Dokument: **PRIROČNIK KAKOVOSTI ZA DOBAVITELJA / SUPPLIER QUALITY MANUAL**

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1. NAMEN / Scope

Priročnik Kakovosti za Dobavitelja je del splošnih zahtev za nabavo izdelkov in storitev za program Odkovki družbe Unior d.d.. Določa vse zahteve in kriterije za vse nabavljene materiale, ki so namenjeni za proizvodnjo. Ne nadomešča niti zahtev avtomobilske industrije (IATF16949) niti Specifičnih zahtev kupcev (CSR) oz proizvajalcev originalne opreme, ampak je njegov sestavni del. Ta priročnik dopolnjuje Splošne nabavne pogoje družbe Unior d.d. (SNP).

The Supplier Quality Manual is part of the general requirements for the procurement of products and services for the Forgings Program of Unior d.d.. It specifies all requirements and criteria for all purchased materials intended for production. It does not replace either the requirements of the automotive industry (IATF16949) or the CSRs of OEMs but is an integral part of it. This Manual supplements the Unior d.d. General Terms and Conditions of Purchase.

2. PRIROČNIK KAKOVOSTI ZA DOBAVITELJA / Supplier Quality Manual

Namen tega priročnika je dati popolna in natančna navodila v celotnem postopku obvladovanja dobaviteljevega procesa. Zaradi tega je razdeljen na tri glavna poglavja:

- Osnovne zahteve
- Začetek proizvodnje
- Serijska proizvodnja in njeno obvladovanje

Minimalne potrebne zahteve bodo poudarjene z vzpostavljanjem odgovornosti obeh dobavitelja in UNIOR-ja. Zraven tega je treba določiti potrebne dejavnosti, da se v najkrajšem času omogoči serijska proizvodnja, ki bo ustrezala zahtevam kupca.

The purpose of the following manual is to give complete and careful instructions throughout all the Supplier process. For this reason, it's divided in three main chapters:

- Basic requirements
- Start of Production
- Series production management

The minimum necessary requirements will be underlined by establishing the responsibility fields of both the Suppliers and UNIOR. Moreover, it is necessary to specify the necessary activities to achieve in the shortest time a series production that complies with the customer requirements.

2.1 OSNOVNE ZAHTEVE / Basic Requirements

V tem poglavju bodo opisane osnovne zahteve; Pri osnovnih zahtevah so predvidene vse dejavnosti, ki so odvisne od proizvodnje, ki jo mora dobavitelj izvajati, neodvisno od vrste dobavitelja.

In this chapter, the basic requirements will be outlined. By basic requirements it is intended all the activities dependent on the production that the supplier should perform, independently from the Supplier type.

2.1.1 SPLOŠNE INFORMACIJE / General Information

Namen poslovnega sodelovanja med dobaviteljem in UNIOR d.d. je:

- dobava izdelka, ki ga je zasnoval Unior in ga proizvaja dobavitelj;
- dobava izdelka, ki ga je zasnoval končni kupec (do Unior-ja) in ga proizvaja dobavitelj;
- dobava izdelka, ki ga je zasnoval in izdelal dobavitelj;
- dobava surovin, neopredeljenih in pol-predelanih materialov.

Dobavitelj mora imeti sistem kakovosti, ki omogoča zagotavljanje skladnosti dobavljenega izdelka z vsemi določbami in zahtevami kakovosti, ki jih zahteva UNIOR. Postati dobavitelj UNIOR-ja mora dobavitelj obvezno imeti vsaj certifikat sistema kakovosti v skladu z ISO 9001, ki ga je s presojo tretje stranke izdala akreditirana ustanova. Prav tako dobavitelji kateri dobavljajo material za avtomobilsko industrijo morajo imeti sistem kakovosti skladen s standardom IATF 16949. Dobavitelj je dolžan Uniorju poslati vsa razpoložljiva potrdila o certifikatih. Zraven tega je treba nemudoma obvestiti Unior o morebitnih

spremembah, spremembah samih in posodobitvah.

The business cooperation between the Supplier and UNIOR can have as object:
- The supply of a product designed by UNIOR and produced by the supplier,
- The supply of a product designed by the final customer (to UNIOR) and produced by the supplier,
- The supply of a product designed and produce by the supplier,
- The supply of raw materials, undefined and semi-processed materials.

The supplier should have a Quality System that allows to guaranteeing the conformity of the supplied product with all the provisions and the Quality requirements required by UNIOR. To became UNIOR d.d. Supplier it is mandatory to have at least a Quality System Certification according ISO 9001 released by a third part accredited organism. Also, suppliers who supply material for the automotive industry must have a quality system compliant with the IATF 16949 standard. The supplier is bound to send Unior all the available certifications. Moreover, it is necessary to inform promptly Unior on possible variations, changes and updating.

2.1.2 TEHNIČNI DOKUMENTI / Technical Documents

Dobavitelj mora hraniti in arhivirati vse tehnične dokumente, ki jih je poslal UNIOR (risbe, specifikacije, določbe itd.) in dobavitelj je tudi odgovoren, da ima na voljo vse referenčne standarde. Poleg tega mora dobavitelj uvesti sistem upravljanja revizij ali sprememb, da vse spremembe spremlja in evidentira ter zagotovi in uporablja najnovejši dokument.
Dobavitelj je odgovoren tudi za natančen pregled in analizo vseh tehničnih dokumentov v zvezi z dobavljenim delom, da se zagotovi popolna skladnost delov, ne samo s značilnimi karakteristikami ki so na risbi, temveč tudi v smislu vodenja proizvodnje.
Dobavitelj ne sme posredovati ali dovoliti tretjim osebam, da uporabljajo Unior dokumente brez pisnega dovoljenja vodstva Nabave Unior ali Kakovosti Unior, ne da bi to posegalo v dejavnosti povezane z realizacijo in izvajanjem proizvodnega cikla, ki je naveden v Unior-ju.

The supplier is required to keep and store all the technical documents sent by UNIOR (drawings, specifications, provisions etc...) and the same supplier is responsible for having all the reference standards available. Moreover, the supplier should implement a management system for revisions or changes with the purpose of tracking all the changes, guaranteeing and offering the most updated document.
The supplier is also responsible for analysing carefully all the technical documents concerning the supplied part, in order to guarantee the total conformity of the Supplier, not only by the physical features expressed on the drawing but also in terms of the production management. The supplier cannot transmit or let third parties use Unior documents without the written authorization of the Purchasing Management or Unior Quality, without prejudice to activities connected to the realization and implementation of the production cycle of the product listed in Unior order.

