



SQMS Project Management (PPAP)

Supplier operation user manual

Hitachi Astemo, Ltd.

Quality Management Functional Headquarters Supplier Quality Control Department

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SQMS Project Management (PPAP) 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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2. What is APQP?

[1] What is APQP?

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.

[2] APQP Steps

	Step Name	Step details	Activities
Step 1			Clarify customer requirements and set product specifications and quality targets
Step 2		Product design and development	Specific product design and verification
Step 3		I 3	Design and verification of mass production processes
Step 4			Product and process quality verification before mass production
Step 5		Mass production and improvement	Continuous Improvement

When planning a new product, the first thing to consider is "delivering customer-requested products 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)

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

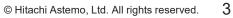
specified methods and activities and carry them out properly. Suppliers should comply with the requirements because the PPAP requirements document includes most or all of IATF16949 Core Tools Nos. 2 to 5. Please understand that satisfying the documentation will mean that you have mostly or completely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

(1) Develop products that meet customer requirements

(2) Minimize risks: By identifying manufacturing defects and quality 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 quality 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.

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Design documents, FMEA , CSR ,

 Process design

 Product and process verification

 Mass production

 Evaluation, feedback, improvement

 Core Tools
 APQP Steps

 Methods and Documents

 CP
 2–3

 Control Plan

 FMEA
 2 and 3

 D-FMEA, P-FMEA

Gage R & R (GRR)

Control Chart, Cpk

PSW , etc.

Product design

3–4

4–5

4⇒5,5

<< Steps 1 to 5 >>

Program plannning

MSA

SPC

PPAP

Planning

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

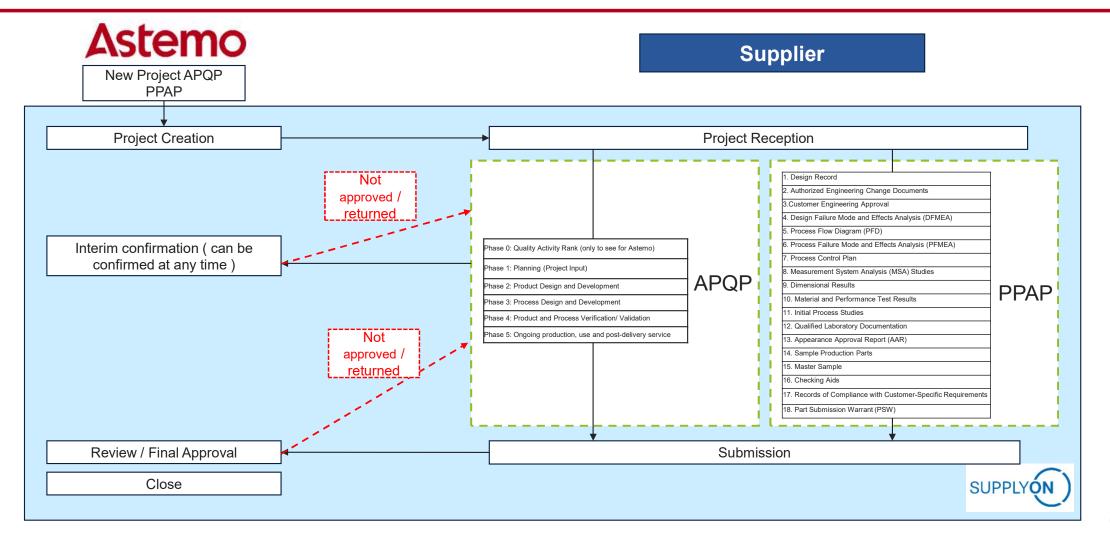
No.	PPAP Requirements	Procedure Document
13	Appearance approval report (AAR) (when applicable)	Appearance approval report (AAR)
14	Sample Product	Submit a successful sample
		(first inspection sample)
15	Master Sample	Master Sample
		Master Sample list
16	Checking Aids	Checking aids
	10.	· Checking aids 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 function configuration table (Supplier initial screen)



