



Setex Supplier Handbook

Section: 1- Definitions

Applicable QMS Clause: 7.4
Reference Documents: (see within)

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| TERM | DEFINITION/PURPOSE |
|---|--|
| Supplier | An organization, which supplies product and/or services to Setex and from which Setex orders such product and/or services. |
| Packing List/Bill of Lading | A document which accompanies each shipment of product that Setex sends to a supplier or customer. Its purpose is to identify the parts and quantities that are contained within each shipment. |
| STR (F-0011) | Setex <u>T</u>rouble <u>R</u>eport. A document used to convey concern, non-conformance and/or countermeasure request information to the supplier. |
| SMRR (FO-0583) | Setex <u>M</u>aterial <u>R</u>eject <u>R</u>eport. A form used to track the disposition of product and/or time related to nonconformities (and conveying any associated debits). |
| QAV | Quality <u>A</u>ssurance <u>V</u>isit. A visit to the supplier's location for the purpose of verifying process(es). |
| FIFO | First In First Out. Refers to receiving, using and supplying product in the order in which they were produced. |
| RFC (F-0057) | Request For Change Used by a supplier to gain pre-approval from Setex for a change to product or process. |
| IPP Tag (F-0025) | Initial Production Parts tag. Used to identify product supplied to Setex which indicates the first incorporation of a change point, or other deviation from normal processing. |
| RFQ (FO-0402) | Request for Quote. This is the form that is supplied to a current/potential supplier in order to initiate a cost response for product. |
| SQF (OS-POS-FR-06-07-02) | Setex Quotation Form. This is the form that a current/potential supplier is to use in order to communicate quoted product price to Setex. |
| MQR | Management Quality Review. Setex requested presentation by supplier management to Setex management if a quality issue is deemed critical and/or unresolved necessitating management oversight and intervention. |
| 5P (F-0060) | A "5 why" problem solving discipline used to identify and report root cause and corrective actions. |
| Tooling Investigation Sheet (A-B-C): (FO-0378) | Completed by the supplier to describe tooling, tooling build schedule and tooling cost, prior to change a cost impacted tooling change. |
| New Model Event Tag: (F-0045) | Purple visual management tag that is to be applied by the supplier to all event product prior to mass production. |

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| | |
|------------------------------------|---|
| Service Parts Tag: (F-0074) | Light blue visual management tag that is to be applied by the supplier to all service part deliveries. |
| Component quote form: (F-0404) | Quote form for suppliers to submit component quotes to Setex. |
| Supplier Profile Form: (F-0056) | Form for suppliers to submit current company information to Setex. |
| Lot | A group of parts produced under the same circumstances and during a finite period of time is called a 'lot'. |
| Lot Control/Traceability | Tracking parts by creating lots, identifying the parts with lot number identification, shipping and using the lots in sequence. |
| DS Supplier | Direct Supplier. Component supplier direct to Setex office or mfg. facility. |
| SDS Supplier | Setex Directed Supplier. Component supplier directed by Setex for use by a DS supplier. |
| SSN (F-0098) | Suspect Supplier Notification Form. Used by a DS supplier to notify Setex destination facility of a problem with a SDS supplier. |
| Setex Destination Facility | Setex facility for which product is supplied and /or utilized by. |

IMDS International Material Data System - Database for recording components, sub-components, materials, and basic substances used in the production of vehicles.

Conflict Minerals Conflict Minerals - The term "conflict minerals" is used to describe certain minerals such as gold, wolframite, cassiterite, columbite-tantalite and their derivative metals, which include tin, tungsten, tantalum and any other compounds designated by the U.S. Secretary of State that are sourced from mines under the control of violent forces in the Democratic Republic of Congo (DRC) or the surrounding countries. Tantalum, tin, tungsten, gold and their derivatives are used in numerous automotive components with various applications (AIAG).

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Section: 2- Quality Systems

Applicable QMS Clause: 7.4

Reference Documents: N/A; Honda Supplier Quality Manual

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2.1 QMS (Quality Management System) Requirements:

2.1.1 Suppliers that provide production materials and/or components to Setex are required to maintain a quality system which is conformant to the current revision of the ISO/TS16949, or ISO9001 Quality Management System standards.

2.2 MPR (Minimum Process Requirements)

2.2.1 Setex requires suppliers to fulfill minimum process requirements for but not limited to, the specific products and processes. Please contact your Setex quality window to obtain these requirements. The products and processes with minimum process requirements include but are not limited to the following...

- A- PCB (Printed Circuit Boards)
- B- Torque
- C- Weld
- D- Casting
- E- Machining
- F- Heat Treatment
- G- Injection Mold
- H- Painting
- I- Wire harness
- J- Stamping

2.3 IMDS (International Material Data System)

2.3.1 Suppliers that provide production materials and/or components to Setex are required to enter their part numbers into IMDS and propose their entries to Setex per the IMDS protocol.

2.3.2 PPAP submissions will not be approved until proper IMDS submissions are made and accepted by Setex

2.3.3 All IMDS submissions must use Setex / Tachi-S part numbers

2.3.4 IMDS submission is required for each of the following:

- New program launches
- All mass production and service parts
- Engineering changes
 - Weight
 - Part number
 - Supplier
 - Material

2.4 IMDS (Submission Detail)

2.4.1 Suppliers submitting IMDS Data to Setex use the following:

- Mdsystem.com
- Setex IMDS ID#73280
- Setex Mailbox#394
- Training is available through many sources. Setex and Honda have used tetrattech.com

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Reference Documents: N/A; Honda Supplier Quality Manual

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2.5 Conflict Minerals Reporting

2.5.1 Suppliers that provide production materials and/or components to Setex are required to report any Conflict Minerals as defined by section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. There are numerous training seminars and documents available to suppliers to learn about the details.

IMDS System also provides a filter to search for conflict minerals in product submissions.

This requirement, like IMDS, must be cascaded through the supply chain.

