Somecountry Republic		For: <b>Toyoda Gosei Czech, s. r. o.</b> Pro: Prumyslova 2, Klasterec nad Ohri Czech Republic Plant No. 2
Part Number: Název dílu:	 -2-CA123-45678	Order Number: Císlo objednávky:
Part Name: Název dílu:	<b>Anyparts Assy LHD</b>	 -1-50001230P2
Quantity (incl. UoM): Množství (včetně MJ):	 -3-666666PC	ECI- index:
Comments: Poznámky:	anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment	 -5-X
		Date of Expiration: Datum spotřeby:
		 -4-31122009
		Traceability/Lot No.: Císlo lotu:
		 -6-478AQ8523







Box Label Type C from Supplier Self-Service (Example):

LABEL :		Part Number : 030-F114-0000  S201404041855	
Description: Door Assy LHD		Kanban : F114	
FIFO date : 4/4/2014 EXPEDICE	EXPIRATION Date: 28/12/2016	Lot/QTY : 3 PC	
Order Number : 14100069 OP	Counter :	PRINT Date : 4/4/2014 EXPEDICE	






## 12.6 LABEL TYPE D – SAMPLE/TRIAL PARTS DELIVERY (EXAMPLE)






<b>XYZ Company Ltd.</b> Anystreet 68, Anytown Somecountry Republic		For: <b>Toyoda Gosei Czech, s. r. o.</b> Pro: Prumyslova 2, Klasterec nad Ohri Czech Republic Plant No. 2
Part Number: Nazev dilu:	 -2-CA123-45678	Order Number: Cislo objednavky:
Part Name: Nazev dilu:	<b>Anyparts Assy LHD</b>	 -1-50001230P2
Quantity (incl. UoM): Mnozstvi (včetně MJ):	 -3-666666PC	ECI-index:  -5-X
Comments: Poznamky:	anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment	Date of Expiration: Datum spotřeby:
		 -4-31122009
		Traceability/Lot No.: Cislo lotu:
		 -6-478AQ8523

Box Label Type D from Supplier Self-Service (Example):


LABEL :		Part Number :	
		030-F114-0000	
		 S201404041855	
Description:		Kanban :	
Door Assy LHD		F114	
FIFO date :	EXPIRATION Date:	Lot/QTY :	
4/4/2014	28/12/2016	3 PC	
EXPEDICE			
Order Number :	Counter :	PRINT Date :	
14100069 OP		4/4/2014	
		EXPEDICE	



## 12.7 LABEL TYPE E – PPAP SAMPLE PARTS DELIVERY (EXAMPLE)

<b>XYZ Company Ltd.</b> Anystreet 68, Anytown Somecountry Republic		For: <b>Toyoda Gosei Czech, s. r. o.</b> Pro: Prumyslova 2, Klasterec nad Ohri Czech Republic Plant No. 2	
Part Number: Nazev dilu:	 -2-CA123-45678	Order Number: Cislo objednavky:	 -1-90001230P2
Part Name: Nazev dilu:	<b>Anyparts Assy LHD</b>		
Quantity (incl. UoM): Mnozstvi (včetně MJ):	 -3-666666DC	Date of Expiration: Datum spotřeby:	 -4-31122009
Comments: Poznámky:	anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment anycomment		Traceability/Lot No.: Cislo lotu:
			 -6-478A08523

Box Label Type E from Supplier Self-Service (Example):

<b>LABEL :</b>		<b>Part Number :</b> 030-F114-0000  5201404041856	
<b>Description :</b> Door Assy LHD		<b>Kanban :</b> <b>F114</b>	
<b>FIFO date :</b> 4/4/2014 EXPEDICE	<b>EXPIRATION Date :</b> 28/12/2016	<b>Lot/QTY :</b> <b>3 PC</b>	
<b>Order Number :</b> <b>14100069 OP</b>	<b>Counter :</b>	<b>PRINT Date :</b> 4/4/2014 EXPEDICE	



## 12.8 HVT CHECK SHEET

### HVPT CHECK SHEET SUMMARY

Form: 4483805072



Project _____		Date of Audit _____	
Part/Assembly Name: _____		Auditors _____	
Part #: _____		_____	
Supplier Name: _____			

Document	Implemented	
<b>Requirement</b>		
1		Plant Layout & Process Flow Diagram complete
2		Process FMEA complete (as applies)
3		Product Control Plan available
4		Purchased Components Readiness / Sub-supplier Part Submission complete
5		Product Specifications/Drawings available
6		Tooling, Equipment, and Fixtures identified
7		Operators Trained and Instructions available
8		Parts Handling Plan available
9		Parts Packaging/Shipping Specifications available
10		Key Quality Systems demonstrated
11		Containment Plan available
12		Maintenance plans established
13		Gage & Check Fixture R&R studies completed
14		Production Validation complete (as applies)
15		Line Speed and Capacity verified
16		Materials Readiness demonstrated
17		Specifics Questions

**Capacity confirmation results:**


Onsite revisit required? Y/N

Date Planned \_\_\_\_\_

Approvals	
Quality Engineer/Project Leader _____	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px; display: flex; align-items: center; justify-content: center;">○</div>           - Element complete         </div>
Supplier Quality Eng. _____	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px; display: flex; align-items: center; justify-content: center;">△</div>           - Not complete, but little risk         </div>
Supplier Project Mgr. _____	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px; display: flex; align-items: center; justify-content: center;">X</div>           - Element not complete         </div>





