



We are  
**Stronger**  
Together.

# Production Part Approval Process (PPAP) TRAINING

# Today's Agenda

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- What is PPAP
- Our PPAP process
- The PPAP submission pack documentation
- Creating a PPAP folder and submission pack and where it is located
- Completing a PPAP submission pack to send to the supplier
- Review a PPAP submission pack from a supplier
  - For a manufactured component
  - For an Assembly
  - For an Off the Shelf Item or Catalogue Part
- Part Submission Warrant (PSW) Sign off

# Logistics

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- 9.00am - 12.00pm
- There will be breaks
- Fire Alarms and Emergencies
- Please switch mobiles off or to silent
- Clarifying questions are welcomed
- Group introductions
  - Name, Role, and Years in the business

## Course Objectives

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- To identify the steps in the PPAP process from start to finish
- Familiarise ourselves with the types of PPAP we use
- Familiarise ourselves with our PPAP templates and the process
- Launch and create a PPAP folder
- Complete and review a PPAP submission document.
  - Piece part
  - Assembly
- Update the tracker to monitor the PPAP's progress

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## What is PPAP?

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The **P**roduction **P**art **A**pproval **P**rocess is a framework of requirements for series parts used in the manufacturing environment. PPAP is used to prove the quality of supplier and their manufacturing processes.

**P P A P**

**Production Part Approval Process**

The purpose of PPAP is for the supplier to demonstrate that they have understood our design and using series production, produce products that consistently meet all requirements and specifications, while maintaining the production rate.

## The Benefits of PPAP

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- Helps maintain design integrity.
- Identifies issues earlier for resolution.
- Can reduce warranty charges and prevent costs of poor quality
- Assists in managing supplier changes
- Prevents use of unapproved and non-conforming parts and process
- Identifies suppliers that need more development
- Improves the overall quality of the product & customer satisfaction
- Improves communication because (PPAP) is a team based activity.

# The PPAP Pyramid

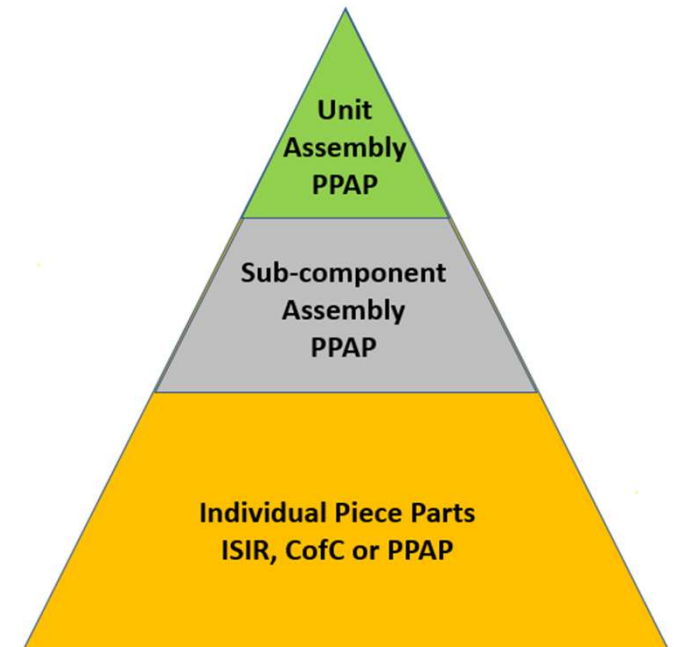
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The PPAP process can be applied to either;-

- An Individual piece part
- A contracted process
- A catalogue or Off the shelf item
- An assembly
- Or and assembly of assemblies

The benefits are that for any assembly, individual parts, processes or sub-contracted processes used have been previously certified and proven through the same process.





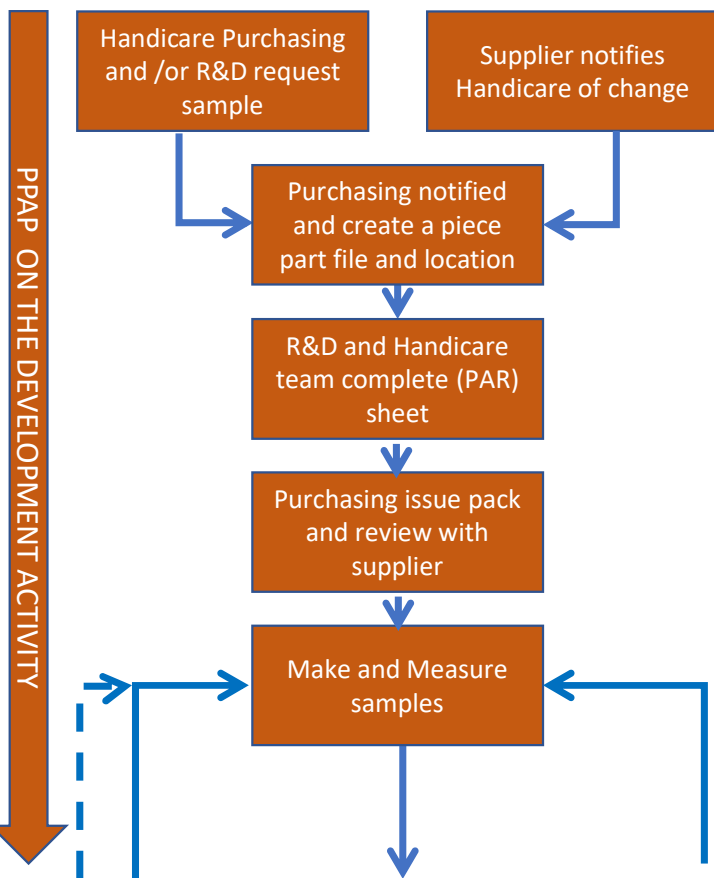
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# Our PPAP process - Roles and Responsibilities



PPAP can be initiated by Handicare or the supplier. For the roles and responsibilities ref the [Handicare Supplier Standard QOP-G742-02](#) . To confirm the reason for the PPAP and submission level ref [QOP-G742-03](#)

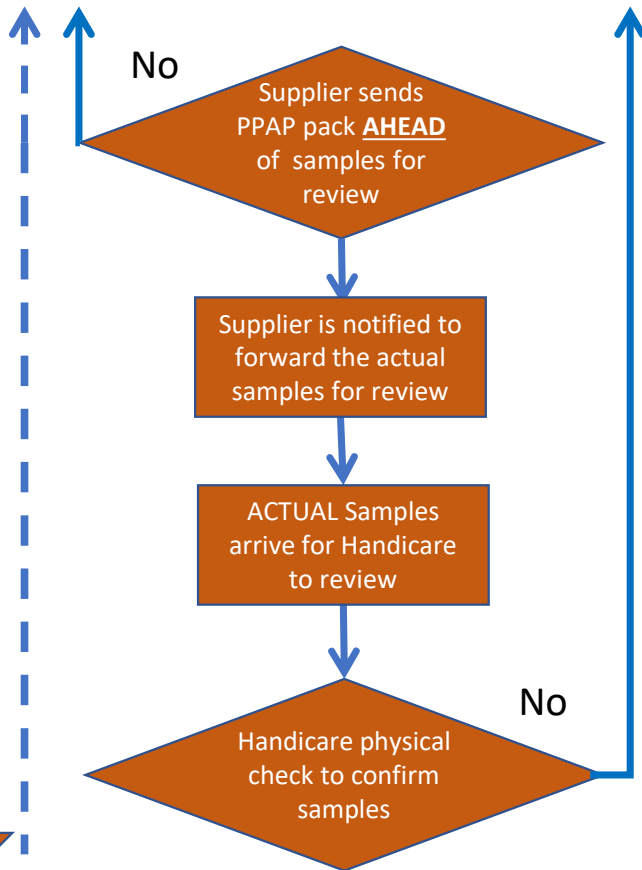
Purchasing shall issue and create the unique PPAP folder and issue the documentation pack, ref Work Instruction, GL-PPAP-001.15

R&D, set out the PPAP level and requirements for the submission consulting with the supplier so that expectations are fully understood

Purchasing shall issue the Template document pack with unique PPAP number with drawing and the PAR completed

The supplier makes and measures the initial samples and completes the document pack as per requirements laid out in the PAR.

# Our PPAP process - Roles and Responsibilities



The supplier shall send in the PPAP submission pack for dimensional assessment prior to the delivery of the physical samples. The documentation is assessed to ensure that there are no non-conforming features unless sanctioned by the R&D engineering.

