



Requirements from IATF 16949 and ISO 9001		Additional WKW.group requirements or documentation	Other applicable documents
0	Quality management system	at the minimum certified according to ISO 9001 by an independently accredited certification body plus procedures from IATF 16949 plus compliance with the OEM-CSR requirements provided by WKW WKW.automotive reserves the right, following prior consultation, to carry out process or product audits on the supplier's premises. Permission for customer to visit the supplier (e.g. for audits or problem analysis)	FB 11-08
4.1	General requirements	Zero-defects target / ppm Agreement	FB 11-08
4.2	Documentation requirements	Product / process history (obligation to notify of any changes)	
5	Management Responsibility		
5.1	Management commitment		
5.2	Customer focus	Other applicable OEM / CSR requirements Subsuppliermanagement acc. to AIAG CQI 19 Minimum requirements acc. to IATF 16949 MAQMSR	
5.3	Quality policy		
5.4	Planning	Process parameters / KPIs shall be defined, monitored and analyzed	FB 11-08
5.5.1	Responsibility and authority	Keep the "Supplier Self-assessment Short Questionnaire" up to date	FB 8.4.1.2-001
5.5.2	Management representative		FB 8.4.1.2-001
5.5.3	Internal communication		
5.6	Management review		
6	Resource management		
6.1	Provision of resources		
6.2	Human resources	The supplier shall be responsible for the periodic provision of training with regard to documents with special archiving requirements, product liability and product safety (including recall procedures) as well as for nominating a Product Safety Officer pursuant to VW specification	
6.3	Infrastructure	Emergency plans for supply risks	
6.4	Work environment	Insurances (for fire, recall, employer's liability and extended product liability) shall be taken out and shall be coordinated in particular cases. Statutory requirements for occupational safety and health shall be observed.	FB 8.4.1.2-001
7	Product realization		
7.1	Planning of product realization		FB 11-08
7.2	Customer-related processes		
7.3	Design and development	Feasibility analysis, with regard to special features as well	FB 11-27
7.4	Purchasing	PPF (VDA) and PPAP (AIAG) automotive requirements, in analogy with advanced product quality planning IMDS application for materials declaration (EU Directive 2000/53/EC and IMDS Recommendation 001) Materials used, in particular metals and non-ferrous metals, may not exceed the radioactive radiation that occurs naturally	FB 11-08
7.4.1.3	Sources of supply approved by the customer	Changes carried out by suppliers shall be subject to approval. The supplier shall be responsible for his subcontractors' quality.	
7.5	Production and service provision	Specification and Requirements Specification, sampling according to PPF (VDA) and PPAP (AIAG) requirements 100% delivery commitment Supplier packaging specification according to WKW specification; Works certificates according to WKW specification, if requested; Extra transports caused by the supplier shall be reported once a year (in the first quarter). Obligation to notify of any process changes Duty to report process changes; unique part identification; Batch tracking incl. Parts marking for components with special verification required.	FB 11-52 or FB 11-14 FB 11-08 FB 11-08 FB 11-34
7.5.4.1	Customer-owned tools	Tools (life and service/maintenance) are regulated by the Transfer of Tools Agreement; other applicable customer requirement / ownership marking	FB 11-08 FB 07-17
7.6	Control of monitoring and measuring equipment		
8	Measurement, analysis and improvement		
8.1	General		
8.2.1	Monitoring and measurement / Customer satisfaction		
8.2.2	Monitoring and measurement / Internal audit		
8.2.3	Monitoring and measurement of processes		
8.2.4	Monitoring and measurement of product		
8.2.4.1	Requalification test	Requalification test according to OEM requirement, exempt from charges	FB 11-08 FB 11-34
8.2.4.2	Appearance items	Master samples shall be agreed with WKW with regard to applicable products	VDA 16, where applicable, or OEM agreement (e.g. VW group) FB11-08 FB11-52
8.3	Control of nonconforming product		
8.4	Analysis of data		
8.5.1	Continuous improvement		
8.5.2	Corrective action	Cost of €75 for complaints (handling charges on a time and material basis). Response behavior on working days up to D3 stage: 24 hours, or according to OEM requirement provided	WKW 8D Report
8.5.2.4	Rejected product test/analysis	The supplier shall fully and thoroughly inspect any goods before shipping to ensure they are free of any defects; he shall also document these measures. WKW.automotive shall by default only carry out identity and quantity plausibility checks on the products delivered, and shall inspect their packaging for transport damage. To the extent that this is feasible in the normal course of business operations, WKW.automotive shall either inspect, before the start of the next production stage, the components that have been produced with the supplies received by WKW or carry out an inspection on the finished products that have been manufactured with the components produced by WKW (e.g. by way of a product audit). WKW.automotive shall be under no further obligation to carry out an inspection pursuant to Section 377 of the German Commercial Code (Handelsgesetzbuch). WKW.automotive shall immediately notify the supplier of any defects found in a delivery as soon as such defects have been discovered in the normal course of business operations. To this extent, the supplier shall waive his right of objection based on a belated notification of defects.	German Product Liability Act (ProdHaftG), German Product Safety Act (ProdSG), German Civil Code (BGB), German Commercial Code (HGB)
8.5.3	Preventive action		
	The current versions of the CSR that are valid at the respective time	Rules for updating	FB 11-08
	Additional requirements from: ISO 14001 / EMAS - Environmental management	ISO 14001 / EMAS certification shall be sought. Environmental management shall be taken into account for supplier assessment.	ISO 14001 / EMAS



