	Document Number & Revision	Date Effective
Stant **WORK INSTRUCTION**	SQWI-003 REV 1	31 MAR 2019

Title: PLEX SPPAP (Suppliers)

1 Revision History

REV	DATE	REVISED BY	SUMMARY OF CHANGE
1	3/31/2019	D. Rosenthal	Document Release

2 Purpose

2.1 To track supplier PPAP status and timing from suppliers to Program deliverables and product/process change that require PPAP to Stant.

2.2 Automate emails from PLEX to suppliers on new supplier PPAP requests and status changes with due dates.

2.3 Allow suppliers to review requirements and submit all SPPAP documents in Plex.

2.4 To approve SPPAP's in Plex and store signed PPAP's/PSW's for Supplier/Stant review.

3 Responsibilities

3.1 Plant Supplier Quality is responsible for entering SPPAPs and reviewing and dispositioning SPPAP's.

3.2 Suppliers are responsible for obtaining requirements for SPPAP's in Plex and for submitting and attaching all applicable completed PPAP documentation in Plex for approval on or before the required due dates.

4 Process Flowchart

5 Procedure

5.1 Stant Creates Supplier PPAP Record

5.1.1 The SPPAP process will start with the Stant Supplier Quality Engineer creating the Supplier PPAP in Plex.

5.1.2 Once the Supplier PPAP is created its status is changed to "Initiated to Supplier" to send to the Supplier. Once at this step an email is automatically sent to the supplier to start taking action on this PPAP. The email will contain the following information. If a label is not mentioned it is NOT important and can be ignored.

Note: If this email needs to be sent to a different person please contact your local plant SQE to update the contact.

PPAP Number: Stant's internal PPAP number.

Status: This is the status of the PPAP. The first status will always be "Initiated to Supplier" meaning it is on the supplier to make the next action which would be a PPAP submittal. Some statuses may not require action from the supplier. The following statuses will always require supplier action…

> *Initiated to Supplier:* Supplier must submit first PPAP.

> *Interim Submission Received/Interim Approved:* Action still required by supplier until FULL-Approval is granted

> *Re-submit:* PPAP has been rejected or sent back and further action is required. Notes should be written in the PPAP for detail or SQE must be contacted.

Supplier: Your Supplier Name.

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Part No: The Stant Part Number the PPAP is related to.

Part Name: Short part description.

Part Revision: The revision of the part the PPAP is related to.

Submission Reason: The reason for the PPAP, new parts will usually be "Initial Submission". Could also be revalidations, etc.

Other Reason: Will be blank unless the Submission Reason is "Other" in which this will describe that submission reason.
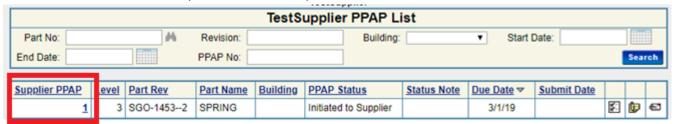
PPAP Contacts: This list will provide some contacts for you. The contact most important will be the Supplier Quality Rep which will be your SQE contact at the Stant plant.

5.1.3   Once you get the email notification you can navigate to the PPAP from the link, or log-in to Plex and navigate (in the PCN/Stant plant that the SPPAP resides in/where these parts will be shipping to) by clicking the Supplier Portal – Quality button, and then the Online Supplier PPAP button.

5.1.4   Once in the Online Supplier PPAP module, you will review the Supplier PPAP by clicking into the number under Supplier PPAP. This number will coincide with the email you received. The part number, due date, etc. will also be available.

5.1.5   Once in the PPAP you will see a few items at the top right of the screen. These links are also available on the Online Supplier PPAP main screen. First is…

   Which will be the "PPAP Requirements Matrix", You now must click into this icon to review PPAP required documents. An example is below. The **"Action on this PPAP"** column will let you know what requirements are. If a Stant Specific document format is required, it will be available by clicking on the attachment link in the "Master" column. You will know this exists by the link being yellow , rather than the default grey , signaling attachment is present. Look closely as these are sometimes difficult to see depending on your computer color settings.

