Quality Assurance Guideline for Suppliers

供应商质保指南

QRZ 01

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Preface 前言

In order to live up to continuous market requirements, we are in an urgent need of capable suppliers, who endeavor jointly, even beyond basic requirements, to face up to future challenges.

With such partners being competent and willing to bring in product- and process-related know how for mutual benefit, we will be able to achieve ambitious quality objectives.

为了持续符合市场的要求，我们迫切需要一批有能力，并且可以和我们一起努力， 甚至能以超越基本要求的态度面对未来挑战的供应商。

这样的供应商能满足我们的供应需求，并且愿意为了共同利益贡献出与产品和生产过程相关的专利技术，与百瑞德一起实现宏伟的质量目标。

This quality assurance guideline shows the operations for a partnership cooperation between suppliers and our companies
此质保指南展示了供应商和我们百瑞德公司，包括以下子公司（以下简称“百瑞德”）之间的伙伴合作关系及合作方式，是彼此间共同活动的基本准则，是供应产品质量符合要求的担保。

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(hereinafter called PARAT). The guideline is the basic principle for our common activities and defines the requirements to ensure the quality of supplied products.

(下文中称为百瑞德) 此指南是一般活动的基本原则，同时定义列能保证提供产品质量的要求。

This quality assurance guideline constitutes a binding document. It is part of the contractual agreement between PARAT and the supplier.

此质保指南包含一个有法律约束力的文件，是百瑞德与供应商之间签订合同的一部分。

2 Normative References 引用标准

This document contains provisions which constitute provisions of this quality assurance guideline by references in the text. The structure of this guideline follows ISO 9001 and IATF 16949, in order to maintain relation to standard requirements. As we only describe very important basic principles for PARAT, we partly do not observe consecutive numbering.

这个文件包含一些条款，这些条款通过在文本中引用的形式形成了此质保指南的条款。为保持规范，本指南的结构遵循了 ISO 9001 和 IATF 16949。我们只描述了一些对百瑞德非常重要的基本原则，故而本文没有连续编号。

3 Definitions / Abbreviations 定义/缩略词

Cmk	short-term capability: capability index of a solid (controlled) process. Index is determined via big spot tests within short period of time. 短期能力：处于稳定状态（控制状态）下的能力指数，是短期内通过大抽样得到的数据
Cpk	long-term capability: capability index of a solid (controlled) process. Index is determined via small spot tests within a longer period of time. 长期能力：处于稳定状态（控制状态）下的能力指数，是较长时期内通过小抽样得到的数据
PPF	production process and product release 生产过程和产品释放
PPM	Parts Per Million (faulty parts per 1 Million) 不良品率（每百万）
QM-System	Quality Management System 质量管理体系
special characteristics 特殊特性	Product characteristics or production process parameter, which can affect safety or compliance with administrative provisions, fit, function, performance or further product processing. These characteristics may also be denominated differently in purchase specifications (e. g. as critical, important or significant characteristics). 可以影响安全，或者与行政条款、外形、功能、性能、或者将来产品加工有关的产品特性或生产过程参数。 这些特性在采购说明中也可能有其他的不同的名称（例如，关键特性，重要特性或者显著特性）。
critical characteristics 关键特性	Product characteristics or production process parameter, which may affect safety or compliance with administrative provisions. 可以影响安全或者与行政条款有关的产品特性或生产过程参数

Comment: The abbreviations and interpretations are valid as stated in the ISO 9000 and ISO 9001.

注：以上缩略词和注释均包含在 DIN EN ISO 9000 和 DIN EN ISO 9001 中。

4 Context of the organization 组织概要

Based on the products delivered to PARAT, the supplier has to comply at least with the requirements of elements 7.5.2 (Creating and updating), 7.5.3 (Control of documented information), 8 (Operation), 9 (Performance evaluation) and 10 (Improvement) of ISO 9001. In addition, the requirements of this quality assurance guideline and contractual provisions are binding.

根据提供给百瑞德的不同产品，供应商至少须要符合 ISO 9001 中的 7.5.2（创建与更新）、7.5.3（记录信息控制）、8（操作）、9（功能评估）、10（改进）所提出的要求。此外，此质保指南与合同条款中的要求具有法律效力。

Suppliers delivering to our automotive division shall

- provide a QM-System according to DIN EN ISO 9001 (and apply it), which has been certified by an accredited certificate authority, resp. supplier shall strive for such certification.
- enhance the QM-System regarding compliance of requirements according to IATF 16949.