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3.1 Identification

3.1.1 All supplied components, WIP, and/or finished product that are intended for Setex commercial sales...

- A- Are to be manufactured for Setex in discrete and identifiable groups that have been produced under the same circumstances and during a finite period...(LOT).
- B- Shall have each lot identified with a unique lot number or code.
- C- Shall have lot identification clearly identified on the product and/or container as provided to Setex, which provides traceability that allows the supplier to trace to the supply origin.

3.2 Lot Establishment

- 3.2.1 Supplier must have the ability to provide lot traceability from the finished product back through and including raw material.
- 3.2.2 Suppliers are to manufacture parts in discrete and identifiable groups. A group of parts produced under the same circumstances and during a finite period of time is called a "lot".
- 3.2.3 Each lot shall be identified with a unique lot number or code.

3.2 Traceability

- 3.2.1 The manufacturing conditions, component part, and material lot numbers are to be recorded for each manufacturing lot.
- 3.2.2 Lots must be traceable by the supplier from the lot number identification as delivered to Setex, back through each process to and including the original raw material.
- 3.2.3 The supplier shall maintain FIFO (First in, first out) usage of component parts and materials, work in process (WIP), and shipping of finished goods.
- 3.2.4 Product removed from the normal process flow (e.g., rework or repair) must maintain traceability.
- 3.2.5 Traceability shall include the initial component parts and materials tracking as well as records of repair or rework performed and identification of any component parts used in the repair.
- 3.2.6 Suppliers are to ensure that provisions of these lot control and traceability requirements are required of all sub-suppliers.



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Section: 4- Nonconforming Product

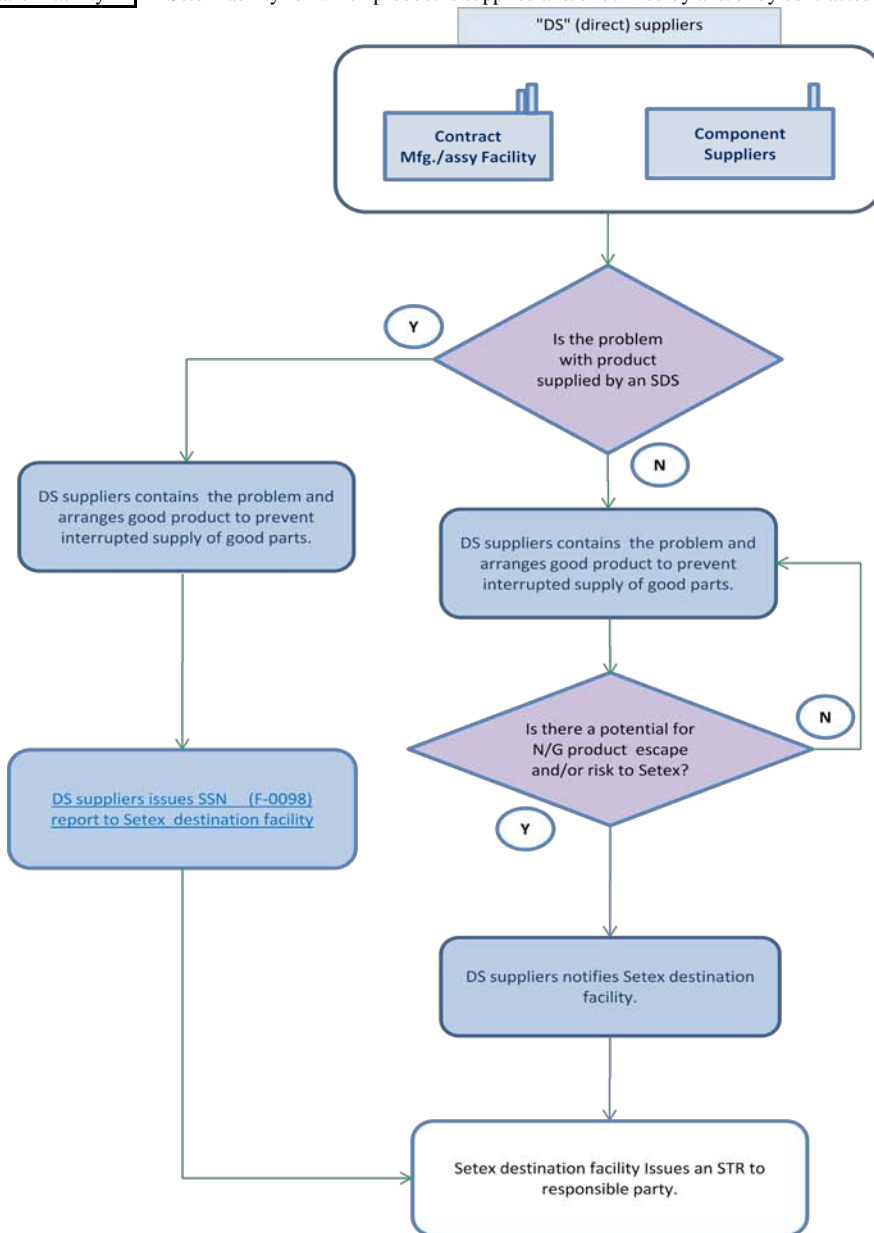
Applicable QMS Clause: 7.4; 8.3
Reference Documents:

4.1 Setex Notification (by supplier):

4.1.1 Upon awareness by a supplier of a nonconforming condition the supplier is required to communicate via the following flow diagram....

LEGEND

| | |
|----------------------------|--|
| STR | = Setex Trouble Report. Used to communicate problem to source and request countermeasure |
| SSN | = Suspect Supplier Notification form. Used by a DS supplier to notify Setex destination facility of a problem with an SDS supplier |
| "DS" | =(Direct Supplier)...component supplier direct to Setex office or mfg. facility. |
| "SDS" supplier | =(Setex Directed Supplier)...component supplier directed by Setex for use by a DS supplier |
| Setex Destination facility | = Setex facility for which product is supplied and/or utilized by and/or by contracted mfg/assembly facility. |



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Applicable QMS Clause: 7.4; 8.3
Reference Documents:

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SAMPLE ONLY of Suspect Supplier Notification (SSN) -Setex form F-0098....

