



ZETOR TRACTORS a.s.
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Supplier Quality Manual

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SUPPLIER QUALITY MANUAL

The determination of ZETOR TRACTORS a.s. Company to involve its suppliers as members of the Company's team creates a unique experience which makes good conditions for business, success and PERFORMANCE WHICH LASTS. The present Supplier Quality Manual (hereinafter referred to as "Quality Manual") is a part of this determination.

1 Quality Policy at ZETOR TRACTORS a. s.

One of the main goals of the ZETOR TRACTORS a. s. Company is to meet strict regulations of the automobile industry. To be competitive, the current requirements of the market must be met. High quality of tractor producers is the reason of the need for us to produce high-quality machines. However, a high-quality product requires a high-quality supplier. Being our supplier is an obligation for both Parties aiming at one specific thing – meeting the needs of the customer.

It is our aim to cooperate with companies which are able to react to our requirements and meet our needs. Both current and new suppliers must not only meet and maintain a certain level of quality but they must also be able to increase it.

Our supplier must prove that it is the best choice for us, mainly in the area of quality, process reliability, research and development, willingness to cooperate on an everyday basis, communication and services.

For that reason, the procedures stated in this Quality Manual are binding for all our current and future suppliers.

2 Area of Application of the ZETOR TRACTORS a. s. Supplier Quality Manual

This Quality Manual defines the quality system which ZETOR TRACTORS a.s. expects from its suppliers and which shall secure continuous planning, controlling and improving quality and product deliveries.

The supplier is in principle held liable for the quality of purchased components within the whole delivery. The requirements set in Quality Manual of ZETOR TRACTORS a.s. shall be transferred by all suppliers to the sub-suppliers.

ZETOR TRACTORS a.s. expects a continuous and consistent application of imposed methods and procedures. ZETOR TRACTORS a.s. reserves its right to check the application of such methods and procedures within audits.

3 Scope of Definition

This Quality Manual becomes effective on the day of its Approval. On this day, it shall replace Supplier Quality Manual dated April 1, 2008 which shall be effective until then. The Quality Manual is subject to changes and revisions by ZETOR TRACTORS a.s

This Quality Manual is mandatory for all suppliers supplying to ZETOR TRACTORS a.s. The Quality Manual is binding for suppliers for the whole duration of their cooperation with ZETOR TRACTORS a.s. and securing deliveries for serial production and delivering spare parts.

The Quality Manual is freely available for all suppliers at the following address: http://www.zetor.com/file/1927/Supplier_Quality_Manual.pdf. Suppliers are obliged to make themselves familiar with it. Each supplier shall send a written confirmation to ZETOR TRACTORS a.s. that it has made itself familiar with the Quality Manual and that it undertakes to adhere to the Quality Manual for the whole duration of its cooperation with ZETOR TRACTORS a.s.

4 Terms and Definitions of the Supplier Quality Manual

4.1 Definitions of the categorization of the components

All purchased components are divided into 4 categories:

- **A** Category – Critical components

These are components that have direct impact on security, health protection and environment.

- **B** Category – Functionally important components

These are components that have direct impact on the product (tractor) operation; their failure results in expensive repairs.

- **C** Category – Other and catalogue components

These are components that are important from the functional point of view; their failure disables only some less important function of the product (tractor).

- **D** Category – Standardized components

These are components that are fabricated according to binding international standards and are not part of categories A or B.

4.2 Acronyms and Abbreviations

QMS	Quality Management System
ppm	parts per million – the number of non-conforming components of one million of delivered components
FMEA	Failure Mode and Effect Analysis
ISIR	Initial Sample Inspection Report

MSA	Measurement System Analysis
SCM	Supply Chain Management
SRC	Sourcing
TÚ	ZETOR TRACTORS a.s. Technical Department
VZŘ	Sample Procedure
VSTK	Input Control

4.3 Terms

<u>Component</u>	is an individual piece, part or the final result.
<u>Process</u>	is a set of interconnected sources and activities that transform the inputs into outputs.
<u>Cover Sheet (ISIR)</u>	is a document that is required as an application for approval; the supplier confirms in it that all the controls and tests performed on the components prove conformity with customer's requirements.
<u>Submitting component for approval</u>	means the withdrawal of a small amount of components of a significant lot that were produced by imposed production tools, processes and time standards. The components for approval are checked for all technical parameters.
<u>Reference sample</u>	is a component that is submitted to the customer in order to release production.
<u>Specifications</u>	are the technical characteristics for judging the acceptability of the component's characteristics.
<u>Submission level</u>	is the range of documents required when submitting the components.
<u>Visual-appearance component</u>	is a component that will be visible after finishing the vehicle. The customer shall indicate the visual-appearance components on technical drawings. In such a case, the separate approval of the appearance is required before submitting the component.
<u>Pilot run</u>	is the first batch of serial production after the approval of the components; it serves to check if the supplier complies with the parameters of the approved components.

5 Quality Planning

The supplier undertakes to plan, organize and implement the production process and quality provision at its own liability, in order to meet all the quality provision requirements posed on the product.

The pre-production phases have to be properly planned, including inspection. The supplier has to determine the goals and evaluate them regularly. The bilateral designation of contact persons within the area of quality and sourcing is a condition of a successful cooperation based on confidence between ZETOR TRACTORS a.s. and the supplier.

ZETOR TRACTORS a. s. requires the supplier to implement and maintain a quality provision system, according to the categorization of the components produced by the supplier.