汽车部门的供应商应

- 根据 DIN EN ISO 9001 提供其质量管理体系，如未认证，应向认证部门申请认证。
- 根据 IATF 16949 的要求改进质量管理体系。

5 Leadership 领导

5.3.1 Customer Representative 客户代表

Supplier must assign personnel with their responsibilities and competencies, in order to ensure compliance with PARAT's requirements. These assignments must be documented (e.g. customer representative) and includes but is not limited to the selection of special char-

acteristics, setting quality objectives and related training, corrective and preventive actions, product design and development, capacity analysis, logistics information, customer scorecards, and customer portals.

为确保能够符合百瑞德的要求，供应商必须委派相关人员，赋予其责任与权限，其任务需要被记录在案（例如：客户代表），任务包括但不限于选择特殊特性、设置质量目标、相关培训、纠正和预防措施、产品设计与研发、产能分析、物流信息、客户评分卡以及客户门户。

6 Planning 计划

6.1.2.3 Emergency Plans 应急预案

Supplier must identify and evaluate internal and external risks to all manufacturing processes and infrastructure equipment essential to maintain production output and to ensure that requirements from PARAT are met. In addition, contingency plans must be prepared to maintain part supply in the event of any of the following events: key equipment failures, interruption from externally provided products, processes, and services, recurring natural disaster, fire, utility interruptions, labour shortages or infrastructures disruptions. In addition to the contingency plans, a notification process must be established to PARAT for the extent and duration of each situation affecting PARAT operations.

The contingency plans shall include provisions to validate that the manufactured product continues to meet customer specifications after the re-start of production following an emergency in which production was stopped and if the regular shutdown processes were not followed.

供应商必须评估确定其内外部存在的风险，包括整个制造过程以及对产量有重大影响的基础设施与设备存在的风险，确保可以满足百瑞德的要求。此外，供应商还必须准备应急预案，确保在以下事件，如关键设备故障、外部供货、加工过程或服务中断、循环发生的自然灾害、火灾、公共供给中断、劳动力短缺或基础设施损坏发生时仍能维持供应。除准备应急预案外，供应商还应建议一个通知流程，以便百瑞德能够了解每种事件对百瑞德活动的影响程度与时间。

应急预案中还应包括相应条款，保证在紧急事件发生后，企业未进入常规的关闭程序的情况下生产中断后重新生产出的产品仍能满足客户的要求。

7 Support 支持

7.1.3.1 Safety/Environment 安全/环境

Supplier has to consider product safety and measures to minimize potential risks for workers and environment, especially in development process and at production process works.

Supplier has to fulfil REACH-regulation 1907/2006 EG. Based on this, the supplier has to provide requisite information first time during quotation phase. For substances of very high concern additionally to the material name we need sufficient information to allow safe use of the article. Safety data sheets have to be forwarded to PARAT for all materials and preparations.
Production facilities and machines supplied to PARAT must comply with applicable regulations.

供应商必须考虑产品的安全性，尤其是在研发阶段和生产过程中，尽可能减少对工人和环境造成的潜在风险。

供应商必须遵守 REACH1907/2006EG 的规定。基于此规定，供应商须在报价阶段第一时间向百瑞德提供必要的信息，对于高度关注的物质，除了材料名称我们还需要足够的信息以确保产品的安全使用。所有材料和准备工作的安全资料表需要提交给百瑞德。

所有提供给百瑞德的生产设备和机械必须符合相关规定。

7.1.3.2 Recycling 回收利用

Materials recycling (e. g. varietal purity) has to be recognized during product development.

If stipulated, materials will be returned to supplier for recycling purpose.

在产品研发阶段就应考虑材料的回收利用问题（例如：材料单一化）。

如有规定，应将材料返还给供应商进行回收利用。

7.1.5 Assessment of Measuring Systems 检测系统评估

Only test equipment with adequate small measurement uncertainty shall be used for any measurement activities. Evidence for test equipment capability has to be supplied and presented to PARAT by request.

任何检测活动只能使用检测不确定性足够小的检测设备进行检测。如有要求，供应商必须将这些设备的检测能力提供给百瑞德查看。

8 Operation 操作

Generally, all products have to be delivered faultless and in time. If supplier fails to fulfil this requirement, PARAT may claim payment of all costs incurred, as stipulated separately.