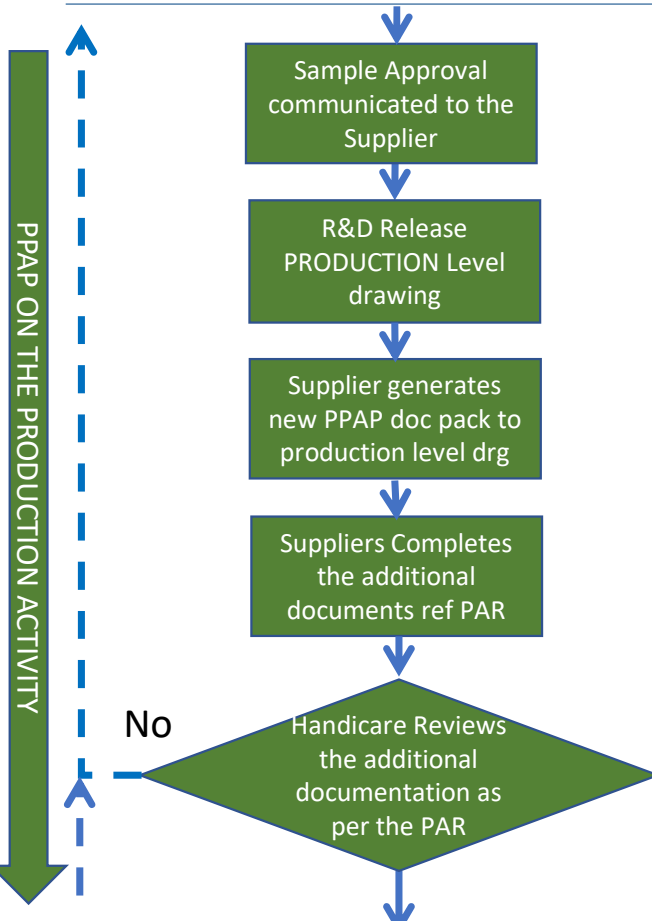
Once the preliminary documentation has been reviewed and accepted the supplier is notified and can forward the FAI samples for actual dimensional verification by Handicare.

The physical FAI samples for actual dimensional verification and evaluation by Handicare. The Purchasing rep' monitoring the PPAP's progress shall update the PPAP log and notify the supplier of progress

The FAI samples are fully assessed to verify the suppliers dimensional results ref [QOP-G742-04](#) the PPAP FAI verification process. Dimensional performed by Quality, Fit, form & functional checks are completed by R&D and Manufacturing.

Cont'

# Our PPAP process - Roles and Responsibilities



Cont' [savarialift.com](http://savarialift.com) | [handicare.com](http://handicare.com) | [garavalift.com](http://garavalift.com)

The Purchasing dept' notify the supplier of the samples result.

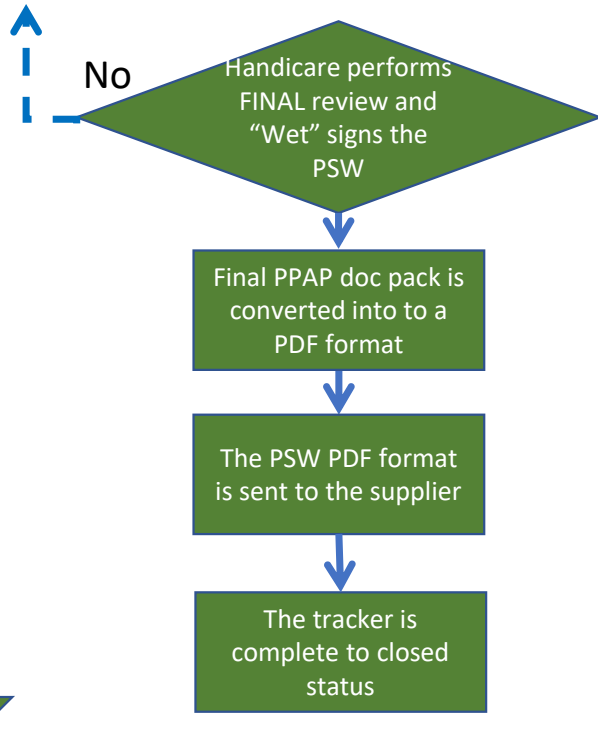
**N.B. Acceptance of the samples is not agreement to supply product**

Handicare R&D shall release the Production Level drawing to Purchasing. Purchasing insert the drawing into the PPAP submission pack as this is the accepted level for production.

On receipt of the Production Level drawing the Supplier shall create a new PPAP document pack amending all associated documents called out in the PAR are at this level

The supplier shall review the PAR and complete/supply the subsequent documentation. Completing all the additionally requested documentation to prove out the production process

# Our PPAP process - Roles and Responsibilities



Once all the checks have been cleared and accepted Purchasing shall arrange for the PSW to be “Wet signed” off at the Production released version drawing by Purchasing, Process/Manufacturing Engineers & Quality

Purchasing shall convert the COMPLETED PPAP pack and add to the part/project folder

The signed PSW also in PDF format is sent to the supplier

**N.B. Only at this point can the supplier produce parts/process and supply**

The Purchasing rep completes the tracker to closed status, updating the tacker to reflect status updating the log fully

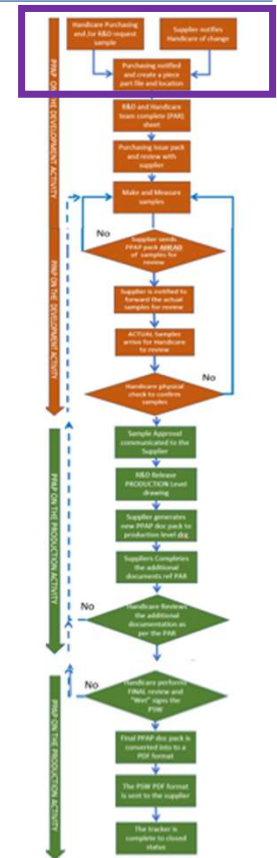
# Our PPAP process – Visual tracking the PPAP's

Each project has its own individual folder and the progress is monitored via the tracking log

PPAP RECORD LOG										PPAP STATUS													
PPA Orig #	PPAP Number	Requested By	PPAP Function	Part Number	Description	Supplier	Material	Process	Equipment	Tooling	Personnel	Environment	Measurement	Control	Verification	Validation	Approval	Release	Final	Overall	Workbook link	Comments	
10131014	A-4-Build	Y-Plan	AAS2008	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST	MS100R ASST

- Each PPAP has a direct link to its own folder
- Each element has a section on the tracker with its own drop down box
- The drop down box status choices are...
  - **R'd = Required.** An element required for PPAP ref PAR
  - **N = Not required.** Not required for PPAP submission
  - **Y = Complete.** When an element has been accepted
- As each section is completed the log is updated to reflect component/project status.
- Use the comments section to note any special situations.
- On completion of the PSW the Y will change the date to GREEN to signify the project is complete

PPAP ST														
(PAR) Part Approval Request	Supplier Feasibility	Signed Drawing	Process Flow Plan	PFMEA Reviewed	Process Control Plan	Quality (Dimensional)	Material Certification	Fit, Form, Function	Assembly Approved	Process Capability Study	Packaging Approval	PSW	MSA	
Y	R'd	Y	Y	N	Y	R'd	Y	R'd	R'd	N	Y	Y	R'd	N



# The PPAP submission pack documentation and its location

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- Our PPAP process
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## The PPAP submission pack documentation and its location

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- Our PPAP's fall into 3 main types for a submission
  - An individual PIECE PART
  - A CATALOGUE or OFF THE SHELF item
  - An ASSEMBLY which consists of either the previous accepted ISIR's, individual piece part PPAP's or supplied certification
- For clarification on PPAP the requirements refer to [QOP-G472-03](#)  
Each PPAP document pack can consist of 15 elements.
- All PPAP document packs are centrally located on the SharePoint system for ease of access across all sites



## Our PPAP submission pack elements

- The Handicare standard FULL PPAP submission can contain 15 elements.
- All the required documents/templates are contained within a submission pack are in an Excel format ref [GL-PPAP-001](#)
- Not all elements may be required in as submission
- Handicare will accept a suppliers own documentation for most elements providing it fulfils stated requirement.
- All our PPAP's and their history is stored in a central location on the SharePoint network for ease of access
- PPAP Folders Link [Supplier part approval site](#)

STEP	ELEMENTS
0	Part Approval Request and Requirement (PAR)
1	Supplier Feasibility Commitment
2	Part Drawing
3	Process Flow
4	Process FMEA
5	Control Plan
6	FAI First Article Inspection Covers Dimensional, Fit, Form and Functionality
7	Process Capability & Test Results
8	Appearance Approval Report
9	Material Certification
10	Packaging Approval
11	PSW Part Submission Warrant
12	Checking Aids
13	Qualified Laboratory
14	MSA

# The PPAP submission pack documentation and its location

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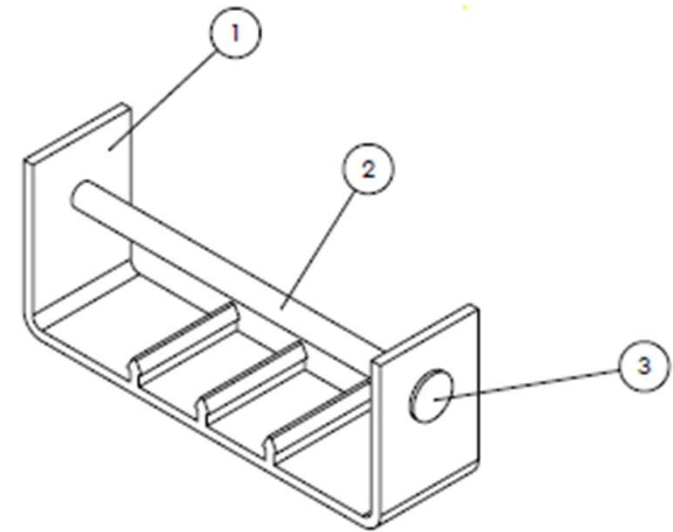
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## Case Study - Close Brackets Ltd

