



TO ALL TECNO GROUP SUPPLIERS

Please find here attached “Supply specification 01 rev. 01” in which you can find our requests about Tecno Group’s supplier behaviour.

Please send us back this sheet signed for acceptance.

Thank you for your co-operation.

Best regards.

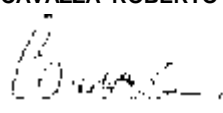
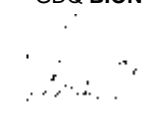
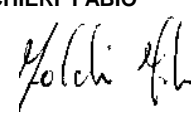
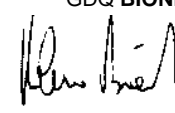
ACQE  
VERONICA FALCHIERI

Please put here your stamp and acceptance sign (Return by fax)

---



SUBJECT: **CONTROL AND MANAGEMENT OPERATIONS FOR TECNO GROUP SRL SUPPLIES**

REV.	DATE	DRAFTED BY	APPROVED
0	26 / 05 / 95	IQF CAVAZZA ROBERTO 	GDQ BIONDI VALERIO 
01	27 / 05 / 98	ACQ FALCHIERI FABIO 	GDQ BIONDI VALERIO 

REV.	DESCRIPTION	SYMBOL
0	ISSUE	/
01	Replaced IQF-Variou	ψ



## CONTENTS

1.0		PURPOSE
2.0		FIELD OF APPLICATION
3.0	ψ	RESPONSIBILITY
4.0		DOCUMENT CONTROL AND MANAGEMENT
5.0	ψ	INCOMING MATERIALS CONTROL
6.0	ψ	MACHINE APPROVAL
7.0		PROCESS CONTROL
8.0		NON-CONFORMING MATERIALS
9.0	ψ	MOVING AND HANDLING MATERIALS
10.0		PROTECTION OF MATERIALS
11.0	ψ	IDENTIFYING MATERIALS
12.0	ψ	CORRECTIVE ACTIONS
13.0		AUDITS
14.0		DOCUMENTS ACCOMPANYING MATERIALS
15.0	ψ	FORMS



## 1.0 PURPOSE

- 1.1 The procedure described herein defines the control and management activities to be applied to TECNO GROUP SRL supplies.

## 2.0 FIELD OF APPLICATION

- 2.1 The criteria contained herein refer to products supplied to TECNO GROUP SRL through its supply chain.

## 3.0 RESPONSIBILITY

- 3.1 GDQ is in charge of approving and filing control documents by supplier and TECNO GROUP SRL item code as provided for by TECNO GROUP S.r.l.
- 3.2  $\psi$  GDQ is responsible for the distribution, training and monitoring of suppliers, as regards their application of the control activities provided for by TECNO GROUP SRL.
- 3.3  $\psi$  ACQ is responsible for issuing orders to TECNO GROUP SRL suppliers, communicating any changes to these orders, filing acknowledgements of receipt and supply specifications.

## 4.0 DOCUMENT CONTROL AND MANAGEMENT

- 4.1 Suppliers are obliged to check that all documents received (drawings, specifications, etc.) are complete and consistent with the TECNO GROUP S.r.l. order.  
Any eventual discrepancies found (with the conditions agreed in the order) must be pointed out to the TECNO GROUP SRL "Procurement Department".
- 4.2 Updated versions of TECNO GROUP S.r.l. documents  
In the event any documents (changes to drawings - see figure 4), internal schedules, supply conditions or so forth are modified, TECNO GROUP SRL will make sure all updated versions are sent to the supplier. On receipt thereof, the latter must then advise TECNO GROUP SRL in writing that all documents have been effectively updated.



## 5.0 INCOMING MATERIALS CONTROL

- 5.1  $\Psi$  Suppliers are obliged to check that materials received either in outsourcing or purchased directly match those listed on the shipping bill. In addition, they must check that the correct identification card is attached and that materials are in perfect condition. Otherwise, the materials must not be accepted and GDQ must be alerted immediately. In the absence of the latter, the TECNO GROUP SRL CDQ must be contacted (Quality Assurance).

During production and goods delivery, Suppliers must keep batches of different materials and/or heat numbers separate.

- 5.1.1 Material purchased directly from the Supplier and raw materials on account for manufacture for TECNO GROUP S.r.l.

ID card (on bunches) bearing the following information:

- Name of Supplier
- Type of material
- Heat number

- 5.1.2 Material received on account for manufacture by TECNO GROUP S.r.l.

