Open Joint Stock Company "Borisov plant of Aggregates"

APPROVED BY
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Specific quality requirements of OJSC "BZA" for Suppliers

Borisov
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1. Purpose and scope

1.1 This document establishes requirements for Suppliers of components, casting products (castings), raw materials and materials (hereinafter - goods), the fulfillment of which is mandatory for the delivery of goods to OJSC "BZA" and are aimed at achieving the objectives of OJSC "BZA" in the field of quality, as much as possible satisfying the existing and expected needs of consumers of OJSC "BZA".

2. Requirements for the Supplier's quality management system

2.1 The Supplier's Quality Management System (QMS) must be certified for compliance with ISO 9001 and IATF 16949 in a certification body that has the accreditation mark of a recognized member of the IATF MLA. A copy of the certificate must be submitted to OJSC "BZA".

2.2 The supplier must notify OJSC "BZA" about the expiration of the QMS certificate no later than three months before the expiration of the certificate, if re-certification is not planned.

2.3 The Supplier must require its non-manufacturer subcontractors (suppliers) (commercial organizations, etc.) to have a certified ISO 9001 QMS. For each non-ISO 9001 certified subcontractor (supplier) (including distributors and commercial organizations), the Supplier must to conduct annual audits of the 2nd party for compliance with the requirements of ISO 9001. The supplier is fully responsible for the quality of delivery of goods to the address of OJSC "BZA" from its subcontractors (suppliers).

2.4 In case of any claims to the quality of the goods, OJSC "BZA" has the right to check the Supplier to establish the fact that the Supplier has taken measures to ensure that the quality of the goods meets the requirements of OJSC "BZA". Representatives of OJSC "BZA" have the right to audit the Supplier's production, quality assurance system or its individual elements upon prior notification. At the same time, the Supplier provides the authorized representatives of OJSC "BZA" with access to all production and test shops, warehouses, equipment, means of verification, personnel, as well as the opportunity to familiarize themselves with documents regarding the quality and production of goods.

2.5 The supplier must demonstrate in which QMS processes the specific requirements of OJSC "BZA" are implemented. The scope of the Supplier's QMS should take into account these requirements.

2.6 Targets in the field of quality of goods intended for OJSC "BZA" should be set separately and include the target level of defectiveness: ppm or % TIW (percentage of technologically inevitable waste).

3. Information exchange

3.1 In order to ensure communication, the Supplier must ensure the exchange of data via e-mail. The supplier is obliged to send to the address of OJSC "BZA" to the procurement and technical control department (otk@bza.by) a list of contact persons, permanent e-mail addresses, telephone numbers to ensure quick communication and immediately inform about their changes.

4. Product quality and warranty obligations

4.1 The quality of the goods supplied to OJSC "BZA" must comply with the requirements of the design documentation, technical regulatory legal acts (TRLA). Each delivery of the goods must be accompanied by documents confirming its quality: an identification label of suitable products with an technical control department stamp,

signature and full name. inspector, quality certificate, passport, etc., records confirming the quality control of manufacturing and testing of a batch of goods (measurement cards, test reports, etc.).

4.2 Goods for which mandatory certification is provided by legislative acts must have a certificate and marking with the conformity mark recognized in the Republic of Belarus, or in accordance with the relevant UNECE rules and EU Directives. In the event of a change in the certificate or marking mark, notification is required. The supplier is obliged to provide for testing samples of the product, the certification marking of which has been changed.

4.3 Prior to the start of deliveries, the Supplier is obliged to agree on the samples of the goods and submit them to OJSC "BZA".

4.4 The warranty period of the goods supplied to the address of OJSC "BZA" must correspond to the warranty period of the final product of OJSC "BZA". The warranty period is calculated from the date of putting the final product of OJSC "BZA" into operation, but not later than 6 months from the date of its purchase by the buyer of OJSC "BZA".

4.5 A product of inadequate quality (inappropriate) is a product in which at least one of the parameters does not correspond to the design documentation, TRLA, and also does not have accompanying documents confirming its quality.

Goods, the defects of which cannot be detected during the incoming inspection, during the production process and acceptance tests at OJSC "BZA", but discovered by third parties at the enterprises of consumers of the final product of OJSC "BZA" and during the warranty period of the final product of OJSC "BZA" - is considered a product with latent defects due to the fault of the Supplier.

