The purpose of this meeting is to ensure a common understanding of the total requirements of the part/materials procured and proper communication and buy-in is established between NEXTEER and the Supplier. This form encompasses questions from the AIAG Advanced Product Quality Planning and NEXTEER supplier manuals. The APQP Kick-off Meeting will also surface issues to drive the initial project open issues log.

This document should be completed by the supplier & provided to the NEXTEER Supplier Development Representatives prior to the meeting date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE: |  |  | | PROJECT: |  |
|  |  |  | |  |  |
| PART NO: |  |  | | SUPPLIER: |  |
|  |  | | | | |
| PART NAME: |  | | | | |
|  |  | | | | |
| SUPPLIER MANUFACTURING LOCATION  (With DUNS number): | | |  | | |

**KICKOFF REVIEW ITEMS**

1. Does the supplier understand allthe applications and intended end uses of the parts/materials for all customers?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Explain: |  |

1. Does the supplier have and understand ALL of the latest drawings & any additional specifications noted on the drawing?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | List Print Revision: |  |
| Yes | No | List Additional Specifications: |  |

1. Have all the Pass Through Characteristics (PTC) been identified?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | QTY of PTC |  |

1. Does the supplier have access to Nexteer’s Intelex system, and have they confirmed all current contacts in Supplier Profile are updated? if no, add to open issues

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Training Completion Date: |  |

1. The Run @ Rate will be based on Full Contracted capacity, if not was the incremental capacity approved by program team?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | If no, Explain |  |

1. Are there any plans to change the mfg. process or mfg. location after initial PPAP? Has this plan been communicated to NEXTEER Purchasing and NEXTEER Sales to effectively manage issues with NEXTEER Customer?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Explain if Yes: |  |

1. Has SPI been approved?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Due Date if No: |  |

1. Are all the open issues from the MCA identified in the Open Issues list?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Due Date if No: |  |

1. Are all the open issues from the MAPP identified in the Open Issues list?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Due Date if No: |  |

**KICKOFF REVIEW ITEMS (*continued*)**

1. Lessons learned have been discussed (Nexteer & Supplier lessons) and follow up actions identified on the open issues list?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Due Date if No: |  |

1. EPC requirement have been discussed and agreed to?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | QTY of EPC Characteristics: |  |
| Yes | No | Length of time: |  |
| Yes | No | Reporting Requirements: |  |
| Yes | No | Exit Criteria: |  |

**SUPPLIER & NEXTEER’S APPROVAL**

|  |  |
| --- | --- |
| **NEXTEER Attendees:** | **Supplier Attendees:** |
|  |  |
| Commodity Specialist / Buyer Representative | Program Leader |
|  |  |
|  |  |
| Advance Quality Engineer Representative | Sales Manager |
|  |  |
|  |  |
| Advanced Purchasing Representative | Quality Representative |
|  |  |
|  |  |
| Product/Design Release Engineer (DRE) | Quality Engineer |
|  |  |
|  |  |
| Other | Other |
|  |  |
|  |  |
| Other | Other |
|  |  |
|  |  |
| Other | Other |