Component category	QMS requirements
A	Has to be certified with QMS according to the international quality standards TS 16949, VDA 6.1 or QS 9000
B	Has to be certified with QMS according to the international quality standards ISO TS 16949, VDA 6.1 or QS 9000
C	Has to be certified with by QMS according to ISO 9001 and at the same time there must be a quality provision system validated by ZETOR TRACTORS a.s. Company
D	Has to be certified with QMS according to ISO 9001 (TS 16949 is an advantage)

The supplier has to:

- identify processes needed for quality management system and its application within the whole company;
- define the order and inter-relatedness of such processes;
- define criteria and methods needed to secure that both the activity and managing the processes are effective;
- make available information and sources necessary to support the activity and process monitoring;
- monitor, measure and analyse such processes;
- implement activities necessary to reach planned results and continuous improvement of these processes. Such processes must be managed by the supplier in compliance with the requirements stipulated in this Quality Manual.

If the supplier decides to outsource a process which can affect the conformity with the requirements of ZETOR TRACTORS a.s., the supplier must be sure to have a control over such a process including the material. Managing such outsourced processes shall be identified in quality management system. Processes needed for quality management system should include management activities, obtaining material, product implementation and measuring.

6 Approval Procedure

Approving the components for manufacturing is always required according to the scope of the Quality Manual.

The supplier also applies at ZETOR TRACTORS a. s. for approval before the first delivery in the following cases:

- Using alternative design solution, specifications or materials, different from those originally approved for the component.
- Manufacturing using new or changed tools, stamping dies, moulds, etc, including additional or substitute tools.
- Manufacturing using repaired equipment or tools or equipment or tools relocated to a different supplier.
- Change of the supplier of the component, materials or services.
- Manufacturing following any changes in manufacturing methods or procedures.
- Relocation of the manufacturing or applying a new production device,
- Component to be re-delivered after an interruption of supply for more than 6 months.

6.1 Engineering Samples Approval (Sample Procedure)

Releasing samples runs according to ZETOR TRACTORS a.s. requirements. The approval of the samples from the supplier is carried out according to valid documentation, approved by ZETOR TRACTORS a.s.

6.1.1 Documentation needed for the Engineering Samples Approval

The supplier shall deliver the following documents to ZETOR TRACTORS a.s. **together** with the samples:

Document		Component categorization			
		A	B	C	D
01	Cover sheet (ISIR)	V	V	V	V
02	Samples	V	V	V	V
03	Design documentation	V	V	V	V
04	Dimensional report	V	V	V	N
05	Material certificate	V	V	V	N
06	Data sheet regarding the safety of the material	V	N	N	X
07	Process Flowchart	V	V	N	X
08	Surface testing	V	V	V	N
09	Process FMEA	V	N	X	X
10	List of means of control	N	N	N	X
11	Documents on approved modifications	V	V	V	N
12	Inspection plan	V	V	V	N

13	Process capability (CA)	N	X	X	X
14	Measurement equipment capability (R&R)	N	X	X	X
15	Advanced Product Quality Planning (APQP)	V	V	X	-
16	Packaging instructions, delivery marking	V	V	V	V
17	List of approved sub-suppliers	V	V	N	V
18	Technical specifications tests	X	X	X	X

- V** Must be submitted by the supplier for samples procedures and a copy must be stored at an appropriate place.
- N** Must be stored by the supplier at an appropriate place and made available to ZETOR TRACTORS a.s. upon request.
- X** Must be created and made available to ZETOR TRACTORS a.s. upon its request, and stored at an appropriate place

Cover sheet (ISIR)

The supplier, in conjunction with the SRC Department, shall submit a request for ISIR sample approval together with all the requirements for the approval process (see Appendix 1 hereto and paragraph 6.1.1 hereof).

Samples

The supplier shall submit samples manufactured using the same tools, measurement devices, processes, materials, staff, operation, environment and technological parameters to be used within serial production. SRC is liable for providing the samples and mutual approval of design documentation.

The supplier has to label the samples properly and number them (for example, see Appendix 2). Without any entitlement for compensation, the supplier shall leave the maximum of 3 pieces/sets of approved samples in ZETOR TRACTORS a.s.

Design documentation

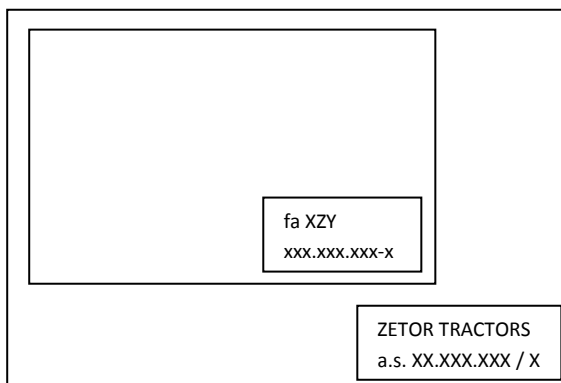
The following situations shall be distinguished:

- The drawing is owned by ZETOR TRACTORS a.s. or TU respectively – the supplier shall receive the drawing on the basis of which it shall manufacture the required component.
- The drawing is owned by the supplier – the drawing has to be approved by TU.

Approval procedure:

- The supplier shall submit the drawing of the component to ZETOR TRACTORS a.s., or TU respectively.
- TU approves the drawing.