4.6 The supplier is obliged to deliver the goods ensuring the level of defectiveness:

4.6.1 For Component Suppliers:

- 0 ppm (number of defective items per million items) during incoming inspection;
- no more than 100 ppm for each product name during production and acceptance tests at OJSC "BZA";
- no more than 50 ppm during the warranty period of the product of OJSC "BZA".

4.6.2 For Suppliers of casting products (castings):

- 0 defective items during incoming inspection;
- no more than agreed by the parties in the specification to the contract for the supply of% TIW for casting defects identified during production and acceptance tests at OJSC "BZA";
- no more than 50 ppm during the warranty period of the product of OJSC "BZA".

4.7 If the levels of defectiveness are not exceeded, the Supplier continues to be responsible for the quality of the goods and the satisfaction of claims for reimbursement of OJSC "BZA" costs from the supply of goods of inadequate quality.

5. The procedure for accepting goods and incoming control

5.1 Acceptance of goods in terms of quality is carried out in accordance with the Regulations on the acceptance of goods in terms of quantity and quality, approved by the Resolution of the Council of Ministers of the Republic of Belarus dated from 03.09.2008 No. 1290.

Selective incoming control of goods in accordance with TKP 589-2016. Control plan at the discretion of OJSC "BZA". Acceptance number - 0. Rejection number - 1.

5.2 If a discrepancy of the delivered goods in terms of quality, completeness, marking is detected with the requirements of design documentation and TRLA at the stage of incoming control or in the production process, OJSC "BZA" suspends acceptance of goods or use in production and within 3 working days by fax or other means of operational communications sends a message to the Supplier about the identified discrepancies, indicating the nature of the discrepancy, the time and stage of its identification, the date of the Supplier's representative to participate in quality control, research and drawing up an act, the introduction of a controlled bulkhead / revision and controlled delivery regime.

5.3 The supplier is obliged, within no more than 2 working days after receiving the message from OJSC "BZA" by fax or other means of operational communication, send a response with the decision:

- on the arrival of the Supplier's representative at the time specified by the message to participate in the acceptance of the goods and draw up an act;
- on granting OJSC "BZA" the right to unilaterally accept and validate goods of inadequate quality.

Goods of inadequate quality with hidden casting defects, revealed in the production process, are considered as they accumulate, but at least once every two months.

5.4 The representative of the Supplier is obliged to appear at OJSC "BZA" within the specified period and have a power of attorney for the right to participate in the acceptance of goods in terms of quality and completeness, to draw up the relevant documents and make decisions on low-quality goods.

Based on the results of the acceptance of the goods in terms of quality, together with the representative of the Supplier, an act of acceptance of the goods in terms of quality is drawn up in accordance with the form adopted by OJSC "BZA".

5.5 Failure to respond to the message of OJSC "BZA" on the identification of non-conformity of the goods in terms of quality within the terms specified in clause 5.3, or the failure of the Supplier's representative to appear on time, means that the message is considered accepted, the Supplier confirmed the inadequate quality of the goods and gives the right to OJSC "BZA" to accept and drawing up an act of acceptance of goods for quality unilaterally. In this case, OJSC "BZA" has the right to unilaterally dispose of the goods.

5.6 If the Supplier refuses to recognize the goods of inadequate quality, OJSC "BZA" engages the Chamber of Commerce, laboratories and testing centers accredited by the State Committee for Standardization of the Republic of Belarus to check the goods. The material costs for the examination carried out are borne by the guilty party.

5.7 The goods, recognized by the results of acceptance as nonconforming, in the absence of the Supplier's methods of correction (revision), are subject to identification or physical damage at OJSC "BZA", excluding reuse.

5.8 In the absence on the part of the Supplier of any actions provided for in clauses 5.3, 5.4, 5.6 within 30 calendar days from the date of notification of OJSC "BZA" in accordance with clause 5.2, the goods are recognized as non-conforming to the quality requirements and disposed of in the established in OJSC "BZA" the procedure for drawing up an act of disposal.

5.9 The Supplier must replace the nonconforming product with a new product that fully complies with the requirements of OJSC "BZA" as soon as possible, but not more than 20 calendar days from the date of return.

The return of the non-conforming goods is carried out by the transport of the Supplier or by the transport of OJSC "BZA" at the expense of the Supplier with acceptance

according to the quantity on the day of arrival to the Supplier. Consideration of the returned goods for compliance with the data of the goods acceptance certificate for quality is carried out within no more than 2 working days.

