



# **SQMS** Project Management (APQP)

Supplier operation user manual

Hitachi Astemo, Ltd.

Quality Management Functional Division Suppliers Quality Management Department

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SQMS Project Management (APQP) User Manual – Supplier Side

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# 1. About IATF16949 Core Tools



Before explaining APQP and PPAP, I would like for you to first be aware of the IATF16949 core tools.

The IATF16949 core tools are the six shown in the table below (five if CP is included in APQP). They are essential to satisfy the requirements of IATF16949 and are used when launching a new product, correcting major defects, and ensuring compliance violation, in order to ensure that the target product or process satisfies or confirms that it satisfies the customer's quality requirements.

This activity will be carried out by our company, but please understand that PPAP No. 6, which we request of our suppliers, includes Nos. 2 to 5 for suppliers (For product development by the supplier, Nos. 1 to 5 will apply).

No		Core Tool	Overview
1		Advanced Product Quality Planning	Develop products that customers want
2	СР	Control Plan	A document that describes the method of controlling products and manufacturing processes and specifies how to monitor and control the process in order to minimize product and process variations. May be included in APQP
3		Failure Mode and Effects Analysis	A method for dealing with potential problems in products and manufacturing processes
4	MSA	Measurements System Analysis	A method to grasp the accuracy of measuring instruments used in product measurement and the variability caused by operators, and evaluate conformance or non-conformance to product measurement
5	SPC	Statistcal Process Control	A method to prevent defective products from being produced through statistical processing
6	РРАР	Production Part Approval Process	Procedures for approving parts, materials, raw materials, etc. purchased from suppliers

\*Note: Numbers are given for convenience and do not indicate importance or priority.

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Mass production Evaluation, feedback, improvement Continuous improvement When planning a new product, the first thing to consider is "delivering customer-requested products Core Tools APQP Steps Methods and Documents CP 2–3 Control Plan D-FMEA, P-FMEA **FMEA** 2 and 3 MSA 3–4 Gage R & R (GRR) SPC 4–5 Control Chart, Cpk Design documents, FMEA , CSR ,

PPAP

<< Steps 1 to 5 >>

Program plannning

Product design

Process design

4⇒5,5

Planning

[2]	APQP Ste	eps				
		Step Name	Step Details	Activities		
	Step 1Concept PhaseStep 2Design Phase			Clarify customer requirements and set product specifications and quality targets		
			Product design and development	Specific product design and verification		
	Step 3			Design and verification of mass production processes		
	Step 4		· ·	Product and process quality verification before mass production		
Step 5			Mass production and	Continuous improvement		

# 2. What is APQP?

Phase

## [1] What is APOP?

As noted in the table on Page 2, this is called "Advanced Product Quality Planning." This can be said to be a method and activity for systematically managing each step of a product's planning, development, and mass production, as well as process management after mass production, from the perspective of ensuring quality.

to the customer while maintaining good quality." From the planning stage to the start of mass production and after mass production, we must consider various factors that arise at each step. From the perspective of quality, it is important to implement these factors into each step; this activity is called APQP. Note that the core tools from Step Nos. 2 to 6 of Page 2 are the methods/activities used in Steps 2 to 5.

[3] Reasons for implementing APQP (\* Reasons for requesting PPAP to suppliers)

improvement

The following three things can be expected from APQP (PPAP for suppliers), so please understand the

specified methods and activities and carry them out properly. Suppliers should comply with the requirements because the PPAP requirements document includes most or all of IATF16949 Core Tools Nos. 2 to 5. Please understand that satisfying the documentation will mean that you have mostly or completely implemented APQP.

(1) Develop products that meet customer requirements

(2) Minimize risks: By identifying manufacturing defects and guality issues that may occur before mass production and taking measures to address them, it is possible to stabilize quality after mass production.

(3) Improve production efficiency: In order for each department to implement plans that emphasize guality from the early stages of product development, unnecessary processes or unnecessary parts of processes that were set up for quality improvement can be eliminated to reduce the time and effort required when a problem occurs. CONFIDENTIAL

PSW , etc.

Product and process verification



Mass Production

# 3. What is PPAP?



### [1] What is PPAP?

PPAP is the acronym for "Production Part Approval Process" and is the most important activity in IATF16949.