This form is to be utilized by a "DS" (direct supplier) to communicate nonconformities by a SDS (Setex Directed Supplier).

| SSN (Suspect Supplier Notification) | | | |
|---|---|-------------------------|--------------------------------|
| DS supplier tracking # | QTY. N/G | SETEX PART NUMBER | SDS supplier |
| PART NAME | | DS Supplier Part Number | Lot/Serial # Affected |
| DESCRIPTION OF DEFECT: | | | |
| PHOTO OR OTHER DETAILS AS NEEDED: | | | |
| ACTIONS: ("X" ALL THAT CURRENTLY APPLY) | | | |
| <input type="checkbox"/> | Sorting | QTY: | <input type="text" value="0"/> |
| <input type="checkbox"/> | Request to return parts (must obtain RMA from Setex prior to returning) | | |
| <input type="checkbox"/> | Countermeasure Needed | C/M DUE DATE: | <input type="text"/> |
| ISSUED BY: | <input type="text"/> | | |
| DATE: | <input type="text"/> | | |

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Section: 4- Nonconforming Product

Applicable QMS Clause: 7.4; 8.3
Reference Documents:

4.2 Supplier Notification (by Setex):

4.2.1 If a supplier provides nonconforming product (fails to provide product in accordance with established requirements of delivery and quality) they will be notified via an “STR” (Setex Trouble Report).

NOTE: Initial communication may come in the form of more expeditious means prior to the supplier receiving the STR.

4.2.2 The STR provides the supplier with the following information:

- A- Description of the problem.
- B- Action required by the supplier.
- C- Required countermeasure type and due date. [NOTE: All submitted countermeasures must be written in English]

SAMPLE ONLY of Setex Trouble Report (STR).....

| | | | | | |
|--------------------------------------|----------|----------------------|--------------|------------------|--|
| SETEX OHIO | | | INCIDENT NO. | | |
| SETEX TROUBLE REPORT (STR) | | | | | |
| ISSUE DATE: | QTY. N/G | SUPPLIER PART NUMBER | | SUPPLIER | |
| PART NAME | | SETEX PART NUMBER | | SUPPLIER CONTACT | |
| DESCRIPTION OF DEFECT: | | | | | |
| CUSTOMER TR ISSUED | YES | NO | | | |
| LOT NO(s) AFFECTED: | | | | | |
| PHOTO OR OTHER DETAILS IF AVAILABLE: | | | | | |
| | | | | | |
| FOUND AT CUSTOMER? | | YES | NO | | |
| SORTING REQUIRED? | | YES | NO | | |
| SETEX PROCESS IMPACT? | | YES | NO | | |
| IPP REQUIRED FROM SUPPLIER? | | YES | NO | | |
| PART(S) BEING RETURNED? | | YES | NO | | |
| SPECIAL INSTRUCTIONS: | | | | | |
| | | | | | |
| Countermeasure Requested | | ➡ | 5P | 8D | |
| ISSUED BY: | | | DUE DATE | | |
| | | | | | |

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4.3 Response

- 4.3.1 The supplier is responsible to notify Setex immediately if they (supplier) have been notified by the National Highway Traffic Safety Administration (NHTSA), other governmental authority, or another motor vehicle manufacturer that the product they have supplied to a Setex production facility or to another vehicle manufacturer that is identical to or substantially similar to the product that was supplied to a Setex production facility, could reasonably impact motor vehicle safety or result in non-conformance with Federal Motor Vehicle Safety Standards (FMVS)
- 4.3.2 When the supplier becomes aware of actual and/or potential nonconforming product, the supplier is required to immediately...
- A- Undertake inspection, segregation, and/or repair of suspect parts using the following “5C” guideline for problem containment and response...
- a) **C**USTOMER (Setex) All affected Setex product should be prioritized and immediately contained and verified according to the following considerations....
 - i. Does Setex have product at Setex’s customers that is suspect and requires action?
 - ii. Does Setex have product en-route to Setex’s customer that is suspect and requires action?
 - iii. Does Setex have finished product at Setex that is suspect and requires action prior to further shipments to Setex’s customer?
 - iv. Does Setex have WIP that is suspect and requires action?
 - v. Does Setex have product in inventories that is suspect and requires action?
 - vi. Does Setex require immediate replacement of product?
 - b) **C**ONTAIN All included affected product that has not been received at Setex...
 - i. Does the supplier have product in transit to Setex that is suspect and requires action?
 - ii. Does the supplier have product on the shipping dock (prepared for transit to Setex) that is suspect and requires action?
 - iii. Does the supplier have finished product in inventories that is suspect and requires action?
 - c) **C**ONTROL Supplier must immediately confirm and initiate control at all stages that are at risk of producing additional suspect product.
 - i. Does the supplier have product being produced that is suspect and requires action?
 - ii. Does the supplier have scheduled production that could produce additional suspect product and requires action??
 - iii. Does the supplier have items (i.e. tools, inventory, raw materials, orders, drawings, designs, etc...) that could allow additional n/g product to be produced??
 - d) **C**ORRECT (countermeasure), the root cause...
 - i. Utilize a problem solving method such as fishbone, 8D, 5p etc., for identification-correction-confirmation to identify the root cause and provide countermeasure to Setex on or before the due date.[NOTE: All submitted countermeasures must be written in English]
 - e) **C**ONFIRM that all concerns have been addressed....
 - i. Has problem ceased, with no re-occurrence??
 - ii. Has all n/g product been returned-reprocessed-scraped-etc??
 - iii. Does Setex have adequate supplies of good product?



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Reference Documents:

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B- In addition to the necessary containment and verification, the supplier must...

