**Table of Contents**

**Section Page**

1. **SCOPE……………………………………………………………………………………………………..3**
2. **PURPOSE………………………………………………………………………………………………….3**
3. **INTRODUCTION……………………………………………………………………………………….....3**
4. **VIEWS…………………………………………………………………………………….……………..3-4**
5. **PHASES…………………………………………………………………………………………………5-9**

**REVISION RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Detailed Description of Change(s)** | **Rev** | **Date** | **Originator** |
| Initial release. | 1 | 15-Feb-2018 | Eddie Bheda |
| Added changes to make instructions clearer | 2 | 23-Feb-2018 | Eddie Bheda |
|  |  |  |  |
|  |  |  |  |

# SCOPE

This document is applicable to all Progress Rail (PR) external suppliers.

# PURPOSE

The purpose of this document is to familiarize the supplier with PR’s Excellence through Quality (ETQ) system’s Supplier Part Approval Process (SPAP) application.

# INTRODUCTION

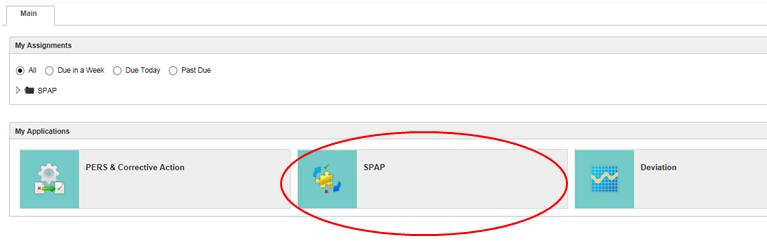
The SPAP application is used as a communication portal between the supplier and the Supplier Quality Engineer (SQE) to conduct the SPAP requirements, submission, and approval activities.

The Supplier Quality Manual and the SPAP procedure can be found on the following webpage:

<http://www.progressrail.com/en/Company/supplychain/existingprogressrailsuppliers/supplierquality.html>

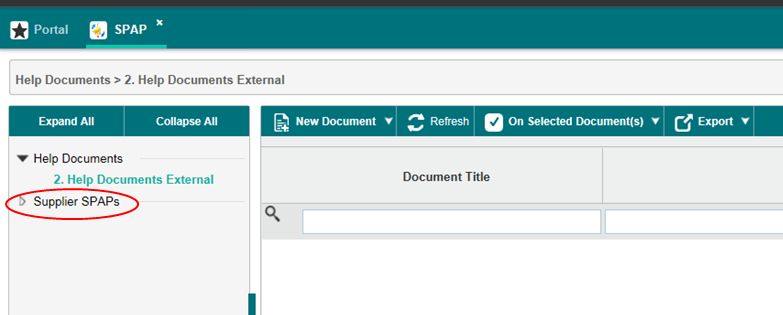
# VIEWS

1. Click on the SPAP icon on the ETQ portal/homepage. See Figure 1 below.



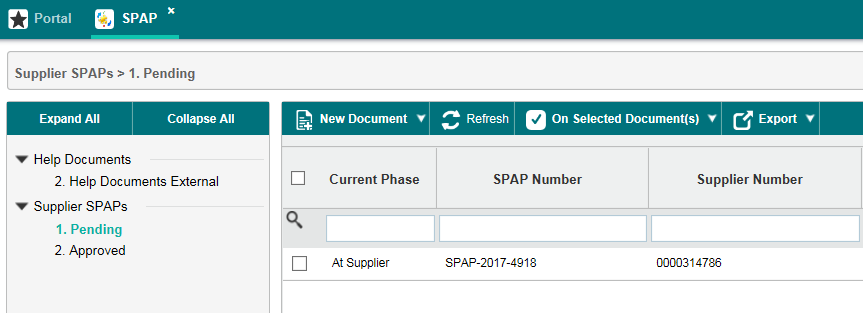
Figure

1. Suppliers can only see SPAPs relative to their own company.
2. Click on the Supplier SPAPs option on the left menu. See Figure 2 below.



Figure

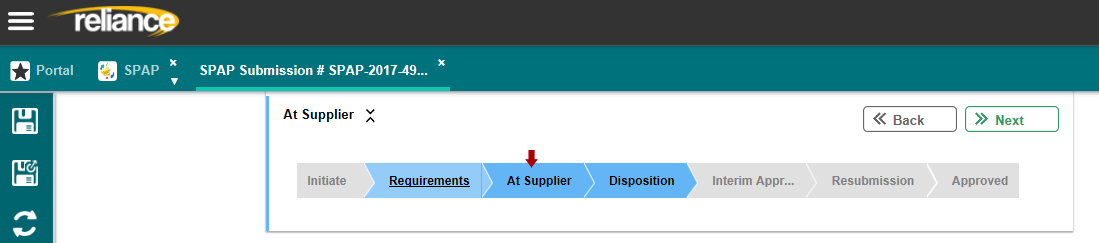
1. The 2 options under ‘Supplier SPAPs’ are ‘1. Pending’ and ‘2. Approved’.
2. The ‘1. Pending’ view shows SPAPs that are still open and require action.
3. SPAPs that are in the ‘At Supplier’ and ‘Interim Approval at Supplier’ phases require action from the supplier.
4. Suppliers have read only access for the SPAPs that are in the ‘Disposition’, ‘Resubmission’ and ‘Approved’ phases.
5. See Figure 3 below for a screenshot of the ‘Pending’ view option.