ID card (see figure 1) bearing the following information:

- Name of Supplier
- Job number
- TECNO GROUP S.r.l. item code
- Quantity and weight

## 6.0 MACHINE APPROVAL

- 6.1  $\Psi$  Suppliers must provide documentation for machine approval (on appropriate control sheet) in accordance with internal control schedules agreed with TECNO GROUP SRL. At GDQ's eventual request, and for all prototypes, the aforementioned approval must be authorised by CDQ prior to the mass production of said items.

## 7.0 PROCESS CONTROL

- 7.1 Suppliers must apply the procedures listed in control documents agreed with TECNO GROUP SRL, such as:
- control sheets (see figure 2)
  - internal control schedules (see figure 3)
- 7.2 In the event that the procedures listed in point 7.1 are agreed with TECNO GROUP S.r.l. for processes that are similar to others performed for alternative item numbers, the Supplier must identify and schedule manufacturing processes, extracting the vital characteristics to be copied to internal control schedules and making reference to those established with TECNO GROUP SRL after which, they must be submitted to the latter for approval.
- 7.3 Suppliers must give as full an account as possible of their capabilities by indicating the quality and reliability of their machinery.



- 7.4 Suppliers must monitor manufacturing processes and control apparatus to the extent necessary to ensure that the characteristics of the products correspond to the drawings and specifications agreed in the order.

## 8.0 NON-CONFORMING MATERIALS

- 8.1 Non-conforming material must be stored in containers in well-indicated areas, separate from other materials.
- 8.2 Only authorized personnel may remove non-conforming material.
- 8.3 To recuperate any non-conforming materials, request must be made in writing where possible to TECNO GROUP SRL, requesting permission to recover said materials.
- 8.4 Where it is not possible to restore non-conforming materials, these must be returned to TECNO GROUP SRL separate from the remainder of the batch and marked with the appropriate card, preferably in red, bearing the words NON-CONFORMING MATERIAL. This must also be marked on the shipping bill.

## 9.0 MOVING AND HANDLING MATERIALS

- 9.1 Suppliers must make provision for and use systems and equipment that ensure materials are not damaged or spoiled when moved or handled.  
The containers used to store materials must be suitable for the shape, size and state of assembly of the goods.
- 9.2 Prior to delivery, if the supplier should find he has insufficient or no containers, he must inform TECNO GROUP SRL who will send a new supply. In any event, unsuitable containers should not be used.
- 9.3  $\psi$  Unless ACQ advises otherwise, suppliers must deliver materials to TECNO GROUP SRL in full lots (with control sheet or similar documents attached). Incomplete lots may only be delivered when previously authorised by TECNO GROUP SRL.

## 10.0 PROTECTION OF MATERIALS

- 10.1 Suppliers must ensure that necessary steps are taken to protect materials in accordance with the TECNO GROUP SRL contractual requirements thereby assuring that all exposed surfaces are protected from physical damage and oxidation.  
Appropriate anti-oxidation safeguards must be used to protect steel components from rust.

## 11.0 MATERIAL IDENTIFICATION

- 11.1 Suppliers must implement their own internal identification system in order to ensure materials are identifiable during manufacturing.



- 11.2 On delivery, all materials must have an ID card attached, bearing the following information:
- Name of Supplier
  - TECNO GROUP S.r.l. item or drawing number (see order)
  - Job number (see order)
  - Quantity

- 11.3  $\psi$  If TECNO GROUP SRL is to be sent:

- A - different types of materials
- B - the same materials but different heat numbers
- C - two or more lots of different job numbers in separate containers

the Supplier must keep the lots separate during manufacturing and subsequent delivery to TECNO GROUP SRL.

N.B: On completion of the production process, the TECNO GROUP SRL shipping card that came with the incoming materials can be attached to the outgoing container. (See Figure 1)

## 12.0 CORRECTIVE/PREVENTIVE ACTIONS

- 12.1  $\psi$  TECNO GROUP SRL is entitled to request scheduled corrective/preventive actions (see figures 5a/5b) carried out on the supplier's premises by GDQ and CDQ, in order to:
- find the cause of non-conformities and establish the corrective actions required to rectify them
  - conduct audits to ensure corrective actions are effectively implemented and generate the required results over time .
- 12.2  $\psi$  Accordingly, the Supplier must take the necessary scheduled corrective or preventive steps as agreed with TECNO GROUP SRL.
- 12.3 Suppliers must examine all processes, operating procedures and quality controls carried out in order to remove the causes of non-conformities found either by himself or by TECNO GROUP SRL.
- 12.4  $\psi$  GDQ will verify the implementation of corrective either on Supplier premises or when TECNO GROUP SRL receives the materials.