A-1 SupplyOn Log In SupplyOnへのログイン	
A-2 Access to Project Management Project Managementへのアクセス	
B-1 My Projects B-2 Table profile 表示項目 B-3 Entries per page 表示件数の選択 B-4 Help and support Aルプ・サポート B-5 Reset table 表のリセット C-1 Open Tasks C-2 Task list タスク一覧	 E-1 My Projects E-2 Project Information プロジェクト情報 E-3 Project Team プロジェクトチーム E-4 Project Schedule プロジェクトスケジュール E-5 Action List アクション一覧 E-6 Change Log 変更ログ E-7 Status Report ステータス報告 E-8 All attachments 全ての添付ファイル
D-1 Search Projects D-2 Simple Search 検索 D-3 Advanced Search 詳細検索	

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A-2 Access Project Management - Access to ProMa



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B-2 Profile display items

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	test1010	Supp. Part Nr.: Part number Customer : Customer name		pplier	Active	10.10.2024		PPAP(Level3)	100	
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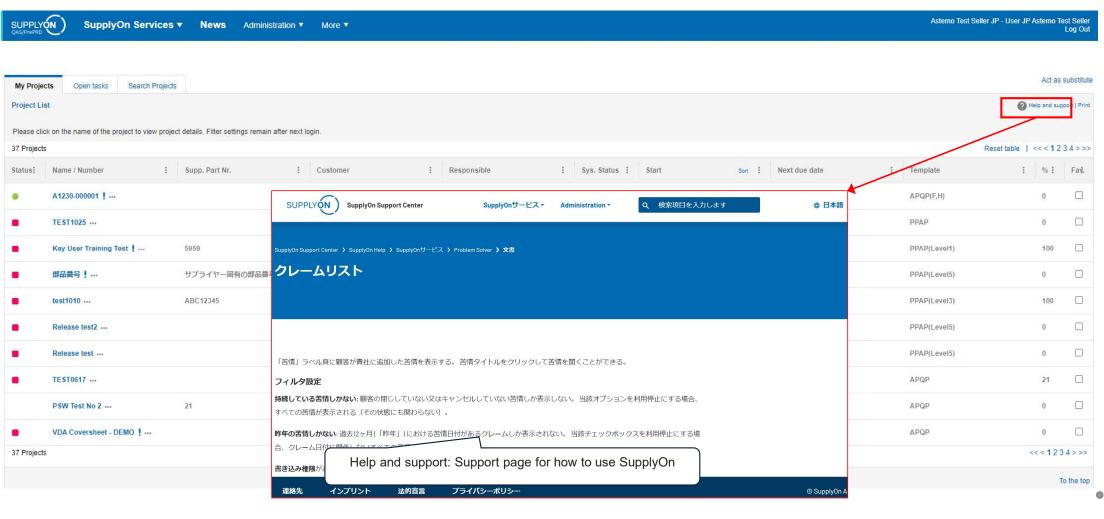


B-3 Entries per page - Display number



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B-4 Help and support



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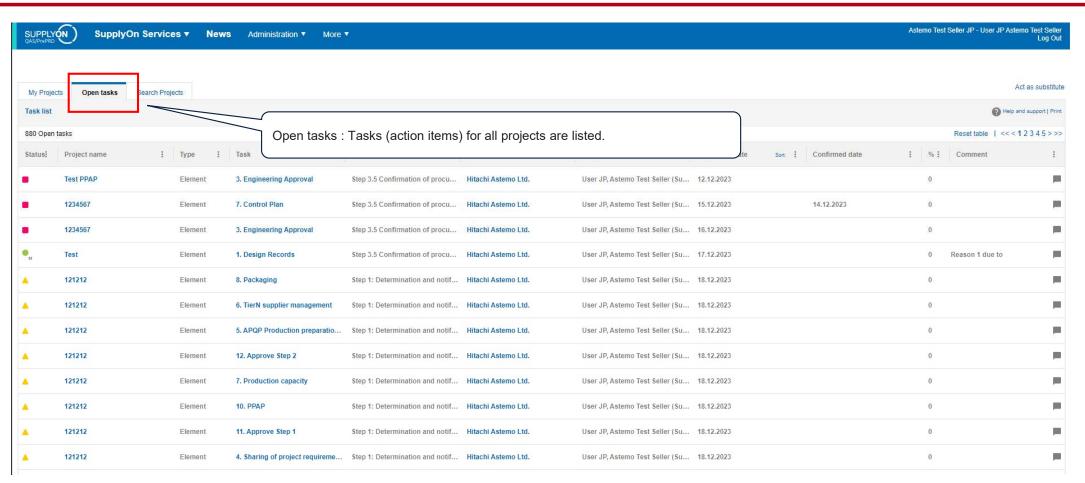
B-5 Reset table

