



GECOM Corp

Our Quality Philosophy:

Striving to be the "Best in Class" Producer of Automotive Latch Products

This manual is a controlled document. Copies distributed to Customers and employees are considered to be "Uncontrolled". For the most current update, contact GECOM Supplier Quality Department.

Supplier Quality Manual	Last Revision Date 9-16-2020	Revision Number 14

Welcome to the Quality Manual

Welcome to GECOM Corporation's Supplier Quality Manual. The information contained herein is designed to aid you, as a Supplier, in understanding and meeting the requirements for GECOM.

The Supplier Quality Manual is part of your purchasing contract, and as such, must be treated as a contractual agreement. All instructions contained must be followed in order to be considered compliant to GECOM standards. It is the responsibility of the Supplier to download the SQM from GECOM's web page and keep updated in their system. It can be located at www.gecomcorp.com, quality tab, and then located under links. If GECOM updates the Supplier Quality Manual an email will be sent out to Suppliers to notify them to download a new copy. Controlled copy will be maintained at GECOM Corporation in Greensburg, Indiana.

Additional copies may be obtained by contacting your Purchasing or Supplier Quality Control contact.

GECOM Corp
1025 Barachel Lane
Greensburg, IN 47240

Phone: 812-663-2270
FAX: 812-663-2230

Table of Contents

Page 3

Contents:	Our Quality Manual Contains the following.	Page
Cover Page and Table of Contents		1-3
Quality Manual Revision History		5
Quality Manual Authorizations		6
Confidentiality Statement		9
SQM-01 Mission Statement		10
SQM-02-01 Vision Statement		12
SQM-03-01 Supplier Verification		13
SQM-04-01 Customer Verification of Subcontracted Product		15
SQM-05-01 Tooling		17
SQM-06-01 Identification - Labeling		18
SQM-07-01 Supplier Submission Requirements		19-21
SQM-08-01 Certifications		23-24
SQM-09-01 Change Point Management		25
SQM-10-01 Process Control: On-going		26
SQM-11-01 Engineering Change Approval		27
SQM-12-01 Initial Production Parts (IPP) Tag		28-29
SQM-13-01 Annual Layout (Design Validation-Product Verification)		30-31
SQM-14-01 Supplier Advance Notification		32
SQM-15-01 Corrective Action		33-34
SQM-16-01 Supplier Improvement Plan		35
SQM-17-01 Deviation Request		36
SQM-18-01 Supplier Sort -Rework Safety Precautions		37
SQM-19-01 Supplier Certification		38-39
SQM-20-01 Supplier Performance Reporting		40
SQM-21-01 ELV-IMDS Reporting		42-43
SQM-22-01 Lot Control on Heat Treated Parts-Critical Parts		44
SQM-23-01 Critical Parts		45
Attachment-1 GECOM Shipping-Parts ID Manual		46-73
Attachment-2 Supplier Scoring Matrix		75-76
Attachment 3 Change Point Management Log		77
Attachment-4- Engineering (Process) Change Approval Form		78-79
Attachment 5 - Lot Control Tag		80-81

Page 4



Intentionally Left Blank



Quality Manual Revision History

Manual Revision:	Document, Section, Paragraph Changed	Page	Change Made	Date	Editor
4	Manual	all	Combined Indiana - Kentucky Moved to electronic format	4/15/2008	Debbie Lawless
6	All	All	Updated to make revision levels match- Manual was not approved electronically each time- but some sections modified	4/28/08	Ronda Eder
7	Attachment - 4		Updated Attachment-4 from F-QA-0002 to correct F-QA-0727	6/16/08	Debbie Lawless
8	Table of Contents		Updated	6/26/08	Ronda Eder
9	Update Assignees & Management	all	Updated	5/1/2013	John Pope
10	All		Updated to reflect current practices and IATF requirements	1/15//17	Diana Gaston
11	Multiple		Updated requirements for scannable bar code labels; procedural updates. All changes are highlighted in yellow	6/15/2019	Doug Marlow
12	Page 6, 7, 79		Updated Lot Control Tag Changed Approver	9-03-2020	Bernice Richter
13	SQM-16-01 Cover Page		Added wording about downloading from website, change wording in SQM-16-01	9-15-2020	Kim Tichenor
14	Page 6,7		Removed Michael Binkley and changed approve date. Removed page 7 approved copy sheet	9/16/2020	Kim Tichenor



Approved & Released Quality Manual

Supplier Quality Management System Authorization Signatures

<p>Signature:</p> <p><u><i>Pedro Arocho</i></u> September 16, 2020 Approved by: Pedro Arocho Title: Purchasing Manager</p>	<p>Signature:</p> <p><u><i>Doug Marlow</i></u> September 16, 2020 Approved by: Doug Marlow Title: Quality Assurance Manager</p>
--	---



Intentionally Left Blank



Confidentiality Statement

PURPOSE:

To ensure the confidentiality of GECOM and customer information; designs, documents, along with all processes, equipment and parts viewed at GECOM or at GECOM customer facilities.

DESCRIPTION:

All visitors to GECOM will be required to electronically complete an agreement at the GECOM front door; stating that they will hold GECOM confidential information in complete trust and confidence. The agreement is governed by the laws of Indiana.



SQM-01 Mission Statement

This Applies to all of GECOM's key / critical subcontractor base

PURPOSE:

GECOM Corporation promotes communications with, and support of , its subcontractor base by continually improving on the foundations of:

- *Promoting compliance to IATF16949 requirements.
- *Communicating GECOM's expectations.
- *Evaluating our suppliers' performance.
- *Facilitating countermeasures.



Intentionally Left Blank



SQM-02-01 Vision Statement

Purchasing, Certification, and Supplier Quality Functions at GECOM

PURPOSE:

GECOM's Supplier Quality Assurance System seeks to provide its customers, both internal and external, with the highest quality supplied parts in the industry.

Our success lies in the initial and on-going evaluation of GECOM's supply base, the realization of supplier self-certification, and supplier continuous improvement.



SQM-03-01 Supplier Verification

This applies to all production component suppliers or production material suppliers to GECOM Corporation.

At any time, GECOM has the right to verify that product conforms to specified requirements at GECOM locations or at GECOM's suppliers' premises.

DESCRIPTION:

Where GECOM proposes to verify purchased product at the supplier's premises, GECOM shall specify verification arrangements and the method of product release to the specified requirements. GECOM or a GECOM representative will be accorded the right to verify, on supplier's premises, that product conforms to specified requirements. Audits will be performed on a periodic basis determined by GECOM. Audit forms used by GECOM are available upon request. At any time GECOM may request access/support from the supplier to perform an audit.



Intentionally Left Blank



SQM-04-01 Customer Verification of Subcontracted Product

This applies to all production component suppliers or production material suppliers to GECOM

Note: For the remainder of this procedure **only**, the following definitions apply:

Supplier: GECOM
Customer: GECOM's customers
Subcontractor: GECOM's suppliers

PURPOSE:

At any time, GECOM's customers have the right to verify that product conforms to specified requirements on GECOM's suppliers' premises.

DESCRIPTION:

The supplier's customer or the customer's representative shall be afforded the right to verify at the subcontractor's premises and the supplier's premises that subcontracted product conforms to specified requirements.



Intentionally Left Blank



SQM-05-01 Tooling

This applies to all Molds, dies, check fixtures, and other tooling used in process and product verification at GECOM supplier facilities.

PURPOSE:

To clearly identify GECOM property used, stored, and maintained at the supplier location.

RESPONSIBILITIES:

DESCRIPTION:

- 4.1 Tools are marked with their tool number, part name, and/or revision level as directed by GECOM. If there is any tooling currently in the supplier's possession which is not clearly identified, the supplier must notify the GECOM Purchasing Buyer
- 4.2 GECOM requires that all tool modifications beyond routine maintenance have written approval from GECOM Corp. prior to modification.
- 4.3 Supplier must maintain a maintenance log for each part number for both routine and special maintenance. If said tool is returned to GECOM, the maintenance log must accompany the tool.
- 4.4 Tooling must be stored and handled properly to prevent tool or handling damage or degradation.
- 4.5 Tooling, check fixtures, gages, and other tooling used in the process which belong to GECOM must be maintained and protected at all times. If, upon return, any GECOM owned tooling, etc. is returned damaged or defective, the supplier will be held responsible for the repair of said tool, fixture, or gage.
- 4.6 The responsibility for the calibration of any GECOM owned gages at the supplier location will be defined in the GECOM Gage Tracking System unless other arrangements are made and documented. At the discretion of GECOM Metrology, the frequency of calibration may be adjusted. The Supplier is also responsible to monitor calibration dates.
- 4.7 Any damage must be reported to GECOM immediately for correction. Damage remains the financial responsibility of the supplier.

REFERENCE DOCUMENTATION:

It is the supplier's responsibility to keep a GECOM tool list on file, immediately available upon GECOM's request.



SQM-06-01 Identification – Labeling

POLICY:

All components, assemblies, and raw materials used in production at GECOM

PURPOSE:

To provide a consistent standard for identification purposes internal/external to GECOM.

RESPONSIBILITIES:

DESCRIPTION:

- 4.1 Standards contained within the GECOM Shipping / Parts Identification Label Standards Manual must be followed - see Attachment # 1. The GECOM manual follows AIAG labeling standards.
- 4.2 A Lot is not to exceed eight (8) hours production time or one day's production, whichever is smaller.
- 4.3 A Lot # or other identifying sequence shall be present on the white bar code label to ensure traceability to the raw material or raw material stock.
- 4.4 A revision level (Engineering Change level) shall be present on the white bar code label.
- 4.5 Component boxes (tubs) are not to exceed thirty-five (35) pounds (lbs.). If piece quantity specified by GECOM weighs in heavier than 35 lb standard, a process change notification to GECOM must be made immediately
- 4.6 Changes in quantities in order to meet the above weight requirements must be directed to the GECOM Production Control Group for approval
- 4.7 GECOM may perform random dock audits to ensure compliance to these activities.



SQM-07-01 Supplier Submission Requirements

This requirement applies to all production components, material, or service commodities supplied to GECOM Corporation. Also applies to production components, assemblies and raw materials as covered in the Engineering Change Approval procedure.

This defines the reporting format and generic requirements for production part approvals.

