



Supplier Standards Manual

供应商标准手册

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1.0 | PURPOSE / SCOPE / VISION / MISSION / VALUES 目的/范围/愿景/使命/价值观

1.1 | Purpose 目的

- The purpose of the Supplier Standards Manual is to communicate Yanfeng International (YFI) requirements to our suppliers. These requirements apply to all Yanfeng Businesses **Units** including Yanfeng Interiors (YFAI), Yanfeng Seating (YFS), Yanfeng Safety Systems (YFSS), etc. YFI expects this manual to provide the foundation for our working relationship with our Suppliers.
- 本手册的目的是向我们的供应商传递延锋国际（YFI）的要求，YFI的范围包括延锋国际各业务单元（延锋内饰、延锋座椅、延锋智能安全等）。YFI期望通过这份手册，能够向我们的供应商提供基础的工作指导。
- It is the expectation of YFI, that all suppliers of Direct Materials comply with all of the requirements documented in this manual. Organizations supplying goods (such as components, bulk materials, and service parts) that are processed by YFI and subsequently become part of a vehicle are defined as Direct Materials suppliers.
- YFI期望所有的生产性物料供应商能够遵守本手册的所有要求，这里面生产性物料包括零部件、散状物料、备件，因其是汽车的组成部分而被定义为生产性物料。
- All suppliers of Indirect Materials and Services are expected to comply with all of the requirements in section 2.4 | Indirect Materials and Services Supplier Expectations. Indirect suppliers are defined as organizations providing goods and services (such as contract labor, sorting and containment services, packaging, marketing materials, software, and travel services) in support of YFI's production business. Services that affect customer specific requirements such as subassembly, sequencing, sorting, rework, and calibration are subject to additional requirements.
- YFI期望所有的非生产物料供应商和服务类供应商能够遵守本手册 2.4章节|非生产物料和服务类供应商期望。这里面非生产性物料供应商被定义为支持YFI生产制造而提供商品和服务的组织，包括合同工、排序、分拣、包装、软件、差旅服务等。影响到客户特殊要求的服务，比如子总成、排序、分拣、返工和校准，都需要满足客户额外的要求。
- Injection Mold tooling requirements are addressed separately in section 2.5| Injection Mold Tooling Supplier Expectations.
- 注塑模具和工装供应商需要遵守本手册2.5章节|注塑模具和工装供应商期望。
- YFI will strive for excellence through continuous improvement in the products and services we receive through close working relationships with our suppliers. YFI expects all suppliers to provide Zero Defect material and services delivered on-time, and to strive for continuous improvement in quality, delivery, service, innovation and competitiveness.
- YFI在产品改进和服务领域，始终努力追求卓越。我们期待所有的供应商与YFI紧密合作，提供零缺陷产品和优质服务，准时交付，并不断努力提高质量、交付、服务、创新、竞争力。

1.2 | Scope 范围

- This manual applies globally to all YFI Manufacturing and Parts Distributions locations that are involved in the purchase of products and services for use internally or resale.

- 本手册适用于YFI全球范围内所有业务单元在生产制造时涉及到的产品和服务采购，包括公司内部使用或转售。
- The Supplier Standards Manual was developed to present a minimum set of requirements to current and potential suppliers. Requirements can differ based on applicable Customer Specific Requirements.
- 本手册提出了对于YFI现有供应商和潜在供应商的最低限度要求。基于不同客户的具体要求，对供应商要求可以有所不同。
- Where applicable, unique Asia & Pacific (AP) region specific requirements are listed at the end of the sections.
- 亚太区特殊要求参见章节末尾。

1.3 | Vision / Mission / Values 愿景/使命/价值观

Our Vision:

To be the best automotive component supplier in the world.

YANFENG is devoted to becoming the global leader in automotive component industry.

我们的愿景：

成为世界上最好的汽车零部件供应商

我们致力于成为客户满意、股东满意、员工满意和社会尊敬的，具有全球竞争力和美誉度的汽车零部件行业的引领者。

Our Mission:

YANFENG, better life through automotive innovation.

YANFENG is a trailblazer in the automotive industry. We combine cutting-edge technology with innovative styling and dedication in designing our products to ensure an exceptional driving experience. Our goal is not just to meet, but exceed the expectations of our customers. We are partnering with vehicle manufacturers, consumers and other stakeholders for a better automotive experience, driving the industry to a brighter future.

我们的使命：

延锋，共创美好汽车生活

我们站在行业的前沿，敏锐捕捉科技与人本的契合，将创新的智慧、美的品味、无处不在的关爱注入汽车，让用户体验到了驾乘的愉悦和超出预期的满足！

我们愿和整车厂、消费者和合作伙伴共同创造美好汽车生活梦想，让汽车世界走向崭新的未来！

Our Values:

C-SPIRIT

Our core values are abbreviated as C-SPIRIT. C-SPIRIT is our fundamental guide for decision-making. It represents our core values, ensures our continued success, and enables us to maintain a leading position in the global automotive industry.

我们的价值观:

C-SPIRIT

我们的核心价值观是C-SPIRIT，这是我们安身立命之本，是我们判断大是大非的准绳，是我们绝不能放弃的信条，是我们延续既往成功、勇当行业先锋的精神财富。

2.0 | GENERAL EXPECTATIONS 总期望

2.1 | General Terms and Conditions of Purchase 采购通用条款

The Terms and Conditions of Purchase (“Terms”) shall govern buyer’s purchase orders, delivery releases and all future transactions with supplier. By accepting receipt of these terms without objection, or by fulfilling our purchase order (“Order”) without objection, supplier declares its agreement to their applicability for the purchase of goods and/or services (“Supplies”), including service parts.

采购通用条款（“条款”）将管理我们的采购订单和交付，以及所有与供应商的未来交易。供应商接收到这些条款且无异议时，供应商履行我们下达的采购订单（“订单”）。这些条款视作双方达成的协议，适用于购买的商品和/或服务（“供应”），包括备件采购。

Buyer does not acknowledge any additional or different terms proposed by supplier, unless expressly stated in the Order. When accepted, the Order supersedes all prior purchase orders, quotations, proposals and other communications.

除了在条款中有明确说明外，我们不认可供应商提出的任何额外的或不同的条款。此条款替代之前所有的订单、报价、提案和其他载体。

2.2 | Code of Conducts 行为准则

YFI's vision is to become the best auto parts supplier in the world. We are committed to becoming a global competitive and reputable leader in the auto parts industry with customer satisfaction, shareholder satisfaction, employee satisfaction and social respect. This requires us and our partners to conduct business with the highest principles of integrity and compliance. As an important business partner of Yanfeng, suppliers need to ensure that their behavior should meet the requirements of ethics and integrity and comply with all applicable laws and regulations. We require the supplier to confirm and sign the code of conduct for Yanfeng international partners and carry out business in accordance with the requirements of the code of conduct.

YFI的愿景是成为世界上最好的汽车零部件供应商。我们致力于成为客户满意、股东满意、员工满意和社会尊敬的，具有全球竞争力和美誉度的汽车零部件行业引领者。这要求我们以及我们的合作伙伴均应以最高的诚信合规原则开展业务。供应商作为延锋的重要业务合作伙伴需要确保其行为应符合道德与诚信要求，并遵守一切适用法律和法规。我们要求供应商确认并签收《延锋国际合作伙伴行为准则》，并按照该行为准则中的要求开展业务。

2.3 | Direct Materials Supplier Expectations 生产性物料供应商期望

YFI expects to enhance our strategic advantage with our growing customer base by consistently demonstrating a best cost position through a commitment to commercial openness, a competitive cost structure, and a customer-oriented footprint throughout our supply chain. YFI's strength lies in

our approach to knowledge based sourcing: emphasis on continuous improvement and full supplier engagement in the process, development of subject matter Procurement experts through collaboration with supplier's technical teams, and identification of innovative differentiators and unique value that leverages both YFI and supplier capabilities. Understanding YFI and OEM customer specific requirements and expectations is critical to our collective success.

YFI 期望通过不断增长的客户群，提高我们的战略优势，通过致力于有竞争力的成本结构，惠及我们的供应链。YFI 的优势在于我们持续的创新：与供应商团队合作开发，充分利用双方的资源和能力，在生产开发过程中不断改进，勇于创新。了解 YFI 和 OEM 客户的具体要求和期望是我们成功的关键。

YFI's primary procurement strategy utilizes a collaborative Materials Best Business Practice (MBBP) approach with our supplier partners. MBBP involves a cross-functional team from both organizations in development and maintenance of an optimal cost solution through continuous improvement workshops, preferred engineering solutions, and related efforts that improve supplier's operational cost and create value for the supply chain. Suppliers are required to maintain compliance to PACT (Partners Achieving Cost Targets) expectations if MBBP agreements are not in place. For additional detail on MBBP and PACT expectations, please contact your respective YFI Commodity Manager.

物料最佳业务实践（MBBP）是 YFI 的一项主要采购策略，是 YFI 与我们的供应商合作伙伴的共同活动。这项跨职能团队活动，成就了 YFI 和供应商的最优成本解决方案。该团队通过跨职能活动，优化工程方案，优化供应商的运营成本，提升供应链效益。供应商需要遵守 PACT（合作伙伴成本目标实现）协议。更多有关 MBBP 和 PACT 的详细信息，请联系 YFI 相关商品经理。

When quoting, suppliers are expected to provide accurate and detailed cost breakdowns for piece price and tooling. Timeliness and accuracy of responses for pursuit of programs, OEM business awards, and engineering change quotes is monitored and impacts the supplier's eligibility to receive continued business opportunities. Additionally, a critical review and approval of the Supplier Statement of Work (SSOW) is requested as well as the timely return of the signed award letter.

被邀请进行产品和模具报价时，供应商需要提供准确和详细的成本分析。报价的及时性和准确性，包括工程变更报价，直接影响到供应商获得业务的机会。此外，还有一份重要文件--**供应商工作指南**（SSOW）需要定点供应商签署并及时返回 YFI。

Projected production volumes and industry growth in various regions drives continued expectation for detailed capacity planning addressing both equipment and resources. Each supplier is expected to take proactive measures to ensure YFI and customers are protected from quality and supply chain issues due to poor capacity management. At a minimum, suppliers are required to review capacity studies with their YFI Commodity Managers on an annual basis.

供应商应具备详细的产能规划，包括设备和资源规划，以满足客户预计产量的持续增长。供应商应采取积极措施，确保 YFI 和客户免受因产品质量问题和物流问题引发的供货问题。供应商每年至少要与 YFI 对应的商品采购一起进行一次产能评估。

Customer engagement is an important factor in our business success and future opportunities. Suppliers are expected to interface with the YFI team in a number of forums which may include: Annual Business Reviews with a cross-functional Procurement team; launch readiness reviews with program teams; proactive on-site supplier support at YFI facilities throughout launch; post-launch audits with Buyers and Continuous Improvement representatives. If an issue is identified, suppliers are requested to escalate quickly to YFI contacts and Procurement team to ensure awareness by those impacted and necessary support is engaged in issue resolution.

客户参与度是我们业务成功和获取未来业务的重要因素。供应商需积极与 YFI 团队在以下领域进行配合：YFI 跨职能采购团队的评审和走访；项目团队评审；供应商的现场支持和现场服务；采购和持续改进代表的批产前评审等。发生问题时，供应商需要与 YFI 联系人和采购团队及时沟通，确保及时解决问题。

Ongoing satisfaction with supplier performance, along with overall relationship and long term strategy, is evaluated throughout the year, results communicated according to regional practices, and excellence recognized annually through YFI's supplier awards process. Reference section 4.0 *Global Supplier Scorecard and Annual Awards* for additional details.

伴随着我们与供应商的整体关系和长期战略，对于供应商绩效的满意度评价贯穿全年。根据各区域的实际做法，我们每年进行 YFI 供应商大会评奖。具体细节可参考第 4 章节--全球供应商计分卡和表彰。

2.4 | Indirect Materials and Services Supplier Expectations 非生产性物料和服务类供应商期望

This section details expectations for those organizations providing goods and services which will not become a part of a vehicle in support YFI's production business.

本章节是对那些为支持 YFI 的生产制造而提供辅助商品和服务类供应商期望，这类供应商提供的辅助商品和服务不成为汽车组成部分。

YFI Indirect Procurement seeks to form strategic alliances with our key Indirect Material and Services suppliers. A key strategic Indirect Supplier is defined as supplier who demonstrates excellence and innovation in the products and/or services they provide, by increasing efficiencies, reducing waste, improving communication, and adding overall value to the supply chain.

YFI 非生产采购部门期望与关键非生产性供应商形成战略联盟。战略非生产性供应商被定义为能够提供卓越和创新产品和/或服务的供应商，他们通过提高效率，减少浪费，改善沟通，为供应链增加整体价值，而成为我们的战略供应商。

YFI collaborative supplier approach involves the following key elements:

YFI 对非生产性供应商开展以下活动：

Annual Business Review - YFI invites key strategic Indirect suppliers to an Annual Business Review in which the supplier's performance is reviewed in a 360 degree feedback format. The strategic supplier's capabilities and future initiatives may also be presented at the Annual Business Review for collaborative discussion.

年度业务审核- YFI 邀请战略非生产性供应商参加年度业务审核会，回顾供应商绩效表现，讨论供应商的能力和未来定位。

Supplier Annual Award - YFI Indirect Procurement may nominate a key strategic supplier who has demonstrated excellence in support of the YFI vision. Reference 4.2 Supplier Annual Award for additional details.

供应商年度评奖-在每年的供应商大会上，YFI 非生产采购部门会对支持 YFI 且表现卓越的战略供应商进行表彰提名。细节可参考章节 4.2 供应商表彰。

Indirect Suppliers that affect customer requirements such as sub-assembly, sequencing, sorting, rework, and calibration must also reference section 3.0 Quality Management System Requirements for certification details.

影响到客户特殊要求的非生产性物料和服务类供应商，如子总成、排序、分拣、返工和校准供应商，也应参考章节 3.0 质量管理体系认证细节的要求。

YFI may conduct the following review/assessment to IT suppliers based on relevant applicable laws, regulations and YFI policy. The cooperation between YF and IT supplier would be determined and effected by the review/assessment results.

YFI 对于 IT 类供应商，有权根据相关法律法规及 YFI 公司政策等要求开展相关审查/评估，期望供应商予以配合；相关审核结果，可能会对双方合作产生相应影响：

A. IT Security Assessment (Network Security, Data Security, etc.)

IT 信息安全审查（网络安全、数据安全等）

B. Privacy Protection Assessment

隐私保护评估

C. GDPR Review

GDPR 评估

D. Personal Data Protection Assessment

个人信息保护相关合规性评估

E. All Suppliers shall be subject to the general terms of Quality Expectation of the Supplier

Standards Manual. Details are specified in the SSOW, Terms & Conditions and/or Contract. If there is/are any discrepancies, SSOW, terms & conditions and/or Contract shall prevail.

所有 IT 类供应商需接受供应商**标准**手册质量要求通用条款，详细可见具体的 MSA, SSOW, Terms & Conditions 和/或合同中定义，如果有任何差异，以 SSOW, Terms & Conditions 和/或合同为准。

2.5 | Injection Mold Tooling/Equipment/Fixture Supplier Expectations 注塑模具、检具、设备和工装供应商期望

All tooling/equipment/fixture Suppliers, both Domestic and Offshore, that provide injection molds/equipments/fixtures directly to YFI must adhere to applicable YFI business unit Injection Mold Tooling Standards and requirements of local laws and regulations of export destination.

向 YFI 直接提供注塑模具/设备/工装的国内供应商和海外供应商，必须遵守适用的 YFI 各业务单元（BU）注塑模具标准以及出口目的地法律法规的要求。

- Domestic refers to the home Procurement Region (Asia Pacific (AP), Europe (EU), & North America (NA)).

国内是指与采购区域在同一区域（亚太（AP），欧洲（EU），北美（NA））。

- Offshore refers to regions beyond the home Procurement Region (AP, EU, & NA).

海外是指在采购区域以外的地区（AP，EU 和 NA）。

- For further clarification, any Region can be a Domestic or Offshore Region. Example: If AP purchases tools/equipment/fixtures in AP and in EU, AP tooling/equipment/fixtures suppliers are Domestic suppliers and EU suppliers are Offshore suppliers.

这里需做一下澄清，任何区域都可以看作是国内或海外。例如：如果亚太区在亚太和欧洲采购模具/设备/工装，亚太模具设备/工装供应商就是国内供应商，欧洲供应商就是海外供应商。

Part Suppliers to YFI that manage the procurement and building of their own tools must also meet applicable YFI standards.

YFI的零部件供应商自行采购和管理的模具也必须遵守适用的YFI标准。

Both YFI and its Part Suppliers must adhere to the same applicable Injection Mold Gauge Standards.

YFI和零部件供应商都需要遵守适用的注塑模检具标准。

YFI and its suppliers must adhere to the applicable Equipment/Fixture SSOW.

YFI的供应商都需要遵守适用的设备工装的标准。

Tooling Responsibilities documents, Gauge Standards, Tooling Standards and Equipment/Fixture SSOW can be obtained from YFI Procurement contact.

YFI 的模具责任指南、检具标准、模具标准和设备工装的标准可以联系对口 YFI 采购获得。

All suppliers are subject to tool/equipment/fixture audits by YFI and/or its Customers.

所有的供应商需接受 YFI/或和其客户的模具/设备工装评审。

All Suppliers shall be subject to the general terms of Quality Expectations of the Supplier Standards Manual. Details are specified in SSOW, Terms & Conditions and/or Contract. If there is/are any discrepancies, SSOW, terms & conditions and/or Contract shall prevail.

所有供应商需接受供应商标准手册质量要求通用条款，详细可见具体的 SSOW, Terms & Conditions 和/或合同，如果有任何差异，以 SSOW, Terms & Conditions 和/或合同为准。

2.6 | Supplier Financial Risk Management Expectations 供应商财务风险管理期望

Yanfeng views a supplier's ongoing financial health as an important consideration for business award. YFI adopts risk management for all suppliers. YFI's Risk Management team utilizes the SFERA rating tool by SoftPoint to evaluate a supplier's profitability, efficiency, liquidity and leverage. SFERA is a standardized, web-based application that is recognized and accepted throughout the global automotive industry. Direct materials, tooling, and capital equipment suppliers are required to maintain their own accounts and expected to submit their financial data two (2) times per year using the rating tool in order to maintain their eligibility for new business. This includes supplier's fiscal year end results as well as six (6) month year-to-date results. The year-end data also includes an audited / external statement to confirm the data. Each legal entity we procure from must have a rating or parental commitment on file. Rating details are maintained in strict confidentiality by our Risk Management team. If you are a new supplier to YFI and its subsidiaries, please contact your Buyer/ Commodity Manger to initiate an invitation to join SFERA network.

延锋将供应商持续的财务健康状况视为业务定点的重要考虑因素。延锋国际对所有供应商进行风险管理。延锋国际的风险管理团队利用 SoftPoint 的 SFERA 评级工具来评估供应商的盈利能力、运营效率、流动性和负债率。SFERA 是一个标准化的、基于网络的应用程序，在全球汽车行业得到认可和接受。直接材料、模具和设备供应商需要维护自己的账户，并使用评级工具每年两（2）次提交财务数据，以保持其获得新业务的资格。这包括供应商的财政年度评估结果以及六（6）个月的年中评估结果。年度数据还包括一份经审计/外部报表，以确认数据。供应商的每个法律实体都必须有评级或母公司书面担保文件。评级细节由我们的风险管理团队严格保密。如果您是延锋国际及其子公司的新供应商，请联系相应采购员/商品经理，发出加入 SFERA 网络的邀请。

2.7 | Global Supplier Diversity and Business Development Expectations 全球供应商多元化和业务发展期望

YFI leadership and Global Procurement have released a Supplier Diversity policy that supports our customers' expectations and contributes to the overall growth and expansion of our business. The policy states that "diverse business concerns shall have equal opportunity to compete for contracts or subcontracts held by YFI and its operating units. Purchase of goods and services shall be made from such concerns to the fullest extent possible, consistent with this policy, and the efficient performance of our operations. YFI will also assist in developing and strengthening diverse businesses."

YFI 领导层和全球采购已经发布了一项供应商多元化（多样性融合）的政策，这项政策不仅支持我们的客户期望，而且有助于我们业务整体增长和业务扩展。该政策规定，“不同的企业应当享有平等的机会，去竞争 YFI 及其运营单位发布的合同或分包合同。我们在采购商品和服务时，应尽可能充分考虑这一策略，并与之相一致。YFI 也将协助多元化企业发展和加强多元化企业业务。”

YFI's execution of this policy ensures that our operating units encourage meaningful participation of diverse-owned businesses, offer management and technical assistance where appropriate to assist diverse-owned business concerns to become stronger suppliers in their area of expertise, and expect all YFI key suppliers to adopt similar initiatives.

YFI 执行这一政策，鼓励我们的运营单位加强多元化企业业务的参与度，对于这些多元化企业提供适当的管理支持和技术支持，协助这些企业在各自专业领域中变得强大，并希望 YFI 关键供应商能够采取类似行动。

A diverse business concern is defined as a company that is certified to be at least 51 percent owned, managed and controlled by one or more minority persons, or non-minority women, or veterans/disabled veterans, or a small business that conforms to guidelines established by the United States Small Business Administration, or a historically underutilized business based on local country definitions. **(Applicable to North America Region)**

多元化企业（适用于北美区域）的定义，是指被至少占有 51% 股份的管理者管理和控制，管理者通常是一个或多个少数民族人员，或非少数民族妇女，或退伍军人、伤残军人，或者是一个由美国小企业管理局认定的小微企业，或者基于当地国家定义的同类企业。

2.8 | Materials and Logistics (Supply Chain) Expectations 物料及物流（供应链）期望

The Materials and Logistics (Supply Chain) organization at YFI assures the on-time delivery of component materials and shipment of finished goods at the lowest cost.