2.1.3 SPECIFIČNE ZAHTEVE KUPCEV / Customer Specific Requirements

Specifične zahteve kupcev predstavlja zbir dodatnih zahtev (zraven tega kar je definirano v ISO 9001 in IATF 16949) in zahtevano pri končnem kupcu (OEM) katere morajo biti spoštovani skozi dobavno verigo. Celoten nabor zahtev velja, kar se tiče pristojnosti, v celotni dobavni verigi (Stopnja 2 in več).

Customer specific requirements represent the set of additional requirements (in addition to what is defined in ISO 9001 and IATF 16949) defined by the end customer (OEM), which must be respected, during the delivery relationship. The set of requirements applies, as far as competence is concerned, throughout the supply chain (Tier 2 and more).

2.1.4 MERILNA OPREMA IN OPREMA ZA TESTIRANJE / Measurement equipment and testing tools

Dobavitelj mora imeti ustrezna orodja za testiranje in merilno opremo, katera zagotavlja postopek in kakovost izdelka. Za merilna opremo / orodja za testiranje je potrebno predložiti v periodični sistem kalibracije in certificiranja.
Dobavitelj mora preveriti spremenljivost merilnega sistema v skladu s smernico AIAG - Analiza merilnega sistema (MSA).

The supplier should possess adequate testing tools and measurement equipment, aimed at guaranteeing the process and product

Quality. The testing tools should be submitted to a periodical system of Calibration and certification.
The supplier shall verify the variability of measurement system following the *AIAG guideline - Measurement System Analysis (MSA).
* AIAG – Automotive Industry Action Group;

2.1.5 NADZOR REZULTATOV IN ZAPISI / Control results recording

Dobavitelj mora zabeležiti rezultate nadzora in testiranja, načrtovanja izdelkov in procesov, naročila in povezane pogodbe ter jih na zahtevo pokazati.
The supplier is required to record the control and testing results, product and process design, order and related contracts and show them upon request.

2.1.6 VARSTVO PRI DELU IN OKOLJE / Safety and Environment

Unior zahteva, da dobavitelji izpolnjujejo veljavne zakonske določbe o zdravju delavcev tudi v zvezi z električnimi in elektromagnetnimi določili, ki veljajo za državo proizvajanja in prodaje. Tudi na področju okolja mora dobavitelj upoštevati veljavne referenčne standarde. Unior raje daje prednost dobaviteljem, ki imajo certifikate ISO14001 in / ali ISO18001.

Poleg tega morajo dobavitelji obvestiti Unior o sestavi vseh sestavnih delov in pol-izdelkov dobaviteljev in so odgovorni za podatke vsebovane v MDS (Material Data Sheet), ki jih je treba med vzorčenjem poslati Uniorju. Poleg tega vsi izdelki poslani Uniorju, ne smejo vsebovati snovi, ki se štejejo za nevarne (kot je opredeljeno v zadnji reviziji "seznama kandidatov" ECHA), zato morajo biti v skladu s specifikacijami iz uredbe REACH (Registracija, ocena, odobritev in omejitev kemikalij).

Unior requires that the supplier fulfil the provisions in force concerning the health of the workers, concerning electrical and electromagnetic obligations applicable to the country of production and sales. Concerning the Environmental field too, the suppliers are required to follow the reference standards in force. Unior will prefer the suppliers in possession of ISO 14001 and/or ISO 18001 certifications.
Moreover, the Suppliers should inform Unior on the composition of all the components and semi-components object of the Supplier and they are responsible for the data contained in the MDS (Material Data Sheet) that must be sent to Unior during sampling. Furthermore, all products sent to Unior must not contain the substances considered dangerous (as defined in the last revision of the "list of candidates" of ECHA) and therefore must comply with the specifications included in the REACH Regulation (Registration, Evaluation, Authorisation and restriction of Chemicals).

2.1.7 ZAVAROVALNO KRITJE / Insurance Coverage

Unior si pridržuje pravico, da od dobaviteljev zahteva, da glede na obseg dobave in s tem povezana tveganja prevzame zavarovalno kritje za skladnost izdelkov in civilno odgovornost za kritje stroškov vračanja izdelkov iz terena (riziko izdelka z napako).
Unior reserves the right to require its suppliers, depending on the scope of supply and the risks involved, to take out insurance coverage for product conformity liability and civil liability to cover any costs for field returns (faulty product risk).

2.1.8. KRIZNI NAČRT / Contingency Plan

Dobavitelj mora imeti krizni načrt, ki predstavlja vse dejavnosti za ponovni zagon njihovih operativnih dejavnosti v najkrajšem možnem času po prekinitvi, ki jo povzročijo notranji ali zunanji dejavniki. Za opredelitev načrta mora dobavitelj za vsak proizvodni postopek preveriti vse možne pogoje prekinitve (npr. prekinitve dobav izdelkov, prekinitve procesov in storitev ter zunanje oskrbe, ponavljajoče se naravne nesreče, požari ali težave z infrastrukturo itd.).

The supplier must have an emergency plan which represents all the activities to restart their operating activities, in the shortest possible time, after an interruption caused by internal or external factors. For the plan definition, supplier must verify for each production process, all the possible conditions of interruption (eg, interruptions of products, processes and services of external supply, recurring natural disasters, fires or problems with infrastructures, etc.).

2.1.9. ETIČNI KODEKS / Code of Ethics

Etični kodeks določa vrednote, načela ter etična in vedenjska pravila in načela, ki spodbujajo vsa podjetja skupine Unior pri njihovem delovanju in uresničevanju njihovih ciljev in interesov z namenom ohranjanja spoštovanja in podobe skupine s

strani ohranjanja jasnih in preglednih odnosov z vsemi gospodarskimi subjekti.
Etični kodeks skupine Unior najdete na spletni strani pod www.unior.si/za-dobavitelje.