6. Problem solving

6.1 Development of corrective actions

6.1.1 Not exceeding the defectiveness levels established in clause 4.6.1 and clause 4.6.2 does not relieve the Supplier from the obligation to process all reports of non-conformity of products and carry out work to continuously improve the quality of the goods. The supplier of casting products (castings) is obliged to reduce the TIW level by at least 10% in relation to the previous period.

6.1.2 Upon receipt of a message about the non-conformity of the delivered goods in terms of quality, revealed during the incoming inspection, during the production process (including at consumers of products of OJSC "BZA") or during the warranty period of operation of the final product of OJSC "BZA", the Supplier shall:

- to take measures, including, at the stage of correction, checking the existing backlog for identified inconsistencies, the immediate introduction of 100% final control until the implementation of corrective actions;

- develop corrective actions to eliminate the causes of non-compliance and submit to OJSC "BZA" within 2 working days from the date of receipt of the message an action plan in the form of an 8D report (Appendix A), unless another type of action plan is agreed with OJSC "BZA".

- inform OJSC "BZA" by fax or other means of operational communication about the date of guaranteed delivery of goods that meet the requirements of OJSC "BZA".

The 8D report, as it is completed at the stages of the problem solving process, should be sent to OJSC "BZA" in the terms and content according to Table 1.

Table 1 - Timing and content of the 8D report

Report version	The term for sending the report from the moment of receipt of the message from OJSC «BZA»	Report stages
I	no later than 48 hours	D1 - team building D2 - detailed description of nonconformity D3 - urgent action (correction)
II	no later than 5 working days	D4 - determining the causes of non-compliance D5 - develop corrective action
III	no later than 20 working days	D6 - implementation of activities D7 - modification of documentation and distribution of corrective actions D8 - recognition of results

6.2 Controlled bulkheads

6.2.1 Controlled bulkhead is a requirement of OJSC "BZA" to the Supplier to carry out additional bulkhead / rework of nonconforming goods based on identified defects.

The controlled bulkhead includes:

- operational qualified bulkhead / revision of batches of inappropriate goods identified at all stages of production at OJSC "BZA";

- 100% control of goods after controlled bulkhead.

6.2.2 OJSC "BZA" initiates the mode of controlled bulkheads for production needs in the following cases:

- identifying deviations in batches of goods that have a position - deficit (threat of stopping production due to lack of goods of the required quality);

- identification by the end consumer of the products of OJSC "BZA" of non-conformity of products, the reasons for which were non-conformity of the Supplier's goods.

6.2.3 The decision on the need for a controlled bulkhead is indicated by OJSC "BZA" in the message on revealed non-conformities of the goods sent to the Supplier in accordance with clause 5.2.

The decision to organize additional 100% control and the need to rework the goods is made by OJSC "BZA".

6.2.4 Bulkhead / revision works The Supplier carries out on the territory of OJSC "BZA" on its own or involves a third-party organization.

6.2.5 Upon receipt of a message from OJSC "BZA" on the need for a controlled bulkhead, the Supplier is obliged to make a decision during the working day and send a response to OJSC "BZA" by fax or other means of operational communication:

- on blocking of a batch of goods prepared for shipment to OJSC "BZA";

- on departure of the Supplier's representatives to OJSC "BZA" within the period specified in the message for the bulkhead / revision;

- on the consent to carry out the bulkhead / revision by the forces of OJSC "BZA" with the Supplier reimbursing the costs incurred by OJSC "BZA" for the bulkhead / revision.

6.2.5 In case of refusal of the Supplier from the controlled bulkhead, or no response, OJSC "BZA" has the right to:

- make a claim for reimbursement of production downtime costs;

- to carry out a controlled bulkhead / revision on their own with reimbursement of costs by reducing the amount of accounts payable of OJSC "BZA" to the Supplier.

6.3 Controlled deliveries

6.3.1 Controlled delivery - the requirement of OJSC "BZA" for the Supplier to introduce additional control of the goods according to the established characteristics before shipment to OJSC "BZA" of a certain number of batches, while simultaneously implementing the process of eliminating the root cause of the problems. Additional control is organized by the Supplier in excess of the normal control provided for by the current technology.

6.3.2 OJSC "BZA" initiates a controlled delivery mode when a non-conformity of the goods in terms of quality is detected at the incoming inspection, during the production process (including for consumers of OJSC "BZA") about which it notifies the Supplier by a message in accordance with clause 5.2.

