DAIMLER TRUCK
North America



DTNA PRODUCTION PART APPROVAL PROCESS MANUAL

Corporate Supplier Quality

First Edition

DAIMLER TRUCK
North America

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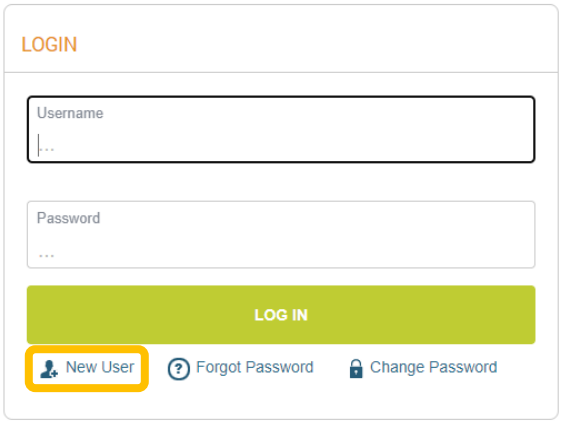
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1. Access to DTNA's PPAP Management System

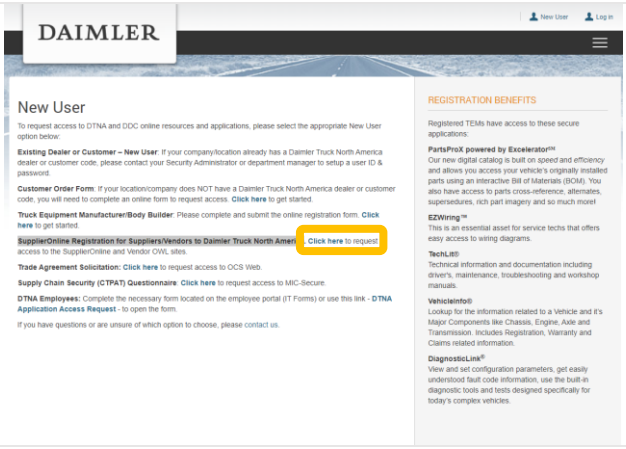
How to get access?

1. Go to Supplier Online: https://supplieronline-dtna.prd.freightliner.com/supplieronline/SOL/Main.aspx
2. Select 'New User'
3. Find statement for "**SupplierOnline Registration for Suppliers/Vendors to Daimler Truck North America**" registration and select 'Click Here'
4. Create an email with the requested information shown and submit to softwaresupport@daimlertruck.com

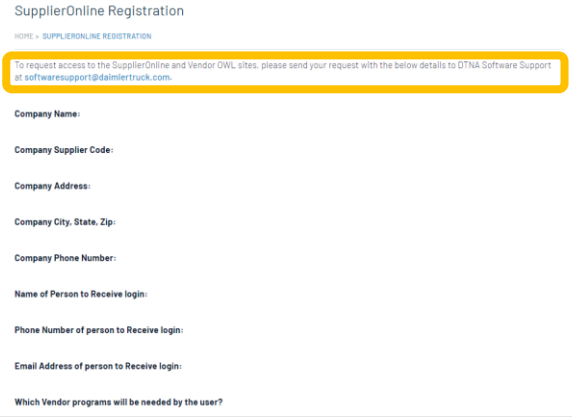
STEP 1 & 2

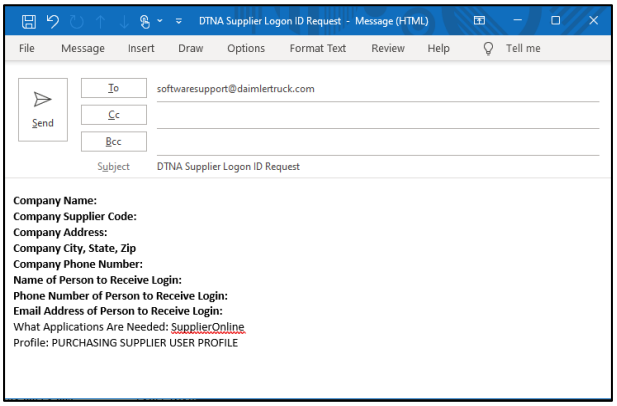


STEP 3



STEP 4





2. Add/Modify PPAP Contact

The PPAP contact can be updated at any time by sending an email to the following address ppap_coordinator_dtna@daimlertruck.com with the following information:

Name:	
Job title:	
Phone:	
E-mail:	

3. DTNA PPAP Requirements

3.1 Purpose.

DTNA requires suppliers to perform the 18 PPAP elements for every part number delivered to DTNA Plants in accordance with the latest AIAG standard to ensure that all requirements are thoroughly understood.

By submitting PPAP documentation, the supplier declares that all provided data is complete, accurate and in compliance with DTNA´s standards and legal requirements. This submission serves as a formal acknowledgment of the supplier's responsibility to meet all DTNA specification requirements, and the supplier accepts full accountability for the truthfulness and accuracy of the information representing current production conditions.

