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IDNEO SUPPLIER QUALITY MANUAL

Document Change History

Revision	Document changes description
1	First version in ARAS. Old instruction: I-CP-ID/XX-01 Idneo_Supplier_Quality_Manual_EN
2	Quality Policy and Basic Requirements update due to ISO 14001.

INDEX

I. IDNEO QUALITY & ENVIRONMENTAL POLICY

The Idneo mission is to deliver engineering services to our customers including development, validation, and production. We are working continuously to improve our organization, process, and skills of our team to be world class in our sectors. Our value is based on a commitment to quality, customer focus, and continuous improvement.

Our principles are summarized on

- Strive for first-time right execution
- Customer expectations must be exceeded, meeting all the applicable regulatory and legal requirements, and maintaining the effectiveness of the Quality and Environmental Management System.
- Ensure environmental protection, including pollution prevention, minimizing environmental impact, and promoting sustainable resource use.
- The skills of our team should be adapted to the activities developed
- Ensure timely execution of tasks
- The environment of the working place must be adequate
- We foster a culture of continuous improvement by systematically identifying opportunities for optimization and innovation in all processes
- Errors may happen but only once

To uphold our principles, Idneo has implemented several initiatives within the Idneo Quality and Environmental System (IQES) which is structured and executed through the Idneo Quality and Environmental Manual (IQEM).

Main activities to maintain the effectiveness of the QMS and EMS are based on:

- Selection of best suppliers, ensuring compliance with environmental requirements.
- Effective development procedure fixed by Idneo Development System.
- Proactive engagement in identifying and exceeding customer requirements.
- Continuous risk management monitoring, including environmental risks, to prevent or mitigate adverse impacts.
- Training and continuous assessment of the whole team, including environmental management competencies.
- Promote best manufacturing practices, integrating sustainability and life-cycle perspectives.
- Foster teamwork, appropriate information flow and recognition of achievements.

Occupational Health and Safety is a fundamental part of our work; that is the reason why we compromise to support and fulfil the policies and regulations related to the preservation of our staff's health.

Respect for nature and the observance of the universally declared principles of pollution prevention and control, shall be kept as a frame of reference for the development of our activities. The development of our organization can and must walk alongside the preservation of the environment and the mitigation and adaptation to climate change.

Idneo is committed to its surroundings and its management is committed to the promotion of sustainable development, the rational use and optimization of natural resources, the improvement

of recycling, the usage of renewable energies and the assessment of waste materials, to minimize the environmental effects, produced because of the activity we carry out in our centers. Besides, Idneo is committed to setting and reviewing measurable environmental objectives to ensure continuous improvement.

Idneo Management is fully committed to executing all activities outlined in the Idneo Quality and Environmental Manual, ensuring our quality and environmental principles, with the goal of earning recognition from our customers as a world class partner.

This policy applies to all Idneo activities at all locations, is shared with all the Idneo team, customers, partners, and suppliers, and will be reviewed periodically at management review meetings. The policy is documented and readily available to interested parties upon request.

II. BASIC REQUIREMENTS

To be an Idneo supplier general requirements must be achieved. The table below is mentioned. Projects may be requested for additional requirements. Evidence of all requests must be available under the Idneo request.

Area	**Minimum required level**	**Priority level**
Quality system	ISO-9001	ISO-13485 IATF-16949
Environmental Requirements	Reach Directive, ROHS Directive Compliant, Conflict minerals. Waste Management.	ISO-14001
Safety	Internal evacuation Processes. Occupational risk assessment by job position.	ISO-45001
Information Security	Information Security controls in place	ISO-27001
Social responsibility	Corporate social responsibility Self-assessed.	Social Community activities promoted.
Logistic Management system	Logistic traceability in place systems by shipment.	Logistic trace ability link with delivery Dates committed.
Product Safety delivery self-assessment. (In case product safety products are delivered)	Self-audit program to evaluate Product safety assurance program in place.	External Audit to check product safety assurance program
Suppliers' evaluation program in place	Quality agreements in place for suppliers, related to Materials Safety.	Rank program to evaluate and identify potential nonconformance in the suppliers

To control and ensure the prohibited and the restricted substance in the supplied material is completely under supplier supervision. ROHS and REACH Directive should be strictly complied with. Additionally, complementary directives may be requested.