DESCRIPTION:

NOTE: Included in this manual are GECOM-specific requirements for contents specified in the AIAG Production Part Approval Process (PPAP) manual Part Submission Warrant, Level III. **Note: A PPAP is a requirement, not an option**

- 4.1 All submittals to GECOM Purchasing must follow the AIAG Production Part Approval Process (most recent edition) **Level III PPAP Submission is the default. However, some types of changes may not require a full Level III PPAP. Please contact the GECOM Supplier Quality Department for direction on the specific level required.**
- 4.2 If there is a question about the reporting format, please refer to AIAG based documentation or submit question in writing to the GECOM Supplier Quality Assurance Department.
- 4.3 Submissions must be done on runs of 300 pcs or more and must mirror actual production runs
- 4.4 The supplier **must** PPAP under the following conditions:
 - a) New Parts
 - b) Existing parts with dimensional (print revision) or significant change
(Contact GECOM Supplier Quality Department if a question exists)
 - c) Change in material, plating, or component (if supplying subassemblies)
 - d) Change of Equipment or Location
 - e) Tool Modification or Refurbishment (does not include periodic, routine maintenance)



- f) Use of optional material other than the material specified on print
 - g) Service parts that have been inactive for over a year brought back into regular production
 - h) Parts designated as critical components to assembly
 - i) Yearly re-validation per Ford Q1, Chrysler and Nissan requirements
 - j) Supplier must establish an Inspection standard / diagram for each component, noting points of inspection, how key points are verified, as well as specification for each. Inspection Standard must be submitted with PPAP package.
- 4.5 Third Party Inspection (laboratory) services used must show printed results on their letterhead or on their normal report format. The report must state the inspection services' name, address, telephone number and person responsible for evaluation. Submission must include a copy of the ISO17025 or A2LA Certification, and their scope – with the activity performed identified within the scope. Proof of inclusion on Approved Supplier List for appropriate OEM will satisfy the requirement, as well.
- 4.6 The supplier should verify, before PPAP, the end use application and customer for the supplied product with GECOM to ensure that all proper customer requirements have been met.
- 4.7 The first three (3) Lots or 90 Days (whichever is first) of Mass Production parts sent after PPAP must be sorted, checked and certified 100 %. If parts pass all requirements, this part will be placed on “Dock-to-Stock” status (See Supplier Certification SQM-19-01)
- 4.8 It is the suppliers' responsibility to provide PPAP upon any changes within the suppliers' process. If Purchasing has not requested a PPAP for a specific change it is the suppliers' responsibility to request P.O. from Purchasing for PPAP.
- 4.9 Failure to supply PPAP on time, or to resolve interim status in 30 days, will result in deductions on Supplier Scorecards. Continued lack of submissions on time or closing of interim status may result in the issuance of a Supplier Corrective Action Request.



SQM-07-01 Supplier Submission Requirements, Continued

Note: Some types of changes may not require a full level 3 PPAP. Please contact the GECOM Supplier Quality Department for specific direction on the specific level required

- 4.10 Bulk processes may submit generic PPAPs as directed by the GECOM Supplier Quality Assurance Group in order to meet the requirements in this manual. This includes PPAPs for plating, coatings, heat treating, flat rolled and coiled material, resin and paints. Please check with your individual Supplier Quality Engineer for more details.
- 4.11 Suppliers may NEVER ship product without a signed PSW.

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining all submission packages (by GECOM part number) in the format submitted for as long as the item is manufactured for GECOM Corp.

The AIAG manuals are used for reference and for PPAP documentation



Intentionally Left Blank



SQM-08-01 Certifications

POLICY:

- 2.1 For **ALL** material and product, certificates of compliance are requested of suppliers by GECOM's incoming product quality system.
- 2.2 Raw material(s) certification must be submitted when the Part Submission Warrant: Level III (AIAG Production Part Approval Process, most recent edition) is sent to the Supplier Quality Assurance department (see SQM-07-01 Supplier Submission Requirements).

PURPOSE:

To define contents of certifications (warrants) provided by GECOM's suppliers.

RESPONSIBILITIES:

DESCRIPTION:

- 4.1 Suppliers must provide certifications when requested with each shipment for the following: Steel, Resin, Wire, Plating, Heat Treatment, Paint, Coatings.
- 4.2 Certifications must include, at a minimum, the following for identification purposes:
 - (1) Product identification and quantity
 - (2) Manufacturing date and lot number
 - (3) GECOM purchase order number
 - (4) Name and address of supplier
 - (5) Date of report and authorized supplier signature
 - (6) Plating Type: (Note Specific Plating on Cert – Hex, Tri, Zinc Iron, etc...)
- 4.3 Units of measurement must be uniform from specification to actual (i.e: mm to mm, Microns to Microns, etc.)
- 4.4 GECOM Corp. reserves the right to reject any material shipments if the instructions above are not followed.

- 4.6 Special: All steel certifications must include chemistry as well as physical properties test results. Each certification must also include the name of the mill at which the material was manufactured. Steel must meet GECOM (GS) specifications for that material.
 - 4.7 All certifications must be present in any Level 3 PPAP or upon GECOM request
 - 4.8 Steel and Resin certifications are requested to be sent via email when product is shipped to GECOM. The preferred method for other commodities is with the shipment of parts.
 - 4.9 Quantities for certification are as follows: 5 pc. minimum for plating certifications, and 10 pc. minimum for heat treating certifications, with a 30 pc capability to be completed by supplier once per year during annual validation.
 - 4.10 CQI-9 (Heat Treat Assessment), CQI-11 (Plating System Assessment), CQI-23 (molding) and CQI-12 (Coating System Assessment) as applicable are requirements of GECOM Customers. These assessments must be completed annually and submitted to GECOM. These forms are available upon request from GECOM or can be obtained through AIAG. Copies of the Certifications should be provided to the appropriate Supplier Quality Engineer annually. Certifications should also be retained on site at the Supplier for, at a minimum, the life of the product.
- Note* At GECOM's discretion, if a supplier has proven that they can provide certifications within a reasonable time and have proven through audits of their system that certs are valid, that certs may be retained by the supplier instead of shipping with each shipment. This will be handled on a case by case basis for each individual supplier. In these cases the supplier must be able to provide certifications when requested within a reasonable time to not exceed 24 hours.

REFERENCE DOCUMENTATION:

The Supplier is responsible for retaining certifications (by GECOM part number) for as long as the item is manufactured for GECOM Corp.



SQM-09-01 4M Change Point Management Log

POLICY:

All GECOM Suppliers must maintain a running, current log of all changes on their Production Lines, according to the requirements indicated below.

PURPOSE:

To record all changes on Production Lines at GECOM Supplier's locations.

RESPONSIBILITIES:

DESCRIPTION:

- 4.1 Suppliers must establish and maintain the 4M Change Point Log Sheet on all Production Lines which produce product for GECOM.
- 4.2 Forms are to be completed with 1) Date, 2) Name or ID number of Recording Associate, 3) the Line affected, 4) the 4M Category which is impacting the production or causing abnormality, 5) a detailed description of the issue/change, and 6) whether containment activity is required.
- 4.3 The following items are examples of items that would require Containment activity
 - Test Piece Failure
 - Missing Line Poke Yoke
 - Design Change
 - New Operator on critical station
- 4.4 After containment (if required) and prior to shipment, obtain signature of the appropriate Quality representative and record countermeasure applied, on the form.
- 4.5 Ensure that the next shift is aware of the change, and have the Team Leader (or representative) sign the form in acknowledgement.
- 4.6 Retain 4M Change Point Log Sheets to provide record of changes.



SQM-10-01 Process Control: On-going

All critical characteristics as identified on GECOM drawings by a diamond symbol, or by supplier designated critical characteristics (Characteristics deemed by the supplier as process critical).

PURPOSE:

To ensure that the proper statistical controls are in place to provide assurance to GECOM Corporation that supplier-produced products are fit for use and meet engineering specifications.

DESCRIPTION:

- 4.1 This procedure assumes the measuring system has been assessed and is appropriate
- 4.2 The preferred statistical process control tool is the "X-bar and R" chart.
- 4.3 The supplier must state the characteristic being monitored, the frequency of checks, the measurement tool, the report format, etc. on the individual component or material Control Plan.
- 4.4 Any points above the Upper Control Limit or below the Lower Control Limit must be noted on the chart and must reference corrective action taken by the supplier
- 4.5 Cpk data values which fall below **1.33** must reference corrective action taken by the supplier. Product Critical Characteristics should meet a 1.67 Cpk; deviation from this requirement must be approved by GECOM SQE prior to start of production.

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining statistical process control (S.P.C.) data (by GECOM part number) for as long as the item is manufactured for GECOM Corp. Data must be made available to GECOM Corp. upon request.

Reference: AIAG Fundamental Statistical Process Control Reference manual



SQM-11-01 Engineering Change Approval

POLICY:

The Engineering Change Approval procedure covers the following changes:

- | | |
|-------------------------------|------------------------------------|
| a. Design Changes | b. New Suppliers (sub-contractors) |
| c. Material Changes | d. Mfg. Method Changes |
| e. Mfg. Order Process Changes | f. Machine Changes / Movement |
| g. Jig Tool Changes | h. Die/Mold Changes / New Mold |
| i. Inspection Method Changes | j. Transport/Packaging Change |
| k. Location Changes | |

Note: If there is a question as to whether or not a change applies to this procedure, please submit the question in writing to obtain verification.

PURPOSE: To track and control changes in the supplier's manufacturing process.

DESCRIPTION:

- 4.1 The GECOM Site Transfer Form must be submitted to GECOM Purchasing for processing at least 180 days prior to scheduled implementation.
- 4.2 The supplier must submit a Part Submission Warrant: and PPAP Level III, or level approved by SQE (AIAG Production Part Approval Process, most recent edition).
- 4.3 Approval must be granted by GECOM Quality Assurance prior to making the process change. Failure to comply with this procedure could severely damage future and present business between GECOM and said supplier.

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining the approved form with associated Production Part Approval Process (PPAP) data (by GECOM part number) for as long as the item is manufactured for GECOM Corp.

Reference: Site Transfer Form. This form can be requested of the Supplier Quality Department



SQM-12-01 Initial Production Parts (IPP) Tag

IPP tags must originate from the supplier for any changes as covered in the Engineering Change Approval procedure.

PURPOSE:

To use as a tracking system for production components, materials, or manufacturing processes that have changed or been affected by a change.

DESCRIPTION:

Copies of the Initial Production Parts Tag (T-QA-1) must be securely attached to every container of IPP components. All containers on the first shipment of components must be clearly identified on the white bar code label, "IPP TAG COMPONENTS." A copy of the IPP tag is retained by the supplier. The IPP tag must identify the change point (reason for the IPP tag)

Note: IPP delivery must be done on a first-in first-out (FIFO) basis and must not be mixed with other lots.

Failure to follow correct IPP procedure will reflect in the Supplier Performance Report.

Note: IPP tagged product coming into a supplier from GECOM (GECOM applied the IPP tags) must maintain those same IPP tags upon leaving the supplier

If a product is expedited and bypasses a truck, air or boat delivery it is the requirement of the supplier to note this change point on the IPP tag and continue IPP for interim shipments until normal IPP shipment arrives.

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining (by GECOM part number) a copy of all IPP tags for as long as the item is manufactured for GECOM Corp, and must be made available to GECOM upon request.

Initial Production Parts		Instruction No. _____ Control _____ No. N XXXX Issue Date: _____ Prod. Date: _____		1	2	3	Initial Production Parts		
DEPT or VENDOR		Issuer		QTY if applicable Lot No.			Assembly Date: _____ Quality Approval: _____ (QE/SQA or representative) Ship Date (if appl.) _____		
				How Changed					
Drw. #									
Part #									
Tool #									
Part Name									
1	Design Change Level	6	Machine Change						
2	New Supplier	7	Jig Tool Chnge						
3	Material Change	8	Die Mold Change						
4	Mfg. Method Change	9	Insp. Method Change						
5	Mfg. Process Change	10	Other_____						
Initial Production Part must be issued and delivered with any of the above mentioned changes clearly marked. Any supporting data should be issued to quality records to file in part number history file.									
1) Page 1 must be kept by supplier or dept issuing changed part 2) Page 2 must be passed to quality assurance by issuer. Quality Engineer will verify the change has occurred and pass page 2 to DCM. 3) Page 3 must be passed to the next process with the changed part. Page 3 will remain with the changed part until that time when the part gets issued to use in production. 4) Assembly leadership will turn page 3 over and record the appropriate information on the reverse side for verification for production date of the changed part. 5) Page 3 will then be passed to Quality Assurance Engineer who will verify production use of the changed part. The QE will then pass page 3 on to DCM for data entry on part data-base file date of production for changed part. Page 3 is then filed in Quality records for part history reference.									

