



REQUEST FOR PPAP

Date:

Phone #:

Fax #:

Attn:

Part Number	Sym #	Date	PPAP Date	Remarks	Supplier Dev Eng	Commodity Manager
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Unless otherwise indicated in "Remarks", above Deliver to Remy PPAP Coordinator (listed below):

LEVEL 4 PPAP with:

- Warrant with PPAP ID # Noted in the "Customer Tracking Number" field (Required)
- Marked Print (Required)
- PPAP Samples (Required – 2 pcs per cavity if applicable)
- Dimensional inspection layout including all characteristics affected by revised drawing (Required – 3 pcs unless multiple cavity contact SDE above for details)
- Revised PFMEA, process flow, and control plan for changed items (if applicable)
- Capability studies if change items are KPC's (if applicable)
- Performance / lab certifications for changes to materials or parts with performance test (salt spray –durability, etc) (if applicable)
- A copy of this document (Required)

-OR-

For item changed as a result of previous PPAP and request for print change provide a warrant indicating compliance and reference previous PPAP

If any other outstanding items on previous PPAPs have not been submitted, please provide all documentation with this sub.

Within 10 working days, you are required to review enclosed prints carefully. Email an acknowledgment of receipt of this form along with expected PPAP delivery date, any exceptions, suggested improvements, or comments you may have to the PPAP Coordinator (address below). You shall retain the prints for your file.

PPAP Coordinator
Remy International
2902 Enterprise Drive
Anderson, Indiana 46013

If tool change required, please contact the commodity manager listed above.

Attention

All PPAP's must be delivered in the following manner:

- An 8.5x11 inch divider, with title, separating each PPAP element
- Remy Inc. PPAP Checklist – (contact PPAP coordinator if you need this form)
- PPAP elements must be presented in the order they appear on the Remy PPAP checklist
- Any electronic files sent with PPAP must be readable by MS Excel, MS Word, or Adobe PDF
- All electronic PPAP's must include tracking number of PPAP samples shipment
- Do NOT send the PPAP in binders or with sheet protectors