III. IDNEO PRODUCT DEVELOPMENT PROCESS

Idneo is using its own methodology for the development of products and processes; it includes the sourcing of the components used in our products. For this reason, we are asking our suppliers to understand our different phases of product development, adapting their outputs to our process.

3.1. PHASE 1: OFFER

Prepare the technical proposal that better fits customer needs and guarantee the best economical offer.

3.2. PHASE 2: CONTRACT PRESENTATION TO CUSTOMER

Approve the customer contract, clearly defining scope, regulatory & quality, cost and timing targets.

3.3. PHASE 3: DEVELOPMENT OF ALPHA PROTOTYPES

First development prototypes. The aim is to develop the best product concept to meet not only customer & regulatory requirements but also D4M.

Prototype purchases are made in this phase. These types of purchases are those of the development departments, where in addition to providing support to purchase the requested material, it is also possible that collaboration is needed to explore the components with certain characteristics or customized. They can be custom or standard products (catalog). For custom parts, the sourcing process will be one of the mandatory activities.

3.4. PHASE 4: DEVELOPMENT OF BETA PROTOTYPES

Last development prototype. At the end of this phase, design meets customer and regulatory requirements and is ready for manufacturing & assembly.

Prototype purchases are made in this phase. These types of purchases are those of the development departments, where in addition to providing support to purchase the requested material, it is also possible that collaboration is needed to explore the components with certain characteristics or customized. They can be custom or standard products (catalog). For custom parts, the sourcing process will be one of the mandatory activities.

3.5. PHASE 5: PRE-PRODUCTION

Production processes are qualified.

Productive purchases are made in this phase. These purchases are recurring based on the manufacturing planning and the needs generated. They can be custom or standard products (catalog). For custom parts, the sourcing process will be one of the mandatory activities.

3.6. PHASE 6: PRODUCTION

Produce the product with a stable production process.

Productive purchases are made in this phase. These purchases are recurring based on the manufacturing planning and the needs generated. They can be custom or standard products (catalog). For custom parts, the sourcing process will be one of the mandatory activities. We will have as inputs the documents generated in the phase 5 (pre-production), which, if they do not undergo any modification, will be valid for the production phase.

If any of the following changes occur, the process should be repeated:

- Change of supplier.
- Process change.
- Change or modification of technical specifications.

IV. SOURCING PROCESS (Custom parts)

The phases of the Sourcing process of CUSTOM parts are as follows:

- Offer
- Initial evaluation
- Assignment
- Components Homologation
- Continuous performance evaluation

Idneo purchasing team will lead the process asking for the high collaboration from the supplier.

4.1 Offer

IDNEO as a technological company may require signing a Confidentiality agreement (NDA) with suppliers prior to any RFQ. The violation of the confidentiality agreement may represent the immediate termination of the sourcing agreements.

First, Idneo will be responsible for sharing with the supplier the RFQ Requirements, together with all the necessary technical documentation.

The RFQ Requirements document must include:

- Project general requirements
- Product information
- Technical Requirements
- Normative and regulatory requirements

Related documents:

TMP-00004 HW RFQ Requirements

TMP-00160 Cables & Wires - RFQ Requirements

TMP-00175 Mecha RFQ Requirements

TMP-00034 RFQ Requirements Packaging

These include document INS-00018 General Purchasing Conditions, which can be found on the Idneo website.

The regulatory requirements of the receiving country, the sending country and the destination country will have to be considered.

- Quality requirements. Including special controls, if applicable.
- APQP and PPAP, if applicable.
- Logistics requirements.
- Safety requirements, ASIL level and Safety Goals, if applicable.