Pages 1&2 very thin ply paper

Page 3 is thicker ply of paper (almost cardboard)

Actual tage size: 4.25 inches x 6.25 inches.

Reverse Side Page 3 only



SQM-13-01 Annual Layout (Design Validation-Product Verification)

POLICY:

All GECOM suppliers of production parts and services

Note: Annual verification does not absolve the supplier of required in-process statistical process control as outlined in the supplier's component Control Plans.

PURPOSE:

To confirm to GECOM, GECOM's suppliers, and to GECOM's customers that full-dimensional layouts have been completed and that components are fit for use and meet engineering specifications. Verification will also provide an avenue for continuous improvement.

DESCRIPTION:

For "production components," the following applies:

- 1) Annually, the supplier will measure all print dimensions for each individual part number supplied to GECOM Corp. Ford, GM and Chrysler current production part Annual validations must be sent to GECOM. Annual validations of other parts will be retained by the Supplier.
- 2) The components used to complete the dimensional measurement must have been manufactured within the previous forty-five (45) days or the supplier must have written approval to waive this requirement obtained from GECOM Supplier Quality Assurance.
- 3) If tooling has more than one cavity for the same part number, then a dimensional layout is required for each cavity.
- 4) A dimensional data package will be **maintained by supplier** for each part number with the following minimum conditions:
 - a. PSW (Part Warrant)
 - b. Copy of a marked up print (each dimension measured identified)
 - c. A data sheet with corresponding identification of each dimension measured (ref: AIAG PPAP manual, Form CFG-1003),
 - d. The specification(s) for each dimension measured
 - e. The actual measurement values for each dimension measured.
 - f. If there is an out-of specification condition, that value must be highlighted and a plan for corrective action must accompany the data package.



g. 30 Piece Capability study must be completed for hardness & case depth (if applicable) case hardened parts must be hardness tested in Micro Vickers or 15N.

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining [updated](#) Annual Layout paperwork (by GECOM part number) for as long as the item is manufactured for GECOM Corp. Supporting data / paperwork must be available to GECOM upon request.



SQM-14-01 Supplier Advance Notification

PURPOSE:

This requirement applies when the Supplier identifies a problem related to product or shipment of product which is currently unknown to GECOM

POLICY:

Supplier Advance Notification must be implemented when:

- There is a change to the agreed-upon shipment date/time/method/quantity
- Non-conforming parts are in transit, but not yet arrived at GECOM
- Non-conforming parts are discovered to have been shipped to GECOM and are believed to have been already received
- Raw Material for production of parts is discovered to be non-conforming
- There exists any other situation which may jeopardize GECOM production or cause issues at GECOM's Customer

DESCRIPTION:

Notify Supplier Quality is any of the above conditions exist.

SQM-15-01 Corrective Action

POLICY:

All non-conforming products supplied to GECOM. Also pertains to delivery, quantity, shipping/handling problems, etc.

PURPOSE:

Formal subcontractor response to non-conforming supplied product. Subcontractor provides root cause and temporary and permanent counter-measures in writing.

DESCRIPTION:

- 4.1 **If a non-conformance is deemed the fault of the supplier, GECOM SQA will notify the supplier by phone or electronic mail.**
- 4.2 If the problem is deemed significant (GECOM Customer issue, excessive amount of n/c material, a down-time situation occurs, no understanding of the problem, repeat problem, etc.), a corrective action form (SCAR) may be generated through the Supplier Management Database.
- 4.3 The SCARs will be scored according to the severity of the issue. A Customer NC or repeat issue will be scored most heavily through the Supplier Performance Report and GECOM internal or audit findings will impact the score less.
- 4.4 **It is the supplier's responsibility to respond with an emergency containment plan within 24 hours. Failure to reply within 24 hours may severely damage current and future business with GECOM Corporation. A short term action is due in writing within 48 hours of problem notification. A formal report to GECOM management may be necessary in the event of an "A" rank issue.**

All corrective action reports are due **ten (10) working days from date of issuance, unless otherwise specified.** If the supplier cannot meet this deadline, written notice must be submitted to the GECOM Supplier Quality Department personnel. Root Cause Analysis should be done using the preferred method at GECOM, which is the 5P (5 principles of problem-solving) or the 5 Why. The supplier may elect to use an 8D or their applicable format to complete the problem-solving activity; however, if required by GECOM customer, a 5P may be required. This will be at the discretion of the Supplier Quality Engineer/Manager

- a) An updated supplier Control Plan and PFMEA must be submitted with the completed corrective action report.
 - b) GECOM Corp. reserves the right to conduct on-site process audits to verify corrective actions (see SQM-03-01 Supplier Verification at Subcontractor's Premises).
 - c) Documentation showing evidence of corrections made must accompany the 5 P or 8D to Supplier Quality Engineer.
 - d) The supplier must verify all corrective actions and IPP to GECOM when corrections have been completed. Three shipments must be certified, IPP placarded, and may be inspected at GECOM to verify the effectiveness of the permanent corrective actions after implementation.
- 4.6 A copy of the corrective action report is kept **open** in GECOM SQA until due dates for correction are received and corrective action response has been found to be acceptable. Follow-up on all open items will occur until implementation and verification are established.
- 4.7 The problem part will follow the certification process through every lot (Reference SQM-25-01)
- 4.8 **ADMINISTRATIVE HANDLING FEES (up to \$500 per occurrence), SORTING COSTS AT GECOM AND / OR THE CUSTOMER LOCATION, TRAVEL FEES, CUSTOMER YARD HOLDS, DOWNTIME, OR OTHER APPLICABLE FEES MAY BE ISSUED AS A RESULT OF DEFECTIVE SUPPLIED PRODUCT. SUPPLIERS WILL BE CONTACTED TO ARRANGE SORTING AT THEIR OWN EXPENSE. NON-RESPONSE WILL RESULT IN A SORT BEING INITIATED BY GECOM AND CHARGED BACK TO SUPPLIER AT A RATE OF \$50.00 PER MAN HOUR.**

REFERENCE DOCUMENTATION:

Supplier is responsible for retaining Corrective Action reports (by GECOM part number) for as long as the item is manufactured for GECOM Corp.



SQM-16-01 Supplier Improvement Program (SIP)

This Policy pertains to GECOM Supply Base / Supplier Ranking

PURPOSE:

The purpose of this SIP program is to emphasize, prioritize, and react to high risk problems, **inadequately resolved, repeated issues, low Supplier Ranking or a downward trend noted in supplier ranking.** Upon notification of any SIP requirements a supplier must acknowledge GECOM's request within 24 hours.

DESCRIPTION:

LEVEL 1

- “C” or below ranked Suppliers, will be placed on SIP
 - Based on 12 Month Rolling Quality Scorecard
 - SIP Programs Initiated Quarterly
 - Suppliers must be on the Program for a minimum of 3 quarters
 - Suppliers are subject to Quarterly Audits by GECOM Quality Team
 - Supplier may be required to travel to GECOM for Quarterly Reviews with Purchasing, PC, and Quality: This will include Senior Management from both GECOM and the Supplier
 - Supplier will be required to present Improvement Plan: including actions, timing, and tracking results
 - Suppliers “graduate” from SIP by:
 - Reducing PPM by 10%
 - Improving Scorecard to “A” level (<95%) for 6 straight months

LEVEL 2

- Any Supplier with a 12 Month PPM not meeting target will be subject to an Annual Audit by GECOM Supplier Quality
- Suppliers must create an improvement plan to reduce PPM and review the improvement plan with GECOM Supplier Quality.



SQM-17-01 Deviation Request

POLICY: This procedure applies to any urgent change required relative to components and raw materials sent to GECOM Corporation.

PURPOSE: To propose an urgent change, which will be temporary in nature, or later documented through Engineering Change Management.

RESPONSIBILITIES:

DESCRIPTION:

- 4.1 The supplier must submit a Change Proposal Blank form to either said supplier's GECOM Supplier Quality Assurance contact or GECOM Purchasing contact.
- 4.2 The Deviation Request format is the responsibility of the supplier, but must include the following:
 - a. Part or material number (include design level or Eng. std. #)
 - b. Part or material name
 - c. Supplier name and address
 - d. A detailed description of the item requiring deviation. For example, the supplier may need to attach a highlighted drawing.
 - e. The quantity under deviation must be clearly stated.
 - f. Lot number must be stated.
 - g. A supplier representative must sign/date the request form.
 - h. If a Deviation Request is approved, the corresponding product container or labels must be marked so as to make identification easy. Product should also be IPP-tagged (Initial Production Parts) per Initial Production Parts (IPP) Tag.
- 4.3 If Deviation Request is for a permanent change, the Change Proposal Form will be reviewed by the appropriate SQA Engineer. ECA will be reviewed by the SQA Engineer and submitted for Management Review. Status will be communicated to the supplier.

REFERENCE DOCUMENTATION:

The Supplier is responsible for retaining approved Deviation Requests for as long as the item is manufactured for GECOM Corporation. This information must be available at GECOM's request.

Reference: SQM-11-01 Engineering Change Approval Procedure
F-APQP-00005 Change Proposal Blank Form



SQM-18-01 Supplier Sort -Rework Safety Precautions

This Policy pertains to all GECOM Suppliers

PURPOSE:

To cover in-house sorting activities by GECOM suppliers

DESCRIPTION:

In the event a supplier is requested to perform a rework or sort at GECOM the following requirements will be met.

- 1) Safety Items required:
 - A) Steel toe shoes in defined areas – no open toes permitted at any time
 - B) Safety Glasses – with OSHA approved side shields
 - C) Gloves (as required)
 - D) Hard hat. or bump cap, or other safety gear as required by activity and location
- 2) Detailed work instruction for sort activity
- 3) Special tools as required by the work instructions
- 4) Advanced notice of estimated time of arrival and names of the associates that will be at GECOM.

Please contact the Supplier Quality Department at GECOM to acquire the name and phone number of approved GECOM's sorting companies. It will be at GECOM's discretion to provide supervision to manage the sort activity. GECOM will supply the rework / sort sheet to maintain accurate record keeping.

REFERENCE DOCUMENTATION:

Rework / Sorting Sheet



SQM-19-01 Supplier Certification

This pertains to all of GECOM's Suppliers

PURPOSE:

To define the criteria required for suppliers to become certified to GECOM's "Dock to Stock" program

DESCRIPTION:

The following steps are the requirements for parts to become certified:

- 1) Three (3) separate lots of incoming Safe Launch Certified product from the supplier – certified according to the agreed upon criteria – or 60 days, whichever is longer
- 2) Lots must be identified with a “Safe Launch Product” label or stamp to differentiate them from certified product.
- 3) Non-certified product will be subject to inspection @ GECOM discretion @ the suppliers' cost.
- 4) All paperwork for certification consideration must be attached to the packing slip and handed into the Receiving personnel upon receipt at GECOM.
- 5) Paperwork must include the following:
 - a. Part #
 - b. Part Name
 - c. Date
 - d. Lot #
 - e. Lot Quantity
- 6) GECOM, at their discretion, may choose to measure incoming parts at GECOM or by a 3rd party lab to verify part status/dimensions.
- 7) Any non-conforming parts found during the 60 days or 3 shipments will re-start the 60 days/3 shipment requirement. Repeat issue will require 3 months with no rejections to qualify for certification.