YFI 的物料及物流（供应链）部门致力于以最优的成本确保零部件和产成品的准时交付。

Total Supply Chain Management is achieved through the execution of comprehensive, common business processes and systems such as:

全面的供应链管理，采用综合性的、通用的业务流程和系统工具，如：

- IATF 16949 / ISO 9001 standards
IATF 16949 / ISO 9001 标准
- AIAG Materials Management Operating Guidelines
AIAG 物料管理操作指南-物流评审（MMOG/LE）

- Yanfeng International Operating System (YF IOS)
延锋国际运作系统 (YF IOS)

The following are critical supply chain elements that must be in place to execute flawlessly:

以下是必须到位并完美执行的关键供应链要素:

- Communicate electronically between suppliers and customers
供应商和客户之间通过电子信息进行沟通
- Implement/Utilize Lean Manufacturing practices
实施/应用精益生产实践
- Analyze demand
分析客户需求
- Understand and react to schedule variation week to week
每周了解并反馈计划的变化
- Reconcile cumulative customer receipts to shipments
每周协调计划的累计均值
- Compare demand to capacity
对比需求和供货能力
- Proactive communication through the supply chain when there are potential issues in meeting demand requirements
当需求的满足出现潜在的问题时，在供应链端进行积极沟通
- Ship according to the transportation routing instructions
根据运输路线指示进行发货
- Respond to the Customer specified replenishment method(s) and establish Replenishment processes to assure on-time delivery from the extended supply chain
按客户的要求进行补货，并建立相应的补货流程，以确保供应链的准时交付
- Respond to "issue communication" tools (DMR, MQR, etc.)
响应“问题沟通”工具（物料差异报告DMR，MQR等）
- Development of team members which focuses on: Process knowledge, technical capability, problem solving skills, and leadership ability
团队成员着重于发展：工艺知识，技术能力，问题解决技能和领导能力
- Implement repeatable processes that minimize human intervention, and audit them to assure conformance (AIAG MMOG/LE is preferred, or equivalent)
实施稳定的流程并将人为的干预减少到最小，定期审核确保流程与操作的一致性（审核标准选用AIAG的MMOG/LE或同等级别的物流标准）
- Identify and measure key metrics on a monthly basis, with an emphasis on corrective action planning to address metrics that don't meet goals
每月识别并收集关键指标，对于未达目标的指标，需重点关注并有整改计划

YFAI North America region specific requirements:

Specific detailed requirements are outlined in the NA Supply Chain Management Standard.

YFAI 北美区特殊要求:

具体的详细要求见NA供应链管理标准。

2.8.1 | Electronic Commerce 电子商务

YFI and our automotive customers require EDI (Electronic Data Interchange) to be utilized by all suppliers throughout the Supply Chain. This includes the ability to receive releases and send Advanced Shipping Notices.

YFI 和我们的主机厂客户需要 EDI（电子数据交换）供整个供应链中的所有供应商使用。包括接收需求和发送预发货通知的能力。

Advanced Shipping Notice (ASN) is the electronic transfer of shipment data from a supplier to customer (YFI).

预发货通知（ASN）是从供应商到客户（YFI）的电子发货数据。

All suppliers must develop a contingency plan for their primary EDI system. This allows us to keep both product and information flowing if the primary system fails for any reason.

所有供应商必须为其主要 EDI 系统制定应急计划，使得在主系统因任何原因失效时，仍使我们能够保持产品和信息的畅通。

2.8.2 | International Shipping 国际航运

Our goal is to ensure that suppliers are aligned with the procedures of YFI as we as a supply chain strive to adhere to Customs Regulations. YFI uses INCOTERMS, the agreed term is defined in the SSOW based on the Supplier's Cost Breakdown Sheet.

我们的目标是，作为供应链遵守海关的相关法规，并确保供应商符合 YFI 的操作方式。YFI 使用 INCOTERMS 条款，约定条款在 SSOW 中根据供应商的成本明细表定义。

2.8.2.1 | Warehouse and Inventory Requirements 仓储及库存要求

In order to minimize the risk of an inventory stock-out and to support lean manufacturing, our strategy is to utilize a regional warehouse/domestic pick-up point to manage and retain buffer stock inventory for certain international supply chains.

为了尽量减少库存短缺的风险并支持精益生产，我们的战略是利用区域仓库/国内提货点来管理和存储某些国际供应链的缓冲库存。

2.8.2.2 | Custom Brokers 报关代理

YFI has designated Customs Brokers to clear shipments on our behalf. Suppliers must use the designated broker according to the trade incoterm according to routing instructions set forth by YFI corporate offices.

YFI 由指定的报关代理进行报关。根据国际贸易条款及贸易线路，供应商应使用 YFI 指定的报关行。

2.8.2.3 | International Shipment Documentation 国际货运单据

Suppliers are responsible for providing complete and accurate documentation for all international shipments. Documents must be sent with each cross-border shipment. Documents include, but are not limited to, the Bill of Lading, Packing List, Commercial or Pro-Forma Invoice, and a Certificate of Origin (USMCA, FORM E or other as requested) where applicable. Incomplete or inaccurate documents may delay the timely delivery of product to a YFI's facility; therefore, failure to supply complete and accurate documentation will result in a supplier DMR (Discrepant Material Report) and a debit for the cost incurred in a delayed shipment.

供应商有责任提供完整和准确的国际货运文件。文件必须与每此跨境运输一起发送。文件包括但不限于提单，装箱单，商业或形式发票，以及原产地证书（USMCA, Form E 或其他要求）（如适用）。

不完整或不准确的文件可能会延误产品及时交付至 YFI 的指定地点；因此，不能提供完整和准确的文件将导致供应商 DMR（物料差异报告）并承担因延迟装运产生的成本。

2.8.2.4 | Valuation of Merchandise 货物估值

Suppliers are responsible for stating the proper value of the product being shipped per the terms and conditions of your contract with YFI. Failure to do so may result in a DMR and subsequent DMR debit charge.

供应商有责任根据其于 YFI 签订的合同条款声明正在运输的产品的正确价值。否则可能导致 DMR 和随后的 DMR 索赔。

2.8.2.5 | Harmonized Tariff Schedules usage (HTS) 海关税则号(HTS)

All suppliers are required to show the proper tariff classification on the commercial or pro forma invoice. Specific details of the invoice to be agreed with the YFI receiving plant's financial department or corporate office. Supplier should revise wrong commercial or pro forma invoice according to YFI Customs team's instruction.

所有供应商必须在商业或形式发票上显示正确的关税分类。发票的具体细节应与 YFI 接收工厂的财务部门或对口部门确认。供应商应根据 YFI 关务团队的指示修改正确的商业或形式发票。

2.8.2.6 | Country of Origin 原产国

Definition:

The country where an item was manufactured, produced, grown or where substantial transformation occurs. Specific rules of origin are used to prove that items qualify for reduced duties or duty-free treatment under trade agreements.

原产国是指产品制造，生产，加工或者发生重大性质改变所在的国家。由具体的原产地规则来证明某个产品适用于某个贸易协定下的关税减免。

- Every article of foreign origin (or its container) shall be marked in accordance with the regulations of the importing country.
外国原产的产品（或者包装）需根据进口国的规定标明原产地。
- Prior to the shipment all suppliers shall send a manufacturers affidavit showing country of origin to the destination country's Customs and Logistics team or designated representative.

发运前所有供应商应提交制造商原产地申明给目的国的关务物流团队或指定的代理人。

2.8.3 | Shipping and Replenishment Performance 发运和供货表现

The standard for YFI suppliers is 100% on time arrival of all parts required by the YFI manufacturing site. This means shipping the correct quantity of the correct product to the correct location according to the designated replenishment method. It is mandatory that the supplier contact the YFI plant immediately upon recognition of an issue if the release schedule cannot be met. The supplier shall have a process in place to ensure that any potential problems that could impact the YFI operations are communicated as soon as they are identified. Differences shall be resolved with appropriate YFI contact prior to shipment time.

YFI 供应商的供货及时率要求是所有零件 100% **及时供货**。这意味着**供应商需要**根据指定的供货方法将正确数量的正确产品运送到正确的位置。如果无法满足发布计划，供应商必须在发现问题后立即与 YFI 的工厂联系。供应商应制定一个流程，以确保在确定可能影响 YFI 运营的任何潜在问题后尽快予以通报。差异应在装运时间之前与 YFI 联系人协商解决。

Suppliers are expected to receive forecasts and weekly releases electronically, and to process them without manual entry. Reference the [section 2.8.1 | Electronic Commerce](#) document for further details on electronic transmissions.

供应商应以电子方式，系统自动接收预测计划和每周的更新计划。有关电子传输的更多详细信息，请参阅 [章节 2.8.1 | 电子商务](#)。

2.8.3.1 | Forecast Expectations 预测计划

The forecast will grant fab & raw authorizations per the commercial terms between YFI Procurement and the supplier.

根据 YFI 采购部门和供应商之间的商业条款，预测计划是 YFI 零件需求的依据。

2.8.3.2 | Shipping & Delivery 装运&发货

Authorization to ship specific product will be communicated to the supplier through YFI plant designated replenishment method (MRP, KanBan, min/max, sequence). Within 90 days from SOP YFI will notify the supplier of the designated replenishment method. During launch or pre-production, we will use MRP or spot-buys.

通过 YFI 工厂指定的供货方法（MRP，KanBan，min/max，排序供货）传达给供应商。在 SOP 的 90 天内，YFI 将通知供应商指定的送货方法。在投产或预生产期间，YFI 将使用 MRP 或一般采购流程购买。

2.8.4 | Labeling Requirements 标签要求

The adherence to these labeling requirements, as well as the packaging requirements also stated within the YFI Supplier Statement of Work, is mandatory and will be continuously monitored. Non-compliance to these instructions will be brought to your attention through the issuance of a DMR by the YFI receiving plant.

遵守供货标签要求以及在 YFI 供应商工作说明书中也规定的包装要求是强制性的。YFI 将持续关注供应商的表现并通过 YFI 接收货物的工厂发布物料差异报告（DMR）的形式提醒供应商引起注意。

Suppliers must ensure that all materials shipped to YFI are correctly labeled and that the labels are properly attached.

供应商必须确保运送到 YFI 的所有物料都有正确的标识，并按正确的方式被粘贴在正确的位置。

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged wherever practical. Care must be taken to assure that labels meet reflectivity and contrast requirements and can be scanned with contact & non-contact devices.

在某些恶劣环境中需要标签有防潮，防止风化和防磨损等要求，在可行的条件下也鼓励使用此类标识。必须注意的是确保标签满足反射率和对比度要求，以便可以使用接触式和非接触式的设备进行扫描。

It is the supplier's responsibility to remove labels on returnable containers and affix a new label prior to shipment.

供应商有责任清除可回收包装上的标签，并在装运前贴上新标签。

2.8.5 | Discrepant Material Reports 物料差异报告

A supply chain non-conformance is defined as a material, process or document(s) that does not comply with YFI standards. (i.e.: missing paperwork, late shipments, wrong labels, wrong packaging).

交付不符合被定义为供应商向 YFI 交付了不符合 YFI 标准的物料、过程或文件。（例如：提交文件错误，货物迟交，标签错误，包装错误等）。

A non-conformance can be identified at receiving, incoming inspection, assembly, processing, final product audit, reliability testing, or through OEM notification. Suppliers are notified of nonconforming material through a documented rejection notice, called a Discrepant Material Report (DMR) or **Supplier Material Rejection Report (SMRR)**. The DMR process helps to monitor supplier performance where suppliers create undue inefficiencies in our processes or where they put the overall supply chain health at risk.

在物料接收、来料检验、装配、加工、最终产品审核、可靠性测试或 OEM 通知时都可以产生不符合。供应商收到拒收通知书，又称为《物料差异报告》（**Discrepant Material Report**）DMR 或《供应商材料否决报告》（**Supplier Material Rejection Report**）SMRR 时，意味着得到了不符合通知。当供应商在过程中制造了不符合，或者出现供应风险时，物料差异报告 DMR/SMRR 有助于监控供应商的表现。

Issuing DMR/SMRR can be originated from:

- YFI Incoming inspection
- YFI or OEM manufacturing facilities
- Third party containment activity
- Serial production or warranty claims

DMR/SMRR 可能来源于:

- YFI 进料检验结果
- YFI 或者 OEM 造车工厂反馈
- 第三方遏制报告
- 严重问题或事件的抱怨

Upon receipt of a DMR or SMRR, the supplier shall reply to the written temporary measures within 24 hours and submit the written 4D/8D problem analysis and rectification report within 7 days. Unless otherwise directed by the YFI Materials contact, the supplier is expected to respond in using YFI's standard 8D Problem Analysis Report, also called Corrective Action Preventative Action (CAPA) in YFI's QMS. A supplier's failure to respond to 8D requests by the specified deadline(s) affects their Supply Chain rating on the Supplier Scorecard. If the supplier believes that the DMR/SMRR is inaccurate or unsubstantiated, the supplier may dispute the issue by contacting the YFI material scheduler in order to resolve the issue.

收到DMR或SMRR时，供应商必须在24小时内回复书面临时措施，7日内提交书面问题分析和整改4D/8D报告。除非YFI物料联系人另有规定，否则供应商应使用YFI标准的8D问题分析报告（在YFI的QMS中也称为纠正预防行动（CAPA）做出响应。如果供应商未能在指定的截止日期前响应8D，将影响在供应商计分卡上的供应商评价。如供应商认为DMR/SMRR不准确或不属实，供应商可以通过联系YFI物料计划员来解决。

All costs occurred due to corrective actions will be charged to the supplier according to the time spent. If due to delivery delays, short shipments, or non-conforming material production, YFI or the customer is interrupted, YFI will pass all costs related to the supplier. See Section 3.6.9 | Supplier Chargeback. 由于纠正措施而发生的所有费用将根据花费的时间和资源向供应商收取。如果由于交货延误，交货不足或交付不合格的零件导致YFI或客户停线，YFI将向供应商追加所有损失。请参见第3.6.9节 供应商索赔。

2.8.6 | Logistics Requirements 物流要求

YFI expects our suppliers to share in the ownership of the shipping process to ensure products are received in a timely and cost effective manner - essentially, at the right time, in the right container, at the right shipping cost, to the right location. All shipments must be accompanied by appropriate

documentation. Documentation may include, but is not limited to, packing slip, bill of lading, USMCA certificates, commercial invoices, CMR and hazardous materials information (MSDS, Certification for Safe Transportation of Chemical Goods or any transportation document ruled by local law).

YFI期望我们的供应商分享运输过程，以确保产品采取及时和高效的方式，在正确的时间，以正确的包装、正确的运输价格送达正确的位置。所有货物必须附有正确的文件，文件包括但不限于装箱单，提单，USMCA证书，商业发票，CMR（欧盟或AP发往CMR协议国家）和危险品信息（MSDS，运输条件鉴别报告书或根据当地法律法规所规定的运输文件）。

Below you will find supplier responsibilities necessary in order to fulfill our transportation requirements. 为满足我们的运输要求，以下是供应商的必要责任。

2.8.6.1 | Packaging Slip Requirements 装箱单要求

YFI requires all suppliers to prepare their packing slip(s) in a standard format.

YFI要求所有供应商以标准格式准备装箱单。

Packing slip must be attached (glue or tape) to the packaging (pallet shipment). The packing slip must be in a pouch/sleeve that protects it but also allows it to be removed by receiving plant.

装箱单必须（用胶水或胶带）贴在包装上（托盘装运）。装箱单可以放在袋子或者套筒中，但也允许其被接收工厂移除。

Not applicable to Asia & Pacific domestic supplies

此条不适用于亚太的国内运输。

2.8.6.2 | Bill of Lading Requirements 提单要求

A separate bill of lading must be created for each international shipment to location, even when shipping on the same carrier.

即便货物在同一运输工具上，每票国际运输货物必须有单独对应的提单。

Not applicable to Asia & Pacific domestic supplies

此条不适用于亚太的国内运输。

2.8.6.3 | Routing Instructions 路线指示

Where YFI is responsible for paying freight charges, a routing instruction will be provided to the supplier. The routing instruction will include at least one primary carrier and an expedited carrier, and is issued by each YFI receiving location.

当YFI负责支付运费时，将向供应商提供路线指示。路线指令将包括至少一个主要承运商和一个紧急提货承运商，路线指令由每个YFI接收工厂发布。

2.8.6.4 | Premium Freight / Expedites 超额运费/紧急订单

Any premium freight which results from a supplier event will be managed and paid for by the supplier. YFI will not take responsibility for the set-up, management, tracking or payment of a supplier-caused premium freight event. The supplier will communicate to the plant all expedite information and provide milestone updates to keep the plant informed on the arrival of the expedited components. YFI reserves the right to take-over the management of the premium freight event if the supplier fails to communicate and effectively manage the event themselves. In these cases, the supplier may be charged for YFI's time.

由供应商问题产生的任何紧急运输将由供应商管理和支付额外的费用。YFI不负责设立，管理，跟踪或支付由供应商引起的超额运费事件。供应商应向工厂传递所有紧急的信息并保持情况的更新，以便在紧急物料到达时通知工厂。如果供应商未能有效地沟通和管理超额运费事件，YFI有权接管超额运费事件的管理。在这些情况下，YFI将向供应商收取额外的管理费用。

2.8.7 | Cumulative Maintenance 订单累积

The generation, verification, tracking and reconciliation of cumulative receipts is the standard requirement for Automotive Tier 1 suppliers, including YFI. Cumulatives are a way to identify the amount of product that is required to ship to your customer. YFI expects the supplier to reconcile cumulatives upon receipt of each EDI release. Identifying and initiating the resolution process of cumulative discrepancies is the responsibility of the supplier.

记录送货单据的生成，验证，跟踪和对账是汽车行业一级供应商（包括YFI）的标准要求，累积送货数量是识别运送给客户所需产品数量的一种方式。YFI希望供应商在收到每个EDI需求时协调累计量，识别和建立累积对账的解决流程是供应商的责任。

2.8.8 | Balance out and Claims Process 断点及索赔流程

YFI believes that obsolete material claims can be avoided by minimizing lead times, strictly adhering to production schedules, and properly managing inventory received by our suppliers. Most obsolete material claims occur at the balance out of a product. Balance out is defined as end of model year as well as current model engineering changes. Our goal at balance out is to have zero obsolescence.

YFI认为可以通过缩短交货提前期，严格遵守生产计划，以及恰当的管理采购件及物料的库存来避免呆滞物料的索赔。大多数呆滞物料索赔发生在产品断点阶段，断点指的是车型零件的年度切换以及当前车型零件的工程更改。我们对断点项目的目标是零呆滞。

After receiving balance out notification, any supplier planning to produce a contractual minimum run order which exceeds raw/fab authorization must first receive written approval from the YFI supplier scheduler.

在收到断点通知之后，供应商的任何超出剩余需求总数的订单，必须先从YFI物料计划员处获得书面批准。

2.8.9 | Security 安全

YFI is committed to ensuring the security of its supply chain. Security measures are set in place with the primary goal of preserving the safety of our employees, protecting the physical property from loss or damage, safeguarding the integrity of our intellectual property and preventing interruptions in the manufacturing process.

YFI致力于确保其供应链的安全。制定安全措施的主要目的是保护我们员工的安全，保护物理财产免受损失或损坏，保护我们的知识产权的完整性和防止制造过程中断。

We expect the same approach to be taken by the supplier with whom we conduct business: to make a commitment toward the common goal of creating a more secure and efficient supply chain.

我们期望与我们开展业务的供应商采取相同的方法：为实现创建更安全 and 有效的供应链的共同目标做出承诺。

Suppliers should develop and implement a comprehensive security plan throughout their operations and supply chain, following the recommendations outlined by U.S. Customs & Border Protection as part of Customs-Trade Partnership Against Terrorism (C-TPAT).

All suppliers that ship across an international border to a YFI plant in North America will receive an annual Security Assessment sent from our 3rd Party provider Pinkerton. This assessment must be completed in order for YFI to complete a security risk assessment for our supply base and maintain compliance with its C-TPAT certification.

供应商应在其运营和供应链中制定并实施全面的安全计划。对于所有通过国际边界运往北美YFI工厂的供应商将收到我们的第三方供应商Pinkerton发送的年度安全评估。该评估必须完成，以便YFI完成我们供应基地的安全风险评估，并保持符合其C-TPAT认证。

Information Technology Security 信息技术安全

Suppliers should have appropriate measures and controls related to Information Technology Security. Suppliers shall periodically review and update such measures and maintain the same in accordance with no less than industry-standard methods of protection such as TISAX, ISO/IEC 27001 (Information Security Management System) and ISO/IEC 27002 (Code of Practice for Information Security Domains and Controls). Suppliers shall implement adequate and appropriate technical and organizational security measures designed and necessary to secure mutual information assets against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access.