When the product is Safety critical, a DIA must be made with the supplier, that is a document that defines: the responsibility for each task, the interactions between both parties and the deliverables to be exchanged (at the safety level). For this activity, TMP-00073 IDNEO PCBA Supplier DIA format will be used.

As Outputs of this activity, we will have the following documents:

- NDA
- RFQ Requirements
- Technical documentation
- DIA, if applicable
- Suppliers offer

4.2 Initial evaluation

Before making the purchase of a custom part, an initial evaluation of the supplier must be carried out to include it in the Idneo supplier panel. The supplier panel is the database where all the information related to the Idneo suppliers is registered.

Before introducing any potential new supplier, Idneo Purchasing department performs an initial survey, to determine if the evaluated supplier meets the expectations in terms of quality, purchasing and logistics. The survey follows TMP-00035 Supplier Survey form.

In addition, certifications will be requested from the supplier. For AUTO projects, suppliers will have to be ISO9001 and IATF certified. If not, they must at least have ISO9001 certification, and an action plan must be agreed with them to achieve IATF certification.

In the prototype phase, if the result of the survey is satisfactory based on the needs of the project, the supplier may be included in the prototype supplier panel.

In the production phase, if the result of the survey is satisfactory based on the needs of the project, the initial audit will be carried out to assess the supplier's quality and production management system. The audit is performed by the Idneo Quality department. It follows the TMP-00068 Supplier Audit form.

There are the following types of audits:

1. **NORMAL AUDIT**: If the criticality, the location or the volume of purchases justify it, the audit will be carried out at the supplier's facilities.

2. **SELF-AUDIT**: If the criticality, the location or the volume of purchases do not justify the execution of the audit at the supplier's facilities, a self-audit will be requested. The result can never be "A".

Based on the results of the audit, the supplier's entry into the production supplier panel will be evaluated.

The results of the audit can be the following:

Score	Rate	Evaluation	Consequence
>=90	A	Preferred Supplier	Supplier directly enters the Supplier Panel.
70-89	B	Acceptable Supplier	Supplier enters the Supplier Panel but, if necessary, some corrective actions may be required.
<70	C	Improvement needed	Supplier cannot enter the Supplier Panel until he has successfully completed a recovery plan to correct the non-conformities detected in the audit.

Based on the results of the audit and the criticality of the purchased parts, a supplier development plan will be defined if necessary.

Audits to suppliers are performed at the following events:

- Initial Evaluation Audit: (Described above) It is performed the first time that one supplier is selected. The target of the audit is to qualify the supplier to enter the Idneo's Supplier Panel. The scope of the audit is General Quality Management System of the supplier, and it is based on the checklist "TMP-00068 Supplier Audit". The supplier is classified as A/B/C rate according to the table above.
- Run@Rate Audit: Audit focused on the production process of the Idneo product provided by the supplier. It is performed for each new product that the supplier is manufacturing for Idneo during the homologation phase of the part (first off-tool / off-process samples). The scope of the audit is focused on the production process for the target product, and it is performed based on the checklist "TMP-00089 Production Process Qualification Audit".
- If the supplier does not have any performance C scoring (see section 4.5 Continuous Performance Evaluation) no additional audits are mandatory. If the supplier has a bad score in the performance evaluation, it will be considered whether a new specific audit is needed or not, depending on the reasons for the bad performance.

4.3 Assignment

Once the supplier is part of the panel, manufacturing can be assigned. In the prototype phase, with the purchase order it would be enough.

In the production phase, a Supplier Production Release Meeting (SPRM) will be scheduled with the nominated supplier. TMP-00072 SPRM Approval will be obtained from that meeting, which will serve as the minutes of the meeting held and as evidence of the supplier's nomination. That document will be signed by both parties.

This meeting will be attended by Idneo Purchasing, Quality, Logistics and Engineering departments.

