



**GM Customer Specifics - ISO/TS 16949  
September 2008**

Including GM Specific Instructions for PPAP 4<sup>th</sup> Ed. (see Section 5)

## □ Preface

### General Motors Customer Specific Requirements - ISO/TS16949 *Including GM Specific Instructions for PPAP 4<sup>th</sup> Ed. (see Section 5)*

***NOTE: For convenience, important changes to editions prior to September 2008 of General Motors Customer Specifics and PPAP Specific Instructions have been highlighted with underlining. A revision history to the September 2008 Edition is also provided. However, it is the organization's responsibility to read, understand and apply the entire document.***

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## Revision History - March 2006 Edition

Date	Section	Revision
March 2006	3.8 PPM - Parts Per Million	Method of calculating PPM explained.
March 2006	4.1.5 Special Characteristics	Note added: <i>GMW 15049 replaces GM 1805 QN for all global programs beginning with 2009 MY and all other programs beginning in 2010.</i>
March 2006	4.1.12 Heat Treating Processes	Note 1 revised: Implementation is 90 days following the effective date of the release of <i>CQI-9 Special Process: Heat Treat System Assessment (HTSA)</i> . Based on the release date of <i>CQI-9</i> , the effective date of implementation is August 1, 2006
June 2006	4.1.12 Heat Treating Processes	Note 3 added: <i>Implementation effectiveness should be based on evidence that the organization has a process in place that includes elements such as auditors identified, schedule for self-assessment in place including schedule adherence, supplier development process identified for applicable suppliers, monitoring of progress, defined corrective action process and record-keeping.</i>

Date	Section	Revision
March 2006	4.2.2.10 Key Characteristic Designation System (KCDS) (GM 1805 QN)	Note added: <i>GMW 15049 replaces GM 1805 QN for all global programs beginning with 2009 MY and all other programs beginning in 2010.</i>
March 2006	4.2.8 Certification Body Notification and Certification Status – New Business Hold – Quality	Note 3 added: <i>When an organization is placed in NBH after a recertification site audit but before the certificate for recertification is issued:</i> <ol style="list-style-type: none"> <li>1. <i>The Certification Body shall issue the certificate in accord with the IATF Rules.</i></li> <li>2. <i>The Certification Body shall then place the new certificate in immediate suspension with the rules for lifting such suspension appropriately applied.</i></li> </ol>
March 2006	4.2.8 Certification Body Notification and Certification Status – New Business Hold – Quality	Note 4 added: <i>When an organization is placed in CSII after a recertification site audit but before the certificate for recertification is issued:</i> <ol style="list-style-type: none"> <li>1. <i>The Certification Body shall issue a major nonconformance against the organization which shall be closed out in accord with the 90 day requirement.</i></li> <li>2. <i>The Certification Body shall issue the new certificate in accord with the IATF Rules with this major nonconformance open.</i></li> </ol>
June 2006	4.1.12 Heat Treating Processes	Note 1 revised to include: <i>Based on the release date of CQI-9, the effective date of implementation is August 1, 2006.</i>
June 2006	3.8 PPM Parts per Million	PPM clarified: <i>PPM for a GM supply organization is impacted when both of the following conditions exist:</i> <ul style="list-style-type: none"> <li>• <i>Quality PRR is written with quantity discrepant and</i></li> </ul>

		<ul style="list-style-type: none"> <li>• <i>There are receipts for referenced part and duns number within the previous twelve months.</i></li> </ul> <p><i>PPM for a supplier manufacturing duns is calculated monthly using the following formula:</i></p> <ol style="list-style-type: none"> <li>1. <i>Total all the “estimated quantity nonconforming” for all part numbers for that location</i> <i>Note: Actual quantity nonconforming is used for supplier initiated PRR’s.</i></li> <li>2. <i>Divide by total receipts for that location</i></li> <li>3. <i>Multiply by 1,000,000.</i></li> </ol>
August 2006	4.1.2 Records Retention	Note revised: <i>The customer or procuring division may specify alternative record retention periods applicable to designated holders of GM Business Records.</i>
May 2007	1 Scope 2 References 3.10 Organization 3.12 Suppliers 4.1.7 Official Language Version 4.1.11.1 Customer Acceptance of QS-9000:1998 4.2.1 Third-Party Registration Requirements	QS-9000 references and applicability removed. QS-9000 expired December 15, 2006. NOTE: 4.1.11.1 and 4.1.11.2 reflect new heading titles based on removal of <i>Customer Acceptance of QS-9000:1998 (formerly 4.1.11.1)</i> ,
May 2007	3.1 Accredited Laboratory	Clarified and updated to reflect ISO 17011 having replaced Guide 58.

Date	Section	Revision
May 2007	5.2.1 PSW Form	Note revised as follows . . . Final GM 1829, GM 1411, AAR(s) etc., (as <i>required</i> ) shall be attached to the correct sample . . .
May 2007	5.2.7 Material / Performance Test Results	Extensive revision to verbiage of numbers 1. 2. 3; including responsibilities and process
May 2007	5.2.7. 1 International Material Data System (IMDS)	Note: Links to additional information added
May 2007	5.3.2 Saleable PPAP	#2 – grammar corrections
May 2007	5.4 Driver Codes	#3 – Link to Driver Code Matrix added
May 2007	5.4 Driver Codes	#4 – Link to Driver Code Matrix deleted
September 2007	4.1.12 Heat Treating Processes	Revised to include CQI-9 2 <sup>nd</sup> Edition, Heat Treat System Assessment (HTSA)
September 2007	4.1.13 Plating Processes	Added to include CQI-11, Plating System Assessment (PSA)
September 2007	4.1.14 Coating Processes	Added to include CQI-12, Coating System Assessment (CSA)
September 2008	1. Scope	NOTE for clarification added
September 2008	2. References	Updated list of documents published by AIAG.
September 2008	4.2.2 General Procedures	Clarification
September 2008	4.2.3 ISO/TS 16949:2002 Applicability including NOTE	Clarification

## 1. Scope

**ISO/TS 16949:2002, Second Edition**, March 1, 2002, "Quality management systems – Particular requirements for the application of ISO 9001:2000 for automotive production and relevant service part organizations," and this document define General Motors fundamental quality system requirements for organizations where automotive customer-specified parts, for production and/or service are manufactured. Third party certification to ISO/TS 16949 shall meet the following conditions:

- The certification scope must include both ISO/TS 16949 and the accompanying ISO/TS 16949 GM-Customer Specific Requirements,
- The certification must be conducted in compliance with the IATF recognized automotive certification scheme by a certification body currently contracted and recognized by an IATF Oversight office.

All **ISO/TS 16949:2002** requirements including the requirements of this document shall be addressed in the organization's quality management system.

