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# **Global Supplier Manual Glossary & Acronyms**

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## GLOSSARY OF TERMS AND ACRONYMS

<b>Term / Acronym</b>	<b>Definition</b>
<b>Accredited Laboratory</b>	Is one that has been reviewed and approved by a nationally recognized accreditation body or, as an alternative, a SMR recognized accreditation body, conforming to ISO.IEC Guide 58 for calibration, or test laboratory accreditation to ISO/IEC 17025 or national equivalent.
<b>Active Part</b>	Is a part currently being supplied for original equipment or service applications? The part remains active until tooling scrap authorization is given by SMR. For parts with no SMR-owned tooling or situations where multiple parts are made from the same tool, written confirmation from the SMR Purchasing activity is required to deactivate a part. Note: For bulk materials, “active part” refers to the bulk material contracted, not the parts that are subsequently produced from the material.
<b>AIAG</b>	Automotive Industry Action Group A North American automotive organization composed of component suppliers and OEM automotive manufacturers, which publishes standardize processes/procedures.
<b>APQP</b>	Advanced Product Quality Planning A structure activity that plans, tracks and reports the development of a process to manufacture a component/material/assembly to meet customer requirements.
<b>Appearance Item</b>	Is a product that is visible once the end-item is assembled? Certain appearance items will be identified on engineering drawings. In these cases special approval is required for appearance (grain, gloss, texture, etc.).
<b>ASN</b>	Advance Shipping Notice An EDI transaction that contains various information regarding the shipment of parts/materials.
<b>Bulk Material</b>	Is a substance (ie; a non-dimensional solid, liquid, gas) such as adhesives, sealants, chemicals, coatings, fabrics, lubricants, etc. A bulk material may become a production material is issued a SMR production part number (see Production Material).
<b>BOM</b>	Bill of Material
<b>Carry-over</b>	Any material that is currently being used and that is planned to be used for the next model year also, a period of downtime between model years production required to make necessary facility and tooling changes as well as material relocations to facilitate the new model program.
<b>Characteristics</b>	Any distinctive property or attribute of a product, process or service that can be described or measured to determine conformance and nonconformance to specified requirements.
<b>Conflict Minerals</b>	Minerals that originate from the Democratic Republic of the Congo (DRC) and adjoining countries, as listed on <a href="http://www.conflictfreesmelter.org/">http://www.conflictfreesmelter.org/</a>
<b>Cpk</b>	Process Capability Index. The capability index for a stable process (in-process / long term).

<b>CS</b>	Controlled Shipping.
<b>DFMEA</b>	Design Failure Mode and Effect Analysis A document generated during the design phase that identifies and establishes controls for potential failures in a component/material/assembly.
<b>Disposition</b>	An action to determine how a nonconformance is to be resolved.
<b>DMN</b>	Defective Material Notice A product(s) non-fulfillment of a specified requirement.
<b>DMR</b>	Defective Material Report Supplier Rejection
<b>DVP&amp;R</b>	Design Validation Plan & Report
<b>DWI</b>	Department Work Instructions
<b>EDI</b>	Electronic Data Interchange Method of communication information by using computers to transmit coded data.
<b>ELV/IMDS</b>	End-of-Vehicle-Life/International Materials Data System. ELV is a regulatory requirement to eliminate hazardous materials from current production components. IMDS is the data system used to collect and report on the materials that make up components and assemblies.
<b>Error-Proofing</b>	Error-Proofing is the use of techniques during the design phase of a product to ensure the product will function as intended for the useful life of the product and that the product can only be assembled or manufactured per design intent with the least risk for an error during processing.
<b>ES</b>	Engineering Specification
<b>Expendable Containers</b>	All shipping devices such as drums, skids, pallets, reels, boxes, racks, bags, etc., not requested to be returned.
<b>FIFO</b>	First In First Out
<b>FTT</b>	First Time Through
<b>GR&amp;R</b>	Gage R&R Gage Repeatability & Reproducibility
<b>IQ Meeting</b>	Incoming Quality Meeting
<b>ISIR</b>	Initial Sample Inspection Report
<b>Kaizen</b>	The Japanese term for improvement. Continuous improvement involving everyone managers and workers. In manufacturing, Kaizen relates to finding and eliminating waste in Inventory, Waiting, Over-production, Inappropriate processes, defects, transportation and movement or production methods and processes.

<b>Lean Manufacturing</b>	It is a system of operation, which is appropriate for an organization, regardless of size in the manufacturing and service sectors. It concentrates on the concept that all activities carried out within the business should maximize the opportunity to Add-Value and that any Non-Added Value activities should be minimized, and ideally eliminated.
<b>Mistake-Proofing</b>	Mistake-Proofing is the use of 100% effective techniques, methods and devices that prevents mistakes (primary) or detects mistakes (secondary) at the source or as near the source as feasible, and prevents the movement of products with mistakes to the next steps in the process.
<b>Nonconformance</b>	A deficiency in characteristics, documentation or procedure, which renders the quality of a product or service unacceptable or undetermined. Examples of non-conformances are: physical defects, test failures, inadequate documentation, and deviations from prescribed processing or from any other part of the program.
<b>NPI</b>	New Product Introduction
<b>OEM</b>	Original Equipment Manufacturer Applies to automotive corporations, i.e., BMW, Ford, Daimler-Chrysler, GM, Volkswagen, Audi, etc.
<b>PDT</b>	Product Development Team A cross-functional team charged with bringing a new program/model from award of business through to volume production. This team can also include sub-suppliers to assist in design, costs, innovation, VA/VE, and production, etc.
<b>PFMEA</b>	Process Failure Mode and Effects Analysis A team process that identifies and controls potential failures before the product goes into production.
<b>PO</b>	Purchase Order
<b>PPAP</b>	Production Part Approval Process A defined process for the validation of new materials and subsequent process changes.
<b>Ppk</b>	Process Capability Index The performance index of a process (short term). Normally used as part of the PPAP process.
<b>Production Material</b>	Is a material which has been issued a production part number by Visiocorp and is shipped directly to SMR.
<b>PSW</b>	Part Submission Warrant
<b>SAG</b>	SMR Automotive Group
<b>SC</b>	Significant Characteristic
<b>SDE</b>	Supplier Development Engineer

An engineer who is primarily responsible for Supplier APQP activity and development of a supplier's systems.

**SDS**

Standardized Development System

SDS is the business process used to manage product development and customer application programs. The process consists of defined phases and reviews that cover the product development cycle from concept to production. The process employs cross-functional program management and a defined set of tools & techniques and Measures of Performance (MOPs) for executing and monitoring the programs. A key element is the use of cross-functional teams in both the core and customer application development programs.

**Shall**

Use of the word "shall" indicates mandatory requirements.

**Shipping / Parts  
Identification Label**

A label used to identify the contents of a shipped container (box, carton, pallet, etc.)

**Should**

Use of the word "should" indicates recommended requirements.

**SPC**

Statistical Process Control

A group of analytical tools and methodologies that can be used to understand, improve, predict and control

**Supplier**

Organization supplying directly to SMR.

**Sub-supplier**

Organization supplying to SMR supplier.

**TGR**

Things Gone Right

**TGW**

Things Gone Wrong

**VDA**

Verband der Automobilindustrie (International Standard)