

Supplier Quality Manual	
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Responsibilities			
Author		Owner	
Name	Department	Name	Department
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Authors confirmation: document checked against all items of standard below.		Bertrand Bourcier, 03/03/2022	

Purpose of document	IATF 16949, chapter 8.4
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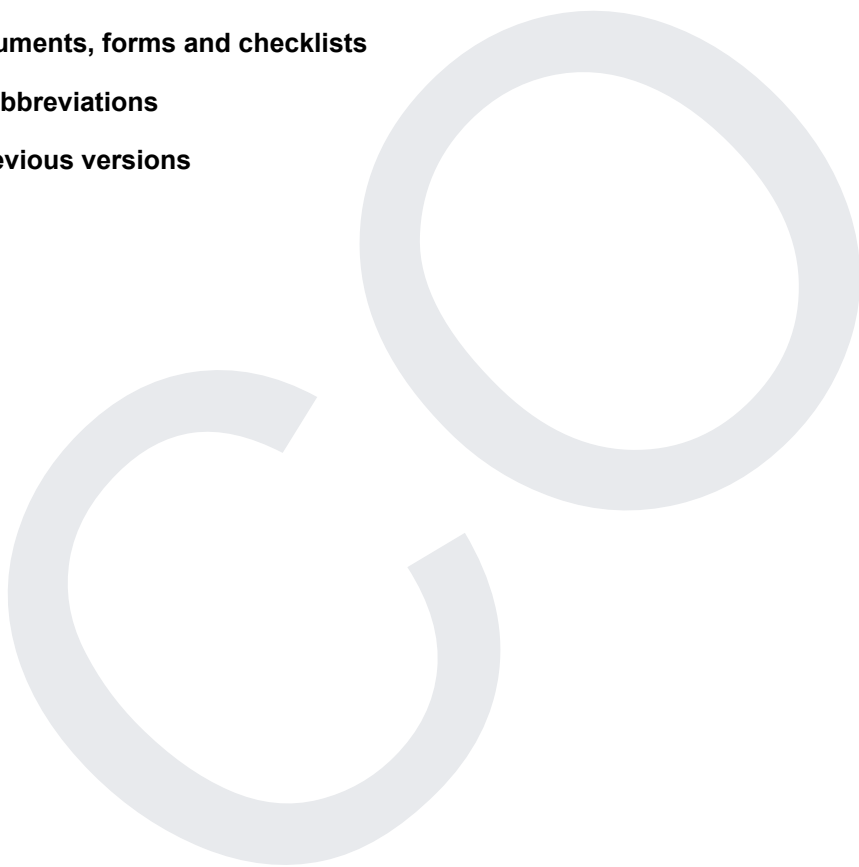
Approval			
Affected locations	Affected departments	Function	approved by
All locations	QM SQA	Global Head of SQA	Ramona Stegariu , 20.04.2022
All locations	Purchasing	Global Head of Purchasing	Varlet Hugues, April 14th 2022

Formal Review of respective QMS department	
Reviewer	Karin Schittenhelm, 11.04.2022

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1. Supplier Quality Manual

Supplier Quality Manual (SQM) [/R1/](#) from Valeo will be used in Valeo Siemens eAutomotive (VSeA), with the exception in case of customer specific requirements for VDA 6.3 which will be used instead of the Valeo procedure - SQ 2102 and Appendix 7. This SQM is available in the Valeo Supplier Relationship Management (SRM) portal [/R2/](#)