Figure

# PHASES

1. When you click on an SPAP document, the Phase Bar at the top will indicate which phase the SPAP document is currently in with a red arrow.



1. The ‘Initiate’ phase is the phase in which the SPAP gets generated.
2. In the ‘Requirements’ phase, the SQE sets the SPAP risk level and the required documentation to be submitted.
3. In the ‘At Supplier’ phase, the supplier is responsible for uploading the required documentation. Once finished, the supplier must move the SPAP to the next phase using the Phase Bar, or by clicking on the “Save & Submit for Review” button at the bottom of the SPAP. The supplier will get an email notification every time an SPAP gets moved to this phase.
4. The supplier may send the SPAP back to the ‘Requirements’ phase if they have any concerns regarding the requirements that were set. This can be done by clicking on the ‘Requirements’ phase on the Phase Bar or click the back button on the top right corner of the Phase Bar. A dialog box appears where comments need to be added when you send the SPAP back to ‘Requirements’ phase.
5. Below the phase bar is general information from the Purchase Order including the part that is requiring an SPAP, the scheduled first delivery date, the PO number, and more.
6. The Submission Due Date is 5 days prior to the first scheduled delivery date.
7. Below the general information is the Supplier Profile Information and Reason for Submission sections.
   1. Only the SQE can make changes to these two sections.
8. The Submission Class and Submission Requirements sections indicate the criticality of the part and the requirements that the SQE has set for the SPAP. The supplier is expected to submit documentation for each requirement that has a checked box next to it.
   1. Only the SQE can make changes to these two sections.
9. In the Supplier Submission Section, the supplier can attach their documents for each SPAP requirement and add any comments they may have.
   1. An attachment or a comment must be provided for each of the submission requirements in the appropriate fields, per Figure 4 below. The SPAP will not be able to be moved to the next phase until an attachment or comment is provided for each section.

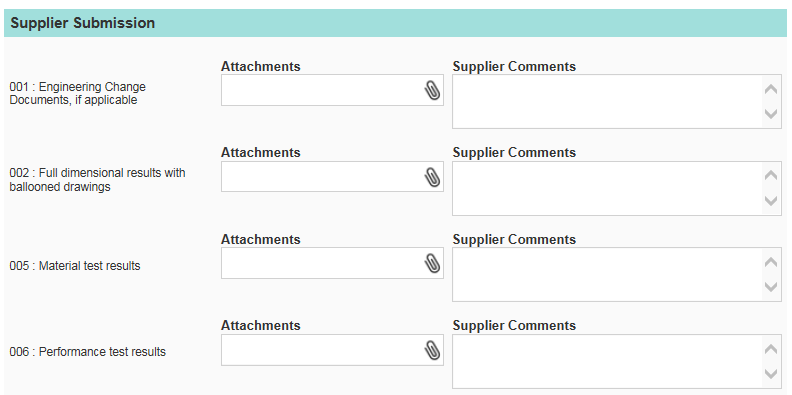
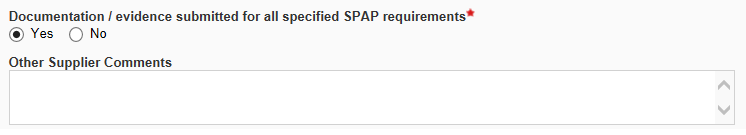
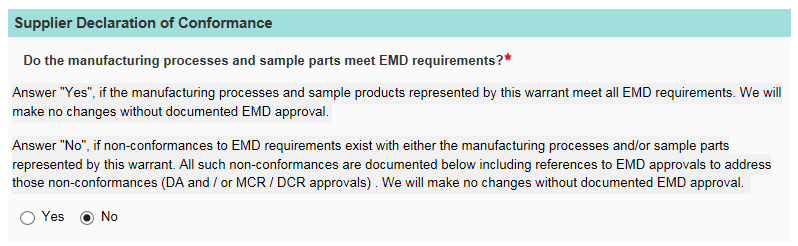


Figure 4

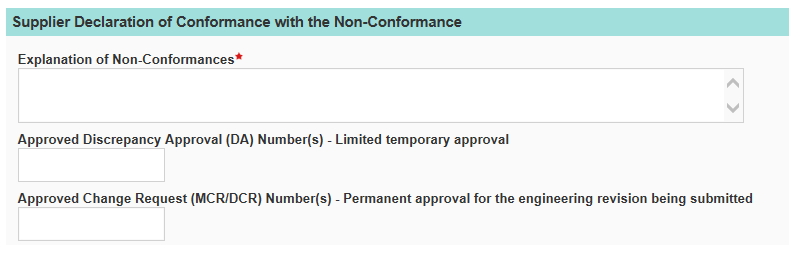
1. If the supplier has an attachment in addition to those in the required submission fields, they may add it to the ‘Other Supplier Attachments’ section.
2. If all required documentation has been submitted, the supplier must check “Yes” in the “Documentation / evidence submitted for all specified SPAP requirements” section.



