SQPS-935: SQP Handbook for Suppliers

S. Dumont Electronic Components Commodity SQE



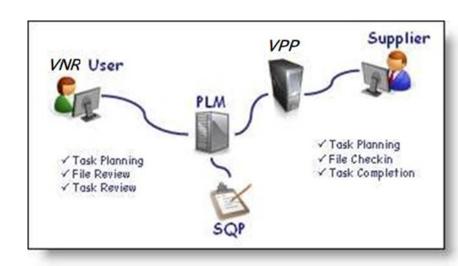
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OVERVIEW

Overview

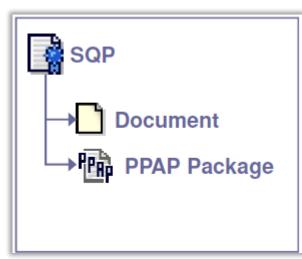
- □SQP stands for "Supplier Quality Project". These Projects are used to manage the S-APQP and PPAP process between Veoneer and its Suppliers.
- □ Each SQP represents the full process for the approval of S-APQP and PPAP for a specific Supplier's Part.
- □A SQP is created by a Veoneer Project Supplier Quality Engineer to monitor and document the development of a supplier's quality process during product launch and/or revision. By managing tasks in a standardized project format, the supplier's APQP/PPAP documents are created, uploaded, and reviewed over time. When managed properly, this helps to level the workload, allows problems to be found and corrected early in the project and improves PPAP timing and accuracy.
- □ From Veoneer's side, The SQPs are managed by the Supplier Quality (SQ) Representative in the "Product Management" system (PLM).
- ☐ From Supplier's side, the SQP can be accessed through the Veoneer Partner Portal which must be seen as the master repository for quality information and documentation regarding the Part (The Supplier account must have access to the "Engineering Document Application").



Overview

Supplier's Responsibilities using SQP:

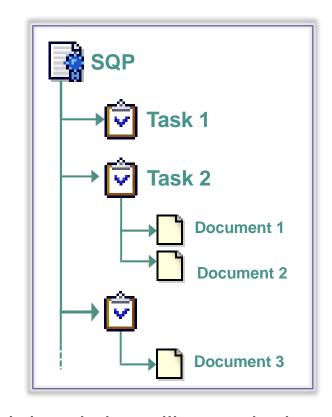
- Supplier's commitment date for the task
 - The Supplier is required to input the Supplier Commit Date for each task which shows Veoneer Due Date and notifies the Project SQ when it is done.
- Submit the files and promote task to Review State
 - Check in the file(s) to each task, which is set Deliverable Requirement as TRUE.
 - Prior to commitment date, select one or multiple tasks to promote to Review.
- Supplier creates PPAP Package
 - Once all PPAP tasks are Released including PSW Submission,
 Supplier creates PPAP Package.



Overview

Task and Documents:

- Each SQP consists of a **list of tasks** (Resulting from an earlier agreement between Veoneer and the supplier about list of activities to be conducted for APQP/PPAP)
- Some **tasks require documents** (Deliverables) as output. Other Tasks do not have deliverables and are used as verification that an activity has been done.
- Each task has a (Veoneer) **Due date** and a Supplier **Commit Date** for completion (These dates need to have Alignment).
- All **Tasks require an approval** of a Veoneer representative to be completed.