**TOYODA GOSSEI CZECH**

**HYPT CHECK SHEET**

Rev. 431501/1

Customer Name: \_\_\_\_\_

Date of RFP: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

U.S.E. E.N.E. - 2021-01-01

U.S.E. E.N.E. - 2021-01-01

PROCESS ADJUSTMENT CHECK POINT		PROCESS ADJUSTMENT CHECK POINT		PROCESS ADJUSTMENT CHECK POINT	
NO.	DESCRIPTION	NO.	DESCRIPTION	NO.	DESCRIPTION
1.1	Are process flow chart drawn and current?	13.1	Does each checking fixture and part meet?	13.1	Does each checking fixture and part meet?
1.2	Does flow plan clearly show process and inspection station, raw material and finished goods location?	13.2	Have all jobs dimensionally verified?	13.2	Have all jobs dimensionally verified?
1.3	Does the actual material and production follow current flow chart?	13.3	Were input IPEC duty performed and acceptable? (1 Pm)	13.3	Were input IPEC duty performed and acceptable? (1 Pm)
1.4	Does the actual work station have sufficient space for effective working condition?	13.4	Testing process (time for collection of equipment)?	13.4	Testing process (time for collection of equipment)?
1.5	Is there and identified area for reworking/repair material, separate from manufacturing location?	13.5	Are all equipment and fixtures complete on place of setup?	13.5	Are all equipment and fixtures complete on place of setup?
1.6	Are inspection points location effective to prevent shipment of non-conforming products?	13.6	Are all proper and checking fixtures properly kept for part checking process? and returned?	13.6	Are all proper and checking fixtures properly kept for part checking process? and returned?
2.1	Does Process PMO's contain all TO and internal SC's dimensions as defined by TO drawing?	13.7	Have all the additional data been analyzed with acceptable results?	13.7	Have all the additional data been analyzed with acceptable results?
2.2	Are there 2D/3D calculation for each fixture model and recommended surface for high DPON and low DPON?	13.8	Are all specifications and measurement include areas among TO and the supplier?	13.8	Are all specifications and measurement include areas among TO and the supplier?
2.3	Does PMO's follow process flow and are they considered in manufacturing area?	13.9	Is the validation equipment capable of performing all the tasks required to ramp product to U.P.	13.9	Is the validation equipment capable of performing all the tasks required to ramp product to U.P.
2.4	Does PMO's reflect past problems or problems from other products?	14.1	Is validation process capability study done and documented for all pieces for equipment?	14.1	Is validation process capability study done and documented for all pieces for equipment?
2.5	Does external plan include correct PM, Tolerance level and project target?	14.2	Are projected capacity and peak demand known?	14.2	Are projected capacity and peak demand known?
2.6	Does internal plan correspond to flow chart?	14.3	Does plan to compare you regularly update TO release at least monthly?	14.3	Does plan to compare you regularly update TO release at least monthly?
2.7	Does external plan contain all TO and internal SC's dimensions as defined by TO drawing?	14.4	Does your manufacturing capacity plan been transferred to accommodate schedule change?	14.4	Does your manufacturing capacity plan been transferred to accommodate schedule change?
2.8	Are appropriate potential failure mode identified through common plan?	14.5	Have the top three failure mode in assembly process identified?	14.5	Have the top three failure mode in assembly process identified?
2.9	Does external plan include paper and test requirements including quality frequency and required equipment?	14.6	Have an action plan been developed for each risk score of the bottom three risk score identified?	14.6	Have an action plan been developed for each risk score of the bottom three risk score identified?
2.10	Are all critical items identified in PMO and control plan used in production process?	14.7	Have contingency plans been established to support 2 days in the event of equipment failure?	14.7	Have contingency plans been established to support 2 days in the event of equipment failure?
2.11	Are all the elements in control plan followed?	14.8	Is separate analysis to test U.P. peak production demand?	14.8	Is separate analysis to test U.P. peak production demand?
2.12	Have you completed all of material?	14.9	Do the number of acceptable pieces remaining off line and if flow meet or exceed production target?	14.9	Do the number of acceptable pieces remaining off line and if flow meet or exceed production target?
2.13	Are all the elements in control plan followed?	15.1	Have the supplier Part been completed?	15.1	Have the supplier Part been completed?
2.14	Are all the elements in control plan followed?	15.2	Is cycle count frequency for components and finished goods appropriate for the product?	15.2	Is cycle count frequency for components and finished goods appropriate for the product?
2.15	Are all the elements in control plan followed?				
2.16	Are all the elements in control plan followed?				
2.17	Are all the elements in control plan followed?				
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2.96	Are all the elements in control plan followed?				
2.97	Are all the elements in control plan followed?				
2.98	Are all the elements in control plan followed?				
2.99	Are all the elements in control plan followed?				
2.100	Are all the elements in control plan followed?				

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_





**Toyoda Gosei Czech, s. r. o.**  
Prumyslova 2  
43151 Klasterec nad Ohri, Czech Republic  
Phone: +420 477 101 555  
Fax: +420 477 101 553

Effective from 2020-09-01

Form: 4483805072

## Project

Supplier name

Part Name:

Rev. Level:

Part Number:

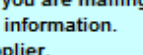
**Last rev. date:**

Date of Audit:

[illegible]

## 12.9 SUPPLIER QUALITY ASSESSMENT

(only coversheet and final results sheet shown)


  
3885648331

Please note the criteria for completing this form in the red section.  
 If you do not fall into any of those categories or have not been requested,  
 you do NOT need to complete this form. Don't forget to attach your certificates if you are mailing this  
 informations or fax to (+420) 477 101 553. Thank you for complating this information.  
This will begin the process of qualifying you as an Approved Supplier.

**TOYODA GOSEI CZECH, s.r.o. SUPPLIER ASSESSMENT**

To be completed by component suppliers that are not IATF-16949 certified,  
 chemical suppliers that are not ISO-9000 certified and new suppliers to Toyoda Gosei Czech, s.r.o.

NOTE: Toyoda Gosei Czech, s.r.o. reserves the right to request a supplier to complete this questionnaire even if the  
 supplier is certified. We also reserve the right to perform an on-site assessment.