**NOTE: QS-9000 expired 12/14/06. References to QS-9000 and its applicability are replaced by ISO/TS16949 in the GM Customer Specific Requirements. This also includes those references to QS-9000 pertaining to GM requirements not identified in this particular document, e.g GM Purchase Agreement Terms and Conditions.**

## 2. References

- 2.1 Chrysler, Ford Motor, General Motors **Production Part Approval Process PPAP), Fourth Edition, March 2006.**
- 2.2 Chrysler, Ford Motor, General Motors **Statistical Process Control (SPC), Second Edition, July 2005.**
- 2.3 Chrysler, Ford Motor, General Motors **Advanced Product Quality Planning and Control Plan**, APQP Second Edition July 2008. Effective November 2008.
- 2.4 Chrysler, Ford Motor, General Motors **Measurement Systems Analysis, MSA Third Edition**, March 2002. (Second Printing May 2003).
- 2.5 Chrysler, Ford Motor, General Motors **Potential Failure Mode and Effects Analysis, FMEA Fourth Edition**, July 2008. Effective November 2008.
- 2.6 **IATF Guidance to ISO/TS 16949:2002**, AIAG Edition, 2002.
- 2.7 **Automotive Certification Scheme for ISO/TS 16949:2002, Rules for Achieving IATF Recognition, Second Edition for ISO/TS 16949:2002**, May 2004.
- 2.8 **ISO/TS 16949:2002, 1st Edition, March 2002 (Corrected version December 2003)**

The list above contains the most current editions. However, the latest edition of the reference documents listed applies unless otherwise specified by the GM Procuring Division. Copies of **PPAP, APQP, FMEA, MSA, SPC, IATF Guidance, ISO/TS 16949:2002 Rules, 2<sup>nd</sup> Edition, and ISO/TS 16949:2002** and other related manuals are available from AIAG at [www.aiag.org](http://www.aiag.org). Copies of ISO documents are available from the American National Standards Institute (ANSI) at [webstore.ansi.org](http://webstore.ansi.org).

**Certain documents listed above are requirements documents and are described as such in section 4 of this document. Section 5 of this document contains the GM PPAP Specific Instructions and is also a requirements document.**

### **3. Definitions**

Where inconsistent terminology exists between **ISO/TS 16949:2002** and this document, this document shall take precedence. Otherwise the definitions from **ISO/TS 16949:2002** apply to this document.

#### **3.1 Accredited Laboratory**

An accredited laboratory is one that has been independently evaluated for technical competence. The criteria for evaluation are based on ISO/IEC 17025, or national equivalent. Accreditation is performed by qualified agencies (public or private) operating in accordance with ISO/IEC 17011.

NOTE: The above definition also applies to the reference manuals in Section 2 of this document and currently in effect.

#### **3.2 Active Part**

An active part is one currently being supplied to the customer for original equipment or service applications. The part remains active until tooling scrap authorization is given by the appropriate customer activity. For parts with no customer-owned tooling or situations where multiple parts are made from the same tool, written confirmation from the customer Purchasing activity is required to deactivate a part.

NOTE: For bulk material, "active part" refers to the bulk material contracted, not the parts that are subsequently produced from that material.

#### **3.3 Aftermarket Parts**

Aftermarket parts are replacement parts not procured or released by OEM for service part applications which may or may not be produced to original equipment specifications.

#### **3.4 Consulting**

For the purposes of **TS16949:2002**, consulting is the provision of training, documentation development, or assistance with implementation of quality systems to a specific customer. If these activities are open to the public, advertised, and not customer specific, they are considered training rather than consulting. Other products, processes or services may be offered directly or indirectly, provided they do not compromise confidentiality or the objectivity or impartiality of its certification process or decisions. Refer to Automotive Certification Scheme for **ISO/TS 16949:2002 (Rules, 2<sup>nd</sup> Edition)**. Also see **ISO/IEC 17021**.

#### **3.5 Customer**

References to "customer" in **ISO/TS 16949:2002** and this document shall be interpreted as the Procuring Division of General Motors for suppliers pursuing third party registration to **ISO/TS 16949:2002** to satisfy General Motors **sourcing requirements** third party quality system assessment registration.

#### **3.6 Ergonomics**

Ergonomics is the evaluation of the design of a product or process to assure compatibility with the capabilities of human beings. Analysis of motion refers to capabilities of people with respect to tasks (e.g. lifting, twisting, reaching) to prevent or relieve problems of strain, stress, excessive fatigue, etc. Factors involved include anatomical dimensions of the worker, placement of products to be worked upon, placement of buttons/switches, physical loads imposed on the worker, and environmental effects such as noise, vibration, lighting and space.

### 3.7 Initial Process Study

Initial Process Studies are short-term studies conducted to obtain early information on the performance of new or revised processes relative to internal or customer requirements. In many cases, preliminary studies should be conducted at several points in the evolution of new processes (e.g. at the equipment or tooling subcontractor's plant, after installation at the supplier's plant). These studies should be based on as many measures as possible. When utilizing X-Bar and R charts, at least twenty-five subgroups (minimum of four pieces per sub-group) are required to obtain sufficient data for decision-making. When this amount of data is not available, control charts should be started with whatever data is available, or contact the authorized customer representative to develop a suitable plan. See also the **Production Part Approval Process (PPAP)** manual.

**NOTE: Initial Process Studies.** The purpose of the initial process study is to understand the process variation, not just to achieve a specific index value. When historical data are available or enough initial data exist to plot a control chart (at least 100 individual samples),  $C_{pk}$  can be calculated when the process is stable. Otherwise, for processes with known and predictable special causes and output meeting specifications,  $P_{pk}$  should be used. When not enough data are available (< 100 samples) or there are unknown sources of variation, contact the authorized customer representative to develop a suitable plan.

### 3.8 PPM (Parts per Million)

PPM for a GM supply organization is impacted when both of the following conditions exist:

- Quality PRR is written with quantity discrepant and
- There are receipts for referenced part and duns number within the previous twelve months.

PPM for a supplier manufacturing duns is calculated monthly using the following formula:

- 1 Total all the "estimated quantity nonconforming" for all part numbers for that location  
Note: Actual quantity nonconforming is used for supplier initiated PRR's.
- 2 Divide by total receipts for that location
- 3 Multiply by 1,000,000.

### 3.9 Quality Indices

See current edition of the DaimlerChrysler, Ford, General Motors **Statistical Process Control** reference manual.

### 3.10 Organization

Organizations are defined as providers of: a) production materials, b) production or service parts, or c) heat treating, plating, painting or other finishing services, directly to General Motors or other customers subscribing to this document.

**NOTE:** See ISO/TS 16949:2002, Section 3 Terms and definitions.

### 3.11 Service parts

Replacement parts manufactured to OEM specifications, which are procured or released by the OEM for service part application.

### 3.12 Suppliers

**Suppliers** are defined as providers of production materials, or production or service parts, directly to an organization who is a provider of General Motors or other customers subscribing to this document. Also included are organizations who are providers of heat-treating, painting, plating or other finishing services.

NOTE: The term “tier supplier(s)” refers to suppliers at any tier level in the automotive supply chain.

### **3.13 Value-Added Production Processes**

Activities or operations for which a customer is willing to pay, if given the option.

See also **ISO/TS 16949:2002, Second Edition** (March, 2002), definition of “manufacturing” 3.1.6, “site” 3.1.11, and “remote location” 3.1.10.

## **4. Requirements**

### **4.1 ISO TS 16949:2002 (Second Edition), March 2002- Related Requirements**

All references to clauses in this section pertain to ISO/TS 16949:2002, unless otherwise stated.

#### **4.1.1 Management of production tooling**

Where warehouses or distribution centers (distributors) are remote sites, the requirements for management of production tooling (cl.7.5.1.5) may not be applicable.

#### **4.1.2 Records Retention**

Production part approvals, tooling records, APQP records, purchase orders and amendments shall be maintained for the length of time that the part (or family of parts) is active (see definitions in Cl. 3.2) for production and service requirements plus one calendar year unless otherwise specified by the customer.

NOTE: All customer purchase orders/amendments are included in this requirement.  
Organization purchase orders/amendments for customer-owned tooling are included in this requirement.

Quality performance records (e.g. control charts, inspection and test results) shall be retained for one calendar year after the year in which they were created.

Records of internal quality system audits and management review shall be retained for three years.