In a word, PPAP is "a series of activities that start delivery by submitting established documents, other various documents, and data to the customer and obtaining their approval." Automobile manufacturers and IATF16949 certified manufacturers require PPAP to be implemented at the time of the first mass-produced delivery (according to [3]).

## [2] Why do customers request PPAP?

Customers can determine whether a manufacturer is capable of mass production based on the following criteria:

- -Whether the supplier understands customer requirements.
- -Whether the manufacturing process is capable of producing products that meet customer requirements

## [3] When do customers request PPAP?

- (1) When a newly designed / developed product is mass-produced and delivered for the first time
- (2) When the following changes occur, at the time of the first mass production delivery after the change:
  - 1) Changes in drawings, 2) Changes in design, 3) Changes in dies or jigs, 4) Changes in materials, 5) Changes in subcontractors, 6) Changes in manufacturing processes, 7) Changes in equipment, 8) Other process changes.
- (3) In the case of a major defect or non-compliance, at the time of the first delivery of a mass production project after correction.

## [4] Documents required by PPAP

There are 18 types of required documents in IATF16949 and 20 types in our company (please refer to Section 5 "PPAP Required Document List")

However, not all PPAPs require the submission of all 20 types. Within our company, the "submission levels" of required documents are ranked into five levels, and required documents are set for each level. In other words, the requirements documents will differ depending on the novelty and importance of the newly launched product, or whether or not it involves new construction methods. In addition, in the case of major defects or compliance violations, the required documents differ depending on the division of responsibility and the nature of the violation. (Defects and violations should not occurr even once, but if it does recur multiple times, please note that Astemo may make requirements that are different from those made priorly.)

Therefore, when you receive instructions to implement PPAP, please check with the supplier's quality assurance department what documents are required, the deadline for submission, supporting documents, and other necessary matters.

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# 3. What is PPAP?

No.	PPAP Requirements	Procedure Document		
1	Design documents	Drawing (latest version)		
		·Delivery (purchase) specifications		
2	Design Change Document	Change procedure document		
3	Engineering Approval (upon request)	Technical document(s)		
4	Design FMEA	Design FMEA		
5	Process flow chart	Control Plan (First page).		
6	Process FMEA	Process FMEA		
1	Control Plan	Control Plan		
8	Measurement System Analysis (MSA)	Gage R&R		
9	Dimensional Results	Sample dimensional check result		
10	Material, Performance Test Result	Material chemical result		
		Function check result		
1	Initial Process Studies (Ppk)	Ppk study result		
12	Qualified Laboratory Documentation	No prescribed form		

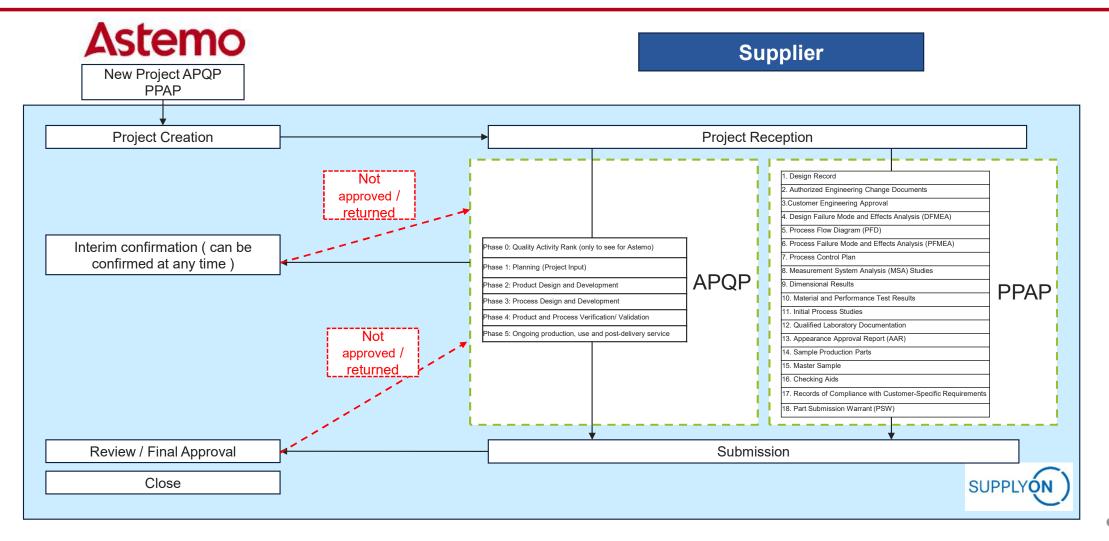
No.	PPAP Requirements	Procedure Document		
13	Appearance approval report (AAR) (when applicable)	Appearance approval report (AAR)		
14	Sample Product	Submit a successful sample		
		(first inspection sample)		
15	Master Sample	Master Sample		
		Master Sample list		
16	Checking Aids	Checking aids		
	10.	Checking aids list		
Ð	Customer-specific requirements	Upon request		
18	Parts Submission Warrant (PSW)	Parts Submission Warrant (PSW)		

