



PORT  
CITY  
GROUP

# SUPPLIER QUALITY MANUAL

**PORT CITY METAL PRODUCTS  
MUSKEGON CASTINGS CORPORATION  
PORT CITY CUSTOM PLASTICS  
PORT CITY CASTINGS CORPORATION**

# PORT CITY DIE CAST REVISION LOG

<b>DATE</b>	<b>DESCRIPTION</b>	<b>SECTIONS</b>
07/02	Write Quality Manual	All
05/03	Add PCCC to cover sheet	Page 1
04/04	Revised Approval Signature Page (Title Change) and inserted add'l verbage in Section 10.1	Pages 3 and 11
10/04	Revised to reflect ISO / TS requirements	Pages 4 and 6
03/07	Revised to include PCG Supplier Rating System	Various Pages
03/08	Revised to show same verbiage in Section IV, Item 1 as on Quarterly Performance Review Form and show current QA Mgrs for MCC and PCCC on Graph	Pages 15, 16 & 17
04/08	Revised Supplier Rating System Section (IV)	Page 15
08/08	Add Section 3.3.4 IMDS	Page 7
08/10	Removed revisions from Quality Standard references (ie ISO 9001:2000)	Various Pages
07/11	Revised Section IV (Supplier Rating System) to show Performance Review done on semi-annual basis	Page 15
02/12	Added requirement for Contract Feasibility to be submitted	Page 6
12/12	Added PCDC to cover page	Cover Page

## **“QUALITY POLICY STATEMENT FOR SUPPLIERS TO PCG”**

**It is Port City Group’s policy to purchase from suppliers who consistently meet or exceed the company’s requirements for quality, reliability, value and on time delivery.**

**Suppliers will be responsible for the quality and reliability of their products used by Port City Group for the manufacture of automotive and non-automotive components. Responsibility is inclusive of all costs incurred in replacement, rework, and/or repair of defective material attributable to the supplier. Port City Group’s policy is to contract for zero defects, continuous improvement and 100% on time delivery.**

**Suppliers are expected to develop a Quality Assurance System committed to the conformance of quality and reliability of their products. Suppliers shall achieve the compliance to a recognized national/International Quality System such as TS 16949 or ISO 9001 at a minimum.**

**In the final analysis, each supplier must understand and set the quality standards for their organization so they are conducive with the requirements of Port City Group. The supplier’s manufacturing department must assume the responsibility for producing their product at zero defects Quality Levels, with departmental support and with goals including continuous improvement methodology.**

**In order to achieve these goals, the suppliers and Port City Group must share quality goals and strategies. To have successful strategy we must understand each other’s needs and work cooperatively together. Communication is the key to collective cooperation and must start in the advanced planning stages of product development. This will allow us to work as partners and to attain our mutual success.**

**The attached Supplier Quality Manual has been developed to assist the supplier’s organization by, showing all suppliers our formal quality system and the requirements it sets for their organizations to meet. In accomplishing the aforementioned tasks and to improve communication with Port City Group, detailed instructions and specific requirements are thoroughly described.**

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# I. BASIC REQUIREMENTS FOR SUPPLIERS

## 1. Purpose

To establish supplier policy and procedural guidelines and to communicate customer expectations and assist suppliers in the establishment of a compliant system that will ensure the uninterrupted flow of conforming product and services.

## 2. Scope of Application

This manual applies to all component parts, service parts, assemblies, bulk and production material sub-contracted by or manufactured at supplier locations that end up as part of the final product shipped to Port City Group customers.

## 3. Basic Requirements

Suppliers are solely responsible for the quality of all material, products and services delivered to Port City Group. Suppliers are required to establish a quality system that is adapted to their manufacturing process and is capable of assuring continuous production of their material/products that meet or exceed Port City Group requirements.

### 3.1 Documentation

So that Port City Group may better understand the particular quality system of the supplier, the following information shall be provided to Port City Group Purchasing Department.

- A. Port City Group Supplied Pre-Survey Self Assessment.
- B. Certificate of compliance to ISO 9001, at a minimum, TS 16949 or an implementation plan for achieving ISO/TS.
- C. A Quality Manual or Policy and Procedures Manual.
- D. Department flow / organizational chart
- E. Supplier key contacts with phone numbers
- F. Contract/Product Feasibility Analysis (*use PCG's format on pg. 18 of this manual or suppliers format- either is acceptable*)

**NOTE: Suppliers are responsible for using current AIAG manuals and forms at time of submission.**

### 3.2 Process Control

Suppliers shall develop and maintain internal systems for the control of manufacturing and inspection processes. Port City Group shall review and approve the system prior to delivery of material.