Retention periods longer than those specified above may be specified by an organization in their procedures. The organization shall eventually dispose of records.

These requirements do not supersede any regulatory requirements. All specified retention periods shall be considered “minimums”.

NOTE: The customer or procuring division may specify alternative record retention periods applicable to designated holders of GM Business Records.

#### **4.1.3 Electronic Communication**

Reference cl.7.2.3.1

NOTE: Examples of such systems for suppliers to GM's North American Operations are: 1) requirement planning information such as the Electronic Data Interchange (EDI) ANSI ASC X12 830 transaction set or the EDIFACT DELFOR message, and 2) shipping schedules such as the ANSI ASC X12 862 or 866 transaction sets or the EDIFACT DELJIT message.

#### **4.1.4 Shipment Notification System**

Reference cl. 7.2.3.1

NOTE: Examples of such systems for suppliers to GM's North American Operations are: 1) the ANSI ASC X12 856 transaction set, or 2) the EDIFACT DESADV message. For EDI assistance, contact 01-810-947-5566. For EDIFACT assistance, and confirmation of the required implementation date for a supplier, contact: 01-248-265-9907.

#### **4.1.5 Special Characteristics**

The supplier shall use General Motors **Key Characteristic Designation System** definitions and symbols to comply with **ISO/TS 16949:2002** special characteristics requirements

(e.g. cl. 7.2.1.1), and as provided in 4.2.2, General Procedures and Other Requirements, and 4.2.2.11, **Key Characteristic Designation System (KCDS)**, (GM 1805 QN) which defines GM's approach to "special" characteristics.

**NOTE: GMW 15049 replaces GM 1805 QN for all global programs beginning with 2009 MY and all other programs beginning in 2010.**

#### **4.1.6 Design Changes**

All design changes, including those proposed by suppliers, shall have written approval by the authorized customer representative, or waiver of such approval, prior to production implementation. See cl. 7.3.7 and 7.1.4. See also the **Production Part Approval Process (PPAP)** manual.

For proprietary designs, impact on form, fit, function, performance, and/or durability shall be determined in conjunction with the authorized customer representative so that all effects can be properly evaluated.

#### **4.1.7 Official Language Version**

The English language version of **ISO/TS 16949:2002** or related reference documents shall be the official version for purposes of third party registration.

Sanctioned translations shall:

- be for reference only,
- reference the English language as the official version,
- not contain **ISO 9001:2000** text verbatim, and
- include General Motors in the copyright statement.

Any other language translations are not authorized.

#### **4.1.8 Part Approval Process**

The organization shall comply with the Chrysler, Ford, GM **Production Part Approval Process (PPAP)** manual to comply with cl. 7.3.6.3

**NOTE: PPAP-Vehicle Assembly Centers (Assembly Plants)**

Unless otherwise specified by the Customer, PPAP requirements for vehicle assembly centers shall be taken from a specified production run of saleable pilot vehicles.

#### **4.1.9 Customer Satisfaction**

Trends in quality system performance and customer satisfaction (see Cl. 5.2, 5.6.1.1, 7.4.3.2, and 8.2.1.1) should be compared to those of competitors, or appropriate benchmarks, and reviewed by top management.

#### **4.1.10 Internal Auditor Qualifications**

Internal auditors should be qualified as recommended in **ISO 19011, 1st Edition – Sections 7.1-7.5, for Quality Management Systems application**. In addition internal auditors should be competent in understanding and applying the Process Approach of Auditing (See “Process Approach”, Section 0.2 of ISO/TS 16949:2002), Core Tools including PPAP and other reference manuals including APQP, MSA, SPC, and FMEA and GM Customer Specifics, as applicable.

NOTE: A process and plan with implementation monitoring for assurance of qualified internal auditors is evidence of compliance.

#### **4.1.11 Supplier Quality Management System Development (cl. 7.4.1.2)**

NOTE 1: This supplier development clause, cl. 7.4.1.2, applies to suppliers of the organization who are providers of production materials, or production or service parts, directly to a supplier to Chrysler, Ford, General Motors or other customers subscribing to this document. Also included are providers of heat-treating, painting, plating or other finishing services.

Indirect and service providers are not included in this requirement, e.g. distributors adding no manufacturing value, logistics, sequencers, parts packagers, tooling & equipment.

NOTE 2: The use of customer-designated suppliers to the organization (subcontractors) does not relieve or eliminate the responsibility of the supplier for ensuring the quality of subcontracted parts, materials and services.

##### **4.1.11.1 Customer acceptance of 2<sup>nd</sup> Party Audits and Criteria for Approval**

General Motors Corporation will recognize 2<sup>nd</sup> Party audits as compliance to ISO/TS 16949:2002, Clause 7.4.1.2 and as an alternative to ISO 9001:2000 certification. The statement of authorization below provides the requirements and conditions for GM approval.

The organization that utilizes 2<sup>nd</sup> party assessment to comply with clause 7.4.1.2 is required by General Motors to utilize second party assessors who satisfy all elements of the criteria specified as “GM approved 2<sup>nd</sup> Party requirements” stated below.

GM-approved 2nd Party requirements:

1. The organization (2nd Party) must be IATF certified and registered to ISO/TS16949:2002.

2. The organization (2nd Party) cannot be on ISO/TS 16949:2002 probation or suspension.
3. The organization (2nd Party) must utilize a qualified ISO Lead Auditor, or a qualified Internal Auditor with evidence of their successful completion of training, such as AIAG "Internal Auditing for ISO/TS 16949:2002," or evidence of a minimum of five internal ISO/TS 16949 audits under the supervision of a qualified Lead Auditor.
4. The organization (2nd Party) must audit annually each qualifying supplier for whom it has performed a 2nd Party assessment, and maintain records of these audits.
5. The duration of these audits must conform to the full application of the Audit Day Requirements table of the current edition of *Automotive Certification Scheme for ISO/TS 16949:2002, Rules 2<sup>nd</sup> Edition, for achieving IATF recognition*.
6. Any of the IATF recognized and currently approved auditors may perform such audits when contracted by the organization.

#### **4.1.11.2 Supplier Development of Specially Designated Small Suppliers**

When a supplier to an organization is so small as to not have adequate resources to develop a system according to ISO/TS 16949:2002 or ISO 9001:2000, certain specified elements may be waived by the organization of their supplier. The organization shall have decision criteria for determining "specially designated small suppliers". Such decision criteria will be in writing, and applied consistently in the application of this provision. The existence and use of such decision criteria shall be verified by 3<sup>rd</sup> party auditors.

NOTE 1: ISO9001:2000 and ISO/TS16949:2002 contain fundamental quality management system requirements of value to any size of provider of production/ service parts/ materials. There are a number of methods to implement a compliant system, so it is recognized that a simpler Quality Management System approach could be used for the smaller suppliers of organizations to which ISO/TS 16949, clause 7.4.1.2 applies.

NOTE 2: "Small" may also refer to volume supplied to automotive.

#### **4.1.12 Heat Treating Processes**

Clause 8.2.2.2 of ISO/TS 16949:2002 requires that the organization shall audit each manufacturing process to determine its effectiveness. Applicability and effectiveness of heat treating processes shall be determined utilizing *CQI-9, 2<sup>nd</sup> Edition, Special Process: Heat Treat System Assessment (HTSA)*, published by AIAG, and records maintained. The effectiveness evaluation shall include the organization's self-assessment, actions taken, and that records are maintained.

This requirement shall also apply to heat treat suppliers to the organization pursuant to ISO/TS 16949:2002 Clause 7.4.1.2 (supplier development clause).