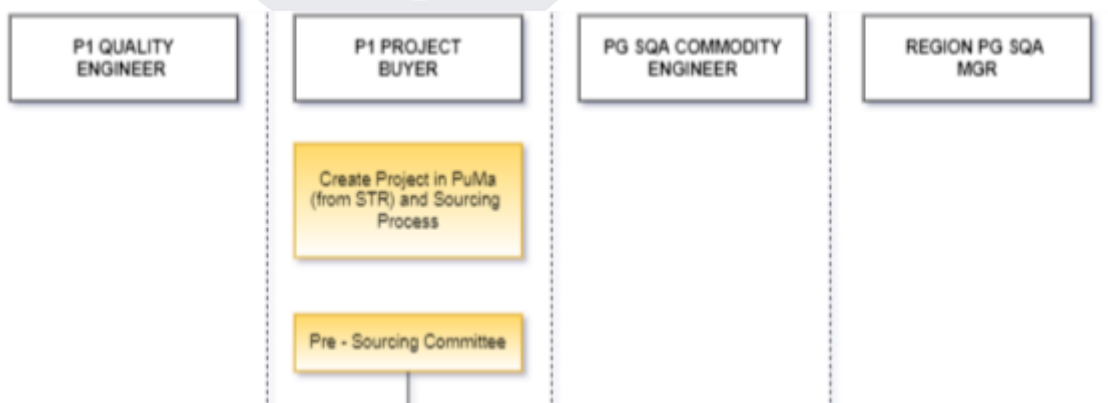
All Valeo appendixes will be used for VSeA, except those below replacing corresponding Valeo:

- Appendix #1: VSeA Advanced Quality Planning for product and process - AQP.pp [/R3/](#)
- Appendix #2.1: Supplier Release File (SRF) [/R4/](#)
- Appendix #2.2: VSeA SVRF (Logistics [/R5/](#), Purchasing [/R6/](#), Quality [/R7/](#), Technical [/R8/](#))
- Appendix #4: Validation Plan (GET-RD-031-A02) [/R9/](#)
- Appendix #5: Full Day Production Run (FDPR) Report [/R10/](#)
- Appendix #6: FDPR Preparation Form [/R11/](#)
- Appendix #7: Process Audit Questionnaire & Report [/R12/](#)
- Appendix #9: Cpk calculation sheet [/R13/](#)
- Appendix #9.1 [/R14/](#)
- Appendix #9.2 [/R15/](#)
- Appendix #10: Initial Sample Report and YIS Data submission [/R16/](#)
- Appendix #12: EMP Changes Evaluation checklist and EMP Process Assessment checklist [/R17/](#)
- Appendix #13: Design Review With Supplier (GST-RD-H01-0185-D03) [/R18/](#).
- Appendix #14: SQA Tier N Mgmt_2018 Rev7 [/R19/](#)
- Appendix #15: Identification of Shipments (SQ-2109) [/R20/](#)