COMPLETE IN ENGLISH		
Supplier		Date
Address		Division Of
City		Phone #
State/Prov		Fax #
Zip/Postal		Company Website Addr
Country		Potential or Current Supplier?
Assessment Contact		DUNS
Region		Corp Vendor Code

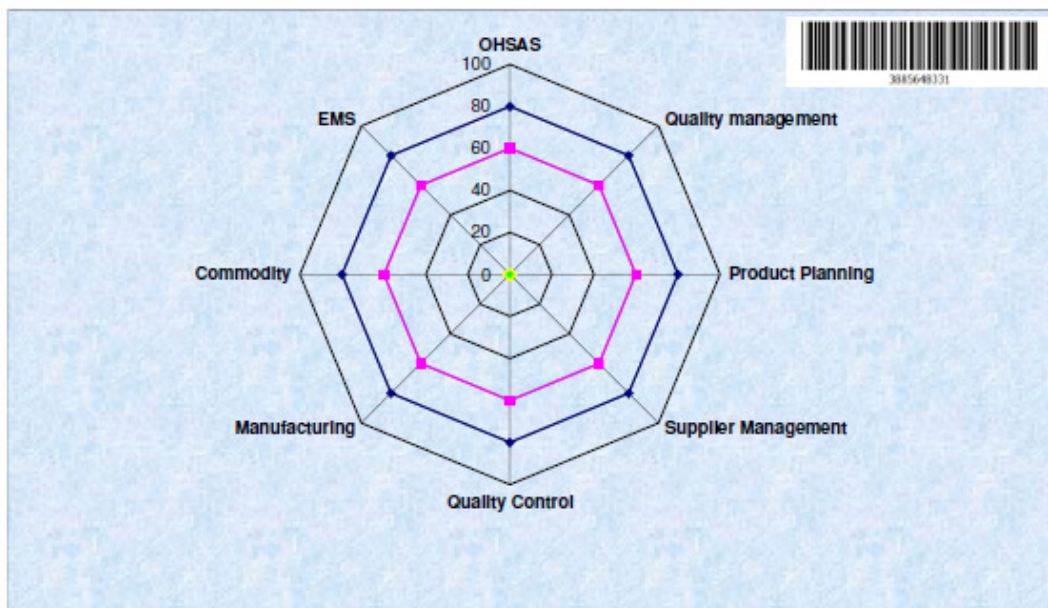
PUR Managr.	QA AMGR.	PUR co-auditor	QC co-auditor	QA co-auditor	Audit leader

All questions are in reference to IATF 16949 requirements.





**TGCZ, s.r.o Automotive Supplier Audit**



Section	Quality Management Systems	Product Planning	Supplier Management	Quality Control	Manufacturing	Commodity Specific	OHSAS
Score	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Points for Green	0	0	0	0	0	0	0
	EMS				Overall without OHSAS, EMS, commodity spec.		
	0,00				0,00		
	0				0		

Certification / Audit No.	Date:	By Whom:	Result / Remark:
Remarks:			

Supplier: 0	Audit Date: 0.1.1990	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <div style="font-size: 0.8em;">                     &lt; 60 Systems unable to meet requirements (High Risk)                 </div> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: yellow; margin-right: 5px;"></div> <div style="font-size: 0.8em;">                     ≥ 60, &lt; 80 Systems acceptable, but requires action plan (Intermediate Risk)                 </div> </div> <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> <div style="font-size: 0.8em;">                     ≥ 80 Systems meet or exceed requirements. (Minimum Risk)                 </div> </div>
Audit Type: <input checked="" type="checkbox"/> New Supplier	TGCZ SDE: 0	
	0	




**TGCZ, s.r.o. AUTOMOTIVE SUPPLIER AUDIT**

**Supplier Facility Audit**

Supplier Name: <input type="text" value="0"/>	Audit Date: <input type="text" value="0.1.2000"/>	<table border="1"> <tr> <td style="background-color: red;"></td> <td>&lt; 60</td> <td>Systems unable to meet TGCZ requirements</td> </tr> <tr> <td style="background-color: yellow;"></td> <td>≥ 60, &lt; 80</td> <td>Systems acceptable, but require action plan</td> </tr> <tr> <td style="background-color: green;"></td> <td>≥ 80</td> <td>Systems meet or exceed requirements.</td> </tr> </table>		< 60	Systems unable to meet TGCZ requirements		≥ 60, < 80	Systems acceptable, but require action plan		≥ 80	Systems meet or exceed requirements.
	< 60	Systems unable to meet TGCZ requirements									
	≥ 60, < 80	Systems acceptable, but require action plan									
	≥ 80	Systems meet or exceed requirements.									

MANAGEMENT	
Maximum Points Available:	75,00
1,0 Quality Management System	0,00
2,0 Management Responsibility	0,00
3,0 Document Management	0,00
4,0 Resource Management	0,00
Total Points:	0,00
Section Score:	0,00

SUPPLIER MANAGEMENT	
Maximum Points Available:	65,00
8,0 Supply Chain Management	0,00
12,0 Incoming Inspection, Layout	0,00
Total Points:	0,00
Section Score:	0,00

MANUFACTURING	
Maximum Points Available:	200,00
13,0 Identification and Traceability	0,00
14,0 Production Control	0,00
15,0 Manufacturing Monitoring	0,00
17,0 Inventory and Storage	0,00
18,0 Preventive Maintenance	0,00
Total Points:	0,00
Section Score:	0,00

PRODUCT PLANNING	
Maximum Points Available:	135,00
5,0 Product Realization	0,00
6,0 Design and Development	0,00
7,0 Advanced Quality Planning	0,00
Total Points:	0,00
Section Score:	0,00