### • Close Brackets Ltd

- Scene Setting
- You have contacted Close Brackets Ltd to supply samples and a PPAP submission pack for the Suspension Bracket Assembly [AA31205](#)
- Close Brackets Ltd manufacture a wide range of brackets for wiring and trunking supports
- This function of this bracket assembly is to provide an unrestricted gap for the wiring post attachment of the trunk capping lid. This provides additional protection and eases any potential rewiring operations post installation



3	COVER RIVET RAL 9002	AA30452	ABS - FLAME RETARDANT TO UL94-V0	A	
2	SUSPENSION TUBE	AA31204	POLYURETHANE	A	
1	BRACKET FRAME INTERNAL	AA31151	ABS	A	
Item	Description	ArticleNumberUK	Material	Rev.	
Tolerance unless otherwise indicated: mK		Remove all sharp edges. No finish on thread.		Tolerance principle conform ISO 8015	All dimensions are in mm unless otherwise indicated

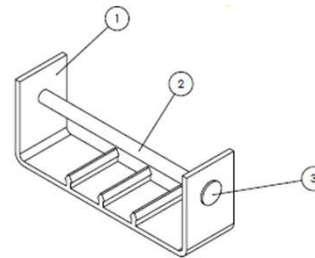
## Exercise 1 - Case Study Close Brackets Ltd

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The bracket assembly [AA31205](#) consists of 3 sub-components. All will require piece part PPAP documentation for this assembly

- [AA31151](#) Bracket Frame Internal (PPAP Completed)
- [AA30452](#) x2off Cover rivets (PPAP Completed)
- [AA31204](#) Suspension tube (**Needs to be submitted**)



Using the [GL-PPAP-001.15](#) (SOP) Standard Operation Procedure, and the drawings create

- A unique PPAP folder for the **AA31204 Suspension tube**.
- Insert a PPAP document pack into the folder (Tip – Open in desk top app, Excel)
- Link the tracker to the folder you have created

**For training purposes please use allocated PPAP number prefix  
ZZ-2024-0051**

**10 mins to complete**

# Today's Agenda

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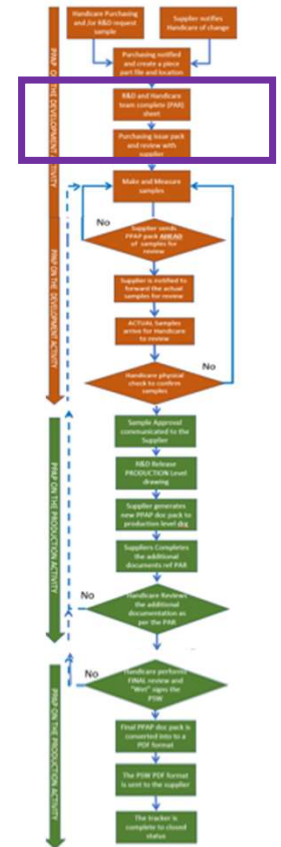
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# Launching a PPAP submission pack to send to the supplier

Part Approval Request and Requirement (PAR)					
Handicare Part No.:	Supplier Part Description:				
Revision:	Supplier:				
Material:	Manufacturing Process:				
Critical Part Y/N:	Request Date:				
Handicare EOH No.:	PPAP No.:	XX - PPAP - XXXX			
Reason for request: <input type="checkbox"/> New Product <input type="checkbox"/> Change in part geometry <input type="checkbox"/> Change in technology or materials <input type="checkbox"/> Change in supplier <input type="checkbox"/> Change in material					
Supplier must submit the following documentation as part of the PPAP package. Indicate below which documentation is required					
#	Requirement	Required	Quantity	Description	Responsible Dept
1	Supplier Feasibility Commitment				Supplier Development
2	Design Drawing				Handicare R&D
3	Process Flow				Handicare R&D
4	PFMEA				Handicare R&D
5	Control Plan				Operation Quality
6	FBI				Operation Quality
7	Process Capability Study				Operation Quality
8	MSA				Operation Quality
9	Material Certifications				Operation Quality
10	Packing Approval				Supply Chain
11	PPD				Operation Quality
12	MSA				No Required - specify
13	Control Plan				No Required - specify
14	Material Certification				No Required - specify
15	MSA				No Required - specify
16	MSA				No Required - specify
Review and Approval					
Handicare R&D					
Name:	Signature:	Date:			
Handicare Purchasing					
Name:	Signature:	Date:			
Handicare Quality					
Name:	Signature:	Date:			
Handicare Supplier Development					
Name:	Signature:	Date:			
Supplier Representative					
Name:	Signature:	Date:			

Once the pack has been allocated a folder and assigned a number and a folder, the next step is to complete the Part Approval Request and Requirement (PAR)

- This is a team based activity, lead by R&D engineering and facilitated by Purchasing representative.
- Review the drawing/specifications and identify the PAR elements required.
- If possible engage the supplier at this point and consider any issues, recommendations or suggestions they raise.
- Set and agree realistic target dates with the suppliers agreement.
- All the associated parties sign off supplier included.
- Update the PPAP log to capture the elements required



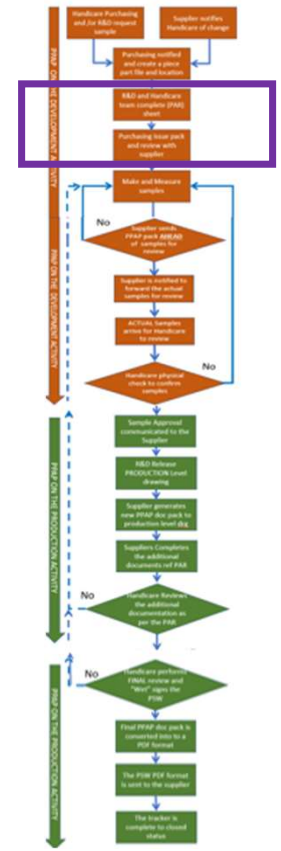
# Our PPAP process – Tracking the projects status

(PAR) Part Approval Request	Supplier Feasibility	Signed Drawing	Process Flow Plan	PFMEA Reviewed	Process Control Plan	Quality (Dimensional)	FAI (First Article & Material Certification)	Fit, Form, Function	Assembly Approved	Process Capability Study	AAR	Packaging Approval	PSW	MSA	PPAP ST
Y	R'd	Y	Y	N	Y	R'd	Y	R'd	R'd	N	Y	Y	R'd	N	
Y	Y	Y	Y	N	Y	Y	Y	R'd	N	R'd	R'd	R'd	R'd	N	

After completing Part Approval Request Transfer the agreed requirement/ details to the Tracker log

- The PAR element will align to the PPAP sections
- Using the PAR check the boxes to reflect our requirement and status
- The drop down box status choices are...
  - R'd = Required. An element required for PPAP ref PAR
  - N = Not required. Not required for PPAP submission
  - Y = Complete. When an element has been accepted
- Use the comments section if needed
- On completion of the PSW the 'Y' will change the date box to GREEN to signify the project is complete and the part can be purchased to schedule

PPAP #	PPAP Number	Revised By	PPAP Auditor	Part Number	Description	Supplier	PPAP Status	Comments
12923044	A.LiftMan	J.L.Moran	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923045	A.LiftMan	J.L.Moran	AA32200	AUXILIARY BINS	Alford Motion	Y	Y	PPAP still require check with Buyer
12923046	A.LiftMan	AWP	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923047	Y.LiftMan	J.L.Moran	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923048	R.Knox	A.LiftMan	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923049	R.Knox	A.LiftMan	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923050	R.Knox	A.LiftMan	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923051	R.Knox	A.LiftMan	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923052	R.Knox	A.LiftMan	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923053	Y.LiftMan	J.L.Moran	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923054	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923055	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923056	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923057	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923058	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923059	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923060	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923061	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923062	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923063	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923064	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923065	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923066	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923067	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923068	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923069	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923070	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923071	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923072	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923073	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923074	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923075	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923076	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923077	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923078	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923079	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer
12923080	A.LiftMan	R.Knox	AA32200	MOTION ASST	Alford Motion	Y	Y	PPAP still require check with Buyer





## Exercise 2 - Case Study Close Brackets Ltd

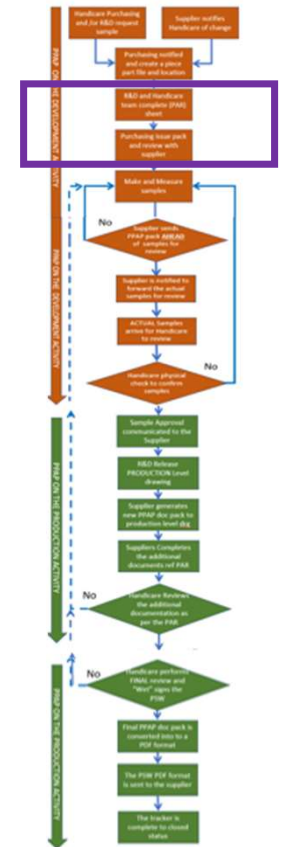
Complete the PAR.

