Production Part Approval Process (PPAP)



Marion Body Works, Inc.

Training Guide



Production Part Approval Process (PPAP)

The purpose of PPAP is to determine if all customer engineering design record and specification requirements are properly understood by the Suppliers and that the manufacturing process has the capability to produce product consistently meeting these requirements during an actual production run at the quoted production rates.



MBW PPAP Level Definitions

Level 1 PPAP:

- Part Submission Warrant (PSW) One page document that "warrants" the part meets the design requirements
 Level 2 PPAP: Includes Level 1 PPAP requirements
 PLUS
- Part Submission Warrant
- Dimensional Results 1 piece
- Design Records (Bubble Print)
- PPAP Samples First production order / upon request prior to production order
- Print Notes (Attach copy of Raw Material Certification / Performance Test Report / Surface Finish / Labeling, Paint Process, Welding)
- Supplier Change Request if applicable

Level 4 PPAP

- Part Submission Warrant (PSW)
- Dimensional Results 1 piece
- Design Records (Bubble Print)
- PPAP Samples

Production Part Approval Process (PPAP)











01-FRM 007-002 5/8/2017 RAH

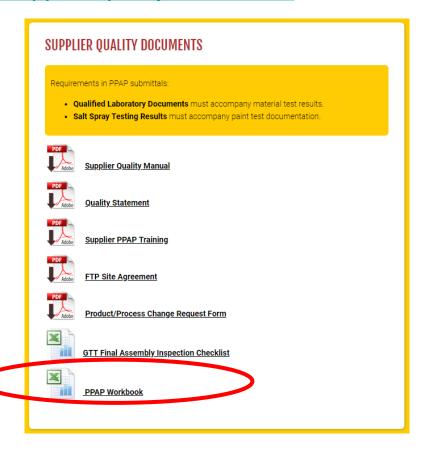


Accessing MBW PPAP Workbook

http://www.marionbody.com/supplier-quality-information

To access the Marion Body Works PPAP workbook, click on the hyperlink above and select "Production Part Approval Process."

All required pages of the PPAP workbook must be filled out entirely.





PPAP documentation must be supplied to Marion via the FTP site.

File name should be formatted as follows

MBW PART NUMBER_SUPPLIER NAME_MMDDYYYY_REV

IMPORTANT: DO NOT SUBMIT ANY PPAP DOCUMENTATION VIA EMAIL OR WITH THE PARTS SHIPMENT



If you have access to the Marion FTP site, follow the below instructions for uploading PPAP documentation.

If you do not have access, please follow the instructions on slide eight of this training.

Access the Marion Body Works FTP site:

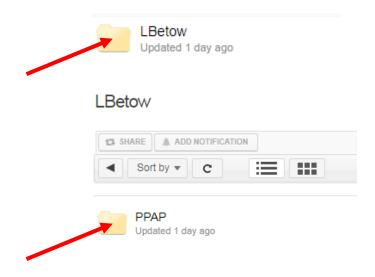
https://marionbody.exavault.com/login



Example:

Select your supplier folder.

Once inside the folder you will see a folder labeled PPAP.



Select the PPAP folder and upload all PPAP documentation in that folder.





If you do not have access to the Marion Body Works FTP site, please fill out the agreement located on the Marion Body Works website:

http://www.marionbody.com/supplier-quality-information

And return to Lisa Betow—Materials Manager lbetow@marionbody.com



PPAP Workbook – Level 2 Requirements

COVER INTR	PPAP REQUIREMENTS	DIMENSIONAL	PSW	PRINT NOTES	PRINT NOTES - PAINT	PRINT NOTES - WELDING	APPEARANCE

INTRO:

Type in Part / Supplier Information, this will be transferred throughout the workbook.

PPAP REQUIREMENTS:

This outlines the PPAP submission requirements. (Informational only)

PSW:

This documents the warrant that the Part Meets the design Intent. This will be used to communicate back to the supplier the acceptance or rejection of the PPAP.

