|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Supplier: | | | |  | | |
| Number and Name of MTCE article: | | | |  | | |
| Supplier Contact Name: | | | |  | | |
| Telephone: | | | |  | Mail: |  |
| MTCE Contact Name: | | | |  | | |
| Telephone: | | | |  | Mail: |  |
| **Document-No.:** | **3068** | Version: | **A** |  | | |

| **Phase 1 Appearance check and Verification** | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Step | Description | | | | | Definition  Procedure | | | Method Tool | | | Resp. Department | | |  | | |  | | If any finding go to Step | | | | Next Step |
| **0** | Create 8D and communicate first response within 24 hours | | | | | Start 8D report (continuous documentation during analysis) | | | CAQ System | | | Quality | | |  | | |  | | **4** | | | | **1** |
| **Notes / Findings:** | | | | | | | | | | | | **Edited by:** | | | | | | | | **Real time expenditure**  **(hh:mm):** | | | | |
| **1** | Appearance Check | | | | | Inspection for external damage / conspicuous features  Documentation of the condition by photos | | | Comparison with customer-specific drawing; SQP, documentation with digital images with min.  3 MP resolution | | | Quality | | |  | | |  | | **4** | | | | **2** |
| **Notes / Findings:**  **(add of Pictures):** | | | | | | | | | | | | **Edited by:** | | | | | | | | **Real time expenditure (hh:mm):** | | | | |
|  | | | | | | | | | | | | **Date:** | | | | | | | |  | | | | |
| **2** | | | Production data review | | | | Read out the production data from the database by using the lot number.  e.g.: batch number of material; drying parameters, residual moisture content, SPC evaluations (Cp/CpK values) , tool card | | | CAQ System Supplier | | | Quality | | |  | | |  | **4** | | | | **3** |
| **Notes / Findings:** | | | | | | | | | | | | | **Edited by:** | | | | | | | **Real time expenditure (hh:mm):** | | | | |
|  | | | | | | | | | | | | | **Date:** | | | | | | |  | | | | |
| **3** | Verification | | | | | Perform of Measurement | | | Measuring equipment with suitable resolution to defined characteristics/specification | | | | Quality | |  | | |  | | **4** | | | | **5** |
| **Notes / Findings:** | | | | | | | | | | | | | **Edited by:** | | | | | | | **Real time expenditure (hh:mm):** | | | | |
|  | | | | | | | | | | | | | **Date:** | | | | | | |  | | | | | **3** | | Spezifikationsüberprüfung | Wenn notwendig Bauteil vermessen | | Messmittel mit geeigneter Auflösung zu definierten Merkmalen/Spezifkitaion | Qualität | |  |  | |  |  |
| **4** | | | Complete and expand 8D with the findings found deviations and measures to be introduced in the process and communicate them to the customer | | | | Provide of 8D Report | | | CAQ System | | Quality | | |  | | |  | | |  | | | **Ende** |
| **Notes / Findings:** | | | | | | | | | | | | **Edited by:** | | | | | | | | | **Real time expenditure (hh:mm):** | | | |  | | | | **am:** | | |  | | |
|  | | | | | | | | | | | | **Date:** | | | | | | | | |  | | | |
| **Phase 2 – No Trouble Found (NTF)** | | | | | | | | | | | | | | | | | | | | | | | | |
| Step | Description | | | | Definition  Procedure | | | Method Tool | | | Resp. Department | | |  | | |  | | | | |  | Next Step | |
| **5** | | Request of permission from the client to start the NTF (no trouble found) procedure. | |  | | | |  | | | Quality | | |  | | |  | | | | |  |  | |
| **Note:** | | | | | | | | | | | | | | | | | | | | | | | | | | |