The Code of Ethics defines the values, principles and ethical and behavioural rules and principles that stimulate all the companies of the Unior in their activities and in the pursuit of their objectives and interests with the aim of preserving the respect and image of the group by maintaining clear and transparent relations with all the economic subjects involved.
The Unior Group's Code of Ethics is available on the internet site www.unior.si/za-dobavitelje;

2.1.10. PREDHODNA OCENA IN HOMOLOGACIJA DOBAVITELJA / Pre-evaluation and Supplier Homologation

Uvedba novega dobavitelja v skupino Unior poteka v dveh različnih fazah:

A) Predhodna ocena: Oddelek nabave Unior zbira različne informacije o podjetju (tehnične, ekonomske, organizacijske) in predstavlja komercialna pravila, ki bodo uporabljena v naslednjih korakih potrjevanja;
B) Homologacija: na tej stopnji Unior kot kupec izvede presojo procesa kakovosti v proizvodnem obratu, da bi ocenil ustreznost podjetja z organizacijskega vidika in glede ustreznosti sredstev za proizvodnjo in nadzor kakovosti. Glede na oceno presoje se dobavitelj ovrednoti, po ustrezno določenih kriterijih na naslednji način:
Odobren: Dobavitelj izpolnjuje zahteve in tako postane Unior-jev dobavitelj;
NI odobren: Dobavitelj ne izpolnjuje zahteve in ne more postati Unior-jev dobavitelj;
Pogojno odobren: Dobavitelj lahko postane Unior-jev dobavitelj po predložitvi plana izboljšav.

Naslednje ocene (samo-ocena) je lahko za strani kakovosti dobavitelja le ob predložitvi razvojnega plana in plana izboljšav. Za dobavitelje predlagane z strani kupca zgoraj omenjeni koraki ne veljajo, vse ostale zahteve v priročniku pa so veljavne. Med potrjevanjem dobavitelja Unior preveri vse dobavne pogoje dobavitelj-kupec in če so usklajeni z standardizacijo Unior-ja.

The introduction of a new supplier within the UNIOR Group is carried out through two distinct phases:
Pre-assessment:
The Unior Purchasing Department collects various company information (technical, economic, organisational) and share the previous commercial rules that will be used during the successive agreement;
Homologation:
At this Stage Unior Supplier Quality carried out an Audit at the production plant to assess the company's suitability from an organizational point of view and in terms of suitability of the means of production and control. Depending on the suitability of the supplier to the evaluation parameters appropriately defined on checklists, the supplier may be shown as follows:

- Approved: The supplier meets the requirements and can therefore became a supplier of the Unior Group,
- Not Approved: The supplier does not meet the requirements and cannot became a supplier of the Unior Group,
- Interim Approval: The supplier can become a supplier of the Unior Group only after the sharing of an improvement plan.

Supplier Quality can only carry out further assessments only if there is a development plan / improvement plan.
For customer-imposed suppliers (direct) this step is not applicable, all sections of this manual are still valid.
During homologation, Unior verifies the consistency of supply economical condition between companies and that it is aligned with Unior standard.

2.2. ZAČETEK PROIZVODNJE / Start of Production

2.2.1. ŠTUDIJA IZVEDLJIVOSTI / Feasibility Studies

Unior namerava v študiji izvedljivosti izvesti celotno analizo procesa in razvoja izdelka s preučitvijo vseh zahtev oblike (risbe), povezanih standardov in specifičnih kupčevih zahtev. V tej fazi lahko dobavitelj predloži kakršno koli zahtevo za spremembe dizajna (risbe) ali dodatne informacije ali manjkajoče zahteve.

Za vse nove izdelke ali obstoječe spremembe v proizvodnji lahko Unior zahteva predložitev študije izvedljivosti. Unior namerava v študiji izvedljivosti izvesti celotno analizo procesa in razvoja izdelka s preučitvijo vseh zahtev oblike (risbe), povezanih standardov in specifičnih kupčevih zahtev. V tej fazi lahko dobavitelj predloži kakršno koli zahtevo za spremembe dizajna (risbe) ali dodatne informacije ali manjkajoče zahteve.
Za vse nove izdelke ali spremembe obstoječe proizvodnje si Unior pridržuje pravico, da zahteva študijo izvedljivosti, tudi če

naročilo ni izdano, zavisi tudi od kritičnosti projekta.

Unior intends for a feasibility study a complete analysis of process and product development by examining all the design requirements (drawing), related standards and possible CSR. During this phase, supplier may advance any request for design changes (drawing changes) or additional information or missing requirements.

For all new product launches or existing productions modifications, Unior may request the completion of the feasibility study, Unior intends for a feasibility study a complete analysis of process and product development by examining all the design requirements (drawing), related standards and possible CSR. During this phase, the vendor may advance any request for design changes (drawing changes) or additional information or missing requirements.
For all new product launches or modifications of existing productions, the Unior reserves the right to request the feasibility study, even if the order is not issued, depending on the criticality of the project.

2.2.2. APQP

Glede na kritične točke izdelka ali razvojnega procesa je mogoče z APQP (Napredno načrtovanje kakovosti izdelkov) razviti vse faze pričetka dela dobavitelja. APQP je sistematičen in strukturiran postopek za načrtovanje in spremljanje različnih faz razvoja novega izdelka z namenom zagotavljanja vseh nivojev kakovosti.
Na splošno je razdeljen na tri faze: razvoj, industrializacijo in začetek proizvodnje izdelkov. Glede na kritičnost projekta bo morda mogoče uporabiti namensko programsko opremo ali spletne platforme za upravljanje in spremljanje posameznih APQP faz. Unior glede na projekt uporabi namensko programsko opremo.

According to the critical points of the product or the development process, all the phases of Supplier start-up can be developed through the APQP (Advanced Product Quality Planning). The APQP is a systematic and structured process to plan and monitor the various phases of the development of a new product, with the purpose of guaranteeing the provided quality levels. Generally, it´s divided into three phases: development, industrialization and product launch. Depending on the criticality of the project, may be possible to use dedicated software or WEB platforms for the management and advancement of individual APQP. Depending of project Unior could use a dedicated software for the APQP managements.

2.2.3. OSVAJANE ZAČETNIH VZORCEV / Sampling Process

Osvajanje začetnih vzorcev se izvaja v skladu z mednarodnim standardom PPAP – Postopek Odobritve Proizvodnega Dela, kateri predstavlja načine delovanja pri odobritvi novih izdelkov za serijsko proizvodnjo.
Postopek vzorčenja se bo smatral kot dokončan in potrjen, ko bodo izpolnjene vse zahteve navedene v specifikacijah ali tehničnih dokumentih, tudi glede zmogljivosti proizvodnih kapacitet.
Predstavitev PPAP dokumentacije za dobavitelja je potrebna v naslednji primerih:

A) *Novi izdelek*,
B) *Sprememba na obstoječem izdelku, sprememba materiala, nova risba ali revizija risbe (nov index), sprememba izdelka ki ima vpliv na kakovost in funkcionalnost*,
C) *Sprememba prvotnega procesa izdelave izdelka glede na prvo potrditev*.
   V to kategorijo štejemo naslednje primere:
   - Nova orodja (novi kalupi, dodatna orodja ali zamenjava opreme),
   - Revizije (zamenjava in rekonstrukcija proizvodne opreme, pri tem je izključena redna vzdrževalna dela in zamenjava delov pri katerih dela ne vplivajo na funkcionalnost in kakovost izdelka),
   - Sprememba proizvodnega cikla (vse spremembe ki so bile narejene glede na primerjavo prve odobritve),
   - Premik (morebitna premestitev proizvodnje na drugo lokacijo ali tudi premestitev proizvodnje na isti lokaciji delovanja proizvodnje),
   - Spremembe pod-dobavitelja (vse spremembe materialov in storitev, ki imajo vpliv na kakovost končnega izdelka),
   - Spremembe pod-dobaviteljevih procesov (Unior mora biti obveščen o spremembah proizvodnega procesa pod-dobaviteljev in bo glede na vpliv spremembe preučil, da bo zahteval PPAP predstavitev),
   - Prekinitev proizvodnje za več kot 12 mesecev (Unior odloči v obsegu PPAP predstavitve).

Spremembe postopka, ki ne vplivajo na kakovost izdelka, so izključene za predstavitev, vendar mora dobavitelj spremljati zgoraj omenjene spremembe. Morebitni drugi primeri, ki niso omenjeni zgoraj, bodo sprotno obravnavani in ocenjeni. Dobavitelj je odgovoren za nastalo morebitno škodo v Unior podjetju, če je nastala z uvedbo sprememb, ki niso bile odobrene in niso del prve odobritve PPAP-a.

The sampling process follows the International standard PPAP – Production Part Approval Process that represents the group of the

operational modalities for the approval of parts designed for the series production. The sampling process will be considered accomplished and approved when all the requirements stated in the specifications or technical documents, in terms of production capacity too, will be satisfied.
The PPAP introduction is required to the Supplier in the following cases:

- New part,
- Changes on the present product: change of the material, new drawing or revision number, product revision with impact on quality or functionality,
- Changes on the present process in comparison to what defined in the first approval. In this category, the followings can be included: New tooling: new moulds or supplementary or replaced equipment;

Revisions:
- reconstruction or change of equipment, ordinary maintenance or replacement of parts subject to use that do not affect functionality or the quality of the finished products are to be excluded;
- Change of the production cycle: all the changes of the production cycle in comparison to what defined in the first approval;

Displacement: possible displacement of the production plants, including the displacement in the same production plant;
- Change of sub-suppliers: all the changes of materials or services with impact on the quality of the finished product.
- Change of sub-supplier process: Unior should be informed on the changes of the production process of sub-suppliers and will consider, according to the impact of the change, to require a PPAP introduction.
- Reactivation of supply after more than 12 months (Unior consider to require a PPAP introduction).

Changes of the process that do not have impact on the product quality are excluded. However, the supplier is bound to monitor the above-mentioned changes. Possible other cases not above mentioned will be assessed time by time.
The supplier is responsible for possible damages to Unior coming from the introduction of changes not authorized **and not managed** through the sampling process.

2.2.4. PPAP / PPAP Submission

Vrsta in podrobnosti dokumentov, ki jih je treba priložiti, so opredeljeni v tabeli 1. Zahtevane standardne ravni PPAP-a so določene glede na vrsto proizvodnega procesa:

- Serijska proizvodnja / Pred-serijska proizvodnja: PPAP Level 3,
- Prototipna proizvodnja: Certifikacija kakovosti izdelka.

The type and details of the documents to be attached are defined in chart 1. The required standard PPAP levels are defined according

to the type of production process:

- Series Production: PPAP Level 3
- Prototype Production: Product Quality Certification

Zahteve Requirements	Nivo 1 Lev.1	Nivo 2 Lev.2	Nivo 3 Lev.3	Nivo 4 Lev.4	Nivo 5 Lev.5
1 – Zahteva za odobritev izdelkov (PSW-Krovni list) Request for component approval (PSW-Part Submission Warrant)	C	C	C	C	C
2 – Risba (označene / trasirane karakteristike) Ballooned Drawing	C	C	C	*	T
3 - 5 kos ZV za kontrolo in odobritev N.° 5 Samples for check and approval	T	C	C	*	T
4 – Referenčni glavni kos Reference Master sample	T	T	T	*	T
5 - Pooblaščene spremembe projekta, ki niso uradno objavljene dne dokumenti, vendar že predstavljeni na izdelek Authorized project changes, not made official on the documents yet but already introduced on the product	T	C	C	*	T
6 – Dimenzijsko poročilo po zadnji odobreni risbi Report of the dimensional results after last conform drawing	T	C	C	*	T
7 - Rezultati testov na izdelku (uspešnost in dolžina), kot je določeno v projektni dokumentaciji Results of the tests effected on materials, performance and length, as specified on the project documents	T	C	C	*	T
8 - Sinoptik proizvodnega procesa Process flow diagram	T	T	C	*	T
9 - FMEA proces Process FMEA	T	T	C	*	T
10 - FMEA projekt (za dobavitelje kateri so odgovorni tudi za projekt) Project FMEA (for suppliers with project responsibilities)	T	T	C	*	T
11- Plan nadzora (z vsemi fazami proizvodnega procesa) Control plan (with reference to all the phases of the production procedure)	T	T	C	*	T
12 – Dokument, ki potrjuje procesno stabilnost za kritične karakteristike na risbi ali zahteve ki so določene od kupca Documents certifying the process capacity, for the critical characteristics on the drawing or in the requirements specified by the customer	T	T	T	*	T
13 – Dokument za preverjanje zmogljivosti sistema o merilnih in nadzornih naprav (MSA, R&R) Documents for the check of the system capacity concerning measurement and control tools (MSA - R&R)	T	T	C	*	T
14 – Pakirni list Packaging sheet	T	T	C	*	T
15 - IMDS (Mednarodni sistem podatkov za materiale) poročilo IMDS (International Material Data System) Report	C	C	C	C	C
16 - Plan samo-ocene ali drug dokument, ki je zahtevan od končnega kupca Self-qualification plan or other documents expressively required by the final customer (if requested only)	T	T	C	C	C
17 - Krovni list pod-dobavitelja PSW for sub-supplier approval	*	*	C	*	T

Tabela 1: Dokumenti za vzorčenje
Table 1: Sampling document summary table

C = Dokumenti, ki jih MORAJO dobavitelji dostaviti kupcu in kopijo vložijo v posebno datoteko po veljavnih predpisih arhiviranja;
Documents the suppliers should DELIVER to the customer, filing a copy in specific file, Archive according to the rules / directives.