DIMENSIONAL:

This is used in conjunction with a "bubble print" to document the actual dimensions of the PPAP part.

PRINT NOTES:

This is used to document all the remaining notes on print (Attach copy of Raw Material Certification / Performance Test Report / Surface Finish / Labeling, Paint Process, Welding)

Required where applicable:

PRINT NOTES - Performance Tests:

This is optional depending if there are Print Notes specifying performance requirements.

PRINT NOTES - Defense PAINT:

This is optional depending if there are Print Notes specifying paint requirements for Defense Product.

PRINT NOTES - Plating:

This is optional depending if there are Print Notes specifying coating requirements.

PRINT NOTES - APPEARANCE:

This is optional depending if there are Print Notes specifying paint requirements for non-Defense Product.

PRINT NOTES - WELDING:

This is optional depending if there are Print Notes / Welding requirements specified.



PPAP Workbook – Intro Tab

PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - WELDING PRINT NOTES - PAINT



Fill in all of the blue information. This will automatically populate all like fields throughout the workbook.

Part Information



Supplier Information





PPAP INTRODUCTION

PPAP packages are expected to be received by Marion Body Works by the date assigned by Marion Body Works Designee. If for any reason you cannot meet this date, contact Marion Body Works Designee for resolution.

It is the policy of Marion Body Works to approve initial samples of supplier provided parts before receiving production orders of those parts MBW has developed the PPAP PROCESS to facilitate this requirement.

The Default PPAP is Level 2, unless otherwise required by the Marion Body Works Quality Manager.

PPAP requirements apply to the following parts:

- 1) Initial submission
- 2) Engineering Change(s)
- 3) Tooling: Transfer, Replacement, Refurbishment, or additional
- 4) Correction of Discrepancy
- 5) Production Break to Marion Body Works Corporation > 1 year 6) Change to Optional Construction or Material
- 7) Sub-Supplier or Material Source Change
- 8) Change in Part Processing
- 9) Parts produced at Additional Location
- 10) Other please specify

Please reference the <u>Marion Body Works Supplier Quality Manua</u>/ for more detail on PPAP requirements.

The information in blue is interlinked to the other spreadsheets FILL IN THE BLUE SECTIONS FOR AUTOMATIC INPUT INTO FORMS

Part Name

Part Number

Engineering Revision Level Engineering Revision Level Date

Supplier Name Supplier Number Street Address

Country

Name Title Date

Phone Number

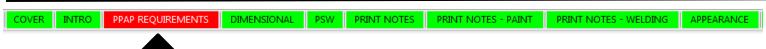
Fax Number Email Address PART NAME PART NUMBER ERL DATE

SUPPLIER NAME SUPPLIER NUMBER ADDRESS CITY STATE COUNTRY

SUBMITTER NAME SUBMITTER TITLE DATE OF SUBMISSION 555-555-5555 555-555-5554 Enailme@somewhere.com



PPAP Submission Requirements



Level 2 PPAP is the default submission level and should be used unless otherwise specified by MBW.

The list of what is required is based on the submission level requested.

Any deviation from MBW requirements (specifications, material, print notes, etc.) must be approved by the use of the deviation form prior to PPAP submission.