### 3.3 Control of Purchased Material

#### 3.3.1 Production Materials

Only those materials approved through PPAP submission maybe purchased for use in parts manufactured at Port City Group, its suppliers and sub-suppliers. This approval will be provided to the supplier by the Plant Quality Department.

#### 3.3.2 Component Items

Incoming components to Port City Group Divisions shall be approved through PPAP submission. Receiving inspection or lack of inspection shall not relieve the supplier or subcontractor from ensuring the quality of the product. Regardless of the number of parts checked, lots will be accepted on a C = 0 basis. Specifically, an entire lot shall be rejected based on identification of a single non-conforming or suspect condition (Port City Group discretion).

### **3.3.3 Hazardous Materials**

No hazardous materials may be used in the manufacture of Port City Group components. This includes any banned or restricted use material as designated by the International Material Data System (IMDS).

### **3.3.4 International Material Data System (IMDS)**

In an effort to comply with domestic and foreign restricted/prohibited substance legislation, Original Equipment Manufacturers (OEM's) of passenger automobiles are requiring all suppliers to report parts data for every supplied component and assembly. The data being requested includes material composition, weight, recycled content, and applicable subcomponent. Port City Group is required to enter and send this data to our customers via the International Material Data System (IMDS). In order for Port City Group to meet the IMDS reporting requirements, we are requesting each of our suppliers to submit parts data for all components and or sub-component supplied to us. Reporting shall be via IMDS (Port City Group's IMDS ID# **17903**). All future PPAP submissions will require proof of IMDS parts data submission and acceptance prior to approval.

## **4. Quality System Representatives**

The supplier shall submit names of individuals and telephone numbers to the appropriate Port City Group representative who has the assigned responsibility for the quality of supplied product/material.

- 4.1 The supplier shall appoint a qualified representative within the organization who has the responsibility and authority to resolve quality matters. This person(s) shall be of a level to effectively interact with their management and also with Port City Group divisions Quality Departments.
- 4.2 The supplier's designated qualified representative within the organization shall be familiar with, and capable of interpreting, their company's policies. The representative shall provide written corrective actions in the 8-D or 5 why format as required.
- 4.3 The supplier's designated quality representative (shall conduct an annual internal quality system audit of their facility. Results with corrective actions shall be made available upon request of Port City Group.

## **5. Control of Manufacture**

Suppliers shall control manufacturing according to their Quality System Policy/Procedures. If that system should deviate, the supplier's shall take the necessary action to re-establish control, and shall immediately notify the appropriate Port City Group Division(s) Quality Representative.

- 5.1 SPC shall be done on all Key, Significant, Critical Characteristics or Safety Requirements. These characteristics shall meet a 1.67 Cpk long term and 2.00 PpK on new processes after September 2002. This data shall be available to Port City Group upon request.
- 5.2 Process capability studies on critical & key characteristics shall be completed, per PPAP requirements, prior to sample submission to Port City Group Divisions. Studies not meeting minimal requirements will require supplier request or deviation with action plan to Purchasing.
- 5.3 The supplier shall use capability analysis methods as outlined in the current "Statistical Process Control" {SPC} and "Production Parts Approval Process" manuals from AIAG.

**5.4** Key characteristics shall be under statistical control. The supplier shall immediately notify Port City Group of any out of control conditions that may have been shipped and shall develop an action plan to regain control and contain suspect product.

**6. Control of Inspection**

Suppliers shall perform inspections compatible with their system and compliant with appropriate measurement methodology. Defective material shall be isolated from the product stream, identifiable as to process, status, and shall be reviewed for correction or rejection in a timely manner per the suppliers documented Quality System.

**7. Control of Measuring Instruments**

In order to assure the precision of measuring and testing instruments, suppliers shall establish written control procedures and enforce periodic inspection and calibration.