The objectives of the meeting are the following:

- Ensure effective communication between both parties, ensuring that the supplier has the latest version of all necessary documents and requirements.
- Identify any potential problems related to the production of the component or its supply.
- Agree feasibility, costs, quality levels and delivery time.

It is the supplier's responsibility to highlight any feasibility, technical and schedule issues identified during their analysis phase and as technical experts in their field provide feedback on the best alternatives for manufacturing the part.

4.4 Components Homologation

It will only be made for production purchases. It will be applied when a new component is introduced by design, be it an initial design or a modification of the existing design. Standard parts (such as screws, nuts...) or catalog parts (such as electric motors, electronic modules...) do not need to follow the homologation process described here.

In the first place, as previously agreed in the SPRM, logistics or purchasing will request a delivery of initial samples for homologation and plant quality will request the corresponding documentation.

Next, Plant Quality will complete the TMP-00071 Component Homologation and Approval and will verify the corresponding documentation and parts.

If everything is OK, both the supplier and Idneo sign the completed TMP-00071 Component Homologation and Approval, and the supplier could start production.

If something is not OK, the parts and/or documentation will be rejected, and the process will have to be repeated.

The supplier cannot implement a change to a product or production process after Component homologation, without prior approval from Idneo. All proposed changes to the product, production process, material or suppliers after homologation must be submitted to Idneo for approval.

In the case where the supplier wishes to request a deviation to supply parts that do not fully comply with Idneo specification and Component Homologation, the supplier must inform Idneo and request approval. The request must be approved prior to shipment. If the deviation is approved, the supplier will be e-mailed a copy of the notice of approval. All shipments made under a deviation shall be identified on the exterior of the shipping container. Specific labeling type shall be agreed between the supplier and SQE and shall include the deviation approval number. Suppliers requesting a deviation must complete an 8D response identifying the cause, corrective action, and measures taken to prevent recurrence and submit to the Quality department of Idneo who will work with the supplier to ensure acceptable close out.

4.5 Continuous performance evaluation

Once the supplier is included in the panel, Idneo will carry out a continuous performance evaluation.

This evaluation is calculated and updated at a minimum every year, with data from the previous 12 months. If during the previous 12 months the supplier has not made any deliveries, the result of the evaluation will not be modified.

Idneo will issue an analysis for any supplier related non-conforming part. The analysis is based on an 8D format. The supplier shall implement and report the containment action(s) taken to control the nonconformity within 48 hours. Then, failure analysis leading to root cause determination shall

be done within 10 working days, or such alternative time frame agreed upon in writing by Idneo and supplier. The 8D form will not be considered complete until proposed corrective and preventive actions, along with appropriate implementation plan, has been received and approved by Idneo.

Suppliers will be responsible for all costs associated with the disposition of nonconforming parts and the timely replacement thereof, including, without limitation, incidental costs related to overtime,expedited shipping and non-refundable duties. Supplier will be responsible for sorting and certifying all inventory at supplier, Idneo and final customer.

4.5.1 Supplier Evaluation Criteria

The criteria for the evaluation of prototype suppliers are as follows:

Criteria	
% Defect parts	25
Repetitive issues	10
Defect analysis	20
Line Stops	10
Urgent transports	10
“Service Delivery Performance” (SDP)	25

- Defect parts:

Percentage of defective parts shipped by the supplier in the evaluated period.

% Defect parts	**Score**
0%	25
1%	20
2%	15
3%	10
4% or >4%	0

- Repetitive issues:

A penalty is applied for repeating issues (as it shows that no robust actions are applied for detected defects). It will be checked that similar problems have not occurred during previous periods.

Repetitive issues	**Score**
NO	10
YES	0

- Defect analysis:

The supplier is requested to provide a full analysis report of the detected defects. An effective analysis is carried out not only to apply a contingency but also to find the root cause and apply the most appropriate corrective and preventive actions:

Defects analysis	**Score**
75% - 100% defects with completed analysis*	20
50% - 75% defects with completed analysis*	10
0% - 50% defects with completed analysis*	0

*An analysis is completed when it has a documented report from the supplier including the following information: containment action / root cause / corrective action / non-detection cause / corrective action for the non-detection / preventive action.