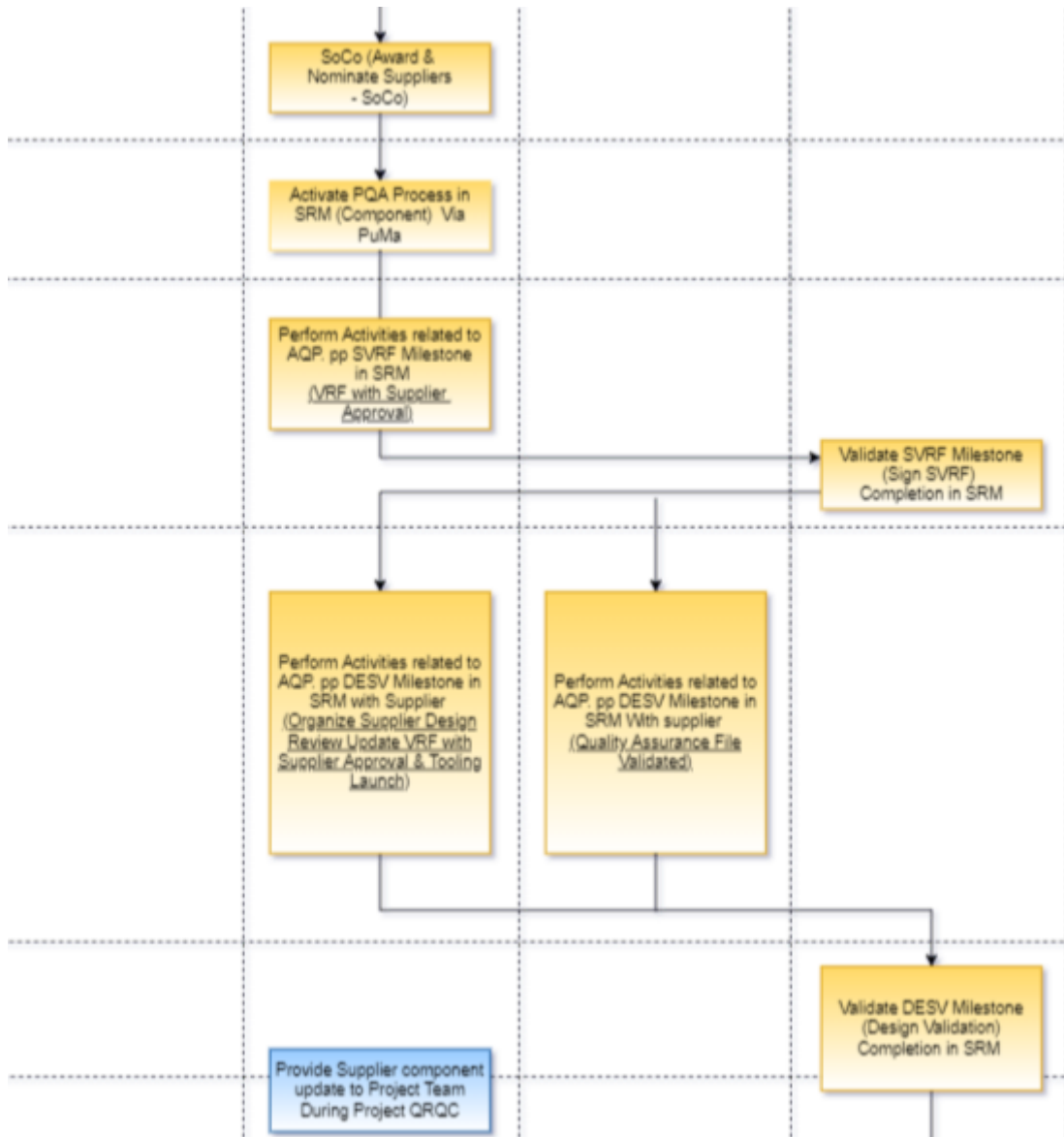
Appendixes are available for suppliers on demand through their corresponding purchasing contact.

Appendixes are available for internal usage via SQA drive [/R21/](#).