Should submission not be required, the supplier is still required to complete the 18 PPAP elements and retain records on file. DTNA may audit the supplier's PPAP records at any time. Suppliers are expected to forward those PPAP documents within one business day.

3.2 General requirements for submission

- **DTNA does not issue PO's or payments for PPAP.**
- The PPAP must be submitted in an Excel Workbook or it will be rejected.
- PPAP forms (PSW, PPCN, PPAP workbook, etc.) can be obtained at: https://www.aiag.org/store/publications/details?ProductCode=CT6-K
- PPAP submissions must be in English as the primary language, otherwise the PPAP will be rejected.

- The PPAP system only allows one file to be submitted. Combine all elements into one Excel file with each element as its own tab.
- PPAP documentation must be retained for the life of product plus one year.

DTNA timelines established for PPAP.

- **Tooled part** – PPAP is expected to be complete when the tooling is due.
- **Preseries** – PPAP is expected to be complete 4 weeks prior to preseries.
- **Non-tooled parts** – (without preseries) PPAP is expected to be complete 4 weeks prior to SOP/Changeover Date.

To change the PPAP due date requires changes to one of the above- No date change is possible with less than 4 weeks prior to Pre-Series, C/O and, or SOP.

3.3 PPAP Sample Size

As specified in the AIAG Manual (Section 2), PPAP shall be taken from a significant production run.

"Parts from each unique production process, e.g., duplicate assembly line and/or work cell, each position of a multiple cavity die, mold, tool or pattern, shall be measured and representative of parts tested."

This applies to all shifts, production lines and locations producing parts for DTNA.

Suppliers are required to submit PPAP documentation according to the following table:

Estimated Annual Usage (EAU)		Quantity of parts to be submitted on PPAP Dimensional Report
From	To	
0	0	1
1	12	
13	24	
25	36	2
37	48	3
49	60	4
61	120	5
121	240	10
241	500	20

501	1000	30
1001	2000	
2001	5000	
5001	10000	
10001	-	

If there is inability to provide the required sample size, please contact you Supplier Quality Engineer through the PPAP System using the corresponding PPAP ID.

4. PPAP Elements

PPAP documentation must be completed at the production site, at the production rate, using production tooling, production gaging, production process, production materials, and production operators.

All elements must comply with the standards defined in the AIAG PPAP Manual.
In some cases, additional special requirements defined by DTNA will be specified.

4.1 Design Records

- PPAP must be completed to the **DTNA released drawing (latest version).** Complementary designs can be included.
- To obtain DTNA drawings, please email cpo_general@daimlertruck.com
  A DTNA SWAN account is required to access the diagrams. Log in to the Supplier Portal to request SWAN Access. A detailed guide to requesting access is provided in Appendix A.

  Startseite | Daimler Truck Supplier Portal

4.2 Authorized Engineering Change Documents

- Changes not yet recorded in the design record, but are incorporated in the product or tooling, must be properly documented in a formal deviation issued by DTNA Engineering with an expiration date.

  Emails are not a substitute for a formal deviation and will not be accepted as such.

4.3 Customer Engineering Approval

Follow AIAG PPAP Manual Guidelines.

4.4 DFMEA (Design Failure Mode and Effect Analysis)

- If the DFMEA is proprietary, then take a snapshot of the header and include that with the PPAP submission. Ensure that the DTNA part number is listed and visible as well.
- It is necessary to include as part of the PPAP documentation a blank page with the legend "**4. DFMEA Not included for Design/Proprietary Reasons"** as follows:

4. DFMEA Not included for Design/Proprietary Reasons.

4.5 Process Flow Diagram

Follow AIAG PPAP Manual Guidelines.

4.6 PFMEA (Process Failure Mode and Effect Analysis)

- If the PFMEA is proprietary, then take a snapshot of the header and include that with the PPAP submission. Ensure that the DTNA part number is listed and visible as well.
- It is necessary to include as part of the PPAP documentation a blank page with the legend "**6. PFMEA Not included for Design/Proprietary Reasons"** as follows:

6. PFMEA Not included for Design/Proprietary Reasons.

4.7 Control Plan

- If the Control Plan is proprietary, then take a snapshot of the header and include that with the PPAP submission. Ensure that the DTNA part number is listed and visible as well.
- It is necessary to include as part of the PPAP documentation a blank page with the legend "**7. Control Plan Not included for Design/Proprietary reasons**" as follows:

7. Control Plan
Not included for Design/Proprietary Reasons.

4.8 Measurement System Analysis Studies

- Measurement System Analysis studies are required for all gages and measurement/test equipment.