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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 Astemo

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D-3 Advanced Search - Detailed search for projects



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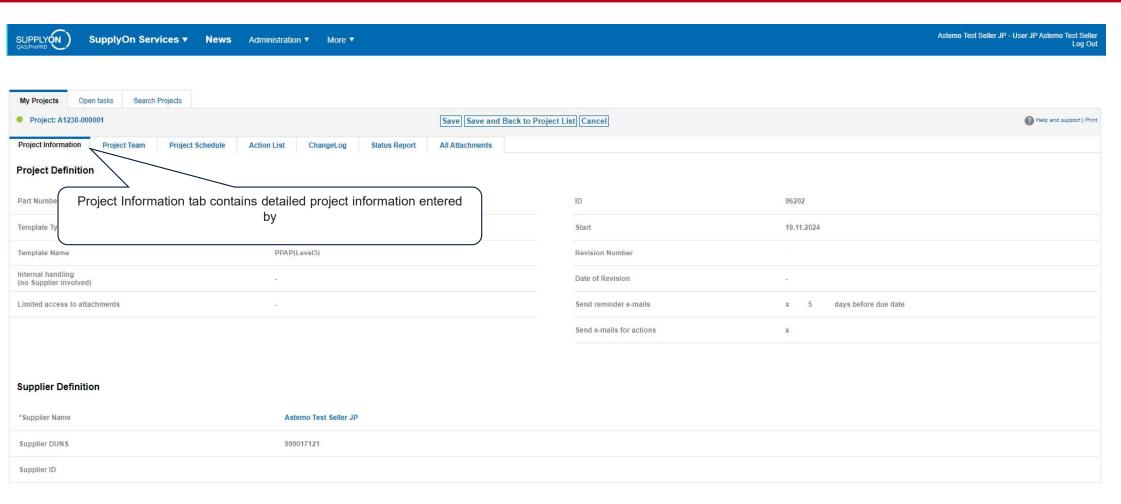
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E-1 My Project