ATTACHITION ATTACKS		RION BODY WO		ments	i				
Part Number: PART NUMBER Revision Level: ERL	Part Description: Revision Date:	PART NAME							
Supplier Name: SUPPLIER NAME	Purchase Order No.		-	ALL PPAP	CRITERIA				
Supplier Number: SUPPLIER NUMBER	Reason for Request:		-	MUSTCO	NEORM TO	0			
Date Is sued:	Submission Due Date:		Spedfics		d in the Marion Body W er Quality Manual				
				Supplier Q1	anty manu				
	RWISED SPECIFIED IN WRITING BY								
Default PPAP Submission Level 2 - Unless		n Body Works							
(Segment Specific Requirements may vary)									
S = Supplier Must Send Items to MBW for Approval									
* = Supplier to Send items to MBW Upon Request									
N/R= Documents are not required for development	or submission		_						
DDAD Catarianian Day	uirements and Detail Description		1	Submiss 2	3				
	uirements and Detail Description					4			
1.) Part Submission Warrant (PSW) 2.) Dimensional Results			S *	S	S	S			
3.) Design Records (Bubble Print)			*	S	5	S			
3.) Design Records (Babble Frink) 4.) PPA P Samples - first production order/upon rec	ruest prior to production order		*	S	S	S			
5.) Print Notes: (Attach copy of Raw Material Certification		Finish / I shall no		-	-	_			
Paint Process, Vielding)	and a community for the post of contract	and the control of	*	S	S	*			
6.) Supplier Change Request Form- if applicable			*	S	S	N/R			
	if supplier is design responsible		*	*	S	N/R			
7.) Design Failure Modes effects Analysis (DFMEA)				_	S	N/R			
			*	*					
8.) Process Flow Diagram (PFD)			*	*	S	NR			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA)			1	-	N/R N/R			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - for major/critical ch) paracteristics		*	*	S				
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - formajor/critical ch 11.) Measurement System Analysis (MSA) - formaj 12.) Process Control Plan) aracteristics or/critical characteristics		* * * *	* * * *	S S S	N/R N/R N/R			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - for major / critical ch 11.) Measurement System Analysis (MSA) - for major 12.) Process Control Plan 13.) Appearance Approval Report (AAR) - if applicated) paracteristics pr/critical characteristics		* *	* * * * * * * *	S S S	N/R N/R			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - for major / critical of 11.) Measurement System Analysis (MSA) - for maj 12.) Process Control Plan 13.) Appearance Approval Report (AAR) - if applicat 14.) Checking Aids (fixture, gage, template, etc) - if	naracteristics or/critical characteristics de applicable		* * * * * *	* * * * * * *	\$ \$ \$ \$	N/R N/R N/R			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - for major / critical ch 11.) Measurement System Analysis (MSA) - for maj 12.) Process Control Plan 13.) Appearance Approval Report (AAR) - if applicat 14.) Checking Aids (Fixture, gage, tem plate, etc) - if 15.) Records of Compliance with Customer Specific	aracteristics or/critical characteristics ale applicable Requirements - if applicable		* * * * * * * *	* * * * * * * * *	\$ \$ \$ \$	N/R N/R N/R N/R N/R N/R			
8.) Process Flow Diagram (PFD) 9.) Process Failure Modes Effects Analysis (PFMEA 10.) Initial Process Capability - for major / critical of 11.) Measurement System Analysis (MSA) - for major 12.) Process Control Plan 13.) Appearance Approval Report (AAR) - if applicat 14.) Checking Aids (Fixture, gage, template, etc) - if 15.) Records of Compliance with Customer Specific 16.) Master Sample Photo Documentation of PPAP	aracteristics or/critical characteristics ale applicable Requirements - if applicable		* * * * * * * * * *	* * * * * * * * * * *	S S S S S S S S	NR NR NR NR NR NR			
7.) Design Failure Modes effects Analysis (DFMEA). 8.) Process Flow Diagram (PFD). 9.) Process Failure Modes Effects Analysis (PFMEA. 10.) Initial Process Capability - for major / critical ch. 11.) Measurement System Analysis (MSA) - for major. 12.) Process Control Plan. 13.) Appearance Approval Report (AAR) - if applicat. 14.) Checking Aids (Fixture, qace, template, etc) - if. 15.) Records of Compliance with Customer Specific. 16.) Master Sample Photo Documentation of PPAP. 17.) Tooling Photo Documentation - if applicable.	aracteristics or/critical characteristics ale applicable Requirements - if applicable		* * * * * * * *	* * * * * * * * *	\$ \$ \$ \$	N/R N/R N/R N/R N/R N/R			