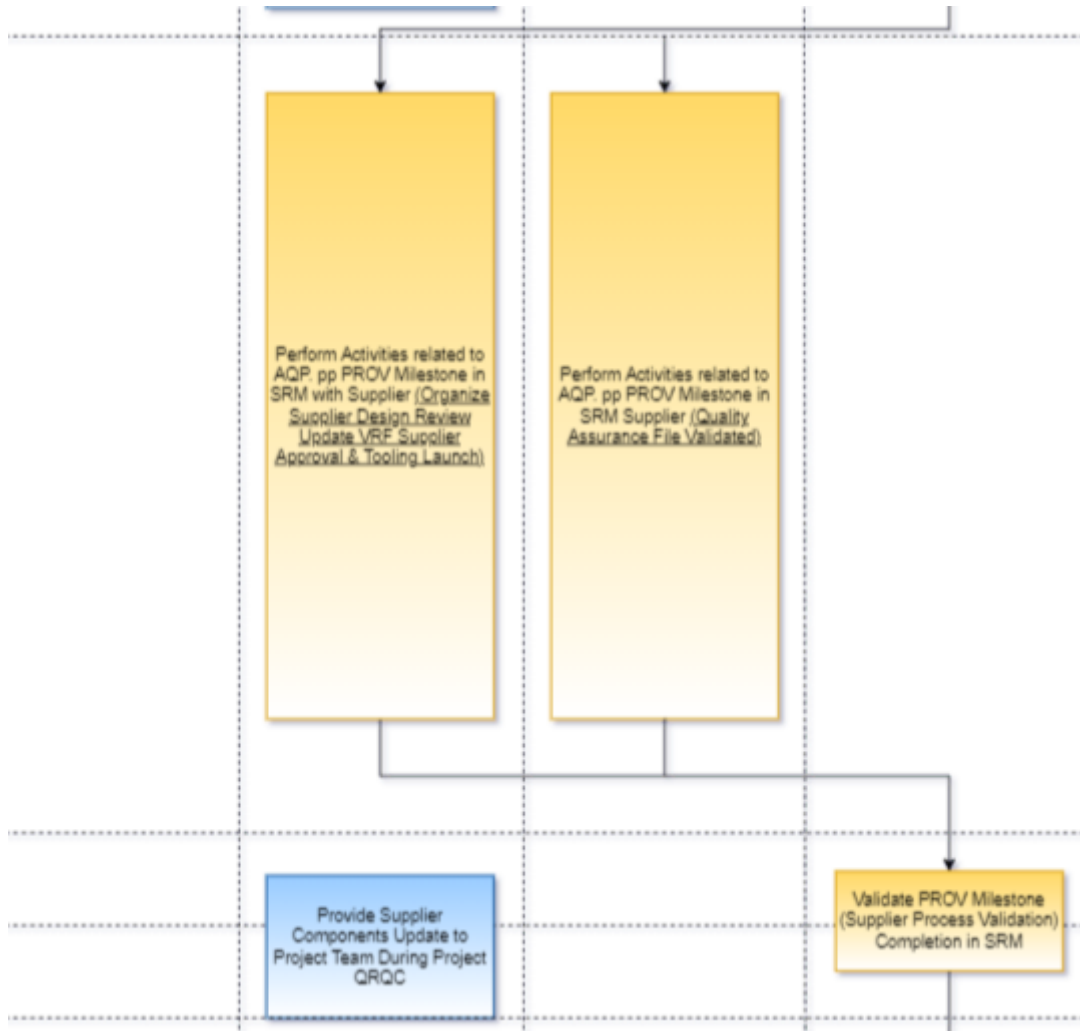
2. Flow Chart



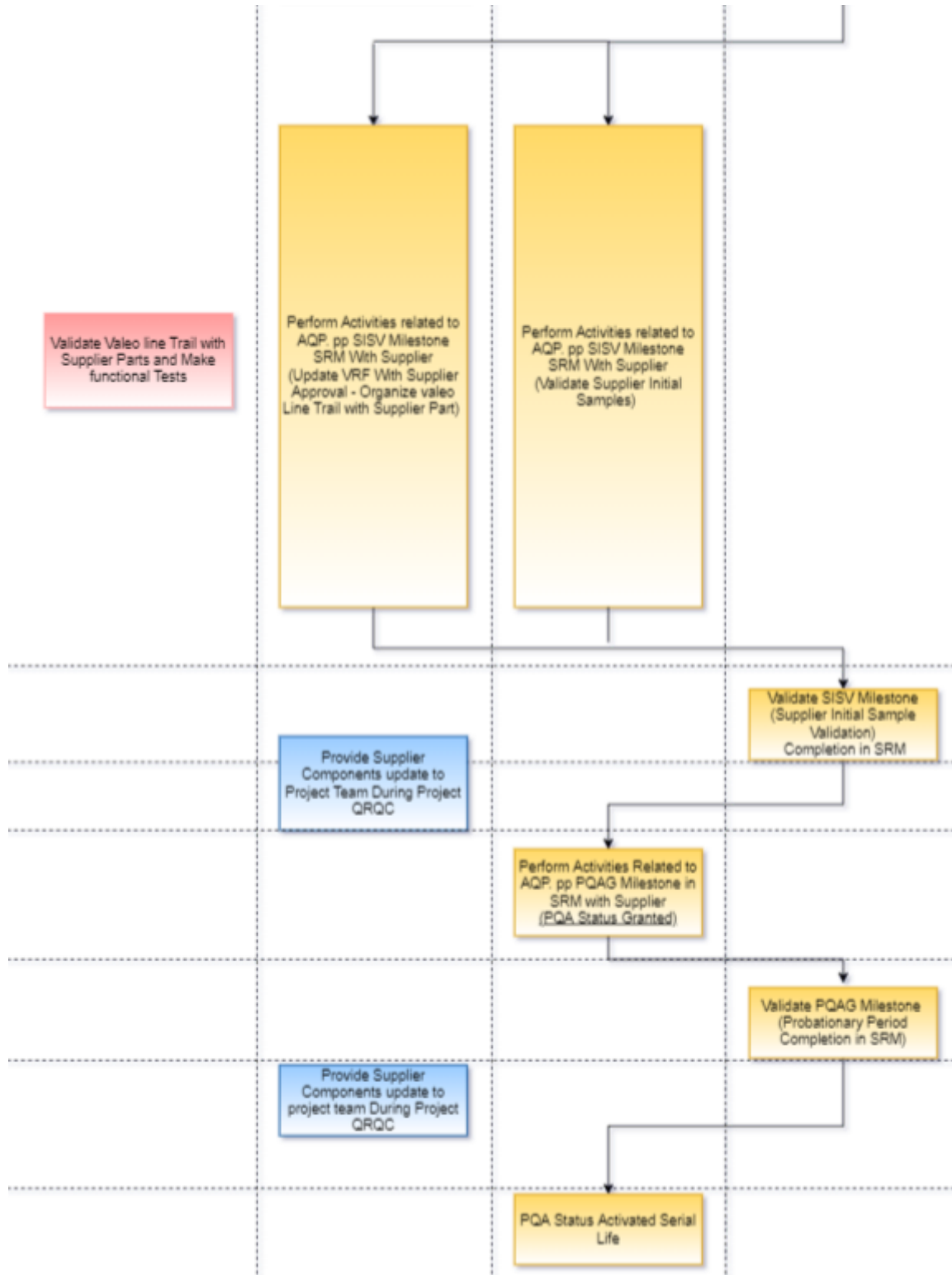
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3. BASIC

