

ZETOR TRACTORS a.s. Trnkova 111 628 00 BRNO

# **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: <u>http://www.zetor.com/file/1927/Supplier\_Quality\_Manual.pdf</u>. 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
ΤÚ	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.

Submittingmeans the withdrawal of a small amount of components of a significantcomponent forlot that were produced by imposed production tools, processes and timeapprovalstandards. The components for approval are checked for all technical<br/>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</u> is a component that will be visible after finishing the vehicle. The <u>component</u> 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
В	Has to be certified with QMS according to the international quality standards ISO TS 16949, VDA 6.1 or QS 9000
с	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:

		Component categorization				
Docu	Document		В	С	D	
01	Cover sheet (ISIR)	V	V	V	V	
02	Samples	V	V	V	۷	
03	Design documentation	V	V	v	V	
04	Dimensional report	V	V	V	Ν	
05	Material certificate	V	V	V	Ν	
06	Data sheet regarding the safety of the material	V	Ν	N	X	
07	Process Flowchart	V	V	N	Х	
08	Surface testing	V	V	V	Ν	
09	Process FMEA	V	Ν	X	X	
10	List of means of control	N	Ν	N	X	
11	Documents on approved modifications	V	V	V	Ν	
12	Inspection plan	V	V	V	Ν	

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

- **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:

a) 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.

b) The drawing is owned by the supplier – the drawing has to be approved by TU.

Approval procedure:

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

2. 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.

- <u>Planning and defining the program</u>
   Outputs: aims of proposal, reliability and quality, preliminary list of materials, development diagram, list of special features, management support.
- <u>Product design and development</u>
   Outputs: technical drawings, DFMEA, material specification, prototype, design validation.
- <u>Process plan and development</u>
   Outputs: packaging instructions, flowchart, plant arrangement, PFMEA, manufacturing instructions, control plan
- <u>Conformity of product and process validation</u>
   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:	Dealaration of Complete and Quality Delivery
Appondix 10.	Declaration of Complete and Quality Delivery
Appendix 11:	Pilot "0" Run Labelling

## **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	Appendix 1	:	COVER SHEET	
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Approval R ISIR	
(To be filled in by the supplier) <b>Supplier:</b> Contact person:	telephone/e-mail:
The reasons of the request         first functional samples         first samples manufactured by the serial technol         modification of the approved TP         relocation of the manufacturing         manufacturing procedures modification         Samples supplied:	ogy       re-delivery after more than 6 months         ogy       new sub-supplier         new mould/instrument       deviation approval         others, please specify in verbal specification
Component nui Name: Drawing index	The amount of samples del Batch number: Samples received by tel.
Product Categorization: A B A	
01       Cover sheet       \$\vec{1}{0}7\$       Process F         02       Samples       \$\vec{1}{0}8\$       Surface te         03       Design documentation       \$\vec{1}{0}9\$       Process F         04       Dimensional report       \$\vec{1}{1}0\$       List of meaning         05       Material certificate       \$\vec{1}{1}1\$       Document         06       Data sheet regarding the safety of \$\vec{1}{1}2\$       Control plate	esting       ¶14       Measurement equipment capability (R&R)         MEA       ¶15       APQP         ans of control       ¶16       Packaging instructions         s on approved modifications       ¶17       List of approved sub-suppliers
	PLE APPROVAL
VERBAL SPECIFICATION	SAMPLE
APPROVAL FOR	THE PILOT RUN
APPROVAL FOR	DNALLY APPROVED NOT APPROVED
Date Approv	red by
The Zetor Deviation number in case of the Devia The original of the filled-in form to	

# Appendix 2: SAMPLES LABELLING

$\otimes$	PLE	Ref. Nr.: Zákazník (Customer):	tor
	R	Název výrobku (Name of product):	Č. vzorku (Sample Nr.):
	SAMP	Číslo výkresu/výrobku/index (Drawing number):	(Sample IVI.).
	0	Druh materiálu (Material) :	
	×	Barva materiálu (Colour) :	
plier)	Ш	Schválil Dodavatel (Approved Suppleier):	
(Sup]	0 R	Schválil zákazník (Approved Customer):	
Dodavatel (Supplier) :	VZORE	Datum, razítko, podpis (date, company stample, s	ignature)
Dodź		Poznámka :	