供应商应采取适当措施和控制相关的信息技术安全。供应商应根据不低于行业标准的保护方法，如 TISAX, ISO/IEC 27001(信息安全管理系统)和ISO/IEC 27002(信息安全领域和控制的工作守则)，定期审查和更新这些措施。供应商应实施充分和适当的技术和组织安全措施，以保护相互信息资产免受非法破坏或意外损失、变更、未经授权的披露或访问。

To do so, suppliers must adhere to the following guidelines:

为此，供应商必须遵守以下准则：

- Ensure modern information security controls to protect against threats on supplier computer network and of business information, within communication platforms -- such as email and business information exchange portals -- and to prevent damage to their company and customers and third-party information.
- 确保现代信息安全控制，以保护供应商计算机网络和商业信息在通信平台(如电子邮件和商业信息交换门户)内免受威胁，并防止对其公司、客户和第三方信息的损害。
- Utilize technical anti-spoofing email controls to help reduce the risk of look-alike Company email domains being used to send email, for malicious purposes. Anti-spoofing email technical controls include Sender Policy Framework (SPF), Domain Keys Identified Email (DKIM) and Domain Message Authentication (DMARC):
- 利用技术上的防欺骗电子邮件控制，帮助降低类似公司电子邮件域被用于发送恶意电子邮件的风险。防欺骗电子邮件技术控制包括发件人策略框架(SPF)，域密钥识别电子邮件(DKIM)和域消息认证(DMARC):
 - Sender Policy Framework (SPF) is an email authentication method designed to help detect forging sender addresses during the delivery of the email.
 - 发件人策略框架(SPF)是一种电子邮件认证方法，旨在发送电子邮件期间帮助检测伪造的发件人地址。
 - DomainKeys Identified Email (DKIM) involves asymmetric public key cryptography, i.e., a generated public and private key. Keys are compared to verify the sender instead of relying on the IP address alone.
 - 域名密钥识别电子邮件(DKIM)涉及非对称公钥加密，即，生成的公钥和私钥。通过比较密钥来验证发送方，而不是仅仅依赖于 IP 地址。
 - Domain-based Message Authentication, Reporting and Conformance (DMARC) builds on SPF and DKIM. DMARC contains instructions on what actions receiving gateways should take if a message fails the spoofing check.

- 域消息认证 (DMARC)建立在 SPF 和 DKIM 之上, DMARC 包含了如果邮件欺骗检查失败, 接收网关应该采取什么行动的指令。

- Ensure there are appropriate controls to protect personal and confidential information of employees, customers and third parties.

- 确保有适当的控制来保护员工、客户和第三方的个人和机密信息。

- Automated systems must use individually assigned accounts that require a periodic change of password.

- 自动系统必须使用单独分配的帐户, 需要定期更改密码。

- Information technology (IT) security policies, procedures and standards must be in place and provided to employees in the form of training. Information technology (IT) security Training and Awareness to employees regarding cyber security awareness and employee safe practices to protect against modern cyber threats and risks.

- 信息技术(IT)安全政策、程序和标准必须到位, 并以培训的形式提供给员工。对员工进行信息技术安全培训, 提高员工的网络安全意识和安全措施, 以防范现代网络威胁和风险。

- A system must be in place to identify the abuse of Information Technology (IT) including improper access, tampering or altering of business data. All system violators must be subject to appropriate actions for abuse.

- 必须建立一个系统来识别信息技术(IT)的滥用, 包括对业务数据的不当访问、篡改或更改。所有违背系统操作的人必须受到适当惩罚。

Management and Protection of Confidential and Personal Information 机密信息和个人信息的管理和保护

Suppliers should have appropriate measures and controls related to Management and Protection of Confidential and Personal Information.

供应商应对机密信息以及个人信息的管理和保护采取适当的措施控制。

- Manage and protect company's confidential information such as trade secrets and use such information in an appropriate manner.

- 管理和保护公司的机密信息, 如商业机密, 并以适当的方式使用这些信息。

- Verify the permissible scope of use and other conditions concerning confidential information and use it only within the scope allowed, while maintaining its confidentiality and not infringing upon the rights of the other companies.

- 核实机密信息的允许使用范围和其他条件, 仅在允许的范围内使用, 同时保持其机密性, 不侵犯其他公司的权利。

- Obtain personal information concerning employees, customers and business partners only by legitimate means. Manage and protect such information in a secure manner and use the information only within the scope allowed.

- 通过合法途径获取员工、客户和商业伙伴的个人信息, 以安全的方式管理和保护这些信息, 并仅在允许的范围内使用这些信息。

2.8.10 | USMCA and Trade Agreements USMCA 和贸易协议

All suppliers of YFI have responsibilities relative to USMCA (Previous NAFTA) and other trade agreements. This is true whether or not a supplier ships product cross border. Our goal is to ensure that suppliers are aligned with the procedures of YFI as we as a supply chain strive to adhere to Customs regulations.

YFI的所有供应商都有遵守USMCA（前身为NAFTA协议）和其他贸易协议相关的责任。无论供应商是否运送产品跨境，都是如此。我们的目标是，作为供应链遵守海关的相关法规，并确保供应商符合YFI的操作方式。

As put forth in our global terms and conditions, each supplier to YFI is responsible for complying with all Customs laws and regulations as they relate to their activity with YFI.

根据我们的全球条款和要求，YFI的每个供应商应遵守所有与YFI活动相关的海关法律和法规。

2.8.11 | Packaging 包装

Packaging is specified jointly (supplier and YFI) **for best in class optimal total land cost solution**. The supplier shall develop and draft a packaging proposal for the components within **their** scope of supply **utilizing the YFI global or regional Packaging Guidelines**. The **packaging** proposal shall **encompass various disciplines for the best overall optimal packaging solution** (packaging density, **logistics**, specific quality requirements, **ergonomic/safety**, as well as the **lineside** / layout restrictions of the YFI **receiving** facility. It must be submitted in writing to the YFI project team by using **the Business Unit regional preferred method (YFI Packaging web-based system/Packaging Data Form)** Project team authorizes the supplier to **develop/procure** packaging for **testing and pre-production build events** based on **submitted packaging proposal** and approved quotation **to complete the final approval**. **Supplier has responsibility for life of the program/project to continue to maintain production level packaging, part quality expectations and maintain YFI packaging systems.**

包装由供应商和 YFI 共同制定，采用同类最佳、成本最优的包装方案。供应商应基于 YFI 全球或区域 BU 包装指南，为供应范围内的部件制定和起草包装方案。该方案应综合考虑各种规范原则（如：单包装容积率、物流运输、特定质量要求、人体工学、安全性，以及供货工厂的线边和布局合理性）后选取最优解。包装方案必须根据各区域 BU 的规定，通过 YFI 包装系统或包装数据表，以书面形式提交给 YFI 项目团队。包装方案获得认可和该供应商通过最终报价认可后，YFI 项目团队授权供应商进行样件测试及投产前包装物的开发与采购。供应商有责任确保在整个生命周期内提供符合延锋生产水平的包装，保证包装符合客户预期并完成 YFI 包装系统维护。

Supplier must **utilize** the prototype packaging with initial part shipments. The supplier is not authorized to procure production packaging until the form is approved and a purchase order received. See **Section 3.4.4 | Supplier Advanced Quality Planning Report, Item 9**.

自首次供样起，就须使用样件包装供货。供应商直至收到批准的认可表和采购订单，才能授权采购生产包装。请参见**3.4.4章节 | 供应商前期质量策划报告第9项**。

Cost of packaging material is to be included in the part piece price. This includes Container cost /amortization, bags, foils, protection, dunnage, etc. and must be indicated separately in the corresponding part of the Supplier logistic cost breakdown sheet. Any cost related to the packaging process (handling, administration etc.) is NOT part of the specific packaging cost.

包装材料的成本应包括在零件价格中。这包括外箱成本/摊销，袋子，内衬，衬垫等，并且必须在供应商物流成本明细表的相应部分单独指明。与包装过程（搬运，管理等）相关的任何成本不是包装成本的一部分。

Specific questions related to materials and logistics requirements should be directed to the supply chain representative at the YFI receiving plant.

与物料和物流要求相关的具体问题，请与 YFI 对应工厂的供应链代表直接沟通。

2.8.12 | Continuous Improvement 持续改进

Continuous improvement in our global supply chain systems is, and will continue to be, a competitive advantage for YFI. This advantage is created through the engineering and design of Lean Replenishment and Logistic Business processes, which are enabled through effective application of Lean Technologies. To fully leverage the potential of these innovative systems and processes, the knowledge and capabilities of our extended enterprise must be flexible and capable of meeting our replenishment requirements.

在我们的全球供应链系统中，持续改进目前是，并且将继续成为 YFI 的一个竞争优势。这一优势是经过精益技术的有效应用，从而通过工程、精益的补货和物流业务流程的建立而创建的。为了充分利用这些创新系统和流程的潜力，我们供应链上下游企业和合作伙伴的知识和能力必须具有一定的柔性并能够满足我们的持续发展要求。

The suppliers should have a documented CI Process that encompasses all functions of the company and is based on PDCA methods. There is a written and clearly communicated strategy for CI with the necessary resources and organization planned and implemented. Projects are structured and continuous, successes, are recognized and expanded throughout the plant

供应商应当有文件化的并基于 PDCA 方法的持续改进过程，包括公司的所有职能。应针对持续改进制定书面的战略并予以传达交流，明确必要的资源，组织策划并实施。持续改进工作应该是有建设性的、持续的、有成效的，并将结果在整个工厂予以传达和推广。

YFI's continuous improvement culture consists of the following components: People Involvement, CI Training & Certification, Best Practice Management, CI Workshop, Total Productive Maintenance. YFI expects our supply chain to actively promote a culture of continuous improvement.

YFI 的持续改进文化包含以下几部分内容：全员参与，持续改进培训与认证，最佳实践管理，持续改进研讨会，全员生产力维护。YFI 期望我们的供应链能够积极推进持续改进文化。

People Involvement means not only CI, but also supervisors, coordinators and technicians, to take the initiative to start improvement projects. The plant management team hold regular meetings to drive CI activities, and provide adequate resources for improvement.

全员参与，意味着不仅持续改进人员，包括现场班组长、协调员和技术员在内的其他人员也能够主动开展改进项目；工厂管理团队能够召开定期的会议以驱动持续改进活动，并为改进提供充分的资源。

CI Training & Certification. The CI Training Plan is available for the Plant management team, covers all people directly reporting to Plant Manager. Supervisors, coordinators, technicians and 50% employees have received Overview of Lean Manufacturing. At least 30% of the Plant management team are certified in one of the three CI tools (Six Sigma, Lean or Problem Solving).

持续改进培训与认证。持续改进培训计划需要囊括工厂管理层，覆盖所有直接向工厂厂长汇报的人员。现场班组长、协调员、技术员，以及 50% 的普通员工需要接受精益概述培训。30% 以上的工厂管理层需要完成六西格玛、精益、问题解决这三重认证中的一项认证。

Best Practice Management. The plant should establish a best Practice committee to identify and actively share best practices and lessons learned, nominate good projects for best practice evaluation, and showcase good practice projects and best practice cases.

最佳实践管理。工厂需要建立一个最佳实践委员会，辨识和积极分享最佳实践和经验教训，提名优秀项目参加最佳实践评估，展示优秀实践项目和最佳实践案例。

CI Workshop. The Plant needs to develop Value Stream Mapping, identify opportunities, and hold CI seminars regularly. CI workshop actions should be tracked visibly at the shop floor.

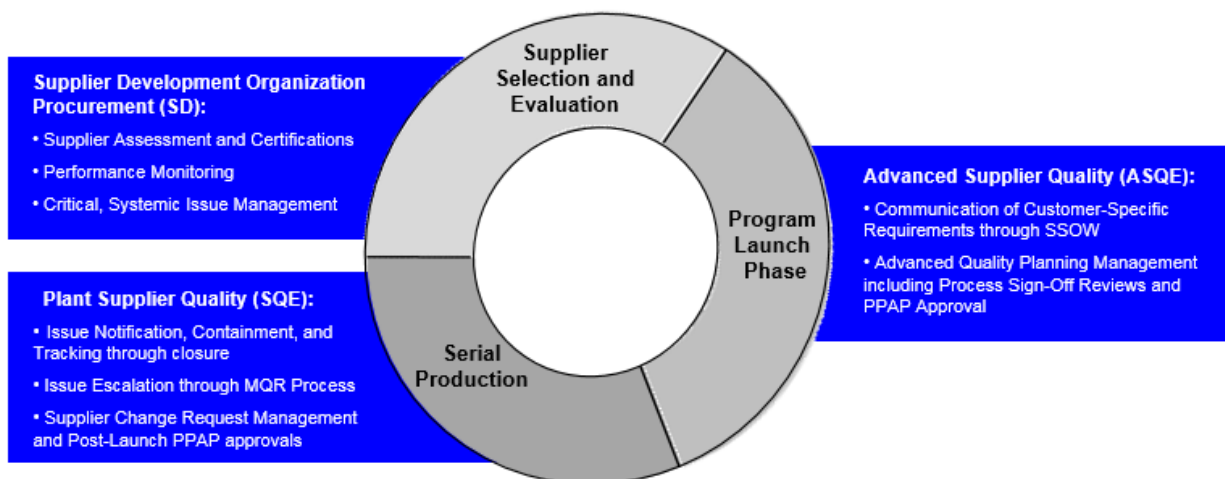
持续改进研讨会。工厂需要建立价值流程图并识别机会，定期召开 CI 研讨会，研讨会的行动应在现场被可视化地跟踪。

Total Productive Maintenance. Standard work for TPM is developed and implemented throughout the facility. All the production employees in the facility are trained in Introduction to TPM released module. A planned preventive maintenance program exists for all toolings and equipment and can be implemented on time.

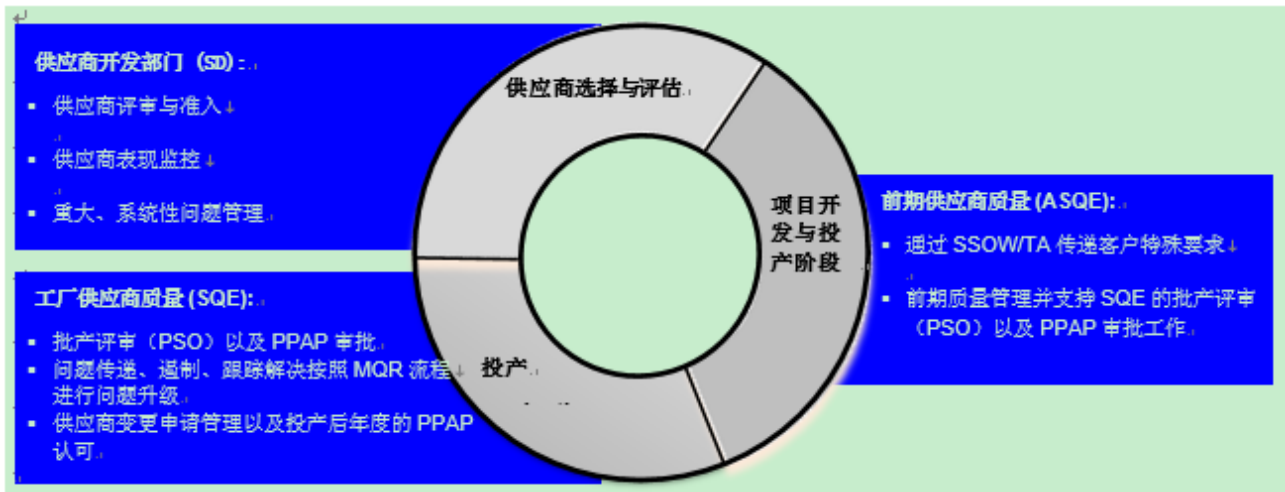
全员生产力维护。工厂内应具备针对 TPM 的标准化作业指导性文件。工厂的所有生产员工都参加过 TPM 模块简介培训。针对所有模具和设备，具有预防性维护计划，并能够按时实施。

3.0 | QUALITY EXPECTATIONS/质量期望

Supplier organizations can expect to interact with a broad range of corporate, program-specific, and plant operational functions throughout our partnership. From a quality-specific perspective, suppliers will interface primarily with Supplier Development, Advanced Supplier Quality, and **Plant** Supplier Quality resources. These functions work closely together to ensure capable suppliers are selected, programs are executed flawlessly, and production performance is maintained.



我们期望和供应商之间的合作是建立在广泛的、以项目开发和工厂运营协作基础之上的。从质量要求的范畴来讲，供应商主要通过我们的供应商开发团队，前期供应商质量团队以及**工厂**供应商质量团队和 YFI 进行互动。YFI 的上述三个团队同样会紧密协作，以此保证我们选择正确的供应商，并完美的进行项目开发工作以及保持稳定投产状态。



3.1 | Quality Management System Requirements/质量管理体系要求

The suppliers to YFI shall ensure conformance of all products, process, and services to the applicable statutory and regulatory requirements in the country of receipt, the country of shipment, and the customer identified country of destination if one is provided.

延锋国际 (YFI) 的供应商应确保所有产品、过程、服务的一致性, 并满足发货国、装运国、客户确定的目的地国家法律和法规要求。

All Direct Material suppliers are required to demonstrate their commitment to quality through certification to the current edition of IATF 16949. Suppliers that have not achieved certification to IATF 16949 must at a minimum demonstrate conformity to ISO9001 and also submit a formal plan to attain compliance to IATF 16949.

YFI 需要所有生产性物资供应商具有质量能力的证明, 即, 需要获得当前版本的 IATF 16949 认证。若 **生产性物资** 供应商未获得 IATF 16949 认证资质, 则必须至少获得 ISO9001 体系认证, 同时需要提交获取 IATF 16949 的正式计划。

All Direct Material suppliers are suggested to establish relevant management processes and systems in accordance with the requirements of ISO 45001 occupational health and safety management system and ISO14001 environmental management system and meet / pass the special requirements of customers.

此外, 生产性物资供应商应按照 **ISO 45001 健康安全管理体系** 和 **ISO14001 环境管理体系** 的要求, 建立相关管理流程和管理体系, 同时满足客户的顾客特殊要求。

Indirect suppliers that are categorized as “Sorting and Containment” and “Logistics Freight” providers are expected to be certified to latest ISO9001 standard.

被归类为“筛选和遏制服务”和“物流运输服务”的非生产性物资供应商, 期望其获得 ISO9001 体系认证。

Indirect suppliers categorized as “Testing Services” are required to be certified according to latest ISO/IEC17025 standard.

被归类为“测试服务”的非生产性物资供应商, 需要获得 ISO/IEC17025 认可。

Indirect suppliers categorized as “Software Services” are expected to be certified according to the latest ISO/IEC 15504 standard.

对于“软件服务类”非生产性物资供应商, 期望其获得最新的 ISO/IEC 15504 认证。

Suppliers are required to submit updated copies of all certifications. Suppliers shipping to YFI locations that have implemented the IQS or QMS application will be notified by email with specific upload instructions. All renewal certificates must be submitted prior to the certificate's expiration date. Failure to submit certificates or valid compliance plans will have a negative impact on the supplier's scorecard and may jeopardize future business. YFI reserves the right to audit compliance to these standards at any time.

供应商需要提交相关资质证明的更新版本文件。供应商发货到已实施 IQS 或 QMS 系统应用的 YFI 工厂时，将通过电子邮件和特定的上传指示进行通知。所有的资质证明更新必须在其原资质失效前完成，若未及时提交相关资质证明可能会使降低供应商计分卡的表现并最终影响到未来业务获取。YFI 保留随时审核供应商对于相关标准符合性的权利。

Asia & Pacific region specific requirements:

Certificates for the AP region are tracked by YFI Supplier Development. Certificates have to be submitted as soon as it is available. **In the process of monitoring the supplier quality system, when it is found that the system certificate is overdue or revoked, or the supplier fails to obtain the IATF16949 certification due to the operation of the supplier's manufacturing place for less than one year, YFI supplier development promotes the supplier to develop the system certification plan and track it.**

亚太地区特别要求:

亚太地区生产性物资供应商相关资质认可事务由 YFI 供应商开发部门追踪管理，供应商资质证明获得更新后需马上提交至 YFI 供应商开发相关联络人处。**在对供应商质量体系监控过程中，当发现体系证书逾期、撤销，或因供应商制造地运行不满一年，未能取得 IATF16949 认证时，YFI 供应商开发人员推动供应商制定体系认证计划，并进行跟踪。**

3.2 | Supplier Internal Risk assessment and Issue Feed forward/供应商自我风险评估与问题前馈

The supplier shall establish an internal risk assessment and problem escalation process. The supplier shall regularly carry out internal risk assessments, including but not limited to compliance with national safety and environmental compliance, financial risk, safety characteristics, product requirements, process stability, supply risk, etc. and establish corresponding emergency plans and escalation processes for the identified risks.

供应商应当建立内部的风险评估及问题升级的流程。供应商应当定期展开内部风险评估，包括但不限于对国家安全环境合规性、财务风险、安全特性产品要求符合性、过程稳定性、供货风险等的风险评估，并针对识别出的风险建立相应的应急预案和事态升级流程。

Supplier shall have a current emergency plan, with documented training and review using a multi-disciplinary team (including top management), to support production in case of force majeure, **pandemic disease**, equipment breakdown, sub supplier line stop, etc.

供应商应具有文件化的紧急处理计划并使用多方论证团队（包括高层管理人员）进行应急计划审查。该预案需要考虑在遇到不可抗力、**大范围流行病**、设备故障、**下级供应商停线**等偶发事件出现时，**能够有效支持生产**。

Supplier shall have an established and controlled escalation process. The criteria for escalation are specified and responsibilities and authorities are regulated. The effectiveness of escalation is demonstrated by appropriate documentation. If special risks have been identified for technologies, suppliers and supply countries, this must also be taken into account in escalation management. In

the meantime, the process shall ensure that the suppliers, sub-contractors, and logistics providers give warning if there is a risk that requirements cannot be fulfilled; all significant changes are communicated as soon as they are identified.