3. TU shall file the drawing of the component with the stamp of the supplier into the drawing with the stamp of the TU.



The supplier shall submit design documentation of the product, component or product detail and send the samples with a copy of the design documentation with positioning of the measured dimensions (marked according to the Dimensional Report) and support drawings, sketches or 3D model (if the supplier is a “designer” – the author of the design documentation) used within the manufacturing process. The design documentation has to contain information on the surface finish.

In case of a catalogue component, the supplier shall submit the catalogue sheet containing the drawing with important dimensions.

Dimensional report

The supplier shall submit the characteristics and a complete dimensional report with the measurement methods. The dimensional report shall contain all the important dimensions of individual parts and other important parameters (accessories inspection etc.). It is used to verify the dimensional requirements according to the manufacturing documentation. All the dimensions, characteristics and specifications that are marked in the technical documentation and in the inspection plan (for example, see Appendix 3).

Material certificate

The supplier shall submit a proof of individual materials used within the manufacturing of the respective component (unit) and a proof that the data conform to all the requirements of ZETOR TRACTORS a.s. (according to ČSN EN 10 204 3.1, for example, see Appendix 4).

Data sheet regarding the safety of the material

Where appropriate, the supplier shall submit the Material safety sheet (colours, plastics etc.) (for example, see Appendix 5).

Process Flowchart

The supplier shall submit the process flowchart which clearly describes all the steps and the progression of the manufacturing process and satisfies the requirements and needs of ZETOR TRACTORS a.s. (starting with input control and ending with dispatching) (for example, see Appendix 6).

Surface testing

The supplier shall submit data on the quality of surface finish (colour, zinc, chrome, mechanical pre-finishing, chemical pre-finishing, coating specification, colour shade, gloss scale, coating thickness, coating type for repairs, repair procedure etc.).

Process FMEA

The supplier shall submit the failure mode and effect analysis for the process.

List of means of control

The supplier shall submit the list of measurement equipment, preparations, models and instruments used to ensure the quality within the manufacturing process of the components. ZETOR TRACTORS a.s. can ask the supplier to submit a proof of calibration and the accuracy of the measuring instrument.

Documents on approved modifications (Modification sheet)

The supplier shall submit any documents on approved design modifications that have not included in the documentation so far and are have already been used on the component (for example, see Appendix 7).

Control plan

The supplier shall submit the control plan for the component and the process which defines all the methods used for control, management and control instructions connected with the key parameters and characteristics control (for example see, Appendix 8).

Process capability (CA)

The aim of this requirement is to find out whether the process is likely to produce components that will meet requirements ZETOR TRACTORS a.s.

Measurement equipment capability (R&R, MSA)

The supplier shall submit a study on the variation in the measurement system for all new or modified measurement and test instruments and equipment, based on the repeatability and reproducibility values of the measurement and testing methods.

Advanced Product Quality Planning (APQP)

The aim of this requirement is to elaborate APQP in the following extent on the basis of the following inputs: customer requirements, strategy, and presuppositions.

- Planning and defining the program
Outputs: aims of proposal, reliability and quality, preliminary list of materials, development diagram, list of special features, management support.
- Product design and development
Outputs: technical drawings, DFMEA, material specification, prototype, design validation.
- Process plan and development
Outputs: packaging instructions, flowchart, plant arrangement, PFMEA, manufacturing instructions, control plan
- Conformity of product and process validation
Outputs: Process capability study, component approval, testing series progress, evaluation of measurements.
- Feedback and Corrective Measures
Outputs: Satisfied customer, regulation diagram, deliveries and service

Packaging instructions

The supplier shall fill-in and submit the “Packaging instruction” sheet, where it shall specify packaging specifications (see Appendix 9).

Each batch, including the pilot run, has to be labelled with the “Declaration of completed and quality delivery” (see Appendix 10).

List of approved sub-suppliers

The supplier shall submit a list of sub-suppliers approved by the supplier to inform ZETOR TRACTORS a.s. about the origin of the components.

Technical specifications tests

The supplier shall submit the record of the technical specification tests of the component, specially required by the client.

The tests are carried out in all cases for components with characteristics specification (climatic, material, appearance, noise, function, reliability...). The supplier performs all the tests resulting from the technical documentation.

If the supplier is not able to perform the required special measurement, it shall ensure that tests are carried out in a qualified external test laboratory or, in case of special agreement, in the

ZETOR TRACTORS a.s. test laboratory. If the supplier uses a third-party test laboratory for the tests, the results are stated on its headed paper.

6.1.2 Declaration of Engineering Samples Approval

When the sample procedure is finished, one evaluated copy of the ISIR with the evaluation of sample procedure shall be sent back to the supplier.

The output of the approval process is the Engineering Samples Approval. The result can be as follows:

APPROVED – ZETOR TRACTORS a.s. criteria were met and the supplier can deliver a batch of the component for the pilot run (see chapter 6.2).

CONDITIONALLY APPROVED – the supplier can deliver the pilot run according to the documentation and ZETOR TRACTORS a.s. order. Together with the pilot run, a plan of corrective measures implementation has to be submitted for approval. In case this plan is not submitted or is not implemented, the supplier cannot be supplying unless it meets all the required criteria.

NOT APPROVED – it means that the application, delivered samples or the documentation attached does not meet the ZETOR TRACTORS a.s. requirements. The supplier cannot deliver the pilot run and it has to apply for new sample procedure at SRC department in ZETOR TRACTORS a.s.

The sample procedure release does not relieve the supplier from liability for the quality of the products.

Incomplete records or incomplete documentation shall automatically result in disapproval of the sample procedure.