PG SQA Commodity Engineer (SQA) /[R22/](#)

P1 Quality PTM (Q-PTM) /[R23/](#)

P1 Project Buyer (Buyer) /[R24/](#)

Supply Chain PTM (SC-PTM) /[R25/](#)

Project Manager (PM) /[R26/](#)

Industrial PTM /[R27/](#)

R&D PTM (Subsystem) /[R28/](#)

No.	Process step	Responsible (only one)	Accountable (only one)	Support	Informed	Consulted
1	Prepare Pre-Sourcing Committee and Define Supplier Short List with DEVIATION in case EVAL <80%	P1 Project Buyer		PM		
2	Prepare Pre-Sourcing Committee and Define Supplier Short List with DEVIATION in case EVAL <80%	P1 Project Buyer		SQA	Q-PTM	
3	Define SPPC for components	R&D PTM			SQA Q-PTM P1 Project Buyer	
4	Gather Project Specific VRF (VSeA Requirement File) and incorporate Commodity Checklist (CCL) via PuMa	P1 Project Buyer		SQA Q-PTM SC-PTM R&D PTM		
5	Verify content of Project Specific VRF			SQA Q-PTM		
6	Answer to Supplier with regards Quality Questions concerning Project Specific VRF			SQA	P1 Project Buyer	
7	Collect Validation via PuMa of each PTM Project			Q-PTM	SQA	

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8	Schedule and Prepare Sourcing Committee Award & Nominate Supplier as per SoCo decision	P1 Project Buyer			Q-PTM	SQA PM R&D PTM
9	Activate PQA process in SRM via PuMa (Automatic creation in SRM with Stage 1 auto validated)	P1 Project Buyer		SQA	Q-PTM PM	
10	Get V pre sourcing RF signed off by Supplier	P1 Project Buyer		SQA	Q-PTM	
11	Open project in SRM and PQA scenario for each External component	P1 Project Buyer			SQA Q-PTM	
12	Organize Design Review with Supplier with the participation of R&D - Purchasing - Quality and SQA	P1 Project Buyer		SQA Q-PTM R&D PTM		
13	Conduct Design Review with Supplier with the participation of R&D - Purchasing - Quality and SQA	R&D PTM		SQA Q-PTM P1 Project Buyer Industrial PTM		
14	Get from Supplier Logistic Protocol according to VSeA Pre-Sourcing Requirement File	SC-PTM	P1 Project Buyer	SQA Q-PTM		
15	Validate Supplier Environmental Requirement (BRDS/IMDS/REACH)	R&D PRM	P1 Project Buyer	SQA	Q-PTM	
16	Manage VRFs updates (if required)	P1 Project Buyer		SQA Q-PTM		
17	Track the development of the Tooling at the Supplier intended to manufacture the purchased component	P1 Project Buyer		SQA		
18	Get from supplier FOT (First of Tool) parts dimensional report and perform First Analysis*	SQA	P1 Project Buyer		Q-PTM	