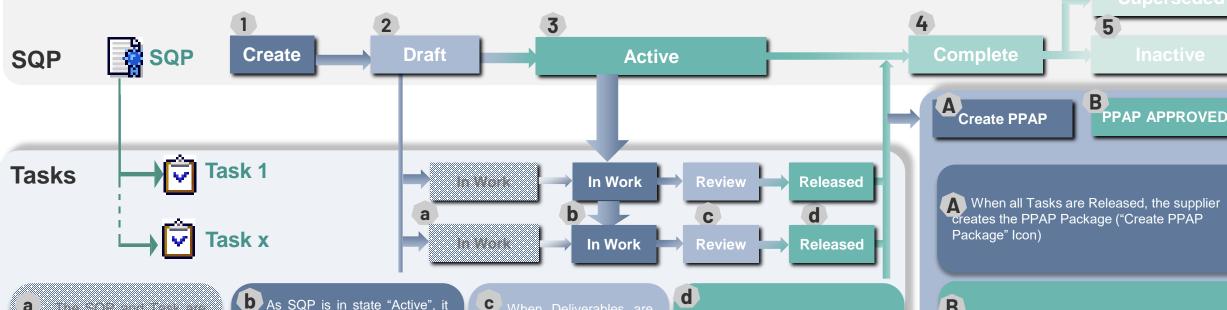


- For the Completion of a Task the following steps are required (More detailed description will come in the next page of this material):
 - ☐ The supplier to "Check in" the Deliverable(s) when applicable (Task requiring a deliverable).
 - ☐ The supplier to **promote** the task **for Review**
 - ☐ Veoneer to Release the Task

PROCESS FLOW

Process Flow for SQP and Tasks

- The Veoneer Project SQ (PSQ) Creates the SQP with the associated list of task with Due Dates. (SQP Not visible by the supplier)
- 2 The PSQ promotes the State to "Draft" and the SQP and tasks are now visible for the supplier to record the "Supplier Commit Dates" (deliverable can't be uploaded).
- When Commit Dates are agreed, the PSQ promotes the State to "ACTIVE" and tasks are now open for the supplier to work with deliverables.
- 4 When all tasks are completed the PSQ will promote the SQP State to "COMPLETE"
- **5** The State of the SQP will change to Superseded or Inactive when Appropriate or needed (e.g. End of Life, Product change)



a The SQP and Task are visible for the supplier.

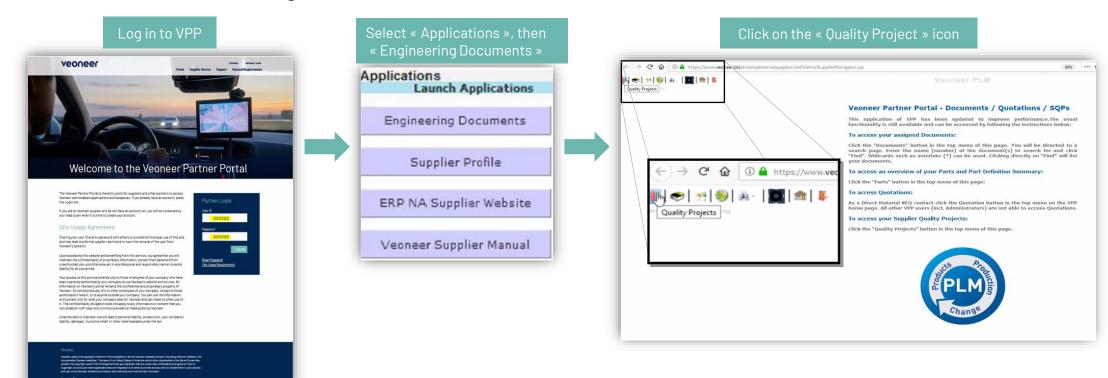
The supplier must record the Commit date for each Task

- As SQP is in state "Active", it is open for the supplier to "Check in" the Deliverable(s) when applicable (Task requiring a deliverable).
- ready for submission to Veoneer. The supplier promotes the State to Review for Veoneer's approval.
- The Veoneer representative reviews deliverables. If it can be released then he promotes the State to Release, if rejected then he demotes the state to In Work.
- The Veoneer PSQ signs the PSW and promotes the PPAP Package to "APPROVED"