6.2 Approving for the Pilot (“0”) Run

After releasing the samples (see chapter 6.1), the supplier has to deliver the pilot run to ZETOR TRACTORS a.s. to verify the compliance of the serial supplies with the samples approved.

6.2.1 Documents for Approval for the Pilot Run

The supplier has to label the pilot run properly (see Appendix 11).

Together with the pilot run, the supplier shall submit the following documents according to an agreement with ZETOR TRACTORS a.s.:

Dimensional report

The supplier shall always submit the dimensional report, regardless of the result of the sample proceeding (see chapter 6).

The supplier shall submit the characteristics and a complete dimensional report with the measurement methods. The dimensional report shall contain all the important dimensions of individual parts and other important parameters (accessories inspection...). It is used to verify the dimensional requirement according to manufacturing documentation. All the dimensions, characteristics and specifications that are marked in technical documentation and in the control plan (for example, see Appendix 3).

Material certificate

The supplier shall submit the material certificate after an agreement with a ZETOR TRACTORS a.s. representative, depending on the result of the samples procedures.

The supplier shall submit a proof of individual materials used within the manufacturing of the respective component (unit) and a proof that the data conform to all specific requirements of ZETOR TRACTORS a.s. (according to ČSN EN 10 204 3.1, for example, Appendix 4).

6.2.2 Declaration of the Approval for the Pilot Run

When the pilot run validation is concluded, one evaluated copy of the ISIR with the pilot run evaluation shall be sent back to the supplier.

The output of the approval process is the Approval for Serial Production. The result can be as follows:

APPROVED – the ZETOR TRACTORS a. s. criteria were met and the supplier can deliver for serial production.

CONDITIONALLY APPROVED – the supplier can deliver for serial production according to the documentation and ZETOR TRACTORS a.s. order. Together with the first delivery, a plan of corrective measures implementation has to be submitted for approval. In case this plan is not submitted or is not implemented, the supplier cannot be supplying unless it meets all the required criteria.

NOT APPROVED – it means that the application, delivered pilot run or the documentation attached does not meet ZETOR TRACTORS a.s. requirements. The supplier cannot deliver for serial production and it has to apply for new samples proceedings at SRC department in ZETOR TRACTORS a. s.

THE SUPPLIER CANNOT DELIVER THE PRODUCT FOR SERIAL PRODUCTION BEFORE IT HAS RECEIVED THE APPROVAL TO DELIVER FOR SERIAL PRODUCTION.

6.3 Deviation Approval

In case the supplier is not able to keep the parameters agreed within the Sample Procedure during a certain period of time, it has to send a Deviation Approval Request to ZETOR TRACTORS a.s., SRC Department, before delivering the components. The supplier has to request the Deviation Approval in writing (by e-mail, fax or other).

6.4 Audit

ZETOR TRACTORS a.s., as a customer, has the right to examine the QMS, process capability of the conformity of the products in an audit. The external audit at the supplier's shall be carried out by commissioned employers of ZETOR TRACTORS a.s. Quality Department. The results of the audit provide information about the capability of the examined area of audit and draw attention to the possibilities of improvement.

Within the scope of the audits carried out by ZETOR TRACTORS a.s. at the supplier's, the supplier undertakes to:

- grant the information on organizational set-up, quality provision and management, safety and environment protection;
- answer all the questions related to quality provision;
- grant ZETOR TRACTORS a.s staff with access to the suppliers' premises in order to find out t audit-related information.

The audit date shall be announced by ZETOR TRACTORS a.s. sufficiently in advance, but 24 hours in advance at least. The output of the audit shall be sent to the supplier.

The supplier undertakes to eliminate identified non-conformities.

6.5 Storing Documentation and Reference Sample

ZETOR TRACTORS a.s. **stores** the complete documentation on all measurements and tests related to every Approval Request Submission. The conformity with all the dimensional, chemical, metallurgical, physical and other requirements arises from the documentation. The samples are identified and the date of approval by ZETOR TRACTORS a.s. is stated on them. If the dimensions of the samples make it difficult to store them, these requirements can be amended or cancelled in writing by the approving department of ZETOR TRACTORS a.s.. Unless stated otherwise, the samples shall be kept by the suppliers. Together with the request, a sample labelled with the Approval Declaration shall be delivered to the supplier.

7 Warranty Claim Procedure

After discovering any non-conformity in the approved components delivered to Zetor Tractors a.s., a non-conformity notification, so-called 8D-Report, shall be sent to the supplier. The Claim Procedure, depending on the criticalness of the non-conformity found, can be as follows:

In case non-conformity is found in more delivered components, or in case of a non-conformal delivery that might affect production fluency at ZETOR TRACTORS a.s., the supplier shall be immediately informed about the discovered non-conformity by phone and e-mail, using the 8D-Report. This information is always provided by the respective Claim Department operator of the Input Control (VSTK – PQA). The supplier is obliged to react as directed in 8D-Report.

8D-Report is a tool to document eight steps of the process of the team problem solving process (Appendix 12).

1) Immediate measures:

- They eliminate the non-conformity of the product; impede its future use as well as the penetration into the following operations, workplaces and especially to the customer.
- They eliminate the non-conformity with the environmental objectives, company target values and the environmental legislation.
- They ensure fluent production in ZETOR TRACTORS a.s. and prevent it from stopping (e.g. by immediate substitute delivery, repairs carried out on the spot etc.).

2) Corrective Measures:

- They eliminate the causes of non-conformity.
- They prevent their re-appearing.