T = Dokumenti, ki jih dobavitelj mora HRANITI v določeni datoteki glede na zahteve, ter jih mora imeti na vpogled na zahtevo (npr. pri izvedbi presoje).
Documents the supplier should KEEP in a specific file archive according to the directive in force and make them available upon request (i.e. during auditing).

*** =** Dokumenti, ki jih dobavitelj mora HRANITI v določeni datoteki, ter jih mora poslati kupcu na njegovo zahtevo.
Documents the supplier should KEEP in a specific file archive according to the directives in force and send them to the customer upon request.

Če dobavitelj ne more izvesti vseh zahtevanih meritev in testov se lahko nanaša tudi na eksterni laboratorij kateri je

akreditiran po ISO/IEC 17025 ali laboratorij ki je odobren od končnega kupca.
Z naštetimi dokumenti (po možnosti v elektronski obliki) dobavitelj na lastno odgovornost potrjuje kakovost dobavljenega izdelka. Dobavitelj mora preverjati in imeti kontrolo za vse karakteristike po risbi z upoštevanjem vseh povezanih standardov. Vsa izdelana dokumentacija mora biti poslana po elektronski pošti direktno do predstavnika kakovosti (SQE) za dobavitelje in predstavnika nabave Unior (odgovornega za posameznega dobavitelja).

Po dostavi vseh dokumentov in vzorcev lahko PPAP dobi naslednje tri statuse:

- Odobritev: predstavljeni dokumenti in vzorci ustrezajo vsem zahtevam. Dobavitelj je potrjen da lahko izdelke odpremlja le v proizvodne enote Unior-ja.
- Pogojna odobritev: predstavljeni dokumenti in vzorci ne ustrezajo v celoti. Dobavitelj mora zaprositi za dovoljenje za dobavo ne glede na zahteve in predloži akcijski plan katerega mora implementirati v določenem roku.
- Zavrnitev: proizvedeni vzorci ne ustrezajo zahtevam. Začeti bo treba nov postopek PPAP-a.

Obvestilo o rezultatih vzorcev bo izvedeno s posredovanjem obrazca PSW (Krovni list za odobritev), ki ga podpiše oddelek kakovosti Unior / predstavnik kakovosti za dobavitelje.

OPOMBA:

- V primeru izdelkov z varnostnimi karakteristikami mora dobavitelj izdelati plan nadzora, ki v skladu s proizvodnim procesom zagotavlja skladnost vseh izdelkov;
- V primeru posebnih karakteristik (kritičnih, pomembnih ali varnostnih) je treba isto navesti v planu nadzora ter v DFMEA in PFMEA;
- Posebne karakteristike morajo biti podvržene statističnemu nadzoru ali kontrolirane 100%;
- Vzorčenje mora vsebovati preverjanje in potrjevanje vseh karakteristik na risbi in v sorodno povezanih standardih, in brez poseganja v plan za re-kvalifikacijo, ki je bil odobren že v začetni fazi;

Should the supplier be in the position to not carry out all the required checks and tests, it could refer to an external laboratory with ISO/IEC 17025 or laboratories accepted by the final customer. With the sampling documentations (preferable in electronic format), the supplier certifies under its own responsibility the quality of the delivered product. Moreover, the supplier must control and check all the characteristics available on the drawing, using all the suitable connected norms. All documentation produced must be sent electronically directly to representative for supplier (SQE) and Purchasing department of Unior (for supplier responsible).
After the delivery of the documents and sampling parts, the PPAP has three different consequences:

- Complete Approval: the delivered documents and samples fully meet the requirements. The Supplier is authorized to deliver the samples to the only Unior facility it has received the confirmation;
- Interim Approval: the documents or the samples do not fully meet the requirements. The supplier should ask for a permission to deliver notwithstanding the regulations and should define an action plan to be implemented within a given deadline.
- Refused: the produced samples do not meet the requirements. It will be necessary to start a new PPAP process.

The notification of the samples result will be effected through the transmission the PSW form (Part Submission Warranty) signed by Unior Supplier Quality department.

NOTE:

- In case of parts with Safety characteristics, the Supplier should produce a Control Plan that guarantees, according to the production process, the conformity of all parts;
- In case of special characteristics (critical, important or safety), the same should be stated both on the Control Plan and in the D-FMEA and P-FMEA;
- The special characteristics should be subject to a statistical control or 100% controlled;
- The sampling should contain a check and certification of all the characteristics on the drawing and in the relative connected standards, without prejudice to the self-qualification plans approved in preliminary phase.

2.2.5. PROTOTIPI / PROTOTYPES

Prototipi veljajo za izdelke, ki jih, čeprav morajo izpolnjevati določene zahteve, izdelamo z uporabo različnih postopkov drugačni od tistih, ki se uporabljajo za serijsko proizvodnjo. Vsi dobavljeni prototipi morajo imeti izdelano dokumentacijo o

kakovosti izdelka, torej samo tista dokumentacija, ki potrjuje popolno skladnost z risbo in z njimi povezanimi standardi. Zato skladnost materiala potrjujemo z potrjenim certifikatom, ki potrjuje skladnost materiala tudi če obstaja toplotna obdelava, površinska obdelava, varjenje in / ali barvanje / premazi itd.

Postopek vzorčenja je treba ponoviti za vse proizvodne serije, zato mora vsak dobavitelj predložiti določeno dokumentacijo za vsako novo dobavo ali novo proizvodno serijo.
Unior za uradno potrditev vzorcev ne upošteva vzorčenja za prototipe.

Prototypes are considered as products that, even though they have to meet the specified requirements, can be made using different processes than those used for serial production. All prototype supplied must be accompanied by product quality documentation, and therefore only documentation that certifies the complete conformance to the drawing and related standards. Therefore, they must be accompanied by the certification that certifying conformity of the material, and, if present, heat treatment, surface treatment, welding and/or painting/coating etc.

The sampling process must be repeated for all production batches, so each supplier will have to submit the specified documentation for each new delivery or new production batch.
Sampling for prototypes will not be subject to formal approval by Unior.

2.2.6. KAKOVOST POD-DOBAVITELJEV / Sub-Supplier Quality

Če se dobavitelj odloči, da bo pod-dobavitelju zaupal izvedbo določenih operacij / postopkov, je celotno odgovoren za preverjanje popolne skladnosti pod-dobavitelja in njegovih proizvodnih metod, kot so opredeljeni v tem Priročniku za kakovost dobavitelja in s tem delil vse informacije kot so risbe, norme, specifične zahteve kupcev in vse dodatne potrebne informacije.
Vsi dokumenti vključno z PPAP-om od pod-dobavitelja mora biti na voljo na zahtevo kakovosti dobavitelja Unior.