《PPAP Requirements》 \* ①~18: IATF16949 Requirements



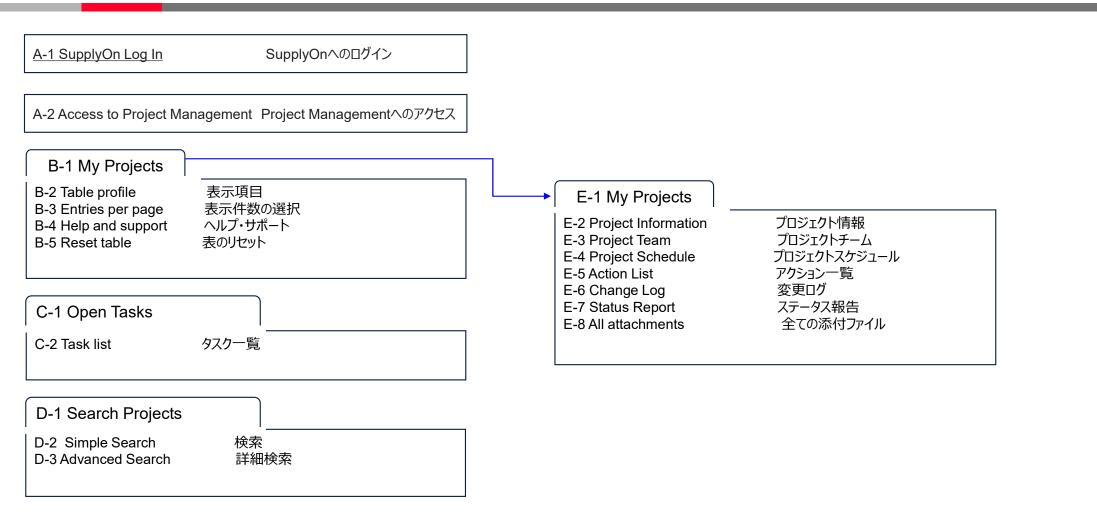
# **Project Management- Response flow**





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# SupplyOn Project Management feature configuration table (Supplier initial screen )



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# A-2 Access Project Management - Access to ProMa



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emo01 Buyer hi Astemo Ltd. Home	Share action plans with your suppliers.	Find the master data of your suppliers.	Share important documents with your suppliers.             Tips & tricks         • Click on the SupplyOn logo to return to this home page.         • Under the entry "More" you will find supplementary and helpful sections.
Help for this page	Open	Open	Open
Feedback	Performance Management →	Problem Solver →	Project Management
	Find key figures on the product and delivery quality of your suppliers by collaborating with them.	O O Actions due within 24 Actions due within 10 days	6       0         My "red" projects       My 'yellow" projects         8       0         My active projects       My overdue actions
	Gpen Sourcing →	Supply Chain Collaboration →	Technical Review →

