



1100 McKinley Road ▪ St. Marys, Ohio 45885

Telephone: (419) 394-7840

Fax No.: (419) 394-4776

Re: Duties of the supplier-based product safety representative

Dear Sir or Madam,

Please review the attached document “**Duties of the supplier-based product safety representative**”, which describes the specific requirements and duties of the supplier’s product safety representative. This requirement is referenced in 4.1.1 Section N of the AAP “Supplier/Subcontractor Quality and Development” Operating Procedure (GN-OP-68) as a result of our customers requiring this of us and our suppliers.

After reviewing the requirements, please fill out Page 3 with the requested information and return it to AAP via e-mail to: aap.gacoa@hitmet.com.

Thank you,

Purchasing / Quality Assurance
AAP St. Marys Corp.

Re: Duties of the supplier-based product safety representative



1. Knowledge:

- 1.1 Of the product manufactured: its mode of operation, a detailed understanding of the onsite production process, and its intended purpose for customers
- 1.2 Of risk assessments from a methodological perspective

2. Duties:

- 2.1 Helping to define, develop and set priorities for the elimination and/or prevention of defects related to product safety during the product development phase (fault prevention)
- 2.2 Collaborating on, initiating and verifying construction/process failure mode and influence analyses (FMEAs) of safety-related issues
- 2.3 Collaborating on the launch of new products as part of “lessons learned” in order to prevent safety-related faults from occurring during the production, assembly and testing processes.
- 2.4 Formulating “lessons learned” check lists for the qualified inspection of designs and processes with regard to product safety
- 2.5 Independently implementing and/or arranging regular production and product checks of the current series in order to validate the product’s safety for the use (including foreseeable misuse), introduction and subsequent monitoring of (immediate) measures in case of relevant deviations
- 2.6 Assessing the probability/frequency of failure of the relevant product in the event of a fault.
- 2.7 Verifying the rapid implementation and sustainable effectiveness of planned corrective measures in the event of a complaint. The effectiveness of the measures must be confirmed in writing by the Product Safety Representative for suppliers
- 2.8 Communication (including voluntary disclosure) takes place via the Quality Assurance person responsible for the respective component among customers (Quality Assurance, Purchased Parts Organization or Quality Assurance, Product Technology). This includes the conveyance of all details. In doing so, the PSR ensures the quality of information (clearly specifying the characteristics of the defect, its definition, the probability of failure, etc.) and the confidentiality of communication.

3. Responsibilities:

- 3.1 The Product Safety Representative reports directly to management, the factory manager and/or the Head of Quality Assurance
- 3.2 Ability to suspend components for the current series, e.g. in case of safety or image related complaints (even if these issues put series production at risk for reasons of safety). This includes authority over resources with regard to bench tests, validation, etc.
- 3.3 One Product Safety Representative per production site must be designated for every stage in the supply chain.



1100 McKinley Road ▪ St. Marys, Ohio 45885

Telephone: (419) 394-7840

Fax No.: (419) 394-4776

Please complete the following and return to AAP via e-mail to: aap.qacoa@hitmet.com

Date:	
Company:	

Primary Safety Representative	
Name:	
Title:	
E-Mail:	
Office Phone:	
Office Fax:	
Cell Phone:	

Also, please provide an Alternate Safety Representative should the Primary Safety Representative be unavailable:

Alternate Safety Representative	
Name:	
Title:	
E-Mail:	
Office Phone:	
Office Fax:	
Cell Phone:	

NOTE: *This information must be updated annually or when a change is made.*