- Line Stops:

A penalty is applied for generating a line stop at the Idneo side (due to a late delivery or to a delivery with quality issues).

Line Stops	**Score**
NO	10
YES	0

- Urgent Transports:

A penalty is applied for generating if the supplier needs to rely on urgent transport in order to comply with the delivery.

Urgent Transports	**Score**
NO	10
YES	0

- Service Delivery Performance" (SDP):

Evaluation of the supplier's deliveries in the evaluated period:

SDP	**Score**
90%-100%	25
40%-90%	15
0%-40%	0

4.5.2 Supplier Evaluation Results

Based on the results of the assessment, providers will be classified as:

Score	Classification	Evaluation	Consequences
80-100	A	Preferred	Supplier is kept in the Supplier panel.
50-79	B	Acceptable	Supplier is kept in the Supplier panel, if necessary, some improvement action may be required.
0-49	C	Improvement needed	The supplier will have to implement an action plan to correct the deviations (Depending on the cause of the deviation, it can also be managed through the actions requested by an 8D) to recover the "B" classification in the next evaluation. If the supplier is classified as "C", it will be in "Business Hold" and cannot be assigned to new projects. If the supplier is in "C" for 3 consecutive evaluations, he will be eliminated from the Idneo supplier panel and another alternative will have to be found.

Idneo will share the results with suppliers as follows:

- If after the yearly review, the result is "C", it will be shared at that time with the provider.
- If the result is "A" or "B", it will be communicated only at the beginning of the year.

The results will be shared with the providers by email and TMP-00070 Performance report will be used.

V. APPENDIX FOR MECHANICAL SUPPLIERS

5.1. Request for Quotation

A formal RFQ will be submitted to the Supplier via Idneo Purchasing department. The type of information will consist of:

- 2D / 3D data
- Quality requirements
- Quantities
- Documentation required
- Feasibility Check List
- Logistic & packaging

The Supplier is expected to review all the documentation delivered, request more information if needed, sign Feasibility document and upload the documents via email within the required deadlines.

5.2. Feasibility Check

The purpose of this document is to help the Supplier assure that they can manufacture the part reviewing in a general way the means, technology, and capacity to do it.

The tear down of the checklist is as follows:

- Delivery of the samples on required date*
- Compliance with this Quality Manual*
- Availability of specification, standards, drawings from IDNEO
- Confirmation that all specs marked in drawing and OEM specific PPAP requirements can be met (focus on Special Characteristic)
- Compatibility of the product with the supplier's current standards of production
- Technological Capacity confirmation (Additional Process Requirements defined if it needed)
- Control means available to assure the product (focus on Special Characteristics)
- For Special Characteristics 100% control in case that capacity is Nok.
- Material regulation (ELV, IMDS, REACH, Conflict Minerals, etc) *
- Assure the product and manufacturing process is free from Intellectual Property (if applies)
- Production capacity confirmation *
- Tooling life problems for any carry over part

This document should be signed only after reviewing the data received. It is important to review all the information mentioned on the drawing, assuring that the standards, specifications, materials and measurements can be accomplished in mass production.

Any item that is not clear or that is deemed that needs to be changed to obtain an Ok feasibility, must be clearly pointed out on the feasibility checklist, and should be explained in full detail.

Related document: TMP-00029 Feasibility

5.3. Tooling Kick Off meeting (TKO)

Meeting to launch the moulds, dies and the necessary machinery for the project. The TKO meeting shall be done when the design is frozen, and Resource launch should be start.

This meeting is done to assure that supplier have all documentation, specifications, standards and information that they need to start their project.

