

Quality Assurance Procedure

Delta Manufacturing

Procedure Number: QOP-02-03

Subject: **Submission of Production Part Approval Warrants**

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Revision Number: 1 Draft

1.0 **Purpose**

This procedure specifies the responsibilities for accumulating information required to be submitted with part approval warrants. Instructions are also provided for managing historical part-related records to demonstrate that design and production changes have been properly coordinated with our OEM customers.

2.0 **Scope**

This procedure applies to all products for which PPAP submissions are required by our customers.

3.0 **Authority and Responsibility**

The Product Manager is responsible for ensuring that part submission warrants and required additional documentation are developed for each product supplied by Delta requiring PPAP submissions. The Product Manager is also responsible for maintaining the Part Master File (PMF) that contains submissions warrants (and copies of other related documents).

4.0 **Quality Activities**

4.1

When quoting a new part Sales Department is required to ask the customer if a PPAP submission will be required for the new part(s). If submission is required, the customer is further asked what submission level (1-5) is required (Level 3 is the default level). This information is included in the quote and any resultant orders. The Sales Department is also responsible for obtaining and recording PPAP warrant submission instructions in the order.

A copy of the order is forwarded to the responsible Product Manager so that a Part Master file can be created.

4.2

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The Product Manager is responsible for developing and submitting PPAP Submission Warrants (see attachment) in accordance with the process described in the Auto Industry Action Group (AIAG) **Production Part Approval Process Manual**. The processing of the submission warrant (and attachments) is handled in accordance with customer order requirements (see 4.1 above) and the Retention/Submission requirements table in the PPAP manual (page 5).

4.3

If the product being supplied has been designated by the customer as an Appearance Item a Appearance Approval Report (see attachment) is submitted as part of the Part Submission Warrant.

4.4

Copies of the current revision of each Part Submission Warrant and related documentation are placed in the PMF(s) in the Product Manager's departmental files cabinets. Obsolete Part Submission Warrants are marked "obsolete" and retained behind "Obsolete" subfile in the PMF. Part Submission warrants are retained for at least five years after the part is no longer in production (for either OEM or service parts purposes.)

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4.5

Components of the PMF (such as the Control Plan or FMEA's) are updated periodically as described in other quality system documents. The Part Manager responsible for the affected part(s) is responsible for updating the PMF and, if required by the part submission level obtaining any necessary customer approvals.

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