通常，供应商必须及时提供毫无缺陷的产品给百瑞德。如供应商不能满足这一要求，百瑞德可按照另外的规定，要求供应商赔偿所有由此产生的损失。

8.1 Planning of Product Realization 产品实现规划

Supplier must plan and develop the processes necessary for product realization. This includes quality planning. Basic principle for quality planning constitute VDA-volumes 4 part 1 to 3 resp. APQP (QS 9000).

Supplier has to define following items when planning product realization:

- quality objectives and product requirements,
- necessary product-specific verification-, validation-, monitoring- and testing activities, as well as product acceptance criteria,

- necessary records to verify that realization processes and resulting products fulfill requirements.

The planning result must be available in appropriate form and has to be presented, resp. the right of access has to be granted to PARAT by request.

Supplier has to determine acceptance criteria and, if requested, solicit approval by PARAT. Current acceptance criteria (e. g. special and critical characteristics) are binding.

供应商应为产品实现规划并开发所有必要的过程，包括质量规划。质量规划的基本原则构成了 VDA 第 4 卷第 1 部分到第 3 部分以及 APQP 质量先期策划（QS 9000）。

供应商在规划产品实现时应明确以下几项：

- 质量目标以及产品要求；
- 必要的产品细节验证、确认、监测及测试活动以及产品验收标准；
- 必要的记录，以证明产品实现过程和产品符合要求。

如百瑞德要求，供应商须以合适的方式将规划结果呈交给百瑞德或者对百瑞德开放查看权。

供应商必须确定验收标准，如有要求，应将验收标准交由百瑞德批准。当前实施的验收标准（例如：特殊特性和关键特性）具有法律约束力。

8.1.2 Confidentiality 保密性

Confidentiality during development of products and projects by order of PARAT, as well as confidentiality of corresponding product information has to be assured.

百瑞德要求供应商必须保证在产品和项目研发阶段严守产品信息以及其他对应的产品的机密信息。

8.2 Requirements for products and services 产品及服务要求

8.2.3.1.2 Special Characteristics stipulated by Customer 客户规定的特殊特性

Supplier must demonstrate requirement fulfillment regarding special characteristics determined by him and customer. Corresponding records have to be kept.

The records will be provided to PARAT by request, resp. right of access will be granted.

供应商须展示其能够满足自己及客户提出的特殊特性的要求。相关记录要进行保存。

如有要求，以上记录将会被提供给百瑞德或者对百瑞德开发查看权。

8.2.3.1.3 Organization manufacturing feasibility 组织生产可行性 --> 7.2.2.2

Supplier must check, if it is feasible that the supplier`s manufacturing processes are capable of consistently producing product that meets all of the engineering and capacity requirements specified by PARAT. The feasibility study must also be carried out and documented for each changed manufacturing process or for every change to the product.

供应商须检查其制造流程是否能够持续生产出符合百瑞德关于工程与产能要求的产品。对每个有变化的制造过程或者每个有变更的产品，供应商都应进行可行性研究，并记录。

8.3 Design and development of products and services 产品与服务的设计和研发

The items of this section may be excluded regarding product development, or may only be used in a reduced way, if supplier bears no responsibility for product development. Nevertheless he is obliged to point PARAT out to possible problems during realization of specifications as well as product risks.

These exclusions are not subject to development of production process.

如果供应商不负责产品研发，这部分关于产品研发的内容可以省略，或者部分省略。不过，供应商仍有义务给百瑞德指出在产品要求实现的过程中以及产品风险中可能存在的问题。

忽略的部分不受生产过程研发的影响。

8.3.3 Design and development Inputs 设计和研发输入

Inputs regarding product requirements have to be defined, recorded and realized.

These inputs must contain:

a) functional and performance requirements (e. g. procurement data by PARAT as per order text, drawing, specifications, contract document, standards, a.s.o.),

b) information derived from previous similar design and development activities,

c) applicable statutory* and regulatory requirements,

d) standards or codes of practice that the supplier has committed to implement,

e) potential consequences of failure due to the nature of the products and services.

* This implies material prohibitions and application-oriented restrictions. More information is available on our homepage which will be updated on changes.

