

# Volvo Group Customer Specific Requirements for Suppliers (Tier<sub>n</sub>)

## Global Supplier Manual - Appendix Q

extracted from Volvo Group – Customer Specific Requirements – July 2024  
<https://www.iatfglobaloversight.org/oem-requirements/customer-specific-requirements/>

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**1 Scope of this document**

The scope of this document is to ensure compliance to customer requirement by sub-suppliers of SMP Automotive who are supplying for any Volvo Group project. This document is listing requirements for these suppliers in addition to standard IATF 16949 requirements and in addition to standard SMP requirements.

**2 Responsibility**

Suppliers who are supplier for SMP of a component for a Volvo Group product shall meet all requirements listed in this document during the whole project lifetime. This includes but not limited to:

- Regularly check for updates of this document on [www.smp-automotive.com](http://www.smp-automotive.com)
- Ensure availability and awareness of related Volvo Group standards and requirements mentioned in this document
- Ensure requirements are met in their supply chain

**3 5.1.1.1 Corporate responsibility**

Management must provide evidence that all the Requirements of the Volvo Group Supply Partner Code of Conduct are compliant both internally and throughout all the Supply Partner's supply chain.

**4 7.5.3.2.1 Record retention**

Minimum record retention criteria: (SPQAM § 7.8)

- PPAP documentation: Duration of production and service activity plus 1 year (unless otherwise specified by Volvo Group)
- Quality records: 3 years from date of production
- Quality system documents: 3 years from date of creation
- Product safety related records: Minimum 10 years after product phase-out or end of production.
- Conformity of Production parts records: 10 years from date of product manufacture

Any additional applicable legal requirement related to retention of product safety parts and conformity of

production parts must be compliant. They are defined in Part Version Report (PVR) and in the drawing.

**5 8.5.1.1 Control plan**

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Pre-launch control plans must be developed and applied during ramp-up and early production stages of new part launches. They must be applied from C builds and maintained through early production. A pre-launch control plan is defined by increased frequency, levels of inspection and increased controls.

Shipments of products that have been through additional process controls must display prominent notification on each shipping unit (box, package, or skid). Safe-launch control plans must be developed and applied during serial production until exit criteria are met. Both Control plans must be agreed with the SQE

**6 8.5.2.1 Identification and traceability**

For safety critical parts, an effective system of traceability that ensures delivered product can be traced from a finished product in the customer application back to specific lots, sub-components, parts, blanks, and raw material, must be put in place. In addition to component/materials traceability, the system must be capable of providing the production history of a lot or serial number. If product is controlled in lots or batches, a documented risk analysis related to severity of non-conformance and probability of occurrence must be conducted and used in establishing the lot sizes to minimize the impact of product recall.

**7 Change log**

<b>Revision</b>	<b>Date</b>	<b>Description</b>
1	14.06.2024	New creation