供应商应当具备事态升级的流程并有效实施。事态升级的准则应是具体的，并且职责和权限应得到明确。事态升级的有效性应通过适当的文件来证实。如果在技术层面、供应商和供应国家方面识别出存在特定的风险，也必须纳入事态升级管理予以考虑。同时，该流程确保当供应商、分供方、物流提供商存在不能满足要求的风险时能及时提出预警；所有重大变化一旦被识别能够得到及时沟通。

Supplier shall escalate to YFI contact (procurement and/or supplier quality) in case of the following situations (include, but not limited to), such as:

当遇到下述情况时（包括但不限于），供应商需要及时向延锋对口人（采购和/或供应商质量）进行报警：

- Compliance issue;
 - **Abnormal product quality with overflow risk, PPSC;**
 - Major change caused by (not limited to) location change, change from sub-supplier, process change, tooling & fixture change, etc.;
 - Capacity issue caused by (not limited to) labor shortage, damage of tooling & fixture, OEM emerged ramp up;
 - Logistic issue;
 - Production interruption and transportation obstruction caused by force majeure.
-
- 存在合规性风险；
 - **产品质量异常有溢出风险时，以及PPSC问题；**
 - 重大变更，包括但不限于生产地、分供方、过程变更、设备工装变更；
 - 包括但不限于因劳动力短缺、设备工装损坏、客户紧急产能提升的原因造成的产能短缺；
 - 物流问题导致不能按时供货；
 - 不可抗力导致的生产中断、运输受阻。

Requirements can differ based on applicable Customer Specific Requirements or BU/regional/plant specific requirements.

基于不同客户、BU、区域、工厂的具体要求，对供应商要求可以有所不同或细化。

3.3 | Supplier Assessment Survey (SAS) /供应商评估调查

YFI's Supplier Assessment Survey (SAS) is used to determine the level of core competencies that are understood and applied at Direct Material suppliers and to qualify those suppliers for future business awards.

供应商评估调查（Supplier Assessment Survey, SAS）被用于评估潜在供应商是否有能力获得未来业务，也用于确定生产性物资供应商的核心能力水平。

YFI Supplier Development with input from key stakeholders determines the approach and scope for assessments:

YFI 供应商开发人员依据横向部门的输入，决定评估的方法和范围：

- An on-site assessment using the Supplier Assessment Survey Form is required for all new YFI Controlled Suppliers and for new locations of an YFI-Controlled Supplier. YFI Controlled Suppliers are defined as organizations supplying product that is awarded solely at YFI's discretion.

对于所有新的自定点供应商以及自定点供应商新工厂，要求使用 SAS 进行现场评估。自定点供应商被定义为由 YFI 自主选择并给予业务的产品生产组织。

- Customer directed suppliers will be considered for review, assessment, or audit based on the agreements with the customer and outlined in the SSOW. OEM Customer Directed Suppliers are still required to meet all documentation requirements of the Supplier Standards Manual unless there is a signed agreement (SSOW) that states otherwise.

对于主机厂客户指定供应商，视作在**供应商工作指南 SSOW**中已与客户就审核、评估达成一致意见。除非在 SSOW 上有另行约定，客户指定供应商仍需要满足供应商标准手册上的文件要求。

- A VDA 6.3 Potential Analysis may be conducted in place of the SAS when required or recommended by YFI customers.

当 YFI 客户有特殊需求或建议时，可用 VAD6.3 过程审核代替 SAS 审核。

- Existing suppliers will be considered for an on-site assessment based on commodity strategies, annual spend, customer specific requirements, process/product complexity and quality systems risk (i.e, ISO9001 only).

对于已经定点的供应商，依据产品战略、年采购额、客户特殊要求、工艺/产品的复杂程度以及质量体系风险（例如仅有 ISO9001）等因素需要进行现场评估。

- An on-site audit is more likely for suppliers experiencing ongoing quality issues, high risk launches, or new process technology.

现场评估也适用于存在重大质量问题、存在高投产风险或者使用新工艺情况的供应商。

- A VDA 6.3 Process Audit may be conducted based on supplier performance issues.

根据供应商具体的问题表现，可采用 VDA6.3 过程审核**标准进行现场审核**。

A self-assessment is typically requested prior to the audit to gather pertinent data for supplier qualification and to identify evidence requirements for the on-site event. On-site assessments include a review of quality system documents and records and plant floor verification. Supplier Assessments will be done on a periodic timeframe using a risk-based approach that includes performance and age of the most recent audit.

在对供应商进行评估之前，通常要求供应商进行自我评估，以收集供应商准入资格方面的相关数据，并确定现场审核时需要检查的证据文件。现场评估包括审查质量体系文件、记录和工厂工艺流程验证。供应商评估将采用基于风险的方法，在定期的时间框架内进行。

Suppliers will be required to develop a Supplier Individual Development Plan (SIDP) if core competencies do not meet rating expectations incorporated into the assessment document. **YFI** Supplier Development will monitor progress to improvement plan and conduct a verification audit to evaluate evidence of implemented actions.

如果供应商的核心能力水平不符合初步评估文件的准入条件，供应商将被要求填写供应商整改提升计划（Supplier Individual Development Plan, SIDP）。YFI 供应商开发人员后续将跟踪供应商整改提升计划并进行现场评估检查整改实施的证据。

Specific requirements to Asia & Pacific region and suppliers delivery to YFS and YFSS foreign plants:

In addition to the SAS, AP conducts other audits per chart below.

亚太区域以及向 YFSS/YFS 海外工厂供货供应商的特殊要求:

除 SAS 外，亚太区还进行其他的评审，内容参考下述表格：

Assessment type/评估种类	Performed by/执行方
Unannounced Inspection/飞行检查	Supplier Quality Engineer (SQE)
Annual Process Quality Audit/年度过程审核	Supplier Quality Engineer (SQE)
PPAP review of changes after mass production/量产后变更 PPAP 审核	Supplier Quality Engineer (SQE)
Supplier New Factory Accreditation Review/供应商新工厂评审	Supplier Development Engineer (SDE)
Safety Characteristic Review/安全特性审核	Supplier Quality Engineer (SQE)
Special Process Audit/特殊工艺评审	Supplier Quality Engineer (SQE)

3.4 | Advanced Product Quality Planning (APQP)/ 前期产品质量策划

3.4.1 | Program Management Requirements/项目管理要求

The YFI Program Management requirements are as follows:

- Suppliers must comply with all **programs** specific requirements as outlined in the associated Supplier Statement of Work (SSOW) / Technical Agreement.
- At a minimum, Suppliers must maintain a detailed project timeline and an open issues list that are both current and accurate.
- Suppliers are required to engage with our Simultaneous Development Teams (SDT) at YFI, in support of launch activities that include but are not limited to the following:
 - Supplier Kick-off Meetings
 - Design Reviews
 - Advance Quality Planning (AQP) Status Reviews
 - Build Events in technical centers and at production plants (i.e. Emphasis Build, Cubing Event)
 - Color & Grain Harmony Event (at OEM and / or YFI)
- Suppliers are required to support SDT launch activities such as the following at their own facilities:
 - Supplier Build Events
 - Supplier Readiness Reviews
 - Supplier Process Sign-Off Reviews
- Suppliers are also required to support Customer Specific Events and/or Audits (ex. VDA 6.3 Process Audit, CQI audit) as defined in the SSOW.

YFI 对于项目管理要求如下：

- 供应商必须遵从 SSOW/技术要求上所描述的各项项目要求。
- 供应商必须维护详细的项目进度计划表和问题清单，并保持表单准确性以及最新版本。
- 我们要求供应商与 YFI 项目组充分合作支持一系列投产活动，这些活动包括但不限于：
 - 供应商启动会
 - 设计评审
 - 前期质量策划（AQP）执行情况评估
 - 在技术中心或投产工厂的造车（如：匹配造车，Cubin 节点）
 - 颜色/皮纹认可（在主机厂和/或 YFI 场所）
 - 其他
- 我们要求供应商支持参与 SDT 投产活动，诸如在自己工厂内的：
 - 供应商试制
 - 供应商投产准备评估
 - 供应商批产评审
- 供应商需要支持客户特殊要求和/或相应评审（如：VDA6.3 过程审核，CQI 评审）

Asia & Pacific region specific requirements:

In scenarios where SSOW is not applicable, a Technical Agreement is released instead of it.

亚太区特殊要求：

在 SSOW 不适用的场景下，YFI 将以技术要求替代 SSOW。

3.4.2 | Engineering Requirements/工程要求

Engineering support for product feasibility, product design and tooling design / approval may be required for a particular program. Suppliers will be expected to support design reviews and other collaborative efforts to support low cost solutions for tools and products.

对于某些特殊项目，需要供应商的工程资源进行支持，包括产品可行性分析、产品设计、模具设计和审核。我们希望供应商能通过支持设计评审以及其他形式的合作来提供模具和产品的低成本方案。

Data exchange to be agreed between YFI Engineering and Supplier.

供应商需要同意与 YFI 工程之间的数据交换。

3.4.3 | Supplier Advanced Quality Planning / Supplier APQP/供应商前期质量策划

All parts require APQP tracking unless otherwise notified in writing by the assigned YFI Advanced Supplier Quality Engineer (ASQE). Program kick-off meetings are often held to further communicate launch requirements. The Supplier Advanced Quality Engineer and/or Operations Program Buyer are the main APQP contacts throughout the launch.

除非 YFI 的前期供应商质量工程师（Advanced Supplier Quality Engineer, ASQE）特别批准，所有的零件都要求进行 APQP 实施情况的跟踪。投产的其他需求将在供应商启动会中公布。在整个投产过程中，ASQE 和/或项目采购是供应商 APQP 实施工作的主要联络协调者。

YFI has developed a common global Program Management Process (PMP), which provides a consistent APQP process. Suppliers may also be required to provide unique customer specific requirements and/or documents. If this is the case, the supplier shall be notified accordingly.

YFI 开发了一套全球通用的项目管理流程 PMP (Program Management Process, PMP), 其中包含了对供应商 APQP 实施的跟踪管理。供应商也需要按照客户的特殊要求提供相应的文件, 相关要求由 ASQE 传达给供应商。

All pre-production parts must be marked / labeled with the YFI part number and revision level as indicated on the CAD model and / or drawing and Quality Level/Part History (where applicable) based on the agreement with the YFI Quality Contact. Pre-production parts that are shipped without proper identification as stated above may be returned at the supplier's expense.

按照 YFI 质量体系要求, 所有的试生产阶段样件必须按照要求标识 YFI 要求的, 与 CAD 图号和/或图纸号相对应的零件号以及工程等级, 这些信息也必须同时与零件履历表的记录相符。若未按上述要求进行试生产产品交付, YFI 可能进行退货处理并需要供应商承担相应索赔费用。

It is expected that suppliers are conducting the APQP or similar process with their sub-tier supply base. YFI may request verification at any time.

YFI 希望供应商对其下级供应商同样实施 APQP 跟踪管理或进行类似的管控。YFI 将随时根据需要核查相关信息。

All documents must be in English, unless otherwise specified by YFI Quality Contact. Chinese is the official language in China.

除非 YFI **质量接口人另有要求**, 所有文件需以英文为官方语言。在中国区以中文为官方语言。

YFI has developed a tool (Supplier Advanced Quality Planning Report) in order to provide a record of the current status for each element of the APQP process, and to ensure that all outstanding issues have been identified and allocated an owner for corrective action with a completion date.

YFI 开发了一项管理工具--供应商前期质量策划执行报告 (Supplier Advanced Quality Planning Report) 用以记录供应商每项 APQP 项目的执行状态, 同时, 保证所有显著问题的识别, 并且具备相应措施、责任人和目标关闭时间。

The Supplier must report the status in accordance to the program milestones and/or as required by the ASQE (Advanced Supplier Quality Engineer) at minimum on monthly basis.

供应商必须在每个项目开发关键节点, 按照 ASQE 要求 (至少每月) 汇报 APQP 执行状态。

3.4.4 | Supplier Advanced Quality Planning Report/供应商前期质量策划执行报告

Suppliers shall use the latest edition of AIAG APQP manual to ensure quality planning is implemented in accordance with automotive industry standards. As stated in section 3.4.3, YFI has developed a standard APQP report for use with our supply base. The main elements, definitions, and associated criteria can be found on following pages. The name of the APQP elements or activities may differ based on regional and/or Customer Specific Requirements.

供应商需要使用最新版本的 AIAG APQP 手册, 以确保质量策划按照汽车行业的标准实施。如 3.4.3 节中所述, YFI 按照供应商的情况设计了一套 APQP 跟踪表。其中各主要检查项和相关定义及规定可

在下述表格中获取。下述各检查项或活动的具体命名描述，也可视不同区域和/或不同客户的不同术语表达，而进行相应替换。

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
1	SSOW (DSKO), LON, TA SSOW: Supplier Statement of Work DSKO: Directed Supplier Kick Off LON: Letter of Nomination TA: Technical Agreement	Ensure that the supplier has the correct information to develop the product to achieve cost and quality objectives over the product life. 确保供应商获取正确的产品信息，理解对于整个产品生命周期成本和质量的要求 SSOW / Technical Agreement and Award Letter (LON) must be signed by both parties (YFI and Supplier) SSOW/技术要求/定点意向书必须 YFI 和供应商两方签署
2	Tooling Kick-off & Purchase Order Cover 模具启动与模具合同	Ensure that the supplier has the necessary: - Purchase Order(s) to start to build tools, gauges, testing, PPAP start and changes - Cost Agreement for Proto, Pre-Serial, Serial Parts - Ramp-up curve, part demands, delivery schedule - Tooling Feasibility and Mold Flow Analysis to be submitted to YFI upon request - Supplier is responsible for mold design according to the data released by YFI Product Engineer. - Supplier must confirm gate locations with YFI Product Engineer Supplier is responsible to gain OEM CUSTOMER approval for gate locations, parting lines 确保供应商获得必须的： - 启动模检具制造、实验、PPAP 和变更的相关合同、协议 - 样件、试生产样件和投产件的价格协议 - 爬坡曲线、样件要求和交付计划 - 模具可行性分析和模流分析按照 YFI 要求递交 - 供应商负责按照 YFI 产品工程师释放的数据进行模具设计 - 供应商必须与 YFI 产品工程师确认浇口位置 供应商负责获得 OEM 客户对于浇口位置以及分型线的批准
3	Drawing & Specification Review & Quality Objectives 图纸及规范评审&质量目标	- Supplier understands design completely and potential control characteristics are identified. - Potential improvements and cost reduction opportunities are identified - Agreement of all special characteristics: • Critical Characteristic (CC / ▽): any design characteristic for which reasonably anticipated variation could impact, contribute or cause non-compliance to any regulatory requirement or potential degradation of occupant safety • Significant Characteristic (SC/●): any design characteristic for which reasonably anticipated variation is likely to significantly impact customer satisfaction with a product such as its fit, function, mounting or appearance, or the ability to process or build the product • Initial Characteristic (IC/□): design characteristic for which there is little variation and requires only process performance studies at initial/subsequent customer/ supplier part submission. - Customer / Supplier drawings are distributed to supplier as controlled document from YFI Engineering System - Supplier is responsible to maintain drawing revisions in their facility 供应商能完全理解产品设计并初步识别出控制特性 - 识别出潜在的改进措施和降本机会 - 对所有特殊特性达成共识

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
		<ul style="list-style-type: none"> 关键特性 (CC/ ▽): 一种产品设计特性, 这种特性在可预料的合理范围内的变动, 可能会影响或造成不符合任何监管要求、法规要求或潜在影响乘员安全。 重要特性 (SC/ ●): 一种产品设计特性, 这种特性在可预期的合理范围内的变动, 可能会引起客户对产品的抱怨, 诸如匹配、功能、安装或外观或者可加工性和制造可行性等受到客户抱怨。 初始特性 (IC/ □): 一种产品设计特性, 在前期和后续客户/供应商零件提交时, 对于这种特性的变化只需进行生产过程表现的研究。 <p>- 客户/供应商图纸通过 YFI 工程系统释放给供应商并作为受控文件</p> <p>- 供应商负责维护在其生产地内的图纸版本</p>
4	Team Feasibility Commitment 团队可行性承诺	<p>- Supplier agrees requirements can be manufactured to required quality in serial conditions to the planned volume</p> <p>- All special characteristics to be measured and monitored appropriately</p> <p>- Signed feasibility confirmation is required before each engineering change</p> <p>- 供应商同意可按照量纲要求连续生产满足质量要求的产品</p> <p>- 所有特殊特性被合理测量和监控</p> <p>- 对每次的工程变更的实施需要先进行可行性分析的签署确认</p>
5	DVP & R (Design Verification Plan & Report) and PV Plan 设计验证计划和报告	<p>- The Supplier is responsible for all lab testing as determined by the Supplier, YFI and / or the Customer.</p> <p>- In case YFI does not provide DV/PV plan, supplier shall create a proposal in line with customer requirements, which includes all required testing with time schedule. The DV / PV Test Plan must be provided upfront to YFI Engineering & Quality for approval.</p> <p>- All testing results must be submitted according to OEM customer/YFI requirements, incl. test reports and lab accreditation documentation. (Note: the laboratory shall be accredited to ISO/IEC 17025 or national equivalent).</p> <p>- 依据供应商、YFI 和/或客户的约定, 由供应商完成所有的实验室测试</p> <p>- 如果 YFI 不提供 DV/PV 计划, 供应商需要按照客户要求提供相关的实验计划条款并包含完成时间。相应的 DV/PV 实验计划必须提前提交给 YFI 工程/质量进行批准</p> <p>- 所有实验结果必须按照客户/YFI 的要求提交, 包括实验报告和实验委托文件。 (备注: 实验室需要具备 ISO/IEC 17025 实验室相关认可资质)</p> <p>If the parts are too small to perform required test the supplier is responsible to organize and perform the test on plaques from raw material supplier (if allowed by the specific standard) or request confirmation from raw material supplier</p> <p>若实验零件尺寸过小未达到实验取样要求, 供应商需要使用相应原材料进行测试样板制作, 并进行实验 (按照测试标准), 或向原材料供应商获得性能确认。</p>
6	Design & Process FMEA (Failure Mode & Effects Analysis) 设计&过程潜在失效模式分析	<p>Suppliers shall use AIAG FMEA manual, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - If the supplier is design responsible, they shall provide D-FMEA, which is an input for P-FMEA - D-FMEA and / or P-FMEA signed coversheet and change log to be submitted to YFI in PPAP package and on request - D-FMEA and / or P-FMEA content to be presented on-site at supplier - IC/SC/CCs shall be identified in D-FMEA and P-FMEA - P-FMEA must be linked with Control Plan and Process Flow Chart <p>除非有客户的另行要求, 供应商应当使用 AIAG 的 FMEA 格式。</p> <ul style="list-style-type: none"> - 如果供应商承担零件设计责任, 需要提供 DFMEA, 并作为今后 PFMEA 的输入 - 按要求提供 D-FMEA 和/或 P-FMEA 的签字确认首页以及变更日志, 并纳入 PPAP 文件包 - D-FMEA 和/或 P-FMEA 需被放置在供应商处 - IC/SC/CC 在 D-FMEA 和/或 P-FMEA 被识别

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
		- P-FMEA 必须与控制计划和过程流程图相对应
7	Gauge Design & Feasibility 检具设计和可行性	<ul style="list-style-type: none"> - Gauge concept to be agreed with YFI Engineering and/or Quality - Receipt of YFI Purchase Order authorizes construction to begin - All customer and YFI owned gauges must be identified, must be linked to engineering level on the drawing - Gauges and fixtures used to determine quality should be available for 1st off tool parts. - All MP (Measurement Points) must be accessible by CMM - SC and CC should be measurable from the gauges and used in the capability studies - Master Datum System from the drawing must be ensured - Gap & Flush to be considered during the gauge concept (contour blocks) <p>- 检具 A 表（检具设计被批准并可启动）由 YFI 工程/质量/采购签发</p> <p>- 收到 YFI 采购合同视为启动制造</p> <p>- 所有客户资产和 YFI 资产需被识别，状态需和图纸上所示工程状态保持一致</p> <p>- 用于判别质量的检具、支架必须在第一次试模时达到可使用状态</p> <p>- 所有测点必须可使用 CMM 测量</p> <p>- SC 和 CC 应当在检具上可测，数据可被用于设备初始能力分析</p> <p>- 图纸上的主定位系统必须得到保证</p> <p>- 在检具设计时考虑测量间隙和面差（考察轮廓度的模拟块）</p>
8	Process Flow Chart & Manufacturing Floor Plan 过程流程图&场地布局图	<p>Supplier shall use AIAG APQP manual, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - Pictorial representation showing all of the steps of a process - Must include detail of all points where IC, SC and CC are influenced - Process Flow Chart must be linked with P-FMEA, Control Plan <p>除非有客户的另行要求，供应商应当使用 AIAG 的格式</p> <ul style="list-style-type: none"> - 以图示表示工艺过程的每个步骤，SC 和 CC 影响到的区域必须清楚标识 - 过程流程图必须与 P-FMEA 和控制计划一一对应
9	Packaging Specifications and Shipping Plan 包装规范&发运计划	<p>Packaging must ensure that the product performance, appearance and characteristics are not affected by handling and/or shipping.</p> <p>Packaging method / material must be agreed with YFI Procurement and approved by YFI receiving plant (logistics and quality).</p> <p>Approval via regional forms (Packaging Data Form, Packaging Agreement Form, Packaging Approval Form etc.) and packaging trial.</p> <p>产品包装必须保证产品在经历运输和周转时，产品的性能、外观和特性不受影响。</p> <p>包装方法/材料（包括路试）必须得到 YFI 采购部门确认，并且最终由物料接收工厂批准（物流和质量部门）</p> <p>各区域使用自己的表格进行批准（包装数据表单，包装协议，包装批准等等）和包装路试。</p>
10	Prototype Control Plan, 样件控制计划，遏制计划	<p>Supplier shall use AIAG APQP manual, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - Pre-production control applies to any parts produced for prototype, pilot or saleable vehicle builds at YFI prior to full production. - Pre-production control activities are a requirement of the supplier's APQP process and must be documented on a prototype Control Plan. - IC/SC/CCs shall be identified in Prototype Control Plan. - Control results must be submitted to YFI upon request. <p>除非有客户的另行要求，供应商应当使用 AIAG 的格式</p> <ul style="list-style-type: none"> - 早期生产控制要求适用于所有的在 YFI 正式批准前的交付样件，小批量试制件和 NS 造车用零件 - 早期生产控制活动是供应商前期质量策划过程中的一环，必须被记录在样件控制计划中 - IC/SC/CC 应当在样件控制计划中被识别