关于产品要求的输入必须明确，并进行记录，得到实现。

输入必须包括：

a) 功能和性能要求（例如，百瑞德每个订单、图纸、规格说明、合同文件、标准等等的采购量数据）；

b) 从过去类似设计和研发活动中获得的信息；

c) 适用的法律*和管理 要求；

d) 供应商承诺实施的行业标准或规范；

e) 因产品或服务性质导致的故障的可能后果。

*此处指关于材料的禁令以及关于应用方面的限制。更多信息详见我们的主页，如有变化，即时更新。

8.3.3.1 Product design input 产品设计输入

In case of new development and change a Design-FMEA must be generally prepared according to guidelines of VDA volume 4 part 2 (resp. according to QS 9000:FMEA, if requested).

有新产品开发或者原有产品设计变更时，供应商必须根据 VDA 第 4 卷第 2 部分的指南（或者，如有要求根据 QS 9000: FMEA）准备一个设计 FMEA。

8.3.3.2 Manufacturing process design input 制造过程设计输入

In case of development and change of production processes a Process-FMEA must generally be prepared according to guidelines of VDA volume 4 part 2 (resp. according to QS 9000:FMEA, if requested).

开发生产过程或生产过程变更时，供应商必须根据 VDA 第 4 卷第 2 部分的指南（或者，如有要求根据 QS 9000: FMEA）准备一个过程 FMEA。

8.3.3.3 Special Characteristics 特殊特性

Supplier must identify, define and document special characteristics and include any special characteristics in the product control plan.

If stipulated, PARAT will confirm compliance with special characteristics via plant test certificates. The necessary documentation has to be worked out free of charge.

If stipulated during planning/development, resp. requested by PARAT, the process capability will be calculated statistically via process capability studies and confirmed afterwards.

For evidence of process capability following limits are applicable (unless otherwise agreed):

short-term capability Cmk ≥ 1.67 long-term capability Cpk ≥ 1.33

供应商必须定义、确定、记录特殊特性，并将其全部包含在产品控制计划中。

如有规定，百瑞德将通过工厂实验证书确认接受特殊特性。供应商必须免费制定必要的文件。

如果计划/开发阶段有规定或者百瑞德有要求，供应商需通过研究去统计计算、确认加工能力。

证明加工能力时可参考以下界限（除非另外规定）：

短期能力 Cmk ≥ 1.67 长期能力 Cpk ≥ 1.33

8.3.4.3 Production Process Approval and Product Release (PPF) 生产过程审核和产品发布（PPF）

Assessment of production processes and First Sampling are the basis for production process approval and product release. The necessary releases can be effected by PARAT and/or our customers at supplier's plant.

Supplier has to comply with PARAT's current procedure for production process approval and product release (e. g. according to VDA volume 2, QS 9000:PPAP). The necessary documentation has to be worked out. Target date according to purchase order.

The PPF-procedure comprises evidence of all characteristics defined by PARAT, including provisions, standards and specifications concerned.

The PPF-procedure has to be started independently by supplier in case of

- innovations
- technical modifications (parts changed, specifications changed)
- change at suppliers production facilities (e. g. internal relocation)
- changes in subcontractors chain
- changes in production process (e. g. parameter, procedure, operations, a.s.o.)
- long-time production downtimes.

Unless determined otherwise by PARAT, production process approval and product release are carried out according to VDA volume 2.

Unless otherwise agreed, sample parts with adequate documentation have to be sent to PARAT for PPF in any cases. The necessary sample parts quantity has to be coordinated with PARAT, resp. can be seen on purchase order. First samples must be produced using series tools and equipment, and the manufacturing process must comply with the later series production.

All physical products to be delivered to PARAT must fulfill requirements according to applicable EU Directives with regards to material composition. In compliance with supplier information mentioned in 8.3.3, all material data have to be transmitted in the course of PPF procedure and to be confirmed on cover sheet of PPF documentation. In case of declaration in IMDS, IMDS-ID has to be present on cover sheet of PPF documentation. Conformity to EU Directives resp. complete declaration of ingredients and complete information according to 7.1.3.1 are prerequisites for PPF procedures.

Before sample parts and documentation presentation, all characteristics, which diverge from target specifications, have to be coordinated in writing with PARAT and to be documented via special release. In case of deviating / incomplete PPF procedures, PARAT may demand an expense allowance according to separate arrangement.

Supplier has to apply the procedure for production process approval and product release also to his subcontractors.