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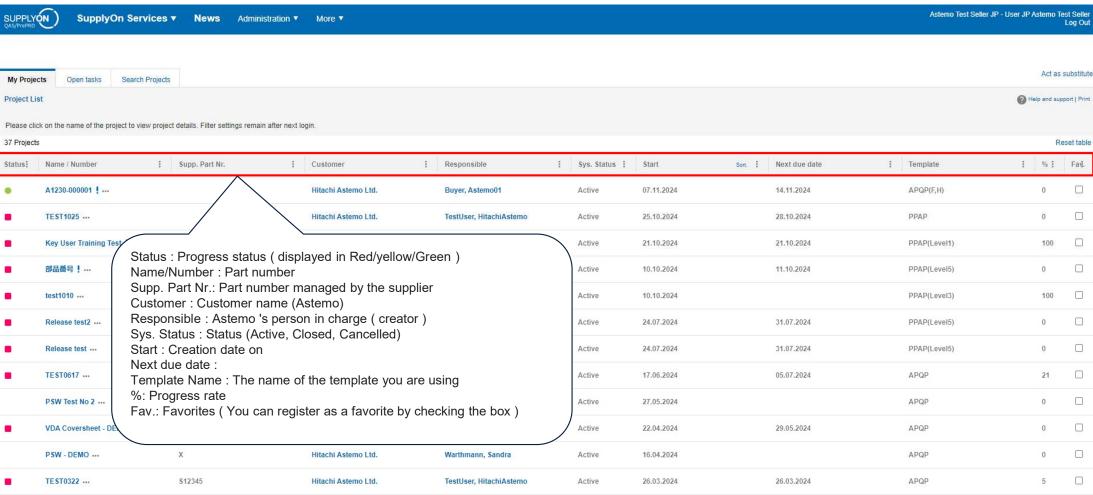
# **B-1 My Project**

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## **B-2 Table Profile - Display items**



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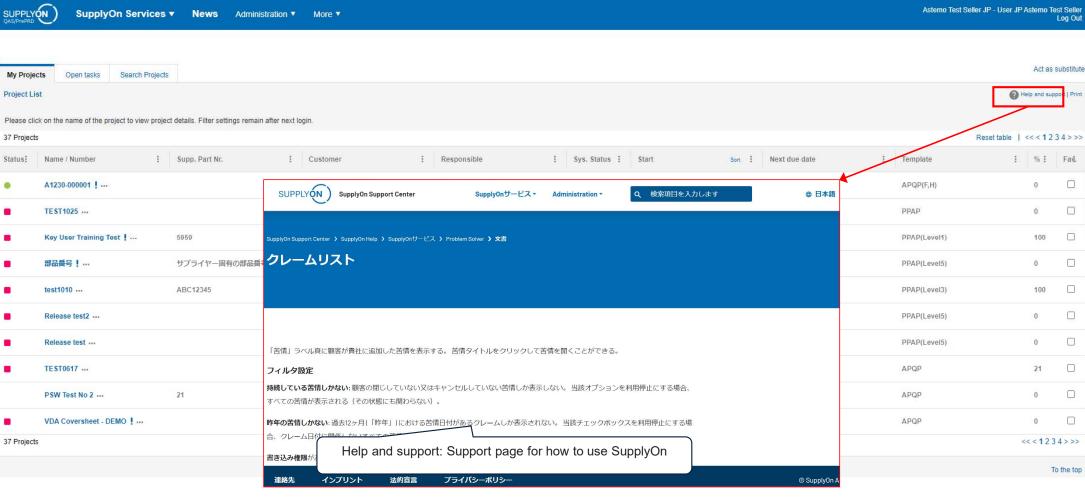
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# **B-3 Entries per page - Display number**