3) Precautionary Measures:

- These are the measures to eliminate possible causes of non-conformity.
- They make use of the methods that serve to estimate the risk of possible non-conformity, reveal the possible causes, consider the consequences and adopt measures to prevent their appearance even before the task/project implementation.

8 Suppliers Quality Rating

The result of regular evaluation of suppliers is their inclusion in the following groups:

Category I – perfectly capable supplier

Category II – mostly capable supplier

Category III – conditionally capable supplier

Category IV – incapable supplier

9 List of Appendices

- Appendix 1: Cover Sheet
- Appendix 2: Samples Labelling
- Appendix 3: Dimensional Report
- Appendix 4: Material Certificate
- Appendix 5: Data Sheet Regarding Safety of the Material
- Appendix 6: Process Flowchart (Procedure Diagram)
- Appendix 7: Document on Approved Modifications (Modifications Sheet)
- Appendix 8: Control Plan
- Appendix 9: Packaging Instructions
- Appendix 10: Declaration of Complete and Quality Delivery
- Appendix 11: Pilot "0" Run Labelling
- Appendix 12: 8D-Report

Supplier's Declaration:

With the signature of my authorized representatives hereof I hereby declare and confirm that I have made myself properly familiar with the Quality Manual and I undertake to abide hereby and adhere hereto during the whole course of cooperation with ZETOR TRACTORS a.s.


Date:

Supplier:

Stamp and signature

10 Appendices

Appendix 1: COVER SHEET

		Approval Request ISIR	Request number (supplier): Registration number (Zetor):
<i>(To be filled in by the supplier)</i>			
Supplier:			
Contact person:		telephone/e-mail:	
The reasons of the request			
<input type="checkbox"/> first functional samples	<input type="checkbox"/> re-delivery after more than 6 months		
<input type="checkbox"/> first samples manufactured by the serial technology	<input type="checkbox"/> new sub-supplier		
<input type="checkbox"/> modification of the approved TP	<input type="checkbox"/> new mould/instrument		
<input type="checkbox"/> relocation of the manufacturing	<input type="checkbox"/> deviation approval		
<input type="checkbox"/> manufacturing procedures modification	<input type="checkbox"/> others, please specify in verbal specification		
Samples supplied:		Bill of delivery number/date	
Component number		The amount of samples delivered	
Name:		Batch number:	
Drawing index:		Samples received by: tel.	
Product Categorization: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D			
Appendices supplied:			
<input checked="" type="checkbox"/> 01 Cover sheet	<input type="checkbox"/> 07 Process Flow chart	<input type="checkbox"/> 13 Process capability (CA)	
<input type="checkbox"/> 02 Samples	<input type="checkbox"/> 08 Surface testing	<input type="checkbox"/> 14 Measurement equipment capability (R&R)	
<input type="checkbox"/> 03 Design documentation	<input type="checkbox"/> 09 Process FMEA	<input type="checkbox"/> 15 APQP	
<input type="checkbox"/> 04 Dimensional report	<input type="checkbox"/> 10 List of means of control	<input type="checkbox"/> 16 Packaging instructions	
<input type="checkbox"/> 05 Material certificate	<input type="checkbox"/> 11 Documents on approved modifications	<input type="checkbox"/> 17 List of approved sub-suppliers	
<input type="checkbox"/> 06 Data sheet regarding the safety of	<input type="checkbox"/> 12 Control plan	<input type="checkbox"/> 18 Technical specifications tests	
SAMPLE APPROVAL			
<input type="checkbox"/> APPROVED <input type="checkbox"/> CONDITIONALLY APPROVED <input type="checkbox"/> NOT APPROVED			
VERBAL SPECIFICATION			
_____ Date		_____ Approved by	
APPROVAL FOR THE PILOT RUN			
<input type="checkbox"/> APPROVED <input type="checkbox"/> CONDITIONALLY APPROVED <input type="checkbox"/> NOT APPROVED			
VERBAL SPECIFICATION			
_____ Date		_____ Approved by	
Appendices			
<input type="checkbox"/> The Zetor Deviation number in case of the Deviation Approval: <input style="width: 150px;" type="text"/>			
The original of the filled-in form to be sent to the supplier!			

Appendix 2: SAMPLES LABELLING

 Dodavatel (Supplier): VZOREK SAMPLE	Ref. Nr.:			
	Zákazník (Customer):			
	Název výrobku (Name of product):	Č. vzorku (Sample Nr.):		
	Číslo výkresu/výrobku/index (Drawing number):			
	Druh materiálu (Material) :			
	Barva materiálu (Colour) :			
	Schválil Dodavatel (Approved Supplier):			
	Schválil zákazník (Approved Customer):			
	Datum, razítko, podpis (date, company stamp, signature)			
	Poznámka :			