Using the team complete the PAR in launched pack on screen, identify and agree the required elements Close Brackets Ltd need to supply.

- AA31204 Suspension Tube
- Make sure you engage Close Brackets Ltd to ensure they can meet the requirement.
- Submit the pack with drawing to the supplier for Feasibility review

**UPDATE THE LOG TO REFLECT STATUS AND THE ELEMENTS REQUIRED FOR BOTH SUBMISSIONS**

**10 mins to complete. Coffee break**





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# Case Study - Close Brackets Ltd For a manufactured component

The **AA31204 Suspension Tube** samples and PPAP packs are ready for assessment **ahead** of the delivery of the samples.

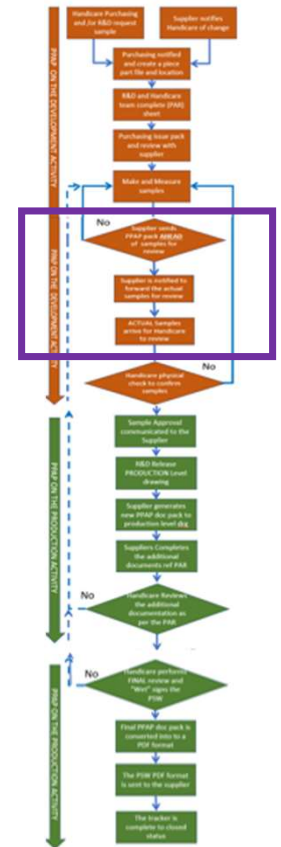
Review that the...

- Feasibility – Is signed and agreed
- Flow Plan - Has been added
- PFMEA - Has been added
- Control plan – has been reviewed for its currency
- FAI dimensional report - Has no **RED** results.

Reject submission and notify Purchasing if there are any **RED** results declared

In the case of a rejection the supplier can resubmit new samples using the same base documentation with the amended FAI samples results added.

Any supporting documentation should be attached to the appendix sheet for assessment by the R&D engineer.



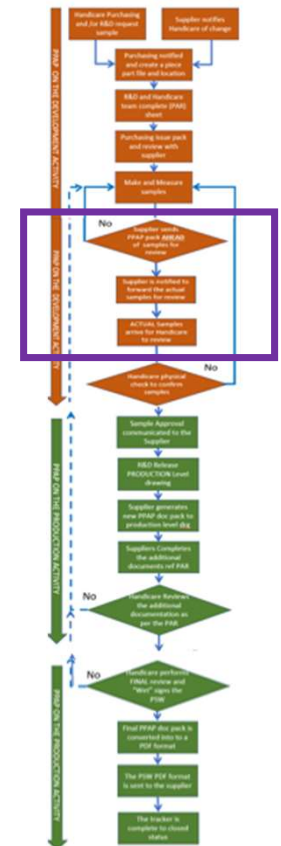
## Exercise 3 - Close Brackets Ltd For a manufactured component (A)

Review the **AA31204 Suspension Tube** PPAP packs. Remember the physical samples have not been sent.

Check that....

1. All documents up to FAI sample submission have been completed and have the appropriate signatures and dates
2. That there are no **Red** dimensional or out of specification flags.
3. Any **Red** flags have supporting documentation (Concession or Mails sanctioning release of the part/feature)
4. R&D have acknowledged any out of specification conditions and approved sample submission prior to sample delivery
5. **UPDATE THE LOG TO REFLECT STATUS**

10 mins to complete.



# Case Study Close Brackets Ltd

Close Brackets Ltd have **now delivered** the **AA31204** Suspension Tube samples for physical dimensional assessment.

You now have to verify the suppliers results declared on the FAI element of the PPAP  
The FAI forms 1, 2 & 3.

## Form 1 - PART NUMBER ACCOUNTABILITY

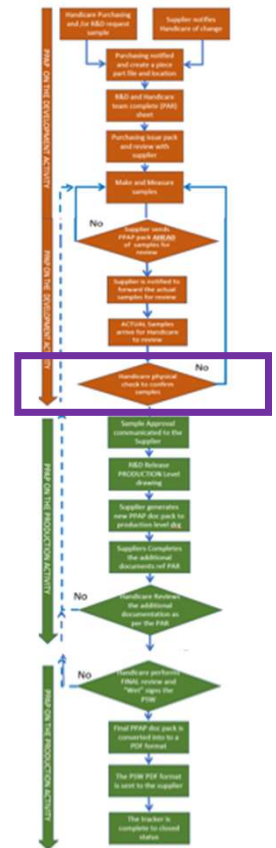
- Look that for Previous reports number (if available) are added
- Dates and Signatures are complete
- Complete the Savaria/Handicare section

## Form 2 - MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING

- Any material and functional report numbers (If required) are logged
- Add any 3<sup>rd</sup> party certification/testing is recorded (If required)

## Form 3 - CHARACTERISTIC VERIFICATION AND COMPATIBILITY EVALUATION

- Confirm suppliers readings and measurement method
- Confirm that the supplier as acknowledged any notes also on the drawing



## Exercise 4 - Close Brackets Ltd For a manufactured component (B)

You are now ready to review the initial submission of the PPAP for the part number **AA31204 Suspension Tube** from Close Brackets Ltd

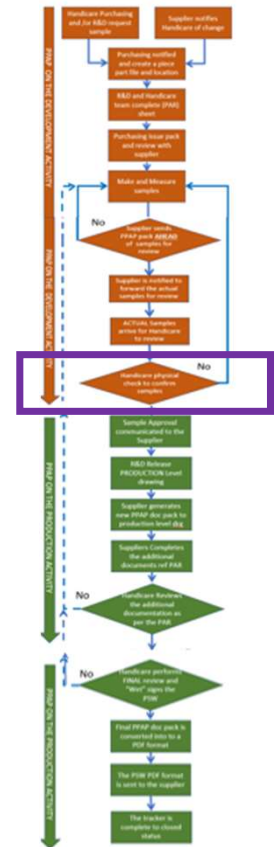
Review the FAI samples against the documentation supplied and complete the 3 stage sign off required

1. *Quality Inspection* - confirm dimensional check
2. *R&D* - confirm material and functional compliance
3. *Operation or Manufacturing* – confirm ease of assembly

**N.B. This is formal acceptance of the SAMPLES ONLY and not for start of production**

On Acceptance, Strategic Purchasing shall request the supplier to complete rest of the PPAP in line with requirements set out in the PAR.

**UPDATE THE LOG TO REFLECT STATUS - 10 mins to complete. (B)**

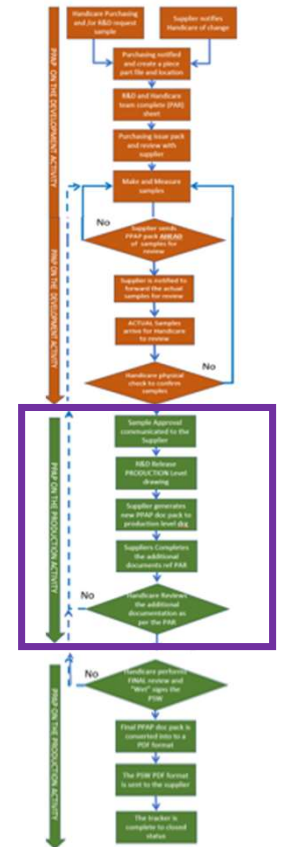


# Case Study Close Brackets Ltd

Close Brackets Ltd PPAP have now completed and prepared the rest of the submission pack for the **AA31204 Suspension Tube** in line with PAR

The PAR has identified the remaining documentation required for this item.

1. Process Capability study on the CTQ feature
2. AAR (Appearance Approval Report) not required
3. Material certification
4. Packaging Approval
5. The PSW (Part Submission Warrant) complete signatures from the supplier



## Exercise 5 - Close Brackets Ltd For a manufactured component (C)

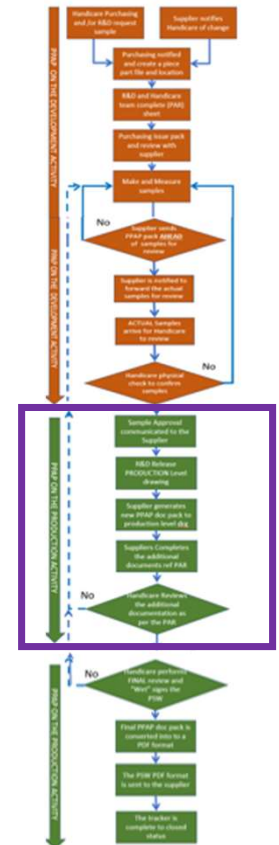
Close Brackets Ltd PPAP have now completed and prepared the rest of the submission pack for the **AA31204 Suspension Tube** in line with PAR

Using the PAR, review the remaining required documentation and sign off any documentation with the appropriate personnel signatures.