QUALITY CONTROL	
Maximum Points Available:	180,00
9,0 Quality Control	0,00
10,0 Statistical Process Control	0,00
11,0 Control of Monitoring Devices	0,00
16,0 Non-Conforming Product	0,00
19,0 Process Improvement	0,00
Total Points:	0,00
Section Score:	0,00

COMMODITY SPECIFIC	
Maximum Points Available:	380,00
0,1 Die Cast	0,00
0,2 Plastics	0,00
0,3 Springs	0,00
0,4 Stamping	0,00
0,5 Assurance level	0,00
0,6 Rubber material	0,00
0,8 Simplified inspection	0,00
0,9 Dock audit	0,00
1,0 Measurement	0,00
Total Score:	0,00
Section Score:	0,00

OHSAS	
Maximum Points Available:	110,00
4,0 OHS management system	0,00
4,1 General requirements	0,00
4,2 OHS policy	0,00
4,3 Planning	0,00
4,3.1 Planning for hazard	0,00
4,3.2 Legal and other requirements	0,00
4,3.3 Objectives	0,00
4,3.4 OHS management programme	0,00
4,4 Implementation and operation	0,00
4,4.1 Structure and responsibility	0,00
4,4.2 Training, awareness, competence	0,00
4,4.3 Consultation and communication	0,00
4,4.4 Documentation	0,00
4,4.5 Document and data control	0,00
4,4.6 Operational control	0,00
4,4.7 Emergency procedures and response	0,00
4,5 Checking and corrective action	0,00
4,5.1 Performance measurement and monitoring	0,00
4,5.2 Accidents, incidents, non-conformances	0,00
4,5.3 Records and records management	0,00
4,5.4 Audit	0,00
4,6 Management review	0,00
Total Points:	0,00
Section Score:	0,00




EMS	
Maximum Points Available:	40,00
4,2 Environmentální politika	0,00
4,4.1 Struktura a odpovědnost	0,00
4,4.3 Externí komunikace	0,00
4,4.3.1 Komunikování	0,00
4,4.4 Dokumentace sys. env. mang.	0,00
4,4.5 Řízení dokumentů	0,00
4,5.1 Monitorování a měření	0,00
4,5.3 Záznamy	0,00
Total score:	0,00
Section score:	0,00



398540331



## 12.10 ECI TIMING REPLY SHEET

		Toyoda Gosei Czech, s.r.o.																																			
 86326111344		<p><b>Toyoda Gosei Czech, s. r. o.</b>  Prumyslova 2  43151 Klasterec nad Ohri, Czech Republic  Phone: +420 477 101 555  Fax: +420 477 101 553</p>																																			
<b>ECI Timing Reply Sheet addressed to:</b>																																					
Company:		Supplier code:																																			
Contact person:		E-mail:																																			
Phone:		Fax:																																			
<b>ECI NUMBER:</b>		Reply Due Date:																																			
<b>1. Detail</b>																																					
Number of pages (including this one): Mass Production <input type="checkbox"/> Trial Parts <input type="checkbox"/> trial level <input type="checkbox"/>				PPAP level: ECI information attached: Drawing attached:																																	
Part number information		Target implementation		Leadtime confirmation																																	
Ref	Part number (new)	Target date	Target availability date	Implemented for target trial? (check one)	First off tool sample date																																
1				Y / N																																	
2				Y / N																																	
3				Y / N																																	
4				Y / N																																	
5				Y / N																																	
6				Y / N																																	
7				Y / N																																	
8				Y / N																																	
9				Y / N																																	
10				Y / N																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">TGCZ</td> <td style="width: 33%;">issued by</td> <td style="width: 33%;">approved by</td> </tr> <tr> <td>name</td> <td></td> <td></td> </tr> <tr> <td>date</td> <td></td> <td></td> </tr> <tr> <td>signature</td> <td></td> <td></td> </tr> </table>			TGCZ	issued by	approved by	name			date			signature			<b>Notes:</b> 1. For trial ECIs, if change is not available for the target trial, you will be required to supply old level parts. If no parts are available (e.g. tool is not finished) please specify method of trial parts delivery 2. Supplier is not entitled to implement ECI change before <b>ECRL (Engineering Change Release Letter)</b> receipt unless settled otherwise																						
TGCZ	issued by	approved by																																			
name																																					
date																																					
signature																																					
<b>2. Cost impacts</b> In case of cost impacts of ECI implementing please attach detailed cost break-down on separate sheet of paper																																					
<b>3. Stock level</b> Please enclose detailed stock quantity of actual parts level valid on date of your answer																																					
<b>4. Introduction timing plan</b> (please, cross related consecutived number of calendar weeks)																																					
action	weeks after ECRL receipt																																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25												
Design/CAD																																					
Stock build (old parts)																																					
Tool modification																																					
Tuning																																					
PPAP																																					
(New) Parts SOP																																					
(New) Parts availability																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Supplier</td> <td style="width: 33%;">issued by</td> <td style="width: 33%;">approved by</td> </tr> <tr> <td>name</td> <td></td> <td></td> </tr> <tr> <td>date</td> <td></td> <td></td> </tr> <tr> <td>signature</td> <td></td> <td></td> </tr> </table>																										Supplier	issued by	approved by	name			date			signature		
Supplier	issued by	approved by																																			
name																																					
date																																					
signature																																					
Reply date: Reason for late reply:																																					



## 12.11 ENGINEERING CHANGE RELEASE LETTER



Toyoda Gosei Czech, s.r.o.