Appendix 3: DIMENSIONAL REPORT

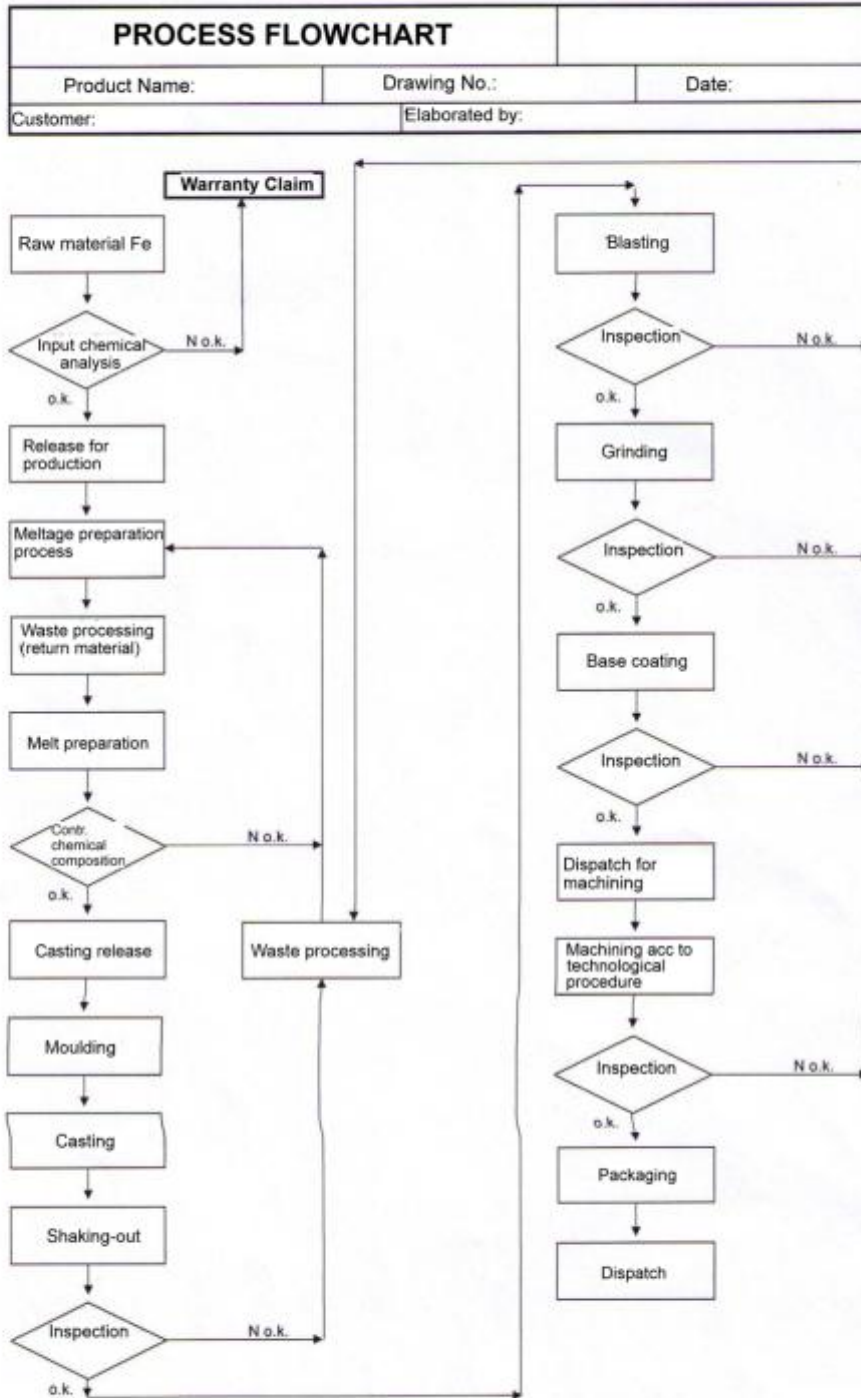


Department		DIMENSIONAL REPORT			Report Nr.	
					Sheets:	
Drawing Nr. / Index		Component Name	Supplier	Submitter / Date	Pieces measured	
Ref. Nr.	Requirements Drawing values / allowance	Real values Measured values			Rating	
		1.	2.	3.	Yes / No	
1					<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>
11					<input type="checkbox"/>	<input type="checkbox"/>
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14					<input type="checkbox"/>	<input type="checkbox"/>
15					<input type="checkbox"/>	<input type="checkbox"/>
16					<input type="checkbox"/>	<input type="checkbox"/>
17					<input type="checkbox"/>	<input type="checkbox"/>
18					<input type="checkbox"/>	<input type="checkbox"/>
19					<input type="checkbox"/>	<input type="checkbox"/>
20					<input type="checkbox"/>	<input type="checkbox"/>
21					<input type="checkbox"/>	<input type="checkbox"/>
22					<input type="checkbox"/>	<input type="checkbox"/>
23					<input type="checkbox"/>	<input type="checkbox"/>
24					<input type="checkbox"/>	<input type="checkbox"/>
25					<input type="checkbox"/>	<input type="checkbox"/>
Note:						
Measured by:			Date:			
Department			Signature:			

