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1. Purpose

To define the additional requirements specific to Oetiker NY Inc. direct suppliers.

2. Scope

This manual is a supplement to the global requirements defined in OEGR-SC-04-55 Supplier Manual for Direct Suppliers.

All Oetiker NY Inc. suppliers are required to comply with the requirements defined in both of these Oetiker Supplier Requirements Manuals.

Additional Oetiker Customer Manuals may be required based on products being supplied to Oetiker. Oetiker is responsible to communicate these additional requirements when required.

3. Definitions / Terms / Abbreviations

OEGR – Global Oetiker Inc.

ONY – Oetiker New York Inc

4. General description

1. General:

No additional requirements.

2. Supplier Categories:

No additional requirements.

3. Supplier Selection:

No additional requirements.

4. Auditing and Verification:

No additional requirements.

5. Specification and Machine & Process Capability:

(OEGR 5.2) Preliminary process capability must meet a minimum Pp/Ppk 1.67.

Process capability / Long term capability must meet a minimum Cp/Cpk 1.33.

6. Production Part Approval Process or VDA 2 Depending on Customer Requirements:

(OEGR 6.1) The default PPAP submission level for all initial samples at Oetiker NY is level 3.

Oetiker NY Inc. will communicate the required submission level for all other submissions required by OEGR- SC-04-55 section 6.2 and including annual submissions when required.



Additional Oetiker NY PPAP Requirements:

- PPAPs are to be submitted in accordance with Oetiker Supplier PPAP Checklist ONY-F-1007.
- PPAP submissions are required to be scanned and emailed in a PDF format.
- Samples are to be submitted separately to Attention: PPAP Coordinator and must be clearly labeled as PPAP Samples.
- PPAP Production order quantities must be clearly labeled as PPAP PARTS/ NOT FOR PRODUCTION.
- The Supplier prefix may be used in the part number at time of PPAP to assist with part segregation until ONY customer PPAP's are approved. Supplier Quality will communicate with the Suppliers, confirming proper barcode labelling, through this approval process.
- Safe launch (GP-12) is a requirement for all new part submissions to ensure zero defects. GP12 may also be required when changes to the supplier process occurs. ONY Supplier Quality will communicate quantities or timeframes required for this activity. Control Plans for these safe launch (GP12) activities are required at PPAP submission. All parts shipped during GP-12 must be clearly labeled with a "GP-12" sticker on the outside of each box as evidence of completion to ONY incoming inspection.
- Suppliers are expected to follow current AIAG Core Tools for PPAP submissions.

(OEGR 6.2) Change requests must be submitted on ONY Supplier Change Request Form ONY-F-1008.

(OEGR 6.3) All Oetiker NY suppliers are required to complete annual validations. Annual validations are to include the following:

- Full dimensional layout for each part supplied.
- Material analysis by an accredited laboratory (by grade).
- CQI Assessments
- Conflict Minerals Reporting

Dimensional layouts to be held by supplier and readily available upon request. Material, CQI, and Conflict Minerals are to be submitted to Oetiker NY Annually.

Oetiker NY Plating Requirements:

- Plating suppliers must conform to the requirements outlined in JT3016M.
- Plate certifications are required to be sent with each shipment and must include actual measurement test results of each lot processed.
- Salt spray compliance by an accredited laboratory is required to be submitted with PPAP.



7. Delivery & Transport

(OEGR 7.2) Supplier premium transports are to be communicated by the 7th of the following month.

(OEGR 7.4) Oetiker NY Packaging Approval Form ONY-F-1010 is submitted with PPAP to ensure sufficient packaging and labelling is implemented.

(OEGR 7.5) Oetiker NY Supplier Material Deviation Request Form ONY-F-1011 must be completed for all deviations. All deviations must be approved and labelled as such prior to release of material for shipment to Oetiker NY.

Additional Oetiker NY Delivery & Transport Requirements:

➤ Individual containers must have a 4 x 6 label affixed to one side of each container with the label facing outward. Labels are required to be in accordance with Barcode text 39. Information in the barcode must include specific information with no spaces or symbols.