4.9 Dimensional Results

- The DTNA drawing notes must be included in the dimensional report word for word. Every datum, spec, feature control frame, etc. must be included. The report must state if the results are in conformance or not (ok, not ok) to the requirement of each note.
- When submitting a dimensional report, the supplier must include a bubbled DTNA drawing with numbering that corresponds to the items listed on the dimensional report.
- If there is a DTNA print note/spec that has a dimensional requirement (pressure, leak rate, burst pressure listed, etc.) make sure the performance results are included in the PPAP submission.
- If spec 49-00051 is in the notes of the DTNA print, submit a picture of the part identification as it appears on the part.
- For any new PPAP request, a new dimensional report is mandatory. Old reports previously submitted are not acceptable.
- Diagrams must be submitted as legibly as possible, otherwise they will be rejected.
- When the DTNA print is for reference only, the actual and complete part definition as the 3D model must be included in the documentation.

4.10 Records of Material/ Performance Test Results

- The specs listed in the DTNA print notes must have the results of the Performance Test (e.g. 49-00023-102, 49-00023-202, etc.) submitted with the PPAP documentation.

4.11 Initial Process Studies

Follow AIAG PPAP Manual Guidelines.

4.12 Qualifies Laboratory Documentation

Follow AIAG PPAP Manual Guidelines.

4.13 Appearance Approval Report

Follow AIAG PPAP Manual Guidelines.

4.14 Sample Production Parts

- PPAP Sample parts may be requested at Supplier Quality Engineer's discretion and must be labeled in attention to the SQE who requested the sample.

4.15 Master Sample

- Per AIAG manual section 2.2.15, a supplier may request waiver of a Master Sample requirement from a DTNA Supplier Quality representative. If granted, this waiver shall grant the supplier the option to keep or discard the master sample.
- To get the Master Sample Waiver approval, supplier shall notify Supplier Quality through the following email ppap_qe_support@daimlertruck.com and provide the following documentation prior to disposition of the sample:
    - Build date of the sample.
    - Location where the sample was built.
    - Date and approvers of the sample.
    - Provide the project life (how many years the project has been in production, how many years are left).
    - Provide the DTNA part number the sample represents against the DTNA specification it is representing.
    - Include the list of all components used, with their part numbers, from each supplier that provides each component.

- Detailed photographic evidence.
- The approval of the Master Sample waiver is independent of the approval of other elements requested for the PPAP.
- The Supplier's assigned Quality Engineer and Supplier Quality Manager will sign off on the component, part numbers and assigned suppliers list. A request must be made for each part independently. A PPAP Master Sample waiver applies for the requested component only and is not valid for other families or child part numbers.

4.16 Checking Aids

After certifying that all aspects of the checking aid agree with part dimensional requirements, photos must be included as part of the PPAP documentation.

4.17 Customer-Specific Requirements

The supplier must consult and follow the requirements described in the following manuals:

- Supplier Quality Manual
- Doing Business with Daimler
- PPAP Manual

4.18 Part Submission Warrant (PSW)

- Complete the entire form before submission, if any field is missing, it will be rejected.
- The PPAP request is for one part number. Do not list multiple part numbers on the PSW. You will be able to load children part numbers when uploading the PPAP.
- The part number and name on the PSW must match the part number, revision and "Item Description" in the PPAP request.
- In the "Explanation/Comments" section of the PSW add the reason (tool modifications, repairs, material changes, machine re-locations, etc.) for the PPCN/PPAP.
- DTNA does not physically sign PSW forms at the supplier's request. Any status or validation must be consulted through the PPAP System only.

5. PPCN (Product Process Change Notification)

Any changes affecting the design or production process require notification to DTNA.

Examples of changes requiring notification:

- Changing supplier of a component. New supplier supplying equivalent component.
- New or modified tools, dies, molds patterns, including additional or replacement tooling.
- Production from tooling and equipment transferred to a different plant site or from an additional plant site.
- Rearranging production machinery or production line.
- Producing component after more than 12 months of inactivity.
- Change in test/inspection method.
- Any changes affecting customer requirements like fit, form, function, performance, durability, etc.

In the following cases, additional actions shall be taken:

Change	**Additional Action**
Change to form, fit, or function of the part	Contact DTNA Design Engineer or DTNA Purchasing Agent
Approval to use parts not meeting design requirements	Contact DTNA Design Engineer or DTNA Purchasing Agent
Changing supplier of a component. New supplier supplying inequivalent component	Contact Design Engineer or DTNA Purchasing Agent
Moving DTNA owned tooling	Submit a form to the Tooling dashboard
Refurbishing, Repairing, Replacement of DTNA owned tooling	Submit a form to the Tooling dashboard
Changing production location that changes contracted shipping point to DTNA	Contact DTNA Purchasing Agent