- 8) Shipments that qualify as "Certified" will be entered into a "Certified" log sheet which is maintained electronically @ GECOM.
- 9) If three (3) lots/60 days are received without issue and contain qualifying paperwork, the supplier gains "Certified" status and both the supplier and GECOM purchasing are notified via mail/email by SQA/RI personnel.
- 10) GECOM reserves the right to temporarily or permanently waive the certification and require inspection by a third party at GECOM at any point @ the supplier's cost. The sample size for inspection will be determined by GECOM SQA/QA personnel.
- 11) All qualified incoming shipments from the certified supplier may be received as "Dock to Stock", meaning that they can go from the truck to the line as useable product without having to inspect.
- 12) A supplier may have part/s become de-certified and may be issued a SCAR if a part is received with a Non-Conforming condition either at GECOM or at GECOM's Customers. Suppliers will be responsible for acquiring third party verification of product verification for SCAR items and items that require the re-certification process. GECOM will select the appropriate third party group and the supplier will provide a PO for payment of the re-certification process.
- 13) Three (3) clean shipments/60 days are required with paperwork to re-certify the parts after the problem has been corrected and verified utilizing the criteria in Step #5.
- 14) De-certified or non-certified product subject to inspection must have an approved temporary work instruction prior to start of inspection, rework, or sorting. Suppliers are responsible for providing rework/sorting instructions. For Receiving Inspection the GECOM Receiving Inspection Plan will be used.
- 15) Any product which is not certified and does not have an orange label or stamp stating "Non- certified Product" may be subject to issuance of a SCAR.

Note: Heat Treated parts are considered a critical control item and are exempt from the certification program.

REFERENCE DOCUMENTATION:

PU-119 Selection and Evaluation of GECOM Suppliers



SQM-20-01 Supplier Performance

PURPOSE:

To monitor, evaluate, and inform GECOM current production suppliers of their performance on a consistent basis to form groundwork for continuous improvement

DESCRIPTION:

4.1 Performance of suppliers will be monitored on a monthly basis and a copy of the Supplier's Performance Report (SPR) will be emailed, faxed, or mailed to them for review.

4.2 Suppliers must be certified to ISO9001 at a minimum and maintain certification, with the ultimate goal of conformance to IATF 16949

4.3 Quality Performance will be monitored based on the number of Corrective actions (SCARs) and Severity issued per month, PPM, PPAP/Documentation Timing, Response Time, Repeat SCARs

4.4 GECOM's Purchasing and Production Control Managers rate each supplier's Cost and Delivery Performance.

4.5 The SPR overall score is developed from a total amount of points deducted from a total score of 100. The supplier is given a rank based on the total for each month. Each month is calculated on a rolling average until years end.

4.6 At the end of the year, an overall improvement percentage is added back into the supplier's performance. This allows the supplier to improve their overall ranking for the year.

4.7 GECOM's Supplier Quality Ranking is as follows:

<u>Ranking</u>	<u>Score</u>	<u>Target Audit Schedule</u>
A	95-100	Preferred Supplier
B	88-94	Supplier Recommended for Business
C	80-87	Supplier Improvement Plan, Possible New Business Hold
D	70-79	Supplier Improvement Plan, New Business Hold
F	0-69	Supplier Improvement Plan, Possible Loss of Business



Intentionally Left Blank



SQM-21-01 ELV-IMDS Reporting

PURPOSE: To create and maintain a raw material record for all products supplied to GECOM Corporation; and to meet the IMDS compliance requirements for GECOM Corporation as demanded by GECOM's customers and trade regulations.

DESCRIPTION:

- 4.1 All suppliers must submit an International Material Data System (IMDS) submission for each product supplied to GECOM Corporation. Each electronic submission needs to accurately match the actual part supplied; and materials should reflect actual drawing requirements. IMDS submissions should be considered a 'PPAP' requirement for any product supplied to GECOM and IMDS should be listed on PSW. The IMDS ID reporting number for GECOM is 38131. Questions regarding the IMDS website or environmental reporting can be directed to the GECOM Quality Control Group or to Supplier Quality.
- 4.2 Environmental Reporting is an automotive requirement. Its aim is to identify materials designated on the Global Automotive Declarable Substance List (GADSL) which are considered 'harmful'. In some cases Substances of Very High Concern (SVHC's) cannot be present in products or must meet 'GADSL' mass limits and permissible applications of usage. GECOM suppliers must have trained personnel to create accurate submissions in a timely manner. OEM, Customer, IMDS, Reach and GADSL Requirements are updated periodically and GECOM Suppliers must monitor, revise and update their IMDS reporting to stay current.
- 4.3 Additional Training information for the reporting can be found at the IMDS website or the GECOM Quality Control Group can furnish the name and address for pertinent information. The AIAG website offers information regarding the ELV and methods for compliance. The mandated method for compliance to regulations.
- 4.4 Additional testing and submission information may be required with each new environmental requirement. Testing, submission parts, and documentation shall be done without cost to GECOM as a mandate for compliance.
- 4.5 Any product that is sorted and marked individually with paint or other marking system must have the marking material information added to the IMDS. The supplier must ensure that all added elements be addressed through this system.



- 4.6 All suppliers should have an internal environmental quality system. ISO 14001 certification is preferred; but the supplier's process should mirror the ISO14001 requirements.
- 4.7 Suppliers may need to report energy and water used in production of products for GECOM by product family. GECOM is required to report supply stream energy and pollution generation to our customers. GECOM may also need to present documentation of supplier compliance to regulations.
- 4.8 GECOM suppliers must comply with all International, United States, State and Local legislation regarding materials. All suppliers must report product material content in compliance with 'CONFLICT MINERAL legislation:

SECURITIES AND EXCHANGE COMMISSION

17 CFR PARTS 240 and 249b

[Release No. 34-67716; File No. S7-40-10]

RIN 3235-AK84

CONFLICT MINERALS

** GECOM no longer accepts products with Hexavalent plating

REFERENCE DOCUMENTATION:

<https://public.mdsystem.com/en/web/imds-public-pages>

<https://public.mdsystem.com/en/web/imds-public-pages/new2imds>



SQM-22-01 Lot Control on Heat Treated Parts-Critical Parts

This pertains to Heat Treat Vendors, Coating and Plating vendors and all vendors that coat or plate heat treated parts.

PURPOSE:

To maintain lot control on critical heat treated parts throughout supply chain, GECOM, and at customer location.*

Serial numbers on tags will need to be scannable and trace back to each lot.

DESCRIPTION:

4.1 Lot Control Tags will be issued from GECOM or Supplier to track lot control through fine-blanking, heat treat, de-burring, plating, insert molding, and then finally at GECOM.

4.2 The Lot Control Tag is placed on outgoing product

4.3 The vendor will sign-off as complete (circled area, attachment #6)

4.4 Lots will be controlled through tagging, packaging, and shipping to GECOM (throughout entire process).

4.5 See bottom of tag for tag placement, tote location, and packaging information for heat treated product.



SQM-23-02 CRITICAL PARTS

Scope:

Vendors that supply Critical Parts, (i.e., Springs, some levers, etc....) must control lot numbers on all components within container.

- 5.1 The lot control information is placed on outgoing product container label.
- 5.2 Lots will be controlled through tagging, packaging, and shipping to GECOM (throughout the entire process).
- 5.3 Lot Control Records must be retained for a minimum of 20 years.

***REMINDER: HEAT TREAT PARTS ARE CRITICAL AND LOT CONTROL IS ESSENTIAL. LOST LOT CONTROL, MIS-LABELED TOTES, OVERWEIGHT TOTES, AND OTHER LOT CONTROL AND HEAT TREAT ISSUES WILL BE CONSIDERED HIGH VISIBILITY PROBLEMS AND THEIR IMPORTANCE CANNOT BE EMPHASIZED ENOUGH. A SCAR WILL BE ISSUED TO ANY SUPPLIER WHO VIOLATES THESE INSTRUCTIONS.**



Attachment-1 GECOM Shipping-Parts ID Manual

PURPOSE:

These specifications provide guidelines for printing and applying a Shipping/Part Identification Label.

RESPONSIBILITIES:

Manufacturing,

DESCRIPTION:

See Document Link in Reference Documentation to Work Instruction PC-13010

REFERENCE DOCUMENTATION:

PC-13010 -- Label Standard Manual ⁽¹⁾

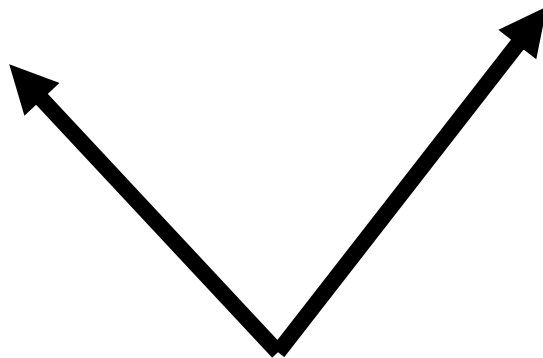
(1) -

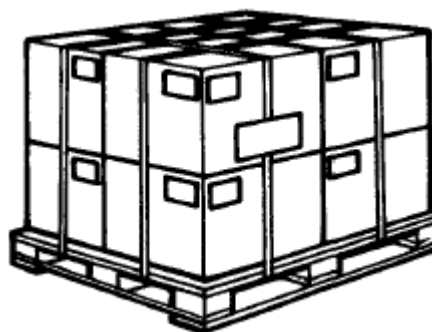
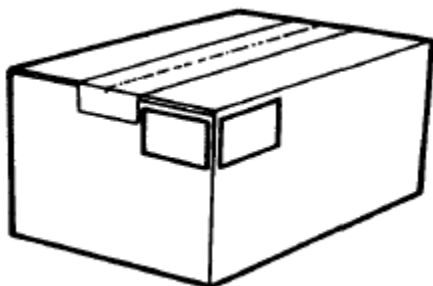
<Notes:///8525674B004838AD/393A3D15FDCFCF01852565D10057A0C9/3A0D16FCA3CEF6105256F5E00513F29>



GECOM Corp.

SHIPPING PARTS IDENTIFICATION LABEL/PALLETIZATION STANDARDS MANUAL





PURCHASE ORDER # (K) P12345 		DATE/TIME 08/03/2004 11:19	INSPECTED BY 234RV34F2
QUANTITY (Q) 100 		DESCRIPTION COVER PLATE	
ITEM # (P) D65-56317-8S 		SUPPLIER AREA	
SERIAL # (S) 12345678 			
GECOM CORP., 1025 BRANCH LANE, GREENSBURG, IN 47240			

This GECOM Corporation Standard was developed in conjunction with, and is an extraction of, the AIAG Shipping/Part Identification Label Standard developed by the Automotive Industry Action Group. In addition to the Label Standard, the label must also employ the standard for the 3-of-9 bar code symbology as established in the AIAG Bar Code Symbology Standard. AIAG membership includes representatives of Automotive Industry manufacturers and suppliers and is a cooperative effort to establish an industry standard for the purpose of increasing productivity within the automotive industry.