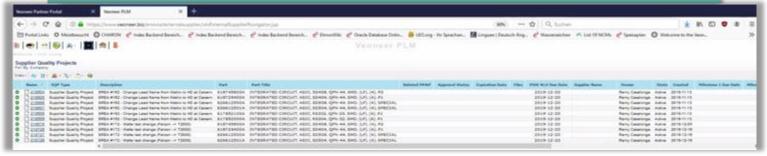
PPAP

ACCESS SQP and MAIN PAGES

How to access SQP in VPP



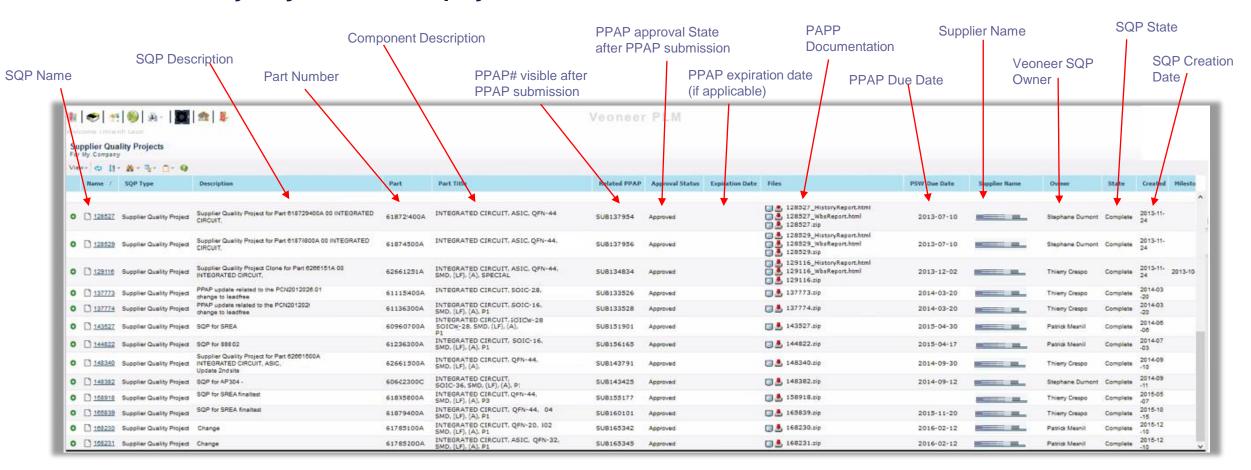
The SQPs assigned to your company are displayed. Click on SQP number to start.



MAIN SOP DISPLAY PAGES

Main Page: List of SQP

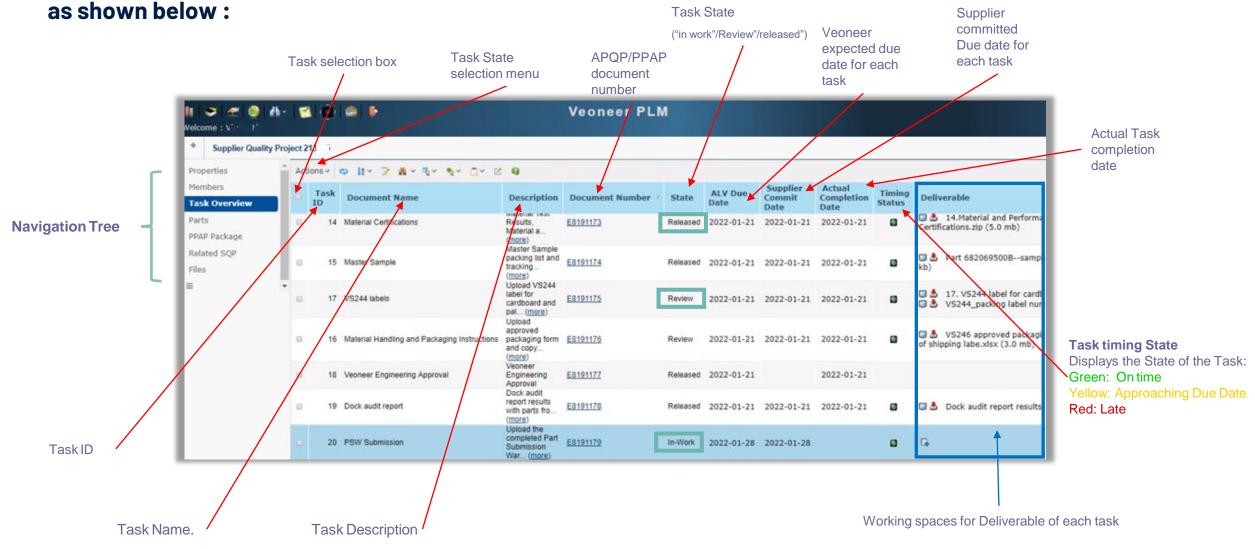
click on the Quality Project icon to display the list of SQP as shown below.



To open an SQP click on the Name.