6.3.3 Upon receipt of a message from OJSC "BZA"on the introduction of a controlled delivery regime, the Supplier must, within 2 working days, make a decision and send confirmation of the introduction of a controlled delivery regime to OJSC "BZA"by fax or other means of operational communication (Appendix B).

6.3.4 Supplier's actions in controlled delivery mode:

- to introduce an additional 100% output control of the goods according to the characteristics specified by OJSC "BZA";

- agree with OJSC "BZA" a method for identifying products that have passed additional control in the controlled delivery mode;

- to carry out preparatory work for the start of the controlled delivery regime;

- to ensure the collection and analysis of data on the defectiveness of the goods in the area of additional 100% outgoing control;

- to draw up the results of control on a daily basis and submit them to OJSC "BZA";

- develop and implement corrective actions in accordance with the 8D methodology;

- fulfill the established criteria for lifting the controlled delivery regime.

6.3.5 Criteria for exiting controlled delivery mode:

- additional control data show "0" defects based on the results of sequential acceptance of 3 consecutive batches of goods;

- introduced technical measures to protect against errors in relation to these defects;

- confirmed the effectiveness of 8D.

6.3.6 List of documents for exiting controlled delivery mode:

- Supplier's request to the quality department of OJSC "BZA";

- additional control data;

- evidence of the implementation, application and effectiveness of technical measures to prevent the possibility of errors;

- confirmation of the implementation of corrective actions (updated FMEA protocols, management plans and work instructions, statistics on assessing the reproducibility of processes (if applicable), etc.);

- evidence of audits at appropriate levels to support the effectiveness of 8D (corrective action);

The documentation should be sent to the quality department of OJSC "BZA".

6.3.7 In case of disagreement with the requirement to introduce a controlled delivery regime, the Supplier must contact OJSC "BZA" and provide objective evidence indicating a lack of data to start the controlled delivery regime.

6.3.8 If the Supplier refuses to introduce the controlled delivery mode, or there is no response, OJSC "BZA"has the right to:

- to reimburse the costs of implementing additional control by the forces of OJSC "BZA" by reducing the amount of accounts payable of OJSC "BZA" to the Supplier;

- to suspend further purchase of goods from the Supplier and initiate a search for new suppliers for the entire range of goods supplied by the Supplier.

7. Liability of the parties

7.1 If the Supplier is found to be guilty in the delivery of goods of inadequate quality, the Supplier shall reimburse OJSC "BZA" for the cost of such goods at the purchase price and losses caused by the delivery of low-quality goods.

7.2 The supplier has the right, instead of reimbursing OJSC "BZA" for the cost of goods of inadequate quality, to replace this product with a good quality product without invoicing OJSC "BZA" and is obliged to reimburse the losses caused by OJSC "BZA" by supplying low-quality goods.

7.3 OJSC "BZA" shall present the Supplier for compensation for losses (costs) associated with inadequate quality of the goods, including losses of third parties, elimination of defects in the goods by OJSC "BZA" at all stages of acceptance, production and operation of the final product of OJSC "BZA". Losses (costs) that are subject to reimbursement by the Supplier include:

- costs for carrying out bulkheads / revisions and additional control of consignments of goods of inadequate quality by the forces of OJSC "BZA";

- the cost of parts and semi-finished products from other suppliers, rejected due to the use of low-quality goods of the Supplier in the production;

- transportation and procurement costs (accrued in the planned percentage on the amount of rejected products in the amount approved by OJSC "BZA" for the quarter);

- the costs of the basic wages of production workers (the operational sum of the basic wages of workers before the operation, during which a discrepancy in quality was revealed);

- bonuses for regulations (accrued in the planned percentage on the basic salary in the amount established for the divisions of OJSC "BZA" for the reporting period);

- deductions for state social insurance (FSZN and Belgosstrakh), in the amount established by the current legislation of the Republic of Belarus;

- the cost of fuel and energy for technological purposes (accrued in the planned percentage on the basic salary in the amount established by OJSC "BZA" for the quarter);

- expenses for the instrument (accrued in the planned percentage on the basic salary in the amount established for OJSC "BZA" for the quarter);

- recognized as justified losses (costs) of consumers of OJSC "BZA" associated with the identification of goods of inadequate quality during the operation of OJSC "BZA" products during the warranty period through the fault of the Supplier.