1. Supplier Development and Domestic Quality - confirm Capability study is Acceptable
2. Operations, Domestic Quality - confirm the AAR (Appearance Approval Report) is Agreed
3. Supply Chain, Domestic Quality & Operations - confirm Packaging Approval is Agreed
4. The supplier has completed the suppliers section of the PSW (Part Submission Warrant) and is ready for PSW review and sign off

**UPDATE THE LOG TO REFLECT STATUS**

**20 mins to complete.**



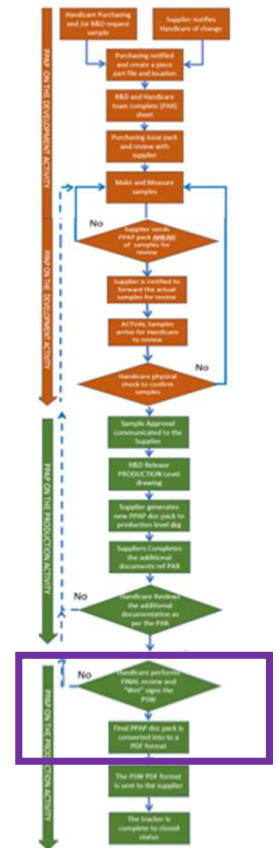
# Close Brackets Ltd For a manufactured component

The PPAP **AA31204 Suspension Tube** PPAP submission is now ready for final sign off

When reviewing the PSW feature to look out for before signing.

- Measuring equipment and Machine numbers align to the stated control plan
- The PPAP submission level has been marked and aligned to the PAR request
- The declaration has been marked and suppliers representative details added and signed
- The PPAP drawing level has been changed to reflect the release drawing level
- Note that all the approvers boxes are **GREEN**
- A **YELLOW** “Interim” Acceptance” shall have a concession or document relating to the suspect feature/issue from the questioning department or delegate

**Only when the PAR requirements and the release drawing level are aligned to the drawing should you complete and send the PSW**





## Exercise 6 - Close Brackets Ltd For a manufactured component (C)

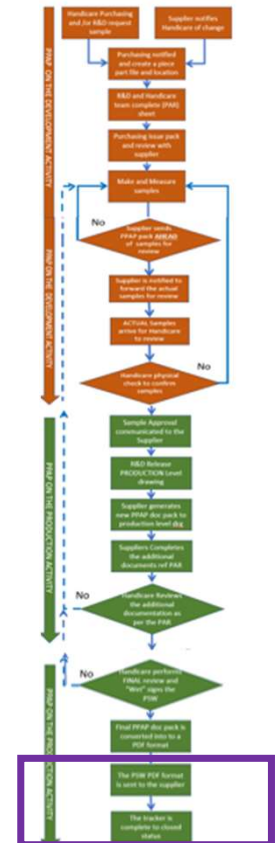
The PPAP **AA31204 Suspension Tube** is now ready for final sign off

Review the PSW and complete the signing and return of the PSW to the supplier.

Ensure the PSW has been “Wet Signed” by...

- The supplier and the suppliers section has been fully completed
- Group Purchasing, Quality and Manufacturing or there delegates
- Note that all the approvers boxes are **GREEN**
- All **YELLOW** “Interim” Acceptance” shall have a concession or document relating to the suspect feature/issue from the questioning department or delegate
- When accepted and fully signed off convert the PSW to PDF format and the Purchasing rep shall send the supplier **AA31204**
- Convert the entire work book to a PDF format and add to the folder
- And update the log.

**N.B. Only when the PSW has been completed and released against the released level drawing can the supplier start to supply – 5 mins**



# Today's Agenda

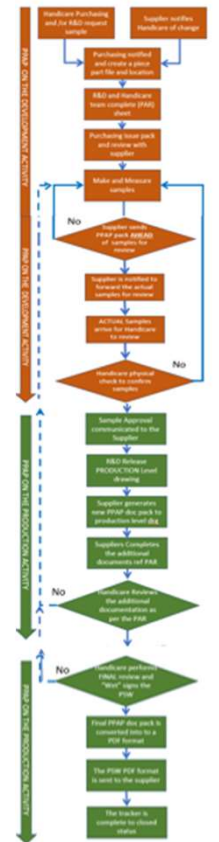
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- Why use PPAP
- Our PPAP process
- The PPAP submission pack documentation
- Creating a PPAP folder and submission pack and where it is located
- Completing a PPAP submission pack to send to the supplier
- Review a PPAP submission pack from a supplier
  - For a manufactured component
  - For an Assembly
  - For an Off the Shelf Item or Catalogue Part
- Part Submission Warrant (PSW) Sign off

## Case Study - Close Brackets Ltd - For an Assembly

- For an assembly, the process follows the same steps as per a manufactured part.
- The PPAP documentation is reviewed by the team, defining what evidence is required in the PPAP submission pack.
- For an ASSEMBLY the submission pack from the supplier shall contain all features defined in the PAR in particular.
  - The assembly drawing.
  - FAI Form 1 listing all the sub-component piece part numbers & individual reports numbers
  - The individual piece part(s) reports or CofC's (Certificate of Conformity) for catalogue items are attached to the appendix sheet.
- All this information is to be supplied ahead of the arrival of the samples



## Exercise 7 - Close Brackets Ltd - For an Assembly

Using the [GL-PPAP-001.15](#) (SOP) Standard Operation Procedure, and the drawings create

- A unique PPAP folder for the **AA31205 Suspension Bracket Assembly**.
- Insert a PPAP document pack into the folder
- Link the tracker to the folder you have created
- Complete the PAR elements required and align to the PPAP sections

**Again, For training purposes please use allocated PPAP number prefix ZZ-2024-0052**

**UPDATE THE LOG TO REFLECT STATUS AND THE ELEMENTS REQUIRED FOR BOTH SUBMISSIONS**

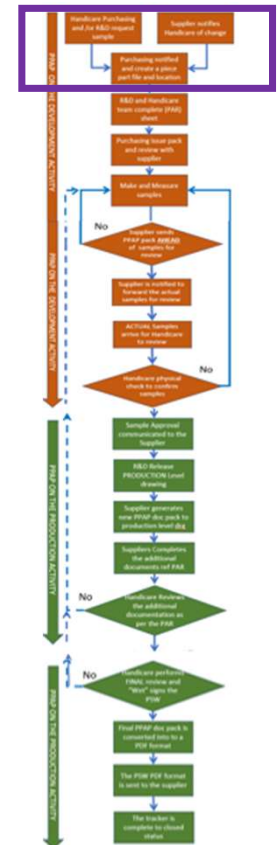
**10 mins to complete.**

[savaria.com](http://savaria.com) | [handicare.com](http://handicare.com) | [garavalift.com](http://garavalift.com)

 savaria.

 handicare

 GARAVENTA LIFT



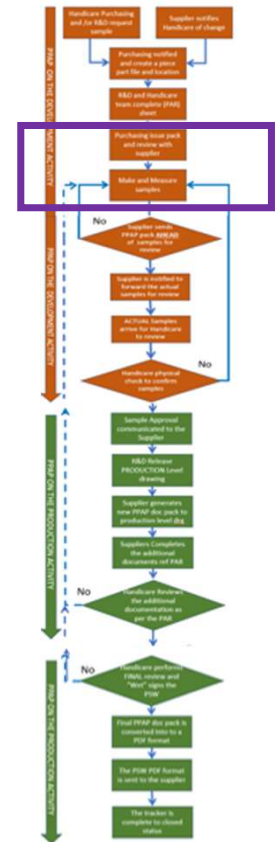
# Case study - Close Brackets Ltd - For an Assembly

The **AA31205 Suspension Bracket Assembly** samples and PPAP pack is ready for assessment **ahead** of the delivery of the samples.

Review that the...

- Feasibility – Is signed and agreed
- Flow Plan - Has been added
- PFMEA - Has been added
- Control plan – Has been reviewed for its currency
- FAI dimensional report - Has no **RED** results.
- All supporting reports have now been attached to the appendix sheet

Any supporting documentation should be attached to the appendix sheet for assessment by the R&D engineer.



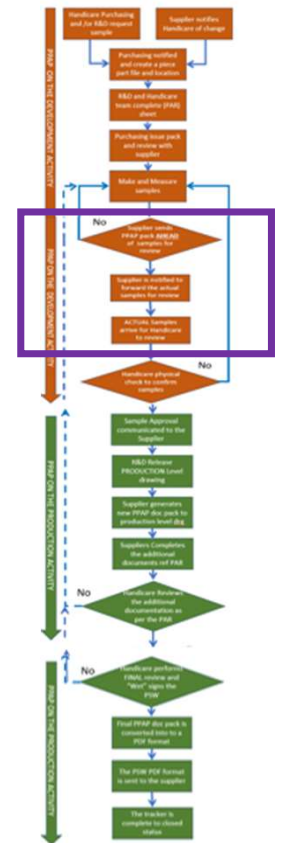
## Exercise 8 - Close Brackets Ltd For - For an Assembly (A)

Review the **AA31205 Suspension Bracket Assembly** PPAP pack. Remember the physical samples have not been sent.