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# **B-4 Help and support**



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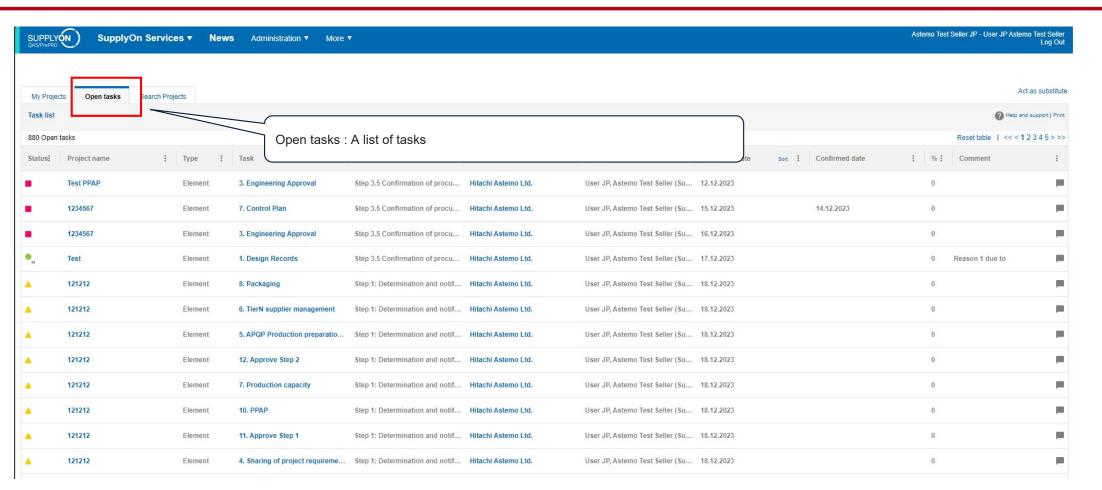
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# C-1 Open tasks / C-2 Task list



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# D-1 Search Projects / D-2 Simple search - Search for projects

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My Projects Open tasks Search Projects	Search Projects				Act as substitute
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		Project search function You can search by entering part number, supplier name, status, etc.			To the top

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# **D-3 Advanced Search - Detailed search for projects**

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	es • News Administration • More •		Hitachi Asterno Ltd Buyer Asterno 1 Log Out	
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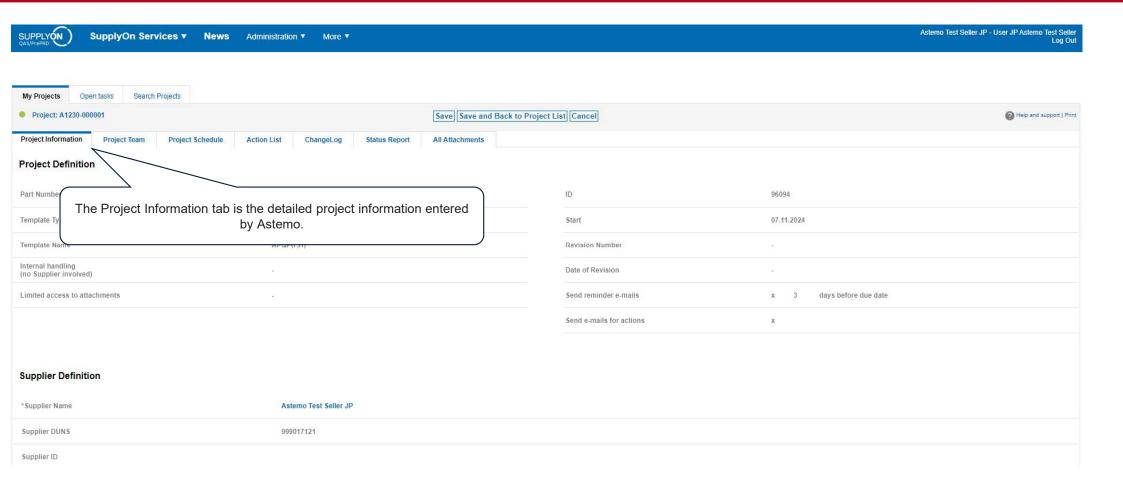
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# **E-1 My Projects**