**7.1** The supplier shall provide and maintain appropriate gauging to ensure manufacturing and inspection performance. The subcontractor shall conduct "Gage and Repeatability and Reproducibility" [see "Measurement System Assessment {MSA}, manual from AIAG on each gage or family of gages used on material / product produced for Port City Group, determined gauge calibration frequency, and submit documented results of calibration and the "MSA / G.R. & R" activity's with level 3 PPAP.

**7.2** The supplier's gauging and testing equipment shall be made available to Port City Group's representatives upon request.

**7.3** Port City Group supplied gauging shall be used in accordance with established instructions with frequency and SPC requirements as established by PPAP Control Plan.

**7.4** All data shall be submitted in the same unit of measurement as the blueprint unless otherwise designated by Port City Group Engineering.

**8. Change Control – (Deviations and Engineering Changes)**

All changes shall require a Port City Group approval prior to implementation. Contact Port City Group / Engineering with change requests to obtain direction / approval for all changes.

**8.1 Drawing Control**

When changes occur to Port City Group drawings (including directions equivalent to drawings) or supplier drawings approved by Port City Group, suppliers shall submit a revised level 3 PPAP. Unless otherwise approved prior to PPAP Submission in writing by Port City Group all PPAP submissions shall meet level 3 requirements.

**8.2 Process Change Control**

During the manufacturing process, (ANY CHANGE) whether because of a design change, material, component, equipment, die, tool, mold, jig, etc., the supplier shall submit a new level 3 PPAP per the latest AIAG PPAP manual or to the level specified in writing by Port City Group Quality prior to shipment.

**8.3 Deviations**

The supplier shall use an approved Port City Group form and shall have written authorization prior to shipment. All deviations shall be for 30 days unless otherwise specified and approved by the PCG Director of Engineering.

#### **8.4 Engineering Change**

The supplier shall use an approved Port City Group format and shall have written approval prior to shipment.

### **9. PPAP**

PPAP submissions are to be submitted per the most current revision of the AIAG PPAP Manual. The default level for submission is 3, unless written permission is received from a Port City Group representative.

#### **9.1 Tagging of PPAP and Initial Parts**

The PPAP and Initial Production Parts shall be tagged with a PPAP label in addition to regular labeling requirements.

#### **9.2 Containment and Identification of Initial Production Parts, Materials or Product**

Following initial PPAP approval of new or modified product or material, the supplier shall, unless released in writing by PCG Divisional Quality Manager, institute level (1) containment practices. Specifically, the supplier shall be required to perform a 100% inspection of the subject product/material per an Approved Pre-Launch Control Plan. Each component shall be inspected for defects including but not limited to: missing / defective fasteners, improper assembly, bent/broken or deformed product features. Each container of material shall be identified with an indelible mark that is acceptable to Port City Group and its customer(s). Level (1) containment shall be enforced until the supplier can provide defect free product/material for a period of 30 (thirty) consecutive days or three (3) production lots (whichever is greater in quantity). Upon fulfillment of these requirements, the supplier shall submit written application to the attention of the plant (division) Quality Manager for formal release from containment. The supplier shall assume responsibility for all associated containment cost.

#### **4.3 Sample Masters**

Master PPAP Layout samples shall be retained per ISO/TS 16949 requirements.

### **10. Subcontractor Control**

#### **10.1 Supplier Responsibility**

Supplier shall be completely responsible that the goods, or any portion thereof ("components/material"), purchased under subcontract, conform to the drawings, specifications and other requirements of Port City Group and the customers of Port City Group. On an annual basis, the supplier must submit to Port City Group an updated PPAP for each active part confirming that all approved PPAP conditions and dimensions have not deteriorated (if stated in the original purchase order).

#### **10.2 Supplier/Subcontractor Inspection**

Port City Group and Port City Group customers reserve the right to audit without limitation the supplier's facilities, processes, components, materials and finished goods.

In addition Port City Group and Port City Group customer's representatives shall be afforded the right to verify that product/material conforms to specified requirements. These same rights shall be extended to all supplier subcontractors that are engaged to provide purchased material/components that are provided to Port City Group and Port City Group Customers. Any audit or verification shall not absolve the supplier or supplier's subcontractor of the responsibility to provide acceptable material/product. Under no circumstances shall an audit or verification be used by the supplier as evidence of effective control of quality by the subcontractor, nor shall it preclude subsequent rejection or further evaluation.