Check that....

1. All documents up to FAI sample submission have been completed and have the appropriate signatures and dates
2. That there are no **Red** dimensional or out of specification flags.
3. Any **Red** flags have supporting documentation (Concession or Mails sanctioning release of that feature)
4. R&D have acknowledged any out of specification conditions and approved sample submission prior to sample delivery
5. **UPDATE THE LOG TO REFLECT STATUS**

10 mins to complete.



# Case study - Close Brackets Ltd - For an Assembly

Close Brackets Ltd have **now delivered** the **AA31205** Suspension Tube samples for physical dimensional assessment.

You now have to verify the suppliers results declared on the FAI element of the PPAP

The FAI forms 1, 2, 3 & Appendix

Form 1 - *PART NUMBER ACCOUNTABILITY*

- Look that for Previous reports number (if available) are added
- Dates and Signatures are complete
- Complete the Savaria/Handicare section

Form 2 - *MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING*

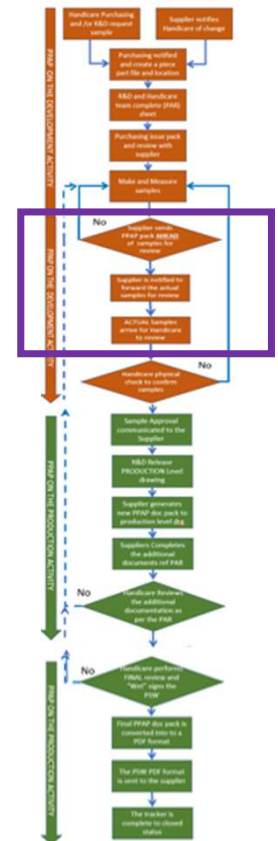
- Any material and functional report numbers (if required) are logged
- Add any 3<sup>rd</sup> party certification/testing is recorded (if required)

Form 3 - *CHARACTERISTIC VERIFICATION AND COMPATIBILITY EVALUATION*

- Confirm suppliers readings and measurement method
- Confirm that the supplier as acknowledged any notes also on the drawing

## Appendix

- **All the sub-component reports, CofC's material certs etc are attached and complete**



## Exercise 9 - Close Brackets Ltd For a manufactured component (B)

You are now ready to review the initial submission of the PPAP for the part number **AA31205 Suspension Bracket Assembly** from Close Brackets Ltd

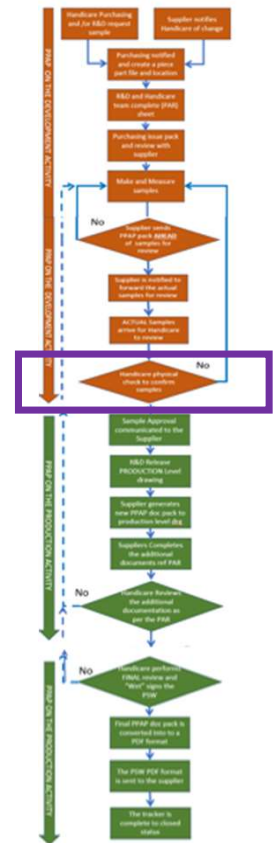
Review the FAI samples against the documentation supplied and complete the 3 stage sign off required

1. *Quality Inspection* - confirm dimensional check
2. *R&D* - confirm material and functional compliance
3. *Operation or Manufacturing* – confirm ease of assembly
4. All the sub-component reports, CofC's material certs etc are attached and complete

**Again, this is formal acceptance of the SAMPLES ONLY and not for start of production**

On Acceptance, Strategic Purchasing shall request the supplier to complete rest of the PPAP in line with requirements set out in the PAR.

**UPDATE THE LOG TO REFLECT STATUS - 10 mins to complete.**



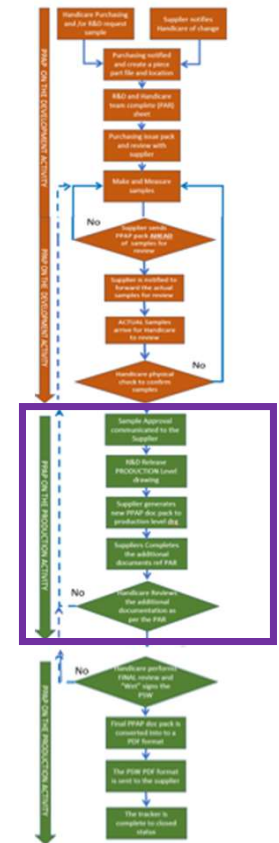


# Case Study Close Brackets Ltd

Close Brackets Ltd PPAP have now completed and prepared the rest of the submission pack for the **AA31205 Suspension Bracket Assembly** in line with PAR

The PAR will have identified the remaining documentation required for this submission.

1. Process Capability study on the CTQ feature
2. AAR (Appearance Approval Report) not required
3. Material certification
4. Packaging Approval
5. The PSW (Part Submission Warrant) complete signatures from the supplier



## Exercise 10 - Close Brackets Ltd - For an Assembly (C)

Close Brackets Ltd PPAP have now completed and prepared the rest of the submission pack for the **AA31205 Suspension Bracket Assembly** in line with PAR

Using the PAR, review the remaining required documentation and sign off any documentation with the appropriate personnel signatures.

1. Supplier Development and Domestic Quality - confirm Capability study is Acceptable
2. Operations, Domestic Quality - confirm the AAR (Appearance Approval Report) is Agreed
3. Supply Chain, Domestic Quality & Operations - confirm Packaging Approval is Agreed
4. The supplier has completed the suppliers section of the PSW (Part Submission Warrant) and is ready for PSW review and sign off

**UPDATE THE LOG TO REFLECT STATUS**

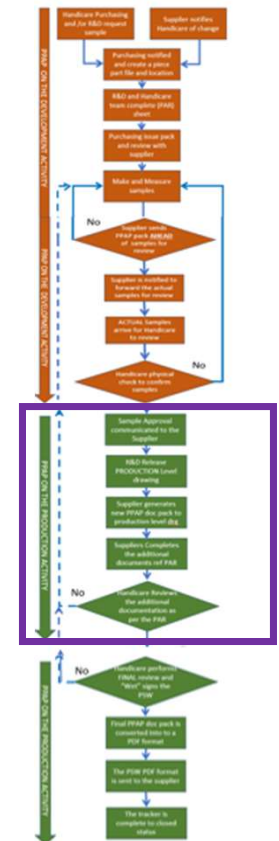
**10 mins to complete.**

[savarria.com](http://savarria.com) | [handicare.com](http://handicare.com) | [garavalift.com](http://garavalift.com)

 **savarria.**

 **handicare**

 **GARAVENTA LIFT**

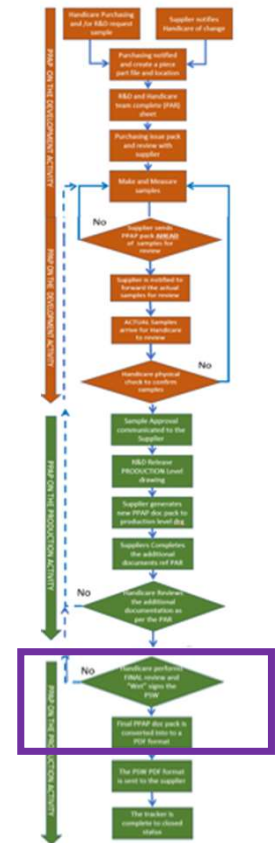


# Close Brackets Ltd For a manufactured component

The PPAP **AA31205 Suspension Bracket Assembly** PPAP submission is now ready for final sign off

When reviewing the PSW feature to look out for before signing.

- Measuring equipment and Machine numbers align to the stated control plan
- The PPAP submission level has been marked and aligned to the PAR request
- The declaration has been marked and suppliers representative details added and signed
- The PPAP drawing level has been changed to reflect the release drawing level
- Note that all the approvers boxes are **GREEN**
- A **YELLOW** “Interim” Acceptance” shall have a concession or document relating to the suspect feature/issue from the questioning department or delegate



# Exercise 11 - Close Brackets Ltd For a manufactured component (C)

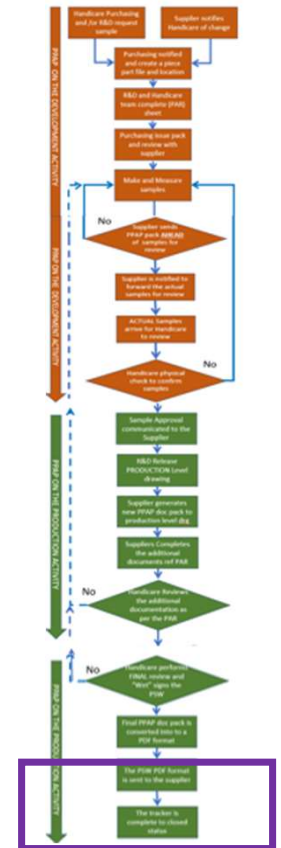
The PPAP **AA31205 Suspension Bracket Assembly** is now ready for final sign off

Review the PSW and complete the signing and return of the PSW to the supplier.