NOTE 1: Implementation is 120 days following the release of *CQI-9, 2<sup>nd</sup> Edition, Special Process: Heat Treat System Assessment (HTSA)*. Based on the release date of *CQI-9, 2<sup>nd</sup> Edition*, the effective date of implementation to the revisions is January 7, 2008.

NOTE 2: 2<sup>nd</sup> Party assessment by a competent auditor and meeting the above requirements will satisfy the self-assessment requirement.

NOTE 3: Implementation effectiveness should be based on evidence that the organization has a process in place that includes elements such as auditors identified, schedule for self-assessment in place including schedule adherence, supplier development process identified for applicable suppliers, monitoring of progress, defined corrective action process and record-keeping.

### **4.1.13 Plating Processes**

Clause 8.2.2.2 of ISO/TS 16949:2002 requires that the organization shall audit each manufacturing process to determine its effectiveness. Applicability and effectiveness of plating processes shall be determined utilizing *CQI-11 Special Process: Plating System Assessment (PSA)*, published by AIAG, and records maintained. The effectiveness evaluation shall include the organization's self-assessment, actions taken, and that records are maintained.

This requirement shall also apply to plating suppliers to the organization pursuant to ISO/TS 16949:2002 Clause 7.4.1.2 (supplier development clause).

NOTE 1: Implementation is 120 days following the release of *CQI-11 Special Process: Plating System Assessment (PSA)*. Based on the release date of *CQI-11*, the effective date of implementation is January 7, 2008.

NOTE 2: 2<sup>nd</sup> Party assessment by a competent auditor and meeting the above requirements will satisfy the self-assessment requirement.

NOTE 3: Implementation effectiveness should be based on evidence that the organization has a process in place that includes elements such as auditors identified, schedule for self-assessment in place including schedule adherence, supplier development process identified for applicable suppliers, monitoring of progress, defined corrective action process and record-keeping.

### **4.1.14 Coating Processes**

Clause 8.2.2.2 of ISO/TS 16949:2002 requires that the organization shall audit each manufacturing process to determine its effectiveness. Applicability and effectiveness of coating processes shall be determined utilizing *CQI-12 Special Process: Coating System Assessment (CSA)*, published by AIAG, and records maintained. The effectiveness evaluation shall include the organization's self-assessment, actions taken, and that records are maintained.

This requirement shall also apply to coating suppliers to the organization pursuant to ISO/TS 16949:2002 Clause 7.4.1.2 (supplier development clause).

NOTE 1: Implementation is 120 days following the release of *CQI-12, Special Process: Coating System Assessment (CSA)*. Based on the release date of *CQI-12*, the effective date of implementation is January 7, 2008.

NOTE 2: 2<sup>nd</sup> Party assessment by a competent auditor and meeting the above requirements will satisfy the self-assessment requirement.

NOTE 3: Implementation effectiveness should be based on evidence that the organization has a process in place that includes elements such as auditors identified, schedule for self-assessment in place including schedule adherence, supplier development process identified for applicable suppliers, monitoring of progress, defined corrective action process and record-keeping.

## **4.2 General Motors - Specific Requirements**

### **4.2.1 Third-Party Registration Requirements**

Production and Service Part Organizations (direct supply organizations) to General Motors, including GM Holdens, shall be third-party registered to **ISO/TS 16949:2002**, including the requirements in this document, by an IATF-recognized certification body using the current edition in effect of the automotive

registration scheme, “**Automotive Certification Scheme for ISO/TS 16949:2002, Rules for achieving IATF recognition.**”

NOTE 1: Waiver of supply organization certification for those organizations who meet the applicability requirements of ISO/TS 16949:2002 is not permitted unless approved in writing by an authorized representative of GM and consistent with current GM GPSC policy and procedure.

## **4.2.2 General Procedures and Other Requirements**

The GM publications listed below contain additional requirements or guidance that shall be met, if applicable, by GM supply organizations, or unless otherwise specified by GM Procuring Divisions. Specific questions on the content of these publications should be directed to the appropriate authorized customer representative at the GM Procuring Division. (The latest revisions for these documents can be found on the GM SupplyPower website.)

GM Supply Organizations shall verify annually that they are using the latest version of these documents:

**4.2.2.1 Pre-Production/Pilot Material Shipping Procedures, (GM 1407).**

**4.2.2.2 Shipping Parts Identification Label Standard, (GM 1724).**

**4.2.2.3 Component Verification & Traceability Procedure, (GM 1730). (EXPIRED)**

**Note: APPLICABILITY OF GM 1730 LIMITED TO GM POWERTRAIN expired August 2006.. The document is expired and this reference is for informational purposes.**

**4.2.2.4 Traceability Identifier Equipment (TIR 15-300), (GM 1731).**

**4.2.2.5 Bar Code Standard for Part/Component/Module Identification and Traceability (GM 1737).**

**4.2.2.6 GP-5 Supplier Quality Processes and Measurements Procedure, (GM 1746).**

**4.2.2.7 Continuous Improvement Procedure, (GM 1747).**

**4.2.2.8 GP-10 Evaluation and Accreditation Test Facilities, (GM 1796/A).**  
- See ISO/TS 16949:2002, cl., 7.6.3

**4.2.2.9 Shipping and Delivery Performance Requirements, (GM 1797).**

**4.2.2.10 Key Characteristic Designation System (KCDS), (GM 1805 QN).**

**Note: GMW 15049 replaces GM 1805 QN for all global programs beginning with 2009 MY and all other programs beginning in 2010.**

**4.2.2.11 GP-11 General Procedure for Pre-Prototype and Prototype Material, (GM 1820).**

**4.2.2.12 Supplier Technology Information Global, (GM 1825) (replaced C4 and is currently found in GM Supply Power/Engineering Library/Global/GEES Operations/Supplier Connectivity/GM 1825 doc.)**

**4.2.2.13 GP-12 Early Production Containment Procedure, (GM 1920).**

**4.2.2.14 Run-at-Rate Procedure, (GM 1960).**

### ***4.2.3 ISO/TS 16949:2002 Applicability***

**ISO/TS 16949:2002** with this document applies to all applicable contracted GM supply organizations (see Definitions 3.10) utilizing ISO/TS 16949 to satisfy General Motors third party certification requirements for quality system assessment unless otherwise approved by the GPSC authorized management representative. (GPSC – GM Global Purchasing and Supply Chain).

NOTE: QS-9000:1998 (3<sup>rd</sup> Edition) expired December 14, 2006. Failure of supply organizations to achieve or maintain certification to ISO/TS 16949:2002 may result in the organization being placed in New Business Hold - Quality, or other action determined by GM.

### ***4.2.4 UPC Labeling For Commercial Service Applications***

GM Service Parts Operations (SPO) requires use of UPC labeling for certain commercial applications rather than AIAG labeling. Contact your SPO buyer for instructions.

### ***4.2.5 Layout Inspection and Functional Test***

Unless specified otherwise by a GM Procuring Division, there is no customer-established frequency for layout inspection after receiving production part approval (**PPAP**). Reference is made to **ISO/TS 16949:2002**, cl..8.2.4.1

### ***4.2.6 Customer Signature on Control Plan***

General Motors does not provide waivers to organizations for control plan approval because General Motors signatures on the Control Plan are not required.

### ***4.2.7 GM Holdens-Specific Requirements***

Previously listed specific requirements for additional documents for GM Holdens in Australia are obsolete. GM Holdens operates in accordance with GM Customer Specifics.