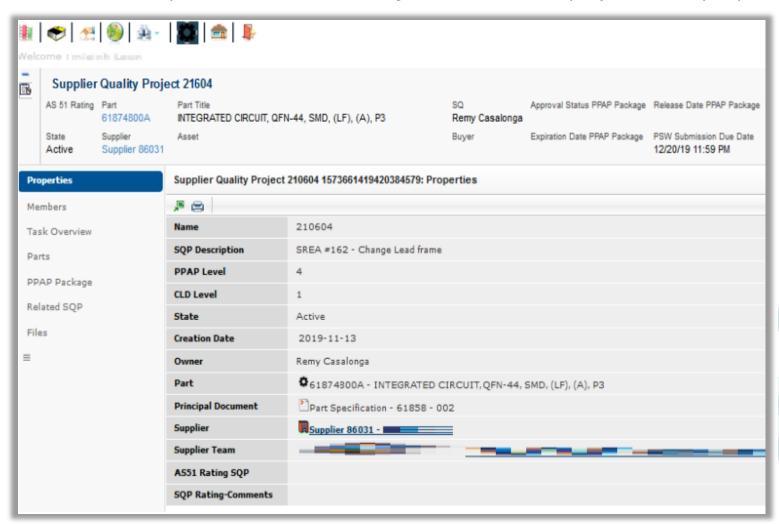
Main SQP display details

Click on the SQP Name of interest to Enter the Navigation View and display the SQP task list (Task Overview)



Properties Page

Click on "Properties" from the Navigation tree to display the SQP property details



Description of SQP

PPAP Level as defined in AIAG PPAP Manual

CLD Level - Control Level Definition

State of SQP: Create, Draft, **Active**, Complete, Superseded, Inactive

Creation Date of SQP

SQP Veoneer Owner

Part Desciption

Part Drawing / Specification

Supplier Assigned

Supplier Team members - List maintained by Supplier in VPP

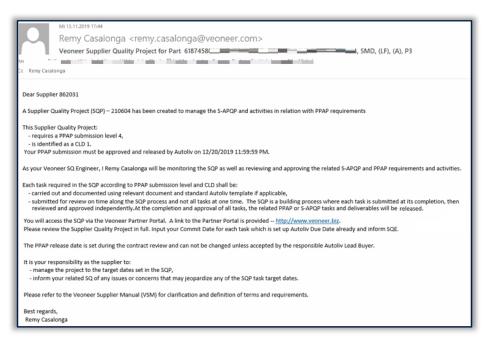
VS051 Rating for this SQP (Accuracy, On Time)

VS051 Comments

SQP "DRAFT" State

"Draft" State

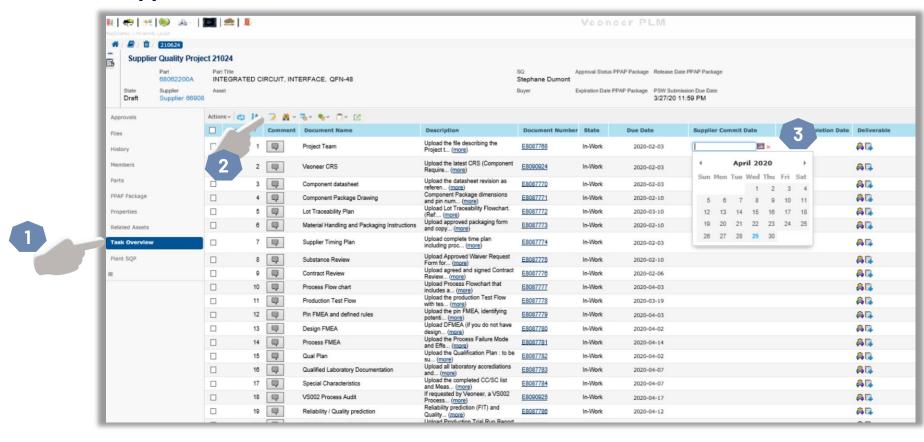
When the Veoneer PSQ promotes the State from create to draft, the supplier will receive an email, who will then be able to view and access the SQP:



- What Supplier must do in this State:
 - Fill the Supplier Commit Date for the tasks:
 - Verify that each task with a Veoneer Due Date has an associated Supplier Commit Date.
 - **Inform PSQ** to review the supplier's Commit Dates by clicking 'Notify SQ' Button.