5.1 How to submit a PPCN?

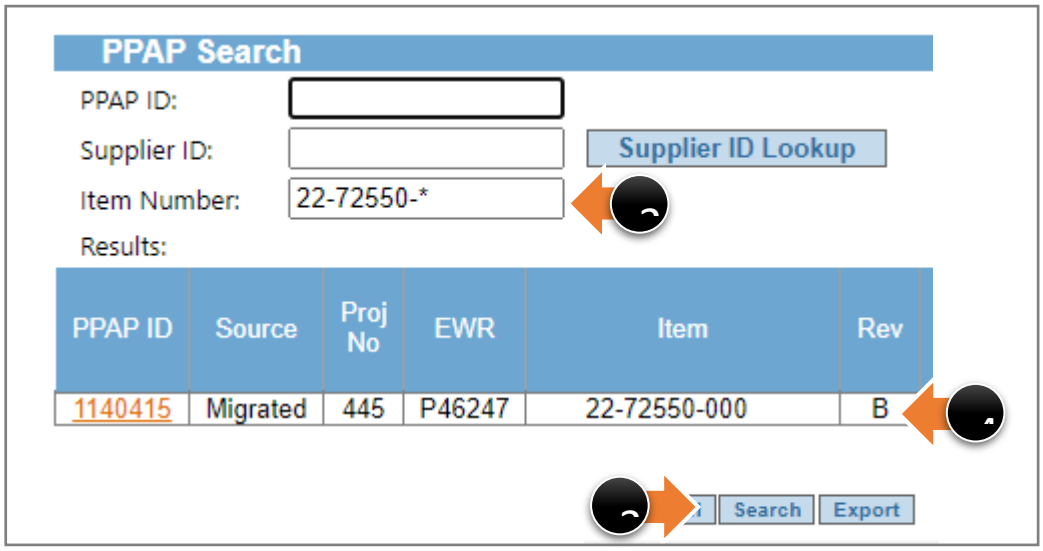
When submitting a PPCN you will need the AIAG PPCN Form.

- For reference see page 63 & 64 of AIAG's Production Part Approval Process (PPAP) Fourth Edition
  NOTE: DTNA's PPAP System only allows one attachment. Combine the PPCN form with any other documents planned for submission into one file.

To look up the part:

1. Select 'Search' from the action buttons.
2. Enter a part number.
3. Select 'Search' at the bottom of the search window.
4. Find the revision level in the Rev column.



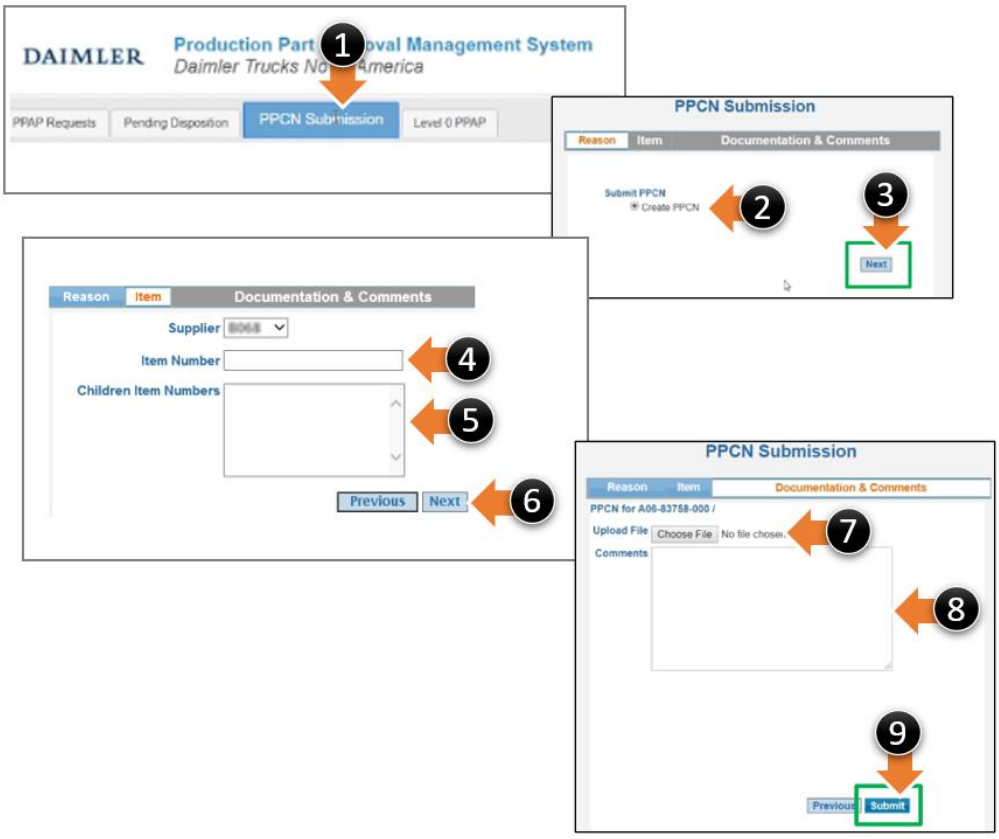


If part number does not appear then send email to: PPAP_Coordinator_DTNA@daimlertruck.com

From within the PPAP System:

1. Select tab 'PPCN Submission'
2. Select 'Create PPCN'
3. Click 'Next'
4. Enter item number from AIAG PPCN form
5. If additional part numbers are involved enter the part numbers in the 'Children Item Numbers' field
6. Click 'Next'
7. Attach the AIAG PPCN Form
8. In comments add any comments
9. Click 'Submit'

Complete the AIAG form (PPCN form *from Production Part Approval Process (PPAP), AIAG, Fourth Edition, Page 64.*



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5.2 How to complete the AIAG PPCN Form?