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19	Deviation management for delivery - Request	P1 Project Buyer		Q-PTM	SQA	
20	Deviation management for delivery - Authorization	Q-PTM		SQA	P1 Project Buyer	
21	Get from supplier action plan to improve quality of component	SQA	P1 Project Buyer	Q-PTM		
22	Request and Validate to Supplier Contingency Plan	P1 Project Buyer			SQA	
23	Get Action Plan from Suppliers if readiness not demonstrated	SQA	P1 Project Buyer	Q-PTM		
24	Validate Tier N Management template	SQA		P1 Project Buyer	Q-PTM	
25	Get capacity confirmation from Supplier	P1 Project Buyer		SQA		
26	FDPR and Process Audit performed by VSeA	SQA	P1 Project Buyer		Q-PTM	
27	Validate SPPC respect	SQA		Q-PTM R&D PTM	P1 Project Buyer	
28	Validate and Follow Up Supplier Action Plan to reach PROV closure	SQA	P1 Project Buyer	Q-PTM		
29	Analyse Initial Samples dimensional and Test Results	SQA		Q-PTM	P1 Project Buyer	
30	Organize Supplier parts availability for trial run on VSeA Line	P1 Project Buyer		Industrial PTM	SQA Q-PTM	
31	Run Trial with first trial parts of supplier on VSeA Line	Industrial PTM		Q-PTM	P1 Project	

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					Buyer	
32	Validate Trial run with first trial parts of supplier on VSeA line and Functional Tests	Q-PTM		SQA Industrial PTM	P1 Project Buyer	
33	Organize meeting with R&D to make decision related to drawing and or to specification due to non conformities	Q-PTM		SQA R&D PTM	P1 Project Buyer	
34	Make decision related to drawing and or to specification non conformities	R&D PTM		SQA Q-PTM P1 Project Buyer		
35	Get Action Plan from Suppliers if IS not according to Spec	SQA	P1 Project Buyer	Q-PTM		
36	Follow Up Action Plan from Suppliers if IS not according to Spec	SQA	P1 Project Buyer	Q-PTM		
37	Validate Initial Samples	SQA		Q-PTM	P1 Project Buyer	
38	Validate Supplier Launch Reinforced Control Plan	SQA		Q-PTM P1 Project Buyer		
39	Validate Supplier Packaging	SC-PTM	P1 Project Buyer	SQA Q-PTM Industrial PTM		
40	Manage Component Project IS Dashboard for the entire Project (SRM)	P1 Project Buyer		SQA	Q-PTM	
41	Monitor Launch Results / Probationary	SQA		P1 Project Buyer	Q-PTM	
42	Pronounce AQP status	SQA		Q-PTM P1 Project Buyer		

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43	Extract from SRM - VSeA Site Documentation folder to track modification and deviation from IS approval			SQA Q-PTM		
44	Yearly Initial Sample Conformance process			SQA		
General Project responsibilities : Applicable for All milestones & All Phases						
45	Manage to get the corresponding deliverables to be attached and accepted at each AQP.pp Milestone in SRM PQA Module	SQA	P1 Project Buyer	Q-PTM		
46	Manage Component Project Dashboard for the entire Project in SRM and present in Project QRQC	P1 Project Buyer		SQA	Q-PTM	
47	Keep SRM PQA Module Time Line updated according to Project Master Schedule	P1 Project Buyer	PM	SQA		
48	Validate the content of the deliverables attached at each AQP.pp Milestone in SRM PQA Module	SQA			P1 Project Buyer	
49	Validate the closure of the Milestone in SRM PQA Module	RO SQA manager		SQA	Q-PTM P1 Project Buyer	
50	Escalation and Arbitration of Supplier Component deadlocks handled along the Project QRQC	P1 Project Buyer		SQA Q-PTM		