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PPAP 1 Submission Package

	Requirement	Action on this PPAP	Standard Level 3	Master	Due Date
1	Part Submission Warrant	Submit	Submit		3/1/2019
2	Material Certification(s) (within 1 year)	Not Applicable	Submit		3/1/2019
3	Appearance Approval Report (if applicable)	Submit On Request	Submit		3/1/2019
4	Drawing included and Ballooned for Layout - Engineering level to match PSW	Retain	Submit		3/1/2019
5	PPAP Parts - With Full Dimensional Results - Numbered/Serialized per inspection report - ISO Marking (Plastic Parts only)	Submit	Submit		3/1/2019

5.1.6   Once the PPAP requirements have been reviewed the supplier **must acknowledge** that they have seen the PPAP. This lets Stant know that progress will start being made toward completion and submittal. Click the Back button on the top left of the page to go back to the SPPAP cover screen. The acknowledge link will be toward the bottom of the page. At any other point during the PPAP process if attachments are added or if items on the PPAP screen are edited by the supplier the "Update Changes – No Submission" button should be selected.

Status Change Date: 3/4/19 2:21 PM TestSupplier, TestSupplier
Acknowledge this PPAP
Update Changes - No Submission

5.1.7   After Acknowledgement and when submitting there are several items on the form that must be filled out by the supplier. See those items below in 5.1.8. All other grayed out fields are for the supplier's information only.

5.1.8   If there are any questions related to the following sections in the PPAP document under "Supplier Results", please contact your plant SQE. Please ensure to use the update button after making any changes.

Restrict Substance: This should be checked if restrictive substance tracking is required. This is normally mandatory and relates to the IMDS and/or other restrictive substance reporting fields in the next two items.

IMDS Number: The approved IMDS # (or other) associated with this part.

Material Reporting Methodology: If not IMDS this should show "Other Customer Format", otherwise, must select IMDS from the dropdown.

ISO Marking Code: Checked if the part is plastic and the mark is present.

Safety and/or Gov. Regulation: Checked if these regulations exist on this part.

Weight: The actual part weight in kilograms. (noted to 4 decimals xx.xxxx) This will NOT print on the PSW if not AT LEAST 2 digits long. (if weight is 4 kg for example, you must put 4.0001 kg!) 2.0 kg will not work. If exactly an integer must make sure you add .0001 to the number so 4 would be 4.0001 kg.

Checking Aid No/Revision/Date: If any gauges used or required please include the necessary info in these 3 sections.

Production Rate/Hours: The production rate that your PPAP run has achieved.

Submission Results: Please check all boxes for results related to the PPAP.

Customer Tooling Tagged & Numbered: Must be completed. If no tooling required select "N/A". If yes Tooling Audit Check sheet must be completed.

Meets Requirements: Must be yes for full submittals.

Supplier Note: Any notes related to PPAP supplier wants to be seen by Stant.

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5.1.9   After reviewing and entering all information, and before submitting, you must attach the PPAP documents to the Supplier PPAP. The preferable submission is in one document either PDF or Excel file. See section 5.1.12 to print out the applicable PSW to sign and include with the PPAP. The other documents can be attached by following the below instructions.

5.1.10   After clicking the paperclip icon (top of screen), follow the instructions below to add documents. You can also click any individual document to download and view the file.
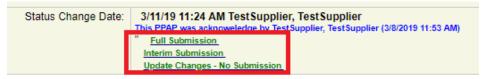

Supplier PPAP 1

5.1.10.1   Click "ADD"

NOTE: Only certain statuses allow documents to be added. If you don't see an add button please contact your Stant SQE for support.