生产过程和首件样品的评估结果是审核生产过程和产品发布的基础。必要的审核程序可由百瑞德和/或我们的客户在供应商工厂进行。

供应商必须遵守百瑞德现行的生产过程和产品发布审核程序（例如：根据 VDA 第 2 卷， QS 9000：PPAP）。供应商必须制定必要的文件，根据采购订单决定目标日期。

PPF 程序包含百瑞德确定的所有特性的证据，包括条款、标准和相关规格。

以下情况时供应商应自主启动 PPF 程序：

- 革新；
- 技术上的变更（零件改变、规格改变）；
- 供应商生产设备发生改变（例如，内部调整位置）；
- 分包商链有改变；
- 生产过程有改变（例如：参数、过程、操作等）；
- 长期停工

除非百瑞德另外规定，否则生产过程审核和产品发布均按照 VDA 第 2 卷规定执行。

除非另行商定，否则在任何情况下供应商都应向百瑞德提供样件和必要足够的文件用于 PPF。样件数量应符合百瑞德要求或者参考相应订单。首批样品必须使用量产时使用的模具和设备进行生产，生产过程也必须与之后量产的生产过程相符。

所有提供给百瑞德的实体产品均须符合适用的欧盟指令关于材料构成的要求。为符合上文 8.3.3 提出的供应商信息，所有材料数据均须在 PPF 过程中得到传递，且必须在 PPF 文件的封面做出确认。如公布在 IMDS 中，则须在 PPF 文件封面上显示 IMDS 的 ID。符合欧盟指令、对成分的完整公布以及根据 7.1.3.1 提供完整的信息是 PPF 程序的必备条件。

在展示样件和文件之前，所有与目标规格有偏差的特性均须以书面形式与百瑞德进行协调，并通过特殊发布记录。如与 PPF 程序有偏差或程序未被完全执行，百瑞德有权根据另行安排要求费用补偿。

供应商也必须对其分包商执行生产过程审核和产品发布过程。

8.3.5.1 Results of Product Development and Production Process Development 产品开发及生产过程开发结果--> 7.3.3.1

FMEA's have to be presented to PARAT by request and inspection has to be allowed.

如有要求，供应商必须将 FMEA 提供给百瑞德，并允许百瑞德检查。

8.3.6 Design and development changes 设计与研发变更

Records showing design and development changes, results of reviews of the changes, authorization of the changes and necessary actions taken to prevent adverse impacts have to be presented to PARAT by request and inspection has to be allowed. Development changes contain all modifications made during production time of a product.

如有要求，供应商必须将设计与研发变更记录、变更复审结果、变更授权以及采取的必要的防止负面影响的措施展示给百瑞德看，并允许百瑞德检查。研发变更包含一种产品生产时所有的改变情况。

8.4 Control of externally provided processes, products and services 外部供应过程、产品与服务的管控

8.4.1.3 Customer-directed sources 客户指定货源

Utilization of supply sources approved by PARAT, including tooling and measuring device suppliers, does not release supplier from his responsibility to guarantee quality of such products obtained.

使用百瑞德审核通过的货源，包括模具和检测设备，并不能免除供应商保证所得产品质量的责任。

8.4.2.1 Incoming Goods Inspection at PARAT 百瑞德进货检查

Independent of final inspection done by supplier, PARAT carries out following incoming goods inspections:

- identification test
- visual inspection regarding immediately recognizable transport damage
- quantity inspection (according to shipping documents)
- problem-oriented inspection of product characteristics

PARAT will immediately notify the supplier in writing about obviously recognized defects (in special cases even in advance by phone).

Hidden defects, which have not been recognized during incoming goods inspection, as to say, which have not been seen, will be communicated to supplier after detection, as to say, with scrap collect approval.

除供应商终检之外，百瑞德还将对进货进行以下检查：

- 鉴别测试
- 外观检查，是否有可识别的运输损伤
- 质量检查（根据装运文件）
- 关于产品特性以问题为导向的检查

百瑞德会第一时间以书面形式通知供应商发现的明显可见的损伤情况（特殊情况下也可提前以电话形式沟通）。

进货检查时没有发现的隐藏缺陷将会在百瑞德发现后、通过废品回收审核后通知供应商。

8.4.2.1 Statutory and regulatory requirements 法律和管理要求

Supplier must ensure the compliance of all processes, products and services, including spare parts as well as parts of external suppliers and externally provided processes, with all requirements of PARAT as well as with the current applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the PARAT-identified country of destination, if provided.