PSW – Part Submission Warrant

COVER INTRO PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING APPEARANCE



- 1.) Name of part on drawing
- 2.) MBW part number on PO/drawing
- 3.) MBW part number on drawing
- 4.) Supplier part number if applicable (n/a if not)
- 5.) Engineering change level (ex. Rev B, this will be on the drawing / PO)
- 6.) Engineering date (ex. 4/7/11, this will be on the drawing / PO)
- 7.) Is this is Safety / Government regulation (ex. Drawing will indicate if it is FMVSS, or other industry standard safety regulation.)
- 8.) PO number from MBW driving demand for this part / PPAP.
- 9.) This section requires all applicable Supplier location information.
- 10.) Marion Body Works
- 11.) Buyer Name
- 12.) Check the reason for the PPAP submission
- 13.) Check the Level of PPAP that was requested by MBW and check what documents in the PPAP have been submitted that are applicable for this component.
- 14.) If Supplier has MBW owned tooling document here.
- 15.) Supplier Point of Contact Information *Electronic Signatures Are Acceptable*
- 16.) MBW quality department will complete this section and send back to the Supplier Point of Contact.

DO NOT LEAVE ANY SECTIONS BLANK. N/A IS OK WHERE NECESSARY
BLANK SECTIONS WILL RESULT IN REJECTION OF THE PPAP

Part Submission Warrant
Part Name 1 RT NAME MBW Part Number 2 RT NUMBER
Shown on Drawing Number 3 Supplier Part Number 4
Engineering Revision Level 5 Dated 6
Safety and for Governm 7 Yes No Purchase Order No 8
ORGANIZATION MANUFACTURING INFORMATION CUSTOMER SUBMITTAL INFORMATION
SUPPLIER NAME PLIER NUME 10
Organization Name & Q
ADDRESS Street Address Byren Blue 11
CITY STATE ZIP U.S.A
City Region Postal Code Country
REA SON FOR SUBMIS SION (Check at least one)
in the isubmission Change to Optional Construction or Material
☐ Engineering Change (s) ☐ Sub-Suppiler or Material Source Change ☐ Tooling: Transfer, Replacement, Refurbishment 12 ☐ Change in Part Processing
Tooling Transfer, Replacement, Refurbishmen 12 Change in Part Processing Correction of Discrepancy Parts produced at Additional Location
Production Break from MBW > 1 year Other-please specify
REQUESTED SUBMISSION LEVEL (Check one)
Level 1 - Warrant only submitted to customer.
Level 2 - Warrant with product samples, ISIR, a 13 ourface Finish/Paint Test Results (Check Hams that have been submitted within this PPRF submission)
(Check fems that have been submitted within this PPAP submission) 1. Part Submission Warrant (PSW)
2. Dimensional results (ISIR)
3. Design Record / Drawing 5a. Print Notes: Material Tests 5d. Print Notes: Part Identification
4. PPAP Samples Sb. Print Notes: Surface Finish Tests Se. Print Notes: Paint, Plating, Coating Tests
5. Print Notes (check all that apply) 5c. Print Notes: Functional Tests 5f. Welding
6. Engineering Change Records / Deviations
Level 3 - All Level 2 Requirements in addition DRMEA, PPD, PFMEA, Control Plan, initial Process Capability, and MSA (Check Items that have been submitted within this PPAP Submission - See PPAP Requirements Tab for Definition)
Level 4 (Check Hems that have been submitted within this PPAP Submission)
1. Part Submission Warrant (PSW)
2. Dimensional results (ISIR)
3. Design Record / Drawing
4. PPAP Samples
5. Confirmation of conformance to all Print Notes: \ Yes \ \ \ \ \ \ \ \ \ \ \ \ \
Lies Live
Declaration:
I have noted on this part submission warrant any deviation from the associated design record and/or any areas of non-compilance to the Marion Body Works requirements. If Yes, Expir
Organization Authorized Signature Date
Print Name Phone No. 555-555-5555 Fax No.
Title E-mail
FOR CUSTOMERUSE ONLY
PPAP Warrant Disposition: Approved Rejected Other
Customer Signature Date
P rint Name Customer Tracking Number (optional)
01-AID001-002 10/