## **11. Control of the Manufacturing Process**

The supplier shall, for the purpose of ensuring stable production, establish and maintain the condition of production machinery, equipment, tools, dies, fixtures, gauges, mistake proofs and any customer supplied items through documented preventive maintenance program(s).

The supplier shall, periodically record the condition of all Port City Group supplied product and items, and report as necessary or upon request. Any loss, damage, or deterioration of Port City Group property shall be reported to Port City Group Purchasing in a timely manner. Advance notice of tooling deterioration that would necessitate replacement shall be reported in advance to allow adequate time to refurbish or replace said tooling. On new projects quotation of perpetual tooling is encouraged and may be required.

Port City Group expects 100% conforming parts with 100% on time delivery. It is the responsibility of the supplier and their subcontractors to ensure the continuous flow of conforming product, material, or services. A supplier and their subcontractors shall not be absolved or otherwise released from fulfilling established delivery schedules due to identification of defective product, material, or services. In the event circumstances arise that may result in an inability to fulfill established delivery schedules, the supplier and their subcontractor must immediately contact the appropriate Port City Group release agent and submit a recovery plan in writing signed by the supplier representative or authorized manager and approved by Port City Group. Costs incurred by Port City Group due to late shipments or quality issues shall be the responsibility of the supplier including any charges to Port City Group due to missed shipments to Port City Group customers.

## **12. In-Process Inspection and Test**

The supplier shall, in order to constantly maintain quality control, establish and maintain as part of the system, a plan for performance of inspection and test per PPAP submission documents.

## **13. Final Inspection and Test**

The supplier shall establish and maintain as part of the system a final inspection audit and test procedure per PPAP submission documents.

**13.1** Reference Sample in any case where the supplier has completed or interrupted continuous production and has extended production idle time before starting the next production run, the last of the goods (with date) checked by gauge or other inspection must be retained until start of the next production run for use as an inspection sample.

Whenever a change in setup is made to any die or jig during production, a special inspection (First Piece) or test shall be performed by the supplier to verify meeting requirements.

## **14. Parts Identification**

Supplier shall practice lot control in a manner consistent with good manufacturing practices. This shall include, but not be limited to, identification of lot number and production date, with timely rotation of, materials, and goods. In all cases, the practice of FIFO (first in/first out) shall be applied.

#### 14.1 Product Identification and Traceability (Lot Control/Traceability)

The supplier shall establish a documented procedure for lot traceability that identifies the product/material from receipt through all stages of the production/process, (including secondary and third party).

A packing slip must be provided with each shipment, and it must meet the following requirements:

1. Lot Number clearly identified as Lot Number
2. Quantity of product/material
3. Number of containers
4. Port City Group part number
5. Purchase order number
6. Date of shipment
7. Indicate if PPAP samples
8. Visible [readily available on exterior surface] (not in a box unmarked)
9. Any other information requested by Port City Group (where applicable)

**If the lot number is called anything other than lot number on the packing slip, the lot may be rejected.**

All containers must have the lot number clearly and legibly printed to ensure proper traceability during Port City Group's Manufacturing processes.

Lot numbers must be traceable to material certifications/test data at the supplier's facility. This is to ensure that Port City Group has proper lot traceability in case a nonconforming issue should arise. This traceability information shall be retained for a period of three (3) years unless notified in writing by Port City Group Quality Assurance.

#### 14.2 Labeling (Bar Coding)

The supplier shall label product/material per Port City Group instructions.

The supplier shall display the following information on all shipping containers:

- A. Supplier's name
- B. Port City Group part name and part number as designated by PCG
- C. Quantity
- D. Date of Manufacture
- E. Color (where applicable)
- F. Purchase Order Number
- G. Any other information requested by PCG (where applicable)
- H. Production Lot Number

#### 14.3 Segregating Similar Type Parts

The supplier shall maintain positive control of the goods destined for Port City Group to prevent mixing with other similar type of goods manufactured or sold by the supplier.

##### 14.3.1 Transportation

The Port City Group Material Control Manager or designate shall be contacted for instructions. The supplier shall make shipments per instructions with consideration for appropriate lead time,

**The supplier in all cases shall be responsible for 100% on time delivery.**

Parts expedited at Port City Groups request shall use designated carrier.

##### 14.3.2 Container Size and Weight Guidelines

- A. Individual hand held containers *maximum 40 Pounds.*

- B. Pallets should be 38”X42” or 42”X45”.