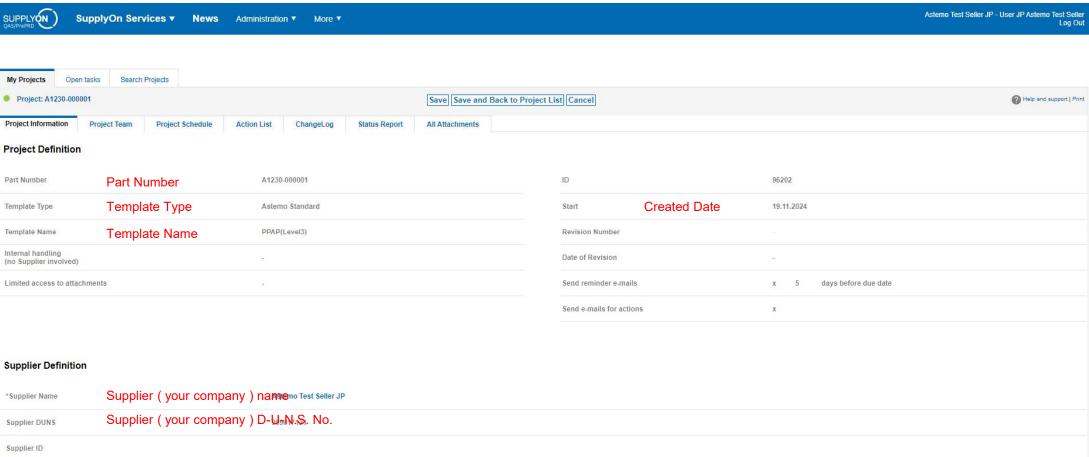


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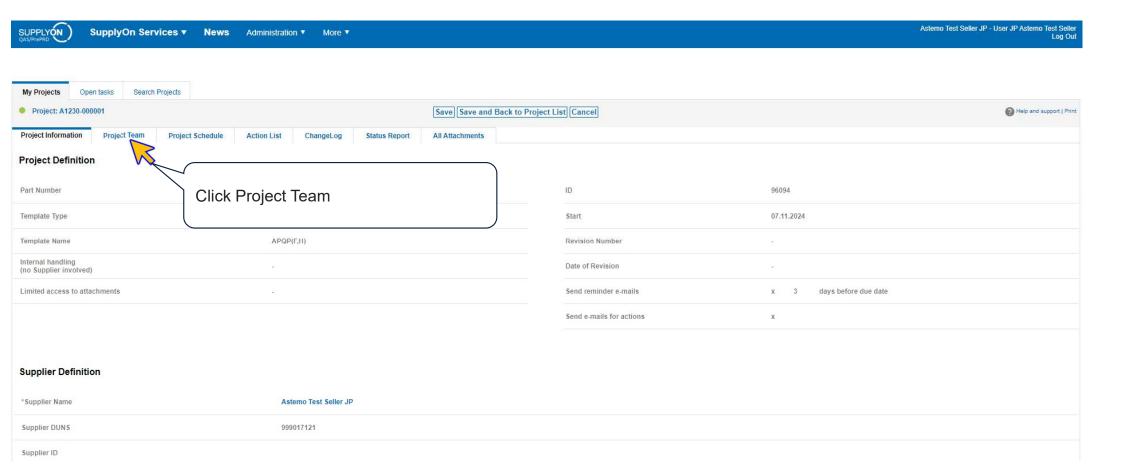
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Drawing No.	Drawing Number	A1230-000001-01	
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Business Unit	Business Unit	CI-SD	
Astemo Region	Astemo Region	JP	
Astemo Plant	Astemo Factory / Location	JP-JP-JPKDP1-Miyagi No.1	
Astemo Mother Plant	Astemo Mother Base	JP-JP-JPKDP1-Miyagi No.1	
Astemo Product Name	Astemo Product Name	Astemo Product	

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Astemo Product Name	Product Group Name	Astemo Product				
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Customer / OEM	Model and engine	HONDA				
Applied Vehicle/Engine etc.	name Manufacturing	Engine No.1				
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Tool Go	R@R implementation date	26.11.2024				
R@R at supplier		03.12.2024				
Initial Samples (PPAP / PPF)		10.12.2024				
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E-3 Project Team



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E-3 Project Team



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Customer Customer Roles Supplier Quality assurance (Project Lead) Register/manage members involved	in this project	E-Mail kyoko.kishi.vd@hitachiastemo.com	Phone 293
Supplier Quality assurance (Project Lead)	in this project		
Register/manage members involved	in this project	kyoko.kishi.vd@hitachiastemo.com	293