7.4 To reimburse its losses (costs), OJSC "BZA" issues a claim to the Supplier, which is accompanied by an act of acceptance of products in terms of quality (claim statement), calculation of losses, copies of documents confirming claims for damages (costs) by consumers of OJSC "BZA" and recognition of these losses (costs) as reasonable.

The supplier is obliged to consider the claim and pay the amount of losses (costs) presented for compensation within 30 calendar days from the date of its receipt.

8. Quality assurance

8.1 Advanced quality planning (APQP)

8.1.1 Design of new products and development (changes) of manufacturing processes shall be based on the latest revision of the APQP AIAG manual.

APQP guidelines should be applied:

- when designing and mastering the production of new products;

- when changing the design of the supplied products.

8.1.2 The supplier must inform OJSC "BZA"in the following cases:

- changes in the agreed terms for key stages of the APQP project (PPAP, start of serial production, etc.);

- changes to a previously agreed design;

- changes in the place of production;

- changes to the previously agreed management plan.

8.1.3 Representatives of OJSC "BZA" may conduct audits of the progress of the APQP - project, about which they inform the Supplier in advance. Upon receipt of a request for an audit of an APQP project, the Supplier must provide such an opportunity and provide support for auditors of OJSC "BZA" throughout the entire audit.

8.2 Special characteristics

8.2.1 The supplier must determine, designate in the project documentation and agree with OJSC "BZA" special characteristics of the goods or agree that there is no need to establish them. Specific specifications must be negotiated prior to starting the Product Approval Process (PPAP).

8.2.2 The supplier shall use the designation rules for special characteristics in accordance with Table 2.

Table 2 - Designation of special characteristics

Feature type	Designation	Classification
Critical	Ⓒ	Characteristics of the finished product requiring the use of special measures to control production variability to minimize the risk of failures that violate the safety of vehicle operation and / or violate laws and regulations. Significance rank ≥9
Important	Ⓡ	Characteristics of the finished product requiring the use of special measures to control production variability to minimize the risk of failures affecting the performance, consumer properties or manufacturability of the processes of OJSC "BZA"

8.2.3 The Supplier may use other designations of special characteristics, subject to agreement with OJSC "BZA" of the comparative table of symbols of special characteristics adopted by the Supplier and OJSC "BZA".

8.2.4 Controls for special characteristics include, but are not limited to:

- the use of error protection devices (Poka-Yoke) with a blocking or warning function;
- automated control of special characteristics of the process;
- 100% control;
- application of SPC control charts for quantitative data.

8.3 Analysis of measuring systems (MSA)

8.3.1 The supplier shall conduct an MSA for the metering systems (ICs) used in the measurement of special characteristics, as well as for all ICs specified in the process (control plan). Methods and criteria for IP analysis should be in accordance with the latest MSA AIAG guidelines. The analysis should be carried out in relation to IS with quantitative and alternative (ranking) data. For quantitative data, the analysis of the results of the acceptability of the measurement process is carried out according to its convergence and reproducibility GRR (R&R) (Table 3).

Table 3 - Acceptance criteria

GRR	Decision	Comments
Less than 10%	ICs is acceptable	Recommended especially when sorting or classifying samples, or when tight process control is required.
From 10 to 30%	ICs acceptable depending on the application	The decision should be based, for example, on the significance of the application of the measurement results, the cost of the measuring device, the cost of rework or repair. Approval of OJSC "BZA" should be obtained.
More 30%	ICs is unacceptable	ICs mprovement required.

The ICs ariability statistic, the number of distinguishable categories (ndc), which reflects the number of categories into which the measurement process can be divided, must meet the ndc ≥ 5 criterion. For alternative data, the criteria must comply with the latest MSA AIAG manual.

8.3.2 For non-piece products, MSA may not be applied upon agreement with OJSC "BZA".

8.4 Monitoring and measurement of manufacturing processes

8.4.1 Supplier shall apply SPC methods in accordance with the latest revised SPC AIAG guidelines. To assess the reproducibility / suitability of processes, the values of the reproducibility indices (Cp, Cpk) or the suitability indices (Pp, Rpk) are used (Table 4):

Table 4 - Values of reproducibility indices (Cp, Cpк), fitness indices (Pp, Ppк)

Index range	Process evaluation
Cp, Cpк (Pp, Ppк) < 1,33	The process is not acceptable. Contact OJSC "BZA" to review the research results.
1,33 ≤ Cp, Cpк (Pp, Ppк) ≤ 1,67	The current state of the process is acceptable, but some improvement may be needed. Contact OJSC "BZA" to review the research results.
Cp, Cpк (Pp, Ppк) > 1,67	This process meets the requirements of OJSC "BZA".