PPAP – Dimensional Results

COVER INTRO PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING APPEARANCE

1

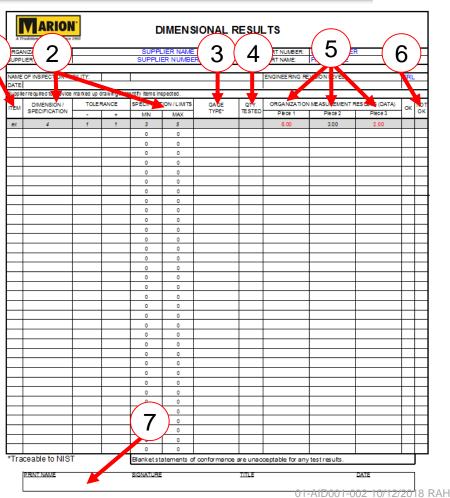
 ITEM: Numbering needs to matches Design Record / "Bubble Print"

- 2. **DIMENSION / SPECIFICATION:** Enter dimension & Tolerance from print. When you enter the tolerance in the Spreadsheet the specification will automatically populate.
- 3. GAGE TYPE: Mark the gage used to measure item
- 4. QTY TESTED: Mark how many parts measured
- 5. **DATA:** Mark actual results
- 6. **OK / NOT OK:** Check each measurement as good or bad by marking OK / NOT OK appropriately
- 7. **SIGNATURE SECTION:** Fill in Name, Signature, Title and Date for supplier sign off
- *All dimensions on the print must be verified as OK By the Supplier prior to submission!*

Key Note

(1) Piece required for Level 2

(3) Pieces required for Level 3



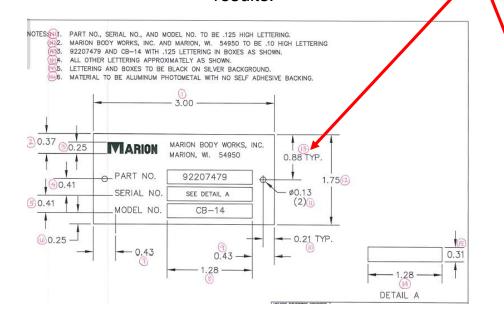


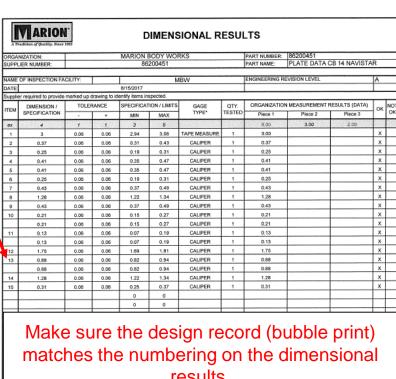
PPAP - Dimensional Results/Bubble Print

PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING

If populated correctly, the measurement results will show "red" when out of tolerance.

Anywhere on the print where "TYP" or an amount of dimensions are called out, be sure to have the corresponding amount of measurements recorded on the dimensional results





results.

	1			0						 	-
				0	0						
				0	0						
				0	0						
				0	0						
*Tra	*Traceable to NIST			Blanket st	atements o	f conformance	re unac	ceptable for any	test results.		

rachel heineman La (M.) &



PPAP – Print Notes

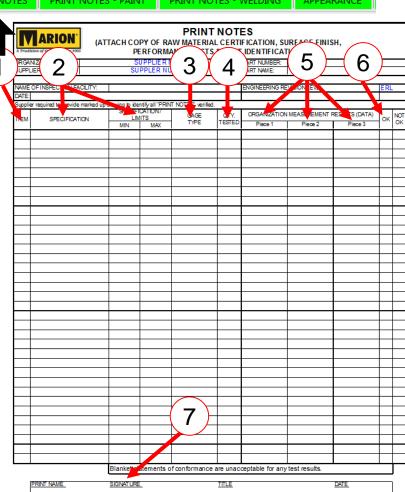
COVER INTRO PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING APPEARANCE