➤ The following detail is required in the shipping barcode label:

- Oetiker NY part number
 - Oetiker NY drawing revision level
 - Quantity of material in container
 - PO number
 - Job number/ Packing Slip #
 - Supplier traceable lot number
 - Supplier name/address
 - An Alternate Material No. will be communicated if required.
- A container (box/tote) must contain only one lot number.
- A Master Ship Label is required on all shipments with multiple containers. See below example:

<small>PART NO (P)</small> 851608 	<small>QUANTITY (P)</small> 900
<small>PO NO (K)</small> 54321 	<small>REVISION</small> A
<small>LOT NO (1T)</small> ABCD1234 	<small>ALT MATERIAL NO</small> 23600000
<small>PACK LIST (2S)</small> 987654 	<small>SUPPLIER</small> Supplier Name Address City, State, Postal Code



- A packing slip must be included with every shipment and contain the following information:
 - Packing slip number/Job number
 - Oetiker purchase order and line release number(s)
 - Part number
 - Drawing revision number
 - Lot Number(s) & Quantity of each lot number
 - Total quantity shipped

- The line release number must also be referenced on the invoice.
- Packages / containers / packaging materials must be free of debris, foreign material and fluids when they are received at Oetiker.
- The use of metal banding materials for packaging is not permitted.
- Boxes or totes must be stacked no more than four (4) high on a pallet.
- Boxes / containers must not exceed 40 lbs.
- At a minimum, supplier lot control information must be traceable back to the date(s) of the production run, the material heat lot in which parts were produced, and the approved production equipment that it was produced on.

8. Supplier Evaluation and Escalation Process:

No additional requirements.

9 Corrective Actions:

(OEGR 9.2) Components at incoming status may be returned to suppliers based on no disruption to Oetiker NY production processing.

Components detected with discrepancy during Oetiker processing are not typically returned to suppliers based on part status.

Oetiker NY SQA will communicate with suppliers regarding containment and on-site sorting requirements.

(OEGR 9.4) Evidence of Supplier actions and controls (Control Plan, FMEA, Work Instructions, etc.) are required to be submitted with the final 8D report to Oetiker NY.

10 Containment & Failure Costs:

(OEGR 10.1) All costs associated with a supplier discrepancy will be charged back to the responsible Supplier.

(OEGR 10.2 / 10.3) The supplier is required to send "Certified" product shipments that are clearly labeled until the 8D corrective action report is approved by Oetiker NY.

11 Documentation:

No additional requirements.

12 Testing and Inspection by Oetiker:

No additional requirements.



Oetiker NY Inc. Local Supplier Requirements Manual

ONY-I-1002/00

13 Regulatory and Statutory Requirements:

No additional requirements.

14 Contingency Plan:

Supplier contingency plans must be in accordance with IATF 16949 (6.1.2.3) and made available to Oetiker NY upon request.

15 Supplier Compliance Acknowledgment:

As an authorized representative of the supplier, I certify that we agree to comply and adhere to this revision of:

OEGR-SC-04-55 ONY-I-1002 Supplier Manual. _____

Supplier Name : _____ Date : _____

Supplier Representative & Title : _____

Signature _____



Oetiker NY Inc. Local Supplier Requirements Manual

ONY-I-1002/00

5. Applicable documents

Document type	Nomenclature, title and hyperlink
OEGR-SC-04-55	Oetiker Global Supplier Manual
ONY-F-1007	ONY Supplier PPAP Checklist
ONY-F-1008	ONY Supplier Change Request Form
ONY-F-1010	Supplier Packaging Form
ONY-F-1011	Supplier Material Deviation Request Form
JT-3016M	General Plating Quality Requirements

6. Change history

Status	Created/ changed	Reviewed	Approved	Comment (changed/added)
00	<i>Laura Burnett</i> <i>Quality & Environmental</i> <i>Manager</i> <i>08 May 2019</i>	<i>Mark Wiecek</i> <i>MRO/Quotation</i> <i>Group Leader</i> <i>08 May 2019</i>	<i>Laura Burnett</i> <i>Quality &</i> <i>Environmental</i> <i>Manager</i> <i>08 May 2019</i>	Initial release (JTF 7.4.3) Complete re-write to align requirements in OEGR-SC-04-55