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		- 按 YFI 要求提交控制报告
11	Prototype Tool Build & 1st Off Tool Parts for DV 软模制造&T1 试模	<ul style="list-style-type: none"> - Tool concept to be agreed with YFI Engineering / Program Management - Receipt of YFI Purchase Order authorizes construction to begin - Measurement plan according to agreed Prototype Control Plan - 模具设计概念和 YFI 工程/项目管理达成一致 - 收到 YFI 采购合同可视为启动制造指令 - 测量计划与样件控制计划保持一致
12	Pre-Launch Control Plan / Containment Plan 试生产控制计划, 遏制计划	<p>Supplier shall use AIAG APQP manual, unless otherwise specified by Customer Specific Requirements</p> <p>Pre-Launch Control Plan should be designed to prevent any potential non-conformities from shipping during Launch Phase.</p> <ul style="list-style-type: none"> - During pre-production, the sample size and/or frequency of product inspection is typically 100% and does not replace the final part audit. - IC/SC/CCs shall be identified in Pre-launch Control Plan - Containment results must be submitted to YFI upon request. - Criteria for exiting early production containment shall be based on reaching a pre-determined quality level agreed with YFI Quality contact. Removal of containment must be supported by data and approved by YFI Quality contact. <p>除非有客户的另行要求, 供应商应当使用 AIAG 的格式 试生产控制计划应当被用于防止任何 NOK 零件及在投产阶段被发运。</p> <ul style="list-style-type: none"> - 在试生产过程中, 应当执行样品的全尺寸 100%检验, 此过程并非意味着可以跳过最后的产品检查步骤。 - SC/CCs 应当在试生产控制计划中被识别。 - 按 YFI 要求提交围堵结果 - 早期生产节制的退出必须得到 YFI 的批准
13	Production Tool Build & 1st Off Tool Parts for PV 正式模制造&T1 试模	<ul style="list-style-type: none"> - Supplier must provide timing for the 1st Off Tool parts - Tool concept to be agreed with YFI Engineering / Program Management - Measurement plan according to agreed Pre-launch Control Plan - 供应商必须提供正式模 T1 试模时间 - 模具设计需与 YFI 工程/项目管理确认 - 测量计划与试生产计划要求相一致
14	IMDS Database Acceptance IMDS 数据提交	<p>IMDS submissions must include all materials present in the finished product. All basic substances must be reported.</p> <p>The basic substances used in materials, which are listed as D or D/P in the GADSL or in OEM specifications must be reported as soon as the concentration exceeds the defined threshold. Material datasheet must be created in line with IMDS and OEM rules and guideline. YFI's IMDS ID will be communicated by YFI Quality/ Engineering/ Procurement contact.</p> <p><i>Asia & Pacific region specific requirements may include CAMDS submission</i></p> <p>正式产品中所含材料必须体现在正式的 IMDS 提交信息中。所有的基本物质也必须被包含。</p> <p>材料中使用的基本物质, 在 GADSL 或 OEM 规范中被列为 D 或 D/P 的, 一旦浓度超过规定的阈值, 必须立即报告。材料数据表必须按照 IMDS 和 OEM 规则和指南进行创建。YFI's IMDS ID 由 YFI 质量/工程/采购传递。</p> <p><i>亚太区特殊要求: 根据个别客户需求, 可能要求提交 CAMDS 数据库相关信息</i></p>
15	Production Control Plan (Control Plan Special Characteristics) 控制计划 (特殊特性控制)	<p>Supplier shall use AIAG APQP manual, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - IC/SC/CCs shall be identified in Production Control Plan - Special characteristics must have suitable detection ranking to ensure appropriate level of process control. - If SC's are not identified on customer drawing, supplier shall identify internal characteristic(s) to demonstrate process capability

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		<ul style="list-style-type: none"> - Control Plan must be linked with and Process Flow Chart and P-FMEA - Control Plan shall contain minimum annual requalification, unless higher frequency is required <p><u>Requalification shall contain minimum:</u></p> <ul style="list-style-type: none"> - Flammability test results - Material restrictions in accordance to EU-Directive 2000/53/EC "End-of-Life Vehicle Test" - Complete 2D/3D dimensional measurement according to the latest drawing and CAD data - SPC for all SC/CCs - Material certificates - Lab reports with detailed values <p>Requalification data must be less than one year old. In case of deviation supplier shall inform customer immediately and improvement plan to be submitted.</p> <p>除非有客户的另行要求，供应商应当使用 AIAG 的格式</p> <ul style="list-style-type: none"> - IC/SC/CCs 必须在控制计划中被识别 - 控制计划必须和过程流程图以及 PFMEA 相对应 - 在没有更高频次的重新认可要求时，控制计划应当包含最低频次为年度的重新认可要求。 <p>重新认可的内容至少包括：</p> <ul style="list-style-type: none"> - 燃烧试验 - 禁限用物质（标准参考 EU-Directive 2000/53/EC "End-of-Life Vehicle Test"） - 按照最新版图纸或 CAD 数据进行 2D/3D 尺寸测量 - 所有 SC/CCs 的 SPC - 材料认可 - 带有测试结果的实验室报告 <p>若有修偏认可的需要，供应商应当立即通知客户并提交改进计划</p>
16	Implementation of Customer / Legal Requirements (i.e. voluntary product certification /Warranty/...) 客户/法律要求的实施 （如：产品自愿性认证/保修/...）	<ul style="list-style-type: none"> - All customer specific requirements (e.g. GS 91001, PV 09041, PR 309, AA 0061, VDA 2, etc.) shall be downloaded from the customer portals. - The supplier is responsible to use latest edition of all documents / requirements (CSR, Legal requirements, Standard & Specifications, etc.). - In addition to YFI and/or AIAG requirements, suppliers must also meet all applicable OEM Customer Specific Requirements and must be able to show records of compliance - In case of voluntary product certification requirements or other product certification such as CE, etc., supplier is responsible to check the latest requirements and to support voluntary product certification certification - Warranty claims are dispositioned according to the terms of the award letter/long term contract and associated with the respective warranty regulations agreed in SSOW - see also section 3.5.8 of the Supplier Standards Manual - 应当从客户网站上下载所有客户特殊要求（如：GS 91001, PV 09041, PR 309, AA 0061, VDA 2 等等） - 供应商需要使用所有相关文件的最新版本要求（CSR，法律法规要求，标准&要求，等等） - 根据 YFI 和/或 AIAG 要求，供应商还需要满足主机厂客户的特殊需求并提供证据性的文件 - 按客户要求涉及产品自愿性认证或产品认证，如 CE 认证等，供应商需要查看最新的认证要求，并且实施认证 - 索赔和保修要求按照定点意向书/框架协议的要求执行，同样参考 SSOW 中的描述 - 参见供应商标准手册第 3.5.8 章节

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17	Subcontractor APQP / PPAP Status 分供方 APQP/PPAP 状态	<p>Supplier must track APQP status of their sub-suppliers (in similar way to YFIs SAQP workbook)</p> <ul style="list-style-type: none"> - Supplier must track PPAP documentation for each purchased component. - Sub-supplier PPAP must not be older than 1 year (annual requalification according to YFI requirements or OEM Specific Requirements) - Part submission level and type of documentation requested by customer, to be applied in the whole supply chain unless otherwise agreed to with YFI contact - Sub-supplier PPAP submission must be followed in program timing and must be aligned with PPAP submission to Customer <p>- 供应商必须追踪其分供方的 APQP 情况（通过与 YFI SAQP 工作表相似的方法）</p> <p>- 供应商必须跟踪每个采购件的 PPAP 情况</p> <p>- 下级供应商的 PPAP 有效期必须是一年内（根据 YFI 要求或 OEM 特殊要求）</p> <p>- 除非 YFI 有另行要求，零件提交等级和递交文件种类需要与整个供应链保持一致</p> <p>- 下级供应商 PPAP 提交必须按照项目时间节点并与向客户递交的 PPAP 保持一致</p>
18	Dimensional Report 尺寸报告	<p>Supplier shall provide evidence that dimensional verifications required by the design record and the Control Plan have been completed and results indicate compliance with specified requirements.</p> <ul style="list-style-type: none"> - Minimum 5 parts / cavity / color shall be measured for PPAP - Dimensional report can be requested in specific customer form - Dimensional results for all 5 parts must be recorded separately - Dimensional report must contain: <ul style="list-style-type: none"> - Date of measurement - Part number - Part level - Drawing level - Nominal - Tolerances - Deviation - Measurement results (data) - Judgment (ex. OK/NOK, G/NG) <p>Best-Fit evaluation is not allowed, in case the part is having Gauge / Fixture for CMM measurement</p> <p>供应商需要提供按照设计记录和控制计划的要求的尺寸验证已经完成的相应证据，并且报告符合规定的要求。</p> <ul style="list-style-type: none"> - PPAP 时最少测量 5 件/模穴/颜色 - 尺寸报告格式可以按照客户要求 - 这 5 件零件的尺寸测量结果必须被单独记录在一份报告上 - 尺寸报告必须包含： <ul style="list-style-type: none"> - 测量日期 - 零件号 - 零件等级 - 图纸等级 - 名义值 - 公差 - 修偏值 - 评估 <p>当使用检具/工装进行 CMM 测量时，不得勾选软件中的“Best-Fit”选项</p>
19	Material Certification / Testing 材料证明/测试	<p>In addition to drawings and performance specifications, material specifications should be reviewed for special characteristics relating to physical properties, performance, environmental, handling, and storage requirements. These characteristics shall also be included in the control plan.</p> <p>The supplier shall also submit a completed Design Verification Plan and Report that summarizes appropriate performance and functional test results.</p> <ul style="list-style-type: none"> - All certificates for raw materials (Material Data Sheet)

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		<ul style="list-style-type: none"> - Certificate of Analysis for the raw material which used during the Significant Production Run <p>根据图纸和零件表现的要求，材料性能中与特殊特性相关的物理性能、表现性能、环境影响、运输以及储存要求相关的指标同样需要进行评估。这些性能同样需要被写入控制计划。</p> <p>供应商同样需要提交一份完整的设计验证计划和报告，报告中总结相关新能和功能测试的结果。</p> <ul style="list-style-type: none"> - 所有原材料认证文件（Material Data Sheet） - 生产运行中所使用的原材料分析的认证
20	Process Capability Study & Status 过程能力研究&状态	<p>Supplier shall use AIAG PPAP and SPC manuals, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - Validation that each IC, SC and CC's applied to dimensions is capable of achieving its intended tolerance for product life - Initial process study is focused on variables and not attribute data. - Normality test to be performed prior to capability evaluation, methodology to be selected based on its result (normal, Weibull etc.) - Sample size and target value can differ based on Customer Specific Requirements - Sampling plan (i.e. frequency, quantity, etc.) must be approved by YFI Quality contact and be reflected accordingly on the Control Plan - Critical Characteristics shall have Poka Yoke or verification method (such as SPC) and traceability (minimum requirement: date, shift, operator, machinery etc.) that demonstrates process capability is sustainable - When valid Cpk or Ppk capability does not meet the index target or a study has not been completed, 100% non-visual inspection of compliance must be implemented as containment. The containment inspection method specified on the control plan must meet a PFMEA detection score of 4 or better. - If the capability target values are not met, 100% non-visual inspection must be implemented immediately - CCs like Flammability and End of Life Vehicle Test do not require Process Capability Study and / or SPC <p>除非有客户的另行要求，供应商应当使用 AIAG 的 PPAP 清单和 SPC 手册</p> <ul style="list-style-type: none"> - 验证以确认每一个尺寸相关的SC & CC 在产品生命周期内能达到公差范围内要求 - 初始过程能力针对数个变量而非属性数据 - 测试通常需要在产能评估前完成，可根据结果选择表示方法（正态分布或者韦伯分布等） - 样本量和目标值可根据客户的特殊需求进行调整 - 频率和样本量应当在控制计划中体现 - 特殊特性：需要保证有防错或100%检验以及可追溯性（至少包含：日期、班次、操作人、设备信息等） - 当有效的Cpk或Ppk能力没有达到指标目标或没有完成研究时，必须实施100%的非目视检查来控制符合性。控制计划中规定的安全检查方法必须满足PFMEA检测分数4或更高。 - CC, 诸如阻燃性和产品生命周期测试不需要进行过程能力研究和/或SPC
21	Gauge Functionality, Certification, & R&R (reliability and repeatability) 检具功能，认可& R&R	<p>Supplier shall use AIAG MSA manual, unless otherwise specified by Customer Specific Requirements</p> <ul style="list-style-type: none"> - Where special gauges, fixtures, or test equipment are required per the control plan, verify gauge repeatability and reproducibility (GR&R) and proper usage - All gauges or measuring instruments used for controlling YFI product must be calibrated annually unless frequency is higher based on manufacturer's recommendation.

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		<ul style="list-style-type: none"> Suppliers should evaluate acceptability of both product and process measurement devices used to manage part quality through an FMEA approach and prioritize improvements based on critical risk <p>Alternative calibration periods must be approved by YFI and will be based on detailed metrological evidence.</p> <ul style="list-style-type: none"> All specific gauges or checking fixtures used for YFI product quality shall be dimensionally certified as part of initial PPAP, and evidence of compliance to drawing included within the PPAP package, gauges / checking fixtures shall have initial MSA / gauge R&R completed MSA / Gauge R&R for ALL gauges (variable and attribute) should be requalified in case of changes compared to the initial conditions Acceptance criteria: Defined in AIAG <p>In case the acceptance criteria is not met, improvement plan must be defined and agreed to with YFI Quality Contact.</p> <p>In cases where discrimination is inadequate, supplier must obtain YFI Quality contact approval prior to inducing process variation or altering product for gauge studies.</p> <p>The identification number of the assigned gauge must be clearly listed in the Control Plan.</p> <p>除非有客户的另行要求，供应商应当使用 AIAG 的格式</p> <ul style="list-style-type: none"> 当控制计划要求有特殊的检具、工装或测试设备时，需要检查检具的重复性和再现性（GR&R）以及使用指导 所有用于 YFI 产品的测量设备必须每年进行校准，除非该设备制造商推荐的校验频繁更高 供应商应当按照风险等级对所有在 FMEA 和有限考虑控制项中涉及的用于控制产品和生产过程质量的测量设备进行验收 <p>其他的校准周期必须得到 YFI 许可并且严格遵照计量学的要求</p> <ul style="list-style-type: none"> 所有用于 YFI 产品质量控制的检具或测量支架必须经过自身尺寸验证，此认证也是 PPAP 的一部分，证据性的文件归入 PPAP 文件包。检具 / 检测支架需要完成 MSA 和 R&R。 所有的检具 / 测量支架较初始状态发生状态改变时，需要重新进行 MSA / Gauge R&R 认可。 接受范围：在 AIAG 中进行了定义 <p>当上述要求未能达到时，必须制定改进计划以满足 YFI 质量要求。</p> <p>当不能做出准确判断时，供应商必须得到 YFI 质量联系人的批准，并进行过程验证或者对检具互换零件实验。</p> <p>检具的编号必须清楚地罗列在控制计划中。</p>
22	Product Validation Testing 产品验证测试	<p>Inspection and testing for PPAP shall be performed by a qualified laboratory as defined by customer requirements (e.g., an accredited laboratory).</p> <p>The qualified laboratory (internal or external to the organization) shall have a laboratory scope and documentation showing that the laboratory is qualified for the type of measurements or tests conducted.</p> <ul style="list-style-type: none"> Assures compliance to all YFI and/or Customer requirements and is required for all new or modified parts PV test samples must be taken from a production simulated run incorporating production tools and processes. Quantity to be agreed with YFI contact. <p><i>Asia & Pacific region specific requirements may require a supplier laboratory approval performed by YFI Engineer (on-site assessment)</i></p> <p>用于 PPAP 的检验和测试必须在有资质的实验室进行，实验室资质参考客户的要求和规定（例如：客户授权实验室）</p> <p>具备资质的实验室（组织内部实验室或外部实验室）需要具备文件明确阐述测试范围可进行何种检测或实验。</p>

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
		<ul style="list-style-type: none"> - 对所有新零件或更改的零件，保证满足 YFI 和 / 或客户要求 - PV 测试样件必需取样自试生产状态下的产品，即使用证实生产的模具和工艺过程，样本数量需要与 YFI 确认。 <p>亚太区域特殊要求： 供应商实验室资质可能需要由 YFI 工程师进行现场评估并进行认可</p>
23	Color & Appearance Master Plaques, AAR (Appearance Approval Report) 颜色与外观标准样件，外观批准报告	<ul style="list-style-type: none"> - Appearance Approval Report (AAR) shall be completed for each part or series of parts if the product/part has appearance requirements - Each part and colour should be measured and the values on AAR must be within specifications or Master plaque based on agreement - Evaluation process and the report can differ based on Customer Specific Requirements - Supplier is responsible to have all master plaques available to check the appearance (grain, gloss, colour) - Supplier is responsible to gain OEM CUSTOMER / YFI approval for pre-grain approval, grain approval, colour, gloss, knit lines and general part appearance - Supplier shall maintain approvals, master samples, boundary samples and master plaques - Supplier personnel evaluating color must be certified annually using Farnsworth-Munsell hue test (or similar) with records available - 外观批准报告(Appearance Approval Report , AAR) 适用于有外观需求的零件，报告需要按照每个零件或者每一类零件进行 - 每个零件和其颜色必需进行实际的测量，AAR 报告上的记录值必需与标准样件或质量标准所定义的值一致 - 根据客户的特殊要求，评价过程和报告形式可能有所不同 - 供应商负责准备所有用于评估和签署封样件（评估光板状态、皮纹状态和颜色） - 供应商负责获得主机厂客户 / YFI 的皮纹加工前光板件认可、皮纹认可、颜色认可、光泽认可、织物经纬线方向排布认可以及常规的外观认可 - 供应商负责跟踪认可事宜，保管标准样件、极限样件并进行样件的复制 - 供应商颜色评估人员必须通过 Farnsworth-Munsell hue 测试（或类似认可）且具备资质
24	SPSO (Supplier Process Sign-Off) – Capacity Verification, PSMC 供应商批产审核--产能估算	<p>SPSO is a cross-functional verification that supplier's advanced quality planning processes have been successfully executed (documentation review) and that the manufacturing processes are capable of producing parts that consistently meet all requirements during actual production at the quoted rate (process sign-off)</p> <ul style="list-style-type: none"> - All documents, forms and supporting records must be evaluated for completeness, content and overall quality prior to supplier part submission to YFI - Pre-checks (audit) may be done during the project prior to final SPSO (e.g., VDA 6.3 P2-P4, GP12 etc.) - Internal documentation review shall be conducted prior to any customer monitored event(s) - During Run at Rate (capacity verification), all production tooling must be in place and running at full capacity using regular personnel and support systems. - The minimum duration of the Run at Rate demonstration shall be 300 parts or 4 hours, whichever is greater, based on YFI Run at Rate Standard. Any deviation from minimum requirement must be documented and approved by YFI Quality contact. - Internal process sign-offs shall be conducted prior to the customer monitored event. All customer monitored Run at Rate events must be conducted no later than 90 days prior to YFI's regular production (SOP) date. - SPSO includes capacity documentation on OEE form, unless otherwise specified by YFI Quality Contact. Form can differ based on Customer Specific Requirements (e.g., VDA 6.3, 2 Days Production; Run @ Rate etc.)