供应商必须保证所有生产过程、产品和服务，包括备品备件以及外部供应商提供的产品、外包的生产过程，都符合百瑞德的所有要求，以及接收国家、装运国家以及百瑞德指定的目的国家（如提供了的话）现行的法律和管理要求。

8.4.2.4 Supplier monitoring 供应商监管

Suppliers have to control their performances with the aid of following indicators:

- quality of products delivered,
- disruptions at PARAT, as to say, at customer (incl. yard holds and stop ships),
- delivery schedule performance,
- number of occurrences of premium freight,
- status reports by PARAT regarding quality and shipping matters,
- warranty, field actions, and recalls.

供应商必须借助一下指标监管其生产情况：

- 供应产品的质量；
- 给百瑞德，即客户造成的损害（包括仓库积压和停运）；
- 交货守时情况；
- 产生附加运费的次数；
- 百瑞德关于质量和交货情况的状态汇报；
- 质保、现场行动、召回

8.5 Production and service provision 生产和服务条款

8.5.1 Control of production and service provision 生产和服务条款的管控

Supplier must draw up documented working instructions or other specifications for all workers responsible for process operations, which may affect product quality. These instructions or specifications shall be available for usage at working place.

The instructions shall derive from sources, such as quality management plan, production control plan and product realization process.

供应商必须为负责生产操作，能对产品质量产生影响的的工人起草制定工作指南或其他规范说明，并将其放置在工作场所中供使用。

工作指南应源于质量管理计划、生产控制计划和产品实现过程等资源。

8.5.2 Identification and traceability 识别与可追溯性

Supplier has to label the products and/or packaging units clearly visible with at least part number, date and quantity. PARAT specifications have to be observed regarding labelling type. Unmarked, resp. incorrect labelled products shall be treated as faulty products.

In case of critical and, if necessary, even in case of other special characteristics, supplier has to guarantee appropriate traceability. That means,

- restriction to a certain lot size shall be possible in the event of damage.
- product condition has to be verified retroactively using appropriate records.

Traceability has to be guaranteed concerning characteristics, which

- are regulated by law,
- are defined by PARAT or her customers,
- have been determined by supplier himself in his own interest.

If characteristics are predetermined in PARAT's procurement documents, they have to be labelled accordingly, e. g.

- according to VDA volume 1
- marking of document with a "D",
- with indication in writing, that a critical or safety-related characteristic or a characteristic subject to documentation is concerned.

The characteristics must also be marked in supplier's documentation. Restriction type and traceability must be arranged with PARAT in case of critical characteristics or characteristics determined by PARAT. This can be done for example according to order number, product, packaging unit, job number, delivery date or according to separate stipulation. Unless agreed otherwise, traceability data shall be marked on products and/or packaging units. Production part approvals, tooling records (including maintenance and ownership), product and process design records, purchase orders (if applicable), or contracts and amendments shall be retained for the length of time that the product is active for production and service requirements, plus one calendar year, unless otherwise specified by PARAT or regulatory agency. Production part approval documented information may include approved product, applicable test equipment records, or approved test data.

供应商应在产品和/或包装单位上做出明显的标记，标记上必须至少包含零件编号、日期和数量等信息。标记类型必须符合百瑞德的有关规定。没有标记或者标记有误的产品将被视为缺陷产品。

如有投诉，或者，如有必要，在一些特殊情况下，供应商须保证产品的可追溯性，即

- 如产品有损伤，必须能够追溯到某个批次；
- 产品条件必须能凭借合适的记录进行反向追溯。

可追溯性中关于以下方面的特性须得到保证：

- 法律规定的特性；
- 百瑞德或其客户确定的特性；
- 供应商根据自身利益自行确定的特性。

如果百瑞德的采购文件中对这些特性有预先规定，那么这些特性须被做出相应的标记，例如：

- 根据 VDA 第一卷；
- 用字母 D 标记文件；
- 做出书面提示，已考虑到关键特性或与安全有关的特性或者受文件制约的特性

这些特性也必须被标记在供应商的文件中。如有关键特性或百瑞德规定的特性，其约束类型和可追溯性必须与百瑞德一同安排。可以根据例如订单号，产品，包装单位，工作号，交货日期或者其他规定的方法进行操作。除非有明确规定，否则必须在产品和/或者产品包装单位上标记可追溯性数据。除非百瑞德或者管理部门有其他规定，否则供应商应保存生产产品许可文件、模具记录（包括维修记录和所有权）、产品及生产过程设计记录、采购订单（如适用）或购货与订单修订，直到产品不再被用于生产或服务后的第二个日历年。生产产品文件资料包括产品许可文件、适用的检测器具记录或者审核过的测试数据。