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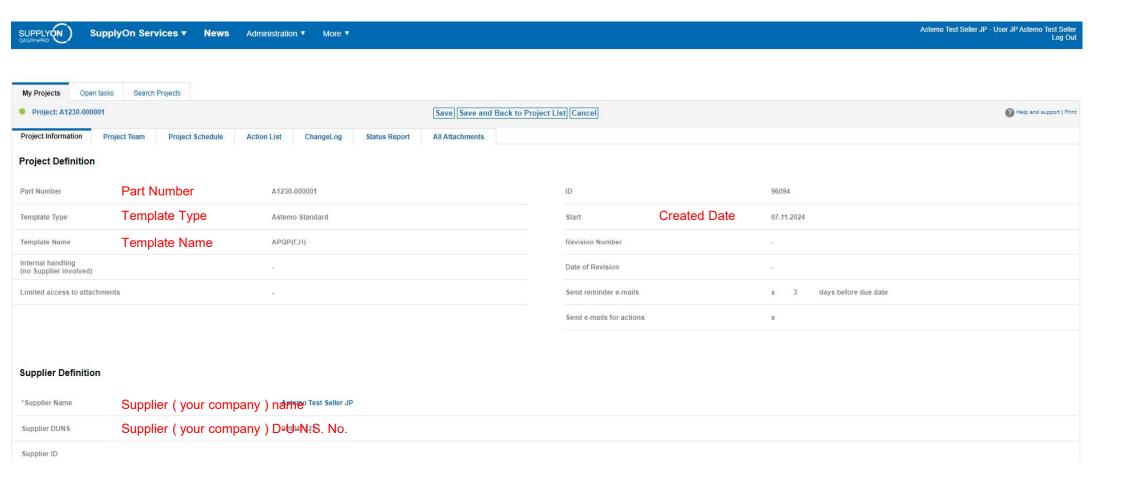
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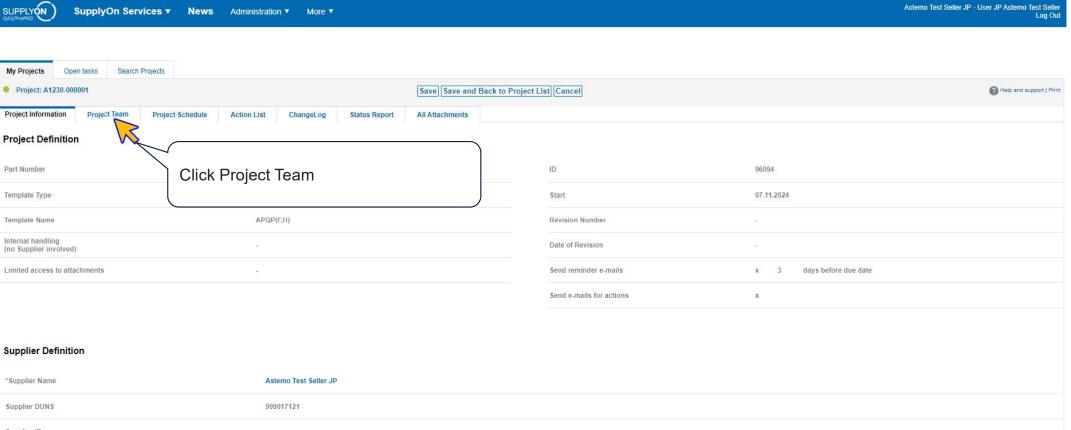


Additional Information				Input by supplier
Customer Information			Supplier Information	
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Commodity	Product range	D13_Machining		
Business Unit	Business Unit	CI-AF		
Astemo Region	Astemo Region	JP		
Astemo Plant	Astemo factory/location	JP-JP-JPNSP1-Nasu		
Astemo Mother Plant	Astemo Mother base	JP-JP-JPNSP1-Nasu		
Astemo Product Name	Astemo Product Name	Astemo Product		



Product Group Name	Product Group Name	A_Contro	ol equipment / Othe	er			
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Tool Go	Tool Go Scheduled Date	15.11.2024	4				
R@R at supplier	R@R implementation date	22.11.2024	4				
Initial Samples (PPAP / PPF	PPAP submission date	29.11.2024	4				
PPAP Approval due date	PPAP expected approval of	ate 06.12.2024	4				
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**E-3 Project Team** 



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# **E-3 Project Team**



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Register/manage members involved in	n this project		
Supplier Quality assurance (Project Lead) Register/manage members involved in	n this project	kyoko.kishi.vd@hitachiastemo.com	293