8.5 Management plan (MP)

8.5.1 The form of the MP shall not contradict the APQP (AIAG) guidelines. The Supplier shall develop and implement an MP for the following APQP phases:

- prototype;
- installation series - the first industrial batch;
- mass production.

8.5.2 The MP shall describe the full range of control measures (quality assurance) related to all operations of the production process, including manufacture (assembly), control, movement, storage, as well as revision / repair and backup control measures.

8.6 Identification and traceability

8.6.1 The supplier shall maintain a traceability system to ensure that it is possible to determine the volume of goods of questionable status for which urgent and deterrent 8D measures, controlled bulkheads and controlled deliveries should be applied.

8.6.2 The use of a unique identification of goods, which ensures traceability, is agreed with OJSC "BZA".

8.7 Product approval process (PPAP)

8.7.1 The PPAP process is initiated at the request of OJSC "BZA" to the Supplier for the goods previously not supplied in serial lots.

8.7.2 The PPAP process can be initiated by the Supplier when:

- preparation of production of goods not previously supplied to OJSC "BZA";
- a change in design or the use of a different material instead of those used in the previously approved product (if there is a previously agreed PPAP), if this change led to the re-approval of the design documentation between the Supplier and OJSC "BZA";
- changes in the technological process;
- resumption of production after a significant break (more than 12 months).

8.7.3 There are five levels of presentation of documents and samples that characterize the production of goods (table 5).

Table 5 - Levels of presentation of documents and samples

Level number	PPAP kit composition
Level 1	Application only. For goods that determine the appearance, an additional report on the approval of the appearance
Level 2	Application with samples of goods and a limited set of supporting data
Level 3	Application with samples of goods and a full set of supporting data
Level 4	Application and other certificates established by OJSC "BZA"
Level 5	Application with samples of goods and a full set of supporting data verified by representatives of OJSC "BZA" at the place of production at the Supplier

8.7.4 The Supplier shall send to OJSC "BZA" a set of documents and samples in accordance with the assigned level of presentation (Table 6).

Table 6 - PPAP presentation levels

Sample / document	Level				
	1	2	3	4	5
1 Application for approval	П	П	П	П	С
2 Product quality					
2.1 Product samples	С	П	П	С	С
2.2 Control sample of goods for PPAP	С	С	С	С	С
2.3 Complete design data	С	П	П	П	С
2.4 Technical change documentation	С	П	П	П	С
2.5 Change proposal	С	С	П	П	С
2.6 Dimension measurement results	С	П	П	П	С
2.7 Test results of materials, technical characteristics	С	П	П	П	С
2.8 Appearance Approval Report	П	П	П	П	С
3 Manufacturing process quality					
3.1 Process flow map	С	С	П	П	С
3.2 FMEA process	С	С	П	П	С
3.3 Process capability research results (SPC)	С	С	П	П	С
3.4 List of measuring instruments	С	С	П	П	С
3.5 Measurement system analysis data (MSA)	С	С	П	П	С
4 Quality assurance system					
4.1 Management plan	С	С	П	П	С
4.2 FMEA designs	С	П	П	П	С
4.3 Documentation of specialized laboratories	С	С	П	П	С
4.4 Records confirming the fulfillment of the requirements of OJSC "BZA"	С	С	П	П	С
Notes: П – The Supplier must submit to OJSC "BZA" and keep copies of data and documentation at the appropriate production facilities С – The supplier must keep the documentation at the relevant production sites and make it available at the request of OJSC "BZA" .					

8.7.5 To go through the PPAP process, the Supplier receives a request from OJSC "BZA" or, on an initiative basis, sends a letter to the procurement department (PD) of OJSC "BZA" about his intention to go through the production approval procedure. In accordance with the PPAP submission level assigned by OJSC "BZA" in the request (response to the letter), the Supplier sends an electronic archive with copies of documents

(the name of the files must be in accordance with the ownership) by e-mail (read notification) to the contractor in the PD.