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
		<ul style="list-style-type: none"> - Parameters used during the Run at Rate (capacity verification) must be submitted on form <p>SPSO 是一个跨职能的评审，旨在判断供应商的前期质量策划是否切实得到执行（文件审核），是否能达到报价产能进并具备在正式生产的条件下稳定生产出符合所有要求的产品的能力（过程批准）。</p> <ul style="list-style-type: none"> - 所有文件，表单和支持性在提交给 YFI 前必须检查完整性和文件质量 - 预评审可能在先于正式 SPSO 进行（如：VDA 6.3 P2-P4, GP12 等） - 在客户监控节点（事件）前，需要进行内部文件审核 - 进行按节拍生产（产能估算）。所有正式模模具必须到位，并使用正常生产人员和支持系统进行满负荷生产 - 最基本的按节拍生产评估需要进行 300 件生产或 4h 生产，任何少于此标准的按节拍生产评估所得结果需要经过 YFI 质量联系人批准 - 需要在客户监控节点前完成内部生产过程批准。所有客户参与的按节拍生产必须在 YFI 常规 SOP 时间节点前 90 天完成 - 除非 YFI 质量联系人提出其他需求，SPSO 需包括 OEE 表单上的产能记录。表单样式可因客户需求而异（如 VDA6.3, 2 Days Production, Run @ Rate 等） - 在产能评估时所用的生产工艺参数必需被记录和提交
25	OTS Certification by PE (YFSS) OTS 认证 (YFSS)	Applicable to YFSS. 适用于 YFSS。
26	Fit & Function Report by YFI Plant YFI 工厂的装配和功能报告	Supplier is responsible to gain YFI approval for Fit & Function Report when there is a matching or functional requirement. 有匹配或功能要求时，供应商负责获得 YFI 工厂的装配和功能报告。
27	Interim PPAP Submission Approval 临时 PPAP 提交认可	Interim PPAP or Conditionally OK PPAP based on VDA 2 if applicable. Details to be agreed with YFI Quality Contact. 在适用时可进行临时 PPAP 批准，详细信息需和 YFI 质量联系人达成共识。
28	Final PPAP Submission Approval & Master Samples 最终 PPAP 提交批准和标准样件	<p>Supplier shall use AIAG PPAP manual, unless otherwise specified by Customer Specific Requirements (e.g.: VDA 2, Daimler specific SQMS)</p> <ul style="list-style-type: none"> - Forms may differ based on Customer Specific Requirements (defined in SSOW) - If submission level is not specified, then Level 3 shall be submitted - Supplier shall initiate a Deviation Authorization (DA) if it is necessary to utilize the parts prior to full part submission approval. In such cases, the supplier is required to develop a corrective action plan to address any non-conformances and resubmit the package for approval prior to the DA expiration date. - DA number, expiry date shall be recorded on the coversheet (PSW) - Way of submission to be agreed with YFI Quality Contact (e.g., electronic or hard-copy) - An organization supplying standard catalogue production or service parts shall comply with PPAP unless formally waived by the authorized customer representative. PSW and PPAP documentation must reference YFI released part number and drawing number - Supplier shall submit PPAP Level 3 for carry-over parts with revised capacity confirmation, material and performance tests not older than 1 year, unless otherwise specified by YFI Quality Contact - Supplier shall submit Master samples and duplicate boundary sample proposals to YFI's manufacturing plant. One of the samples will remain at YFI, the other is sent back to the supplier with evaluation and signature

#	APQP Element 检查项	Description / Expectations / Targets 描述/期望/目标
		<p>除非客户有特殊要求（如 VDA 2, Daimler specific SQMS），供应商应当按照 AIAG 要求形式提交 PPAP。</p> <ul style="list-style-type: none"> - 表格样式可因客户不同需求进行调整（相关要求见 SSOW）。 - 若无特别要求，提交等级按照 3 级提交。 - 如有需要，供应商应当在 PPAP 正式提交前获得修偏认可。在这种情况下，供应商应当提交后续改进措施，并在修偏认可失效前重新提交 PPAP 文件 - 修偏认可编号和有效期需要在首页上备注（PSW） - 提交方式需要与 YFI 质量联系人达成共识（如电子版或纸质版） - 一家供应自身标准目录内产品或服务的供应商，其产品需要进行 PPAP；除非获得授权的客户代表正式确认，可免除对其 PPAP。PSW 和 PPAP 文件上的零件号必须与 YFI 发布的图纸号和零件号相一致 - 对于沿用件，除非 YFI 供应商质量联系人有特殊要求，否则供应商需要按照 3 级要求重新递交 PPAP，新的 PPAP 文件中当包含对产能的重新评估以及不超过 1 年的材料以及性能的测试报告 - 供应商需要向 YFI 提供样件和复制的极限样件，一份样件留存在 YFI，另一份由供应商取回用于产品评估和复制

3.4.5 | Run at Rate/按节拍生产

All suppliers are required to perform an internal Run at Rate (capacity verification) to demonstrate the ability of manufacturing process(es) to produce product that consistently meets all requirements during the actual production run at the quoted production rate. Minimum duration for the Run at Rate is defined in section **3.4.4 | Supplier Advanced Quality Planning Report, Item 24 Supplier Process Sign-off**.

所有供应商需要进行按节拍试生产，以确定实际产品生产能够在满足质量要求的情况下达到项目报价时所要求的项目最大产量要求。最低限度的按节拍生产要求在第 **3.4.4 章节 | 供应商前期质量策划报告, 第 24 项供应商批产评审中描述**。

A staggered Run at Rate may be permissible if approved by the YFI Quality contact but should be able to produce the planned consumption level at a minimum of three months prior to the actual need.

按节拍生产的试生产评估可以视 YFI 供应商质量联络人要求而进行，但这类评估必需在实际要求节点前 3 个月完成。

YFI may require that the supplier complete OEM specific documentation and this will be communicated by YFI Quality representative. When requested YFI and/or the OEM may participate in the run at rate at the supplier's site.

YFI 可能会要求供应商以主机厂客户要求的形式完成相关调查，相关结果向采购职能部门通报。根据具体需求，YFI 和/或主机厂客户或到现场参与供应商的按节拍试生产。

A status of Pass indicates that the supplier has met all of the prescribed requirements and has supporting PPAP documentation. In the event that issues are identified during the Run at Rate the supplier will create an open issues list which will be tracked by YFI until closure.

Pass 状态表示供应商一定达到了 PPAP 文件所描述的生产要求。在 PPAP 的按节拍生产评审过程中识别出任何问题，当被记录在问题清单中并予以跟踪直至 YFI 确认关闭。

Suppliers are required to ensure that a Run at Rate is conducted for all sub-suppliers and provide supporting documentation to YFI upon request. All components utilized in the Run at Rate must have PPAP approval or approved Deviation Authorization.

供应商必需保证对下级供方的节拍生产评审，并按照 YFI 需要提供相关的证明文件。所有用于按节拍生产的零件必须经过 PPAP 认可或者得到偏差认可。

3.4.6 | Supplier Part Submission/零件提交许可

YFI suppliers are to prepare and submit production part approval packages (PPAP) for new parts, corrections to previous submissions, engineering changes and/or other planned changes to design, process, layout or facility. PPAP documentation including the part submission warrant (PSW) must reference YFI part number and design record. This requirement applies to all supplied components including standard catalog parts and customer-directed components. Submission and subsequent customer approval is required prior to first saleable production shipment.

供应商负责准备向 YFI 提交新零件批产审批文件（PPAP 文件包），给出对前期文件所涉及问题的改正措施以及工程更改和/或设计、工艺、场地布局、生产场地变更的计划。PPAP 文件包含零件提交许可证（PSW），其中必须包含 YFI 零件号以及设计变更记录。这些要求适用于所有外协零件以及标准件和客户指定零件。文件提交和获得客户批准的工作应当在第一次可销售件交样前完成。

Initial PPAP, resubmission for carry-over parts, and annual requalification shall be provided at no cost to YFI.

供应商首次提交 PPAP、沿用件重新批准 PPAP、年度重新 PPAP 审批的相关成本不应由 YFI 承担。

Details are described in **3.4.4 | Supplier Advanced Quality Planning Report / Item 27 Part Submission Approval**.

详细描述请见 **3.4.4 | 供应商前期质量策划报告/第 27 项最终 PPAP 提交批准和标准样件**。

3.4.7 | Customer Specific Requirements/客户特殊要求

In addition to YFI and/or AIAG requirements, suppliers and their sub-suppliers must also meet all applicable OEM Customer Specific Requirements and must be able to show records of compliance. Further details are available in the following areas:

- SSOW / Technical Agreement
- YFI website/ Supplier section
- Applicable OEM website/portal

除了 YFI 和/或 AIAG 的要求之外，供应商及其分供方必需满足所有主机厂客户的特殊要求并提供相关证据性文件。这些特殊要求体现在下列文件中：

- SSOW / 技术要求
- YFI 网站/供应商界面
- 主机厂网站/服务器

3.4.8 | Sub-Supplier Management/分供方管理

Sub-suppliers have a significant impact on the quality of the final product. Whether they provide raw materials, services, or sub-components their influence is so profound that it is critical that each of

YFI's suppliers have a supplier management system in place. Management system must include a process for selection, qualification and approval to ensure that only capable sub-suppliers are awarded business. Sub-supplier audit planning must be formalized and followed; audit reports to be submitted to YFI upon request. Sub-suppliers' quality and delivery performance shall be tracked, evaluated and communicated regularly to sub-suppliers with development plans requested where expectations are not met. Suppliers must be able to demonstrate effective management of sub-suppliers through documented corrective action and verification activities.

分供方的情况对最终产品的质量影响重大。无论是原材料供应商、服务类供应商或者是外协件供应商，都和产品质量息息相关，所以 YFI 要求供应商有完善的分供方管理体系。这类体系必须包含对分供方的选择、认可和准入的相关规定，以保证仅与合格的、具备资质的分供方发生业务关系。供应商必须对分供方制定审核计划并进行审核，相关审核报告根据 YFI 需要提交给 YFI。供应商还需要对分供方的质量和交付进行跟踪和管理，定期对工艺进行评估和交流，并对问题点提出改进计划。供应商必须在文件、纠正和验证措施等方面，展现出有效的分供方管理能力。

APQP, PPAP and Customer Specific requirements shall be cascaded down into the whole supply chain. Suppliers shall ensure that sub-suppliers have the ability to meet all quality requirements at production rate. Process Sign Off or equivalent must be performed prior to sub-supplier PPAP submission. Audit type has to be agreed with the YFI Quality Contact. All sub-suppliers' control plans shall be audited to ensure compliance. Out-sourced processes like Heat-Treatment, Surface-Treatment shall be audited regularly, based on customer specific requirements (ex. AIAG Special Process CQI Assessments).

APQP, PPAP 以及客户特殊要求应当在整个供应链实施，供应商需要保证其分供方有能力在量产条件下生产出符合质量要求的产品。供应商必须在提交 PPAP 前完成对分供方进行批产评审或类似评审，评审的种类需要与 YFI 质量联系人确认。所有分供方的控制计划需要经过审核并检查实施情况是否相符，对诸如热处理、表面处理等特殊工艺过程需要基于客户特殊要求进行定期评审(例如：采用 AIAG 中的 CQI 评估)

3.4.9 | Annual Validation and Safety Audit Requirements/年度型式试验要求和产品安全特性审核要求

Customer specific requirements (CSR) egarding annual validation (requalification) are provided to suppliers in the SSOW / Technical Agreement. Unless otherwise agreed in the SSOW, YFI suppliers shall complete annual validation based on applicable CSR in order to demonstrate continued adherence to proper engineering levels and performance to design intent. Revalidation may or may not coincide with model year changes. This also applies for any reformulation or material change.

年度型式试验相关的客户特殊需求（CSR）在 SSOW/技术要求中体现。除非 SSOW 有额外的要求，YFI 的供应商需要基于适用的 CSR 完成年度型式试验，以确保所生产的产品能够持续达到设计和性能表现的需要。这类型式试验可以不与年度换型同步进行。也适用于新配方或物料变化。

This annual requirement shall be documented on the supplier's Production Control Plan (*Section 3.4.4 | Supplier Advanced Quality Planning Report, Item 15*). At a minimum, annual revalidation shall include a flammability test results, full set of dimensional reports, capability studies, material certificates and lab reports with detailed values (unless otherwise specified in the control plan) and should be provided at no cost to YFI. Only data less than one year old are acceptable for annual revalidation purposes.

年度型式试验要求需要在供应商控制计划（参见 3.4.4 小节第 15 项）中体现。年度重新评估包括检查全尺寸测量报告，过程能力研究，材料性能和具体报告（除非控制计划上有其他要求），相关评估应向 YFI 索取额外费用。只有报告日期在一年内的数据可作为年度重新评估的有效数据。

For raw material suppliers (eg: resins, paint, colorants, chemicals, etc) at minimum they must certify annually (eg: Compliance letter) that there have not been any changes to the material type and the material complies to all OEM requirements and approval set at the initial PPAP. Certificate of Analysis (COA) and full validation results to be provided upon YFI request.

对于原材料供应商 (如:树脂、油漆、着色剂、化学品等)，他们必须每年证明材料类型没有任何变化，且材料符合初始 PPAP 中的所有 OEM 要求和批准。应 YFI 要求，供应商需提供分析证书(COA)和全部验证结果。

In addition to the annual validation (or any other CSR) suppliers that controlling any Critical Characteristics (CC) are required to conduct an annual Supplier CC Process Audit Checklist within their process and their sub-tier suppliers (if applicable) to ensure ongoing effectiveness of their controls. If any findings / deviations are identified during the audit the supplier shall immediately implement the required corrective actions and notify their YFI Plant quality representative of the finding. YFI reserves the right to verify compliance with the requirements of the Supplier CC Process Audit Checklist with an onsite review.

对于涉及产品潜在产品质量安全问题（PPSC）的供应商（或任何其他 CSR），需要在其过程及其子供应商(如适用)中进行年度供应商 CC 过程审核自查，以确保其控制的持续有效性。如果在自查过程中发现任何偏差，供应商应立即实施所需的纠正措施，并将自查发现通知到 YFI 工厂 SQE。YFI 保留通过现场审核验证供应商 CC 过程审核自查是否符合要求的权利。

Suppliers are required to submit annual validation packages base on applicable CSR and the Supplier CC Process Audit Checklist when requested by YFI and annual documentation should be readily available according to the retention policy described in Section 3.4.10. If requested by YFI the annual validation packages and Supplier CC Process Audit Checklist need to be submitted within 10 working days of the request to prevent escalation and potential impact to the supplier scorecard.

供应商应按照 YFI 要求，基于适用的 CSR，提交年度试验报告文件包和供应商 CC 过程审核自评表，并根据 3.4.10 小节描述的存档要求能够随时提供相应文件。如果 YFI 提出提交需求，供应商需要在十个工作日内完成年度试验报告和供应商 CC 过程审核自评表的提交工作，以免问题升级给供应商绩效评价带来负面影响。

3.4.10 | Quality Document Retention/质量文件存档要求

YFI suppliers shall maintain quality records such that they remain retrievable and legible upon request by YFI and subsidiaries. YFI requires record retention duration for minimum “life of program” plus additional period of time in line with statutory, regulatory and customer requirements. Records related to nonconforming product for trend analysis and problem identification shall also be maintained. This requirement also applies to any supplier’s sub-supplier. Additional record retention requirements can be referenced per AIAG or ISO 9001 and/or IATF16949 (latest editions).

YFI 供应商应当保存并维护质量相关文件，保障相关文件字迹清晰，并可供 YFI 和其子公司进行调阅。YFI 要求相关记录的保存期限是“整个产品生命周期+1 年”，以及不低于法律法规、客户要求的时限。对不合格产品的问题识别、分析和解决相关记录也需要进行存档。以上存档要求同样适用于供应商的分供方，其他存档要求可参见 AIAG 或 ISO 9001 和/或 IATF16949 (最新版本)。

3.4.11 Traceability/可追溯性管理

The supplier shall be responsible for controlling / tracking the actual configuration of material or parts to the approved engineering documents in addition to any changes to ensure that the end product meets specified functional and physical requirements as contracted. Additionally, the supplier shall establish the necessary traceability system (traceability of raw material batches) for the delivered products to ensure the traceability of the delivered products. When a quality problem occurs, the supplier needs to be able to quickly and accurately determine the scope of the defect and contain it, as well as provide comprehensive data support for subsequent analysis.

This requirement shall also apply to any supplier's sub-supplier.

供应商负责控制/跟踪材料或零件的实际状态变化，以保证零件状态最终满足产品功能和使用的需求。另外，供应商应对交付产品建立必要的追溯系统（可追溯到原材料批次），以保证交付产品的可追溯性。当质量问题发生时，供应商需要能快速、精确的确定缺陷的影响范围，并进行遏制，以及为后续的分析提供全面的数据支持。

此要求同样适用于供应商的分供方。

3.5 | Quality Performance Monitoring/质量表现的监控

3.5.1 | Launch Deliverables /投产交付物

Our customers expect superior launch execution from YFI and the extended supply chain. YFI monitors effectiveness of our launches using PPM, safety incidents, on-time delivery, and performance to the financial target. Suppliers, as an extension of YFI, have a significant impact on our collective ability to achieve this metric.

YFI 的客户期望我们具备高质量的投产过程，也同样期望我们的供应链管理有此**高质量表现**。YFI 控制投产的指标包括 PPM，安全事故，供货及时率，财务目标表现等。供应商作为 YFI 供应链的延伸，对我们如何实现这些指标影响深远。

Supplier submission of on-time and complete PPAP packages is critical to demonstrating that components meet customer requirements prior to start of production. YFI monitors timeliness of submissions as part of the supplier's performance and scorecard rating. Suppliers are expected to anticipate risk caused by late tasks and changes by developing mitigation strategies.

供应商准时提交完整的 PPAP 文件包是产品是否在投产前达到客户要求的重要表现之一，YFI 把供应商文件提交表现作为供应商绩效表现和供应商计分卡风险管理的一部分。我们希望供应商能通过预防性控制手段来降低项目开发时任务变化所带来的各种风险。

3.5.2 | Production Quality Deliverables (PPM)/产品质量表现 PPM

YFI utilizes Defective Parts per Million as one measurement of supplier quality performance. The expectation for supplier performance is 0 PPM (i.e. zero defects).

YFI 使用每百万件产品中的缺陷产品数来表征供应商的质量表现。我们对供应商质量表现的期望是 0 PPM (即，零缺陷)。

Product received into YFI facilities that does not confirm to the drawing, specification(s) and/or agreed upon standards shall be counted against a supplier's PPM record. Quantities shall be reported in the units of measure in which they are procured (ex. fabric = yards, resin = pounds).

YFI接收的产品若与图纸、标准规范和/或达成共识的标准不符，则记入供应商的PPM值。数值按照可计量的单位来表示（例如：织物 = 米，塑料粒子 = 公斤）。

The YFI Quality representative at the receiving facility is responsible for the accurate application of PPM according to the following guidelines.

YFI 接收方的质量代表负责细化PPM值统计，规则如下：

The following are PPM assignable:

- Production Parts which do not meet drawing specifications or dimensional, functional, or appearance standards as called-out in the specifications or from an approved boundary sample. Boundary Sample must be approved by authorized Engineering and Quality representatives from both organizations.
- Out-of-specification parts that require rework for use in production.
- Production Parts damaged from inadequate packaging or transportation for which the supplier is responsible.
- Any defects outside of the boundaries defined by a Deviation Authorization (DA) in cases where the supplier may be shipping prior to PPAP with an approved Customer DA.
- Out-of-specification parts shipped prior to PPAP approval without an approved Customer DA.
- Shipments that are received with mixed parts or parts that are the wrong Revision Level after the clean point has been established; PPM is assigned for the quantity of incorrect parts only.

下述情况将被记入PPM值统计：

- 投产产品不满足所规定的图纸规范或尺寸要求、功能要求或者外观标准或超出经认可的极限样件要求，极限样件必需由双方经授权的工程师和质量代表共同确认。
- 经返工后可用于生产的不符合标准的零件。
- 因供应商不当包装货运输方式造成损坏的投产产品。
- 在正式PPAP前已经获得修偏认可（Deviation Authorization, DA），但所交付产品仍然超过修偏认可的范围。
- 在正式PPAP前，交付超差产品，且未获得相关的修偏认可。
- 发运产品混箱放置或者在断点后仍发运状态错误的产品，PPM值只统计非正确状态的产品数量。

In any of the situations where PPM is assignable, any or all of the following may occur:

- Supplier Material Rejection Report (SMRR) issued with corrective action requested
- Supplier Chargeback (SCB) issued for cost recovery
- Level I or II Containment initiated
- Management Quality Review I or II scheduled

当发生被记入PPM值统计的情况时，供应商可能会触发下述某项或全部处罚措施：

- 供应商退货通知，并要求供应商提供问题解决措施
- 供应商索赔
- PRR或一级受控
- 召集供应商领导层进行质量评估磋商

3.5.3 | Quality Improvement Plan/质量提升计划

Suppliers are expected to monitor current quality performance and prepare action plans to improve performance where YFI expectations are not met. In case of critical or chronic performance issues (identified during Supplier Performance monitoring, Supplier Scorecard reviews), YFI may require Supplier to track corrective action effectiveness and define preventive actions in order avoid

reoccurrence in the future. A Quality Improvement Plan must be developed and submitted as requested by YFI contact.

供应商需要对自己的质量表现进行监控，并对不符合YFI期望的问题制定整改计划。当发生重大的、重复性发生的问题时（在供应商绩效监控，供应商计分卡中体现）。YFI将要求对问题的整改进行跟踪，确认纠正措施和预防措施的有效性，以杜绝类似问题重复发生。供应商需要按照YFI相关联络人的要求提供质量改进计划。

3.5.4 | Rework and Repair Management/返工返修管理

Without affecting product safety, performance, assembly and appearance, the supplier may rework. But before starting the rework, the supplier should submit rework report to YFI SQE for approval, including the number of defects, working procedure, the number of reworks, identification, rework method, traceability, rework to verification and validation, etc. The rework report should be approved by YFI, then the supplier start rework. Unless approved by YFI, repair is not acceptable.

在不影响产品各项安全、性能、装配和外观的前提下，供应商可以进行返工，但在开始返工之前需要将返工零件报告提交 YFI SQE 审批，包括允许返工的缺陷、数量、工序、返工次数、标识、返工方法、可追溯性、返工后的产品重新验证和确认等均被定义且被 YFI 批准，供应商方可实施返工。除非获得 YFI 批准，否则返修是不接受的。

3.6 | Supplier Problem Solving / 供应商问题解决

3.6.1 | Supplier Claim Communication/供应商抱怨事宜沟通

Nonconforming material may be identified during incoming inspection, assembly, processing, final product audit, reliability testing, or through OEM notification. Once identified, the responsible YFI Quality contact shall communicate the nature of the issue to the supplier, request corrective action(s), and monitor until all actions have fully addressed the concern and the issue can be closed.

