|  |  |
| --- | --- |
| 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  | MethodTool | 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 featuresDocumentation 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  | MethodTool | Resp. Department |  |  |  | Next Step |
| **5** | Request of permission from the client to start the NTF (no trouble found) procedure. |  |  | Quality |  |  |  |  |
| **Note:** |