Specific GECOM Applications to the AIAG standard are included and denoted by a pound (#) sign. GECOM standards are subject to periodic review and users are cautioned to obtain the latest issue of this standard.

The revised Shipping/Part Identification Label Standard applies to all outside and internal suppliers of productive material to GECOM Corporation. All suppliers are requested to comply as soon as possible.

Copyright permission to reprint part of the AIAG Shipping/Parts Identification Label Standard has been granted by the AIAG Board of Directors.

Shipping / Parts Identification Label Specifications

Table of Contents

	Page
1. Introduction.....	51
2. Definitions.....	52-53
3. Size and Materials.....	54
3.1 Labels.....	54
3.2 Tags (Hang Tags).....	54
3.3 Sample / Prototype Part labeling.....	54
4. Data Area Characteristics.....	55
4.1 Data Areas and Titles.....	55
4.2 Date Identifier Codes.....	55
4.3 Part Number Area	56
4.4 Quantity Area.....	56
4.5 Supplier Number Area.....	56
4.6 Serial Number Area... ..	57
4.7 Special Data Area.....	57
5. Bar Code Symbology.....	58
5.1 Code Configuration.....	58
5.2 Code Density and Dimensions.....	58
5.3 Check Digits.....	58
5.4 Reflectivity and Contrast.....	58
5.5 Quality Assurance.....	58
6. Label Location and Protection.....	59
6.1 Label Location.....	59
6.2 Label Protection.....	59
7. Special Labels.....	59
7.1 Multiple, Common Item Packs.....	59
7.2 Mixed Item Loads.....	60
8. Destination Label and Instructions (Not Part of AIAG Label Standard)	60
8.1 Labels.....	60
8.2 Tags.....	60
8.3 Label Location.....	60
8.4 Plant Shipping Addresses.....	61
9. Palletization.....	61
9.1 Correct and Incorrect Palletization of shipment.....	61
9.2 Partial Containers.....	61-62

EXHIBITS

1. 2"x 6.0" Sample Label Specifications.....	62
2. 4"x 6.5" Sample Label Specifications (Platers only).....	63
3. 4" x 6.5" Sample Label Specifications (All others).....	64
4. 2" x 6.0" Sample Destination Label.....	65
5. Master Label for Common Item Pack.....	66
6. Mixed Load Label.....	67
7. Things Not to be Done to Label.....	68
8. Things Not to be Done to Label.....	68
9. Label Locations on Various Shipping Packs.....	69-72

APPENDICES

A. 1984 Data Element Dictionary-Unit of Measure Abbreviation.....	73
---	----



1. INTRODUCTION

These specifications provide guidelines for printing and applying a Shipping/Part Identification Label. The label is designed to improve the productivity and controls at suppliers and GECOM Corporation, by allowing effective and efficient capture of data for production counts, warehouse input/output, cycle checking, shipper generation, forwarding, freight transfer control, receiving, and other inventory controls. Strict adherence to these specifications for the Shipping/Parts Identification Label will reduce implementation costs and increase benefits for GECOM Corporation and its suppliers.

In this document, the word “SHALL” indicates a requirement and the word “SHOULD” indicates a recommendation.

2. DEFINITIONS

TERM	DEFINITION
AIM	Automatic Identification Manufacturers Association
Alphanumeric	A Character set that contains alphabetic characters (letters), numeric digits (numbers), and usually other characters such as punctuation marks.
ANSI	American National Standards Institute.
Bar code Symbol	An array of rectangular bars and spaces that are arranged in a predetermined pattern following specific rules to represent elements of data that are referred to as characters. A bar code symbol typically contains a leading quiet zone, start character, data character(s), stop character, and trailing quiet zone.
Character	In a bar code symbol, the smallest group of elements that represent one or more numbers, letters, punctuation marks, or other information.
Code 39	Code 39 (also known as Code 3 of 9) shall mean the symbology as specified by ANSI and AIM.
Common Item Pack	A pack which contains all like items, i.e., same part/item numbers.
Data Identifier (DI)	A specified character string that defines the specific data that immediately follows, as defined by ANSI MH10.8.2.
Destination Label (Not part of AIAG B-10 Standard)	A label to identify the receiver of a shipping pack when the package is routed through a consolidation point. This label is unnecessary on packs loaded for full-conveyance, direct shipments.
Item	A single part or material purchased, manufactured, and/or distributed.
Label	A card, stripe of paper, etc. marked and attached to an object to indicate its nature, contents, ownership, destinations, etc.
Master Label	A label used to identify and summarize the total contents of a multiple pack (like parts).
Mixed Item Pack	A pack containing item with different part/item numbers.
Mixed Load Label	A label used to designate mixed item, shipping packs.

**2. DEFINITIONS CONT.**

TERM	DEFINITION
Multiple Pack	A pack containing smaller packages (sub packs) of items.
Non-standard Quantity Pack	A pack which contains variable quantities of like items.
Pack, Package, or Load	A unit which provides protection and containment of items plus ease of handling by manual mechanical means. Examples of containers or packs, which normally are disposable, include bags, cartons, cartons on pallets and pallet boxes. Examples of containers or packs which are returnable included bins (wire mesh or solid sides and ends), racks (plain or with dunnage), racks with wire mesh sides and ends, tubs, and drums.
Shipping Pack	A pack used for shipping items from one plant to another and can be any of the packs described above.
Standard Quantity Pack	A pack which contains variable quantities of like items.
Sub pack	One of the smaller packs (which may be a standard quantity or non-standard quantity pack) that makes up a larger multiple pack.
Tag	A label that is hung from an object, usually with a wire placed through a reinforced eyelet in the label/tag.
Warning Labels (Not part of AIAG Standard)	A label used to identify the material as dangerous, hazardous, flammable, etc. Use of the shipping label does not relieve the supplier from the responsibility to affix these labels. These labels must continue to be applied to applicable shipments.

3. SIZE AND MATERIALS

3.1 LABELS

The minimum label size SHALL be 4.0 in. (102mm) high X 6.0 in. (152mm) wide for containers that are larger than 5.0 inches in height (see Exhibit 1, 2 & 3). Containers smaller than 5.0 in. SHALL have a label that is 2.0 in. (50 mm) high X 6.0 in. (152) wide (See Exhibit 2). Long part numbers and large shipping quantities may require a larger label width. A 4.0 in. (102mm) X 6.5 in. (165mm) label SHOULD handle all known conditions.

The label paper SHALL be white in color with black printing.

Adhesive types SHALL be pressure sensitive.

3.2 TAGS (HANG TAGS)

The tag size SHALL be the same as described in Section 3.1 plus the material necessary to add a reinforced eyelet.

The tag SHOULD be durable enough to assure readability at its destination. See Exhibit 5 for example.

3.3 SAMPLE / PROTOTYPE PARTS LABELING

Sample / Prototype and / or Service parts may be requested by Purchasing, Engineering or Production Control for PPAP and/or quality testing and Customer Service Orders. The sample label (below) is required on each container in addition to the normal container label. This label size is 4.0" x 6.5" (non-white) and will be furnished by GECOM's Purchasing Department. The Engineering label will be a 2" x 4" (non-white) and also will be furnished by GECOM.

The Service label is a 4.0" x 6.5" (non-white) and will be furnished by GECOM

TRIAL PARTS
ATTN: PURCH AGENT NAME

TRIAL PARTS
ATTN: PURCH AGENT NAME

SERVICE

TRIAL / SAMPLE PARTS			
PART NUMBER		PART NAME	
DATE	DIE #	QUANTITY	OPERATOR
NEXT PROCESS (1)		NEXT PROCESS (2)	
NEXT PROCESS (3)		NEXT PROCESS (4)	

(ENGINEERING TAG)

4. DATA AREA CHARACTERISTICS

The part number, quantity, supplier number and label serial number SHALL be included on each label in the designated data areas and SHALL be displayed in both human readable characters and bar code symbols. All data may vary in the number of characters, and only the serial number has a specified maximum length. Exhibits 1 through 6 show sample GECOM labels.

4.1 DATA AREAS AND TITLES

There are five data areas for each label: Part Number, Quantity, Supplier Number, Serial Number, and Special Data. Each data area SHALL be separated by thin lines and SHALL contain its title in the upper left-hand corner, as shown in the exhibits. Outer borderlines are not required. Titles SHOULD be printed in 0.06 in. (1.5mm) high letters. The data area titles are Part No., Quantity, and Serial No.

4.2 DATA IDENTIFIER CODES

A data identifier code in the first position following the start code of the bar code symbol SHALL be used to identify the information to follow. This character is not to be included in the human readable line, but is shown in human readable characters under the title for the appropriate data area. See Exhibits 1 and 2.

Using additional bar code symbols on shipping packages is not encouraged, but may be appropriate in some circumstances.

To prevent reading wrong data into a system, and to differentiate among all bar code symbols, any added Code 39 symbols placed on the Shipping/Parts Identification Label SHALL use data identifiers as defined in the ANSI FACT-1 Data Identifier Standard. Further, any Code 39 symbols placed elsewhere on a shipping package SHOULD contain the appropriate data identifier.

The following identifier codes are assigned for the different types of data:

- P - Part Number
- Q - Quantity
- S - Unique License Plate Serial Number
- V – Vendor / Supplier number

Shipping/Parts Identification Label

- 4S - Unique License Plate Serial Number- Master Label
- 5S - Unique License Plate Serial Number- Mixed Load
- K - Purchase Order Number

4.3 PART NUMBER AREA (*THIS SECTION WILL NO LONGER BE UTILIZED*)

The human readable part number characters SHALL be bold and a minimum 0.5 in. (13mm) high. The maximum anticipated length of the alphanumeric part number will be 16 characters including the data identifier of “P”.

The bar code symbol of the part number SHALL be directly below the human readable characters and SHALL be a minimum 0.5-in. (13mm) high. Depending on the normal dimension of the narrow bar code elements, part numbers of varying lengths can be printed on one line. The maximum length of any bar code symbol SHOULD not exceed 5.5 inches (140mm).

The part number SHALL be the designated number assigned by GECOM Corporation.

4.4 QUANTITY AREA

The human readable quantity characters SHALL be a minimum 0.5-in. (13mm) high.

The bar code symbol for the quantity SHALL be directly below the human readable characters and SHALL be a minimum 0.5-in. (13mm) high.

The maximum length anticipated for the quantity is six (6) numeric characters plus the data identifier (Q). The length of this area (the line separating the Quantity Area from the Special Area) may be adjusted to handle specific needs of the supplying location and/or GECOM Corporation for information required in the special data area of the label.

When the unit of measure is pieces, no notation is required. When the unit of measure is not pieces (e.g., pounds, pairs, feet, etc.), it SHALL be noted in human readable form only. When used, the unit of measure SHALL be directly to the right of the human readable quantity and SHALL be a minimum of 0.2 in. (5mm) high. The unit of measure SHALL not be bar coded. Unit of measure abbreviations as defined in the ASCX 12.3-1984 Data Element Dictionary SHALL be used. (See Appendix A).