This checklist revises the following points:

- 3D, 2D, CRT's
- DFA / DFM
- Industrial requirements
- Suppliers' capability, quality, and readiness
- Process robustness and suppliers' capability & readiness (applies to all process: assembly, injection, painting, etc.)
- Plant Capacity
- Process quality
- Timing
- Other issues

Related document: TMP-00109 TKO Audit

5.4. Special Characteristic Agreement on drawing

Within the drawing you will find the characteristics identified by the Idneo Engineering department or by our Final Customer that affect directly either the function or appearance of the finished product, as well as any governmental laws that the final product must fulfil.

It is the supplier's responsibility to assure that the characteristics mentioned are achievable, and that they can be controlled during the serial life of the component.

Any item that is found not feasible must be clearly written in the feasibility checklist and explained in full detail along with any potential suggested changes to make it feasible.

Idneo identifies the following types of special characteristics:

- The Critical Characteristics (CC) are those for which the "Potential Effect of the Failure" is related to the vehicle Security for the people (also, called "Safety") or to the Legal requirements. These Critical Characteristics can affect one or the other (Safety or Regulation) or both (Safety and Regulation) and any variation of the product (dimensional, material, performance, software, or process), could affect in their fulfilment.
- The Significant (SC) and Relevant (RC) Characteristics are those that can directly affect customer satisfaction, in aspects such as fit, function, product assembly and appearance and have a medium to high occurrence
- Special Characteristics must have a special control, typically a statistical process control, however it can also be controlled with a Poka-Yoke or a 100% in process control. Relevant characteristics are only required to be controlled during the initial approval of the components, once in serial life, it will remain in the control plan but with a normal verification, without the need of statistical control.

Related document: TMP-00001 Critical and Significant Characteristics Agreement

5.5. Advance Product Quality Planning (APQP)

To be able to fully approve a component a series of deliveries of samples and documentation must be submitted. Each one of the steps are described below:

5.5.1. Prototypes

Prototypes are used for design validation and should be delivered together with information on basic dimensions and material reports, as well other items agreed on Technical Reviews (Kick of Meetings for prototypes).

5.5.2. HS1 (Test Tool Parts)

This step is used to verify that the tooling (if applies) is working properly, it will also help identify major changes that need to be done to continue with the approval process. There is no requirement to deliver parts from this step.

5.5.3. HS2 (1st Off Tool Parts)

Provide Idneo with the necessary parts to do initial checks on the design and provide the supplier of feedback on the process to implement possible corrections.

The main characteristics and information required of these parts:

- Must be Off Tool parts
- Reworks are allowed on the parts
- List of reworks (if any was done) must be included
- Special Characteristics must be inside of tolerances
- Material used must be the one indicated on the drawing
- Parts can be used for Design Validation (in the case where no prototypes were available)
- Usually injected at the toolmakers house

As established at the KOM and subsequent reviews, before producing these parts, the supplier must inform the technical team of Idneo, to schedule a visit for the trial if needed.

The output for the supplier will be:

- List of modifications to the tool as necessary
- Detect countermeasures to correct non-conformities
- Verify parts with checking fixtures
- Feedback from Idneo on possible tool modifications or corrections

If reworks were performed on the parts, they need to be reported to the Idneo technical team.

5.5.4. HS3 (2nd Off Tool Parts)

These parts will be used to review the modifications performed based on the first delivery. The corrections should be based on the feedback from Idneo plus the ones identified by the supplier.

The main characteristics and information required of this second set of parts are:

- Dimensional must be 100% Ok
- Appearance must be Ok
- Reworks are NOT allowed
- Can be injected at the toolmakers house
- Parameters to produce the parts should be documented

As established at the KOM and subsequent reviews, before producing these parts, the supplier must inform the Idneo technical team, to schedule a visit for the trial.

The output for the supplier will be:

- Take quick countermeasures to correct non-conformities
- Request any drawing change on non-critical measurements
- Verification of the stability of the tool and process
- Receive the Ok to grain from Idneo if it applies

5.5.5. HS4 (Parts for Validation; Off tool off Process)

Its purpose is the final verification of the tool, its production capability and appearance approval.