不合格品信息可能来自于进货检验、现场装配过程、生产过程、最终成品检验、可靠性测试或客户端的反馈信息。一旦发现不合格品，YFI 供应商质量接口人将向供应商反馈相关问题，并要求供应商提供解决措施，继而跟踪问题的解决过程直至问题被完全关闭。

A Return Material Authorization (RMA) or a SMRR shall be requested from the supplier prior to disposition of nonconforming material. Disposition of supplier's nonconforming product may include scrap, rework, sorting or return to vendor. The RMA provides authorization for YFI to proceed with actions as agreed between the supplier and the YFI facility. An RMA shall also be requested to authorize recovery of YFI costs related to rework or sorting activity performed on supplier's behalf. (*Reference Section 3.6.9 | Supplier Chargeback.*)

在处置不合格品前，需要提供《供应商退货通知单》（Return Material Authorization, RMA）或《供应商材料否决报告》SMRR。对供应商的不合格品的处置方式包括直接报废、返工、筛选或退货。供应商退货通知单 RMA 的作用在于表示 YFI 工厂与供应商就如何处置不合格品达成一致，并授权 YFI 工厂按照结论处理不合格品。《供应商退货通知单》（RMA）同样用以表示供应商确认了需要承担的相关返工或者筛选费用（参考第 3.6.9 节 供应商索赔）。

The DMR/SMRR Notification also serves the following functions:

- Accounting Debit Memo for Supplier's Material
- Packing Slip for Returning Material
- Quality Record for PPM Application and Scorecard

- Supplier Response Request (4D/8D)
- Issue Communication to YFI Procurement / Supplier Development / Supplier Quality teams
- Materials Management Record for Adjustment of Supplier's Cumulative Shipment History

The DMR/SMRR 同样具有下述功能和效力:

- 供应商物料的会计记账凭证
- 退货产品的包装封条
- PPM 统计和计分卡的质量表现记录
- 要求供应商反馈 4D/8D
- 触发与 YFI 采购部门/供应商开发部门/供应商质量部门的交流会议
- 物料管理记录中对于供应商累计发运台账调整的依据

3.6.2 | Supplier Claim (PRR)/供应商抱怨 PRR

Suppliers are notified of nonconforming material through a Problem Reporting and Resolution (PRR).

《问题报告及解决(PR&R)通知》(Problem Reporting and Resolution, PRR), 是对于供应商的正式书面抱怨通知。

The PRR will be generated from the YFI QMS or provided as an E-mail attachment or hard copy form wherever electronic systems are unavailable.

PRR 将在 YFI QMS 电子系统内自动生成, 在没有电子系统的情况下, 会以邮件附件、纸质版等形式发放给供应商。

The triggering of PRR has its own entry conditions according to different YFI BU.

YFAI:

- After the problem occurs, the supplier is notified for rectification, but there is no improvement plan and measures for a long time or the measures are not implemented.
- Quality defects in products supplied by suppliers, resulting in internal or external customer complaints.
- Supplier project schedule delay and affect the overall project schedule.
- The supplier does not carry out the necessary equipment, tooling and personnel input as promised in the planning or quotation, affecting the project development.
- Deliveries from suppliers are not timely and without corrective measures, affecting customer delivery or loading and testing progress.
- Supplier factory site service personnel violate the relevant provisions of Yanfeng, the circumstances are bad, serious consequences.
- Delay in delivery of project development materials, affecting the project schedule.

YFS:

- Formal complaints initiated by customer (issued by customer system)
- YFS or customer complain about product CC failure.

- Customer oral complaint and YFS plant complaint caused by product SC failure or product IC batch issues or repeat issues within 3 months.

YFSS:

- Quality performance PRR: It's used for the quality report& solve caused by supplier.
- Project performance: It's used for the new project problem report& solve.
- Logistic performance: It's used for the logistic problem report& solve.
- Customer satisfaction: It's used for the serious problems report& solve happened during unannounced audit, or improvements not according to the time, or complains by customer.

PRR 的触发根据 YFI 各个 BU 不同，有各自的进入条件：

YFAI :

- 问题发生后，通知供应商进行整改，但长期无改进计划和措施或措施不执行。
- 供应商所供产品发生质量缺陷，导致内部或外部客户抱怨。
- 供应商项目进度延误影响整体项目进度，影响项目开发。
- 供应商不按策划或报价承诺进行必要的设备、工装、人员投入，影响项目开发。
- 供应商交付不及时且无整改措施，影响客户交付或装车及试验进度。
- 供应商现场服务人员违反延锋相关规定，情节恶劣，后果严重。
- 项目开发资料交付延期，影响项目进度。

YFS:

- 客户端发起的正式抱怨（客户系统发布）。
- 产品 CC 特性失效引起的客户端或 YFS 工厂抱怨。
- 产品 SC 特性或一般特性发生批量或重复失效（问题关闭后三个月内），引起的客户端口头抱怨或 YFS 工厂抱怨。

YFSS:

- 供货表现 PRR: 适用于已确认是由供应商引起的产品质量问题的报告 and 解决。
- 项目表现 PRR: 适用于已确认是由供应商引起的新项目问题的报告 and 解决。
- 物流表现 PRR: 适用于已确认是由供应商引起的生产保障或物流问题的报告 and 解决。
- 客户满意 PRR: 适用于 SQE/SDE 等飞行检查发生的严重抱怨，或整改计划不及时发生的抱怨等各种客户不满意的问题的报告 and 解决。

Suppliers are required to accept all costs and charges incurred by YFI associated with the containment activity such as shipping, handling, processing, reworking, inspecting, and replacing defective material including the costs of value-added operations prior to the discovery of the nonconformance, as well as third-party inspection costs.

供应商需要承担因抱怨而产生的相关费用，包括发运、运输、生产、返工、检验和换货以及识别不合格产品过程中所产生的附加费用，例如第三方检验费用。

A supplier, who causes a line shutdown at YFI and / or OEM, will be required to reimburse YFI for the full cost of production downtime and any OEM imposed charges.

若因供应商原因造成YFI或者客户断线，需要承担YFI的工时索赔以及客户端的索赔。

3.6.3 | Level I Containment /一级受控 CS1

Containment is accomplished through deployment of additional controls in the supplier's manufacturing process to identify a known or potential nonconformance and to prevent it from shipping to YFI.

遏制措施是指在供应商处布置额外的控制，以在供应商的生产过程中识别出已知的或潜在的不合格产品，并防止其流出到 YFI 处。

Additional controls can include but are not limited to: inspection audits, dimensional measurements, SPC checks, appearance checks, part functionality checks, label verification systems, check fixtures, gages and poka-yokes.

额外的遏制措施可以包括但不限于：检验、尺寸测量、SPC、外观检查、功能性检查、标签验证系统、检测工装、检具和防错系统。

The goal of containment is to protect YFI from defective material escapes during the initial product and process startup (pre-production), throughout production, and in reaction to a quality issue identified at any location in the supply chain.

遏制措施的目标是防止 YFI 在初始产品、过程启动（预生产）、整个生产过程产生不良产品，以避免在供应链中任何位置出现质量问题。

In Asia & Pacific region, **Controlled Shipping is for high-risk parts, on the basis of the supplier's original control means, add additional control measures, and promote the timely solution of quality problems, to prevent the flow of nonconforming products to the extension and end users. It is divided into Level I Containment (CS1) and Level II Containment (CS2) according to the level.**

在亚太区，受控发运是针对高风险零件，在供应商原有的控制手段的基础上，增加附加的控制措施，并促进质量问题的及时解决，防止不合格品流向延锋和最终用户。按照等级，分为一级受控和二级受控。

Level I Containment is defined as additional controls implemented at the Supplier's Location at YFI's request following the identification of a supplier quality issue. The goal of this containment is to cleanse the entire system of any nonconforming material and to shield YFI from receiving any additional defective product. The supplier is required to quarantine and sort all suspect product(s) within their facility, at their subcontractors, in-transit, at YFI facilities, and at any customer location which may have parts or finished goods in inventory. The supplier is responsible for any costs associated with this activity incurred by YFI.

一级受控定义为按照 YFI 要求，对发生的供应商质量问题在供应商端进行额外的控制措施。其目的在供应链系统中清除所有的不合格产品，以保证 YFI 不再收到更多的不合格产品。供应商需要对其工厂、分供方、在途产品、YFI 工厂以及任何可能存在半成品或成品库存的客户地点，对所有可疑产品进行筛选并承担所发生的相应费用。

The triggering of Level I Containment has its own entry conditions according to different YFI BU.

YFAI:

- **supplier supplied products have functional, assembling or safety major quality defects.**
- **The same problem occurs again when the supplier receives a PRR that has not been rectified within the closure period.**
- **PRR is overdue for closure from the date of issue.**

- Supplier supply status is not consistent with PPAP approval status and has quality risk.
- During the production preparation approval period (including GP9, GP12, 2TP or the early containment period requested by the customer), the supplier has incoming material quality problems with serious consequences.
- Supplier delays significant nodes in the project development phase that have not yet caused delays in the overall project schedule.
- Quality defects in products supplied by suppliers, resulting in written or serious complaints from external customers.
- Suppliers violate the principle of integrity, such as submitting false reports, violating packaging, logistics agreements, other written agreements, etc.

YFS:

- Containment startup. Failure during execution causes the repeat issue
- CC failure in YFS initiated complaints
- SC failure in customerinitiated complaints
- SC failure lead YFS line down

YFSS:

- After immediately action and effective action have been taken, but the supplier still can't solve this problem; The supplier has been issued≥3 PRR in one year.
- Terrible quality problem coursed by supplier, and there's big cost happens in YFSS.
- Terrible quality problem or the same problem happens repeatedly.
- Do not according to PPAP (Change material, process, inspection standard without approval)
- Terrible quality problem in warranty.
- Don't work well in APQP, and have terrible influence in APQP schedule& quality.

一级受控的触发根据 YFI 各个 BU 不同，有各自的进入条件：

YFAI :

- 供应商所供产品发生功能性、装配性、安全性重大质量缺陷。
- 供应商在收到 PRR 尚未整改关闭期内，再次出现相同的问题；
- PRR 自签发之日逾期未关闭；
- 供应商供货状态与 PPAP 认可状态不一致，且具有质量风险；
- 投产准备认可期间（包括 GP9、GP12、2TP 或客户要求的早期遏制期间），供应商发生来料质量问题，后果严重的；
- 供应商在项目开发阶段，延误重大节点，尚未造成整个项目进度延误；
- 供应商所供产品发生质量缺陷，导致外部客户书面或严重抱怨；
- 供应商违背诚信原则，如：提交虚假报告、违反包装、物流协定、其他书面约定等；

YFS:

- 遏制启动，执行过程中失效导致问题重复发生；
- CC 特性失效在 YFS 发起的正式抱怨；
- SC 特性失效在客户端发起的正式抱怨；

- SC 特性失效造成 YFS 工厂实际停线；

YFSS:

- YFSS 发布 PR&R 报告后，供应商采取短期措施或长期措施后仍无法遏制问题的发生；同一年度同一供应商累计开具三个 PRR。
- 发生重大质量问题的供应商，对 YFSS 造成重大影响或损失。
- 批量性严重质量问题或类似质量问题重复发生。
- 违反 PPAP 程序（如擅自更改原材料、分供方、工艺、检验标准等）。
- 售后重大质量问题（质量问题直接在延锋智能的用户处造成不良后果者）。
- 项目开发配合力度差严重影响项目进度及开发质量。

Upon identification of an issue, the YFI Quality contact initiates containment activities by sending a Level I Containment Notification to the supplier's Quality Manager. The letter details the specific nonconformance and required supplier actions, including inspection and exit criteria.

在识别出问题的情况下，YFI 质量联系人将向供应商质量经理签发一级受控通知，告知一级受控的实施，通知书将详细说明不合格品问题所在，并要求供应商采取行动，包括进料检验和出货检验。

The supplier is responsible for acknowledging the Level I Notification by returning a copy of the letter with an authorizing signature to the YFI Quality contact.

供应商需向 YFI 质量联系人回复经过授权人签署的一级受控通知单，确认已经收到 YFI 的一级受控通知。

The supplier is responsible to reply with their implemented containment plan via an initial 4D/8D within 24 hours of Level I notification. The containment plan must be reviewed and agreed upon by the YFI Quality contact. The supplier is responsible for keeping the YFI advised daily of ongoing containment results until released from Level I. **Level I Containment Notification can't be cancel until 30 days after the problem is closed.**

供应商在收到 YFI 一级受控通知的 24 小时内，需发回 4D/8D 报告阐述采取的遏制计划，遏制计划必需经过 YFI 质量联系人评估并同意。供应商负责向 YFI 通告遏制措施的每日执行情况，直至问题完全关闭。**在问题关闭 30 天后，一级受控才能解除。**

Supplier containment guidelines include the following:

- Containment area must be highly visible with proper lighting, equipment, etc.;
- Containment area must have well-defined material flow including clearly identified areas for incoming and outgoing parts;
- No rework shall be done in the containment area;
- Product acceptance standards and measurement/testing process to be agreed upon by YFI Quality contact;
- Number of nonconformance's, corrective actions and results of activity must be reported daily;
- Charts must be updated and reviewed on a daily basis;
- Problem solving must be formal, data driven and documented;
- Containment personnel must be properly trained and have work instructions, quality standards, boundary samples, etc.;
- Data from the supplier's containment activities must be kept on file and available upon request.

供应商遏制准则包括以下：

- 遏制区域必需高度可视，并加以合适的标识和设备等。
- 遏制区域必需严格定义物料流，包括明确进入区和出货区。
- 在遏制区域不得进行返工作业。
- 产品接受标准和测量 / 测试过程必须和 YFI 质量联系人达成一致。
- 不合格品数量、纠正措施和结果必须每日汇报。
- 图表必须每日更新和评估。
- 问题纠正必须是正式的、量化的和有记录可循的。
- 遏制措施参与人员必须接受适当的培训并向其提供工作指导，质量标准和极限样件等。
- 供应商遏制措施相关的数据需按要求进行保存并供调阅。

Criteria for exiting Level I Containment shall be determined by the YFI Quality contact. Exit Criteria shall be based on reaching a predetermined quality level and not a number of parts or days sorted. To exit containment, the supplier must achieve a predetermined quality level after a minimum of thirty days or other timeframe as specified by YFI.

一级受控的撤销与否由 YFI 质量联系人判断，退出一级受控的前提是达到预先设定的质量目标或者不需要对产品再进行筛选。达到预先设定质量目标后至少 30 天，或与 YFI 质量联系人确认的时间框架达成后，供应商方可申请退出一级受控。

3.6.4 | Level II Containment /二级受控 CS2

Level II Containment is defined as the implementation of additional controls by an impartial third party selected by YFI at the expense of the supplier. **Level II Containment will cause supplier New Business Hold.**

二级受控定义为由 YFI 选择的，费用由供应商承担的第三方机构对供应商进行额外控制。**二级受控会触发供应商新业务暂停。**

The triggering of Level II Containment has its own entry conditions according to different YFI BU.

YFAI:

- The reoccurrence of similar defects during CS1 period; or the CS1 overdue to close.
- The supplier's supply status is inconsistent with the PPAP approval status, causes serious consequences of quality problems.
- Major after-sales quality problem.
- Suppliers who delay significant nodes during the project development phase and cause delays in the overall project schedule.

YFS:

- CC failure lead YFS line down.
- CC failure in customer- initiated complaints.
- CC or SC failure lead customer line down.
- CS1 refuses to execute or fails to execute. CS2 can be escalated after evaluation.
- Violation of PPAP procedure (like unauthorized change of raw material supplier, manufacturing process, etc.).

YFSS:

- The supplier under CS1 can't solve the problem.
- The same PR&R problem happens repeat, influence YFSS's produce badly.
- Terrible quality problem coursed by supplier.
- Do not according to PPAP(Change material, process, inspection standard without approval), and course terrible quality problem.
- Changes happen on commodity related laws or quality system certificate, like 3C, IATF 16949 certificate.
- Violate honesty principle and course terrible risk or cost.

二级受控的触发条件根据 YFI 各个 BU 不同，有各自的进入条件。

YFAI:

- 供应商若在一级受控期内，再次发生同类缺陷；或一级受控逾期未关闭。
- 供应商供货状态与 PPAP 认可状态不一致，且造成质量问题后果严重。
- 发生重大的售后质量问题。
- 供应商在项目开发阶段，延误重大节点，且造成整个项目进度延误的。

YFS:

- CC 特性失效造成 YFS 实际停线
- CC 特性失效在客户端发起的正式抱怨
- CC 或 SC 特性失效造成的客户端实际停线
- CS1 拒绝执行或执行失效，经评估可升级 CS2
- 违反 PPAP 程序（如擅自更改原材料供应商、加工工艺等）

YFSS:

- 处于一级受控发运的供应商，仍无法遏制问题的发生。
- 相同的问题重复发生 PR&R 的供应商，严重影响公司生产线运转。
- 对发生特别重大质量问题、批量性质量问题的供应商。
- 违反 PPAP 流程并造成严重质量问题。
- 同国家法规相关的零件或质量体系认可发生变化时（如 CCC 认证、特殊生产许可证、IATF 16949 认证等未通过或换证审核）未及时通知公司并造成公司重大风险或损失。
- 供应商违背诚信原则并造成公司重大风险或损失。

The YFI Quality contact analyzes the nonconforming issue(s) and determines if Level II Containment is required. After the application form is submitted to YFI Supplier Development Manager for review, YFI Commodity Purchasing Director and YFI Supplier Development Director approve whether to implement Level II Containment. A Level II Containment Notification is sent to the supplier's Plant Manager and Quality Manager to notify them of the Level II Containment. The Level II letter details the specific nonconformance and required supplier actions including inspection and exit criteria.

YFI 质量联系人分析不合格产品并判断是否需要二级受控，申请表提交 YFI 供应商开发经理审核后，由 YFI 商品采购总监和 YFI 供应商开发总监批准决定是否实施二级受控。二级受控通知将发送给供应商工厂总经理和质量经理。通知书将详细说明不合格品的问题所在，以及要求供应商采取的行动，包括进料检验和退出原则。

The supplier is responsible for confirming receipt of the Level II Notification with an authorized signature by returning a copy of the letter to the YFI Quality contact.

供应商负责向 YFI 质量联系人回复经过授权人签署的二级受控通知，来确认已经收到 YFI 的二级受控通知。

The YFI Quality contact assigns a sorting company to perform the Level II Containment. The third-party containment provider must be on YFI's approved supplier list for sort companies.

YFI 质量联系人指派第三方机构来执行二级受控发运，第三方遏制服务的提供者需要在 YFI 筛选服务类合格供应商清单内。

The third party must provide daily documentation to both the supplier and YFI Quality contact on the progress of containment activity.

第三方必须向供应商和 YFI 质量联系人提供详细的文件记录，以说明遏制执行的情况。

The supplier is responsible for issuing the purchase order to the third-party source and is responsible for all costs for the sort company performing the containment activities. Initiation of Level II Containment does not relieve the supplier of any relevant Level I activities following the aforementioned containment guidelines and responsibilities.

供应商负责与第三方进行服务合同的签署以及承担相关的费用，二级受控的签发并不意味着供应商相关的一级受控被解除，一级受控的解除仍然按照签署的指导原则和各自职责实施。

Level II shall not be removed until the containment results meet the exit criteria previously established. Approval to remove Level II Containment comes from the YFI Quality contact.

二级受控撤销的前提是遏制的结果达到预设目标，二级受控的撤销由 YFI 质量联络人确认执行。

3.6.5 | Supplier Management Quality Review / 供应商管理质量评审 MQR

A Management Quality Review (MQR) is an escalation process **held for suppliers to solve problems in quality, delivery, service, documentation, etc., for internal upgrading and promoting supplier management personnel to focus on and coordinate resources to solve customer complaints or complaints. It is divided into MQR1, MQR2 and MQR3 according to the level. The highest level, MQR3, will cause supplier New Business Hold.**

与供应商领导层进行**管理质量评审（MQR）**是一种问题升级的措施，主要是针对供应商在质量、交付、服务、文档等问题的解决需要，所召开的管理评审会议，用以内部升级并促进供应商管理层人员聚焦关注、协调资源来解决客户抱怨或投诉问题，按照等级分为 MQR1, MQR2 和 MQR3。最高级别 MQR3 会触发 NBH 供应商新业务暂停。

MQR Notice: The Initiator sends the MQR Meeting Notice to the supplier. The Initiator invites the key stakeholders, which must include the Buyer, and supplier representation, arranges the meeting place, and develops a formal agenda. The supplier is responsible for confirming receipt of the MQR Notice Letter with an authorized signature by returning a copy of the letter to the YFI contact.

The formal agenda must include:

- Issues to be discussed (key topics include chronic issues, quality issues, delivery issues, service and documentation issues)
- A review of the existing containment activities, data and progress toward exit criteria (if applicable)
- Supplier preparation to present Corrective Action (8D / equivalent), including evidence of all actions implemented to contain / close the issue under review

MQR 通知: 发起人将 MQR 会议通知发送给供应商。发起人向关键的相关人员（与会人员必须包括采购、供应商代表）发出会议通知并安排会议场所和议程。供应商负责确认收到的 MQR 通知函并在相关授权人签署后回复给 YFI 联络人。

常规议程必须包含：

- 需要讨论的问题（包括长期未解决的问题，质量问题，交付问题，服务问题和任何被记录的问题）
- 回顾当前遏制措施，数据和进展（如适用）
- 供应商准备呈现的改进措施（8D/或类似报告），包括所有遏制行动已经实施或问题已经关闭相关证据性文件。

MQR Review: The MQR Review is conducted by the Initiator, to review and discuss the issue of concern to YFI. Focus must be placed on plans and actions for both Interiors team and the supplier to determine and agree upon in order to resolve the issue.

- All quality / logistics problems and environmental concerns must be supported with the appropriate data as outlined on the formal agenda provided to the supplier. The supplier is expected to bring a permanent corrective action for all of the items listed on the agenda
- Detailed meeting minutes, including the agreed upon actions items, must be taken and subsequently distributed to all attending parties.