4.5 SUPPLIER NUMBER AREA (*IF UTILIZED*)

The human readable supplier number characters SHALL be a minimum 0.2 in (5mm) high.

The bar code symbol for the supplier number SHALL be directly below the human readable characters and SHALL be a minimum 0.5-in. (13mm) high.

The maximum length anticipated for the supplier number is seven (7) characters plus the data identifier (V).

The supplier number SHALL be the designated supplier code number assigned by GECOM Corporation.



4.6 SERIAL NUMBER AREA

The human readable serial number characters SHALL be a minimum of 0.2 in. (5.0mm) high.

The bar code symbol for the serial number SHALL be directly below the human readable characters and SHALL be a minimum 0.5-in. (13mm) high.

The supplier name, address, city, state, and zip code SHALL be directly below the bar code symbol and SHOULD be 0.1 in. (2.5mm) high.

The serial number SHALL be a unique number (not necessarily in sequential order) assigned by the supplier. Suppliers SHALL avoid repeating serial numbers within any calendar year. Each shipping container or pack with a Shipping/Parts Identification Label SHALL have a unique serial number. In this way each container, regardless of content or destination, can be differentiated from others.

The serial number shall be in S, S3, S8 or S15 format. Any supplier that must vary from one of these formats must request and receive permission from GECOM Supplier Quality.

The serial numbers SHALL be scannable and trace back to each lot.

4.7 SPECIAL DATA AREA

This area of the label SHALL be used to provide the following information on material shipments to GECOM Receiving locations. This information SHALL be in human readable form only. Any remaining space in this area may be used by the supplier for their own information. However, if any bar coded information is used in this area, the bar code SHALL comply with the specifications detailed in Section 4.2 and Section 5.

Part Name The part or assembly name SHALL be the official GECOM description and SHALL include, if applicable, the official GECOM description of the color or color combination. Symmetrically opposite parts SHALL be indicated as right hand or left hand.

If label size is larger than 2" x 6" a maximum of 20 characters is required. The human readable characters SHALL be a minimum of 1.0 in. (25mm) wide by 0.2 in. (5mm) high and in bold print.

Date manufactured The date the material was manufactured for shipment SHALL be indicated to show month, day and year. The human readable character SHALL be a minimum of 0.1-in. (2.5mm) wide by 0.2-in. (5.0mm) high and bold prints.

Lot / Heat Control Number The "lot" number from the raw material (ie: steel / resin) being ran will be transferred onto GECOM label(s) and applied to each container of product being

produced to serve as traceability. The human readable character SHALL be a minimum of 0.1-in (2.5mm) wide by 0.2-in (5.0mm) high in bold prints.



5. BAR CODE SYMBOLOGY

Bar codes SHALL be the 3-of-9 (Code 39) type and SHALL conform to ANSI AIM BC1 standards. In addition to these symbology specifications, Section 5.1 through 5.5 covers specific requirements for the Shipping/Parts Identification Label.

All bar codes must be scannable as of any shipment made on or after August 1, 2019.

5.1 CODE CONFIGURATION

The four (4) characters (\$, ?, +, %) of the 3-of-9 symbology SHALL not be used on the Shipping/Part Identification Label.

5.2 CODE DENSITY AND DIMENSIONS

The bar heights SHALL be a minimum of 0.5 in. (13mm). For each bar code symbol, the average width of the narrow elements SHALL be within the range of .13 to .17 inches. The ratio of the nominal width of the wide elements to the nominal width of the narrow elements SHALL be 3 to 1, with an allowable range of 2.18 to 3.21.

5.3 CHECK DIGITS

Check digits SHALL not be used in the bar codes.

5.4 REFLECTIBILITY AND CONTRAST

The printed bar code symbols SHALL meet the reflectivity and contrast requirements, specified in Section 4.1 of AIAG B-1, at all electromagnetic wave lengths from B633 to B900 nanometers.

5.5 QUALITY ASSURANCE REQUIREMENTS

It is the responsibility of the supplier to provide bar coded labels that meet these specifications. Equipment is available to verify that bar code symbols meet these requirements. Use of statistical process control techniques to minimize printing variability is recommended.

6. LABEL LOCATION AND PROTECTION

6.1 LABEL LOCATION

Illustrations of the most common shipping packs and recommended label locations are shown on Exhibits 9a, 9b, 9c and 9d. In most cases two labels are specified. The bottom edge of the label **SHOULD** be parallel to the base of the package/container. To facilitate automatic reading of the bar code symbols, the top edge of the label, whenever possible **SHOULD** not be more than 20 inches from the bottom of the container. Wraparound labels are acceptable as long as quiet zones are within specifications.

6.2 LABEL PROTECTION

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged where ever practical. Laminates, sprays, window envelopes, and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care must be taken to assure that labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices

7. SPECIAL LABELS

While these specifications will cover most situations, there will be circumstances where requirements will dictate special arrangements between GECOM Corporation and suppliers. Every effort to minimize these situations **SHOULD** be a goal of all, so that complexities and costs are not added.

Two situations where special labels may be needed for better handling are multiple and mixed item packs. Sections 7.1 and 7.2 outline recommended practices for these situations. They are to be used only when supplier and GECOM Corporation mutually agree.

7.1 MULTIPLE, COMMON ITEM PACKS

A Master label as shown in Exhibit 5 **SHALL** be used when the supplier or GECOM agree that the total contents of a multiple, common item pack should be identified. Each sub pack of the multiple pack **SHALL** be identified with a Shipping/Parts Identification Label or other agreed upon label. The total multiple pack **SHALL** be identified with a Master Label in a location specified by GECOM. The label **SHALL** be placed on the pack in such a manner that when the pack is broken apart the label is discarded (e.g., hang Master Label from banding or attach to stretch wrap).

At the top of this label, the heading "Master Label" **SHALL** be printed in bold 1.0-in. (25.4mm) letters. The balance of the label format **SHALL** conform to the specifications for the Shipping/Parts Identification Label except that the data identifier for the serial number **SHALL** be a "4S" instead of "S". The serial number, preceded by a "4S" in the bar code

only, SHALL be a unique number, not to be repeated over the course of a year. The quantity on the Master label SHALL be a total in all sub packs.



7.2 MIXED ITEM LOADS

Each mixed load pallet will be accompanied with an itemized list of quantities per part number on each individual mixed pallet.

Mixed item loads SHALL have a label with the words “mixed load” in bold 1.0 in. (25.4mm) letters in a noticeable location. See Exhibit 6.

When label design 6 is used, each sub pack or item SHALL be identified with a Shipping/Parts Identification Label, as described earlier.

Label 6 SHALL only be used upon specific agreement between the supplier and GECOM. When label design 6 is used, supplier and serial numbers as specified in Section 4.5 and 4.6 SHALL be included. One exception is that data identifier for the serial number on the Mixed Load Label SHALL be “5S” instead of “S”.

8. DESTINATION LABEL AND SHIPPING INSTRUCTIONS

To minimize misdirection of packaged parts and materials, it is essential that the exact shipping address of the receiving plant be shown in a manner that can be easily read and understood. Consequently, the following shipping instructions SHALL apply for proper addressing of parts and material shipped or delivered to GECOM Corporation plants by outside suppliers.

8.1 LABELS

The label paper SHALL be white in color with bold, black printing.

The character size of “Ship To”, Plant, Street Address, City, State, and Zip Code, SHALL be 0.125 in. (3.3mm). The character size of the name “Corporation” and “Plant Location Code” SHALL be 0.156 in. (5.6mm) high. The recommended overall label size of shipments to Corporation plants is 2.0 in. (51mm) high by 5.0 in. (128mm) wide. See Exhibit 4.

Adhesive types can be pressure sensitive or dry gummed as long as adherence to package substrate is assured and application is wrinkle free and only for use on expendable packaging. For returnable/durable packaging, use only as authorized by Corporation Production Control Department.

8.2 TAGS (HANG TAGS)

The tag size SHALL be the same as described in Section 8.1 plus the material necessary to add a reinforced eyelet.

8.3 LABEL LOCATION

The label or tag SHALL be attached to one end and one side of the package or unit load. When individual containers are palletized and made into a unit load for mechanical handling, it is only necessary to identify one end and one side of the load.

8.4 PLANT SHIPPING ADDRESSES

The plant shipping address SHALL be considered mandatory in the identification of packages or unit loads shipped by highway carrier to Corporation plants by outside suppliers or by other plants. The plant shipping address SHALL include the plant name, plant location code, plant street address, city, state, and zip code.

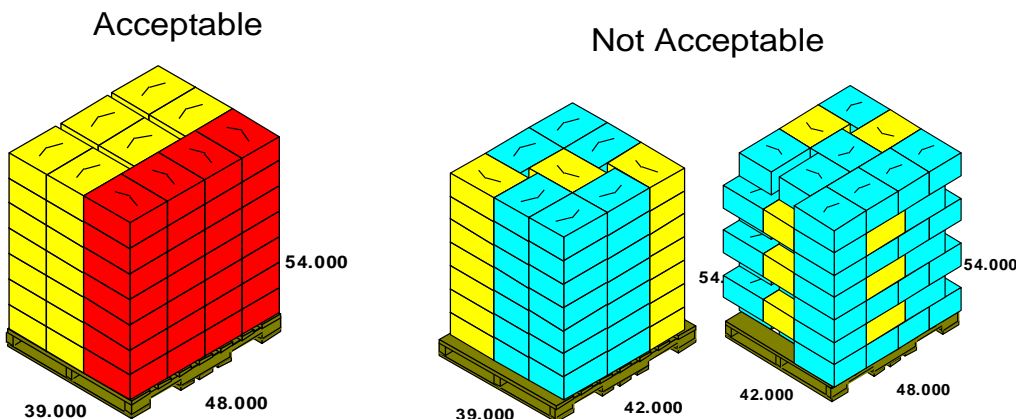
The supplier SHALL refer to their most recent Purchase Order authorization for the correct shipping address.

9. PALLETIZATION

9.1 To ensure quality and accuracy the following standard is GECOM's desired palletization of product when shipping

Product shall be stacked with like part numbers together in a tower formation.
All like (same part number) product will be together on one (1) pallet
Pallets will be assembled in a manner to prevent spills (level

Palletization



9.2 Partial Containers

GECOM has set container quantities, it is not our desire to receive partial container but, When requested by GECOM or forced to send partial (not standard) containers quantities. Container will be located on the top right hand corner of the skid. The label for the partial container will be highlighted to identify the partial container.