#### **4.2.8 Certification Body Notification and Certification Status – “New Business Hold – Quality”**

The organization shall notify its Certification Body within 5 business days after being placed in GM New Business Hold – Quality. The status of “New Business Hold – Quality” shall be a violation of clause 8.2.1.1 Customer satisfaction – Supplemental.

The certification of the organization shall be placed on immediate suspension \* by the certification body of record upon receiving notice of GM “New Business Hold – Quality.”

*\*See Annex 4, **Automotive Certification Scheme for ISO/TS 16949:2002, Rules for achieving IATF recognition.***

1. In the event of certification suspension as a result of an organization receiving notice of General Motors “New Business Hold – Quality,” the organization shall complete a corrective action plan. The organization shall submit the corrective action plan to the Certification Body of record and to the affected customer(s) within 10 business days of the date of the letter of notification of probation. The corrective action plan of the organization shall be consistent with the affected customer(s) requirements including correction steps, responsibilities, timing information, and key metrics to identify effectiveness of the action plan.
2. Before any suspension can be lifted, the Certification Body of record will conduct an on-site assessment of appropriate length to verify effective implementation of all corrective actions.

If suspension is not lifted within four months of its issuance, the Certification Body of record shall revoke the ISO/TS 16949 certificate of the organization. Exceptions to this revocation shall be justified in writing by the Certification Body based upon its on-site review of the effectiveness of

the organization’s corrective action plan and agreement obtained in writing from the authorized GM customer representative.

NOTE 1: The permitted suspension period for General Motors Europe (GME) is six (6) months.

NOTE 2: The GM special status conditions of CS I (Controlled Shipping – Level I), or CS II (Controlled Shipping – Level II) are performance indicators of organization product realization problems. Such status should have resolution, or credible resolution and corrective plans in place, which are confirmed by the customer.

NOTE 3: When an organization is placed in NBH after a recertification site audit but before the certificate for recertification is issued:

1. The Certification Body shall issue the certificate in accord with the IATF Rules.
2. The Certification Body shall then place the new certificate in immediate suspension with the rules for lifting such suspension appropriately applied.

NOTE 4: When an organization is placed in CSII after a recertification site audit but before the certificate for recertification is issued:

1. The Certification Body shall issue a major nonconformance against the organization which shall be closed out in accord with the 90 day requirement.
2. The Certification Body shall issue the new certificate in accord with the IATF Rules with this major nonconformance open.

#### **4.2.9 Controlled Shipping Level II (CSII) - Notice to Certification Body**

The organization shall notify its Certification Body within 5 business days after being placed in Controlled Shipping – Level II (CS II) Status.

NOTE: This clause will be implemented 30 days following the issue date of this document.

#### **4.2.10 Management Review**

Management review of quality system performance (Cl. 5.6.1.1) at a minimum shall be conducted at planned intervals, but not less than annually.

## **5. PPAP – GM Specific Instructions**

### **5.1 Applicability**

These requirements shall apply to production, service, and unitized service parts, raw materials purchased by or contracted to GM, These requirements also apply to all commodities supplied by external independent organizations, GM Allied and Affiliated supply organizations, plus all commodities supplied to these organizations (e.g. subcontractors and tier suppliers). Please note that for bulk, raw, or indirect material, it is the Procuring Division's decision whether **PPAP** is required. When conducting a bulk material PPAP, use conventions as detailed in Section 1 and Appendix F – Bulk Material – Specific Requirements.

### **5.2 Requirements for Part Approval**

#### **5.2.1 PSW Form (CFG-1001 and Appendix A) (See AIAG PPAP 4<sup>th</sup> Edition Section 2 PPAP Process Requirements 2.2.18)**

NOTE: A copy of all signed PSW Forms and any related PPAP forms that require approval signatures (e.g. GM 3660, Proof of Validation, Final GM 1829, GM 1411, AAR(s) etc., as required) shall be attached to the correct sample submission in the GM GQTS system and submitted electronically using the GM GQTS system.

1. A separate PSW shall be completed for each customer part number.
2. The Supplier code referred to on the PSW and on the Appearance Approval Report is the full code assigned to the manufacturing location on the Purchasing Order, also referred to as DUNS number
3. PSW forms will not be accepted if any information is missing.
4. Reporting of Part Material Composition (See AIAG 4<sup>th</sup> 2.2.1.1 and GM Specifics 5.2.7.1) – the organization shall use the International Material Data System (IMDS) to report required information. Approval in IMDS is required in order to obtain an Approved PPAP Status in the IMDS Lab; lack of IMDS approval for all components on vehicles produced in GM Europe, GM Powertrain and effective January 1, 2006 GM North America shall result in the maximum of a Saleable PPAP status in the IMDS Lab.
5. Marking of Polymeric Parts (See AIAG 4<sup>th</sup> 2.2.1.2) - Polymeric parts shall be identified with appropriate ISO marking codes if applicable
6. The organization shall confirm that all Customer Tooling is properly tagged and numbered.

#### **5.2.2 Appearance Approval Report (See AIAG PPAP 4<sup>th</sup> Edition Section 2, Appearance Approval Report (AAR) 2.2.13)**

1. Appearance Approval Report (AAR) (CFG-1002 is required for all parts with color, grain, gloss or textiles

NOTE: An AAR is not required for surface quality of body in white (BIW) parts. Refer to the General Motors North America Surface Buyoff Procedure for Surface Requirements of BIW parts.

2. Appearance Approval may occur concurrently with part inspection and testing.  
NOTE: Organizations should contact the appropriate Appearance Approval group for the specified GM PPAP Approval organization **as soon as possible** to make arrangements for AAR sample submission. Parts may be submitted for AAR approval as soon as all materials are approved

### **5.2.3 Sample Production Parts (See AIAG PPAP 4<sup>th</sup> Edition Section 2, Sample Production Parts 2.2.14)**

1. If submitting for level 2 or 3, the organization shall submit two sample parts unless otherwise specified by the Procuring Division. For multiple processes, two sample parts per process e.g. two parts per cavity, tool, cells assembly lines are required unless otherwise specified by the Procuring Division. The sample parts do not have to be the same part(s) that were dimensionally measured and documented on the marked drawing or check sheet. All sample parts should be labeled with part number, change level, and organization name.

### **5.2.4 Control Plans (See AIAG PPAP 4<sup>th</sup> Edition Section 2, Control Plan 2.2.7)**

1. GM requires organizations to document and submit (depending on submission level, see AIAG PPAP 4<sup>th</sup> Edition Retention/Submission Requirements Table 4.2) their Pre-Launch Control Plan. General Motors General Procedure GP-12 "Early Production Containment" provides procedures for the Pre-Launch Control Plan. All parts requiring production part approval (PPAP) shall also comply with GM-12 Early Production Containment.

NOTE: Whenever an organization is required to submit a Production Control Plan, they shall also submit a Pre-Launch Control Plan, as defined by GP-12.

### **5.2.5 Design Records (See AIAG PPAP 4<sup>th</sup> Edition Section 2, Design Records 2.2.1)**

1. A marked drawing can be used for PPAP submission provided the drawing is signed by the GM Lead Engineer, contains an EWO number and is dated.
2. All Organizations design records shall be GM approved.
3. The Organization shall furnish evidence of conformance to print specifications of each detail component when requested.
4. For CAD parts that are data-banked, the current level in the GM design databank is the inspection referee. The source of the data shall be provided with change level and date.

NOTE: The Engineering Change Level and Drawing Date listed on the PSW must match the GM record on file.