Ensure the PSW has been “Wet Signed” by...

- The supplier and the suppliers section has been fully completed
- Group Purchasing, Quality and Manufacturing or there delegates
- Note that all the approvers boxes are **GREEN**
- All **YELLOW** “Interim” Acceptance” shall have a concession or document relating to the suspect feature/issue from the questioning department or delegate
- When accepted and fully signed off convert the PSW to PDF format and the Purchasing rep shall send the supplier **AA31205**
- Convert the entire work book to a PDF format and add to the folder
- And update the log.

**N.B. Only when the PSW has been completed and released against the released level drawing can the supplier start to supply – 5 mins**



# Today's Agenda

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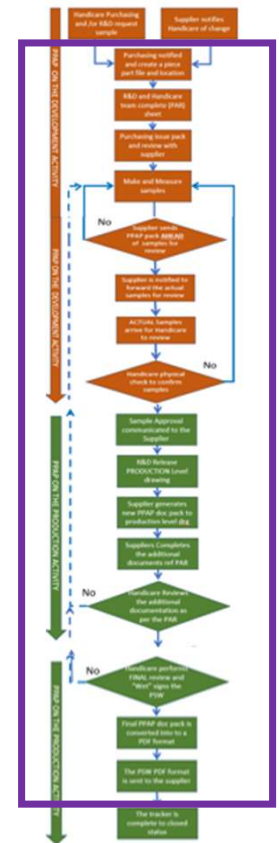
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- Completing a PPAP submission pack to send to the supplier
- Review a PPAP submission pack from a supplier
  - For a manufactured component
  - For an Assembly
  - For an Off the Shelf Item or Catalogue Part
- Part Submission Warrant (PSW) Sign off

## PPAP for an Off the Shelf Item or Catalogue Part (B)

- The process for a Shelf Item or Catalogue Part PPAP follows the same steps only the documentation requirement is reduced significantly
- The same process steps are followed to review the PAR to make sure there are no extra requirements requested by the R&D team

Typically, a Shelf Item or Catalogue Part the PPAP will consist off as a minimum

1. A PAR fully signed
2. A drawing or process requirement/specification (Plating, Hardness, Material type etc) if required
3. Material certification and /or Mechanical properties and / or CofC (Certificate of Conformity)
4. May require an AAR (Appearance Approval Report. Required if the part is customer visible)
5. PSW submission at level 1 or 2 ref the PAR



# Case Study example for a PPAP for an Off the Shelf Item or Catalogue Part

handicare UL-PPAP-01

Completing the header information in this document header will autofill the subsequent documents in the PPAP pack.  
填寫標題欄位將自動填充 PPAP 套件中的後續文件

**Part Approval Request and Requirement (PAR) 零件批准需求和要求 (PAR)**

Hardware Part No. 零件號	AA30452	Hardware Part Name 零件名稱	Cover Rivet
Revision 版本	A	Supplier 供應商	Close Brackets Ltd
Material 材料	ABS - FLAME RETARDANT TO UL94V-0	Manufacturing Process 製造方法	Bought in Part
Colour Ref. 顏色代號	NO	Request Date 需求日期	02/02/2024
ECN No. 工程變更單號	ECN002	PPAP No. PPAP 編號	ZZ-2024-002

**Appearance Approval Report (AAR) 外觀批准報告 (AAR)**

Item: 項目	A
Inspector Name: 檢驗員姓名	Nigel Jones
Inspected Date: 檢驗日期	05/01/2024
Approval Status: 批准狀態	<b>Accept</b>

**Material Certification**

Hardware Part Name: Cover Rivet

Supplier Name: Close Brackets Ltd

Manufacturing Process: Bought in Part

**Table 1: Requirements**

Requirement	Required	Quantity	Classification	Required by
1. Rivet/Thread Compliance	No	0	Not required as they are a component standard.	Supplier Development
2. Rivet/Thread	Yes	1		Handicore P&D
3. Process Type	No	0	Not required as they are a component standard.	Supplier Development & P&D
4. Process	No	0	Not required as they are a component standard.	Supplier Development & P&D
5. Colour Type	No	0	Not required as they are a component standard.	Supplier Development and Domestic Quality
6. Colour	No	0	Only where the material verification requires. Check CMC Certification.	Domestic Quality, P&D, Operations
7. Rivet/Thread Compliance	No	0		Supplier Development and Domestic Quality
8. Material	Yes	1	RAL 9002	Operations, Quality
9. Material	Yes	1	RAL 7000	R&D, Test
10. Rivet/Thread Compliance	No	0	To be delivered as per the FORMER P/N REF4006	Supplier Quality, Domestic Quality & Operations
11. Form	Yes	1		Operations, Quality
12. Rivet/Thread Compliance	No	0		As Required - specify
13. Rivet/Thread Compliance	No	0		As Required - specify
14. Rivet/Thread Compliance	No	0		As Required - specify
15. Rivet/Thread Compliance	No	0		As Required - specify
16. Rivet/Thread Compliance	No	0		As Required - specify

**Table 2: Handicore P&D**

Name: Elon Shakespeare	Signature: [Signature]	Date: 10/01/2024
Name: Chang Liu	Signature: [Signature]	Date: 10/01/2024
Name: Duncan Walker	Signature: [Signature]	Date: 10/01/2024
Name: Finley Proffitt	Signature: [Signature]	Date: 10/01/2024
Name: Andrew Loftman	Signature: [Signature]	Date: 06/01/2024

**Table 3: Handicore Supplier Development**

Supplier: Close Brackets Ltd

Part Name: COVER RIVET RA1 5102

Material: ABS

Quantity: 1 / 1

Material: A4

Supplier Approval: AA30452

Approval: A

**Drawing and Specifications**

**Close Brackets Ltd**

Hardware Part Name: Cover Rivet

Supplier: Close Brackets Ltd

Manufacturing Process: Bought in Part

Date:

**AME RETARDANT TO ZZ-2024-002**

Critical to quality:

NOTE: NEW PART NUMBER, FORMER P/N REF4006

**Handicore Verification**

Sample 1	Sample 2	Sample 3	Sample 4	Sample 5	Report Accepted/Not Accepted	Comments
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	
OK	OK	OK	OK	OK	Accept	

Reason for Rejection:

**Material Certification**

Hardware Part Name: Cover Rivet

Supplier Name: Close Brackets Ltd

Manufacturing Process: Bought in Part

Material:

CHIMEI CORPORATION

67001621180001

Contract No. : 2023080201

Example see the case study off the shelf item [AA30452](#)

# Today's Agenda

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- Why use PPAP
  - Our PPAP process
  - The PPAP submission pack documentation
  - Creating a PPAP folder and submission pack and where it is located
  - Completing a PPAP submission pack to send to the supplier
  - Review a PPAP submission pack from a supplier
    - For a manufactured component
    - For an Assembly
    - For an Off the Shelf Item or Catalogue Part
- Part Submission Warrant (PSW) Sign off



# Part Submission Warrant (PSW) Sign off for a Piece part or Assembly

Part Submission Warrant (PSW) Sign off is a controlled process.

The supplier will have populated the top section of the PSW document. Check that...

1. The “Reason for PPAP submission” has been marked and the details in the header completed.
2. The Tooling and Process and Conformance Checking sections have been completed, making note that any machine numbers, tooling numbers and the checking media numbers align with those on the control plan.
3. The submission pack level has been marked (1, 2, or 3)
4. The Declaration and Sign off are all completed
5. Once this is done the document can go for internal sign off

**(PSW) Part Submission Warrant**  
(PSW) 零件提交保证书

Supplier Name: Clear Driveline Ltd	PPAP No.: 22-2824-0051
Manufacturer Part No.: 0031284	Date: 28/01/2024
Revision: 18	
Manufacturer Part Name: SUSPENSION TRUCK	

**Reason for Submission [Tick the appropriate box]**  
提交原因 (勾选相应的方格)

New Product     Changes to the production process     Changes to Year/Model and its location  
 Changes to Configuration     Changes to sub-supplier     Changes to sub-supplier     Requested by Customer

**Tooling/Process and Conformance Checking** 工具/过程和符合性检查

The parts supplied and any further customer supplied will be produced using the following tooling/machinery

Tooling Identification Number(s)	T191 Collar along and T192 Hdr
Tooling Maintenance Frequency	Monthly
Production Machine Head B Identification Number(s)	CP collar M7
Production Machine Maintenance Frequency	12 monthly

The parts supplied and any further customer supplied will be checked for conformance using the following methods

Measuring Instrument Head B Identification Number(s)	V881
Instrument Calibration Frequency	Monthly
Checking M2 B Identification Number(s)	NA
Checking M2 Calibration Frequency	NA

**Submission Results** 提交结果 (选择其一)

Part 1: The supplier process agreed to Part 3 submittal. The supplier responsible will always focus on identifying, fixing, verifying, reworking, rework in process, sorting, tool feedback and getting part out. Refer to the Part Sign-off Request and Agreement (PSRA) for the detail of the supplier's commitment to support submittal.  
 Part 2: The issue of one critical defect, e.g. wrong, gate wrong, casting, wrong, surface finish etc... Agree to perform a root cause analysis by initial Root Cause Investigation (RCI) and performance agreement. Refer to the Part Sign-off Request and Agreement (PSRA) for the detail of the supplier's commitment to support submittal. Once critical defect and its performance is fixed to customer.  
 Part 3: The issue of Process for pre-Ready Part, Process Exception, RFI (Request for Information) Package, Agree to perform a root cause analysis by initial Root Cause Investigation (RCI) and performance agreement. Refer to the Part Sign-off Request and Agreement (PSRA) for the detail of the supplier's commitment to support submittal.