"Draft" State

How to record the supplier Commit Date:



- In the Task Overview Tab 1, click the 'Edit' button 2 to enter edit mode.
- Input the Due Date (Supplier Commit Date) 3 for every task with a Veoneer Due Date.

"Draft" State

How to notify the Veoneer Project SQ that commit Date are completed:



- Select the tasks which have Supplier Commit Date input.
- Select 'Notify SQ'
- The responsible PSQ will receive an email about your update and will review it

SQP "ACTIVE" State

"Active" State

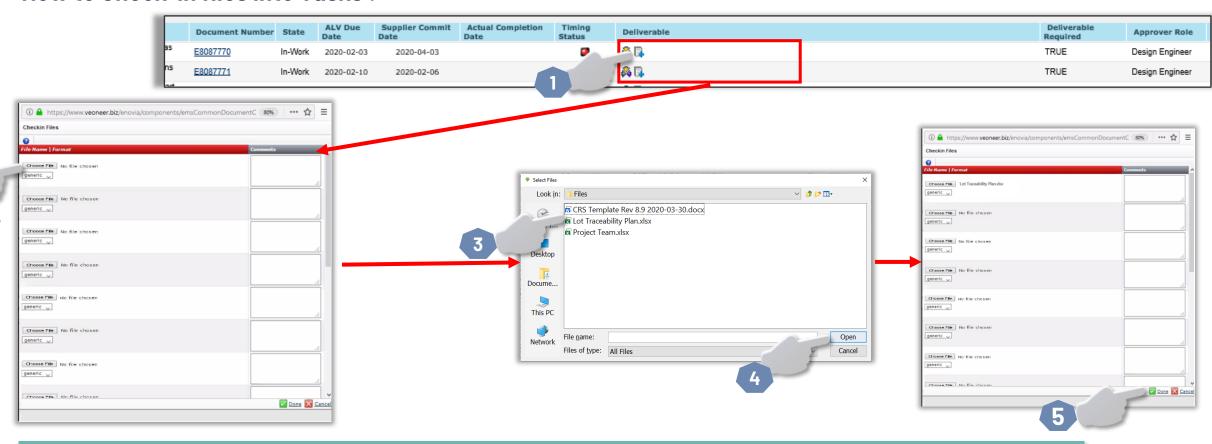
□ Once the Supplier Commit Dates are accepted, the PSQ will promote the SQP to Active, which means Supplier is able to work on the tasks and submit the files.

What Supplier must do in this State:

- Check-in one or more files to each task which requires Deliverable (Deliverable Requirement is TRUE).
- Promote Task(s) to Review when Deliverable is ready to be submitted.
- Create PPAP Package after all tasks are released (In particular PSW has been uploaded into the PSW Task and released).

"Active" State

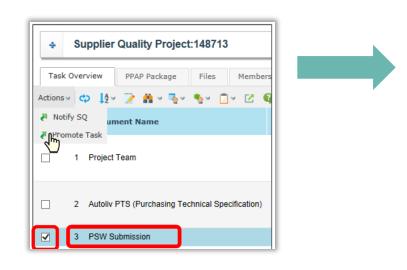
How to Check-in files into Tasks:

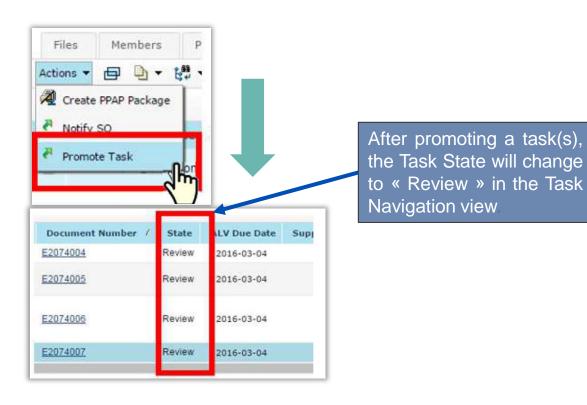


- In the SQP windows, Supplier can click Check-in File button to upload the file(s) to the task.
- Comments are required each time a file is checked in.