Toyoda Gosei Czech, s. r. o.  
 Prumyslova 2  
 43151 Klasterec nad Ohri, Czech Republic  
 Phone: +420 477 101 555  
 Fax: +420 477 101 553



5978139663

### Engineering Change Release Letter (ECRL) addressed to:

Company:				Supplier code:			
Contact person:				E-mail:			
Phone:				Fax:			
<b>ECI NUMBER:</b>				PPAP level:			
Ref.	Part number (new)	Implementing date	Comments				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Upon receipt of this ECRL the Procurement Services Division and Quality & Product Control (QPC) of Toyoda Gosei Czech authorise you to implement the changes above. Implementation of such changes will be done based on your response to related ECI Timing Reply Sheet and the information above. Requested PPAP documentation has to be submitted to TGCZ soon enough prior highlighted implementation date to be approved by TGCZ before first delivery.

Each box of the first delivery batch of new ECI-level parts has to be visibly labeled with additional YELLOW label with change indication.

	GMGR - Procurement Services Division	MGR - QPC	Project manager
Name			
Date			
Signature			

The Supplier is requested to confirm receiving of ECRL by submission of the signed copy of this document to Procurement Services Division of Toyoda Gosei Czech. Late answer has no suspensive effect.

\_\_\_\_\_  
 Supplier  
 (stamp, name, signature)



## 12.12 ENGINEERING/PROCESS CHANGE REQUEST

Issued by: Klečka Ondřej



**Toyoda Gosei Czech, s. r. o.**  
 Prumyslova 2  
 43151 Klasterec nad Ohri, Czech Republic  
 Phone: +420 477 101 555  
 Fax: +420 477 101 553

Engineering/Process Change Request (ECR/PCR)		ID number: DD:MM:YYYY_01
Requested by:		Date:
Company:	Department:	
Contact person:	E-mail:	
Phone:	Fax:	
Above mentioned supplier requests this change:		
Part number:	Part name:	
Safety parts <input type="checkbox"/> YES <input type="checkbox"/> NO	Service parts <input type="checkbox"/> YES <input type="checkbox"/> NO	
Purpose for change: <input type="checkbox"/> Design change <input type="checkbox"/> Process change		
Subject of the change:		
Expected cost effect:		<input type="checkbox"/> cost calculation attached
Estimated leadtime from acceptance:		weeks
Attachments (drawings, CAD drawings, layout, schedule):		
Approved by:	signature, stamp	Date:
Approver to fill in:		
Commentary:		
1) Samples needed: <input type="checkbox"/> NO <input type="checkbox"/> YES ____ pcs      2) Additional information required: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		
3)		
QC to tick:		
<input type="checkbox"/> S <input type="checkbox"/> N <input type="checkbox"/> YES		
Position		Commentary:
Name		
Date		
Signature		
Final TGCZ/TGEG decision:		Signature (responsible buyer) :
<input type="checkbox"/> Accepted <input type="checkbox"/> Postponed to <input type="checkbox"/> Rejected		date:



## 12.13 DAMAGE PACKAGING TAG

The Damage Packaging Tag (hereinafter referred to as Tag) must be used by the Supplier to mark damaged packaging. The dimensions of the Tag are equal to the Label type A – Standard Box Label (see Section 4.2.3). The Tag’s blue part must be filled in by the Supplier.

REPAIR TAG	TGCZ to complete		Supplier to complete and return
	Item description	Supplier	Problem cause by
	Pallet / container type	Will be solved on	
	Issued by	Phone	Date received

☐ dirty packaging
 ☐ damage frame
 ☐ bent post
 ☐ damage / missing dunnage
 ☐ box broken
 ☐ handle broken
 ☐ deformed feet
 ☐ other – please specify:

## 12.14 TOOL&MACHINE PROGRESS REPORT

[illegible]

## 12.15 DECLARATION OF CONFORMANCE (SoC)

### DECLARATION OF CONFORMANCE

Directive 2000/53/EC of the European Parliament and of the Council of 18 September 2000 on End-of Life Vehicle

#### Supplier Data

Supplier Name: .....

Supplier Code: .....

Address: .....

Represented by: .....

#### Contact Person

Name: .....

Position: .....

Phone: .....

e-mail: .....

#### List of Parts / Components

TGCZ Part Number	TGCZ Part / Component Name	Project: .....
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....
7. ....	.....	.....
8. ....	.....	.....
9. ....	.....	.....
10. ....	.....	.....

#### Declaration of Conformity

We hereby confirm that all parts and/or components above supplied to Toyoda Gosei Czech, s. r. o., are in compliance with the article 4.2 of the Directive 2000/53/EC of the European Parliament and of the Council of 2000-09-18 on End-of Life Vehicle and its Annex II, latest amended on 2005-09-20 (Commission Decision 2005/673/EC) even after the 2007-07-01 date and in compliance with Toyota Technical Standard TSZ0001G.

None of the supplied parts and/or components above contains any forbidden substances (mentioned in table List of Forbidden Substances according TSZ0001G on the page 3) in exempted application, of which the expiration date will be 2007-07-01 or earlier.

*If you choose "NO", please, fill-in the table on the page 2 to list all affected parts including the date of forbidden substances elimination.*

☐ YES

☐ NO

.....  
 Date (YYYY-MM-DD)