E-3 Project Team



Supplier				
Supplier Roles	Authorization	Name	E-Mail	Phone
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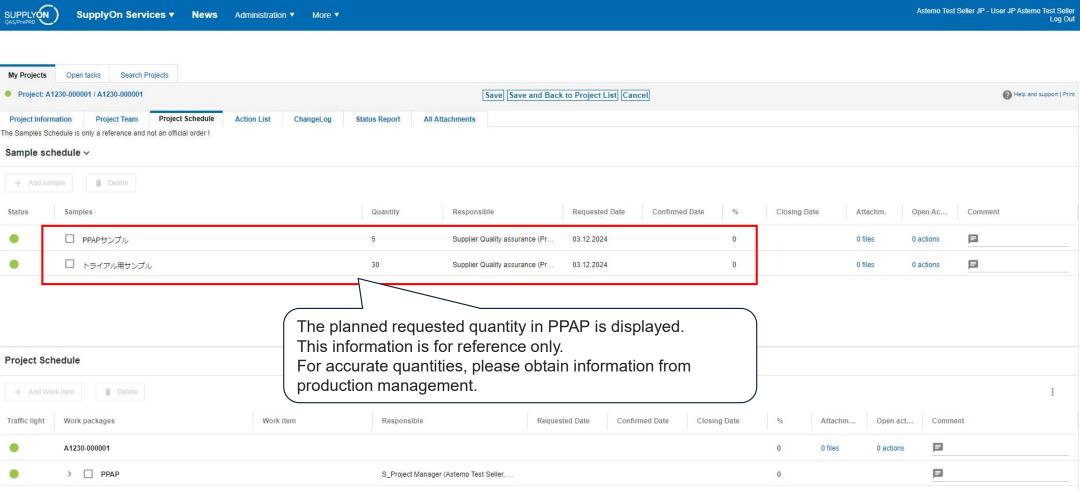
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CFT/GCFT Leader , PM	Write	-		
Design	Write	-		
Manufacturing	Write	-		
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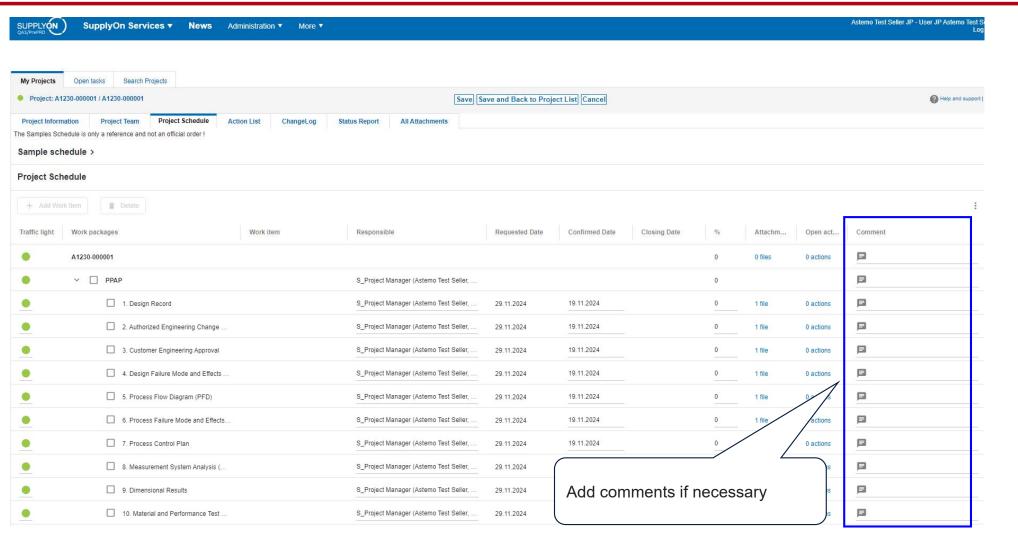