- 1. **ITEM:** Numbering needs to matches Design Record / "Bubble Print"
- 2. **DIMENSION / SPECIFICATION:** Mark the low & high values in the MIN / MAX respectively
- 3. **GAGE TYPE:** Mark the gage used to measure item
- 4. QTY TESTED: Mark how many parts measured
- 5. DATA: Mark actual results
- 6. **OK / NOT OK:** Check each measurement as good or bad by marking OK / NOT OK appropriately
- 7. **SIGNATURE SECTION:** Fill in Name, Signature, Title and Date for supplier sign off

All dimensions on the print must be verified as OK by the Supplier prior to submission!

Cell size can be reformatted to fit all information from a note in one cell.

Note: This sheet to be used to document all Print Note requirements via the "bubble print" and reference any applicable Test report numbers in the PPAP Package.

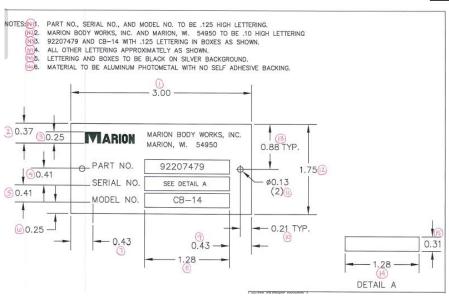




PPAP – Print Notes/Bubble Print

COVER INTRO PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING APPEARANCE





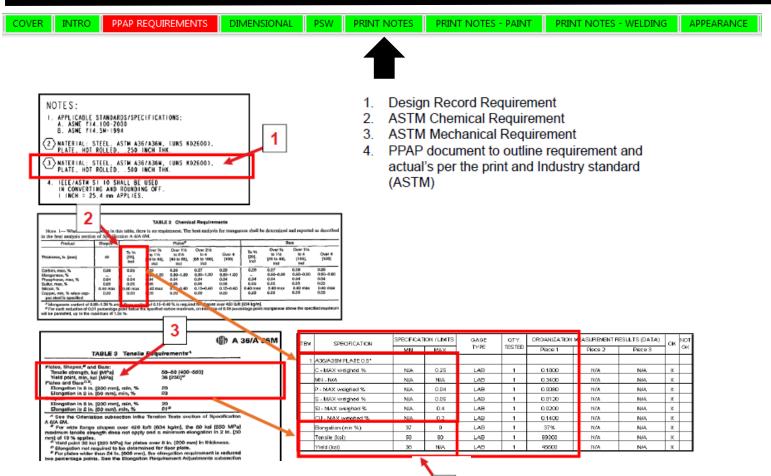
Make sure the design record (bubble print) matches the numbering on the dimensional results.

Sec. 10	ARION (ATT	PI	ERFORM	PRINT AW MATERIAL ANCE TESTS	CERT	IFICATION, SU I IDENTIFICAT	TION)	6Н,		
	NIZATION:	MAR	ION BODY			PART NUMBER:	86200451		_	
SUPP	LIER NUMBER:		8620045	51		PART NAME:	PLATE DATA	CB14 NAVISTA	₹	_
MANE	OF INSPECTION FACILITY:			/BW		ENGINEERING RE	VISION LEVEL		Α	_
DATE	01 1101 2011011111012111	8/15/2		NOVV					-	-
Suppli	er required to provide marked up d	Irawing to ide	ntify all "PRIN	IT NOTES" verified.						
			CATION /	GAGE	QTY.	ORGANIZATION	MEASUREMENT F	RESULTS (DATA)	Т	I
ITEM	SPECIFICATION	MIN	MAX	TYPE	TESTED	Piece 1	Piece 2	Piece 3	ОК	ľ
N1	PART NO., SERIAL NO., AND MODEL NO. TO BE .125 HIGH LETTERING.	NA	NA	VISUAL/CALIPER	1	ACKNOWLEDGED			×	
N2	MARION BODY WORKS, INC. AND MARION, WI. 54950 TO BE .10 HIGH LETTERING	NA	NA	VISUAL/CALIPER	1	ACKNOWLEDGED			x	
N3	92207479 AND CB-14 WITH .125 LETTERING IN BOXES AS SHOWN.	NA	NA	VISUAL/CALIPER	1	ACKNOWLEDGED			×	
N4	ALL OTHER LETTERING APPROXIMATELY AS SHOWN	NA	NA	VISUAL	1	ACKNOWLEDGED			×	
N5	LETTERING AND BOXES TO BE BLACK ON SILVER BACKGROUND	NA.	NA	VISUAL	1	ACKNOWLEDGED			×	
N6	MATERIAL TO BE ALUMINUM PHOTOMETAL WITH NO SELF ADHESIVE BACKING.	NA	NA	MATERIAL CERT	1	ACKNOWLEDGED			х	
								-		