## 13.0 AUDITS

- 13.1 TECNO GROUP S.r.l. reserves the right to conduct periodical informative AUDITS at new suppliers or those for whom declining quality levels have been encountered.


## 14.0 DOCUMENTS ACCOMPANYING MATERIALS

- 14.1 Suppliers must send the following documents that concern him along with materials:
- control sheets filled out in accordance with agreed internal control schedules
  - material certificates
  - heat-treatment certificates
  - surface treatment certificates
- 14.2 The order will be considered executed only when said documentation is received.



15.0 FORMS

15.1 Form Figure 1 "CUSTOMER AND SUPPLIER MATERIAL DISPATCHES"

 <b>TECNO GROUP</b> s.r.l.		Via Verde, 3/E 40012 Calderara di Reno (Bologna) Tel. 051/720157 (ric. aut.) - Fax 051/722139	
DESTINATARIO		NS. CODICE	
		VS. CODICE	
		BOLLA	
COMMESSA	VISTO CDQ	QUANTITÀ N°	PESO NETTO Kg.




15.2 Form Figure 2 "CONTROL SHEET"


SCHEDA DI CONTROLLO		TECNO GROUP s.r.l.	
COMMESSA		Pag. 4	
PANO DI AUTOCONTROLLO		Data _____	
n° _____		Descrizione _____	
REF. _____		Articolo _____	
		Data _____	
		Trabro = Firma (Renditore) _____	
QUALITÀ	QUANTITÀ	1	2
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100
101	102	103	104
105	106	107	108
109	110	111	112
113	114	115	116
117	118	119	120
121	122	123	124
125	126	127	128
129	130	131	132
133	134	135	136
137	138	139	140
141	142	143	144
145	146	147	148
149	150	151	152
153	154	155	156
157	158	159	160
161	162	163	164
165	166	167	168
169	170	171	172
173	174	175	176
177	178	179	180
181	182	183	184
185	186	187	188
189	190	191	192
193	194	195	196
197	198	199	200
201	202	203	204
205	206	207	208
209	210	211	212
213	214	215	216
217	218	219	220
221	222	223	224
225	226	227	228
229	230	231	232
233	234	235	236
237	238	239	240
241	242	243	244
245	246	247	248
249	250	251	252
253	254	255	256
257	258	259	260
261	262	263	264
265	266	267	268
269	270	271	272
273	274	275	276
277	278	279	280
281	282	283	284
285	286	287	288
289	290	291	292
293	294	295	296
297	298	299	300
301	302	303	304
305	306	307	308
309	310	311	312
313	314	315	316
317	318	319	320
321	322	323	324
325	326	327	328
329	330	331	332
333	334	335	336
337	338	339	340
341	342	343	344
345	346	347	348
349	350	351	352
353	354	355	356
357	358	359	360
361	362	363	364
365	366	367	368
369	370	371	372
373	374	375	376
377	378	379	380
381	382	383	384
385	386	387	388
389	390	391	392
393	394	395	396
397	398	399	400
401	402	403	404
405	406	407	408
409	410	411	412
413	414	415	416
417	418	419	420
421	422	423	424
425	426	427	428
429	430	431	432
433	434	435	436
437	438	439	440
441	442	443	444
445	446	447	448
449	450	451	452
453	454	455	456
457	458	459	460
461	462	463	464
465	466	467	468
469	470	471	472
473	474	475	476
477	478	479	480
481	482	483	484
485	486	487	488
489	490	491	492
493	494	495	496
497	498	499	500
501	502	503	504
505	506	507	508
509	510	511	512
513	514	515	516
517	518	519	520
521	522	523	524
525	526	527	528
529	530	531	532
533	534	535	536
537	538	539	540
541	542	543	544
545	546	547	548
549	550	551	552
553	554	555	556
557	558	559	560
561	562	563	564
565	566	567	568
569	570	571	572
573	574	575	576
577	578	579	580
581	582	583	584
585	586	587	588
589	590	591	592
593	594	595	596
597	598	599	600
601	602	603	604
605	606	607	608
609	610	611	612
613	614	615	616
617	618	619	620
621	622	623	624
625	626	627	628
629	630	631	632
633	634	635	636
637	638	639	640
641	642	643	644
645	646	647	648
649	650	651	652
653	654	655	656
657	658	659	660
661	662	663	664
665	666	667	668
669	670	671	672
673	674	675	676
677	678	679	680
681	682	683	684
685	686	687	688
689	690	691	692
693	694	695	696
697	698	699	700
701	702	703	704
705	706	707	708
709	710	711	712
713	714	715	716
717	718	719	720
721	722	723	724
725	726	727	728
729	730	731	732
733	734	735	736
737	738	739	740
741	742	743	744
745	746	747	748
749	750	751	752
753	754	755	756
757	758	759	760
761	762	763	764
765	766	767	768
769	770	771	772
773	774	775	776
777	778	779	780
781	782	783	784
785	786	787	788
789	790	791	792
793	794	795	796
797	798	799	800
801	802	803	804
805	806	807	808
809	810	811	812
813	814	815	816
817	818	819	820
821	822	823	824
825	826	827	828
829	830	831	832
833	834	835	836
837	838	839	840
841	842	843	844
845	846	847	848
849	850	851	852
853	854	855	856
857	858	859	860
861	862	863	864
865	866	867	868
869	870	871	872
873	874	875	876
877	878	879	880
881	882	883	884
885	886	887	888
889	890	891	892
893	894	895	896
897	898	899	900
901	902	903	904
905	906	907	908
909	910	911	912
913	914	915	916
917	918	919	920
921	922	923	924
925	926	927	928
929	930	931	932
933	934	935	936
937	938	939	940
941	942	943	944
945	946	947	948
949	950	951	952
953	954	955	956
957	958	959	960
961	962	963	964
965	966	967	968
969	970	971	972
973	974	975	976
977	978	979	980
981	982	983	984
985	986	987	988
989	990	991	992
993	994	995	996
997	998	999	1000