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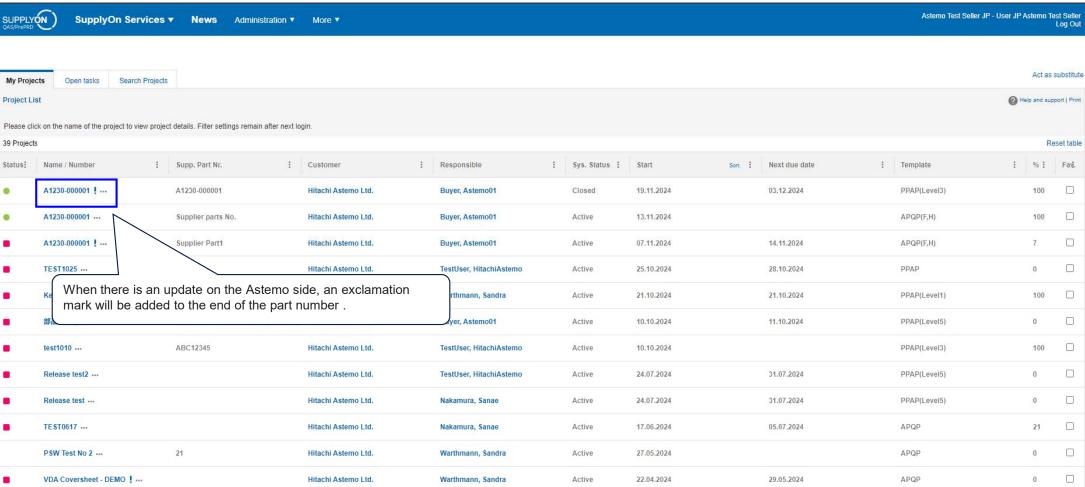
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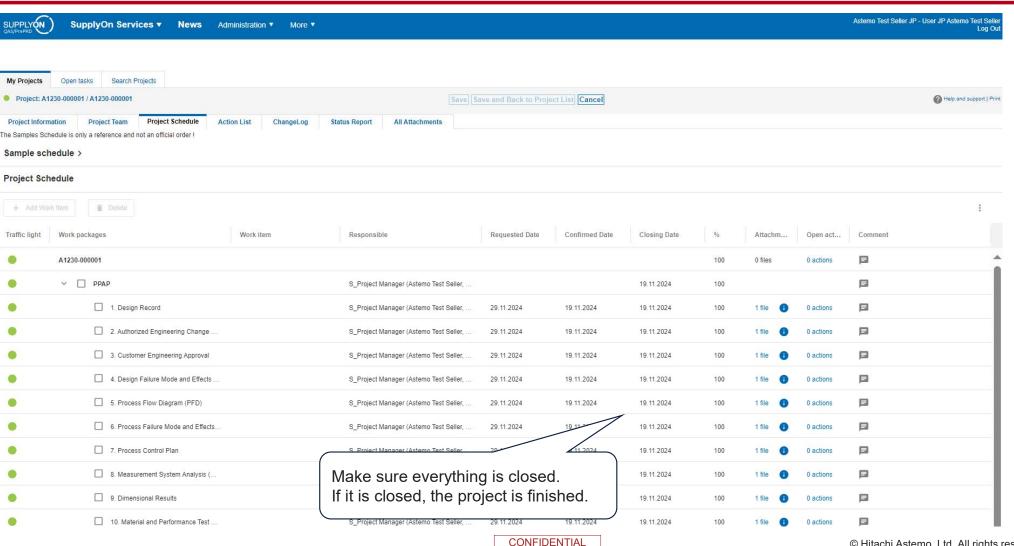
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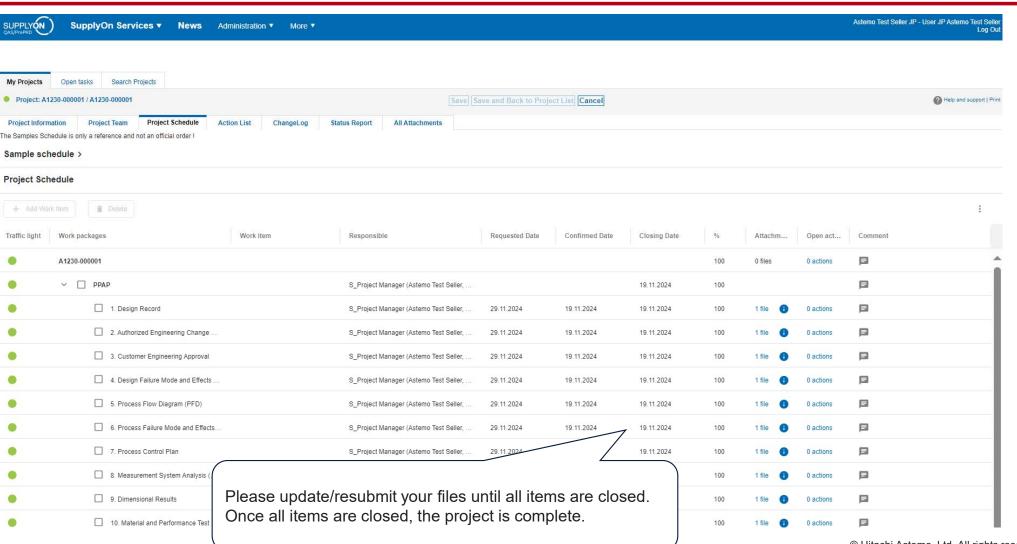


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Depending on internet connection bandwidth, attachn	nents with a size of more than 50MB can ca	use time out errors while uploadin	g. Please split y	our attachments in multiple files if	time out errors occur.			
Add Attachment to project Test_Hirat	a 01 / ABC12345: element - 1.2	Supplier Product Speci	fication					
Title:								
File:	Browse							
Upload								
Attachments to project Test_Hirata 01	/ ABC12345: element - 1.2 Su	oplier Product Specifica	tion					
 Only project attachments 1 Attachment 								
Title	File Name	Acceptance	Version	Attachment Classification	Creation Date	Created By	Versioning	Comment
Attachment1	Attachment.pdf	Rejected	AA	No Classification	21.02.2024 02:06:22	User JP, Astemo Test Seller	Upload new version	Need to add more infromation
1 Attachment			10 🗸	Entries per page				\wedge
				Save Back			/	To the top
					review	•	/ losed items, c ts from Astem	open no and update /