.....  
 Signature of Statutory Body



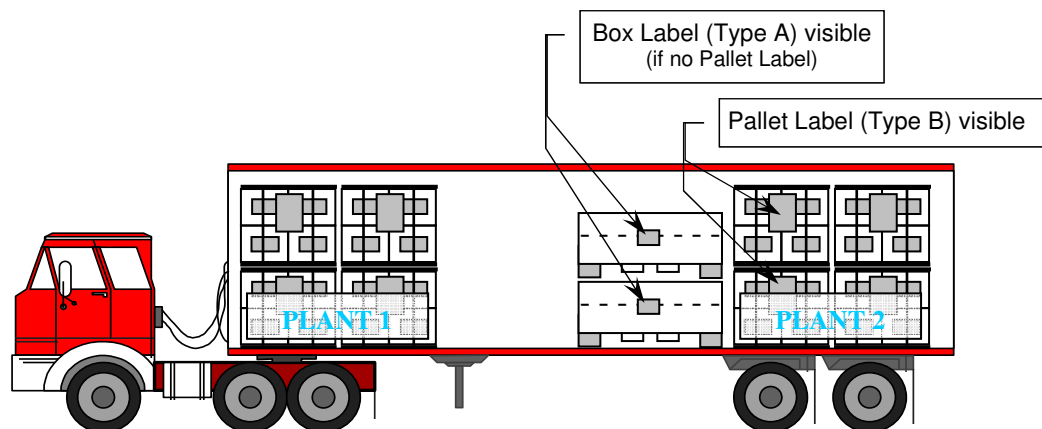
The Supplier is obliged to submit the above form for each delivered part and/or component – the Declaration of Conformance (hereinafter referred to as SoC) must be issued separately for each project, however, if the Supplier sells more items for one project, such items can be mentioned on the same form (in case the Supplier sells more than 10 items for one project, a second form shall be used).

In case of any ECI that influence the original SoC (e.g. change of material and/or surface treatment of the parts, or change of basic TGCZ Part Number), the Supplier is obliged to issue a new SoC for the related part/component/material.



## 12.16 LAYOUT OF GOODS SHIPMENTS

If two different unloading places for goods delivery are required by TGCZ and the goods are carried on the same vehicle and/or trailer, the layout of the goods shipment should be arranged as follows (**side loading access** is strictly required):




The above layout is valid for delivery to TGCZ production Plants 1 and 2; in case of delivery to another combination of TGCZ production plants (i.e. Plant 1 & Plant 3, or Plant 2 & Plant 3, or Plant 1 & Plant 2 & Plant 3, or also considering a combination of shipments reflecting Plant 4) the layout shall be agreed separately.


No matter where the shipment is to be unloaded, the following key points are essential:

- all pallets with complete layers for safe loading
- double stack pallets for maximum space utilisation
- all labels always clearly visible, i.e., facing out
- do not stack over cardboard packaging unless there is strong enough support for this


## 12.17 LOGISTICS SUPPLIER SURVEY

 <p><b>Toyoda Gosei Czech, s. r. o.</b>  Prumyslova 2  43151 Klasterec nad Ohri, Czech Republic  Phone: +420 477 101 555  Fax: +420 477 101 553</p>	<p><b>LOGISTICS SUPPLIER SURVEY – FACILITIES</b></p> <p><u>Manufacturing/Assembly Plant:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SUPPLIER NAME</td> <td style="width: 50%;"></td> </tr> <tr> <td>SUPPLIER CODE</td> <td></td> </tr> </table> <p>Please complete this 3 pages questionnaire to help us with our Logistics Planning. We kindly ask you to use the 24 hr clock for clarity (i.e. 11 p.m. = 23:00).</p> <p>Distance from TGCZ Site (km)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1.</td> <td style="width: 50%;">2.</td> </tr> <tr> <td>Logistics Contact/Position (Telephone No.)</td> <td></td> </tr> </table> <p>1. What are your Despatch Opening Hours (i.e. when are you opened for parts collection)?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">OPEN</th> <th style="width: 50%;">CLOSED</th> </tr> <tr> <td>SUNDAY</td> <td></td> </tr> <tr> <td>MONDAY</td> <td></td> </tr> <tr> <td>TUESDAY</td> <td></td> </tr> <tr> <td>WEDNESDAY</td> <td></td> </tr> <tr> <td>THURSDAY</td> <td></td> </tr> <tr> <td>FRIDAY</td> <td></td> </tr> <tr> <td>SATURDAY</td> <td></td> </tr> </table> <p>2. Detail any breaks, booked timeslots within the working day when you are not available for collection? (i.e. Break rotation please write "None");</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">FREQUENCY OR DATE (e.g. Daily or Monday only)</th> <th style="width: 50%;">TIMES OF BREAKS</th> </tr> <tr> <td></td> <td></td> </tr> </table> <p>3. Please confirm the access details for your site by answering the questions below (in case of negative give a reason for):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Can 40ft (18.5m with Cab) Trailer access the collection area?</td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td colspan="2"><i>Reason:</i></td> </tr> <tr> <td>Can a vehicle with a total height of 5.0 m access the site and or collection area? In case of the side loading see below answer</td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td colspan="2"><i>Reason:</i></td> </tr> </table>	SUPPLIER NAME		SUPPLIER CODE		1.	2.	Logistics Contact/Position (Telephone No.)		OPEN	CLOSED	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		FREQUENCY OR DATE (e.g. Daily or Monday only)	TIMES OF BREAKS			Can 40ft (18.5m with Cab) Trailer access the collection area?	YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Reason:</i>		Can a vehicle with a total height of 5.0 m access the site and or collection area? In case of the side loading see below answer	YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Reason:</i>	
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 <p><b>TOYODA GOSSEI</b></p>	<p><b>Toyoda Gosei Czech, s. r. o.</b>  Prumyslova 2  43151 Klasterec nad Ohri, Czech Republic  Phone: +420 477 101 555  Fax: +420 477 101 553</p> <p>What is the maximum size of a collection vehicle?  Maximum Length at this site: e.g. 36 m  Maximum Height at this site: e.g. 4.3 m  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Is side loading available? If not, please give details why you can not support side loading: <i>Reason:</i></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td>Is the vehicle loaded under cover? <i>Reason:</i></td> <td>YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>How many vehicles can access your loading site at the same time?</p> <p>Side loading – vehicles  Are there any special considerations we should be aware of regarding vehicles on site? (i.e.: One way road system; Limited access so queuing unavoidable; Standing trailers or specialised loading bays etc)  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ramp loading – vehicles YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">Ramp loading – vehicles YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>In case of Ramp loading – will you dedicate the particular Ramp no. to TGCZ parts collection? (Specify times available for TGCZ)  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>4. In case that TGCZ would like to have maximum opening windows to collections and minimise resource, particularly with Friday restrictions:  Are there any legal reasons (environmental...) why you cannot despatch material over a 24 hr period? If yes, please specify:  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>Are there any difficulties or reasons why you cannot despatch material in exact time (to be concerned in "Milk Run" – i.e. many suppliers on the same collection route; your parts would be mixed with other suppliers parts on the same vehicle). If yes, please specify:  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>Is there any further information, specific to your site, that TGCZ need to understand, please give details:  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>Can you declare that your products are of the European Community preferential origin?  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>Can you communicate via EDI? (forecasts and ordering)  <i>Reason:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> <td style="width: 50%;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> </table> <p>COMPLETED BY (Signature and Stamp)  POSITION:</p>	Is side loading available? If not, please give details why you can not support side loading: <i>Reason:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the vehicle loaded under cover? <i>Reason:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Ramp loading – vehicles YES <input type="checkbox"/> NO <input type="checkbox"/>	Ramp loading – vehicles YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
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YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>																		