PRODUCT / PROCESS CHANGE NOTIFICATION

Complete this form and e-mail to your customer organization whenever customer notification is required by the PPAP Manual in Table 3.1. Your customer will respond back with an acknowledgement and may request additional change clarification or PPAP submission requirements.

To: (1) **Customer:** (2)

Organization Part Number: (3) Engineering Revision Level: Dated:

Customer Part Number: (4) Engineering Revision Level: (5) Dated: (6)

Purchase Order Number: Safety and/or Government Regulation:

Application:

ORGANIZATION MANUFACTURING INFORMATION

Name: (7) Code: (8)

Street Address: (9)

City, State, Zip: (10)

Customer Plants Affected: (11)

Change Type (check all that apply) (12)
- ☐ Dimensional
- ☐ Materials
- ☐ Functional
- ☐ Appearance

Design Responsibility: (13) ☐ Customer ☐ Organization

Organization Change That May Affect End Item: (14)

☐ Product Change ☐ Engineering Drawing Change ☐ New or Revised Subcomponent

Expected PPAP Completion / Submission Date: (15)

DETAILED DESCRIPTION OF PRODUCT / PROCESS CHANGE:

(16)

Planned Date of Implementation: (17)

DECLARATION:

I hereby certify that representative samples will be manufactured using the revised product and/or process and verified, where appropriate, for dimensional change, appearance change, physical property change, functionally for performance and durability. I also certify that documented evidence of such compliance is on file and available for customer review.

Explanation/Comments: (18)

NAME: (19) **TITLE:** (20)

BUSINESS PHONE NO: (21) **FAX NO:**

E-MAIL: (22) **DATE:** (23)

NOTE: Please submit this notification at least 6 weeks prior to the planned change implementation!

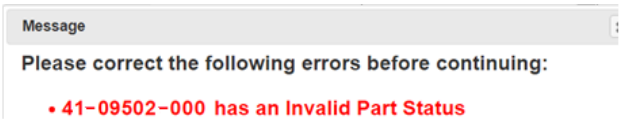
Contact your customer to determine if this form is available in an electronic format or if this form should be faxed.

March 2006 THE-1002

1. Supplier Quality Engineer	**9.** Address of assigned supplier code	**17.** Date change will be implemented
2. Daimler Truck North America	**10.** City, State, Zip Code associated to supplier code	**18.** Any additional comments
3. Your part number	**11.** DTNA Plants affected	**19.** Your name and signature
4. The DTNA part number	**12.** Select any applicable change types	**20.** Your job title
5. DTNA drawing revision level	**13.** Select design ownership	**21.** Your phone number
6. DTNA date for drawing revision	**14.** Select what change may affect	**22.** Your email address
7. Your company name	**15.** Date when PPAP documentation will be complete	**23.** Date this form was signed
8. The DTNA code for your location	**16.** Details of change	

- All the items are required.
- Customer Part number must exactly match item number to be entered in PPAP System.
- Revision level must match current revision level in PPAP System.

5.3 PPCN Part Submission Errors

	This message appears with parts that are controlled by FCCC (Freightliner Custom Chassis Corporation). For PPAP and PPCN request pertaining to FCCC only parts send an email to: FCCC-PPAP@daimler.com If part is used at other DTNA facilities send an email request to: PPAP_Coordinator_DTNA@DaimlerTruck.com
	PPAP/PPCN documentation is only required for parts with a current production status. This message will appear if the part has been discontinued or has a limited production status.

	The number is not found in the PPAP System. This can be due to incorrect format. • Try doing a search for just the first two characters in DTNAs PPAP System • As an example for the error shown search for 61* • For some part numbers DTNA prefixes the part number with a supplier abbreviation. Try searching for the part with the supplier abbreviation.

6. PPAP Exception Conditions

DTNA allows suppliers to ship parts that have not received PPAP approval following the PPAP Exception Conditions. To avoid rejections suppliers must follow these requirements when either of the two following circumstances are true:

1. The 18 elements of PPAP have not been successfully completed and retained on the supplier's side.
2. PPAP approval status (Approved, Interim Approval or Waived Complete) has not been obtained for a requested status (Requested, Rejected or Waived).

Note: When PPAP approval has not been obtained for the requested (parent) part number, the supplier must follow the Exception Conditions for any associated child/children.