8.5.3 Property belonging to customers 属于客户的财产

PARAT's own tooling, production and measurement equipment shall be labeled durable, so that ownership structure is clearly identifiable and detectable. Supplier shall exercise care with property belonging to PARAT while it is under the organization`s control or being used by the supplier. When the property of PARAT is lost, damaged or otherwise found to be unsuitable for use, the supplier shall report this to PARAT and retain documented information on what has occurred.
百瑞德自己的模具、生产和检测设备必须用经久耐用的标签做出标记，保证所有权结构清晰明了。百瑞德财产在供应商处或者供应商在使用百瑞德财产时应小心谨慎。百瑞德财产如丢失、损坏或不再适合使用，供应商应将情况报告给百瑞德，并保存好事情发生经过相关的信息。

8.5.4 Preservation 保存

Supplier has to store material products in appropriate stockrooms and storage containers, so that product conformity up to manufacture at PARAT is guaranteed.

供应商须将材料保存在合适的仓库或者容器中，以保证产品的一致性，直到到达百瑞德进行生产制造。

8.5.4.1 Storage and Inventory 仓储与库存

Supplier must use an inventory system, such as "first-in/first-out", in order to optimize warehouse response time and to guarantee stock turnover. Obsolete products shall be controlled in a manner similarly to that of nonconforming products. Supplier shall comply with preservation, packaging, shipping, and labelling requirements as provided by PARAT.
为优化仓储反应时间和存货周转率，供应商必须使用如“先进先出”的库存系统。废弃的产品应按照处理不一致产品的类似方式进行管控。供应商应符合百瑞德提出的关于保存、包装、运输及标记的要求。

8.5.6 Control of changes 变更控制

Any change in product realization, which may affect customer requirement, has to be reported to and approved by PARAT, especially by changes:

- on manufacturing processes, materials or vendor parts,
- at the manufacturing site (relocation),
- other actions which may affect the quality of the products, e.g. Change of the source of supply of upstream products, if this can affect product characteristics.

PARAT must be informed in writing in time (but at least 8 weeks before the planned introduction of the change), so that PARAT can check whether the planned changes can adversely affect products or processes.

在产品实现过程中的所有可能影响到客户要求的变更，特别是以下变更，都必须事先报告百瑞德征求同意。

- 制造过程、材料或供应的零配件的变更；
- 制造地址变更（转移地点）；
- 其他可以影响到产品质量的行为，例如：上游产品货源变更，如此变更可以影响到产品特性。

供应商应及时（但至少在预计变更发生前 8 周）书面通知百瑞德，以便百瑞德检查预计做出的变更是否会对产品或生产过程产生负面影响。

8.7 Faulty Products 缺陷产品

Regulations regarding warranty and fault compensation, which exceed legal regulations, will be stipulated product-related with supplier and determined by e. g. shipping instructions, order text, contract specifications a.s.o. Supplier shall ensure that outputs do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.

超出法律规定的与质保和缺陷补偿有关的条款将与供应商一同协商，并通过例如发货指南，订单文本，合同说明等确定。供应商应确保识别出不符合他们要求的输出，并加以控制，防止被误用或发给客户。

9 Performance evaluation 表现评估

9.1 Monitoring, measurement, analysis and evaluation 监管、测量、分析与评估

9.1.1 General 总则

If PPM-objectives are stipulated, supplier must calculate the appropriate product-related PPM-figures and provide them to PARAT by request. Any agreement on PPM-objectives does not relieve supplier from his responsibility to deliver faultless products. Even lot fraction defectives, which are within the objectives stipulated, are subject to mentioned procedures concerning cost and fault compensation. If agreed PPM-objectives are not met, improvement actions must be taken and communicated to PARAT.