- a) Identify initial shipment of **100% certified product** with necessary identification (i.e. IPP referencing Setex STR # and clearly indicating "100% certified product".)
- b) Identify the initial shipment of the product using an IPP (Initial Production Parts) tag referencing the Setex STR #.
- c) Analyze the cause(s) of the non-conformance and implement appropriate corrective action.
- d) Report results of sorts, suspect lot range information, repairs, investigations and corrective actions to Setex as part of the countermeasure response.
- e) Apply countermeasure activities to similar systems or processes and to the supplier's problem history records.
- f) Ensure initial shipment of **countermeasured/verified** product is prepared for shipment with necessary identification (i.e. IPP referencing Setex STR # and clearly identified "Countermeasured product")

NOTE: In the event of a "split shipment" (shipment on which both "100% certified product" and countermeasured product are provided), the individual containers and/or parts must clearly indicate which product is "100% certified product" and which product is "Countermeasured product".

C- An MQR (Management Quality Review) requires the supplier management to provide an onsite presentation at Setex OH and may be required due to but not limited to...

- a) Failure by the supplier to provide immediate containment and response.
- b) Failure by the supplier to provide containment and support to adequately protect Setex from all potential for receiving and/or out-flowing suspect product.
- c) Failure by the supplier to provide proper identification of certified and/or countermeasured shipments.
- d) Failure by the supplier to obtain extension request or provide acceptable permanent countermeasure to Setex on or before the due date as indicated on the STR.

4.4 Responsibilities

4.4.1 The Supplier is responsible for arranging, instituting, administration and on-site management of associates performing work on the supplier's behalf.

4.4.2 The supplier is responsible for the dress and behavior of associates performing work on the supplier's behalf including...

A- Setex **Corporate (Ohio)** EAST:

- a) All supplier associates or contracted temporary workers must wear safety glasses, long pants, long sleeve shirt, and appropriate shoes with closed toe and heel, and Kevlar (or equivalent) cut resistant gloves. Setex reserves the right to refuse admittance if clothing is deemed to be unsafe and/or inappropriate.
- b) The supplier is responsible for the care and return of any additional safety equipment (e.g. bump caps or sleeve covers) which may be provided by Setex.

B- Setex **Corporate (Ohio)** WEST:

- a) All supplier associates or contracted temporary workers must wear safety glasses, long pants, shirt, and appropriate shoes with closed toe and heel, and Kevlar (or equivalent) cut resistant gloves. Setex reserves the right to refuse admittance if clothing is deemed to be unsafe and/or inappropriate.
- b) The supplier is responsible for the care and return of any additional safety equipment (e.g. bump caps or sleeve covers) which may be provided by Setex.

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Applicable QMS Clause: 7.4; 8.3

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C- Other locations (as directed/approved by Setex):

- a) All supplier associates or contracted temporary workers must wear safety glasses, long pants, shirt, and appropriate shoes with closed toe and heel, and Kevlar (or equivalent) cut resistant gloves. Setex reserves the right to refuse admittance if clothing is deemed to be unsafe and/or inappropriate.
- b) The supplier is responsible for the care and return of any additional safety equipment (e.g. bump caps or sleeve covers) which may be provided by Setex.

4.4.3 Supplier associates must conform to Setex's procedures and policies, including but not limited to...

- A- ISO 14000 procedures
- B- C-TPAT

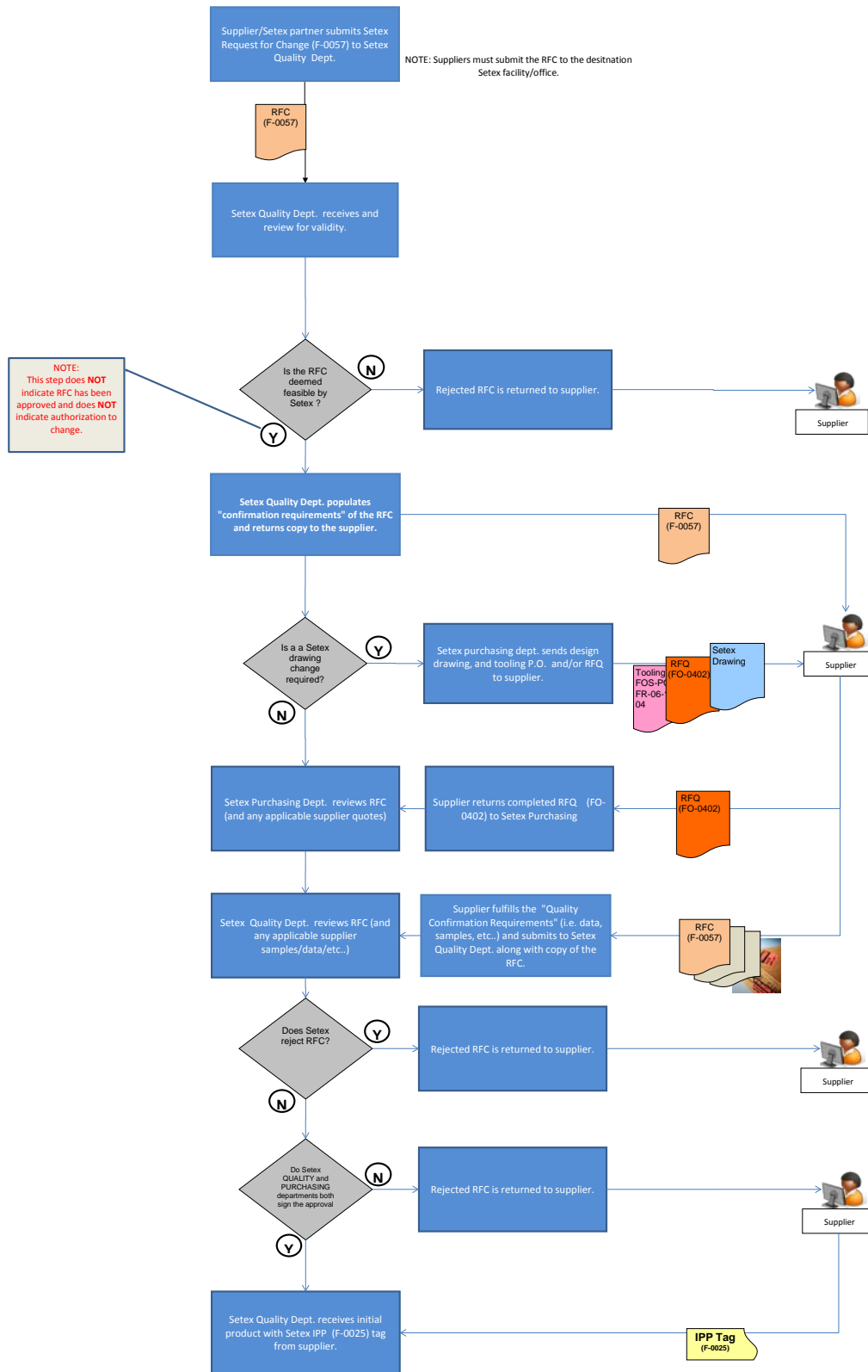
4.5 COST and MATERIAL:

- 4.5.1 The supplier is responsible to provide the necessary tools and supplies for repair/rework/sort, including 3rd party sort companies and/or other human resources.
- 4.5.2 The supplier is responsible for all labor and material, costs of inspection, segregation, and/or repair for the repair of assemblies/components due to the supplier's (including sub-supplier's) non-conforming parts. This includes time spent by Setex personnel containing and/or repairing parts/units.
- 4.5.3 The supplier is responsible for the costs of any expendable items (e.g. gloves, sandpaper, sealer, etc.) used in the inspection, segregation, and/or repair.
- 4.5.4 The supplier is responsible for the cost of any complete or partially complete vehicle or engine that cannot be offered for retail sale due to the supplier's non-conforming part.
- 4.5.5 Setex reserves the right to disposition nonconforming parts (repair, scrap or return to supplier). The supplier is responsible for all cost of returning nonconforming product.
- 4.5.6 At Setex's discretion, suspect lot(s) of parts may be returned to the supplier for inspection, segregation, and/or repair. In this case, the entire lot(s) may be charged as rejects for financial and inventory reconciliation.
- 4.5.7 The supplier shall be responsible for the cost of any non-conforming product provided by the supplier in addition to any collateral damaged parts as result of repair, inspection, or other activities that are a result of the supplier's non-conformity.
- 4.5.8 The supplier shall be responsible for any cost related to administration of a problem caused by the supplier providing non-conforming condition (including non-product non-conformities such as but not limited to labeling, FIFO, delivery etc...)
- 4.5.9 The supplier shall be responsible for any assigned costs as result of line stoppages at Setex and/or Setex's customer as the result of the supplier providing a non-conforming condition.
- 4.5.10 Costs deemed to be the supplier's responsibility will be communicated via the SMRR document (*FO-0583*). These fees include, but are not limited to:
 - Seat Teardown Fee: \$80/unit
 - Line Downtime/Repair Fee: \$40/hour x # of team members
 - SMMR Debit Admin Fee: \$45/SMRR

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Section 5: Change Point Control





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Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

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5.1 Request for Change;

5.1.1 The supplier must issue a RFC (Request For Change) form F-0057. The affected changes include the following examples...

A- Design Change

- i. The part drawing changes, altering the physical structure of the part and/or the product part number
- ii. New part design

B- New Supplier

- a) A supplier or sub-supplier, who has never produced the part or component, begins manufacturing the part for Setex.
 - i. Addition of a new supplier or sub-supplier
 - ii. Changing the supplier or sub-supplier
 - iii. New delivery location
 - iv. Change from in-house production to outside supplier (or vice versa)
 - v. Change in factory location

C- Material Change

- a) The material(s) used to manufacture the part is changed.
 - i. Change of material supplier
 - ii. Material supplier changed from outside to self-supplied (or vice versa)
 - iii. Change in material composition (including anti-rust oil or lubrication oil)

D- Manufacturing Method Change

- a) A process method, setting or condition used in manufacturing the part is changed or modified. This includes any change that effects the way the parts are produced as reflected in the control plan. This applies when the normal control range changes, not for routine adjustments.
 - i. Casting or forging method change
 - ii. Sintering condition change
 - iii. Heat treatment condition change
 - iv. Rubber or plastic molding condition change
 - v. Welding condition change
 - vi. Plating or coating condition change
 - vii. Machining or cutting condition change

E- Process Order Change

- a) The manufacturing process order is changed or deviates from the control plan.
 - i. Change to the order of the process, or adding or deleting process steps
 - ii. Change a temporary process to a permanent one (or vice versa)

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Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

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F- Machine Change

- a) When the machine initially used to produce the parts during the approval process has been changed or replaced by another machine. (Machine examples: stamping press, assembly line, injection or blow molding, forge press, etc.)
 - i. Initial use of a new machine
 - ii. Major modification or repair of a machine
 - iii. Equipment relocation outside plant or building

G- Jig/Tool Change

- a) The primary or secondary tooling or jigs are changed, potentially affecting the quality, function, appearance, or reliability of the part. (Jig and tool examples: welding or assembly fixtures used in manufacturing process, cooling fixtures, sonic or heat welding, etc.)
 - i. New or modified jigs and tools

H- Die/Mold Change

- a) A die or mold that is used in the manufacturing process is new or changed.
 - i. New or renewed die or mold
 - ii. Revision or repair of the die or mold

I- Inspection Method Change.

- a) Change to the equipment (or control logic) that performs product evaluation

J- Pack – Load- Transportation Method Change.

- a) The method of packing changes from the method used during the approval process. The method of packing (i.e. bundle, carton, dunnage bagging, carton, protection), and/or loading (i.e. order, arrangement, etc..) changes from the method used during the approval process.

K- Deviation Request.

- a) In order to request approval to temporarily deviate from product specifications (including color and performance) and/or the control plan.