### **5.2.6 Design Failure Mode and Effects Analysis (Design FMEA) if the organization is product design-responsible (See AIAG 4<sup>th</sup> Section 2, 2.2.4)**

Organizations that are design responsible should contact the Customer Engineering organization for clarification of acceptance of a single DFMEA to be applied to a family of similar parts or material. Conditions impacting the applicability of a single DFMEA include differences in environment, and any change that impact the physics of the design.

### **5.2.7 Material / Performance Test Results (See AIAG PPAP 4<sup>th</sup> Edition Section 2, Records of Material / Performance Test Results 2.2.10 and Performance Test Results 2.2.10.2)**

1. If the Supplier (Organization) is design/validation responsible, the Organization shall obtain approval from the specified GM representatives per the Commodity Validation Sign-off process GM 3660. Detailed instructions explaining this process may be accessed through the following web address:  
[https://www.gmsupplypower.com/apps/supplypower/NASApp/spcnds/CDSRetrieval?id=62866&tooglefolder=759&doc\\_lang=en&lob=engineering](https://www.gmsupplypower.com/apps/supplypower/NASApp/spcnds/CDSRetrieval?id=62866&tooglefolder=759&doc_lang=en&lob=engineering)
2. An approved GM 3660 form accepted by the appropriate GM engineering representatives is required to obtain Approved PPAP status for the Functional/Durability lab in GQTS, when the Supplier Organization is design/validation responsible. If an Organization's PPAP submission lacks a GM 3660 form accepted by the specified GM engineering representatives a PPAP status of either Non-Saleable or Saleable will be entered for the Functional/Durability lab as applicable. Signature requirements may vary by region, reference the above web site for details or contact the appropriate GM Engineering organization.
3. If the Supplier (Organization) is design/validation responsible and **all items are not completed at the time of PPAP submission**, a PPAP Worksheet GM 1411, shall be completed by the Organization and submitted with the PPAP Part Submission Warrant (PSW). The GM 1411 shall contain a detailed action/recovery plan for each item including the organization's individual responsible for completing each item with timing. (See GM Customer Specifics Customer PPAP Worksheet Instructions 5.4.1)

### 5.2.7.1 International Material Data System (IMDS) (See AIAG 4<sup>th</sup> PSW Appendix A)

The International Material Data System (IMDS) is to be used by Tier 1 supply organizations to report material content information. IMDS reporting is required for all components on vehicles produced in GM Europe, GM Powertrain and effective January 1, 2006 GM North America. This requirement is optional at this time for parts being shipped for use in vehicles in GM Asia Pacific (GMAP) or GM Latin America (GMLAAM). The IMDS requirements are:

1. PPAP Approval in GQTS in the IMDS Lab, including overall part Approval, will not be attained until parts receive approval in IMDS.
2. Any part that requires a PPAP submission that contains changes impacting material or part weight shall require a new IMDS submission
3. Information entered into IMDS will generate a unique IMDS ID Number and IMDS Version,
4. The PSW requires the IMDS ID Number, IMDS Version, IMDS Status and the Create Date of the IMDS record for the submission
5. The DUNS number on the PSW must match the DUNS number of the IMDS submission; separate IMDS entries are required for each DUNS location on contract.
6. If at the at time of PPAP PSW submission the IMDS submission is not approved and/or the GMW3059 requirements are not completed, a PPAP Worksheet GM 1411 shall be completed listing all items not completed including timing to complete each
7. IMDS information must be submitted to the correct facility code; commonly requested codes include the following:
  - GM North American Powertrain Facility Code: 5754
  - GM North American Vehicle Operations (includes GM Mexico) Facility Code: 5751
  - GM North American Service Pars Operations Facility Code: 31433
  - Adam Opel AG (includes GM Portugal and Vauxhall) Facility Code: 104

NOTE: Access the following web sites for additional Facility Codes and additional information:  
[www.mdssystem.com](http://www.mdssystem.com) – site includes information on the system, a substance list (GADLS), training, Frequently Asked Questions (FAQs) contacts plus additional information.  
[www.gmw3059.com](http://www.gmw3059.com) –site includes IMDS Instruction manual, various presentations, on-line video, FAQs, Global regional contacts plus additional information.

### 5.2.8 Customer Notification of Supplier – Initiated Changes

**Note:** The following does not include initial submissions or changes described in AIAG PPAP 4<sup>th</sup> Submission to Customer Table 3.2. Prior notification to, or communication with, the authorized customer representative is assumed

1. The Organization shall review the proposed change with the Procuring Division prior to implementation to obtain concurrence per the division's local practice. A Production Trial Run may be required, contact the GM PPAP organization authorized customer representative for applicability.
2. Sufficient information shall be provided to explain the detailed reason(s) for the change. Attachments and graphics are encouraged
3. Upon approval of the proposed change, the Organization shall complete the appropriate level of documentation required per the PPAP level of submission.

**Note:** PPAP Level 3 is the default level for PPAP submission unless otherwise directed by the authorized GM PPAP organization.

### **5.2.9 Submission Levels (See AIAG PPAP 4<sup>th</sup> Section 4 – Submission to Customer – Levels of Evidence and Retention / Submission Requirements Table 4.2)**

1. Organizations are not required to maintain full documentation from their suppliers (subcontractors) if they have decision criteria and a process in place to establish the level of evidence required from their suppliers (subcontractors), and the appropriate level of evidence on file at their location. Upon a Procuring Division's request for PPAP documentation, organizations must comply within a reasonable period of time.

### **5.3 Part Submission Status (See AIAG PPAP 4<sup>th</sup> Customer PPAP Status Section 5)**

**5.3.1 Approved** – Approved PPAP status indicates the part meets all customer requirements per the design record. The GQTS system will reflect an Approved status. (See Driver Codes 5.4 below)

1. Upon customer notification of an Approved status in GQTS, the Organization is authorized to ship quantities per customer releases.

### **5.3.2 Saleable PPAP – (See AIAG PPAP 4<sup>th</sup> Section 5, Interim Approval 5.2.2)**

1. If a part does not meet all design record requirements necessary to obtain an Approved PPAP status and the customer has deemed it acceptable for limited use a part may receive a status of **Saleable PPAP** in GQTS. The Saleable PPAP status will authorize the organization to ship to the customer for a limited number of pieces or a specified period of time. (See Driver Codes 5.4 below)

2. All Saleable PPAP submissions require a corrective action/recovery plan to be submitted with the PPAP submission. Upon agreement of the authorized customer representative, where it is determined that the submission will not impact vehicle assembly or customer satisfaction, items are to be identified that do not meet requirements as specified. The PPAP Worksheet GM 1411 is the form to be used for this purpose and submitted by the Organization with the PSW submission. (See GM Specifics Section 5, PPAP Worksheet GM 1411, 5.4.1 for detailed instructions)

**5.3.2.1** Examples of conditions resulting in a Saleable PPAP status include but are not limited to the following (contact the designated PPAP approval organization for clarification):

1. Documentation improvements required; examples include DFMEA, PFMEA, Process Flow Diagram, Process Control Plan, Work instructions.
2. Process Capability Studies do not meet requirements; capability study completed on less than 300 pieces and in the judgment of the SQE, satisfactory stability and capability has not been achieved. The supplier shall implement containment actions to ensure no defective parts escape the process until capability is achieved
3. Dimensional layout with one or more dimensions out of specification requiring rework to bring part to specification prior to shipment
4. Parts are produced off non-production process or Low Volume/temporary tooling
5. Parts have not been manufactured completely at the manufacturing site/environment
6. Part and drawing (design record) do not match and a part change is not desired or anticipated. The direction for correction is to make a drawing change; the GM 1411