## Appendix 3: DIMENSIONAL REPORT

	epartment					Report Nr.		
	-		DIMENSIO	NAL RE	PORT	Sheets:		
Dra	wing Nr. / I	ndex	Component Name	Supplier	Sul	omitter / Date		ces
							meas	sured
Ref.		Requi	irements		Real values		Ra	ting
Nr.	Drav	ving valı	ues / allowance	1.	Measured values 2.	3.	Yes /	No
1				1.	2.			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
Not	e:							
Me	asured by:		Da	te:				
Der	partment		Sig	nature:				

## Appendix 4: MATERIAL CERTIFICATE

											Text ca Aphanett Centrol	ficato di C nifoste redriferagne o de contrôle 10204 3.1			Data Data Data Data		
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## Appendix 5: DATA SHEET REGARDING THE SAFETY OF THE MATERIAL

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## <u>Appendix 7:</u> DOCUMENT ON APPROVED MODIFICATIONS (MODIFICATIONS SHEET)

	MODIF	ICATIONS	SHEET	Zetor				
Modification Nr.	Date	Before the modification	After the modification	Approved by the supplier	Approved by Zetor Tractors, a. s.			
INI.		mounication	mounication	Supplier				
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Record	
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Control Scope	
Checked Parameter	
Operation	
Ser. Nr.	

Manuál kvality pro dodavatele

Product name		Supplier	Client
Supplier Identification Number	Company name		
Zetor Ident. Number	Contact person		
Zetor Drawing Number	Telephone		
ISIR Registration Number	e-mail		
PACKAGE	Photography / 8	sketch :	
Typo of package	Label:		Product storage in package:
Nr. of pieces in one package Nr. of pieces in one layer Number of layers			
Weight Others			
Dimensions Length Width Height			
Transnot nackadind			
EuroPallet			
Wooden Pallet, Metal Pallet			
Dimensions Length Width Height			
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Nr. of boxes-layers on the pallet			
Total Nr. of pieces on the pallet			
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Were the stress tests performed to test YES/NO Result the possibility of component damage			
YESNO			
Component washing			
Preservation			

Manuál kvality pro dodavatele

## Appendix 9: PACKAGING INSTRUCTIONS

## Appendix 10: DECLARATION OF COMPETE AND QUALITY DELIVERY

ZÁKAZNÍK/CUSTOMER:	DODAVATEL/SUPP	PLIER:		
Tetor				
Prohlášení o kompletno Declaration of completed				
Tímto prohlašením potvrzujeme kompletnos požadovanou kvalitu, odouhlasenou v TP.	st a funkčnost doc	lávky a zodpovídáme za		
By this declaration we affirm and account for of delivery, approved in TS (TP).	complete, functior	n and fair avarage quality		
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Číslo výrobku/Number of component:   index	Číslo zákazky/Num	ber of delivery:		
Počet kusů/Quantity:	Podpis/Signature:			
		I. C ZETOR TRACTORS		
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# Appendix 12: 8D-REPORT

	Tetor 8D	-REPORT			-		/ Claim rites Zetor)	
Rek	lamace zákazníka číslo / Custome	er claim Number:		Týden / Week:				
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	Název dílu / Part name:			IIIdex.			Douavater / Supp	
	Dodací list / Delivery note:		Datum	/ Date:				
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	Reklamované množství / Claim							
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2.						<u></u>	ALL Y YO	1000
	Byla dodávka tříděna v Zetoru?				X Ne/	No	Částečně / Partly	<mark>100%</mark>
	Fotky nebo jiné detaily vady / Pi	ctures or other details	of dete	ct:				
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3.								
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