5.1.10.2   Click "Upload File", then "Choose Files"

5.1.10.3   Find the file you want to upload and double click on it.

5.1.10.4   The file should now be automatically uploaded. Click close to go back to the SPPAP screen. Once the page is refreshed, the paperclip should now be yellow, and the attachment can be seen when clicking on it.

5.1.11   You can update the PPAP at any time by clicking a link toward the bottom of the screen. There are usually three options. The exception is that if you already have submitted Interim PPAP, you will not have the option to re-submit the same interim PPAP. Contact your SQE if you have a new Interim PPAP to submit with updates although still not full-submittal.

Full Submission: This indicates PPAP meets requirements and attachments are added to the PPAP and ready to submit fully to Stant for review and disposition.

Interim Submission: The PPAP is ready to submit on an interim basis with all attachments present and exceptions and timelines submitted to Stant with the plan for Full Submittal. Notes related to this input in the "Supplier Note" field.

Update Changes – No Submission: This is used to save the changes on the PPAP form with no submission yet to Stant as the PPAP is still in progress.

Status Change Date: 3/11/19 11:24 AM TestSupplier, TestSupplier
This PPAP was acknoweledge by TestSupplier, TestSupplier (3/8/2019 11:53 AM)
Full Submission
Interim Submission
Update Changes - No Submission

5.1.12   Once PPAP is completely updated and ready to submit, you can print out the pre-populated PSW from the SPPAP module. This is not mandatory but is recommended. To do so, follow these steps below.

5.1.12.1   Go to the requirements matrix by clicking this symbol in the upper right of the screen.

5.1.12.2   Once in the matrix click the "Print" button on the top left

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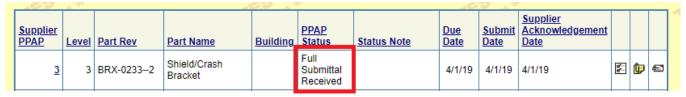
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5.1.12.3   That will take you to this screen that will require unchecking the cover sheets and table of contents buttons to leave you at the following. Click print again and you will see the preview of the document and another print button. Follow the on-screen prompts until you are able to print.

NOTE: The PSW will populate all items required as long as the Online PPAP form is filled out correctly. If not filled out correctly items will be missed. Please fill out all necessary required information before signing and adding to the first page of your full or interim PPAP submission.

NOTE: You can also print the table of contents, etc. if necessary by checking/unchecking the appropriate boxes. This will print out all requirements in the requirements matrix requiring a "Submit" action.

5.1.12.4   If at any point during the PPAP process, you find yourself behind schedule to submit, you should always reach out to your SQE as soon as possible to come up with a plan to meet timing. Missing timing is NOT acceptable and can result in scorecard deductions.

5.1.13 The next step after submitting PPAP is to wait for Stant to approve or ask for more information. Stant will provide disposition in some fashion within 7 days. If you do not see a response within 7 days, please contact your Stant SQE. You will know the SPPAP is submitted to Stant by seeing the following on the main screen under PPAP Status. This will say Full or Interim depending on the submission.

5.1.14 Once Stant dispositions the PPAP you will get another notification email letting you know what the disposition may be. If this is an Approval the signed PSW will be available in the Online Supplier PPAP module via attachment on the supplier PPAP main screen. These items will be found by clicking the attachment links mentioned in 5.1.5. If the signed PSW is not available, please contact your plant SQE to obtain.

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5.1.15   When a PPAP expires (one year after approval) you will get an email 1 week prior to expiration. This email is not something to take action on at this point. This is a reminder that an annual validation should be done and will likely require an updated PSW soon. If you do require this updated PSW a NEW SPPAP will be started and will go to you in an Initiated to Supplier status. You will submit the same way as previous but likely with much fewer requirements. PPAP's are always valid for one year. Your Stant SQE can be contacted with any questions.

6   References/Forms

7   Definitions

Terms and acronyms used within the document may be described in the Stant Terminology Sheet.

8   Approvals

Documents are reviewed and approved by the appropriate management levels as designated in Form F-750-003, Document Approval Form.

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