"Active" State

How to Promote a Task to "Review":



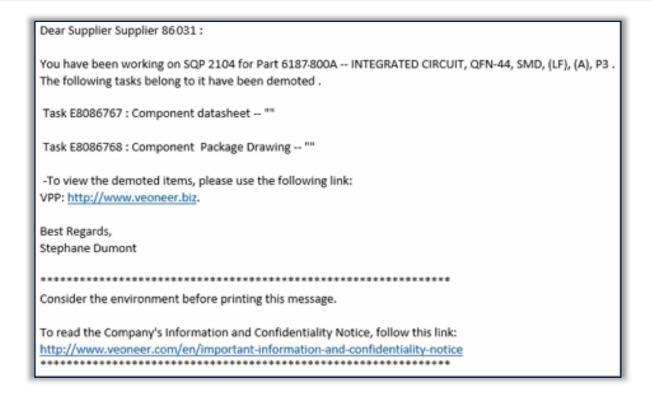


- Supplier can select one or multiple tasks to promote.
- The task without Deliverable Requirement should be promoted as well to indicate the activity is completed.
- A message will appear on the screen to confirm the tasks are promoted successfully or need more actions.
- If Deliverable needs editing or correction, deleting the document is acceptable.

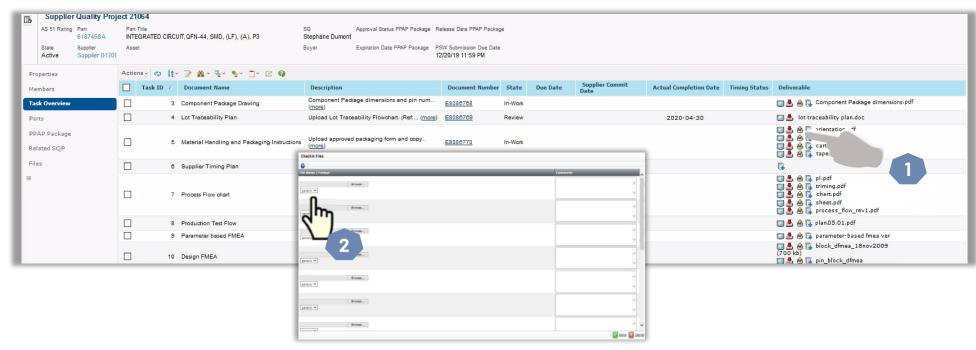
"Active" State Update Documents

Demoted Tasks:

- If you receive an email with « SQP xxxxxx has demoted Tasks » it means the files you submitted were rejected by PSQ. The files must be updated.
- The files can be added directly to the task additionally or by Checking out / Checking in. (See next page).



"Active" State Update Documents



- Click on the Check out Button.
- Save the file in local drive and modify it
 - Once the Checkout button shows the yellow arrow down, means the file has been checked out.
- When the file is ready, click on Update button (yellow arrow down) and select the file which was just updated.
- The previous file will be replaced by the new one; then go to the « Promote Task » again.

"Active" State How To Delete Documents

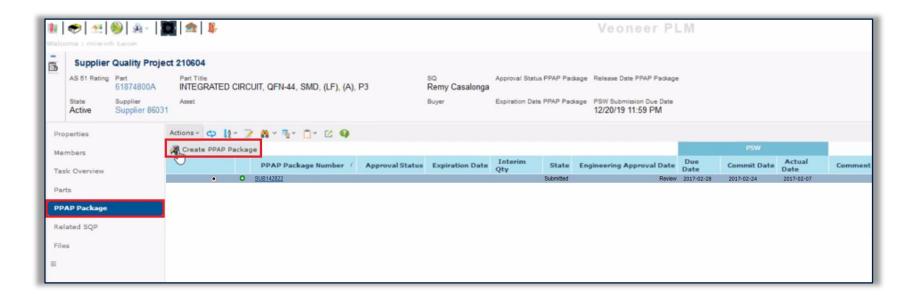


- Click on Red X to delete uploaded Deliverable.
- Once the Deliverable is removed, a new Deliverable can be uploaded and promoted for review.

Create PPAP Package

"Active" State - Create PPAP Package How To Create A PPAP Package

■ Before creating the PPAP, please make sure all PPAP tasks are in "Released" state.