Version: 1  
Page 1 of 2


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## 12.18 BILL OF LADING / CMR (EXAMPLE)

<b>BILL OF LADING / CMR</b> <small>according to the United Nations Convention on International Multimodal Transport of Goods (Geneva, 24 May 1980)</small>						Date: _____ Page: _____
<b>SHIP FROM / CONSIGNOR</b>				<b>BAR CODE SPACE</b>		
Name: _____ Address: _____ City/State/Zip: _____ SID#: _____ FOB: <input type="checkbox"/>						
<b>SHIP TO / CONSIGNEE</b>				<b>CARRIER NAME:</b>		
Name: _____ Location #: _____ Address: _____ City/State/Zip: _____ CID#: _____ FOB: <input type="checkbox"/>				Trailer number: _____ Seal number(s): _____ <b>Carrier Notice:</b> _____		
<b>PLACE OF GOODS UNLOADING</b>				<b>Freight Charge Terms:</b>		
Name: _____ Address: _____ City/State/Zip: _____						
<b>SPECIAL INSTRUCTIONS:</b>				<b>Prepaid</b> <input type="checkbox"/> <b>Collect</b> <input type="checkbox"/> <b>3<sup>rd</sup> Party</b> <input type="checkbox"/> <input type="checkbox"/> (check box)    Master Bill of Lading: with attached underlying Bills of Lading		
CUSTOMER ORDER INFORMATION						
CUSTOMER P/O	# PACKAGES (COLLI)	PACKAGING TYPE	GROSS WEIGHT	HS CODE # (TARIC)	ADDITIONAL SHIPPER INFO	
<b>GRAND TOTAL</b>						
SHIPPER / CARRIER INFORMATION						
NATURE AND QUANTITY OF DANGEROUS GOODS (IF ANY)					COMMODITY DESCRIPTION	SHIPPER'S INSTRUCTIONS
QTY	UN CODE #	SAFETY MARKING #	WEIGHT	PACKAGING GROUP #	Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See ADR 4.1.1.3	
<b>GRAND TOTAL</b>					<b>CONIGEE RECEIVING STAMP SPACE</b>	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."					<b>COD Amount:</b> EUR _____ <b>Fee Terms:</b> Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> <b>Customer check acceptable:</b> <input type="checkbox"/>	
<b>NOTE - Liability Limitation for loss or damage in this shipment may be applicable. See CMR Chapter IV – Liability of the Carrier</b>						
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and international regulations according to the Convention on the Contract for the International Carriage of Goods by Road (CMR) (Geneva, 19 May 1956) or the United Nations Convention on International Multimodal Transport of Goods (Geneva, 24 May 1980).					The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. <b>Shipper Signature</b> _____	
<b>SHIPPER SIGNATURE / DATE</b>			Trailer Loaded: _____ Freight Counted: _____		<b>CARRIER SIGNATURE / PICK UP DATE</b>	
This is to certify that the above named materials are properly classified, packaged, marked and labelled, and are in proper condition for transportation according to the applicable regulations of the CMR.			<input type="checkbox"/> By Shipper <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver <input type="checkbox"/> By Driver/pallets said to contain <input type="checkbox"/> By Driver/Pieces		Carrier acknowledges receipt of packages and required documents. Carrier certifies emergency response information was made available and/or carrier has the CMR emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.	



## 12.19 PART SUBMISSION WARRANT




Form: 3621814500



**Part Number:** \_\_\_\_\_

**Class of Part:**

☐ Includes safety characteristics

☐ General part (    )

☐ Off the shelf part

**Supplier Name:** \_\_\_\_\_

**Producer Name:** \_\_\_\_\_

**Government Regulation** ☐ Yes ☐ No

**Note:**

Does this part contain any restricted or reportable substances? ☐ Yes ☐ No

Are plastic parts identified with appropriate ISO marking codes? ☐ Yes ☐ No

**Reason for Submission:**

☐ New Part \_\_\_\_\_

☐ Re-submitted Part \_\_\_\_\_

☐ EC/VECN change No.: \_\_\_\_\_

**Part Submission Warrant**

**Part Name:** \_\_\_\_\_

**Model/Project:** \_\_\_\_\_

**Actual EC/VECN level:** \_\_\_\_\_

**TGJ acceptance (If needed):** \_\_\_\_\_

**Supplier Code:** \_\_\_\_\_

**Weight (kg):** \_\_\_\_\_

**Other change:**


☐ New material or construction

☐ New tooling, machining or coating

☐ New location of manufacturing

☐ New Subsupplier

☐ Drawing or Specification changed



3621814500

**D**

**TGCZ IMDS No. : 14578**

Submitted data :