PPM 目标确定后，供应商应计算出一个合适的与产品相关的 PPM 数据，并将其提供给百瑞德。任何关于 PPM 目标值的协议都无法免除供应商应提供无缺陷产品的责任。甚至在规定目标值内的批不良率也受到与成本和缺陷补偿有关的过程的控制。如果无法满足规定的 PPM 目标值，必须采取改进措施并与百瑞德进行沟通。

9.1.1.2 Identification of statistical tools 统计工具的定义

If requested, appropriate statistical methods within the framework of APQP (Advanced Product Quality Planning) shall be determined and included in the design- and process risk analysis (such as DFMEA or PFMEA) and in the production control plans. Application results of statistical methods shall be sent to PARAT on demand.

如有要求，应在 APAQ（产品质量前期规划）的框架内定义合适的统计方法，并将其列入到设计与生产过程风险分析（例如：DFMEA 或 PFMEA）和生产控制计划中去。一经要求，供应商应将由统计方法生成的应用发给百瑞德。

10 Improvement 改进

10.2.3 Problem solving 问题解决

Supplier shall define a problem solution process, which is suitable for reproducible detecting and eliminating root causes. Suppliers delivering products to our automotive division shall apply the problem solution method (e.g. 8D-Report) determined by PARAT.

Written comments concerning root cause and time-phased corrective actions have to be sent to PARAT within

- 24 hours for prompt measures,
- 5 working days for middle-term and long-term measures,

unless otherwise agreed.

The supplier enables PARAT and its customers the possibility to verify the effectiveness of the QM system and the processes for product realization through appropriate audits at supplier`s plant after coordination.

供应商应定义一个可重复运用的能够查明并排除问题根本原因的解决流程。向我们汽车部门提供产品的供应商应采用百瑞德确定的问题解决方法（例如：8D 报告）。

除非另行规定，否则供应商应就问题根源向百瑞德以书面形式在

- 24 小时内提供应急解决方案
- 5 个工作日内提供中长期解决方案

双方协商一致后，供应商可以允许百瑞德及其客户在供应商的工厂里通过合适的审核方式验证质量管理体系的以及产品实现过程的有效性。

Comment 备注

Deviations regarding this guideline are only allowed if approved in writing by PARAT.

与此指南不一致之处只有在获得百瑞德书面许可后才能生效。

Reference Material 参考材料

VDA Volume 1	Verification Management
VDA Volume 2	Quality Assurance of Deliveries
VDA Volume 4	Quality Assurance before start of production
DIN EN ISO 9000	Quality Management Systems: basics and definitions
DIN EN ISO 9001	Quality Management Systems: Requirements
QS 9000: APQP	Advanced Product Quality Planning and Control Plan
QS 9000: PPAP	Production Part Approval Process
QS 9000: MSA	Measurement Systems Analysis
QS 9000: SPC	Statistical Process Control
IATF 16949	Quality management system requirements for automotive production and relevant service parts organizations
Website PARAT	information for suppliers on prohibited materials

The supplier is responsible for obtaining and applying the current issue of these supporting documents.

VDA 第 1 卷	校验管理
VDA 第 2 卷	交货质量保证
VDA 第 4 卷	开始生产前的质量保证
DIN EN ISO 9000	质量管理体系：基础与定义

DIN EN ISO 9001	质量管理体系：要求
QS 9000： APQP	产品质量先期策划与控制计划
QS 9000： PPAP	生产件批准程序
QS 9000： MSA	测量系统分析
QS 9000： SPC	统计过程控制
IATF 16949	汽车行业生产件与相关服务件质量管理体系要求
百瑞德网站	关于禁用材料的信息

供应商有责任申请获得以上支持文件的最新发行版本。

Overview of Modifications 修订概览

Issue 发布时间	Change 变更内容	Date 日期	Name 姓名
March 1993	First Edition	1993-03-15	F. Geiger
May 1997	Amendment to QRZ 01	1997-05-15	F. Geiger
January 2003	Complete Revision	2003-01-20	S. Duschl, F. Geiger
October 2009	Company Name Change	2009-10-01	F. Geiger
February 2010	Revision Prohibited Substances	2010-02-10	S. Duschl
October 2011	Company Name Change	2011-10-11	J. Stadler
September 2016	Company Name Change	2016-09-01	S. Brunnbauer
March 2017	Street Name Change (Neureichenau)	2017-03-01	N. Zeitler
September 2017	Elimination PARAT Austria GmbH	2017-09-01	N. Zeitler
April 2018	Complete revision due to adaptation to IATF 16949	2018-04-02	M. Berger
September 2019	Address Change PARAT Vehicle Trim Parts (Nantong) Co., Ltd.	2019-09-16	N. Zeitler