- In the "Navigation Tree" select the section "PPAP Package".
- Click on the Icon "Create PPAP Package".

VS051 - SQP Rating

Supplier Rating

All activities associated with SQP / PPAP are subject to the monthly rating (VS051)

The Supplier is required to support the development process, in particular:

- S-APQPs Task & Milestones submitted and released on time.
- Well organized project management.
- Prototypes delivered on Time (if required).
- The SQP performance rating is tracked under "Service Rating" in the Supplier Rating Report. Refer to VS051 for more information

LEVEL	CRITERIA				
0	Not applicable (No Milestone or key date passed in current month)	Green			
1	Agreed/defined key tasks* delayed by the supplier, with impact on PPAP (timing and/or quality) to Veoneer.	Red			
2	Agreed/defined key tasks* delayed by the supplier, but does not affect PPAP (timing and/or quality) to Veoneer	Yellow			
3	Agreed/defined key tasks* and documents in SQP delivered with good quality in time.	Green			

Appendix

Example of SQP Tasks & Roles (1/2)

Deliverable Name	PPAP/APQF	Deliverable Name	CDP Responsible	SQP Responsible	Deliverable Description for SQP
Project Team	APQP	Project Team	Program Manager	Product Engineering Leader (PEL)	Project Team
Design records	PPAP	Design records	Program Manager	Product Engineering Leader (PEL)	Upload the validated Veoneer drawing
Qualification Test Plan	APQP	Qualification Test Plan	Component Engineer	Component Engineer	Qualification Test Plan
Design FMEA	PPAP	Design FMEA	Technical Lead	Design Engineer	Design FMEA If available
Substance review	APQP	Substance review	SQE	Supplier Quality	IMDS report and VS005 report
Contract Review	APQP	Contract Review	Buyer	Buyer	Singed Contract Review
Key Milestone 1: Phase 1	APQP	Key Milestone 1: Phase 1	SQE	Supplier Quality	Phase 1 are completed and that project can proceed.
Special Characteristics	PPAP	Special Characteristics	SQE	Supplier Quality	Signed MAS 5measurement Agreement Sheet)
Lot Traceability Plan	PPAP	Lot Traceability Plan	SQE	Supplier Quality	Batch Traceability Flowchart
Process flowchart	PPAP	Process flowchart	SQE	Supplier Quality	Process flowchart
Process FMEA	PPAP	Process FMEA	SQE	Supplier Quality	Process FMEA and Pareto RPN
Supplier Timing Plan	APQP	Supplier Timing Plan	Program Manager	Product Engineering Leader (PEL)	Supplier Project Timing Plan
Qualified Laboratory Documentation	PPAP	Qualified Laboratory Documentation	SQE	Supplier Quality	All laboratory accreditations and scopes including raw material; i.e. ISO 17025, TS 16949. Must be current.
Sub-Supplier PPAP	PPAP	Sub-Supplier PPAP	SQE	Supplier Quality	Sub-Supplier accepted PPAP from Supplier
Special Processes	PPAP	Special Processes	SQE	Supplier Quality	Upload Applicable Assessment Report. (Ref: VSM - VS69)
Material Handling and Packaging Instructions	PPAP	Material Handling and Packaging Instructions	SQE	Supplier Quality	VSM - Logistics Requirements - Section: Packaging VS246 and section: Labeling VS244
Engineering Sample Approval	PPAP	Engineering Sample Approval	Program Manager	Product Engineering Leader (PEL)	If applicable, upload approval & comments from sample evaluations.
Appearance Approval Reports	PPAP	Appearance Approval Reports	SQE	Supplier Quality	Upload approved AAR Forms. (Ref: VSM; AIAG Manual-PPAP), if applicable
Checking Aids	PPAP	Checking Aids	SQE	Supplier Quality	List/Photos of all checking aids and documentation/description of any specific gauges or fixtures appearing in Control Plan including acceptance criteria of attribute gauges.
IMDS Approval	PPAP	IMDS Approval	SQE	Supplier Quality	Accepted IMDS report
First-Production-Trial-Run and Corrective Actions	APQP	First-Production-Trial-Run and Corrective Actions	SQE	Supplier Quality	Production Trial Run Report, phase First Trial Run (Ref: VSM - Veoneer Production Trial Run Standard).
Key Milestone 2: Phase 2	APQP	Key Milestone 2: Phase 2	SQE	Supplier Quality	Phase 2 are completed and that project can continue.