8.7.6 Based on the results of the assessment of the PPAP certificates, PD informs the Supplier about the decision: approval, temporary approval, rejection, PPAP documents are not accepted.

8.7.6.1 Full approval means that the goods, as well as the data and documents provided, meet the requirements of OJSC "BZA". Upon receipt of full approval, delivery of the goods is permitted.

8.7.6.2 Provisional approval means that not all submitted reports and data meet the requirements of OJSC "BZA" and / or the product has non-critical deviations from the requirements of the agreed specification. Subject to provisional approval, limited delivery is permitted.

Provisional approval may be granted if the Supplier:

- identified the main reasons for nonconformities that prevented approval;
- prepared a plan of corrective actions and agreed with OJSC "BZA";
- applied a plan of restraining actions for the period of implementation of changes, agreed with OJSC "BZA" (if necessary);
- agreed with OJSC "BZA" the date of re-provision of PPAP certificates, which should be earlier than the end of the temporary approval period (there should be a margin of time for re-passing PPAP).

If full or temporary approval is received, the Supplier submits a PSW application on paper to OJSC "BZA"for signing (documents on paper and samples are provided additionally at the request of OJSC "BZA").

8.7.6.3 Deviation means that the production batch, on the basis of which the submission was carried out, and the accompanying set of PPAP documents does not meet the requirements of OJSC "BZA".

If a “rejection” is received, delivery of the goods is not permitted until “provisional” or “full” approval is received;

The supplier must agree with OJSC "BZA" a plan of corrective actions, after the implementation of which the approval procedure can be resumed. In case of repeated "rejection" OJSC "BZA" has the right to make a decision to terminate the work on consideration of the PPAP. After the “rejection”, the Supplier receives a PSW application with the “rejected” status and a copy of the checklist indicating the identified comments.

8.7.6.4 If the PPAP package of documents is not accepted (the composition of the documents does not correspond to the level of submission, the application is completed with errors), then the Supplier must eliminate the comments within 5 working days. Otherwise, the entire package of PPAP documents is returned to the Supplier.

8.7.6.5 After receiving approval from OJSC "BZA", the set of documents and control samples shall be kept by the Supplier until the receipt of a written instruction from OJSC "BZA" on the expiration of the approval period or until the expiration of the temporary approval period plus one calendar year.

Developed by:

Head of QMS department
_____ N.A. Vitrishchenko

Agreed:

Chief Engineer
_____ D.A. Andreev

Head of quality department
_____ I.M. Vasilenok

Chief Accountant
_____ I.N. Semenova

Acting Head of Procurement Department
_____ A.A. Pashkovsky

Appendix A
8D Report Form

Appendix A (continued)
8D Report Form

Appendix B
Confirmation form for the introduction of controlled delivery regime

Appendix A
Specific requirements of OJSC "BZA"

ANALYSIS AND PROBLEM RESOLUTION REPORT FORM 8D

APPROVED

position

signature full name

date

REPORT № 8D /

Start date for 8D

D0 - symptoms of the problem

Name of the problematic product	Designation of problem product	Primary description of the problem from an e-mail, letter, act of OJSC "BZA"	Visualizing the problem

D1 - team composition

Team functions	Full name	Contact number
Team Leader		
Member of the team		

D2 - detailed description of the problem

WHO	
WHAT	
WHEN	
WHERE	
HOW MANY	

D3 - deterrent measures (correction)

Goal: To prevent defective products from getting to OJSC "BZA"

№ of point	Content of the event	Responsible person	Deadline	Notes
1				
2				
3				

D4 - determining the causes of the defect

Objective: Find the root causes of the defect.
Answer why the defect was not detected at the design, production and shipment stages.

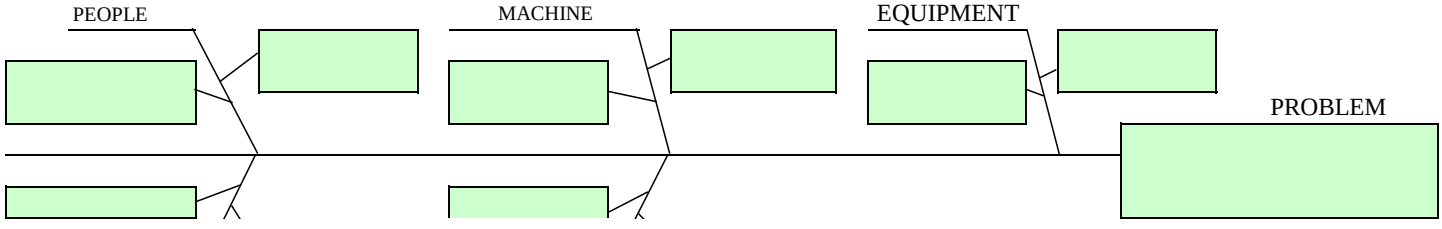
For quality issues, answer the following questions:

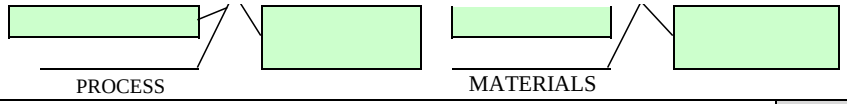
		YES	NO
1	Is the technological process for performing the operation developed?		
2	Is the technological process up-to-date? Changes to the workflow, control plan, work instructions have been made?		
3	Are the sequence of operations (transitions) and the requirements of the technological process observed?		
4	Do the products (parts) correspond to the design documentation?		
5	Is the operator permanent?		
6	Is the operator trained? Does the operator know how to use measuring instruments and control means, to take measurements?		
7	Technology, precision equipment ensure stability?		

		YES	NO
8	Are the scope and frequency of control assigned adequately to the condition of the equipment?		
9	Does the tool (equipment) used correspond to the technological process and work instructions?		
10	Is the equipment adjusting correct? Is the confirmation of setup verification?		
11	Is the equipment serviced?		
12	Are parts stored according to work instructions? Mix of defective parts and good parts are probable?		
13	Is the material in production corresponding to the technological process?		
14	Was there no emergency? (e.g. power outage)		

If the answers to the questions are "NO", do a 5 WHY analysis for each answer.

Direction of cause analysis - Ishikawa diagram





Determining the causes - analysis 5 WHY! | **Application of Method 5 WHY - MANDATORY!**

In the first WHY, write down the problem statement from D2

1 Why?

Because

2 Why?

Because

3 Why?

Because

4 Why?

Because

5 Why?

Because

Root cause 1:

Root cause 2:

Use additional sheets to identify all root causes.

D5 - corrective action

Goal: Eliminate the recurrence of the defect

№ of point	Content of the event	Responsible person	Period of execution	Notes
1				
2				
3				
4				
5				

D6 - checking the effectiveness of corrective actions

№ of point	Performance assessment method	Document	Responsible person	Period of execution	Notes
1					
2					

Has the problem been resolved? YES ☐ **NO** ☐

Lessons learned:

Will communicating this problem and how to solve it prevent the same problem from occurring on other products? **YES** ☐ **NO** ☐ **Send a copy of the report**

D7 - development of preventive actions

Test questions:		**YES**	**NO**	**PARTIALLY**
1	Has this problem recurred?			
2	Corrective action results communicated to all interested parties?			
3	Revision of FMEA protocols required?			
4	Do you need to make changes to the control plan and work instructions?			
5	Should you update the equipment maintenance schedule?			

№ of point	Content of the event	Responsible person	Period of execution	Notes
1				
2				
3				

D8 - summarizing

Goal: Assess teamwork

Rate the effectiveness and efficiency of the team on a 10-point scale

POINTS

position	signature	full name	date

Representative of OJSC "BZA" _____ _____ _____

signature full name date

THE CONFIRMATION
introduction of controlled delivery regime

To whom: Technical Control Department of Quality Department of OJSC "BZA" otk@bza.by

From whom:_____
name of company

We confirm receipt of the message from OJSC "BZA"№_____ dated from _____, which introduces a controlled delivery regime.

☐ We fully understand the requirements required to implement deterrent measures.
☐ We do not fully understand the requirements for implementing deterrent measures.

Please contact:

_____
(Full name of the contact person)

_____
(contact number)

We provide a description of the identification method, indicating the compliance of the supplied lots after additional 100% control (restraining measures):

_____
_____
_____

The officer responsible for implementing the deterrent:

_____
(Full name of the contact person)

_____
(Contact number)

_____ _____
(The officer signature) (Date)

Corrective action to eliminate the cause of the nonconformity according to: 8D report №_____ dated from _____
action plan №_____ dated from _____

_____ _____ _____ _____
(Position) (Signature) (Full name) (Date)