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SUPPLY SupplyOn Services V News Administration V More V			Hitachi Astemo Ltd, - Buyer Astemo01 Log Out
Proposed projects MNE My Projects Open tasks Templates Search Projects Maintenance			
Project: A1230-000001 / Supplier parts No.	Save Save and Back to Project List Download XLS	S Cancel	Help and support Print
Project Information Project Team Project Schedule Action List ChangeLog Status Report	All Attachments Linked Projects		
Action list			
Status : Action Name Description	Responsible Reference : Requ	uested Date : % Closing Date :	Comment
	Supplier Quality assurance (Project Lead) (Buyer, Asterno01)	0	•
Delete] Add action			
Project Information Project Team Project Schedule Action List ChangeLog Status Report	All Attachments Linked Projects		
Project: A1230-000001 / Supplier parts No.	Save Save and Back to Project List Download XLS	S Cancel	To the top
If Astemo requests specific actions during the project	they will		
be displayed in the Action list. Please check the deta			
take action in the Project schedule.			
	J		

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E-6 ChangeLog - Change history

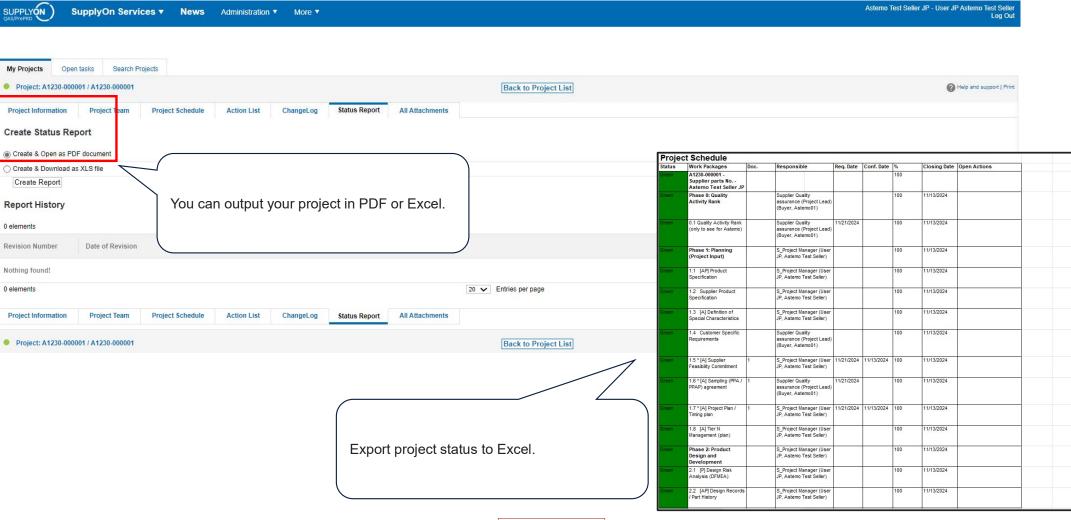
Astemo Test Seller JP - User JP Astemo Test Seller Log Out

SUPPLYON SupplyOn Services V News Administration V More V

Project: A1230-000001 / A1230-000001		Back to Project List			Help and support Print
roject Information Project Team Project Schedule Action List Change	Log Status Report All Attachments				
hangeLog			Modified from		
			Modified to	Search	
6 elements					<<<12345>>>
ea : Action	1	: Old Value	New Value	Modified	Modified by
oject: "A1230-000001" System	n status changed	Active	Closed	19.11.2024 08:10:08	Buyer, Astemo01
hase: "PPAP" -> Element: "18. Part Submission Warrant (PSW)" Closin	g date changed		19.11.2024	19.11.2024 08:08:21	Buyer, Astemo01
hase: "PPAP" -> Element: "18. Part Submission Warrant (PSW)" Comp	letion degree changed	0	100	19.11.2024 08:08:21	Buyer, Astemo01
hase: "PPAP" \rightarrow Element: "17. Records of Compliance with Customer-Specific closin equirements"	g date changed		19.11.2024	19.11.2024 08:08:21	Buyer, Astemo01
hase: "PPAP" -> Element: "17. Records of Compliance with Customer-Specific Comp equirements"	letion degree changed	0	100	19.11.2024 08:08:21	Buyer, Astemo01
nase: "PPAP" -> Element: "16. Checking Aids" Closin	g date changed		19.11.2024	19.11.2024 08:08:21	Buyer, Astemo01
nase: "PPAP" -> Element: "16. Checking Aids" Comp	letion degree changed	0	100	19.11.2024 08:08:21	Buyer, Astemo01
hase: "PPAP" -> Element: "15. Master Sample" Closin	ig date changed	\sim			er, Astemo01
hase: "PPAP" -> Element: "15, Master Sample" Comp	letion degree changed	0	 A list of all the 	updates so far is displayed.	r, Astemo01
nase: "PPAP" -> Element: "14. Sample Production Parts" Closin	g date changed			pdated items but also the	r, Astemo01
16 elements	11	0 V Entries per page		pdated and the date and time	<<<12345>>>
Project Information Project Team Project Schedule Action List Change	Log Status Report All Attachments		are recorded	n the history.	
Project: A1230-000001 / A1230-000001		Back to Project List			To the top