Requirements from IATF 16949 and ISO 9001	Additional WKW.group requirements or documentation	Other applicable documents
ISO 50001 / EMAS / 16247-1 KMU gem. Anlage 2 der SpaEFV.	ISO 50001 / EMAS or DIN EN 16247-1 or certificate 1449 certification shall be sought, and/or measures to improve energy efficiency and reduce consumption shall be planned. Energy Management shall be taken into account for supplier assessment.	ISO 50001 / EMAS DIN EN 16247-1 certificate 1449
Conflict Minerals Rule under United States law	No use of materials such as tin, tungsten, tantalum or gold, or their derivatives, originating from the Democratic Republic of the Congo and its neighboring countries.	US law: Dodd-Frank Act
Nomination of a Product Safety Officer regardless of OEM requirements	Contact person in case of problems	Formula Q
Defective part management / Settlement of damage occurring "in the field" (during use by end customer)	Implementation of the VDA defective part analysis process	VDA book "Schadteil-analyse Feld"
Skills in special / specific processes according to AIAG standard (according to OEM specifications): Heat treatment according CQI 9 Electroplating nach CQI 11 Types of coating: anodizing E- Coat-, Paint and Powder- Processes according CQI 12 Weld according CQI 15 Solder according CQI 17 CQI19 Subtier Suppliermanagement Plastic or rubber molding processes according CQI 23 Casting system acc. to CQI 27	Proof of an annual internal audit of these processes	FB 11-08 CQI- Books CQI 9 CQI 11 CQI 12 CQI 15 CQI 17 CQI 19 CQI 23

Further reference:

The following texts, amongst others, may be used to enhance knowledge of individual topics: **IATF 16949**; the "Qualitätsmanagement in der Automobilindustrie" series ("Quality Management for the Automotive Industry" series), published in German by the VDA; the reference manuals published by the AIAG: **IATF 16949** and VDA publications: Verband der Automobilindustrie e.V. (VDA), Berlin, Germany
AIAG publications and standards, possible source: Beuth-Verlag (*Beuth publishing company*), Berlin, Germany

CSR: Customer-specific Requirements
IMDS Recommendation 001 / www.mdssystem.com
CQI Requirements

References to forms:

- FB 07-17 *Werkzeugüberlassungsvertrag* (Transfer of Tools Agreement)
- FB 11-01 *Kurzfragebogen zur Selbsteinschätzung des Lieferanten* (Supplier Self-assessment Short Questionnaire)
- FB 11-08 *Terminverfolgung und Rahmenplanung bei Neuprojekten* (Schedule Tracking and Framework Planning for New Projects)
- FB 11-14 *Liefervereinbarung Zukaufteile* (Purchased Parts Supply Agreement)
- FB 11-27 *Herstellbarkeitsanalyse des Lieferanten* (Feasibility Analysis of Supplier)
- FB 11-34 *Anschreiben Lieferanten Requali + Anzeigepflicht bei Prozessänderungen* (letter to supplier with regard to requalification and the obligation to notify in case of process changes)
- FB 11-52 *Liefervereinbarung Lohn / Fremdbearbeitung* (Wage Earners and External Processing Supply Agreement)

Company:

Classified as:

- Purchased Parts (with or without development)
- Purchased Parts (catalogue and standard parts)
- Supplier (metals, strips, granulate materials, etc.)
- Wage earner / external processor
- Tool supplier (machinery and equipment)
- Supplier with special approval, without certification

We herewith confirm acceptance of the Supplier Quality Management Guideline QMR 01
Quality references have already been provided with form FB 11-01 "Self-assessment"
If the "No" box was checked, please enclose quality references (e.g. certificate).

Yes
 No

Comments:

Contact person:

Place and date

Department and name

Signature