**Declaration** 声明

The results meet all of the drawing and specification requirements.  YES  NO please explain reason

I hereby certify that this block is representative of future parts that will be made/verified by the process detailed in this PPAP submission. Therefore **NO TESTING OR PROCESS** changes will take place without final working point permission via the approval process set by Customer.

**Supplier Sign-off** 供应商签字

Print Name: Nelson Hoffman	Signature: [Signature]	Date: 28/01/2024
Print Name: Nelson Hoffman	Contact Number: 4421558858	Email: [Email]

# Part Submission Warrant (PSW) Sign off for a Piece part or Assembly

Once all the checks have been cleared and accepted Purchasing shall arrange for the PSW to be “Wet signed” against the Production released version drawing by Purchasing, Process/Manufacturing Engineers & Quality

Purchasing shall convert the COMPLETED PPAP pack and add to the part/project folder

The signed PSW also in PDF format is sent to the supplier

**N.B. Only at this point can the supplier produce parts/process and supply**

The Purchasing rep completes the tracker to closed status

(PSW) Part Submission Warrant (PSW) 部件提交保证			
Supplier Name: 供应商:	Close Brackets Ltd	PPAP No.:	ZZ-2024-0052
Handicare Part No. 零件号:	AA31205	Date, 日期:	20/01/2024
Revision: 版本:	10		
Handicare Part Name: 零件名称:	Suspension Bracket Assy		
Reason For Submission (Tick the appropriate box) 提交原因 (勾选相应的方框)			
<input checked="" type="checkbox"/> New Product 新产品	<input type="checkbox"/> Changes to the production process 生产过程的变化	<input type="checkbox"/> Changes to Tools/Machines and its location 工具/机器及其位置的变化	
<input type="checkbox"/> Changes to part/process 零件/过程的变化	<input type="checkbox"/> No production for 12 months 12个月没有生产	<input type="checkbox"/> Changes of sub-suppliers 供应商变更, 交给供应商变更	<input type="checkbox"/> Requested by Handicare 应Handicare要求
Tooling/ Machinery 工模/机器设备			

# Part Submission Warrant (PSW) Sign off

## Part Submission Warrant (PSW) Sign off process

The Handicare shall populate the bottom section of the PSW document. Providing all the above sections have been completed.

1. The named departments shall “wet sign” and date their section. See example 1 and set the Approval box to **GREEN**
2. In the event of an “Interim Approval” **YELLOW** the signee shall add a statement for why interim acceptance is given.
3. In the event of a “Rejection” **RED** the signee shall add a statement for why PSW was rejected
4. When the PSW has been sentenced and fully signed, scan the PSW and send to the supplier and add the copy to the PPAP project folder [Signed PPAP example](#)
5. Convert the entire PPAP pack and also add to the PPAP project folder.
6. Purchasing contact shall mail the PSW to the supplier to start manufacturing to plan

Example 1

Handicare Sign Off			
<u>Production Approval Status</u>	Approved for supply	Approver Name:	T IQBAL
Reason (if rejected):		Sign:	
		Date:	18/01/2024
<u>Group Purchasing Approval Status</u>	Approved for supply	Approver Name:	C LIU
Reason (if rejected):		Sign:	
		Date:	18/01/2024
<u>Quality Approval Status</u>	Approved for supply	Approver Name:	D Walker
Reason (if rejected):		Sign:	
		Date:	17/01/2024

Example 2

Handicare Sign Off			
<u>Production Approval Status</u>	Interim Approved	Approver Name:	T IQBAL
Reason (if rejected):	Concession required for use of these parts in production. Re-submission als required for improved feature.	Sign:	
		Date:	18/01/2024
<u>Group Purchasing Approval Status</u>	Approved for supply	Approver Name:	C LIU
Reason (if rejected):		Sign:	
		Date:	18/01/2024
<u>Quality Approval Status</u>	Rejected	Approver Name:	D Walker
Reason (if rejected):	Rejected because of a material issue	Sign:	
		Date:	17/01/2024

# Part Submission Warrant (PSW) Sign off For an Off the Shelf/Catalogue Item

Part Submission Warrant (PSW) Sign off process. For an Off the Shelf Item or Catalogue Part

Check that...

1. Complete the "Reason for PPAP submission" has been marked and the details in the header are all filled in.
2. The Tooling and Process and Conformance Checking sections must be completed. In this event NA all the boxes.
3. The submission pack has been marked in this event as level 1
4. For the Declaration and Sign off section, providing we have Material Certification or a Certificate of Conformity we can mark the boxes as below.

(PSW) Part Submission Warrant (PSW) 零件提交保证			
Supplier Name 供应商	Close Brackets Ltd	PPAP No.:	ZZ-2024-002
Handicare Part No. 零件号	AA30452	Date, 日期:	24/01/2024
Revision 版本	10		
Handicare Part Name 零件名称	Cover Rivet		
Reason For Submission (Tick the appropriate box) 提交原因 (勾选相应的方框)			
<input type="checkbox"/> New Product 新产品	<input checked="" type="checkbox"/> Change to the production process 生产流程变更	<input type="checkbox"/> Change in Tool/Machines and its location 之夹具/机床及其位置	<input type="checkbox"/> Requested by Handicare 由 Handicare 要求
<input type="checkbox"/> Changes to part process 零件流程变更	<input type="checkbox"/> No production for 12 months 12个月未生产	<input type="checkbox"/> Change of sub-suppliers 子供应商变更	
Tooling/ Machinery 工模/机器设备			
The parts supplied and any further batches supplied will be produced using the following tooling/ machinery 供应的零件和任何进一步供应的批次将使用以下工模/机器设备进行生产			
Tooling Identification Number(s) 工模识别号	NA		
Tooling Maintenance Frequency 工模维护频率	NA		
Production Machine Used & Identification Number(s) 使用的生产机器和识别号	NA		
Production Machinery Maintenance Frequency 生产机器维护频率	NA		
In Process Conformance Checking 过程一致性检查			
The parts supplied and any further batches supplied will be checked for conformity using the following methods 供应的零件和任何进一步供应的批次将使用以下方法进行符合性检查			
Measuring Instrument Used & Identification Number(s) 使用的量具识别号	NA		
Measuring Instrument Calibration Frequency 量具校准频率	NA		
Checking Aid & Identification Number(s) 检具识别号	NA		
Checking Aid Calibration Frequency 检具校准频率	NA		
Submission Results (tick one) 提交结果 (选择其一)			
<input checked="" type="checkbox"/> Level 1 - For components previously approved as Level 3 submission. Only applies to components with no change to usual attributes: tooling, material, manufacturing equipment or processes, including tool treatment and plating and sub-suppliers. Refer to the Part Approval Request and Requirement (PAR) for the extent of the supporting documentation required to support submission. <input type="checkbox"/> Level 2 - For components of new within-able, e.g. color, plate, coating, plating, surface finishes etc. Applies electronic or electro-mechanical adherence to stated Handicare drawing list & performance requirements. Refer to the Part Approval Request and Requirement (PAR) for the extent of the supporting documentation required to support submission. Visual attribute able. Test & performance as defined by Handicare. <input type="checkbox"/> Level 3 - For components of Process Flow plan, Control Plan, Process Capability, AMI (Appearance Report Packaging Approval, Material Certification and review of the supplied PPAP) and any other requirement as defined by Handicare. Applies electronic or electro-mechanical adherence to stated Handicare drawing list & performance requirements. Refer to the Part Approval Request and Requirement (PAR) for the extent of the supporting documentation required to support submission.			
Declaration 申明			
The results meet all of the drawing and specification requirements 结果满足所有图纸和规范要求			
<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO (If NO please explain reason) I hereby certify that this batch is representative of future parts that will be made/ verified by the process detailed in this PPAP submission. Therefore NO TOOLING or PROCESS changes will take place without first seeking prior permission via the approval process set by Handicare.			
Supplier Sign-Off 供应商签字			
Print Name:- 打印名字	See attached Certification	Sign:- 签字	See attached Certification
Title:- 职能	NA	Contact Number:- 联系电话	NA
Date:- 日期	See attached Certification	E-mail Address:- 工作邮箱	NA
Handicare Sign Off			

# Summary

- PPAP is a team-based activity that involves multi department disciplines within Handicare and the Supplier.
- The Purchasing Team shall facilitate the process.
- Do the Pre-work and engage the supplier as early as possible
- The process is for the supplier demonstrates the stability & reliability of their PRODUCTION processes
- Make decisions based on real data & evidence
- Will improve product reliability, right first-time & reduce waste
- Improve communication and supplier engagement.

