



Supplier First Article Requirements

Purpose:

To define Quality Planning and Documentation requirements from suppliers when First Article and PPAP (Production Part Approval Process) are requested. This documentation is required for all commodities and parts identified in Section 3 below.

Reference:

Production Part Approval Process (PPAP) Manual – Third Edition
Crenlo LLC issued Purchase Order.

1. Plan Definition

1.1 First Article Only:

(Identified on Purchase Order)

- Inspect two pieces for all dimensions and technical standards on the print. The parts are to be clearly identified by sample number. Parts and documentation of inspection results are to be submitted to Crenlo. Blanket statements of conformance do not meet this requirement. A 2 piece sample is required from each mold, cavity, or tool.
- A print and inspection report, numbered to identify the inspection results.
- All dimensions must meet the specification or have written approval for deviation prior to shipment to Crenlo. The written deviation request should include a corrective action plan to achieve specification.
- Approved non-conformances are to be clearly identified in the documentation and a copy of the approval is to be included with the shipment of product. Refer requests for deviation to the Supplier Management Specialist to coordinate approval.

1.2 PPAP Required:

(Identified on Purchase Order)

Crenlo LLC default PPAP is found in Section 1 Paragraph 1.4, Level 4 of the PPAP Manual. The Truck OEM-Specific PPAP Requirements are to be applied.

The item number below refers to PPAP Retention/Submission Table 1.4.1 found in the PPAP Manual.

Unless otherwise specified the following items are to be submitted to Crenlo.

- Item 1 - Design records of saleable material.
- Item 2 - Engineering Change Documents (if any)
- Item 3 - Customer Engineering Approval (if required)
- Item 4- Design FMEA (If supplier has design responsibility)
- Item 5 - Process Flow Diagram
- Item 6 - Process FMEA
- Item 7 - Dimensional Results from 2 parts inspected and documented 100%.
Requirements described in Section 1.1 above.
- Item 8 - Material Performance and Test Results
- Item 9 - Initial Process Study from 30 parts. (Features identified with key feature note or otherwise communicated.)
- Item 11 - Qualified Laboratory Documentation (If applicable)
- Item 12 - Control Plan
- Item 13 - Part Submission Warrant (PSW) North America Truck Industry.

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- Item 14 - Appearance Approval Report (If applicable)
- Item 15 - Bulk Material Requirements Checklist (If applicable)
- Item 16 – Sample Product – See Item 7 above.

All other items not identified above are to be retained by the supplier and available upon request.

1.2 Documentation Submission:

Supplier is to submit/resubmit the above documentation for the following conditions.

- New Part, includes prototypes
- Source Change or location of source
- Change in subcontractor source
- Design or Material Change
- Process Change
- Correction of discrepancy
- Tooling Change (Except perishable)
- Reinstatement of a shipment suspended for quality issues

NOTE: In the event of an engineering change or reinstatement due to quality issues, the submission may be limited to only the features affected.

2 Submission of Documentation Requirements:

- Sample parts being submitted are to be clearly identified as First Article Samples. The parts are to be marked with a tag or other means that does not render the part as unusable indicating the sample number corresponding to the inspection results.
- The Crenlo part number and the final OE part number are to be referenced on the PSW and other documentation. This includes instances when the documentation is completed to the OE print.
- A paper copy of the documentation is to accompany the product if it is not received at Crenlo prior to the parts being shipped.
- The documentation may be submitted as paper copy with the shipment of parts or electronic media. Electronic submissions may be completed via email to recinsp@crenlo.com.
- Electronic formats of the data may be submitted in Word, Excel, JPG, or other common software. If unsure contact the Crenlo Supply Management Specialist.
- Crenlo does not require that specific forms be used for the submission of this information. Data should be supplied on the forms described in the PPAP manual or other equivalent type forms developed by the supplier.

3 Commodities affected by this standard to include:

3.1 Hardware:

Fasteners, Catalog Standard Parts, Non-Hardened & Hardened Fasteners, Latches, Hinges, Casters, Sliders,

3.2 Manufactured:

Weld Assemblies, Formed Parts

3.3 Machining:

Drilled, Milled and Tapped, Blocks or Bosses

3.4 Fabricated Blanks:

(Rops & Non-Rops): Laser/Plasma Cut, Stamped blanks

3.5 Formed Tubing:

Grab Handles, Formed Tubing,

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- Inspection target points must be identified so the report information is related to the process gage points.

3.6 Non-Metallic Material:

Gaskets, Die cut Foam, Glass, Molded Plastic Parts, Plastic Parts with Holes & Trim Operations, Serial Numbers, U.L. Labels,

3.7 Supplier Process Parts:

(Examples: Paint, Plating, Heat Treating, Silk Screening)

- Inspection to verify the following properties and workmanship conditions of the surfaces. Color match, Cleanliness, Texture, Voids, Blisters, Scale, etc. Document all information required in the appropriate workmanship standards. Characteristics such as: Dry Film Thickness, Gloss, Hardness and Adhesion to be performed on 2 parts. AAR document form to be used when PPAP is required.

3.8 Wired Assemblies:

Wire Harnesses, Air Conditioners, and Blowers

Inspection to include but not limited to electrical-testing certification along with lot identification.

3.9 Word Drawings:

Inspection to include but not limited to verification of parts conforming to text specifications.

4. Requirements for Raw Material:

For example sheet, plate, charpy controlled material, commercial metals, aluminum, etc. Refer to the individual line item description on the purchase order for specific requirements.

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