	PPAP level	3	MOR	VDA 2		Supplier fills in (" : put: Y / N)		TGCZ accepted
	TGCZ request				Comment	updated	submitted	
1	Design Records of Saleable Product	S	R	S				
	for proprietary components / details	R	R	R				
	for all other components / details	S	R	S				
2	Engineering Change Documents, if any	S	R	S				
3	Customer Engineering Approval, if required	S	R	S				
4	Packaging specification	S	S	S				
5	Process Flow Diagrams	S	S	S				
6	Process FMEA - cover sheet	S	R	S				
7	SDS (Measurement protocol) - attachment 12.20	S	S	S				
8	Material, Performance Test Results	S	S	S				
9	Initial Process Study (mainly S/NR items)	S	S	S				
10	Measurement System Analysis Studies	S	R	S				
11	Qualified Laboratory Documentation	S	R	S				
12	Control Plan + conversion matrix of special characteristics	S	S	S				
13	Part Submission Warrant (PSW)	S	S	S				
14	Appearance Approval Report (AAR), if applicable	S	R	S				
15	Bulk Material Requirements Checklist (for bulk material PPAP only)	R	R	R				
16	Sample Product (min. 3 pieces)	S	R	S				
17	Master Sample	R	R	R				
18	Checking Aids	R	R	R				
19	Records of Compliance with Customer Specific Requirements	S	R	S				
20	1. DoC / SoC 2. ELV / IMDS * 3. MSDS	S	S	S	* Supplier Fills in IMDS No. :			
21	Internal D/TLD audit report **	N/A	N/A	R	Date of last D/TLD audit to be mentioned:			
22	PSCR authorized representative **	N/A	N/A	S				

S = the supplier shall submit to TGCZ

R = the supplier shall retain and make readily available to the customer upon request

**Declaration:** I affirm that the samples by this warrant are representative of our parts and have been made to the applicable customer drawings and specifications and are made from specified materials on regular production tooling with no operations other than the regular production process. I have noted any deviations from this declarations below:

EXPLANATION:

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Supplier Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR TGCZ USE ONLY

☐ Approved ☐ Rejected ☐ Conditional approval till \_\_\_\_\_

Other requirements: \_\_\_\_\_

GPC approval at TGCZ: \_\_\_\_\_ Date: \_\_\_\_\_

This Approval is granted upon the understanding that it is advisory in nature and in no manner changes the Supplier's original responsibility for insuring, that all characteristics designated in the applicable drawings and inherent in the samples as originally approved are maintained. Supplier accepts full responsibility for the changes.

TGCZ → Supplier → TGCZ PROC → TGCZ GPC → copy to PROC → Supplier  
\*original stored

Page:1/2  
Verze: 9

[http://ports2016/OC/Documents/QMS/Formulare/Part\\_Submission\\_warrant\\_-\\_PSW.xls](http://ports2016/OC/Documents/QMS/Formulare/Part_Submission_warrant_-_PSW.xls)


## 12.20 SAMPLE DATA SHEET (SDS)

[illegible]

## 12.21 PARTS TUNING REQUEST

TOYODA GOSPEI

PARTS TUNING REQUEST SHEET

TOYODA GOSPEI CHECH, s.r.o.  
Průmyslová 2  
43151 Hadravice nad Ohří, Czech Republic  
PHONE: +420 477 101 555 / FAX: +420 477 101 553

TO BE FILLED BY TGCZ:		TO BE FILLED BY SUPPLIER:	
MODEL CODE	DATE FOUND	RESPONSE: <input type="checkbox"/> OK, ACCEPT REQUEST <input type="checkbox"/> NG, QUESTIONS LISTED BELOW	
PART NAME		TUNING LEAD TIME FROM APPROVAL	
PART NUMBER		SAMPLE PART DATE	PRICE IMPACT
DESCRIPTION OF CONCERN	REQUEST		<input type="checkbox"/> YES <input type="checkbox"/> NO
SKETCH		COMMENTS:	
REASON FOR TUNING		SUPPLIER SIGN OFF	
		COMMENTS:	
		FINAL APPROVE BY TGCZ PROCEED WITH MODIFICATION	
		PPCC	Production
		PIE / PE	PUR
		QC	QC
		Final approval by: QC, PUR, PIE/PE, Production, PPCC	
		TGCZ QC	
		QC FILE copy to supplier copy to QA	

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https://portal.toyoda.com/document-center/DocumentCMS/Details.aspx?documentrequestsheet



## 12.22 STOCK TAKING OF TGCZ EQUIPMENT IN HOLD OF SUPPLIERS



**Toyoda Gosei Czech, s. r. o.**  
**TGCZ Commodity Procurement**

**Prumyslova 2**  
**431 51 Klasterec nad Ohri**  
**Czech Republic**

Phone: +420 477 101 555  
 Fax: +420 477 101 553

**Ref. No.** PB200526  
**Dated** 26<sup>th</sup> May, 2020

**TAKADA INDUSTRIES CZECH REPUBLIC s.r.o.**

**Prumyslova 2726**  
**440 01 Loupy**

**CZECH REPUBLIC**

### Stock taking of TGCZ's equipment in hold of Suppliers

We hereby confirm that following equipment listed below is in holding of TAKADA INDUSTRIES CZECH REPUBLIC s.r.o. as a production location of appropriate supplied parts and/or materials to Toyoda Gosei Czech, s.r.o.:

#### **List of equipment:**

<i>Part number</i>	<i>Part name</i>	<i>Equipment description</i>	<i>Asset number</i>	<i>Quantity</i>	<i>Project code</i>
GA499-06210/20	Bracket Curtain Shield, RH/LH	2 cavity injection mold	TME-350-2582-965	2 pc	150B

Version: 1



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