4. Reference documents, forms and checklists

/R1/ [Supplier Quality Manual](#)

/R2/ SRM ([Supplier Relationship Management portal](#))

/R3/ VSeA Advanced Quality Planning for product and process - AQP.pp

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/R4/	Supplier Release File (SRF)
/R5/	FO0323_VSeA_SVRF_Logistics
/R6/	FO0324_VSeA_SVRF_Purchasing
/R7/	FO0325_VSeA_SVRF_Quality
/R8/	FO0326_VSeA_SVRF_Technical
/R9/	Validation Plan
/R10/	Full Day Production Run (FDPR) Report
/R11/	FDPR Preparation Form
/R12/	Process Audit Questionnaire & Report
/R13/	Cpk calculation sheet
/R14/	9.1
/R15/	9.2
/R16/	Initial Sample Report and YIS Data submission
/R17/	EMP Changes Evaluation checklist and EMP Process Assessment checklist
/R18/	Design Review With Supplier (GST-RD-H01-0185-D03)
/R19/	SQA Tier N Mgmt_2018 Rev7
/R20/	Identification of Shipments (SQ-2109)
/R21/	SQA drive
/R22/	JP0097_PG SQA Commodity Engineer (SQA)
/R23/	JP0017_P1 Quality PTM (Q-PTM)
/R24/	JP0023_P1 Project Buyer (Buyer)
/R25/	JP0012_Supply Chain PTM (SC-PTM)
/R26/	JP0123_Project Manager (PM)
/R27/	Industrial PTM
/R28/	JP0056_R&D PTM (JP0055_Subsystem)

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5. Glossary and abbreviations

AQP.pp	Advanced Quality Planning for product and process
Cpk	Capability Process Katayori
EMP	End of Mass Production
EVAL	Evaluation
FOT	First off Tool
FDPR	Full Day Production Run
IS	Initial Sample
PM	Project Manager
PTM	Project Team Member
PuMa	Purchasing Management
Q	Quality
QM	Quality Management
QRQC	Quick Response to Quality Control
R&D	Research & Development
SC	Supply Chain
SoCo	Sourcing Committee
SPPC	Special Product & Process Characteristics
SQA	Supplier Quality Assurance
SQM	Supplier Quality Manual
SRM	Supplier Relationship Management
SVRF	Specific Valeo Siemens Requirement File
VSeA	Valeo Siemens eAutomotive GmbH
VRF	Valeo Siemens Requirement File
YIS	Yearly Initial Sample

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6. Review and previous versions

Functional Review		
Department	Reviewer	Reviewed by
QM SQA	Ulrich Schmitz	Ulrich Schmitz, 16.03.2022
QM SQA	Yuan Chen	No remark
QM SQA	Ulrika Sallenhag	Ulrika Sallenhag, 15.03.2022
QMS PM	Christian Schorn	Christian Schorn, 14.03.2022
PL-PE QM	Peter Bauer	No remark
PL-EA QM	Christian Neumaier	No remark
PL-EM QM	Patrick Beyer	No remark
MF IND	Laurent Bovin	No remark
MF LOG	Ilko Boroczinski	Ilko Boroczinski, 16.03.2022
PL-PE R&D TPM	David Wostal	No remark
PL-EM R&D TPM	Hans-Thomas Schmidt	No remark
PL-EA R&D TPM	Andreas Hofer	No remark
PUR M&TO	Yu Du	No remark

Change log history			
Version	Publishing Date	Author	Change Description
V1.0	21.05.2015	Gerald Beer	Initial Version
V2.0	28.06.2017	Gerald Beer	Update of JV name and logo
V3.0	05.11.2018	Gerald Beer	Integration of CLEAN process
V4.0	13.03.2020	Gerald Beer	Complete Revision & work in of review comments, add root cause analysis for supplier audits
V4.1	02.03.2022	Bertrand Bourcier	Complete revision
V4.2	05.04.2022	Bertrand Bourcier	Rework after functional review
V5.0	20.04.2022	Bertrand Bourcier	Release version