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Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

SAMPLE ONLY of Setex Request For Change (RFC)...



RFC
(Request For Change)

| Supplier/Partner Information | | | |
|---|--|---|--|
| Supplier/Partner: | | Supplier/Partner Control Number | |
| Supplier/Partner No./Location: | | Requested Setex Response Date | |
| Supplier/Partner Fax Number: | | Supplier/Partner E-mail Address | |
| Supplier/Partner Issuer/Date: | | Proposed MP Ship Date | |
| Supplier/Partner Approval/Date: | | Sample Size | |
| Part Information | | | |
| Component Part Number | | Component Part Name | |
| Complete Part Number | | Complete Part Name | |
| Design Change Information | | | |
| New Drawing Revision #. | | Existing/Previous Drawing Revision # | |
| 1 | Design Change | 6 | Machine Change |
| 2 | New Supplier | 7 | Jig/Tool Change |
| 3 | Material Change | 8 | Die/Mold Change |
| 4 | Manufacturing Method Change | 9 | Inspection Method Change |
| 5 | Manufacturing Process/Order Change | 10 | Transportation/Packaging Change |
| TYPE OF CHANGE REQUEST (circle one): | | T (temp. deviation) | P (permanent change) |
| Detailed Description of Requested Change, Including Sketch/Photos if Necessary and WHY change is being requested. (completed by requesting party) | | | |
| | | | |
| Setex Ohio Quality Confirmation Requirements | | | |
| Revised Control Plan | | Limit Sample | Gage Study |
| Revised PFMEA | | Copy of Current Drawing | Process Capability Results |
| Sample Parts | | Inspection Data | Production Trial Parts |
| Product/Quality Engineering Function Test - Start Date | | | MP Effective Date |
| Comments: | | | |
| | | | |
| Quality Confirmation Requirements: | Setex Ohio Requirements Issuer / Date | | Setex Ohio Approval of Requirements / Date |
| | Setex MCR# | | |
| RFC Approval | | | |
| Setex QUALITY Judgment (circle one) Pass Fail | Setex Ohio Reviewed by / Date | | Setex Ohio Approval / Date |
| | | | |
| Setex PURCHASING Judgment (circle one) Pass Fail | Setex Ohio Reviewed by / Date | | Setex Ohio Approval / Date |
| | | | |
| If Temporary Deviation, (maximum term for temp. deviation) | Earliest allowed date of deviation delivery. | | Last allowed date of deviation delivery. |
| Reason for rejection: (If the judgment is "FAIL," explanation must be communicated.) | | | |

Supplier/Partner to ensure this section is complete

Setex Ohio uses only

Applicable
X All

Applicable
X All

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Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

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5.2 Approval

5.2.1 Requirements for approval of change requests will be communicated to the supplier via return of the supplier's submitted

Setex RFC (Request for Change) form F-0057. Typical requests may include but are not limited to

A- A QAV (Quality Assurance Visit) by Setex to the supplier's location to verify the controls relative to the proposed change.

B- Level 3 PPAP including but not limited to...

- a) Supporting data including "A-B" (previous condition vs proposed condition) capability study data.
- b) Updated control plans and FMEA reflecting the controls for the proposed changes.
- c) Functional and/or safety confirmation data.

NOTE: Any proposed change, which (as determined by Setex) requires verification by Setex and/or design/testing resources available to Setex, is subject to testing fees, which will be the responsibility of the requesting supplier.

5.2.2 Formal approval of the proposed change is identified by the supplier's receipt of the previously submitted Setex RFC (Request For Change) form F-0057, which contains a Setex judgment of PASS as indicated by the "PASS" field being circled and applied Setex approval signatures within the "RFC Approval" section of the RFC form.

5.2.3 Failure to gain approval prior to delivery.

A- If changed parts that require advance approval are shipped without that approval, those parts may be rejected.

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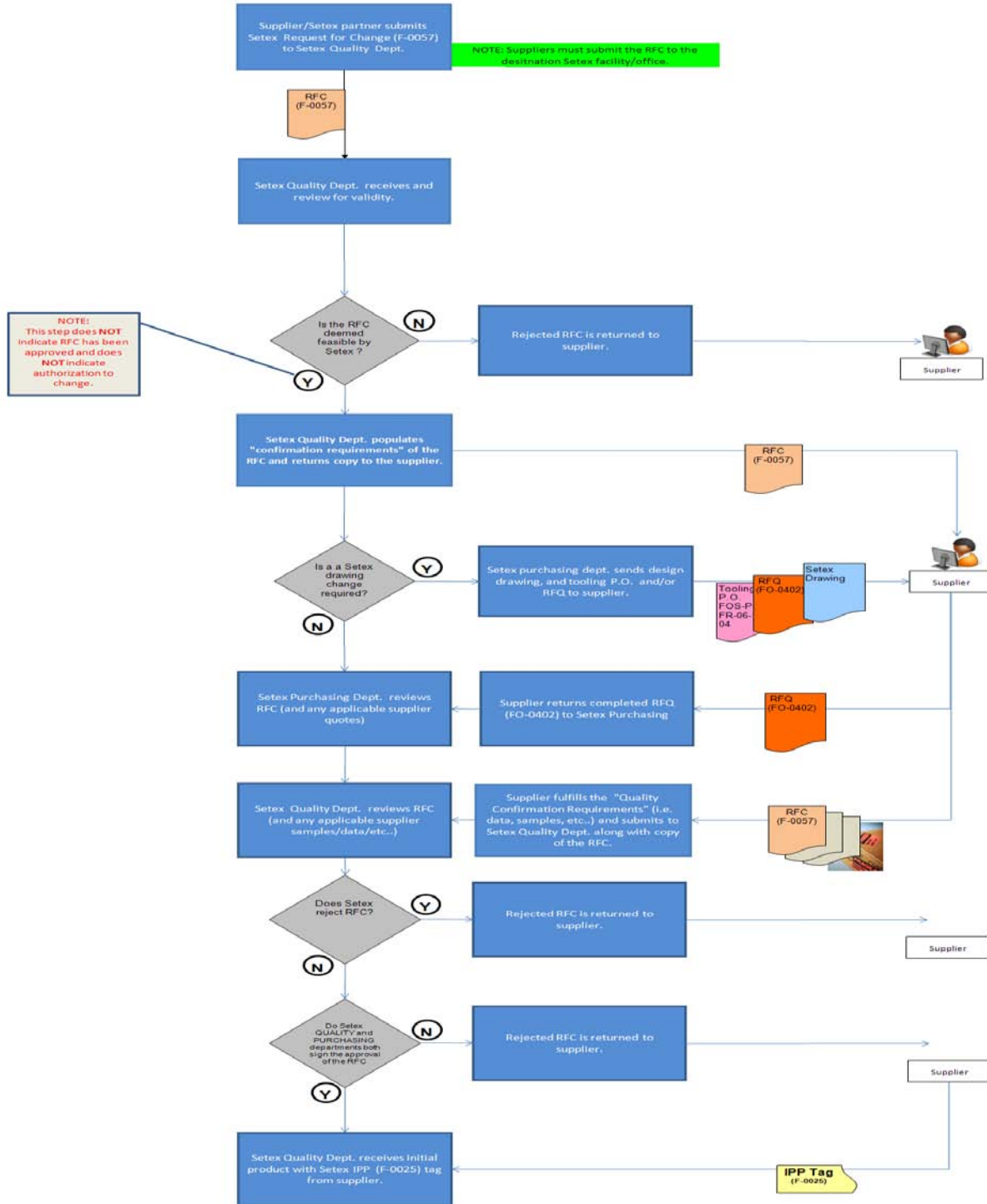