### **14.3.3 Late Parts**

When parts are late it is the supplier’s responsibility to use the fastest possible delivery service. Costs incurred by Port City Group due to late shipments shall be responsibility of the supplier including any charges to Port City Group due to missed shipments to Port City Group customers.

## **14.4 Defective Parts Identification**

The supplier shall establish and maintain as part of the system a plan and procedure for the control of defective goods. These goods shall be segregated from the production flow of acceptable goods, and shall be identified separately by container, color, tag, or plate for the purpose of preventing their use, shipment or mixing with acceptable goods.

## **15. Prevention of Quality Deterioration During Storage**

The supplier shall maintain necessary control to prevent deterioration of goods during any period of storage prior to delivery.

## **16. Quality Data**

### **16.1 Development of Quality Data**

The supplier shall develop as part of the system a record of data as evidence of assurance of the quality required by Port City Group. This data shall include, without limitation, at least the following listed items:

#### **16.1.1 Records of Inspection and Test Results**

**These records shall include;**

1. The manufacturing data.
2. Production lot size.
3. Inspection and Test dates.
4. Quantities checked.
5. Items checked.
6. Results of checks (statistical figures and data to indicate relative level).
7. Signature of the inspector.

#### **16.1.2 Control Records of Inspection Tools and Test Equipment Calibration:**

Included in each of the above mentioned items shall be: inspection frequencies, schedules, inspection results, remedies, R&R studies, process capability studies, and signatures of inspectors.

### **16.2 Quality Record Storage**

Supplier shall maintain in storage all documentation pertaining to the quality of material/product supplied to Port City Group for a period of three (3) years after the last of the goods relating to these documents have been delivered unless otherwise notified in writing by PCG Quality Assurance.

## **II. HANDLING OF DEFECTS WHEN DISCOVERED**

### **1. Defects Discovered by Supplier**

When any defect is discovered by the supplier, the supplier shall, segregate, inspect and test for the purpose of repair or disposal of all suspect product/material. When a defect in goods is discovered, or is suspected to be present in goods delivered by the supplier, or in transit, Port City Group's Quality Department will be notified immediately and the supplier must comply with such remedial actions as instructed by Port City Group.

### **2. Defect Discovered at Port City Group's Plants**

Defective goods discovered at Port City Group's plant will be dis-positioned by Port City Group. The supplier will comply with Port City Group's disposition instructions without delay.

**Note:** If Port City Group associates are required to sort any supplier's goods, the supplier will incur a charge of \$50.00 per hour, per associate for any hour or portion of an hour of associate's time. In all cases, the supplier shall incur all related costs including but not limited to downtime in which Port City Group cannot produce products for themselves or their customer. Non-conforming product discovered at Port City Group that is confirmed supplier fault will potentially be subject to an initial Administrative charge of \$200.00 charge back to the supplier, which covers the Engineering and Impact Analysis and Preparation, Operator Instructions, Material Handling, Receiving Inspection, and preparation of Non-conformance paperwork. In addition, each additional day requiring sort at PCG will add a \$200 cost for PCG supervision of associates in lieu of the supplier's failure to be present for the sorting of defective parts. Additional PCG internal costs may be required depending on the extent of containment and sort. In the event that the supplier is placed on containment, the supplier shall be responsible for the transportation cost of PCG associates to the suppliers for review/audit of the condition for release from containment.

### **3. Production Rejection Information {Line Accumulations}**

Defective product that is identified by production associates will be reported to Quality Assurance. This defective product/material may be accumulated and dis-positioned periodically at the supplier's expense. The responsible Port City Group Quality representative will contact the supplier to review the issues and may ask for a written counter-measure, or request additional support to guarantee product to Port City Group lines. If the supplier fails to comply with such requests, Port City Group will use such measures as necessary and shall charge the supplier for all costs incurred. This will be handled on a case by case basis and as a part of continuous improvement these accumes will be temporary in nature with permanent action required.

**Note:** In the event it becomes necessary for supplier to sort product/material at Port City Group's facility, the supplier shall provide their personnel with required supervision, instruction, personal protective equipment which shall include safety glasses with side shields and in some areas steel toe shoes or strap on toe guards, and any miscellaneous supplies they may require. In the event that additional third party assistance is required by the supplier to expedite containment of non-conforming product, on-site supplier management shall be required. Individual identification of conforming product resulting from containment will be required and must be approved by Port City Group Divisional Quality Assurance. Failure of supplier personnel to follow Port City Group health, safety, and environmental procedures shall necessitate the supplier to provide 3<sup>rd</sup> party sorting.