- must document the change required and the date to be corrected. GM Engineer signature required on GM 1411
7. Dimensional, material testing, or appearance characteristics do not meet design record requirements but, will not impact vehicle assembly or customer satisfaction; GM Validation and or Lead Engineer signatures required on the GM 1411 as applicable to items listed
  8. Performance/Validation requirements specified in the Commodity Specific SOR to be completed by the Organization (supplier) are not completed, but requirements 1 & 5 on the GM 3660 are completed; GM Validation Engineer and GM Lead Engineer signatures required on the GM 1411
  9. Performance / Validation requirements specified in the Commodity Specific SOR to be completed by the Organization (supplier) are NOT fully met and or validation is incomplete; **however**, status is acceptable to status the part as "Saleable PPAP"; GM Validation Director AND GM Release Director and SQ Director (or per regional direction) signatures required on the GM 1411

### **5.3.3 Non-Saleable PPAP – (See AIAG PPAP 4<sup>th</sup> Section 5, Interim Approval 5.2.2)**

1. If a part does not meet all design record requirements necessary to obtain an Approved or 1 Saleable PPAP status the customer may deem it acceptable for limited use and assign a PPAP status of **Non-Saleable** in GQTS. These parts require retrofit with an Approved or Saleable PPAP level part. (See Driver Codes 5.4 below)
2. A Non-Saleable PPAP status authorizes the Organization to ship a specified number of pieces or for a specified period of time. A corrective action/recovery plan is required to be submitted with the PPAP PSW submission. The PPAP Worksheet GM 1411 is the form to be used for this purpose and submitted by the Organization with the PSW submission. (See GM Specifics Section 5, PPAP Worksheet GM 1411, 5.5.1 for detailed instructions)

#### **5.3.3.1** Examples of conditions resulting in a Non-Saleable PPAP status include but are not limited to the following (contact the designated PPAP approval organization for clarification (See Driver Codes 5.4 below):

1. Dimensional, material testing, or appearance characteristics do not meet design record requirements and will impact vehicle assembly or customer satisfaction.

### **5.3.4 Rejected PPAP – (See AIAG PPAP 4<sup>th</sup> Section 5, Rejected 5.2.3)**

1. The part, associated documentation, testing etc. does not meet design requirements. A resubmission shall be required.
2. The Organization is not authorized to ship any part with a Reject PPAP status.

## **5.4 Driver Codes**

1. Driver Codes are short descriptions that explain why a part does not meet the design requirements. Starting in January 2005, GM implemented the use of Driver Codes to define the acceptance level of a part in the GQTS system
2. Each Lab category has a specific list of applicable Driver Codes; more than 1 driver code may be selected under each lab to describe the status of a part.
3. The applicable Driver Codes should be identified on the PPAP Worksheet GM 1411 and included in Section 3 in the Issues area with the corresponding Action Plans
4. A complete listing of Driver Codes including a Matrix with regional use may be accessed through GM Supply Power at the following web address:

[https://www.gmsupplypower.com/apps/supplypower/NASApp/spcds/CDSRetrieval?id=94672&toggelfolder=2364&doc\\_lang=en&lob=quality](https://www.gmsupplypower.com/apps/supplypower/NASApp/spcds/CDSRetrieval?id=94672&toggelfolder=2364&doc_lang=en&lob=quality).

NOTE: Driver Codes are updated periodically to reflect current business conditions; GQTS will be updated automatically to reflect changes in Driver Codes when they occur. The Driver Codes Matrix in GM Supply Power will include brief explanations for each Driver Code and direction for regional applicability. The Driver Code Matrix may be accessed through the following web address:

[https://www.gmsupplypower.com/apps/supplypower/NASApp/spcds/CDSRetrieval?id=94672&toggelfolder=2364&doc\\_lang=en&lob=quality](https://www.gmsupplypower.com/apps/supplypower/NASApp/spcds/CDSRetrieval?id=94672&toggelfolder=2364&doc_lang=en&lob=quality)

## 5.5 PPAP Worksheet GM 1411

The Organization is responsible to complete the GM 1411 completely and ensure all information is accurate prior to obtaining any customer signatures. When GM Engineering signatures are required these shall be obtained prior to the GM 1411 being submitted to the responsible customer PPAP organization/SQE.

1. When Required -if a part is being submitted on the PSW for a PPAP status other than Approved (e.g. Saleable or Non-Saleable), a PPAP Worksheet GM 1411 shall be submitted along with the PSW to the Customer PPAP Approval group.
2. Form Completion - the Organization is responsible to complete the GM 1411 following the instructions listed below in 5.5.1 (Instructions are also included as sheet 2 of the GM 1411 form)
3. Required Information - the Organization shall complete ALL information on the GM 1411 and ensure information is accurate including dates, action plans and persons responsible for action items **prior** to obtaining signatures from the customer. Forms will NOT be signed or approved if information is missing or not accurate resulting in PPAP status delays.
4. Customer Signatures – the appropriate Organization representative shall obtain GM Engineering signatures prior to obtaining the responsible PPAP organization/SQE signatures as applicable; GM engineering signatures are required whenever item 2 or 3 is checked in Section 2 for Supplier Performance and Validation Requirements.
5. The most current revision of the GM 1411 shall be completed and electronically submitted in GQTS with the completed PSW. The most current revision of the GM 1411 may be accessed through GM Supply Power at the following address:  
<https://www.gmsupplypower.com/apps/supplypower/NASApp/spcds/CDSRetrieval?lob=quality&subnav=library&toggelfolder=1604>
6. If an extension is required, a new GM 1411 is required with updated information, Action Plans, dates etc., including appropriate signatures; the Organization is responsible to generate the new GM 1411.

# Addendum - 5.5.1 Detailed Instructions for Completing the GM 1411

## Header Information

Supplier Name:	1	Name assigned to manufacturing location
Supplier Code:	2	Supplier assigned DUNS number of the manufacturing location
Re-submission Date:	3	New promise date or PPAP submission date. The Organization's commitment date to have the Corrective Action Plan item(s) completed and resubmitted to the PPAP responsible group. Part Readiness tracks the re-submission date for follow-up when required. The re-submission date must be prior to the Saleable / Non-Saleable expiration date.
GM 1411 Expiration Date:	4	The expiration date is the last acceptable date an Organization is authorized to make a shipment of the part numbers listed on the GM 1411 form meeting the PPAP status and specific conditions detailed on the GM 1411
Application:	5	List programs where the part is used
Part Name:	6	Engineering released finished end item name
Part Number:	7	GM 8 digit Part Number submitted for PPAP
EWO # / E 2:	8	Engineering Work Order number or E 2 number, of the associated PPAP submission that authorizes print changes
ECL:	9	Engineering Change level of the associated PPAP submission
ECL Date:	10	Date of Engineering Change Level submission
Submission Level:	11	Submission Level 1-5, Enter the submission level determined by the procuring division
KG Wt.	12	Enter the actual weight in kilograms to three decimal places
Sample #	13	The number of samples received under that part # for a given DUNS location
Inspector/SQE:	14	Customer use only; Inspector or SQE initials
Additional Sample:	15	Additional sample parts required, specified by the PPAP lab
PPAP Activity Code:	16	PPAP Activity Code is a GQTS system generated number assigned to each sample when sample is created in the system