PRINT NAME	SIGNATURE	0.	TITLE	DATE	
	110-10	1//			
RACHEL HEINEMAN	KUCKUV	411	 QUALITY TECHNICIAN	8/9/2017	
			0.4 0.1	13004 000 4074070040	



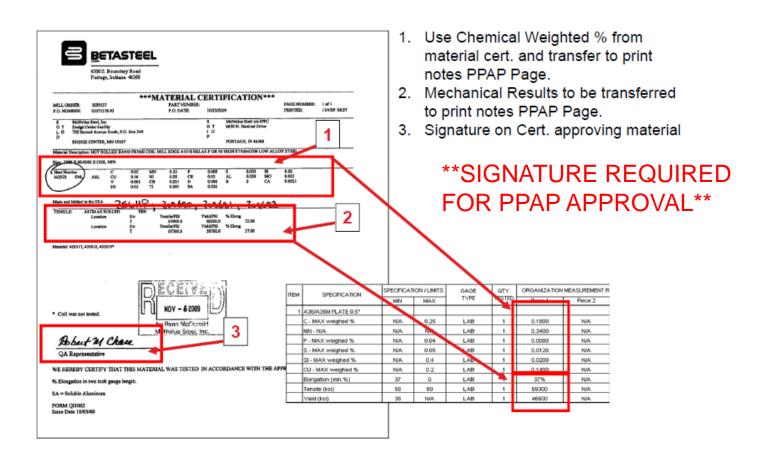
PPAP – Print Notes SAMPLE



4



PPAP – Print Notes SAMPLE CERT PROVIDED





PPAP – Print Notes PAINT

PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT

DATE

(Includes Paint & Coating Test Results)

PRINT NOTES **V** ARION (PAINT PROCESS TEST RESULTS) AME OF INSPECTION FACILITY ENGINEERING REVISION LEVEL lier required to provide marked up drawing to identify all "PRINT NOTES" verified ocument Painting Method / Industry Standard used to prepare th Method # / Finishing Requirement on Drawing Cleaning Standard Utilized: Pretreat Standard Utilized Water Break Test STANDARD SUPPLIER TEST RESULTS (DATA) Characteristic TESTED Piece 2 Prime Coat: Blast Profile Thickness (including blast profile)* Cure Time (if used) Ambient Cure Time (if used) Salt Spray Top Coat: Thickness (over primer)* ure Time (if used) (if used)

Blank et statements of conformance are unacceptable for any test results

SIGNATURE



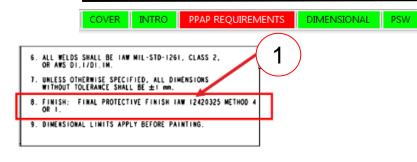
- 1. Document what print standard, Industry Standard, & Process Steps that were used to coat the part
- 2. Prime Coat Verification: Permeability, Adhesion, Thickness Salt Spray Results, Ambient Cure Time & Oven Cure Time