**4. Defects Discovered at Port City Group's Customer Plant**

When supplier defects are identified as a Port City Group customer's facility, the supplier shall provide any and all assistance requested. ***If such assistance is requested and not provided, the supplier shall incur all related costs including travel, hotel bills, as well as the \$50/hr/associate charge for associate time portal to portal.***

**Note: In all cases the supplier shall assume responsibility for all costs that Port City Group incurs as a result of non-conforming material.**

**5. Corrective and Preventative Actions**

As part of an effort to promote continuous improvement, Port City Group will request a supplier of defective material/product or services to prepare and submit an 8-D or 5-why corrective action report. Corrective action reports may be requested verbally or formally. When an 8-D or 5-why corrective action report is requested, a preliminary response shall be prepared by the supplier and submitted to Port City Group within 24 hours following notification. Any Corrective Action Plans requiring an extended time period for hard fix installation will require submission of documented 8-D or 5-why updates weekly. An update to the 8-D or 5 why with actions planned will be submitted at the first week following initial request for corrective action, at the latest. A final 8-D or 5-why corrective action report shall be prepared by the supplier and submitted to Port City Group within 14 calendar days following initial notification. All corrective actions must be complete with as much detail as possible. When applicable, you should provide pictures, documents, or video to support what is being reported. **All control plans, FMEA's, and any other documents shall be revised as changes are made.**

**Port City Group reserves the right to reject any 8-D or 5-why and request additional information. Any such request shall be in writing.**

Occurrences of non-conforming issues that have been addressed to the supplier shall result in the need for the supplier to perform the following activities.

- A.** The supplier shall provide certified stock to Port City Group. This stock shall be 100% sorted and designated with a special label and identification mark, prior to shipment to Port City Group for verification that no Non-conforming parts are shipped.
- B.** If non-conforming parts are found out of material that the supplier has certified as 100% good product, one of the following must take place:
  - B.1** The Supplier must provide personnel to Port City Group to perform sort/rework activities prior to material being released to Port City Group Manufacturing.
  - B.2** The Supplier must pay \$50.00 per hour charge for each Port City Group associate to perform sort/rework activities prior to being released to Port City Group Manufacturing. This activity will be performed at the discretion of Port City Group and will be handled on a case by case basis by Port City Group Divisional Quality Assurance and Purchasing.
  - B.3** In the event that extra documentation or samples are required from Port City Group or Port City Group's customers, the cost of such items shall be the supplier's responsibility.

- C. It is the responsibility of the supplier to provide Port City Group with material that is defect free. If the supplier is unable to control their process, Port City Group must protect its customer's both internal and external by initiating the above actions.

## 6. Containment Requirements

- 6.1 A supplier that is issued a Supplier Defective Material Report or Corrective Action Request for a specific defect that has previously occurred once within a (12) calendar month period, will be placed on a level (1) containment. Upon written notification, the supplier shall be required to perform a 100% inspection of the subject component for the suspect condition at their location. Each subject component shall be identified with an indelible mark that is acceptable to Port City Group and its customer. Level (1) containment requirements shall be enforced until the supplier can provide defect free component/material for a period of (30) consecutive days, or (3) production lots (whichever is greater). *The supplier shall assume the responsibility of all costs related to containment.*

## III. PPAP REQUIREMENTS OF PORT CITY GROUP

### 1. Pieces Required

300 minimum or as advised by Port City Group Purchasing.

PPAP submission shall be required prior to any production activity.

Submission level shall be to AIAG Level 3 unless directed in writing by the specific PCG Division Quality Authority.

Must comply with the current AIAG Requirements.

**Submit to:** The Port City Group Plant Quality Assurance Manager's attention.

**Labeling:** Parts containers to be identified per AIAG Labeling Requirements.

NOTE: No Port City Group part/service shall be provided to any PCG Division without approval/authorization in writing for PPAP Submissions.