Appendix 4: MATERIAL CERTIFICATE

Certificato di Collaudo						Data																							
Test certificate						Date																							
Azhmashchit'sya						Datum																							
Certificat de control						Date																							
EN 10204 3.1																													
Nr.																													
Cliente Customer Kunde Client			Ordine Cliente Customer's Order Bestellung Commande du Client			Ordine Marcagaglia Mkt Order Unsere Auftragsbestätigung Nôtre confirmation de commande																							
Tipo di Acciaio Steel type Werkstoff Nuencia acier		Norma di collaudo Test specification Prüfungsnormen Specification		Tolleranze Tolerances Toleranzen Tolerances		Trattamento Termico Heat treatment Wärmebehandlung Traitement thermique																							
Tubi saldati longitudinalmente Welded tubes / Längsnahtgeschweißte Rohre / Tubes soudés				Composizione Chimica Chemical Analysis / Chimische Analyse / Composition Chimique																									
Nr	Dimensioni Abmessungen Dimensions (mm)	Quantità Menge Quantité (m)	Peso Gewicht Poids (Kg)	Pezzi Stücken Pièces (N)	Stato di Fornitura Condition Supply Lieferzustand Etat de commande	Fabricante Call Steel maker code Lieferanten Produkteur-Jahres	Celata Heat Behandlung Coûle Nr	C (%)	Mn (%)	Si (%)	P (%)	S (%)	Cr (%)	Ni (%)	Mo (%)	Ti (%)	Nb (%)												
								0,07	0,2	0,045	0,045	0,016	19,5	10,5				0,11											
1	70x1.50	222,0					51112	0,050	1,47	0,48	0,030	0,002	18,20	8,20				0,0410											
2	70x2.0	443,7					65687	0,037	1,08	0,32	0,029	0,008	18,16	8,01				0,0560											
3	70x2.0	222,0					85499	0,048	1,06	0,32	0,031	0,013	18,10	8,07				0,0490											
4	108x2.0	340,8					576331	0,043	1,08	0,37	0,019	0,007	18,16	8,01				0,0570											
Valori richiesti	Carico di Snervimento 0,2% R _{0,2} Yield Strength Grenze Limite élastique (MPa)	Carico di Snervimento 1,0% R _{1,0} Yield Strength Dehnung Limite élastique (MPa)	Carico di Rottura R _m Tensile Strength Zugfestigkeit Résistance nomiale (MPa)	Allungamento a rottura A _g Elongation Dehnung Allongement (%)	Durezza HRB Hardeness Härte Stüte	Svesatura Faling test Regulierung Etestment	Incurvamento Curving test Biegetest Aptement	Pieghe a rovescio Reverse bend test Drehprüfungen auf Rückseite	Manometri ad anello Ring bearing test Auerbach Méthode Ann.	Prova Idraulica Hydraulic test Hauptdruck prüfung Empre hydrostatique	C.N.D. Ring Current test Zinkringprobe Prüfung Coulou mit testpost	Atmicaggio Adhesion test Verbindungs prüfung Coulou Verbinden	Prova di saldatura Bend test Beugprobe Rohrchen in saldure																
	>=195	>=230	>=500	>=40		UNI EN ISO 8483	UNI EN ISO 8482			EN 10246- 2	EN 10246- 2	EN 10088																	
Pos. Nr	1	287	319	624	52	OK	OK			OK	OK	OK																	
	2	272	335	654	50	OK	OK			OK	OK	OK																	
	3	278	308	585	54	OK	OK			OK	OK	OK																	
	4	286	322	624	53	OK	OK			OK	OK	OK																	
	5	281	319	620	52	OK	OK			OK	OK	OK																	
Prova di trazione secondo Tensile test according to Zugversuch gemäß Essai de traction en according avec				Prova di corrosione intercrystalina secondo Intergranular corrosion test according to Prüfung auf intercrystaline Korrosion gemäß Essai de corrosion intergranulaire en according avec				Controllo visivo e dimensionale Visual and dimensional control Sicht- und Abmessungskontrolle Contrôle visuel et dimensionnel		Omologazione AQUAP De N° De N° De N° De N°																			
Manufatura Herstellung / Manufacture / Wertschöpf																													
Legenda																													
1 Sigla Produttore Manufacturer trade mark Zichen des Lieferanten Tampón du producteur		2 Norma di collaudo Test specification Prüfungsnormen Specification		3 Tipo Acciaio 1 Grade 1 Werkstoff 1 Nuencia 1		4 Tipo Acciaio 2 Grade 2 Werkstoff 2 Nuencia 2		5 Celata Heat Schmelze Coûle		6 Saldato Welded Geschweisst Soudé		7 Stato di fornitura Supply condition Lieferzustand Etat de commande		8 Laminato - Non laminato Inside bead removed - not remove Innenrand geglättet - nicht geglättet Laminé - Pas laminé		9 Tube Grado - Rotture Not annealed - Annealed tube Ungelötetes - gegötetes Rohr Pas recuit - Recuit		10 Tipo di classe Class type Prüfklasse Série		11 Tube N° Tube N° Rohr N° Tube N°		12 Procedo il Certificato With test mill Mit Wertschöpfnachfrage Demande le certificat		13 Provato Eddy Current Eddy Current Test Wirbelstromprüfung Epreuve courant de Foucault		14 Diametro e spessore in mm Diameter and Thickness mm Außen Durchmesser und Wandstärke mm Diamètre et épaisseur en mm		15 Diametro e spessore schedula Diameter and Thickness schedule Außen Durchmesser und Wandstärke Schedule Diamètre et épaisseur en schedule	
Osservazioni																													
Avviso di spedizione Shipping notice Versandanzeige Avis d'expédition		Mo certifichiamo che il prodotto fornito è conforme ai requisiti dell'ordinazione We certify that material supplied complies with the requirements agreed on order Es wird bestätigt, dass die Lieferung den Vereinbarungen bei der Bestellannahme entspricht Nous certifions que le produit fourni est conforme à la qualité de la commande																											

Appendix 6: PROCESS FLOWCHART



Appendix 8: CONTROL PLAN

Ser. Nr.	Operation	Checked Parameter	Control Scope	Guide Value	Tools Equipment	Control performed by	Ref. for standard	Action in case of non-conformance	Record

Appendix 9: PACKAGING INSTRUCTIONS



BALÍČÍ NÁVOD / Packaging instruction

Product name	
Supplier Identification Number	
Zetor Ident. Number	
Zetor Drawing Number	
ISIR Registration Number	