Example of SQP Tasks & Roles (1/2)

Deliverable Name	PPAP/APQP	Deliverable Name	CDP Responsible	SQP Responsible	Deliverable Description for SQP
Dimensional Results	PPAP	Dimensional Results	SQE	Supplier Quality	Dimensional Results for five parts. Note: Include numbered (ballooned) drawing with results. (Ref: VSM PPAP requirements)
Tool tag picture	PPAP	Tool tag picture	SQE	Supplier Quality	Picture of tool tag
PPAP Production Trial Run	APQP	PPAP Production Trial Run	SQE	Supplier Quality	Production Trial Run Report phase Run@Rate (Ref: VSM Veoneer Production Trial Run Standard).
Measurement System	PPAP	Measurement System	SQE	Supplier Quality	All gage R&Rs on measurement equipment used for Initial Capability Studies and for acceptance of SC/CC characteristics as outlined in the Control Plan. (Ref: VSM - PPAP requirements; AIAG Manual - MSA)
Initial Capability Studies	PPAP	Initial Capability Studies	SQE	Supplier Quality	Initial Capability Studies. 100 parts in total required for all CC, SC. (Ref: VSM - PPAP requirements)
Material Certifications	PPAP	Material Certifications	SQE	Supplier Quality	Material Test Results, Material and Performance Certifications and Product Validation Test Results. Qualification test report must show results for all tests agreed in the Qualification Test Plan.
Control Plan	PPAP	Control Plan	SQE	Supplier Quality	The production control plan. CP must be clearly linked to the process flow chart and PFMEA. It must include controls of SC/CC characteristics, Dock Audit and Annual Layout. (Ref: VSM - SQPS412; PPAP requirements).
DAR	PPAP	DAR	SQE	Supplier Quality	Dock Audit Report (DAR) with batch N°
Sample Production Parts	PPAP	Sample Production Parts	SQE	Supplier Quality	Send x PPAP parts to y at z. Upload delivery note and/or tracking number of sample shipment respectively promote task when done. (Details x, y and z to be defined by Veoneer.)
Master Sample	PPAP	Master Sample	SQE	Supplier Quality	Master Sample packing list and tracking number ,if applicable. Master Sample Photos.
Bulk Materials Requirements Checklist	PPAP	Bulk Materials Requirements Checklist	SQE	Supplier Quality	Bulk Materials Requirements Checklist (if applicable)
Team Feasibility commitment	PPAP	Team Feasibility commitment	Buyer	Buyer	Signed TFC with Veoneer TFC template
PSW Submission	PPAP	PSW Submission	SQE	Supplier Quality	Completed Part Submission Warrant (PSW) and, if applicable, agreed and Veoneer-signed Interim Recovery Worksheet (IRW).
Key Milestone 3: Phase 3	APQP	Key Milestone 3: Phase 3	SQE	Supplier Quality	Phase 3 are completed and that project can proceed. At this stage, when Milestone 3 is completed, the supplier will be able to deliver PPAP parts to the site that approved the components.
Run @ Rate	APQP	Run @ Rate	SQE	Supplier Quality	Production Trial Run Report phase Run@Rate and the Production Trial Capacity Report (Ref: VSM Veoneer Production Trial Run Standard)
Early Production containment	APQP	Early Production containment	SQE	Supplier Quality	Completed IIP Appendix A Result Sheet. (Ref: VSM - SQPS 412). Also called Safe Launch.
Key Milestone 4: Phase 4	APQP	Key Milestone 4: Phase 4	SQE	Supplier Quality	Phase 4 are completed and that the project can be closed.

Revision History:

Version #	Date	Author	Approver	Modification	Purpose
1.0	Jan. 25, 2020	Stéphane Dumont	Dennis Nielsen	New Release	New Release
				Minor Corrections/Clarifications & New Images to	Corrections/Clarifications to reflect
1.1	Feb. 23, 2020	Stéphane Dumont	Dennis Nielsen	reflect database system changes	system screens

Thank You!

veoneer