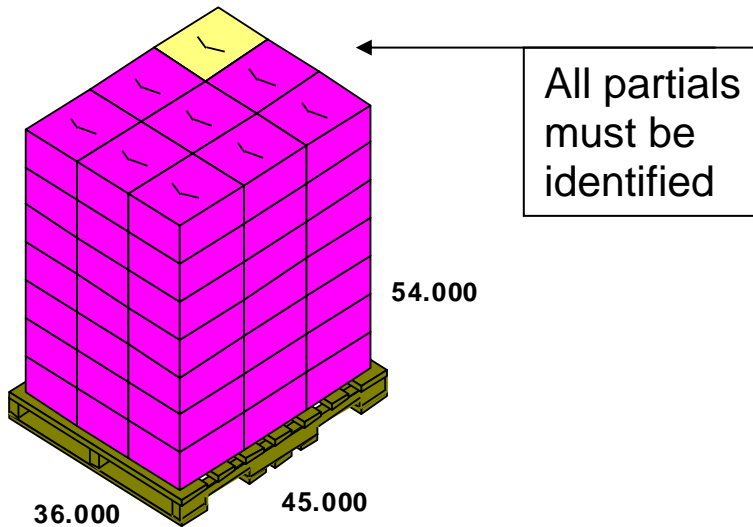





EXHIBIT 1

SERIAL # (S) 12345678 c  d		MFG. DATE 08/03/04 e		IH LOT # 8675309 OC LOT # 5479709 COIL # ASDF4V4H f HEAT # ERGB 3G34 CLOCK # 4889	
PART # 05008620AA a  b		QUANTITY 999 g  h			

Label Specification : 2" x 6"

a	GECOM Part Number
b	Bar coded GECOM Part number with a "P" proceeding it
c	Serial number: Should be an 8 (eight) digit serial number
d	Bar Code Serial number: consists of "S" than an 8 (eight) digit serial number
e	Date part is manufactured
f	Supplier information area
g	Quantity of parts in container
h	Bar code quantity of parts in container with a "Q" proceeding it






DESCRIPTION COVER PLATE		DATE/TIME 08/02/2004 14:17	ITEM # WEIGHT 198 . KG
LOT # 99999999		DIE # AAAAAA	
QUANTITY (Q) 100	Material ID# AAAAAAAAAAAAAAAAAAAA		
	Vendor Name AAAAAAAAAAAAAAAAAAAAAAAAAAAA		
PARENT ITEM # (P) D65-56317-8S	COMPONENT ITEM # (P) D65-56317-9S		
	P/O OR ASSOC. # 99999	MATERIAL HANDLER 99999	CODE # AAA
SERIAL # (S) 12345678			
			
GECOM CORP. 1925 BARACHEL LANE GREENSBURG, IN 47240			

EXHIBIT 2

Label Specification: 4" x 6.5" (PLATING SUPPLIERS)	
A	GECOM description of part
B	Lot number of part
C	Quantity of parts in container
D	Bar code quantity of parts in container with a "Q" proceeding it
E	GECOM Part Number
F	Bar coded GECOM Part number with a "P" proceeding it
G	Serial number: consists of an 8 (eight) digit serial number
H	Bar Code Serial number: consists of an "S" and an 8 (eight) digit serial number
I	Date & time part is manufactured
J	Weight of part in kilograms
K	Die number that was used to manufacture the part
L	Steel material identification number
M	Supplier name that it send the part to GECOM
N	Part number before plating of material
O	Press operator or associate number running machine
P	Material handler associate number
Q	Container code number
R	Your Company's shipping address that created the label

EXHIBIT 3

a	PURCHASE ORDER # (K) P12345	i	DATE/TIME 08/03/2004 11:19	j	INSPECTED BY
b				k	ENGINEERING REV. LEVEL 234RV34F2
c	QUANTITY (Q) 100		DESCRIPTION COVER PLATE	l	
d			SUPPLIER AREA	m	
e	ITEM # (P) D65-56317-8S				
f					
g	SERIAL # (S) 12345678			n	
h					

GECOM CORP. 1025 BARRACEL LANE GREENSBURG, IN 47240

Label Specification: 4" x 6.5" (ALL OTHER SUPPLIERS)	
A	Purchase Order number
B	Bar code purchase order number proceeded by an "K"
C	Quantity of parts in container
D	Bar code quantity of parts in container with a "Q" proceeding it
E	GECOM Part Number
F	Bar coded GECOM Part number with a "P" proceeding it
G	Serial number: consists of an 8 (eight) digit serial number. The serial numbers SHALL be scannable and trace back to each lot.
H	Bar Code Serial number: consists of "S" and an 8 (eight) digit serial number The serial number shall be in S, S3, S8 or S15 format.
I	Date & time part is manufactured
J	Person that inspected the parts before being shipped to GECOM
K	GECOM part number engineering change level
L	GECOM description of part
M	Supplier information area
N	Your Company's shipping address that created the label



EXHIBIT 4

DESTINATION LABEL

SHIP TO:

**GECOM CORPORATION
1025 BARACHEL LANE
GREENSBURG, IN 47240
TELEPHONE 812-663-2270**

EXHIBIT 5

a	FROM: GECOM CORPORATION 1025 BARACHEL LANE GREENSBURG, IN 47240
b	MASTER LABEL
c	PART # CUST (P) 05008620AA
d	
e	QUANTITY (Q) 999999
f	
g	SERIAL # (M) 12345678
h	

Master Label Specification: 4" x 6.5"	
a	Your Company's shipping address that created the label
b	Large "MASTER LABEL" for pallets containing like parts
c	GECOM Part Number
d	Bar coded GECOM Part number with a "P" proceeding it
e	Quantity of parts in container
f	Bar code quantity of parts in container with a "Q" proceeding it
g	Master Serial number: consists of an 8 (eight) digit serial number
h	Bar Code Serial number: consists of DI = "4S" and a 8 (eight) digit serial number

EXHIBIT 6

a	FROM: GECOM CORPORATION 1025 BARACHEL LANE GREENSBURG, IN 47240
b	MIXED LOAD
c	SUPPLIER AREA
d	SERIAL # (G) 12345678
e	

Mixed Load Label Specification: 4" x 6.5"	
a	Your Company's shipping address that created the label
b	Large "MIXED LOAD" for pallets containing mixed parts
c	Supplier information area
d	Mixed Load Serial number: consists of an 8 (eight) digit serial number
e	Bar Code Serial number: consists of "5S" (or "G") and an 8 (eight) digit serial number

EXHIBIT 7 – THINGS NOT TO DO

Bar code is not to be marked on.
Mark in designated supplier area.

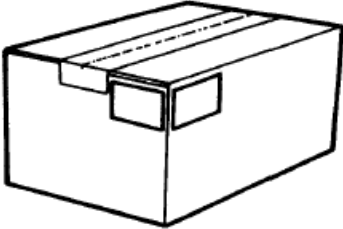
PART # 05008620AA		MFG. DATE 02/02/04	IH LOT # 8675309 OC LOT # 5479709 COIL # ASDF4V4H HEAT # ERGB 3G34 CLOCK # 4889
SERIAL # (1S) 06P191-12345678		QUANTITY 99999	

EXHIBIT 8 – THINGS NOT TO DO

PURCHASE ORDER # (A) P12345		DATE/TIME 02/02/2004 09:28	INSPECTED BY 234RV34F2
QUANTITY (Q) 100		DESCRIPTION COVER PLATE	
ITEM # (P) D65-56317-8S		SUPPLIER AREA	
SERIAL # (1S) 06P191-12345678			

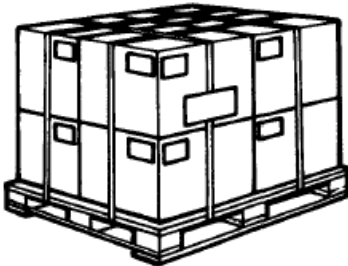
Please mark in supplier area only. This will
inhibit GECOM from internal use.

**LABEL LOCATIONS ON VARIOUS SHIPPING
PACKS
EXHIBIT 9A**



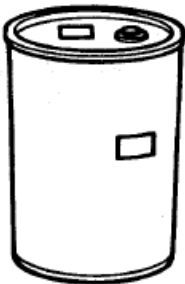
Box or Carton

Identical labels shall be located on two adjacent sides (wrap around label acceptable.) The upper edges of the labels should be as high as possible up to 20 inches from the bottom of carton.



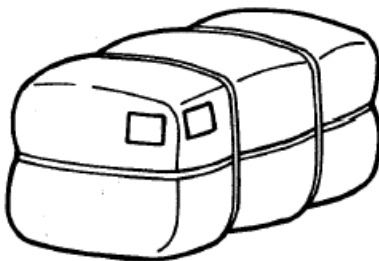
Cartons on Pallet

Each carton shall be individually labeled as described above. One master label may be used as described in Section 7.1, or one mixed load label as described in 7.2. Each pallet shall contain a master label or mixed load label.



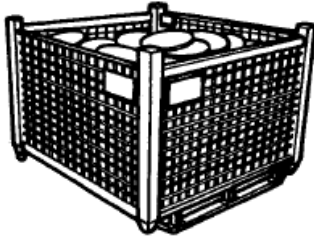
Drums, Barrels, or Cylindrical Containers

Identical labels shall be located on the top and near the center of the side.



Bales

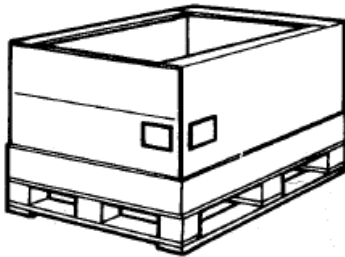
Identical labels shall be located at the upper corner of an end and the adjacent side (wrap around label acceptable).

**LABEL LOCATIONS ON VARIOUS SHIPPING PACKS
EXHIBIT 9B****Basket, Wire Mesh Container**

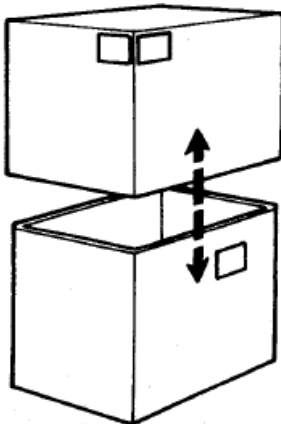
Identical labels shall be located on two adjacent sides.

**Metal Bin or Tub**

Tag one visible piece near top, or use a label holder.

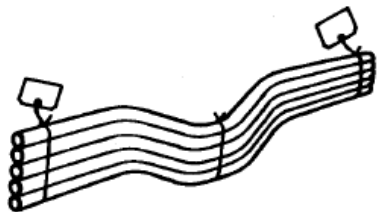
**Pallet Box**

Identical labels shall be located on two adjacent sides (wrap around label acceptable.)

**Telescopic or Set-Up Containers**

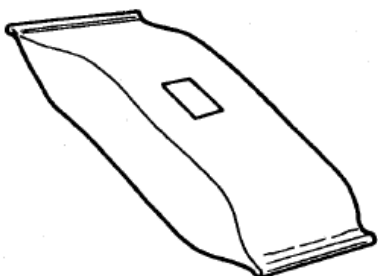
Identical labels shall be located on two adjacent sides of the outer box. Some applications may also require identification of the inner box (wrap around label acceptable).

**LABEL LOCATIONS ON VARIOUS SHIPPING PACKS
EXHIBIT 9C**



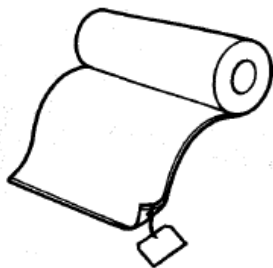
Bundle

Identical Tags shall be located at each end.



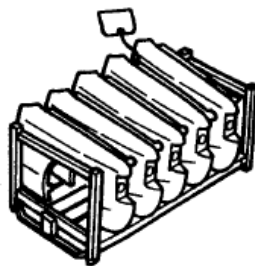
Bag

Place one label at the center of face.