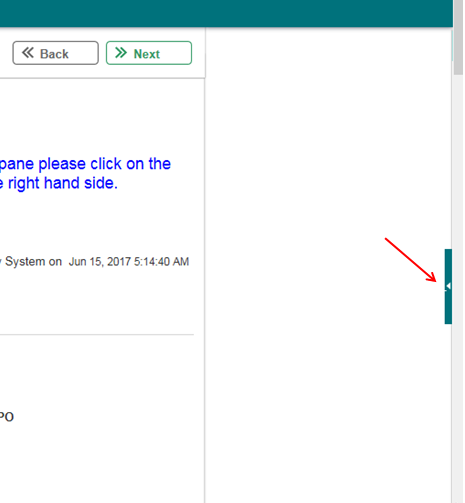
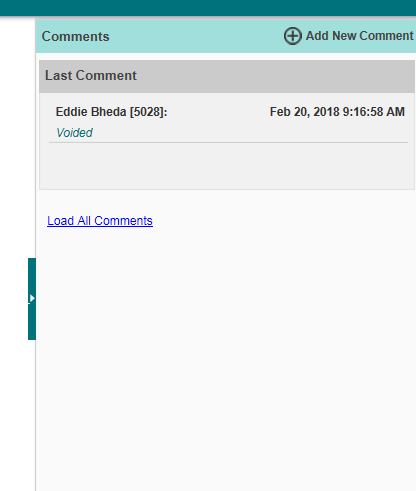
1. The next section is the ‘Supplier Declaration of Conformance’. This is the electronic equivalent of a part submission warrant. Please read this question carefully and check the appropriate Yes/No answer.



1. If the above question is answered as ‘No’, the below ‘Supplier Declaration of Conformance with the Non-Conformance’ section appears. This section needs an explanation for answering the above question as ‘No’. An approved Deviation Approval (DA) #, a Manufacturing Change Request (MCR) # or a Design Change Request (DCR) # is required to be provided with this explanation.



1. When all the sections are answered, you can move the SPAP to the next phase i.e. ‘Disposition’. This can be done by clicking on the ‘Save & Submit for Review’ button at the bottom of the SPAP, by clicking on the ‘Next’ button at the top right corner of the page, or by clicking on the ‘Disposition’ phase in the Phase Bar on the top of the page.
2. Click on OK on the dialog box that pops up. This will move the SPAP to the SQE’s queue for review. The SQE will then get an email notification indicating that the SPAP has been submitted.
3. The SQE may reject the SPAP with an explanation and send it back to the ‘At Supplier’ phase. It is the supplier’s responsibility to read the reason for rejection, fulfill the SQE’s requirements, and re-submit the SPAP back to the ‘Disposition’ phase for the SQE’s review.
4. The SQE may provide Interim Approval to the SPAP if there is something that the SQE still requires of the supplier. Interim Approval means the part is allowed to ship, but full approval of the SPAP will not be given until the SQE’s requirements are met. These additional requirements can be seen in the Comments section. (see Figure 5)
5. Once the supplier has added the additional attachments, they can then move the SPAP to ‘Resubmission’ phase for the SQE’s review.
6. The SQE and the supplier both have the option to move the SPAP back and forth between phases and include a comment as to why the SPAP was moved. These comments are documented in the comments section on the right side of the screen. This comments section can be opened by clicking on the green rectangular bar on the right hand side of the SPAP, per Figure 5 below. The comments section is shown on the right. The ‘Load All Comments’ button will show all the comments that were added through the phase movements. The ‘Add New Comment’ option can be used to add a comment to the thread.

**Figure 5** **Comments Section**

1. The toolbar on the left has the following options from top to bottom: Save, Save & Close, Refresh, Print, Spell Check, More and Cancel. See Figure 6 below.

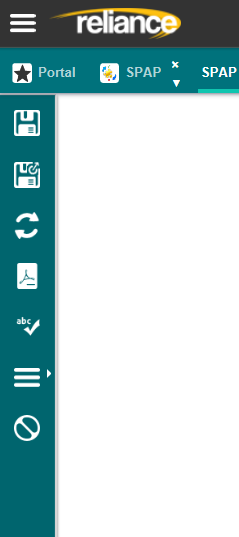


Figure 6

1. The Save option can be used to save the SPAP as you are working on adding the required documentation.
2. The Save & Close option can be used to save your work and return to the SPAP at a later time.
3. The Print option can be used to create a PDF version of the SPAP for your records.
4. The ‘More’ button has a ‘Send Notification’ option can be used to send a notification to the assigned SQE.
5. Only one person can edit an SPAP at any given point. Please make sure to close the SPAP tab when you are finished editing it so that the SQE can edit the SPAP if required.
6. The last option on the toolbar is ‘Cancel’, which can be used to exit out of the SPAP without saving any of the work.