If supplier decides to entrust a subcontractor with the execution of certain processes / procedures, will be full responsible for verifying the compliance of the subcontractor and its production methods as defined in this Supplier Quality Manual and share all information as are drawings, norms, CSR and any additional information needed.
All documents, included PPAP from sub suppliers, shall be made available upon request of Unior Supplier Quality.

2.3. UPRAVLJANJE SERIJSKE PROIZVODNJE / Series Production Management

2.3.1 NAROČILNICA / Purchase Order

Z standardno naročilnico in splošnimi nabavnimi pogoji reguliramo dobavitelja. Pred oddajo naročila morajo biti dogovorjeni tehnični dokumenti (risbe, standardi,).
V primeru da pride do morebitne spremembe katere imamo zgoraj omenjene, mora nabava Unior- ja pisno obvestiti dobavitelja.

With standard order form and Purchase General Conditions regulate supplier. Technical documents must be agreed before placing an order (drawing, standards,). In case of possible changes to what above mentioned, will be sent to the supplier through a written notice from Unior Purchase Department.

2.3.2 UPRAVLJANJE Z POSEBNIMI KARAKTERISTIKAMI / Special Characteristics Management

Risbe Unior- ja ali končnega kupca lahko vsebujejo pomembne karakteristike. Za te pomembne karakteristike je zahteva za dobavitelje da zagotovijo spremljanje le-teh oz nadzor, katere bodo na voljo iz Unior-ja kot specifične zahteve in kot zahteve končnega kupca (CSR). Generalno je zahtevano da morajo biti pomembne karakteristike in njene vrednosti v statističnih mejah ali z uvedeno 100% kontrolo. Posebni postopki tudi morajo obvladovati posebne karakteristike in je potrebno upoštevati točko 2.3.4. Če izdelek vsebuje varnostno karakteristiko (SC) mora dobavitelj garantirati kompletno skladnost. Kontrolni postopek mora vsebovati vse navedene karakteristike – varnostne karakteristike, kritične karakteristike in pomembne karakteristike izdelka, katere so prikazane na risbi, kontrolnem postopku in tudi katere pridejo iz FMEA analize. Dobavitelj mora poslati za vsako pošiljko dokument ki potrjuje skladnost izdelkov in hkrati varnostne karakteristike oz če ni drugače dogovorjeno z Unior kakovostjo obvladovanje dobaviteljev. Če po točki 2.3.7 je najdena neskladnost pri Unior-ju za posebne karakteristike se je potrebno ravnati z dokumentiranim postopkom reševanje problema, ki lahko aktivira poseben

status poslanih pošiljk.

The drawings of Unior or the final customers can contain special characteristics. For these special characteristics, families the supplier is bound to follow the management established by the reference provisions and specific requirements made available by Unior and any CSR. Generally, it is requested to keep under statistical control the characteristics, with restrictions on the capacity values, or 100% control. Should a special process obtain the special characteristic, it is necessary to keep into account what mentioned in paragraph 2.3.4. If product contains safety characteristics (SC), the supplier is obliged to guarantee their complete conformity. The control plan must show at least the verification of all the safety characteristics, but also critical (CC) and important characteristics of the product and process indicated in the drawings or other technical documentation or coming from FMEA analysis. The supplier shall send, for each shipment, documentation that certifies the quality of the material, in particular regarding the safety characteristics, unless otherwise agreed with Unior supplier quality (see Tab2). As from paragraph 2.3.7, any non-conformance found by Unior concerning special characteristics must be managed with documented problem-solving activities and may activate special status of supply conditions.

2.3.3 POSEBNI POSTOPKI / Special process

Postopki za nadzor skladnosti le-teh, ki se lahko pojavijo z destruktivnimi kontrolami dela ali neposredno v uporabi končnega kupca, se imenujejo posebni (varjenje, barvanje, toplotna izolacija, površinska obdelava itd.).
Za upravljanje proizvodnje in procesov ter vsa povezana testiranja izdelkov mora dobavitelj poznati posebne priročnike AIAG.

The processes for the control of the conformity of the same, which can occur by destructive controls of the part only or directly in use by the final customer, are called special (welding, painting, heat insulation, superficial treatment etc..). For production and processes management and all related product testing, the supplier shall have knowledge of specific AIAG Manuals.

2.3.4 UPRAVLJANJE ŠARŽ / Batch management

Za nekatere izdelke (npr. ulivanje, cinkanje, jekleni material) Unior zahteva sledljivost po šaržah. Vsak vhodni material mora biti označen s številko šarže v embalažni enoti ali kosih (kot je navedeno na risbi izdelka) in na logistični dokumentaciji. Ta postopek omogoča sledenje materiala v vseh proizvodnih fazah.
Glede na karakteristike sestavnih delov mora biti za vsako novo šaržo na vhodu priloženo tudi potrdilo, ki potrjuje popolno skladnost.

For some products (i.e. casting, coating, steel material), Unior require batch management. Each input material must be identified with a batch number either on the containers or pieces (as indicated on the drawing component) and on the logistic documentations. This procedure allows tracing the material at all production stages. Depending on the component characteristics, each new batch on entry must also be attached certificate for the full compliance.

2.3.5 ODSTOPANJA / Deviations

Če dobavitelj odkrije na izdelku ali v svojem procesu odstopanje glede na risbo ali tehnični dokument mora pisno podati za pogojni prevzem do odgovorne osebe za obvladovanje dobaviteljev v Unior-ju ali v oddelek tehnologije. Prošnja se mora vezati na izdelek in njegove karakteristike, ter mora vsebovati število kos in kdaj so bili narejeni.
Izdelki oz šarže dobavljene pod odstopanjem, morajo biti pravilno označene in karakteristike za pogojni prevzem morajo biti označene v vsaki dobavljeni seriji za celotni čas dobav.

Should the supplier detect on the component or in its own production process changes in comparison to the drawing or the technical documents, it is bound to ask for a written conditional permission to Unior Supplier Quality and/or Technical Department. The request for deviation should compulsorily contain, besides the references to the product and the characteristics subject to change, the number of pieces and the time interval. The batches of material which will be delivered conditionally should be properly highlighted and the conditionally characteristics should be certified in each supplied batch for all the length of the deviations.