Roll

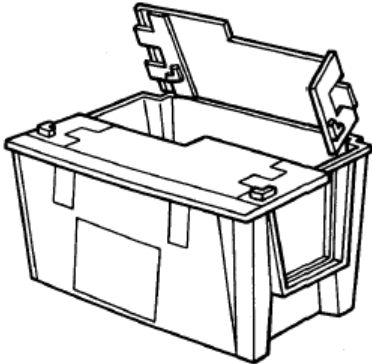
Hang one tag 2.0 in. (51 mm) from end of the material.



Rack

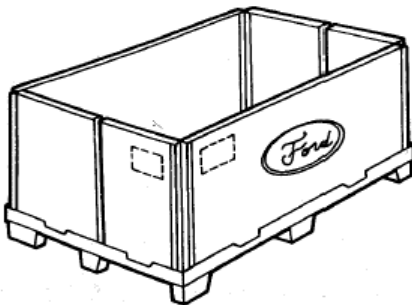
Tag one visible piece near top or use a label holder.

**LABEL LOCATIONS ON VARIOUS SHIPPING PACKS
EXHIBIT 9D**



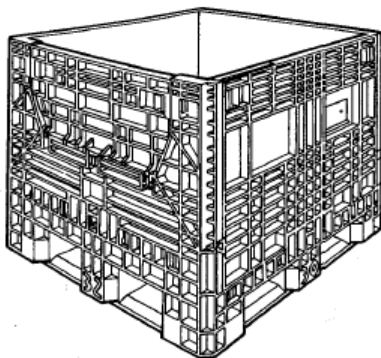
Plastic Modular Container

Identical labels shall be located on two adjacent sides in designated locations.



Collapsible Sleeve Pack

Identical labels shall be located on two adjacent sides in designated locations.



Plastic Pallet Box

Identical labels shall be located on two adjacent sides in designated locations.

Unit of Measure Abbreviations (From ASC X 12.3 — 1984 Data Element Dictionary)

(Printed December, 1984)

Appendix A

DATA ELEMENT #355 UNIT OF MEASUREMENT CODE

CODE	DEFINITION	CODE	DEFINITION	CODE	DEFINITION
DISTANCE					
DK	KILOMETERS	UNIT OF SALE (CONT'D)			
MI	MILES	CP	CRATE	PG	POUNDS GROSS
NUMBER OF UNITS					
NB	BARGE	CQ	CARTIRIDGE	PH	PACK (PAK)
NC	CAR	CR	CUBIC METER	PK	PACKAGE
NL	LOAD	CS	CASSETTE	PL	PALLET UNIT LOAD
NN	TRAIN	CT	CARTON	PN	POUNDS NET
NR	CONTAINER	CU	CUP	PR	PAIR
NT	TRAILER	CV	COVER	PT	PINT
NV	VEHICLE	CW	HUNDRED POUNDS (CWT)	PW	PENNYWEIGHT
PC	PIECE	CY	CUBIC YARD	QD	QUARTER DOZEN
TEMPERATURE		CZ	COMBO	QR	QUIRE
CE	CENTIGRADE, CELSIUS	DC	DISK (DISC)	QT	QUART
FA	FAHRENHEIT	DE	DEAL	RD	ROD
KV	KELVIN	DR	DRUM	RE	REEL
TIME		DS	DISPLAY	RL	ROLL
DA	DAYS	DZ	DOZEN	RM	REAM
HR	HOURS	EA	EACH	SA	SANDWICH
LH	LABOR HOURS	EV	ENVELOPE	SC	SQUARE CENTIMETER
MO	MONTHS	FT	FOOT	SE	SECTION
WK	WEEK	GA	GALLON	SF	SQUARE FOOT
YR	YEARS	GR	GRAM	SG	SEGMENT
UNIT OF SALE		GS	GROSS	SH	SHEET
AY	ASSEMBLY	HD	ONE-HALF DOZEN	SI	SQUARE INCH
BA	BALE	HU	HUNDRED	SL	SLEEVE
BB	BASE BOX	IN	INCH	SM	SQUARE METER
BC	BUCKET	JB	JUMBO	SO	SPOOL
BD	BUNDLE	JO	JOINT	SP	SHELF PACKAGE
BF	BOARD FEET	JR	JAR	SQ	SQUARE
BG	BAG	KE	KEG	SR	STRIP
BH	BRUSH	KG	KILOGRAM	ST	SET
BI	BAR	KH	KILOWATT HOUR	SY	SQUARE YARD
BK	BOOK	KT	KIT	TB	TUBE
BL	BLOCK	LB	POUND	TG	GROSS TON
BN	BULK	LC	LINEAR CENTIMETER	TH	THOUSAND
BO	BOTTLE	LF	LINEAR FOOT	TK	TANK
BR	BARREL	LG	LONG TON	TN	NET TON
BT	BELT	LI	LINEAR INCH	TO	TROY OUNCE
BU	BUSHEL	LK	LINK	TY	TRAY
BX	BOX	LM	LINEAR METER	UN	UNIT
CA	CASE	LN	LENGTH	WH	WHEEL
CB	CARBOY	LO	LOT	YD	YARD
CC	CUBIC CENTIMETER	LR	LAYER	ZZ	MUTUALLY DEFINED
CD	CARAT	LT	LITER	VALUE	
CF	CUBIC FEET	LY	LINEAR YARD	CX	COST
CG	CARD	MA	MACHINE UNIT	LS	LUMP SUM
CH	CONTAINER	MG	METRIC GROSS TON	MV	MONETARY VALUE
CI	CUBIC INCHES	MM	MILLIMETER	VOLUME	
CJ	CONE	MN	METRIC NET TON	DL	DECILITER
CK	CONNECTOR	MR	METER	DM	DRAM
CY	CYLINDER	MT	METRIC LONG TON	FO	FLUID OUNCE
CM	CENTIMETER	OL	OUNCE — LIQUID	GA	GALLON
CN	CAN	OZ	OUNCE — AV	LT	LITER
CO	COIL	PA	PAIL	ML	MILLILITER
		PC	PIECE	PT	PINT
		PD	PAD	QT	QUART
		PE	POUNDS EQUIVALENT	OTHER	
		PF	PALLET (LIFT)	ZZ	MUTUALLY DEFINED



Intentionally Left Blank

Attachment-3 Supplier Scoring Matrix

PURPOSE:

Attachment-3.1 Supplier Performance Report

RESPONSIBILITIES:

SQA

REFERENCE DOCUMENTATION:

Supplier Score Card

GPI - Gecom Point Index	Detail	Ranking		
Quality Points = 65	SCAR Severity	A	Excellent	85-100
	PPM	B	Acceptable	87-94
	PPAP Documentation Timing	C	Needs Improvement (Improvement Plan)	80-86
	Repeat SCAR / Response Timing	D	At Risk (Business hold)	70-79
Delivery Points = 25	Late Deliveries / Premium Freight	E	Unacceptable (Dispute)	Below 70
	ASN Discrepancies/Paperwork			
Cost Points = 10	Cost			
Quality	Classification	Points		
SCAR = 25 Points	SCAR / Severity			
	Customer or Safety Issue			25
	Repeat Internal Issue			15
	Internal Issue			10
	Audit Issue			5
PPM = 15 Points	PPM 1%-10% Over Goal			5
	PPM 10%-25% Over Goal			10
	PPM >25% Over Goal			15
Response Time = 15 Points	SCAR Response up to 3 Days Late			3
	SCAR Response 4~7 Days Late			6
	SCAR Response 8~14 Days Late			9
	SCAR Response 15~21 Days Late			12
	SCAR Response 21+ Days			15
Warranty = 10 Points	Repeat /Safety			10
	General			5
Delivery	Classification	Points		
	Late Deliveries / Premium Freight			10
	Damaged Shipment			5
	Paper Work			
	Part Number Incorrect			2
	Quantity Incorrect			2
	PO # Incorrect			1
	Packaging			
	Correct Palletization of Product			2
	Label Accuracy			2
	Correct Container			1
Cost	Classification	Points		
Cost = 10 Points	Cost			7
	Service			2
	Quote Time			1

4M Change Point Log Sheet										
Date	Recording Associate	Line Facility	Category (circle one)		Change Detail	Containment Activity Required		QA Representative Signature	C/M	Following Shift T/L Initial
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						
			Man	Machine		Y	N			
			Material	Method						

Attachment-4- Engineering (Process) Change Approval Form



GECOM Site Transfer Form

Originator Information (to be completed by supplier):		
Company Name:	Date:	
Plant/Facility Location:	Supplier Representative or Program Manager Name:	
Purpose or Reason for Change: Provide brief explanation here		
Benefit of Change or Associated Risks (if any):		
<input type="checkbox"/> Process Change Only <input type="checkbox"/> Facility or Site Change <input type="checkbox"/> In-house Move		
General Information: <i>(Please provide all data that applies)</i>		
Part Number(s) Impacted: 1. 2. 3.	4. 5. 6.	7. 8. 9.
Scope: <i>(Check all areas that apply)</i>	Describe how Quality/Capacity will be assured? <i>(Please consider obsolescence or safety stock plans)</i>	Timing:
<input type="checkbox"/> New Tool <input type="checkbox"/> New Machine <input type="checkbox"/> Material/Formula Change <input type="checkbox"/> Production Line Move <input type="checkbox"/> Personnel/ Manning Change		Planned Change Date: To: From: <i>(please attach schedule or timing plan)</i>
GECOM Use Only		
<input type="checkbox"/> NOT Approved Explanation:	<input type="checkbox"/> Approved (Please provide the following) <div style="text-align: center;"> <input type="checkbox"/> Part Submission Warrant (PSW) <div style="text-align: center;"> <input type="checkbox"/> Sample Parts <input type="checkbox"/> Validation Test Report <input type="checkbox"/> Process Flow Chart <input type="checkbox"/> Control Plan </div> </div> <div style="text-align: center; margin-top: 10px;"> </div>	<input type="checkbox"/> Capability Study <input type="checkbox"/> Material Cert(s) <input type="checkbox"/> Process FMEA <input type="checkbox"/> Dimensional Data <input type="checkbox"/> Packing Specification <input type="checkbox"/> Capacity Plan

GECOM Approval Signatures:

Purchasing Manager: _____

SQA Manager: _____

Associate Signature

Date

F-APQP-00007; rev 3 - GECOM Site Transfer Form.doc



Attachment 5 - Lot Control Tag

PURPOSE:

Lot control tags are examples of product that need lot traceability. This tag should be used per the procedure in the manual

RESPONSIBILITIES:

SQA Manager

DESCRIPTION:

Attachment 7 Lot
Control Tag

LOT CONTROL TAG

1. Part Number: _____

2. Part Name: _____

3. Number of Containers: _____

Quantity: _____

4. Material Heat Number: _____

5. Material Type: _____

6. Stamping / Hot Rivet

7. Lot

8. Heat Treatment

9. Surface Treatment:
Type: NIS2, Zn Yellow
Zn Black, Other

LOT No.	DATE	OPER

Vendor
signs off
that
process is
complete

COMMENTS: _____

White Copy- Receiving Inspection

Yellow Copy- Heat Treat

Pink Copy- Stamping / Hot Rivet

GECOM Corporation