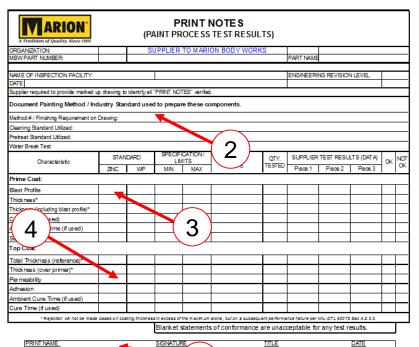
PRINT NOTES - WELDING APPEARANCE

- 3. Top Coat Verification: Permeability, Adhesion, Thickness Salt Spray Results, Ambient Cure Time & Oven Cure Time
- 4. Supplier Sign Off



PPAP – Print Notes PAINT: SAMPLE





- 1. Print Note Paint Note Requirement
- 2. Document what print standard or Industry Standard the part has been painted to.

PRINT NOTES - WELDING

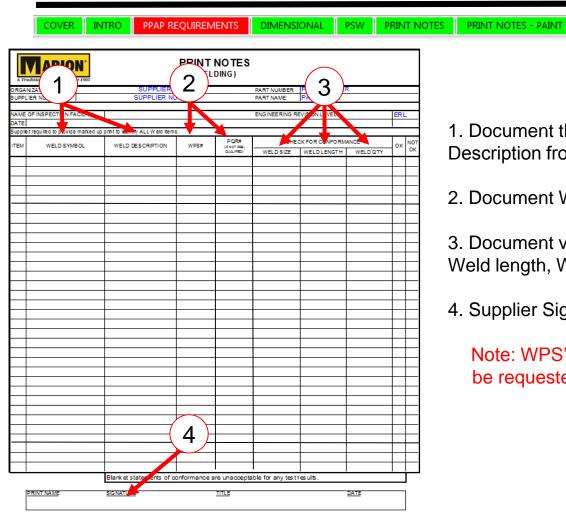
3. Prime Coat Verification

PRINT NOTES PRINT NOTES - PAINT

- 1. Reference standard for each process step
- 2. Document blast profile
- 3. Document actual thickness including profile
- 4. Ensure that the thickness spec includes blast (1.0mil blast profile + 1.3 mil primer = 2.3 min thickness including blast profile)
- 4. Top Coat Verification
- 5. Supplier Sign Off



PPAP – Welding Specification





PRINT NOTES - WELDING APPEARANCE

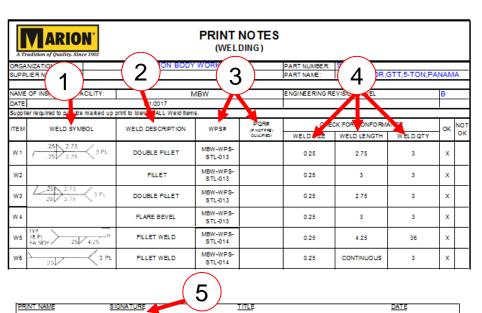
- 1. Document the Welding Symbol / Weld Description from "bubble print".
- 2. Document WPS / PQR (if not prequalified)
- 3. Document visual verification of weld size, Weld length, Weld Quantity.
- 4. Supplier Sign Off

Note: WPS's, PQR's and welder certifications may be requested and must be provided upon request.



PPAP – Welding Specification: SAMPLE

COVER INTRO PPAP REQUIREMENTS DIMENSIONAL PSW PRINT NOTES PRINT NOTES - PAINT PRINT NOTES - WELDING APPEARANCE



Make sure the design record (bubble print) matches the numbering on the dimensional results.

- 1. Document the Welding Symbol / Weld Description from "bubble print".
- 2. Document the Welding Specification / Weld Symbol from "bubble print".
- 3. Document WPS / PQR (if not prequalified)
- 4. Document visual verification of weld size, Weld length, Weld Quantity.
- 5. Supplier Sign Off

Note: WPS's, PQR's and welder certifications must be provided upon request.



PPAP – Questions, Comments or Concerns

For any questions, comments or concerns regarding PPAP documentation, please contact:

ppap@marionbody.com