## Section 1

Select Master Status :	17	Shade or circle the box corresponding to the Master Status that is being requested; S=Saleable, N=Non-Saleable. Complete Sections 2 & 3, as applicable NOTE: A Non-Saleable status here may be overridden by Section 2 signatures
Lab Status:	18	Enter the appropriate status for EACH Lab; A=Approved, S=Saleable, N=Non-Saleable, R=Rejected, NR=Not Requested

## Section 2

Supplier Performance and Validation Requirements	19	This section captures the status of <b>any</b> Performance/Validation requirements stated in the Commodity Specific SOR that the Organization (supplier) has responsibility to complete. Item 1, 2, OR 3 MUST be completed with <b>all</b> GM 1411 submissions; if there are no Organization (supplier) required Performance/Validation items in the SOR Item 1 should be checked N/A. ~ When external Organization (supplier) Performance/Validation is specified in the SOR, a copy of the GM 3660 with GM Validation Engineer and GM Lead Engineer signatures indicating Sign-Off Complete is required to obtain Approved PPAP. Organization (supplier) to include a copy of the approved and signed GM 3660 form (including required attachments for Proof of Validation Letter and the final GM
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1829) with the PSW PPAP submission and retain in their PPAP files.  
Complete this section per the following conditions:

**Item 1: YES** indicates the Organization (supplier) has provided a signed and approved GM 3660 form from the Customer Validation group **and** the Organization (supplier) is requesting a Saleable or Non-Saleable status for a reason **other than** Performance/Validation incomplete; Validation group signatures **not** required on GM 1411; **N/A** indicates no external Organization (supplier) Performance/Validation requirements specified in the SOR and the supplier is requesting a deviation to Approved PPAP status for a **non-validation** related reason.

**Item 2: YES** indicates requirements 1 & 5 on the GM 3660 are completed making the part a "Saleable Status" but the final GM 3660 is not signed and approved; GM Validation Engineer and GM Lead Engineer signatures required (or per regional direction) on the GM 1411 form; **No** indicates requirements 1 & 5 NOT satisfactorily completed and part is NON-Saleable; GM Validation and GM Lead Engineer signatures (or per regional direction) required on GM 1411 form.

**Item 3: NO** indicates part is Non-Saleable due to external Organization (supplier) Performance/Validation requirements NOT fully met and/or validation is incomplete; **however**, status is acceptable to move part to "Saleable Status" ; GM Release Director **AND** GM Validation Director, and SQ Director (or per regional direction) signatures required on the GM 1411 form. (Engineering signatures required prior to SQ Director signature).

### Section 3

Action Plans Issue:	20	Issues: List all Labs and associated Driver Codes that are preventing this part from reaching Approved PPAP status
Action Plans to Reach Approved PPAP: Completion Date:	21	List specific action plans required to obtain Approved PPAP status for EACH Driver Code (item) ; MUST also include the name of the person responsible to complete the Action Plan
On GP-12 Plan	22	Include the date the Action Plan is to be completed
Supplier (Authorized Signature):	23	For each Issue listed, indicate if the GP-12 Plan for this part incorporates any checks associated to the issue listed
Customer Approvals:	24	Required supplier authorized signature from the responsible Organization (supplier) official to ensure compliance to the information provided for the Sample Status being requested on the GM 1411.
	25	Obtain signatures from the appropriate Customer areas as follows or as specified by regional processes: ~ Supplier Quality Engineer signature required on all GM 1411 forms ~ Product Engineer required when a Design related or validation related issue is listed ~ Validation Engineer required when Performance/Validation issues listed ~ Lab / Material Engineer, Appearance / Paint Engineer and any other signatures such as Buyer, Assembly Plant, Quality Manager etc. signatures required when issues listed involve the specific area and as indicated by regional processes  ~ Reference the "Driver Code Guide" for clarification on signatures required for specific Driver Codes. NOTE: Requirements are subject to change and may vary for each procuring division/region, contact the division/region SQE for details



# Instruction Sheet

## PPAP WORKSHEET (GM 1411)

Supplier	SUPPLIER NAME: _____ <b>1</b>	PART NAME: _____ <b>6</b>
	SUPPLIER MFG DUNS CODE: _____ <b>2</b>	PART #: _____ <b>7</b>
	GM 1411 EXPIRATION DATE: _____ <b>3</b>	
	RESUBMISSION DATE: _____ <b>4</b>	
	APPLICATION: _____ <b>5</b>	EWO #/ E2 #: _____ <b>8</b>
	SUBMISSION LEVEL: _____ <b>11</b> KG WT: _____ <b>12</b>	ECL: _____ <b>9</b> DATE: _____ <b>10</b>
SAMPLE #: _____ <b>13</b> INSP/SQE: _____ <b>14</b> ADD. SAMPLE: _____ <b>15</b>	PPAP Activity Code #: _____ <b>16</b>	

Supplier/Customer	<b>Section 1 Master Status</b>
	<b>17 Master Status:</b> Select status being requested and complete section 2 & 3 as applicable (Shade or circle box) <span style="float: right;"><input type="checkbox"/> S <input type="checkbox"/> N</span> <b>18 Lab Status:</b> Enter appropriate status for each lab (A=Approved, S=Saleable, N=Non-Saleable, NR=Not requested) DIM/STAT: _____ FUN/DUR: _____ APP/COL: _____ MTL: _____ IMDS: _____ MTCH: _____ TR: _____

Customer	<b>19 Section 2 Supplier Performance and Validation Requirements</b> (required unless otherwise specified in the commodity-specific SOR (Item 1, 2, OR 3 must be checked))
	1. Performance/Validation requirements met, signed copy of GM 3660 submitted in package Yes: _____ N/A: _____ 2. Performance/Validation requirement items 1 & 5 on GM 3660 completed satisfactorily Yes: _____ No: _____ 3. Performance requirements NOT fully met; status acceptable to move to a Saleable status * Yes: _____ <small>* GM Release Director AND Validation Director signature required; may vary per region          GME: If Supplier's Validation is not complete, the Supplier Validation plan with status and timing must be attached          NAVO: For "Approved Status", Action Plans specified below and detailed on Engineering's 5-Phase Action Plan CG180, must be completed as indicated and a signed GM 3660 accepted by the GM Lead Engineer and GM Validation Engineer.</small>

Supplier	<b>20 Section 3 Action Plans - MUST be completed - Additional sheets attached as necessary</b> <b>ISSUES:</b> List Lab and ALL Driver Codes that apply with explanation for each:	<b>21 ACTION PLANS</b> to reach Approved PPAP and Owner for each	<b>22 Comp. Date:</b>	<b>23 GP-12 Plan</b>

<b>24 SUPPLIER (Authorized signature):</b> _____ <b>NAME AND TITLE (Print):</b> _____	PHONE: _____ FAX: _____
PART SUBMISSION WARRANT MUST BE INCLUDED WITH CUSTOMER APPROVALS IN ORDER TO PROCESS YOUR REQUEST AND SEND TO THE PROCURING DIVISION.	

Customer	<b>25 CUSTOMER APPROVALS:</b> (as applicable)	SIGNATURE	NAME (Print)	PHONE	DATE
	Supplier Quality Engineer:	_____	_____	_____	_____
	Supplier Quality Director:	_____	_____	_____	_____
	Product Engineer (DRE):	_____	_____	_____	_____
	Validation Engineer:	_____	_____	_____	_____
	Release Director:	_____	_____	_____	_____
	Validation Director:	_____	_____	_____	_____
	LAB / Material Engineer:	_____	_____	_____	_____
Appearance / Paint Engineer:	_____	_____	_____	_____	
OTHER (Buyer, Assembly Plant, etc.):	_____	_____	_____	_____	