Company name	Supplier	Client
Contact person		
Telephone		
e-mail		

PACKAGE			
Type of package			
Nr. of pieces in one package			
Nr. of pieces in one layer			
Number of layers			
Weight			
Others			
Dimensions	Length	Width	Height

Photography / sketch :	
Label:	
Product storage in package:	

Transport packaging			
EuroPallet			
Wooden Pallet, Metal Pallet			
Weight			
Others			
Dimensions	Length	Width	Height

Total Nr. of boxes on the pallet	
Nr. of boxes-layers on the pallet	
Total Nr. of pieces on the pallet	
Weight of the pallet	

Packaging before despatch:	
Product storage in layers:	


Made out by	
Approved by	
Valid from	
Valid till	

Were the stress tests performed to test the possibility of component damage	YES/NO	Result
---	--------	--------

Component washing Preservation	YES/NO
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This document has to be approved in ZETOR TRACTORS a.s. for the "0" run

Appendix 10: DECLARATION OF COMPLETE AND QUALITY DELIVERY

ZÁKAZNÍK/CUSTOMER: 		DODAVATEL/SUPPLIER:	
Prohlášení o kompletnosti a jakosti dodávky: Declaration of completed and quality of delivery:			
Tímto prohlášením potvrzujeme kompletnost a funkčnost dodávky a zodpovídáme za požadovanou kvalitu, odouhlasenou v TP. By this declaration we affirm and account for complete, function and fair average quality of delivery, approved in TS (TP).			
Název výrobku/Name of component:		Datum expedice/Date of delivery:	
Číslo výrobku/Number of component:	index	Číslo zakázky/Number of delivery:	
Počet kusů/Quantity:		Podpis/Signature:	
		O. C. - Suuplier	I. C. - ZETOR TRACTORS a.s.

Appendix 11: PILOT "0" RUN LABELLING

Supplier:

Customer:





"0" run

ZETOR TRACTORS a. s. number of component: Index:

ZETOR TRACTORS a. s. name of component:

Appendix 12: 8D-REPORT

 8D-REPORT		Reklamace / Claim (vyplní Zetor / writes Zetor)		
Reklamace zákazníka číslo / Customer claim Number:		Týden / Week:		
Datum reklamace / Date claim:				
Vada objevena / Defect found at:				
<input type="checkbox"/>	Vstupní kontrola / Incoming inspection	<input type="checkbox"/>	Montáž / Assembly line	
<input type="checkbox"/>		<input type="checkbox"/>	Přejímka / Final Inspection	
<input type="checkbox"/>		<input type="checkbox"/>	Zákazník / Customer	
1.	Číslo dílu / Part number:	Index:	Dodavatel / Supplier:	
	Název dílu / Part name:			
	Dodací list / Delivery note:	Datum / Date:		
	Dodané množství / Delivered qty:			
	Reklamované množství / Claim qty:			
	Protokol vystavil / Report issued by:			
2.	Popis vady / Defect description:			
Byla dodávka tříděna v Zetoru? / Was the delivery sorted in Zetor?		<input checked="" type="checkbox"/> Ne / No	<input type="checkbox"/> Částečně / Partly	
		<input type="checkbox"/>	100%	
3.	Fotky nebo jiné detaily vady / Pictures or other details of defect:			

		8D-REPORT		Nápravné opatření / Corrective actions (vyplní dodavatel / writes supplier)			
Reklamacie zákazníka číslo / Customer claim Number:				Týden / Week:			
Uznání reklamace a vícenákladů / Acceptance of claim and extracosts							
	Hodnota reklamace / Claim cost (CZK)	Vícenáklady na výměnu vadných kusů / Additional cost on exchange defective parts (CZK)	Vyjádření dodavatele k reklamaci / Supplier's expression to claim		Vyjádření dodavatele k hodnotě reklamace / Supplier's expression to claim costs		Vyjádření dodavatele k vícenákladům / Supplier's expression to additional cost
			uznáno / accepted	neuznáno / not accepted	uznáno / accepted	neuznáno / not accepted	uznáno / accepted neuznáno / not accepted
4.	Okamžitá opatření / Short term countermeasures: (do 24 hodin / till 24 hours):				Datum / Date	Odpovídá / Responsible	Výsledek / Result
	Kontrola procesu výroby / Control of the production process						
	Kontrola skladu / Control of the stock						
	Kontrola rozpracované výroby / Control of the work in progress (WIP)						
	Kontrola pracoviště / Control of the workplace						
	Průkazné informování pracovníků ve výrobě / Confirmative inform the workers in manufacturing						
Další přijatá okamžitá opatření? / Other adopted short term countermeasures?				Datum / Date	Odpovídá / Responsible		
5.	Příčina chyby / Defect cause:				Odpovídá / Responsible:		
	a) Proč nebyla neshoda nalezena před odesláním do Zetoru? / Why the defect was not discovered by supplier before sending part to Zetor?						
	b) Proč nebyla neshoda zjištěna během výroby? / Why the defect was not discovered during production?						
6.	Přijatá opatření / Applied countermeasures: (do 5 prac. dnů / till 5 working days):				Datum / Date:	Odpovídá / Responsible:	
7.	Preventivní opatření / Preventive countermeasures: (do 5 prac. dnů / till 5 working days)				Datum / Date:	Odpovídá / Responsible:	
8.	Vyhodnocení účinnosti nápravných opatření - vyhodnotí Zetor / Effectiveness of corrective actions - will be evaluated by Zetor				Datum / Date:	Odpovídá / Responsible:	