## IV. SUPPLIER RATING SYSTEM

1. As a supplier to the Port City Group, you maybe a participant in the Supplier Rating System. The performance review will be sent out on a semi-annual basis. Scores below 80 or a score of 2 in any category will require the supplier to participate in a corrective action to help improve the noted deficiencies.
2. Customer Directed Suppliers:  
If a PCG Customer directs where a purchased component is to be acquired, the directed supplier is still responsible to meet all PCG Supplier Requirements. Directed supplier performance issues i.e. Quality, Delivery, etc., may lead to communication of these issues to the PCG Customer.
3. Raw Material:  
Raw material suppliers are not included in the PCG Supplier Rating System.

#### 4. Evaluation Form Example:

- A. Form
- B. Graph

**PORT CITY GROUP SUPPLIER RATING  
SEMIANNUAL PERFORMANCE REVIEW**

Supplier Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Quality** - Score 1 to 5 (1 = not meeting requirements & 5 = Excellent)

**JAN-JUNE**

**JULY-DEC**

Score

Score

Defective material shipped (# of SDMR"s issued) 1  
 Adherence to PCG Supplier Quality Manual 1  
 Acceptability of sample submissions 1  
 Ability and willingness to resolve quality questions in a timely manner 1  
 Adherence to material certification policies 1  
 Effectiveness of corrective actions. 1

Total Score out of 30 possible →

**6**

**0**

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_

**On-Time Delivery / Production Control** - Score 1 to 5 (1 = not meeting requirements & 5 = Excellent)

Score

Score

Timely shipments in correct quantities 2  
 Responsiveness to fluctuation requirements (expediting) 2  
 Quality of communication (reliability) 2  
 Desire and ability to handle JIT scheduling 2

Total Score out of 20 possible →

**8**

**0**

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_

**Value / Purchasing / Economics** - Score 1 to 5 (1 = not meeting requirements & 5 = Excellent)

Score

Score

Competitive economics on initial quotes (comparison) 3  
 PCG Survey on file. 3  
 Responsiveness to RFQ"s 3  
 Willingness to negotiate 3  
 Submission of cost savings 3  
 Delivery of sample parts on time and in quantities required 3  
 Ability to meet current and future supply requirements 3

Total Score out of 35 possible →

**21**

**0**

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_

**Engineering / Technology** - Score 1 to 5 (1 = not meeting requirements & 5 = Excellent)

Score

Score

Responsiveness to engineering problems 4  
 Participates in APQP activities. 4  
 Technological capability, current and future 4

Total Score out of 15 possible →

**12**

**0**

Audited by:

Date:

TOTAL OVERALL SCORE out of 100 possible

<b>47</b>	<b>0</b>
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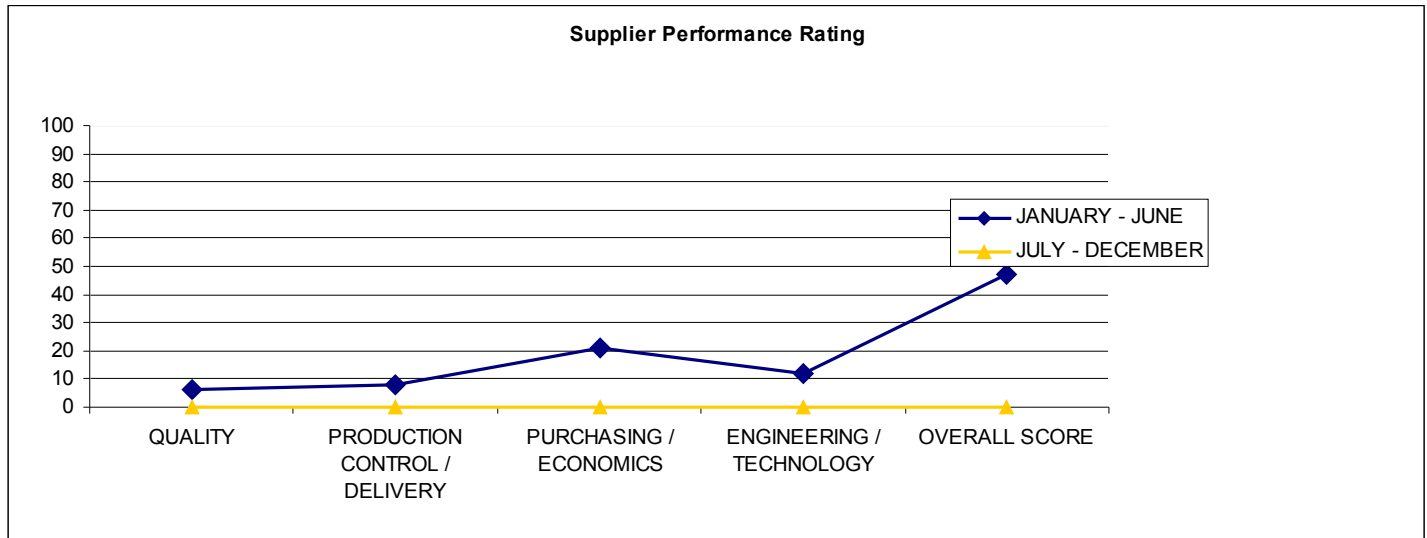
\* A TOTAL OVERALL SCORE OF BELOW 80 OR A SCORE OF 2 IN ANY CATEGORY REQUIRES PURCHASING TO ISSUE A CORRECTIVE ACTION TO SUPPLIER.