MQR 评估：MQR 评估由 YFI 发起人牵头评估并讨论内部对问题的考虑。着重于后续计划和行动方案的策划，并和内部及供应商达成共识。

- 所有质量/物流问题以及环境相关问题必须有确定的数据支持，并随正式议程发送给供应商，供应商需要对议程上所罗列的所有问题给出长期措施。

详细的会议纪要，包含达成的共识，在会后发送给所有与会者。

An MQR is triggered in most situations that meet the criteria below. However, an MQR may not be required if a supplier is fully cooperating to resolve issues and improve their performance, and effective dialogue with supplier and YFI Contact is occurring.

与供应商领导层进行**管理质量评审 MQR** 通常因下列情况触发。但是若供应商积极地应对发生的问题，并努力与 YFI 进行沟通、支持，对问题进行整改，则不必要进行 MQR。

Supplier Management Quality Review 供应商管理层质量问题磋商	MQR 1/PRR	MQR 2/CS1	MQR 3/CS2	NBH
Chronic documented problems in the area of quality, delivery or logistics, including prototype, pre-production or production issues. 在样件阶段、试生产阶段、投产阶段长期出现质量问题、物流与交付问题。	X			
Production suspended at YFI plant due to a supplier's product quality, part shortage or logistical issue. 由于供应商产品质量问题、产品短缺或物流因素导致YFI 生产停滞。	X			
Supplier has an unresolved SMMR / PRR (Supplier Material Rejection Report / Problem Reporting and Resolution), DMR (Discrepant Material Report), containment issue or unacceptable response regarding an issue. 供应商有未关闭的SMMR/PRR，DMR，断点失效，或者对这些问题未能给出可接受的改进措施。	X			
Chronic documented unresolved MQR1 problems or unacceptable response from the supplier indicating that no progress has been made to resolve similar MQR1 issues at other locations.		X		

Supplier Management Quality Review 供应商管理层质量问题磋商		MQR 1/PRR	MQR 2/CS1	MQR 3/CS2	NBH
MQR1 问题长期不能解决或没有可接受的措施，对已经触发MQR1的问题没有任何有效进展。					
Discovery that a supplier has not notified YFI personnel and/or PPAP for a product / process change (i.e. tool move to different location / sub-supplier, material / part change, process controls changed from last approved PPAP, etc...). 发现供应商在未通知YFI相关人员和/或重新获得PPAP就对产品/过程进行更改（例如：移模更改生产地点/分供方，更改原材料/部件，更改生产工艺过程等）。			X		
Supplier is issued a PPSC (Potential Product Safety Concern) that is verified to be the responsibility of the supplier. MQR 2 is called only when the PPSC has been confirmed to be their responsibility and with agreement from the Supplier Quality Director. 供应商发起潜在在产品安全问题PPSC (Potential Product Safety Concern)，且造成产品问题的责任方为供应商自身时。MQR2仅在确认是供应商责任并与供应商质量总监达成共识的前提下触发。			X		
YFI RPPM (Rejected Parts Per Million) or OEM customer disruption due to a supplier's product quality, parts shortage, or logistical issue. YFI的RPPM (Rejected Parts Per Million) 或 OEM客户生产因供应商产品质量、库存和物流原因受到影响。			X		
Chronic documented more than 3 months unresolved MQR 2 problems or unacceptable response from the supplier indicating that no progress has been made to resolve similar MQR 2 issues at other locations. MQR2问题 三个月以上 不能解决或没有可接受的措施，对已经触发MQR2的问题没有任何有效进展。				X	X
Continued customer dissatisfaction on a supplier's product quality, delivery or logistical issue including a customer mandate to change suppliers to a known capable supplier. 供应商产品质量，交付或物流问题遭到客户持续抱怨，包括客户要求更换供应商。				X	X
Supplier inability or unwillingness to work with YFI to make fundamental quality, delivery or logistical improvements. 供应商没有能力或不愿意与YFI 合作，以对质量、交付和物流问题做出基本的改进。				X	X
Excessive / unresolved PPSC's at the supplier. 严重或者无法解决的供应商PPSC问题				X	X

3.6.6 | Corrective Action Review/纠正措施评估

The Supplier corrective action and evidence of documented activities and the effectiveness to prevent future issues are reviewed by the Initiator and Stakeholders. If the corrective action is satisfactory the MQR / CS is closed. If the corrective action is not satisfactory or insufficient evidence is presented to close the issue, a determination is made whether to escalate the MQR to the next level. On-site verification of an improved process may be required.

供应商施行的纠正措施以及书面证据和对未来问题发生的预防，需要经过发起人和相关责任人进行评估。若纠正措施切实有效，MQR/CS 可以**关闭**。若纠正措施无效，或无法提供任何能证明问题已经关闭的证据，需要判断是否对 MQR/CS 进行升级。到现场确认改进措施的有效性是有必要的。

3.6.7 | Potential Product Safety Concern (PPSC) /潜在产品安全问题

Another measure of supplier quality performance is the designation of an issue as a Potential Product Safety Concern (PPSC). A PPSC is considered the highest level issue within the YFI organization because of the safety and liability implications that could occur as a result of the nonconformance(s). Any issue which may affect the safety of the product can be classified as a PPSC. YFI expectation is zero supplier responsible PPSC's. Any confirmed PPSC occurrence negatively impacts the supplier's scorecard.

对于一个问题是否会危及到潜在的产品安全（Potential Product Safety Concern, PPSC）是对供应商质量表现的另一评估纬度。由于不合格产品可能会导致安全和可靠性问题的产生，PPSC 是 YFI 组织中等级最高的问题，任何涉及产品安全性的问题可被归类为 PPSC。我们希望供应商不发生任何 PPSC 问题，任何确认的 PPSC 问题发生将被记入供应商计分卡。

Supplier containment and immediate involvement in the PPSC process is expected upon notification of the nonconformance with target closure timing of less than 30 days. If determined to be a supplier issue, all costs associated with containment and closure of the PPSC are the responsibility of the supplier. The designated YFI PPSC Owner will be the main source for all related communication / interaction and will provide specific documentation as required. Supplier is expected to designate a Product Safety Champion from its management team. This function is required to act as an interface between YFI and Supplier in regard to all aspects of product safety. PPSC issues shall remain open and containment shall remain in place until the countermeasures meet the requirements of the YFI Safety contact.

供应商存在 PPSC 相关不合格产品问题时，要求供应商及时介入并采取遏制措施，并在 30 日内解决问题。若判断为供应商问题，所有因遏制行为以及为关闭 PPSC 问题所产生的费用由供应商负责承担。YFI 任命的产品安全负责人是主要的联络/协调负责人，他将会根据需要提供相关标准和要求。供应商同样需要在其管理者团队中委任一名产品安全专员，其任务是协调与 YFI 所有相关产品安全方面的事宜。PPSC 问题需保持在开放状态，并且持久执行遏制方案，直至相关对策满足 YFI 质量部对产品安全性能的要求。

3.6.8 | Supplier Warranty/供应商质保

Suppliers are required to support the analysis on all part returns from YFI customers as requested by the YFI quality contact. The expectation is that all issues are addressed with the appropriate containment, root cause, and corrective action in the timeframe specified.

供应商需要按照 YFI 质量联系人的要求，支持对所有从客户端返回的零件进行分析。由此确保所有问题都能找到相应的遏制措施、找到根本原因并在规定的时间内完成改进措施。

Any charges incurred from YFI customers due to supplier issues will be communicated and passed on to the supplier in the form of a supplier chargeback (Reference Section 3.6.9 Supplier Chargeback). 任何因为供应商原因导致的客户向 YFI 索赔，应当由供应商最终承担（参考 3.6.9 节 供应商索赔）。

3.6.9 | Supplier Chargeback/供应商索赔

YFI will recover **the costs incurred** for all DMR/SMRR/PRR/MQR/CS incidents **generated by the supplier**. The RMA provided by the Supplier for the associated claim also serves as authorization to process supplier related charges. **YFI will also reserve the right to reasonably update the respective costs yearly to reflect the market conditions.**

YFI 将向供应商收取因供应商产生的所有 DMR/ SMRR/ PRR/ MQR/ CS 触发的管理费用。供应商针对相关抱怨提供 RMA，也可作为处理供应商相关费用的确认。YFI 还将保留每年合理更新相应成本以反映市场情况的权利。

Supplier Chargebacks are also used to recover additional costs that are incurred as a result of nonconforming material or other plant interruptions. Applicable charges may include but are not limited to third party sorting, operator downtime, additional labor or overtime, onsite support at supplier location, engineering analysis, corporate crisis management support, YFI customer support hours, premium freight, material handling labor, rework, warranty returns, and/or assembly scrap. Suppliers can expect Supplier Chargebacks to include supporting documentation such as third party invoices, downtime records, freight invoices, etc.

供应商索赔也可用作对于由不合格产品或工厂断线造成的额外损失的赔偿。适当的索赔范畴包括但不限于第三方筛选、断线工时、额外人工或加班费、供应商现场支持、工程分析、企业危机管理支持、YFI 客户支持工时、超额运费、运输费用、返工费用、保修退货和 / 或装配报废。供应商有权要求提供支持性文件，包括第三方服务的发票、断线记录、运费发票等。

Similar to the SMRR / PRR notification, SCB notices may be automatically generated from YFI Electronic System(s) or provided as an E-mail attachment or hard copy form where electronic systems are unavailable.

与 SMRR / PRR 通知相似，供应商索赔通知通常在 YFI 电子系统内自动生成，当没有电子系统的情况下，也会以邮件附件、纸质版等形式发放给供应商。

The supplier shall give reply to SQE within **7 working days** after receiving the notice of claim. If no reply is given within **7 working days**, the supplier shall be deemed to have accepted the corresponding claim by default. If the supplier has a special statement on the period of claim confirmation in the purchase agreement and its appendix, it shall operate in accordance with the agreement.

供应商需要在收到索赔通知后的 **7 个工作日内** 给予对口 SQE 答复，如 **7 个工作日** 未进行答复，则视为供应商默认接受相应的索赔。如供应商在采购协议及其附件中对于索赔确认期限有特殊说明，则按照相关协议操作。

In cases where a supplier disagrees with the Supplier Chargeback, a written response to the originator of the SCB is still required by the specified due date. Disputed Chargebacks shall be escalated to the responsible Procurement representative for assistance with final disposition.

如若供应商对索赔存在异议或不同意进行索赔，仍然需要在上述规定的时间内向索赔通知的发起人做出书面回复。对于待商榷的索赔，可以和采购部门代表商议并做出最后决定。

All Chargebacks should be targeted for closure within 30 days.

所有的索赔要求在 30 天内关闭。

3.7 | Supplier Request for Change / 供应商变更申请

YFI requires advance notification and written approval prior to all supplier product or process changes or transfers. Advance notification and approval ensure that any changes meet YFI and the OEM's Customer Specific Requirements.

对于供应商产品或过程的变更或转移，YFI 要求供应商必须事先通知并获得书面许可。提前通知和获批是为了保证所有的变化符合YFI以及主机厂客户的要求。

Examples of product and process changes that require YFI approval include (but are not limited to):

- Any change that could affect form, fit or function
- Any product change (including raw material)
- Supplier manufacturing process change (temporary or permanent)
- Change in manufacturing or shipping location
- Change in sub-supplier including transfers from internal to outside sources
- Modified equipment
- New or refurbished equipment / tools including replacement or capacity tooling
- Changes in test / inspection method
- Revisions to the line layout or work station

需要得到YFI批准的产品和过程变更（包括但不限于）：

- 任何影响形状、匹配或功能的改变
- 任何产品变化（包括材料变更）
- 供应商生产工艺过程的改变（临时或者永久）
- 改变生产地或发运地
- 更改分供方，包括从自制转为外协
- 设备改变
- 使用新的或翻修的设备/模具
- 更改测试 / 检验方法
- 更改产线或工作站布局

Clarification regarding customer notification and submission requirements can be referenced in latest edition of AIAG's Production Part Approval Process manual.

关于客户通知和提交要求的说明，可以参考最新版本的 AIAG 手册中的 PPAP 手册的内容。

All suppliers are expected to follow YFI's Supplier Change Request process. **In case of any change stealthily, NBH (New Business Hold)** and/or potential financial consequences **will be implemented**. The completed Supplier Change Request form must be submitted to the Supplier Quality Manager / **YFI related Buyer** at each affected YFI plant as the first step for obtaining written approval.

所有供应商需要按照延锋要求执行供应商变更申请，**若私自变更，将实施NBH新业务暂停和/或潜在的罚款**。正式的供应商变更申请表，必须提交至受到影响的YFI各工厂的供应商质量经理/**YFI对应采购**处，以获得书面认可。

The initial shipment(s) of products affected by a Supplier Change Request are subject to incoming inspection at the YFI plant Supplier Quality Manager's / Supplier Quality Engineer's discretion.

供应商变更申请后的首次交付，需要YFI **各工厂** 供应商质量经理/供应商质量工程师在进料检验时特别关注。

4.0 | SUPPLIER SCORECARD AND AWARDS/供应商计分卡和表彰

4.1 | Supplier Scorecard/供应商计分卡

YFI measures supplier performance and considers these results during strategy development and sourcing approval. YFI periodically updates and communicates performance results for a subset of Direct Material suppliers using a Supplier Scorecard. The Scorecard provides both YFI and the supplier an overall rating based on standardized performance indicators **including advanced quality, mass production quality, delivery, commercial and risk assessment**.

YFI 对供应商的绩效表现进行评估，相关结果使用供应商计分卡更新。供应商计分卡使用相同的评判标准，对供应商在前期质量、量产质量、物流交付、商务、风险评估等方面的表现进行了评估和汇总。

Specific details regarding key performance indicators and scoring criteria can be found within the supplier individual scorecard:

这些关键表现的具体评估标准和打分原则可在各区域供应商计分卡中获取：

- NA/EU: Supplier performance is monitored using a Performance Scorecard (all suppliers) and Commercial Scorecard (only for controlled suppliers) are used for all suppliers that ship to YFI plants that have implemented the IQS/QMS application. The scorecard result allows the identification of possible improvement actions and is the basis for a continuous improvement of the supplier's performance. The scorecard results are one criterion for YFI's consideration of future development of the business relation with the supplier.
- NA/EU: 供应商绩效计分卡（所有供应商）和供应商商务计分卡（仅适用于自采购供应商）适用于所有已实施 IQS/QMS 系统的 YFI 工厂的供应商。计分卡结果允许识别可能的改进措施，是供应商业绩持续改进的基础，是 YFI 考虑未来与供应商业务关系发展的一个标准。
- AP: The Supplier Comprehensive Assessment is used for all controlled suppliers. The scorecard result allows the identification of possible improvement actions and is the basis for a continuous improvement of the supplier's performance. The scorecard results are one criterion for YFI's consideration of future development of the business relation with the supplier.
- AP: 对于所有自定点供应商使用供应商综合评价。综合评价的结果显示了供应商需要改进的方面，体现了供应商表现的持续改进要求，同时也是 YFI 考虑与供应商未来业务发展合作的参考。

4.2 | Supplier Annual Award/供应商表彰

At the end of each fiscal year YFI is proud to honor and recognize outstanding and high performing suppliers in all commercial categories including direct materials, indirect materials and services, tooling and capital equipment. Supplier performance throughout the year, along with the suppliers' overall engagement and support in our vision, mission, and values will promote the opportunity to be nominated for an annual supplier award.

在每个财务年年末，基于该年度 YFI 对供应商多纬度的表现评估，YFI 会选出本年度表现突出的供应商伙伴（包括生产性物资、非生产性物资、服务、模检具和设备供应商等）。根据评估结果，结合供应商在整体支持 YFI 愿景、价值观和努力实现客户期望方面的努力成果，供应商将有机会获得表彰并在未来新业务中被优先考虑。

The supplier award nomination benefits the supplier by:

- Encouraging YFI and supplier partnerships for future initiatives
- Increasing opportunities for supplier's up front involvement in future projects
- Establishing long-term relationships that are recognized throughout the YFI organization
- Creating potential for future business awards and increased revenue

获奖供应商将获得：

- 给予 YFI 和供应商的合作关系带来激励
- 增加供应商获得后续项目的机遇
- 与 YFI 系统建立长期的合作伙伴关系
- 创造未来业务机会并增加收益

The supplier award nomination benefits YFI by:

- Providing our organization with a sustainable, capable, and trusted supplier
- Creating preferential access to the organization's new initiatives and technologies
- Engaging organizations who understand and share our vision, strategies, and goals
- Recognizing the best value and total cost through leveraged business and longer term relationships

获提名供应商对 YFI 的意义:

- 给我们提供长久的、有能力的、值得信赖的供应商
- 优先获得新项目和技术的机会
- 鼓励我们理解并展示我们的愿景、战略和目标
- 意识到长期合作可以带来的价值

ABBREVIATIONS/缩略语对照

AAR	Appearance Approval Report/外观批准报告
AIAG	Automotive Industry Action Group/美国汽车工业协会
AP	Asia & Pacific region/亚太区
APQP	Advanced Product Quality Planning/前期质量策划
ASQE	Advanced Supplier Quality Engineer/前期供应商质量工程师
CAMDS	China Automotive Material Data System/中国汽车材料数据系统
CC	Critical Characteristic/关键特性
CS	Controlled Shipping/受控发运
CMM	Coordinate Measurement Machine/三坐标测量仪
CSR	Customer Specific Requirements/ 客户特殊要求
DA	Deviation Authorization/偏差认可
DMR	Discrepant Material Report/材料处置报告
DSKO	Direct Sourced Kick Off/启动布点
DV	Design Verification/设计验证
DVP&R	Design Verification Plan and Report/设计验证计划&报告
EMPB	Erstmusterprüfbericht/首批样件检验表
FMEA	Failure Mode and Effects Analysis/失效模式分析
GADSL	Global Automotive Decalable Substance List 全球汽车申报物质清单
IMDS	International Material Data System/国际材料数据库
IQS	YFI's Quality Management System/ YFI 质量管理体系
MBBP	Material Best Business Practice/最佳成本商务实践
MQR	Management Quality Review/供应商管理层磋商
MSA	Measurement System Analysis/测量系统分析
NBH	New Business Hold/新业务暂停
OEE	Overall Equipment Efficiency/总体设备效率
OEM	Original Equipment Manufacturer/主机厂
OTS	Offshore Tooling Supplier 海外模具供应商
PACT	Partners Achieving Cost Targets/合作伙伴成本降低
PO	Purchase Order/订单（合同）
PPAP	Production Part Approval Process/产品批准程序
PPM	Part per Million/每百万件中（不合格产品数）
PPSC	Potential Product Safety Concern/潜在产品安全风险
PRR	Problem Resolution Report/问题解决报告
PS	Part Supplier/产品供应商
PSMC	Product Safety Manufacturing Certification/产品安全生产验证
PV	Product Validation/产品验证
R&R	Repeatability and Reproducibility/重复性在再现性
RMA	Returned Material Authorization/退货批准
SAS	Supplier Assessment Survey/供应商符合性调查
SAQP	Supplier Advanced Quality Planning/供应商前期质量策划
SC	Significant Characteristic/显著特性
SCB	Supplier Charge Back/供应商索赔
SCR	Supplier Change Request/供应商变更申请
SDT	Simultaneous Development Teams/项目开发小组
SIDP	Supplier Individual Development Plan/供应商各项问题改进措施计划
SPC	Statistical Process Control/统计学过程控制
SPSO	Supplier Process Sign Off/供应商批产评审
SMRR	Supplier Material Rejection Report/供应商产品拒收报告
SSOW	Supplier Statement of Work/供应商业务描述
TFC	Team Feasibility Commitment/团队可行性承诺
VDA	Verband der Automobilindustrie/德国汽车工业协会
YFI	Yanfeng International/延锋国际
YFAI	Yanfeng Interiors/延锋内饰
YFSS	Yanfeng Safety Systems/延锋智能安全
YFS	Yanfeng Seating/延锋座椅

Change Log

供应商标准手册 Supplier Standards Manual

版本 Revision	发布日期 Release Date	修订记录 Description of Changes	编制 Prepare	批准和发布 Approver and Release	
			过程负责人 Process Leader	过程领导 Approver - Executive Process Champion	批准及发布 Approve and Release
01	2-Jul-2021	Initial Release	Liu Sheng	Dai Fengzhen	Kent E Johnston
02	27-May-2022	Add: 2.2 Code of Conducts 行为准则; 3.2 Supplier Internal Risk assessment and Issue Feedforward 供应商自我风险评估与问题前馈 Annex I 附件 1	Liu Sheng	Dai Fengzhen	Kent E Johnston
03	22-Mar-2024	<ul style="list-style-type: none"> •Update Section 2.6 Supplier Financial Risk Management Expectations 更新章节 2.6 供应商财务风险管理期望 •Update Section 2.8.11 Packaging 更新章节 2.8.11 包装 •Add Section 2.8.12 Continuous Improvement 新增章节 2.8.12 持续改进 •In Section 3.4.4 Supplier Advanced Quality Planning Report, add item 25 and item 26 to the table to align with the SAQP Report already published on IOS 在章节 3.4.4 供应商前期质量策划执行报告的表格中增加第 25 项和第 26 项, 与 IOS 上已发布的 SAQP Report 保持一致 •In Section 3.6, add definitions of PRR, CS1, CS2, add descriptions of different trigger conditions for each BU; and add descriptions related to MQR management 在 3.6 章节增加对 PRR、CS1、CS2 的定义, 增加各个 BU 不同的触发条件描述; 增加 MQR 管理相关描述 •Delete Annex I COD 删除附件 1 合作伙伴行为准则 •Correct some text translation 更正部分文本翻译 	Liu Sheng	Li Junyan	Ye Chunhuan