2.3.6 UPRAVLJANJE Z NESKLADNOSTI / Non-Conformity Management

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

- celotna količina se zavrne in vrne dobavitelju (v primeru, ko se materiala ne potrebuje za tekočo proizvodnjo);
- prebiranje količin s strani Unior, dobavitelja ali zunanjega podjetja (v primeru, ko se material potrebuje za tekočo proizvodnjo); o načinu prebiranja se Unior dogovori z dobaviteljem. Vsi neskladni kosi, ki so odkriti med redno proizvodnjo ali prebiranjem, se upoštevajo pri izračunu PPM-jev dobavitelja. Unior za vsako

odstopanje dobavitelju pošlje Reklamacijski zapisnik (obr.06-03-01/3), dobavitelj pa se je na reklamacijo dolžan odzvati z 8D. 8D se pripravi na obrazcu Unior (REKL8D-19-1500/9) ali na vsebinsko ekvivalentnem obrazcu dobavitelja.

Pravila za časovno poročanje 8D:

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

Unior prične z zahtevkom za povračilo stroškov s strani dobavitelja v primerih odgovornosti za ne-kakovost ali težav pri dobavah na strani dobavitelja. Po izračunu nastalih celotnih stroškov Unior posreduje zahtevek za povračilo z bremepisom. Dobavitelj se je dolžan odzvati na bremepis v 10 delovnih dneh.
Po 10 delovnih dneh bo izdan strošek na bremepisu smatran kot potrjen.

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

- entire lot is rejected and returned to the Supplier (applicable in when material is not needed in the production);
- Sorting of the parts by Unior personnel, supplier or 3rd party agency (applicable when parts are needed to maintain production); Unior shall agree on the way of sorting with the Supplier. All non-conforming parts found during assembly or sorting are added to the calculation of the Supplier PPMs. Unior will issue a complaint record (obr.06-03-01/3) to the Supplier and will require the launch of 8D process. Template (REKL8D-19-1500/9) or supplier equivalent form shall be used for 8D.

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

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

2.3.7 REKVALIFIKACIJE / Periodic Re-qualification

V skladu z avtomobilskimi pravili in specifičnimi zahtevami kupca mora biti za vsak izdelek Uniorja opravljena redna rekvalifikacija, ki potrjuje popolno skladnost izdelka.
Dobavitelj mora izvesti rekvalifikacijo izdelka vsaj enkrat letno. Ta obsega preverjanje vseh karakteristik izdelka, predpisanih z risbo ali specifikacijo izdelka, ter ponovitev analize sposobnosti procesa za pomembne in kritične karakteristike. Dobavitelj posreduje Unior-ju poročilo rekvalifikacije na njeno zahtevo.

According with automotive rules and specific CSRs, each product supply to Unior is subject to a periodic requalification that attests the full compliance of the component.
The Supplier shall perform a requalification at least annually. Requalification includes verification of all characteristics as specified in the respective product drawing or specification and a process capability study for critical and significant characteristics. The Supplier shall provide a requalification report to Unior with upon request.

2.3.8 UPRAVLJANJE SPREMEMB / Change Management

Dobavitelj mora obvestiti Unior o načrtovani spremembi procesa in izdelka pred uvedbo. Sprememba procesa je vsaka

sprememba, navedena v točkah spodaj. Sprememba izdelka je vsaka sprememba zahtev za izdelek, opredeljena z risbo ali s specifikacijo izdelka/materiala. Dobavitelj obvesti Unior o načrtovani spremembi na obrazcu (obr. POG.PR.-19-1500/2, Prošnja za odobritev odstopanja/uvedbo spremembe). Prva pošiljka po uvedbi spremembe mora biti označena z obstojno etiketo za označitev odobrenih izdelkov po uvedeni spremembi (obrazec dobavitelja). Označena mora biti vsaka pakirna enota.

Dobavitelj obvesti Unior o načrtovani spremembi v primeru:

1. uvedba novih tehnologij, ki predhodno niso bile uporabljene v procesu;
2. selitev proizvodnje na drugo lokacijo;
3. uvedba novega orodja ali modifikacija/obnova obstoječega;
4. uvedba sprememb v procesu (uporaba alternativne opreme/orodja, nov način testiranja izdelkov, spremembe v zaporedju operacij itn.);
5. uporaba alternativnih konstrukcij/materiala, uporabljenega na predhodno odobrenem izdelku (npr. uporaba materiala, ki je bil začasno odobren ali je naveden kot alternativa na risbi);
6. spremembe pod-dobavitelja (vse spremembe materialov in storitev, ki imajo vpliv na kakovost končnega izdelka);
7. spremembe pod-dobaviteljevih procesov (Unior mora biti obveščen o spremembah proizvodnega procesa pod-dobaviteljev);

The Supplier is obliged to notify Unior of any changes of products and processes prior to their implementation. A process change is any change described in points below. A design change is any change of the requirements defined by the product/material drawing or specification. Supplier shall inform on template (form POG.PR.-19-1500/2, Request for approval of derogation/planned change). The first delivery after the implementation of change shall be additionally labelled (supplier form) and each packaging unit shall be labelled individually.

The Supplier shall inform supplier in the case of changes the examples listed below:

1. Introduction of new production technologies that were not previously used in the process,
2. Transfer of the production to a different location,
3. Use of a new tool or modification/renewal of an existing tool,
4. Introduction of changes in the process (use of alternative devices/tools, change in the test/inspection methods and change in the process flow, etc.),
5. Use of alternative construction/material that was used in the previously approved product (e.g. use of the material which was temporary approved or stated as an alternative in the drawing);
6. Sub-supplier changes (any changes in materials and services that affect the quality of the final product);
7. Changes in sub-supplier processes (Unior must be informed of changes in the production process of sub-suppliers);

2.3.9 PRESOJA DOBAVITELJA / Supplier Audit

Unior uporablja naslednje vrste presoj:

1.) P1 Potencialna analiza (po VDA 6.3) – presoja (audit) je namenjena oceni sposobnosti in izkušenj potencialnega dobavitelja za razvoj in serijske dobave. Izvede se na procesu/proizvodu, ki je primerljiv s potencialnim proizvodom.