BELOW WRITE A DETAILED REASON FOR A SCORE OF 80 OR LOWER:

## **PORT CITY GROUP SUPPLIER EVALUATION**

**Company Name:**

	Points Possible	SEMI-ANNUALLY	
		JAN - JUNE	JULY - DEC
QUALITY	<b>30</b>	6	
PRODUCTION CONTROL / DELIVERY	<b>20</b>	8	
PURCHASING / ECONOMICS	<b>35</b>	21	
ENGINEERING / TECHNOLOGY	<b>15</b>	13	
<b>OVERALL SCORE</b>	<b><u>100</u></b>	<b>47</b>	



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## Contract / Part Feasibility Analysis

Customer: \_\_\_\_\_  
 Part Name: \_\_\_\_\_  
 Part Number: \_\_\_\_\_

Date: \_\_\_\_\_  
 RFQ#: \_\_\_\_\_  
 Rev. \_\_\_\_\_

### Feasibility Considerations:

Our product quality planning team (APQP) has considered the following questions, not intended to be all-inclusive in performing a feasibility evaluation. The drawings and/or specifications provided have been used as a basis for analyzing the ability to meet all specified requirements. All "no" answers are supported with attached comments identifying our concerns and/or proposed changes to enable us to meet the specified requirements.  
 Note: Use Customer Specific Feasibility Form if required.

NO PRINT	YES	NO	CONSIDERATION
			Is product adequately defined (application requirements, etc.) to enable feasibility evaluation?
			Can Engineering Performance Specifications be met as written?
			Can product be manufactured to tolerances specified on drawing?
			Can product be manufactured with Cpk's that meet requirements?
			Is there adequate capacity to produce product?
			Does the design allow the use of efficient material handling techniques?
			Can the product be manufactured without incurring any unusual:
			<ul style="list-style-type: none"> <li>• Costs for capital equipment?</li> <li>• Costs for tooling?</li> <li>• Alternative manufacturing methods?</li> </ul>
			Is statistical process control required on the product? Are SC's/CC's identified and have they been clarified with the Customer?
			Is statistical process control presently used on similar products?
			Where statistical process control is used on similar product:
			<ul style="list-style-type: none"> <li>• Are the process in control and stable?</li> <li>• Are Cpk's greater than 1.33?</li> </ul>
			Are there any anticipated environmental aspects/Impacts associated with parts? If so, list on back.
			OK to tool data and/or part print?
			All product / performance specifications in hand and understood?
			Can part / sample / ppap requirements be met per PO#?
			Does pricing match for the following:
			Part Price
			Tooling Price
			Tool amortization in price
			Costs for capital are defined and accepted as needed for program.

### Conclusion:

\_\_\_\_\_ **Feasible**  
 \_\_\_\_\_ **Feasible**

Product can be produced as specified with no revisions.  
 Changes recommended (see attached)

\_\_\_\_\_  
\_\_\_\_\_  
**Not Feasible**

Design revision required to produce within specified requirements.

**Sign - Off:**

\_\_\_\_\_  
Team Member / Title / Date

\_\_\_\_\_  
Team Member / Title / Date

\_\_\_\_\_  
Team Member / Title / Date

\_\_\_\_\_  
Team Member / Title / Date