

Supplier Manual Master List of Changes

last rev. 9/4/2018

Document	Date Added	Changes Made
Potential Supplier Assessment	3/8/2016	C-TPAT Clause Added.
Supplier Performance Evaluation	3/8/2016	Audit Notes Added.
Supplier Audit Procedure	3/8/2016	Section 5.0 Audit Notes Added.
Nonconforming Product Notice	3/8/2016	New Document Added.
VAVE Form	3/8/2016	New Document Added.
Acceptance Notification for MP	3/8/2016	Consolidated all 3 AMC plants (address) into a single form. Added PC approval.
Deviation Agreement	3/8/2016	Removed the word 'Temporary'. Added check box to indicate 'temporary' vs. 'permanent'.
Supplier Audit Checklist	3/21/2016	Added several items (5,6,7) to confirm actual tooling condition.
Control of Nonconforming Product	3/22/2016	Removed the word 'Temporary' from Deviation Agreement. Added: 'As needed, the supplier shall sign a Nonconforming Product Sorting Notice to approve related compensation to AMC for any incurred sorting expenses.' Added: 'The initial shipment of all skids will be marked with a "100% Certified" label.' Added: 'The supplier will send an Advanced Shipping Notice (ASN) to AMC providing the related details of the initial shipment of 100% certified parts.' Added: Explanation to Controlled Shipping (CSL1,2).
Customer Specific Requirements	3/30/2016	Confirmed document retention requirements.
IPP System Control	4/11/2016	Revised format. Removed control level A & B, replaced with IPP (is needed) and Supplier (only).
Process / Material Change Requirements	4/12/2016	Replaced the word 'Manning' to 'Man'. Cleaned up sentence structure.
Labeling Requirements	5/4/2016	Due to the adoption of L-MACS. Revised new part number structure and labeling procedures.
Supplier Performance Evaluation	1/30/2017	Non-Standard or Premium Freight was added to the delivery category. This will impact the suppliers' overall delivery performance.
Purchasing Org Chart	3/13/2017	Added a new Purchasing Associate (Buyer I).
PO Terms and Conditions	3/24/2017	Added the first sentence to Item 17 per Accounting's direction.
Gage R&R Study Worksheet	4/20/2017	Added the AIAG gauge R&R acceptance criteria to the existing R&R master document.
Control of Nonconforming Product	4/20/2017	Added a statement for the disposition of non-conforming product. 'In the event that AMC requires the legal destruction of non-hazardous materials and/or parts; the supplier must allow AMC to witness the destruction and/or provide photo/video proof of the same.'
Customer Specific Requirements	4/21/2017	Added the 'Customer-Specified Special Characteristics' section which can be found at the bottom of the document.
Business Systems Overview	4/26/2017	Updated Env. Coordinator contact information. Revised ISO 14001:2004 to ISO 14001:2015.
Business Systems Overview II	4/26/2017	Updated Env. Coordinator contact information.
C-TPAT	4/26/2017	Revised government website link to provide users with proper access to Minimum Security
RoHS Overview	4/26/2017	Updated Env. Coordinator contact information.
Supplier Audit Procedure	4/26/2017	Changed the name 'Mitsuba' to 'American Mitsuba' throughout the procedure. Revised some of the document formatting.
ISO IATF 16949 Gap Tool	5/4/2017	Added the ISO IATF 16949 Gap Tool to the 'Blank Forms' section. Suppliers can use this for their own Gap Analysis activity.
Annual Supplier Survey	11/1/2017	Modified Buyer contact information.

Supplier Audit Procedure	11/1/2017	Updated Quality Management Visit section (page 3) to include a certified 2nd-party auditor. Minor revisions to sentence structure. Added the statement 'If escalation does not result in improved supplier monitoring, then de-sourcing may result.'
Supplier Performance Evaluation	11/1/2017	Added the statement 'Disruptions to American Mitsuba customers (including yard holds and stop ships) will result in a Quality Management Visit from American Mitsuba to the Supplier (reference Supplier Audit Procedure).' The Supplier rating may be impacted based upon the severity of the disruption.
Potential Supplier Assessment	11/1/2017	Updated document no. within the header area.
Supplier Audit Checklist	11/1/2017	Revised to include points in the VDA 6.3 that may not have been encompassed before. Corrected footer information.
VA-VE Proposal Form	11/1/2017	Updated document no. within the footer area.
Master Tool Form	11/1/2017	New document added to the Supplier Manual.
CQI-17 Soldering System Assessment	11/6/2017	Added entire document into the Supplier Manual.
CQI-23 Molding System Process	11/6/2017	Added entire document into the Supplier Manual.
CQI-27 Casting Process	11/6/2017	Added entire document into the Supplier Manual.
Purchasing Org Chart	11/17/2017	Revised based on latest staff changes.
Annual Supplier Survey	1/8/2018	Revised - now called 'Annual Supplier Information Review'.
MES A 015 - Hazardous Substances	1/16/2018	Added entire document into the Supplier Manual.
Potential Supplier Assessment	1/18/2018	Changed format and the name of the document to 'Supplier Assessment (SA)'.
Customer Specific Requirements	4/24/2018	Changed TS comments to IATF 16949.
Quality Management System	4/24/2018	Changed TS comments to IATF 16949.
Business Systems Overview	4/24/2018	Changed TS certification stamp to IATF 16949.
Business Systems Overview II	4/24/2018	Changed TS certification stamp to IATF 16949.
Environmental Management System	4/24/2018	Changed ISO 14001:2004 to ISO 14001:2015.
Substances of Concern (SoC)	4/24/2018	Separated DaimlerChrysler to Daimler and FCA (removing Fiat).
Process / Mat. Change Requirements	4/26/2018	Record Retention: Changed 'a minimum of 15 years' to 'a minimum of 20 years'.
Substances of Concern (SoC)	5/1/2018	Added a hyperlink to OEM IMDS requirements.
Supplier Monitoring	5/18/2018	Revised with additional content (i.e. Cost Improvement, Supplier Rating, etc.) Overall document was reformatted.
Customer Specific Requirements	6/8/2018	Referenced: Production Part Approval Process (PPAP) for new product/materials, changes or requalification will be accomplished in accordance to information provided as separate document within this Supplier Manual.
Advanced Process and Quality Planning	6/8/2018	Changed detail of PPAP article to include: General requirements for PPAP submissions of new parts and materials require a level 3 PPAP with a dimensional layout as required by the AMC Quality Engineer., etc.
Supplier Monitoring	8/6/2018	Certification Status added to 'Score Adjustments' section. Revisions to Score Adjustments Calculation.
Control of Nonconforming Product	8/13/2018	Added timeline reponse details within the 'Supplier Final Response' section.
Supplier Audit Procedure	8/13/2018	Added 'AMC may conduct an annual audit on High Risk Suppliers, etc.' (top of page 4). Revised some of the document formatting.
Customer Specific Requirements	8/13/2018	Added a 'Contingency Plan' article to the base document (page 6).
Supplier Assessment (SA)	8/14/2018	Changed format of the document.

Conflict Mineral Compliance Program	9/4/2018	New document / program was added into the Supplier Manual. Please reference the manual for further details.
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