15.4 Form Figure 4 “NOTIFICATION OF MODIFICATION”

**SINCERT** 

**TECNO GROUP** 

**COMUNICAZIONE DI MODIFICA** - Nr.  Data

**Allegato**

Si comunica che in data odierna il disegno

Articolo  allegato alla presente


ha raggiunto l'indice di modifica

A causa di ciò viene annullato qualunque precedente disegno in Vostra possesso riguardante il particolare in questione


Si prega di voler prendere atto della presente e di rispedire al più presto copia completa con i dati richiesti (si intende accettata con il momento ricevimento entro 7 giorni)

Per **ACC.**

---

**SINCERT** 

**A CURA DEL FORNITORE**

**RICEVIMENTO DI MODIFICA** 

**Data**

Abbiamo ricevuto la comunicazione di modifica Nr.  Del

Riteniamo di poter dar corso effettiva alla modifica come segue

Con l'ordine in corso dalla data di consegna del

Dal prossimo ordine che ci sarà inviato


Dall'ordine N.  del

**Data**  Firma


TECNO GROUP s.r.l. - Via Sessa, 16 - 06122 Chianciano (SI) - Tel. +39 0577 261670 - Fax +39 0577 221126  
 C.A.B. N. tecno-group@comune.it - http://www.tecno-group.it



15.5 Form Figure 5a "CORRECTIVE ACTION"



### AZIONE CORRETTIVA



Data ..... N. ....

SEU: .....

DESCRIZIONE DELL'ANOMALIA

.....

Allegati

AZIONE CORRETTIVA

.....

Allegati

Responsabile	Tempistiche di esecuzione	Firma completa
--------------	---------------------------	----------------

ATTUAZIONE DELLE AZIONI CORRETTIVE ELIGIBILI

Lezioni corrette sono elaborate attraverso il database .....

.....

Firma del Responsabile	Data	Allegati
------------------------	------	----------

INTERVENTI DI VERIFICA DELLE AZIONI CORRETTIVE

NON EFFETTUATI .....

.....

EFFETTUATI in Data .....

.....

Firma del Verificatore	Data	Allegati
------------------------	------	----------



15.6  $\Psi$  Form Figure 5b "PREVENTIVE ACTION "

**SINCERT** **TECNO GROUP**

## AZIONE PREVENTIVA

Data ..... N. ....  
SELP: .....

DESCRIZIONE DELL'ANOMALIA

.....  
.....  
.....

Allegati

AGGIORNAMENTO

.....  
.....  
.....

Allegati

Responsabilità	Temperatura di esecuzione	Firma completa
.....	.....	.....

ATTUAZIONE DELLE AGGIORNAMENTI ELGIG ESTIG

Lavori pianificati sono stati eseguiti .....  
Il N. delle prove commesse prodotte con l'applicazione  
delle sezioni pianificate. ....

Firma del Responsabile ..... Data ..... Allegati

INTERVENTI DI VERIFICA DELLE AGGIORNAMENTI

NON EFFETTUATI .....

EFFETTUATI in Data .....

Firma del Verificatore ..... Allegati