DO NOT SHIP UNTIL THE FOLLOWING STEPS ARE COMPLETED

1. All parts shipped to DTNA must be 100% inspected (all parts, all features, and notes); electronic components must be functionally tested.
2. Any deviation(s) from the drawings/specifications must be approved by DTNA Engineering and submitted through the PPAP System using a PPCN (AIAG form) to notify DTNA Supplier Quality.
3. Label the exterior of the package/container with a sheet of 8.5 X 11" heavy bond white paper, identifying the parts as conforming to the requirements of the Exception Conditions. **"100% INSPECTED**" in at least 1" black, bold lettering. This will indicate:
    - Parts that are submitted under the Exception Conditions shall be contained in their own shipment or in an entirely different package/container than other parts and shall be easily identifiable.
    - The label shall adhere very well to the package/container so that it is not lost during transportation. If the package is received with no label, the parts will be rejected.

Note: If the part is also a sample part (not for production), please label the exterior of the package/container as "SAMPLE PART/NOT FOR PRODUCTION" and follow the instructions previously outlined in point 3 for the "100% INSPECTED" label including the contact that requested the sample. If the part is a PPAP or a Master Sample requested by Supplier Quality, please label the exterior of the package/container as "PPAP/MASTER SAMPLE FOR SUPPLIER QUALITY" respectively and add the contact of the Supplier Quality Engineer.

4. Records of the required inspection described above must be maintained by supplier and must be available to DTNA Supplier Quality upon request.
5. All parts must be 100% inspected, sampling is not allowed under this scheme.
6. All costs associated with the inspection of these parts shall be the responsibility of the supplier. Exception Conditions were created as a precaution to avoid quality problems related to non-compliance with the PPAP.

Supplier Quality is the only department authorized to address questions or concerns related to PPAP Exception Conditions.

6.1 Rejections for not following Exception Conditions

Parts delivered under Exception Conditions that were not packaged/labeled properly will be rejected.

Consequences for late or incomplete PPAP submission:

- Parts are placed on Receiving Inspection (Plant QA will reject part due to nonconformance of part or PPAP requirements).
- Plant has the authority to charge a processing fee for part rejection.
- Negative impact on supplier's evaluation.

7. PPAP Status

- **APPROVED:** Approval is granted once DTNA Supplier Quality has reviewed and approved the PPAP. If submission is not required, supplier must complete the 18 elements of PPAP, self-approve all elements, and maintain records. Supplier must provide evidence to DTNA upon request within one business day.

- **INTERIM APPROVAL:** Permits shipment of the material on a limited time or piece quantity basis and will only be granted when the supplier has clearly defined the non-compliances preventing approval and an action plan agreed upon by DTNA.

PPAP re-submission is required to obtain a status of "approved" and the supplier is responsible for implementing containment actions to ensure that only acceptable material is being shipped.
If PPAP is not resubmitted and approved before the expiration of the Interim Approval, the PPAP will convert to an unapproved status.

- **REJECTED:** No approval is granted. Elements must be corrected to meet DTNA requirements and PPAP resubmitted (in full). Exception Conditions must be followed to meet any pending shipments, as applicable.

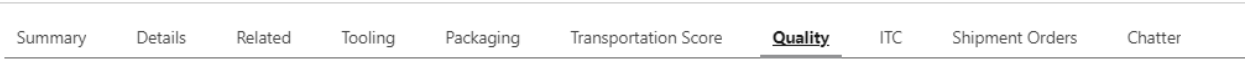
- **WAIVED:** DTNA is simply waiving the requirement to receive and provide disposition of the PPAP, the supplier is still required to complete and retain full PPAP documentation. A waived part is considered approved ONLY AFTER the supplier enters the Completion Date into the PPAP Management System on the Level 0 PPAP Tab; the Completion Date must match the date when the PSW/PPAP was successfully completed and signed.

8. Supplier Quality Engineer Contact

Questions regarding a specific PPAP ID shall be notified via DTNA's PPAP Management System, questions or notifications about a part number that does not have a PPAP ID assigned may be directed to the following email ppap_qe_support@daimlertruck.com

9. Supplier 360

It is always possible to consult the status of late PPAPs through the Supplier 360 portal, in the quality tab. However, to be able to see the details of the PPAP that is late it is necessary to consult the PPAP system directly.



Link: Supplier 360 | Salesforce

Scorecard related questions may be directed to the following email:
moq_supplierquality@daimlertruck.com

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ANNEX A. SWAN- New Access Request Instructions