Setex Supplier Handbook

Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)



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Setex Supplier Handbook

Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

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5.3 Delivery

5.3.1 Initial shipments of the change point product must be sent consistent with FIFO methodology, wherein, all products produced prior to the approved and implemented change point is delivered (and/or arranged with Setex otherwise) prior to delivery of the initial product affected by the change.

5.3.2 The initial lot of change point affected product must be identified via an IPP (Initial Production Parts) tag (Setex form F- 0025)

NOTE: It is preferred that the initial shipment of affected product is unique to the affected product and not a "split" (both "old" and "new" product), however, in the event of a split shipment, then each item and/or container of NEW product must be grouped together and clearly identified as "NEW STYLE" clearly distinguishable from the "OLD STYLE" parts.

NOTE: Do NOT use IPP tags for New Model event deliveries. (see section "6- New Model")

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Setex Supplier Handbook


Section: 5 CHANGE POINT CONTROL

Applicable QMS Clause: 4.2.3; 7.4; 7.5.1;

Reference Documents: Honda Supply Team Portal; IPP tag (F-0025) RFC form (F-0057)

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SAMPLE ONLY of Setex IPP tag...

| | | | | | | |
|---|---------------------------|---------------------------------|-------------------------------|--|--|--|
|  | | Initial Production Parts | | Setex Trouble Report # <i>(if applicable)</i> | | |
| Supplier Name | | Issue Date | | | | |
| Part Number | | QTY | | | | |
| Part Name | | Lot # | | | | |
| Please circle the Reason for the IPP, and give Detail Below | | | | | | |
| 1 | Design Change | 7 | Jig/Tool Change | | | |
| 2 | New Supplier | 8 | Die/Mold Change | | | |
| 3 | Material Change | 9 | Inspection Method Change | | | |
| 4 | Mfg. Method Change | 10 | Transport/Packaging Change | | | |
| 5 | Mfg. Process Order Change | 11 | SORT | | | |
| 6 | Machine Change | 12 | Other (Please Describe Below) | | | |
| | | | | | | |
| Supplier Signature / Date | | | | | | |

please print on yellow paper

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Setex Supplier Handbook

Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)


Page 1 of 7

6.1 General

6.1.1 General Requirements

- A- Import suppliers to the United States must have brokerage arranged at primary Point of Entry and a minimum of two contingent entry locations. These brokerage arrangements and locations must be communicated to Setex Ohio via the Import Brokerage Contingency form [IBC] (F-0118)

SAMPLE ONLY of Setex Import Brokerage Contingency form...

| | | | |
|---|-------|-------------------------------------|-------------|
|  | | <u>Import Brokerage Contingency</u> | |
| Please complete this form and return to the Setex Material Analyst. | | | |
| Supplier Name: _____ | | _____ | |
| Supplier Address: _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| Primary Point of Entry: (mandatory) | _____ | _____ | |
| Customs Broker: | _____ | _____ | |
| Contingent Point of Entry 1: (mandatory) | _____ | _____ | |
| Customs Broker: | _____ | _____ | |
| Contingent Point of Entry 2: (mandatory) | _____ | _____ | |
| Customs Broker: | _____ | _____ | |
| Contingent Point of Entry 3: (optional) | _____ | _____ | |
| Customs Broker: | _____ | _____ | |
| | name | signature | date |
| Supplier Contact: _____ | _____ | _____ | _____ |
| F-0118 | | | MCR# S01013 |

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Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)

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6.2 New Model

6.2.1 Events

- A- Events are trials and/or builds that precede mass production.
- B- Each Setex New Model event requirement will be identified on the P.O. and will reference the corresponding new model "Event" code.
- C- Event codes will utilize terms such as "DAN" (dankaku [i.e. trial event]), "QC" (quality confirmation), "RC" (rate confirmation), "PP" (pre-production), etc...

6.2.2 Data Validation Samples

- A- Components/assemblies supplied for event trials must...
 - a) Include a minimum of six pieces (data validation samples) in addition to the quantity identified on the P.O.
 - b) The data validation samples must be identified as such and delivered to the attention of your assigned Setex Product Development engineering window (including adherence to the requirements of 6.2.4 within this handbook).
 - c) The data validation samples must have corresponding "ballooned" drawing numbered with each applicable drawing characteristic.
 - d) The associated data must be numbered to correspond with the "ballooned" drawing numbers.
 - e) Each characteristic (i.e. dimensional, performance, appearance, etc...) must be included in the resultant data.