2.) Presoja (audit) procesa – se izvaja po vprašalniku VDA 6.3 in je namenjena oceni učinkovitosti procesnih elementov od P2 do P7 glede na faze v življenjski dobi izdelka. Presoja (audit) procesa, osredotočena na kritične točke – namenjena je pregledu specifičnih procesnih elementov po ugotovljenih odstopanjih (npr. reklamacije, ukrepi na oceno dobavitelja). Običajno so to elementi P5 in P7. Rezultat presoje je poročilo z ugotovljenimi. Unior si pridružuje pravico, da izvede presojo procesa ali presojo P1 (Potencialna analiza) v skladu z VDA 6.3 na proizvodni lokaciji dobavitelja ali na proizvodni lokaciji poddobavitelja v koordinaciji z dobaviteljem. O terminu in vsebini presoje se Unior predhodno uskladi z dobaviteljem. Dobavitelj je dolžan uvesti ukrepe, ki sledijo iz poročila presoje, v razumnih časovnih okvirih in brez stroškovnih zahtevkov do Unior-ja. Vse aktivnosti usklajuje SQE, odgovoren za dobavitelja pri podjetju Unior.

Dobavitelj lahko pride v izbor potencialnih dobaviteljev za nominacijo, če je v okviru presoje P1 ocenjen kot potrjen ali pogojno sprejemljiv. V obdobju po nominaciji in pred PPAP se izvede presoja procesa. Pred predložitvijo PPAP mora dobavitelj uvesti vse ukrepe, ki izhajajo iz poročila o presoji, da doseže status sposoben dobavitelj.

Unior si pridružuje pravico za opravljanje presoje tudi iz naslednjih vzrokov in zahtev standardov:

- uvedba novih tehnologij, ki predhodno niso bile uporabljene v procesu;
- selitev proizvodnje na drugo lokacijo;
- uvedba novega orodja ali modifikacija / obnova obstoječega;
- uvedba sprememb v procesu (uporaba alternativne opreme/orodja, nov način testiranja izdelkov,

spremembe v zaporedju operacij itn.);
- uporaba alternativnih konstrukcij /materiala, uporabljenega na predhodno odobrenem izdelku (npr. uporaba materiala, ki je bil začasno odobren ali je naveden kot alternativa na risbi);
- spremembe pod-dobavitelja (vse spremembe materialov in storitev, ki imajo vpliv na kakovost končnega izdelka),
- spremembe pod-dobaviteljevih procesov (Unior mora biti obveščen o spremembah proizvodnega procesa pod-dobaviteljev in bo glede na vpliv spremembe preučil, če bo izvedel presojo);
- večja kakovostna odstopanja (reklamacije, ponovljene reklamacije, incidenti, napaka s terena);
- na podlagi zahteve v točki 9.2.2.3 po IATF standardu mora dobavitelj izvesti presojo procesa (samo-presojo), ki mora biti izvedena v triletnem koledarskem obdobju;
- Unior se lahko kadar koli odloči za izvedbo komplementarno presojo t.i. presojo druge stranke za procese z težavami;

Unior used the following types of Audits:

1.) P1 Potential analysis (according to VD 6.3) – the audit is intended for the assessment of the Supplier`s capability and experience for development and serial deliveries. Audit is performed on the process/product, which is comparable to the potential product.
2.) Process audit (according to the VD 6.3 questionnaire) – the audit is intended for the evaluation of the efficiency of process elements P2 to P7. Relevant elements that depend on the phase in the product lifecycle are assessed. Process audit with a focus on critical elements – audit of specific process elements after establishing deviations (quality complaints, actions after assessment score). Normally the elements from P5 to P7 are audited. The result is the audit report with findings. Unior reserves the right to carry out process audits or P1 (Potential analysis) in accordance with VDA 6.3 at the Supplier's production premises or at the sub-supplier's premises in coordination with the Supplier. The scope and the date of the audit are agreed between Unior and the Supplier in advance. The Supplier is obliged to implement the measures specified in the report within a reasonable timeframe and without commercial claims against Unior. All activities are coordinated by the responsible SQE in Unior. The Supplier shall be put on the list of potential suppliers for nomination if P1 reports shows Approved or Conditionally Approved status. In the period after nomination and before PPAP, the process audit shall be conducted. Before PPAP submission, the Supplier must implement all actions to reach quality-capable status.

Unior also reserves the right to conduct an audit for the following reasons:
- introduction of new technologies that were not previously used in the process;
- relocation of production to another location;
- introduction of a new tool or modification / renewal of an existing one;
- introduction of changes in the process (use of alternative equipment / tools, new way of testing products, changes in the sequence of operations, etc.);
- sub-supplier changes (any changes in materials and services that affect the quality of the final product);
- changes in sub-supplier processes (Unior must be informed of changes in the production process of sub-suppliers);
- quality issue (complaints, repeated complain, incidents, field failures);
- The supplier must perform process Audit (self-audit) according to IATF request 9.2.2.3 ("over each three-year calendar period);
- Unior can decide at any moment to perform a complementary second party audit of the concerned process;

2.3.10 OCENJEVANJE DOBAVITELJA / Supplier Evaluation

Družba Unior vodi sistem ocenjevanja dobaviteljev, ki velja za vse dobavitelje. Le-te kriterije in postopek ocenjevanja najdete na spletni strani www.unior.com, pod zavihkom za dobavitelje. Postopek je opisan v DN 0105020-9 Ocenjevanje dobaviteljev.

Unior leads a supplier evaluation system that applies to all suppliers. These criteria and the evaluation process you can find on

website www.unior.com, under the suppliers tab. The procedure is described in DN 0105020-9 Supplier evaluation.

2.3.10.1 Varnost in skladnost proizvoda / Product Safety Officer (PSCR)

Dobavitelj je dolžan imenovati pooblaščenca za varnost izdelkov v skladu s posebnimi zahtevami IATF 16949 in OEM kupcev in njihovimi posebnimi zahtevami.
Informacije je treba posredovati v Unior oddelku nabave ali predstavniku za kakovost dobavitelja.

The supplier is obligated to nominate a Product Safety Officer in accordance to IATF 16949 and OEM special requirements.
Information should be provided to the Unior purchasing department or SQE.

3. REFERENČNI DOKUMENTI / References Documents

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

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

AIAG	https://www.aiag.org/scriptcontent/index.cfm
VDA	http://vda-qmc.de/en/
IATF 16949	http://www.iatfglobaloversight.org
ISO 9001	http://www.iso.org/iso/iso_9000
ISO 14001	http://www.iso.org/iso/home/standards/managemen t-standards/iso14000.htm
IMDS	http://www.mdsystem.com/imdsnt/startpage/index.jsp

Seznam sprememb / List of changes

Stran	*Poglavje*	*Izdaja*	*Kratek opis spremembe*	*Predlagatelj spremembe*
2	1	01	Revizija točke 1. Namen / Revision point 1 .Scope	Pečovnik S.