# **E-3 Project Team**



Supplier				
Supplier Roles	Authorization	Name	E-Mail	Phone
*S_Project Manager	Write	User JP, Astemo Test Seller	slm-migration@supplyon.com	000
Supplier Quality Eng.	Write		-	-
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Manufacturing	Write			
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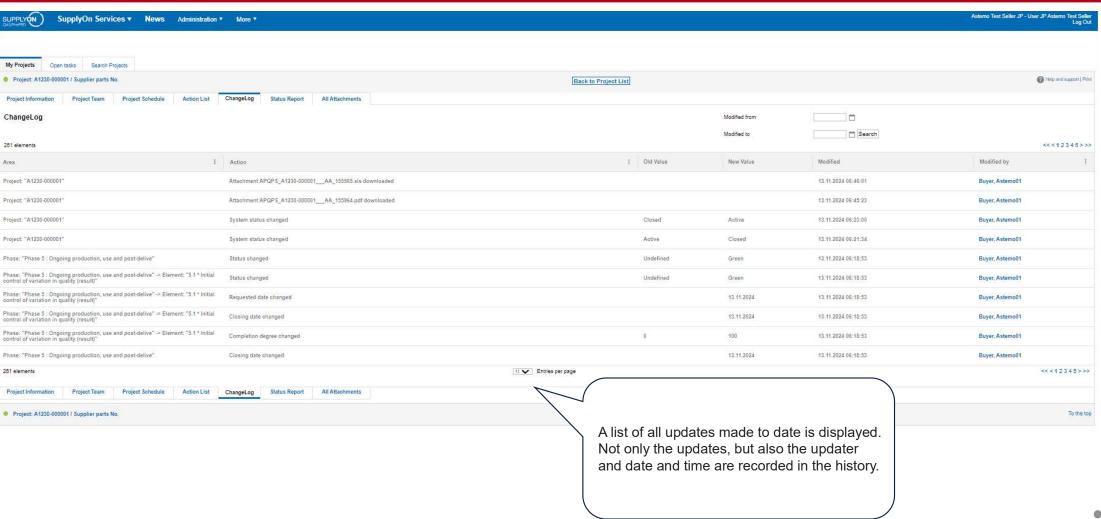


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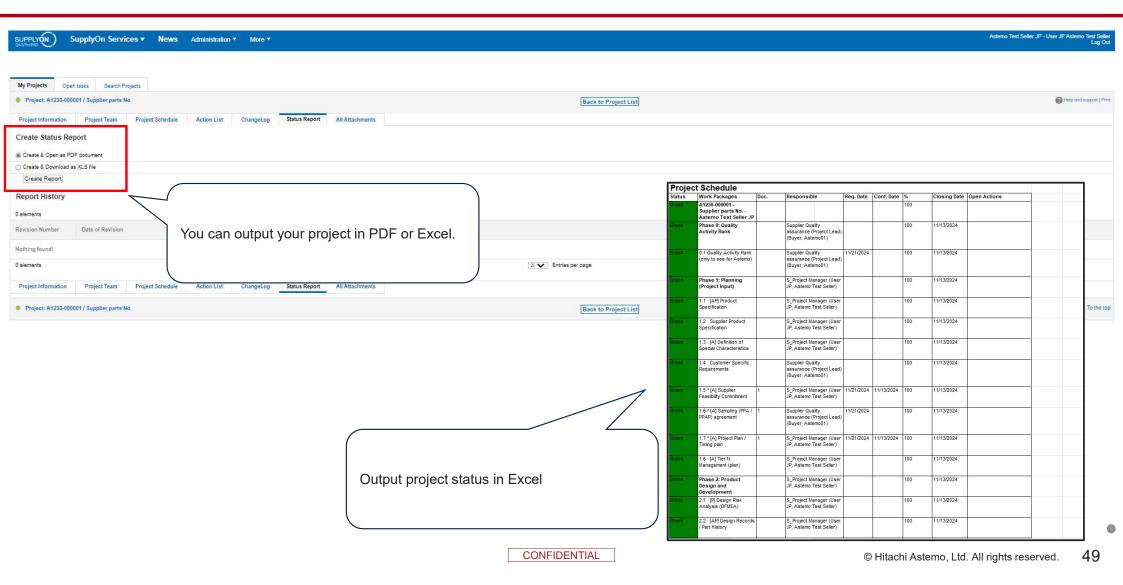
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#### **E-7 Status Report**



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#### **E-8 All Attachments**

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