With the internal corrections identified by the supplier, along with the feedback or modifications provided by Idneo, the final optimization of the parts should be performed. Parts that will come out of this optimization loop must be presented for component validation.

The main characteristics and information required of these parts are:

- Special characteristics must be ok and capable
- Parameters should be final parameters and documented
- The parts should be produced in the final serial conditions
- PPAP documentation should be delivered along with the parts

5.5.6. HS5 (Parts for Approval; Off tool off Process Serial Run)

Its main purpose is to allow the supplier to test out the production method, capacity, and capability, by manufacturing parts fully off production tools and process, at mass production speed and quality.

All the APQP information must be uploaded and will be validated by the corresponding Idneo team.

Generally, unless otherwise agreed with the Idneo Quality engineer; these are the documents that must be delivered at each one of the steps.

Item	Description	HS2	HS3	HS4	HS5
Dimensional	Complete dimensional report versus drawing (ballooned drawing to help compare drawing vs. report) 5 parts per cavity must be measured	X*	X	X	X
Material report	Raw material report, should match the material request on the drawing, report cannot be older than 3 months	X	X	X	X
Safety Data Sheet	Raw Material Data Sheet		X		
IMDS	IMDS report should be submitted to the corresponding Idneo ID. Copy of the submission should be presented		X		
Appearance. - Report	Only to attach if the part needs an appearance approval			X	
Appearance. - Boundary samples	For appearance parts, boundary samples should be presented and agreed (1 set for supplier, 1 set for Idneo)		X		
Capabilities	Cpk value > 1.33 (CO parts), Ppk value > 1.67 30 values per cavity			X	
Test Results	Test reports according to the specifications mentioned on drawing			X	
Packaging definition	Packaging sheet showing the type of container, arrangement of the parts in the box, type of box, etc.		X		
Identification / Traceability	Identification of the component should be according to the drawing. For electronic catalogue components mandatory check label appearance according to manufacturer known standard. There should also be a way to track the production date of the component			X	
Process FMEA	PFMEA should reflect the special characteristics that were given by Idneo			X	
Control plan	Control plan must reflect the special characteristics mentioned on the drawing It must also mention the controls that are to be done during the set-up approval of the line			X	
Process flow chart	Flow chart should be aligned with the operations of the PFMEA.			X	
Work instructions	Initial work instructions should include the operations and controls performed during production			X	
Gage description	Gage instructions			X	
R&R studies	study can be either by variables or by attributes			X	
Sub supplier APQP	Only need PSW of subcomponents that are purchased			X	
Maintenance plan	Preventive maintenance plan for the machines/tools involved on the project, showing frequencies and characteristics to be checked.			X	
Use instructions	If any type of special care needs to be done when handling the part (assembly, taking out of the box, storage, etc) it must be clearly specified			X	
Process Audit	Must be coordinated with Supplier Quality Engineer, either to make a self-audit or audited by the Quality Engineer.				X
Run@Rate	Must be coordinated with Design Quality Engineer, either to make a self-trial or performed by the Idneo Technical Team				X
PSW	Part Submission Warrant			X	
Customer Specific requirements	Idneo+Customer specific requirements			X	

* With exception of HS2 dimensional reports need to be of minimum 5 parts per cavity, otherwise agreed differently with the Idneo Quality during the KOM
All the APQP information must be uploaded and will be validated by the corresponding Idneo Quality Engineer.

VI. RELATED DOCUMENTS

QM-00005 Manual de Calidad del Proveedor de Idneo (Spanish Version)

TMP-00004 HW RFQ Requirements

TMP-00160 Cables & Wires - RFQ Requirements

TMP-00175 Mecha RFQ Requirements

TMP-00034 RFQ Requirements Packaging

INS-00018 General Purchasing Conditions

TMP-00072 SPRM Approval

TMP-00071 Component Homologation and Approval

TMP-00070 Performance report

TMP-00029 Feasibility

TMP-00109 TKO Audit

TMP-00001 Critical and Significant Characteristics Agreement