

# **Global Supplier Manual Appendix J – Mazda Customer Specific Requirements for Suppliers**

October 11, 2017

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## **Scope of this document**

The scope of this document is to ensure compliance to customer requirement by sub-suppliers of SMR Automotive who are supplying for any Mazda project. This document is listing requirements for these suppliers in addition to standard IATF16949 requirements and in addition to standard SMR requirements.

## **Responsibility**

Suppliers who are supplier for SMR of a component for a Mazda product shall meet all requirements listed in this document during the whole project lifetime. This includes but not limited to:

- Regularly check for updates of this document on [www.smr-automotive.com](http://www.smr-automotive.com)
- Ensure availability and awareness of related Mazda standards and requirements mentioned in this document
- Ensure requirements are met in their supply chain

## **1.0 Control of Subcontractors' APQP Status**

SMR shall ensure that all relevant subcontractors implement quality assurance activities or equivalents in accordance with APQP requirements, and shall monitor the subcontractors' APQP status.

## **2.0 Control of Quality Records and Retention**

Suppliers shall establish a system in which electronic quality record can be easily searched and promptly retrieved upon request by Mazda.

Suppliers shall establish an appropriate retention method and environment in order to prevent deterioration of the quality records

### **2.1 Retention Period**

Suppliers shall retain the quality records according to the retention period specified in next Table.

The retention period starts from the date when the quality records are created or received.

The quality records related to product liability cases or recalls shall be retained until the concerns are closed even after the retention period has expired.

### **2.2 Disposal of Quality Records**

After the retention period has expired, the quality records shall be disposed under illegible condition.

## Quality Records Table

NO.	Documents/ Quality Records	Starting point of Retention (*1)	Retention Period (Year)		Remarks
			Parts that have A/AR Rank	Others	
1	Registration of Supplier Representative for Quality Assurance	c	10	10	Including Registration before revision
2	APQP status report (QRS2010; Quality Assurance Plan)	b	2	1	
3	Control Plan (*2)	c	10	10	
4	Operator Work Instructions	c	10	2	
5	Acceptance Sample Application (*3)	c	10 (*4)	3	
6	Records of design change	c	10	2	Records of ECN #, contents, effective date.
7	Delivery Record	a	10	2	Refer to Table 3
8	Inspection Reports	c	10	2	Incoming, in-process, delivering, materials, performance, reliability inspection/test, Final Quality Verification Report
9	PSDs (Parts Submission Declarations)	c	10	2	With a package of APQP Elements
10	Notification of Production Methods Change	a	3	3	
11	Quality records (including production records)	a	10	2	Refer to Table 3
12	8D Reports, Records of corrective and preventive actions	c	10	1	For Rework Actions, Warranty Claims and Okm-Claims.
13	Request for Deviation	a	3	3	
14	Quality records related to product liability cases or recalls	N/A	until the concerns are closed		
15	Other quality records	In accordance with supplier established operating procedure.			

NOTES;  
 -(\*1) Classification for starting point of retention;  
 a) when Document is generated.  
 b) when the mass production started  
 c) when the mass production ended.  
 -(\*2) Include former Inspection Standards  
 -(\*3) If the retention period of the acceptance sample is set, the sample should be retained until the designated date.  
 -(\*4) Applicable only for case of A and AR Quality Rank

## History of Revision

No.	Cause of modification	Date	Modifier	Approved
1	First issue	11.10.2017	Judith Robertson	Steffen Dehner
2				
3				
4				
5				