

# ELECTRONIC PPAP SUBMISSION GUIDELINES AND INSTRUCTIONS FOR ALL GLOBAL SUPPLIERS OF DIRECT MATERIAL TO NEXTEER AUTOMOTIVE

## MEDIA

In all cases, the supplier should discuss the desired media with the Nexteer Supplier Quality Engineer prior to submission. Preferred media type is:

- **Email** – if total combined file size is less than 5 MB (per email), 10MB total.

## DOCUMENT FORMAT

- The preferred format for documents is .pdf. Microsoft Office files may also be used if requested by the Nexteer Supplier Quality Engineer.
- The preferred formats for photographs which are not included in other documents include: .jpeg, .tif, .pdf
- Documents with signatures, handwriting, or in non-standard formats must be scanned.
  - Scanned documents must be readable. The preferred scan format is .pdf.
- Microsoft Office applications allow saving directly to .pdf format.
  - **Steps to convert a Microsoft Office document to .pdf format:**
    1. Select the **Save As** from the **File** menu.
    2. Then select “Save as Type” and select **PDF**.

## FILE STRUCTURE

- Each PPAP section should be submitted as a separate electronic file. Submissions including multiple or all sections in large electronic files are strongly discouraged. If necessary, the entire PPAP package can be compressed into a single file for submission to the Nexteer Supplier Quality Engineer. The Nexteer Supplier Quality Engineer must then extract these files into the Nexteer database for internal Nexteer reviews and approvals.
- The use of folders is discouraged, unless a particular PPAP section includes several documents for which a folder provides organizational structure.
- Do not include separate title page documents. Since PPAP section titles are to be included in filenames, there is no longer a need for separate title pages.

## FILENAMES *(see last page for examples)*


- Each file shall be sufficiently named to identify its contents.
- Filenames shall be in English language.
- Filenames for all PPAP section files shall include, in this order:
  1. The 2-digit PPAP Section Number (plus any letter if applicable), as referenced on the Nexteer Automotive PPAP Checksheet, which follows the AIAG PPAP Manual.
    - Examples: **01, 02, 15, 17c**. *(Remember to add a “zero” before single-digit section numbers.)*
  2. The standard name of the PPAP Section Title (for example: Process FMEA, Dimensional Results, Initial Process Studies)
    - Do not use non-standard abbreviations. Allowable abbreviations include:
      - **AAR** – Appearance Approval Report
      - **PFD** – Process Flow Diagram
      - **DFMEA** – Design Failure Mode Effects Analysis
      - **PFMEA** – Process Failure Mode Effects Analysis
      - **PCP** – Process Control Plan

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- **PLPCP** – Pre-Launch Process Control Plan
  - **MSA** – Measurement Systems Analysis
  - **PSW** – Part Submission Warrant
  - **SCS** – Supplier Characteristic Summary
  - **SOC** – Substance of Concern letter
  - **CQI** – Continuous Quality Improvement (i.e. **CQI-9**)
3. Nexteer Part Number and Revision Level
- Example: **26221234 Rev 003G**
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- **GOOD** examples for filenames:
    - 01 Drawing 26123456 Rev 005H
    - 08 MSA 26123456 Rev 005H
    - 11 Initial Process Study 26123456 Rev 005H
    - 17c SCS 26123456 Rev 005H
    - 18 Warrant 26123456 Rev 005H
  - **POOR** examples for filenames. These are confusing and/or cannot be sorted:
    - Process FMEA Lock Nut
    - 26231234-ML
    - 05 Process Documents
    - Section 08 MSA 26112222 Rev 005H
    - Company Name\_PSW\_2
    - PPAP Submission 26212121 Rev 005H

### **FILE SIZE REDUCTION**

Special care **MUST** be taken to minimize file size, while maintaining acceptable readability.

- All digital photographs and images should be compressed to not exceed 100KB each, if possible.
- All Microsoft Office applications allow compression of embedded images:
  1. Click on a picture to show the **Picture Tools** context tool bar.
  2. Select the **Crop** icon in the **Picture Tools** context toolbar. Grab and move the handle on either corner of the picture to eliminate any unnecessary areas
  3. In the **Picture Tools** context toolbar, select the **Compress Pictures** icon. 
  4. In the **Compress Pictures** pop-up window:
    - Uncheck **Apply only to this picture**
    - Make sure **Delete Cropped Areas of Pictures** is checked
    - Select **Email (96 dpi)**
    - Select **OK**.
  5. Press **Apply** to confirm the compression.
- Regardless of whether photographs are included, most files may be compressed further:
  1. Right click on the file on your computer.
  2. Select **Properties**
  3. Select **Advanced**
  4. Select **Compress Contents to Save Disk Space**
  5. Click **OK**, then **Apply**

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Below is a list of typical filenames which should be used for most PPAP submission documents. *(The part number and revision level are also required to be added to the end of each filename, per the guidelines on the previous pages.)*

- 01a Drawing
- 01b Design Records
- 02 Change Documents
- 03 Customer Engineering Approval
- 04 DFMEA
- 05 PFD
- 06 PFMEA
- 07a Pre-launch CP
- 07b PCP
- 08 MSA
- 09 Dimensional Results
- 10a Material Certifications
- 10b Test Results
- 11 Initial Process Studies
- 12 Laboratory Accreditation
- 13 AAR
- 14 Sample Product
- 15 Master Sample
- 16 Checking Fixtures – Aids
- 17a Interim Worksheet
- 17b SOC Letter/IMDS
- 17c SCS
- 17d Tool Information
- 17e SPI Form
- 17f Contact List
- 17g Factory Floor Layout
- 17h Nexteer Intelex Application Access Confirmation
- 17i Special Assessments
- 17j Production Label
- 17k Other
- 18 PSW