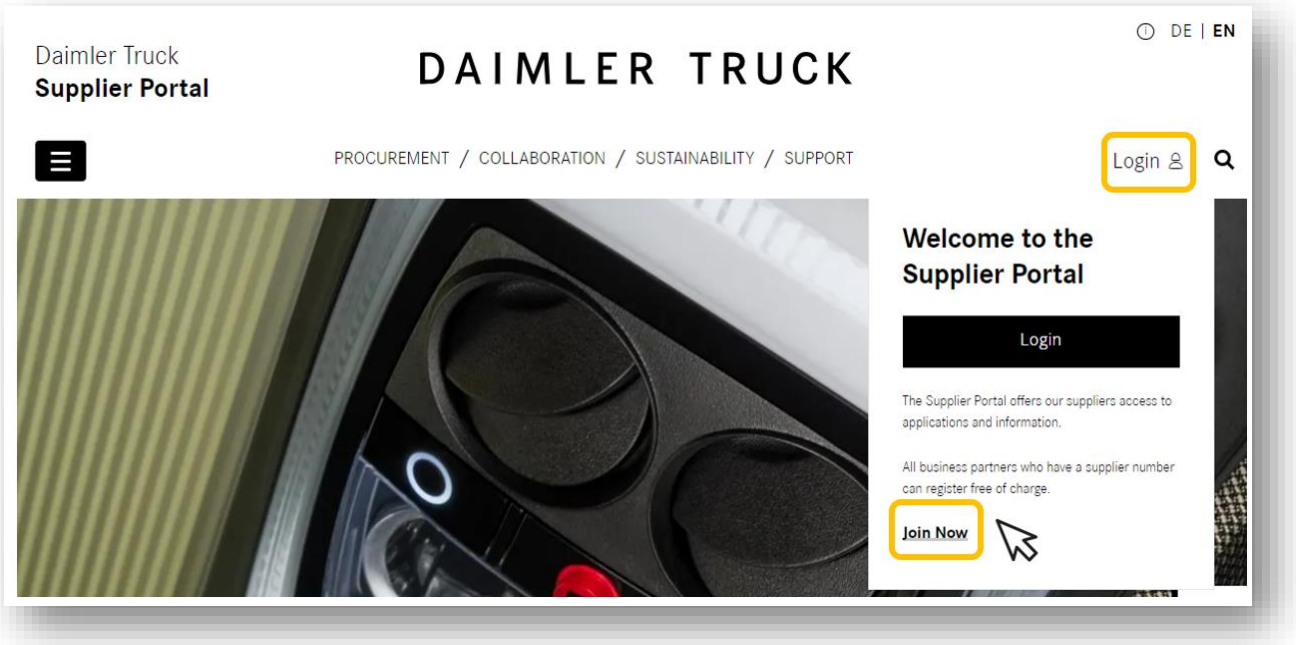
Steps for requesting access to DTNA SWAN.

Prerequisites:

1. If your company invoices Daimler Truck for parts or services, then you are considered a supplier. To get access to SWAN follow the steps in this document.
2. If your company does not invoice Daimler Truck such as a dealer or equipment manufacturer you are considered a partner. **Please contact your DTNA liaison person** to generate a user ID and submit an access request on your behalf.
3. Do you have access to Daimler Truck Supplier Portal? If yes, go to Step 6.
4. If no, proceed to Step 1 and follow the Daimler Truck Portal Registration process.

Process to Request SWAN Access in the Supplier Portal.

Step 1: Access the Startseite | Daimler Truck Supplier Portal and start new registration.



Step 2: Enter your Supplier Number.

Step 3: Fill Out and Submit User Registration Form

Click Next on the summary page.

Step 4: Approval

The Portal Manger(s) will receive a system generated email notifying them of your request. They must log in to the Supplier Portal and approve your request. Contact information for your company's portal manger(s) is listed on the last page of registration.

Step 5: Receiving User ID

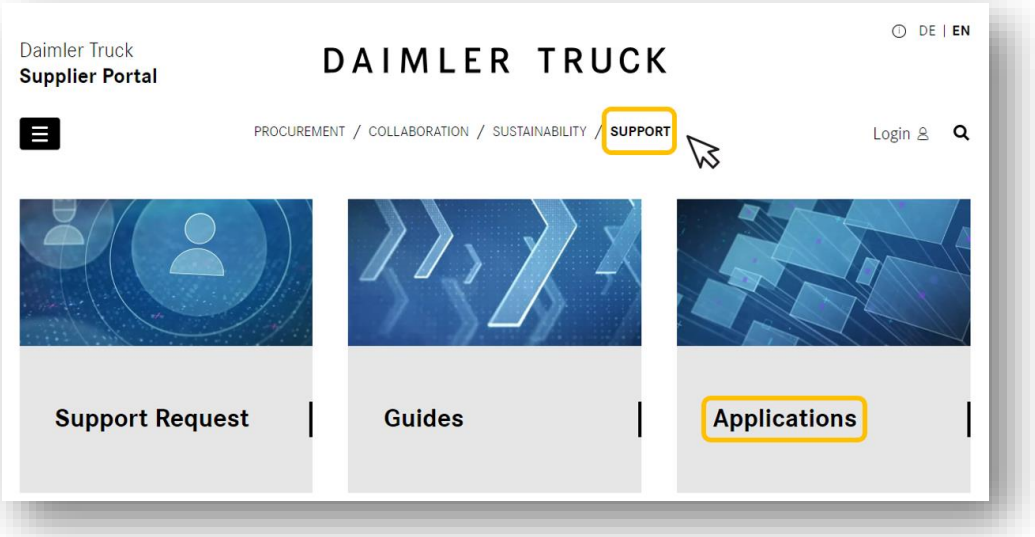
Upon approval by the portal manager, you will receive an email from the AG GEMS/Alice IAM system with your User ID.