NOTE: Exceptions to this must be negotiated with and agreed to with your Setex Product Development engineering window a minimum of two weeks prior to delivery due date.

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Setex Supplier Handbook

Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)

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6.2.3 Approval

A- Prior to mass production start and delivery, new model product must be approved by Setex.

B- Approval requirements include but are not limited to...

a) Level 3 PPAP including but not limited to...

- i. Supporting data including "A-B" (previous vs proposed) capability study data.
- ii. Updated control plans and FMEA reflecting the controls for the proposed changes.
- iii. Functional and/or safety confirmation data...

NOTE: Any new model product, which (as determined by Setex) requires verification by Setex and/or design/testing resources available to Setex), is subject to testing fees, which will be the responsibility of the product supplier.

C- Additional approval requirements may include, but are not limited to.

- a) A QAV (Quality Assurance Visit) by Setex to the supplier's location to verify the controls relative to the proposed change.
 - i. Formal approval of the new model product is identified by the supplier's receipt of the previously submitted Warrant as level 3 PPAP "Warrant", which contains a Setex judgment of "APPROVED" and corresponding Setex approval signature.

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Setex Supplier Handbook

Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)

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6.2.4 Identification

A- All new model “Event” (see section 6.2.1 of this of this handbook) deliveries, must have a “New Model Event Tag” (Setex form F-0045) applied to each container and/or skid/rack of product.

NOTE: *New Model event information is conveyed to the supplier via the Purchase Order.*

SAMPLE ONLY of Setex New Model Event tag...

Setex **NEW MODEL EVENT tag**
(A product of procedure 7.5.3)

Part Name: _____

Part No.: _____

Design Level: _____

EVENT: _____
(e.g. Dan-1; PV, etc...)

Vehicle Platform: _____
(e.g. SCV; SA5, STX., etc...)

Supplier: _____

Date: _____

P.O.#: _____

(this form must ONLY be used on PURPLE paper)

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Setex Supplier Handbook

Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)

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6.3 Service Parts

6.3.1 Identification

- A- All Service Part deliveries, must have a “Service Parts Tag” (Setex form F-0074) applied to each container and/or skid/rack of product.

NOTE: *New Model event information is conveyed to the supplier via Setex Service Parts Component Order (form OS-MOS-FR-06-10-04)*

SAMPLE ONLY of Setex New Model Event tag...

|  | |
|---|-------|
| SERVICE PARTS tag | |
| Part Name: | _____ |
| Part No.: | _____ |
| Design Level: | _____ |
| Supplier: | _____ |
| Date: | _____ |
| P.O.#: | _____ |
| <small>(this form must ONLY be used on LIGHT BLUE paper)</small> | |

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Setex Supplier Handbook

Section: 6 DELIVERY

Applicable QMS Clause: 7.4; 7.5.3

Reference Documents: New Model Event Tag (F-0045)

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6.4 Labeling

6.4.1 Format

- A- All received shipments shall be labeled with labeling conformant to AIAG B-10 requirements.
- B- All labels must include at minimum the following information....
 - a) Setex part number as indicated on the P.O.
 - b) Ship from (supplier) information
 - c) Quantity
 - d) Product serial number (when applicable)
 - e) Manufacture's lot number
 - f) Color (when applicable)
 - g) Customer part number (when directed by Setex).
 - h) Product Description.

6.4.2 Placement

- A- All product shall have label(s) applied to each container and/or skid/rack of product as per arranged packaging agreement.



Setex Supplier Handbook

Section: 7 Monitoring and Measurement

Applicable QMS Clause: 7.4; 7.5.3; 8.2

Reference Documents:

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7.1 Product and Process Monitoring

- 7.1.1 The supplier is required to identify the methods and frequencies for the monitoring and measurement of product characteristics and process controls to ensure continued conformance to product requirements and the control plan.
- 7.1.2 Monitoring and measurement of the product and process shall be performed at appropriate stages throughout the entire product realization process in order to ensure conformance is maintained.
- 7.1.3 Methods and frequencies of monitoring and measurement must be identified on the control plan.

7.2 Records

- 7.2.1 Records of product and process conformity shall be maintained and readily available for Setex review at the request of Setex.
- 7.2.2 The supplier must maintain records that are readily available for Setex review for any product that has been released from a process, wherein, the results of monitoring and measurement have detected a non-conformity of the product and/or process. These records must indicate the person(s) that authorized the release.

NOTE: Product release shall not proceed until planned arrangements for control of non-conforming product have been completed including the notification to and the gaining of approval by Setex prior to the delivery of non-conforming product to Setex.

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Setex Supplier Handbook

Section: 8- Quotation Requirements

Applicable QMS Clause: 7.4

Reference Documents: N/A; Honda Supplier Quality Manual

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8.1 Quotation Requirements:

8.1.1 Suppliers that provide production materials and/or components to Setex are required to abide by...

- A- Setex USA Terms and Conditions [OS-POS-FR-06-02-02]
- B- Setex ESTA – Early Sourcing Trade Agreement [OS-POS-FR-06-02-01].

8.1.2 At initial quote provided by a potentially new Setex supplier the supplier must complete and send the following to their Setex Purchasing Agent ...

- A- Supplier Profile Form [F-0056]

8.1.3 At initial quote for each part number quoted, the supplier must complete and send the following to their Setex Purchasing Agent ...

- A- SPIF (Setex Packing Information Form) [F-0128]

8.1.4 Additional requirements (as applicable) include but are not limited to...

- A- Tooling Purchase Order Requirements [OS-POS-FR-06-16-01]
- B- USA Mass Production Purchase Order Requirements [OS-POS-FR-06-10-02]
- C- Mexico Mass Production Purchase Order Requirements [OS-POS-FR-06-10-03]

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