



Report of the most Frequently Asked Questions according to Fiat Group Automobiles Specific Requirements (FAQs).

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This document (FAQ) has been evaluated and approved by SQ Fiat during the meeting about the progresses on training that have been supplied and shall be considered as an addendum to the Specific Requirements Fiat letter.

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1.0 – Waivers to ISO/TS 16949 requirements

1.1) Control Plan. (ISO/TS 16949, requirement 7.5.1.1)

The signature on the documents is not requested: The Control Plan and FMEA by SQE Fiat. The approval of these documents goes through the Program Review and the PCPA. The Organization shall keep these documents updated in case of an SQE Fiat request.

1.2) Suppliers approved by Customer. (ISO/TS, requirement 7.4.1.3)

Fiat does not deal directly with the approval / qualification of Suppliers (Tier 2). The choice of Suppliers is in charge of the Organization unless the contract and/or design has others specifications. See e.g. Suppliers “directed buy”, directly chosen by Fiat.

1.3) Use of symbols of the Organization to identify the special characteristics instead of Fiat symbols. (ISO/TS 16949, requirement 7.3.2.3)

The Organization may use its own symbols to identify the special characteristics. A correlation list shall be established according to the Organization system documentation, all the documents sent to Fiat shall use the Fiat symbols.

1.4) Commercial Laboratories (ISO/TS 16949, requirement 7.6.3.2)

In case of lack of availability of accredited laboratories for the Qualification tests and Re-qualification, the laboratories indicated on the Test Plan, agreed upon with Fiat, are recognized and accepted by Fiat. The Organization shall use laboratories for control services, tests and/or calibrations accredited according to ISO/IEC 17025 or equivalent national standard.

2.0 - Letter of Fiat Specific requirements – Part A (General Procedures)

2.1) Fiat Standards and Norms, that it is possible to find in website <https://norme.orange.fiat.it> also available in English, are being updated?

Yes, but Norms and Standards are firstly being updated in Italian and then in English as soon as possible.

2.2) Where it is possible to find the documents to be filled in (PCPA, CQC, Program Review, 1 DP, Deviation) that are recalled in the Fiat Specific Requirements Letter?

All these documents are available as enclosures of Specific Requirements Fiat Letter that you can find in website Fiat Netfor and/or recalled in Fiat Norms and Standards. The documents in the editable form can be downloaded by pdf document if you have Acrobat Reader 6.0 version or following.

2.3) Are requests and management of Deviation carried out through the specific Form that can be downloaded from Procedure 08090 (see 2.2)?

In general the use of the paper form is permitted only in case the Organization hasn't access to Netfor. This is one of the reasons why the Organization is strongly recommended to subscribe the Netfor service.

3.0 - Part B and C – Fiat integration and addenda to ISO/TS 16949 Requirements**3.1) Does a procedure exist to understand the run of Field Management and Tutorship that is carried out in Fiat?**

It exists a presentation and a draft of the procedures that have been presented to Suppliers in 2006 and will be available in Netfor.

3.2) Are Specific Requirements for FPT supplies the same as the Fiat Group Automobiles ones?

No, FPT is working upon the elaboration of their own Specific Requirements, although some basic Norms are common (e.g.: 9.01100, 9.01102 and 08018).

3.3) How can I understand on SQP who is the person of the Plant that has issued the Bill ?

Who issues a Bill on SQP is identified with a code in the field "Creator" on the Header of the Bill. Putting the mouse pointer on the headline of the field, it will appear a tag that informs you about the name and the e-mail address of creator. This happens only if the user has filled in the field of the Personal Data. We are proceeding to force everybody to fill in this information.

3.4) How is it possible to proceed if more than 5 working days to insert the corrective actions in the Bill are necessary?

The Organization SQP responsible can require the extension of the terms within to submit the corrective action to the Bill creator. If the creator of the Bill considers it a valid request, he enter Section II of the Bill and modifies the date indicated in the field "Due date for response".

3.5) Does the Fiat request the complete qualification as per Procedure 07740, in case of any modification of a production process?

No. An official communication to the reference SQE is necessary, to evaluate together planning and impact of modification. If SQE, in agreement with the other Fiat Departments (e.g.: E&D; ...) considers it necessary, he will be able to require a new Qualification and new samples. In any case the Organization has the responsibility to conduct Self-Qualification tests and to evaluate Process Capabilities.

3.6) Is the Installation FMEA made only for products being developed?

In general yes, although in case of quality problems (issue of Bills) of current products, the Organization could require to the Customer to carry out jointly an Installation FMEA.

3.7) Is it mandatory the use of Product Development Card for a new product? Could the Organization replace it by sending the planning on an its own form?

No, the expected module is the Fiat one.

3.8) Which are the minimum signatures that may be considered for the approval of Test Plan?

The Self-Qualification Test Plan shall report all the signatures requested in the form. It is not foreseen a minimum quantity of signatures.

3.9) Is there the possibility to change the Supplier of raw material without starting up the re-qualification process? If it is, in which case?

As for any other modification of Product and/or Process, the Organization is obliged to notify the Customer (in general SQ). The Customer, with the support of all involved Fiat Departments, reserves the evaluation of the possible re-qualification.

3.10) Does a procedure for charging of costs management exist?

Yes, it is a matter of Procedure 07173, that deal with the debts for possible production extra costs caused by Supplier (07173: "Charging of costs induced in production due to anomalies in the direct material supplies by third parties").

3.11) Who is responsible for gathering the signatures, expected in Test Plan, according to Responsibility Matrix (Rasi Chart) of Procedure 07740?

The SQE is responsible for gathering the signatures to share the contents of the Test Plan ("1st round of signatures"); usually this occurs during the first Program Review (Kick-off). The Organization is responsible for gathering the signatures to share the results of the tests expected in the Plan ("2nd round of signatures").

3.12) Shall the request of Deviation be always submitted by the Organization even if it is a Customer problem (FIAT)?

Yes, the Deviation must be managed by Organization in any case. In case of Deviation Variance for responsibilities addressed to the Customer, it shall not be issued the Bill of Voice 04 and weight 70 versus Organization (Procedure 08018, annex 1).

3.13) If the document of Test Equipment / Bench Certification expected by Procedure 07740, is not issued by the Customer, how can we proceed?

The approval / sharing of the Test Plan, and its signature by the Customer, includes tacitly the certification of Test Equipment / Bench (see FAQ 1.4).

3.14) Shall the Organization that is put in CSL1 inform its Certification Body within 5 working days?

No, the Fiat request to notify the Certification Body about the status of CSL starts from CSL2.

3.15) How is sent the CCQ to Organization, once issued?

Via Netfor for who has got the subscription. On the contrary, CCQ shall be required to Plant Quality.

3.16) If there are other steps considered important for the development of a new component, may the Organization add more steps in Product Development Card?

Yes, the Organization may add all the “milestones” that are considered important for its own development process. The use of correct form is important. See FAQ 3.7.

3.17) How long should be stored the samples, that have been used during the Self-Qualification tests?

Until the sharing with the Customer of the Test results that are expected in Plan. Afterwards, the samples can be scrapped.

3.18) Which number shall be reported into the CQC in the field “Number”?

The Organization is responsible for this number, that can be a progressive number, according to its own internal management of the documents.