Step 6: Email verification

Log in to Daimler Truck Supplier Portal with your user ID and password created during registration and go through the email verification process.

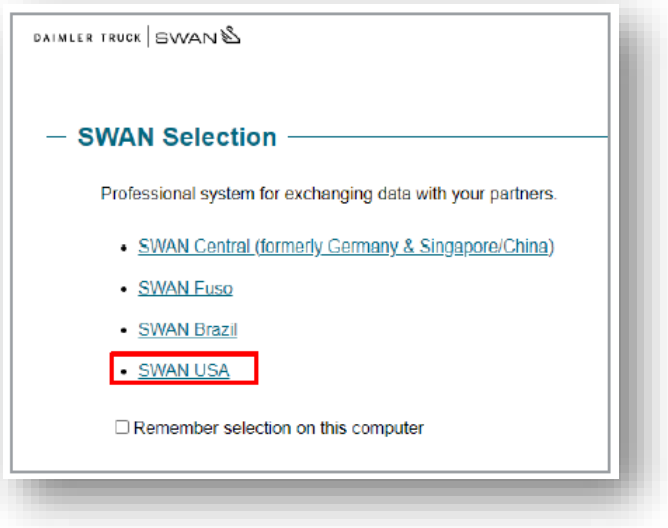
Step 7: Login to Supplier Portal to request SWAN Access

Login to the Daimler Truck Supplier Portal using the user id and password created during registration and select Applications.



Step 6: Select SWAN Landing Page

Step 7: Select the relevant SWAN data exchange site.



Step 8: Submit SWAN Access Request.

Step 9: SWAN Access Confirmation and Login Information:
Once completed, you will receive a new SWAN account creation notice from DTNA. You may access the system using the following link: https://swan-dtna.daimler.com/

You may send data to anyone at Daimler Trucks North America (provided s/he has a SWAN account), and you may receive any data which has been sent to you (notified via email).

Daimler Truck Supplier Portal Support: Support Anfrage | Daimler Truck Supplier Portal | Support.Supplier-Portal@Daimler.com

DTNA Swan Service Support: dtna.swan@daimlertruck.com

ANNEX B. Main contacts and systems

A guide to navigate the DTNA Supplier portals, how to gain access, where to go for helpful information and who to contact.

Manuals & Systems	Link	Explanation
Supplier Requirements	https://docmaster.supplier.daimlertruck.com/DMPublic/de/html/M10.01.09.FTPNN02._list.html	Guidelines, requirements, forms, DTNA Supplier Quality manual, Doing Business with DTNA and Terms & Conditions.
PPAP Management System	https://supplieronline-dtna.prd.freightliner.com/supplieronline/SOL/Main.aspx	Where to upload, review PPAPs/PPCNs.
DTNA Supplier Portal	https://supplier.daimlertruck.com/portal/en	DTNA Supplier Portal
Certus	https://certus.supplier.daimlertruck.com/provider	Where to upload your Quality/Environmental certifications
Supplier 360	https://dtna.my.site.com/Supplier	Supplier Contacts updated here, Supplier Dashboard.
AIAG PPAP Workbook	https://www.aiag.org/store/publications/details?ProductCode=CT6-K	Where to obtain the AIAG PPAP workbook which contains forms such as the PSW and PPCN.

Contacts	Email	Explanation
DTNA Tooling	dtnatooling@daimlertruck.com	Tooling concerns, due date, changes, etc.
Contact for FCCC PPAPs	FCCC-PPAP@daimlertruck.com	PPAPs for the FCCC plant only.
Certus Access	info-prog-dtna@daimlertruck.com	Request access to the Certus Platform.
Supplier Quality concerns/ escalations	corp_supplier_quality@daimlertruck.com	Plant escalations, issues, support, etc.
PPAP questions	ppap_qe_support@daimlertruck.com	PPAP elements, expectations, etc.

Software Support/Log-in issues	softwaresupport@daimlertruck.com	Request access to the DTNA Supplier Online Portal
PPAP Coordinator	ppap_coordinator_dtna@daimlertruck.com	PPAP system issues (log-in, uploading, etc.), PPAP due date changes, Supplier Contact updates, etc.
DTNA Prints/specs	cpo_general@daimlertruck.com	Request the latest DTNA prints/Engineering specs.
International Material Data System (IMDS) Support	IMDS_LAUNCH@daimlertruck.com	Any questions/issues inputting Material Data Sheets into the IMDS.
Supplier Portal Support	Support_Supplier-Portal@daimlertruck.com	For issues accessing DTNA applications.
Supplier Scorecard, Supplier Certification and Masters of Quality Award	moq_supplierquality@daimlertruck.com	Doubts or concerns regarding Supplier Scorecard in Supplier 360 (Overall and MOQ), Certification (Quality and Environmental) and Masters of Quality inquiries.

Revision Record

Edition	Description
Dic-2024	First Release