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E-7 Status Report



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E-8 All Attachments

SUPPLYON) SupplyOn Services V News Administration More V

My Projects Open tasks Search Projects Project: A1230-000001 / Supplier parts No. () Help and support | Print Back to Project List **Project Schedule** Action List ChangeLog All Attachments Project Information Project Team Status Report A list of all attachments is All Attachments displayed Here you see an overview of all attachments of a project. Furthermore, you can select individual attachments and download them as a packed ZIP file to your computer Only project attachments 13 Attachment E Version E File size Title son. 3 File Name I PPAP i Acceptance B Reference to Creation Date E Created By AA 1.5 Attachmen.pdf Released 1.5 * [A] Supplier Feasibility Commitment 13.11.2024 05:03:58 User JP, Astemo Test Seller 16.67 KB 1.6 Attachmen.pdf AA 1.6 * [A] Sampling (PPA / PPAP) agreement 13.11.2024 05:04:32 User JP, Astemo Test Seller 16.67 KB Released 1.7 * [A] Project Plan / Timing plan 1.7 Attachmen.odf AA Released 13.11.2024 05:05:05 User JP, Astemo Test Seller 16.67 KB 12 3.3 AA 3.3 * [P] PFMEA 13 11 2024 05:06:08 User JP Astemo Test Seller 16.67 KB \Box Attachmen.pdf Released 12 3.4 Attachmen.pdf AA Released 3.4 * [P] Control Plan 13.11.2024 05:08:20 User JP, Asterno Test Seller 16.67 KB 3.5 Attachmen.pdf AA 82 Released 3.5 * [AP] Equipment (Timing / Status) 13.11.2024 05:08:46 User JP, Astemo Test Seller 16.67 KB 3.6 AA 101 Released 3.6 * [AP] IMDS Document No. 13.11.2024 05:09:11 User JP, Astemo Test Seller 16.67 KB Attachmen.pdf 157 0.0 4.1 * [AP] Equipment (Timing / Status) 13.11.2024 05:09:41 User JP. Astemo Test Seller 16.67 KB 4.1 Attachmen.pdf Released 4.11 Attachmen.pdf AA Released 4.11 * [A] Release PPAP / PPA 13.11.2024 05:10:45 User JP, Astemo Test Seller 16.67 KB AA 4.13 * Past trouble (KAKOTORA) verification 13.11.2024 05:11:17 User JP, Astemo Test Seller 16.67 KB 4.13 Attachmen.pdf Released Attachmen.pdf AA Released 13.11.2024 05:11:43 User JP, Astemo Test Seller 16.67 KB 4.14 4.14 * Initial control of variation in quality (plan) 4.8 Attachmen.pdf 6.6 12 Released 4.8 * [AP] PPAP / PPA (Production / Part Approval) 13.11.2024 05:10:11 User JP, Astemo Test Seller 16.67 KR men.pdf AA Released 5.1 * Initial control of variation in quality (result) 13.11.2024 06:16:13 Buyer, Astemo01 16.67 KB Download as ZIP file Download PPAP 5(V Entries per page Project Information Check the files you need and download them all at Project: A1230-000001 / St To the top Back to Project List once CONFIDENTIAL 49

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