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PURPOSE: The purpose of this section is to:

- 1) Introduce the TMI Supplier Quality Assurance Manual (SQAM)
- 2) Outline its goals
- 3) Explain the responsibilities in regards to the administration of the manual itself

GOALS:

- 1) To communicate to TMI's suppliers the expectations, common goals, and minimum requirements to assure the quality of supplied parts:
 - Application of elements will apply to **all phases** and mass production level parts with the requirement being made known by TMI Purchasing, TMI **Development QC**, or TMI Plant Quality Control pending the level in review.

NOTE: In some rare cases, depending on TMI's customer's requirements, the actual reporting format may be varied from TMI SQAM to AIAG formats. In these cases, TMI Plant QC will note the format change on the QUALITY ASSURANCE PROJECT PLAN (TMI SQAM Section 25) issued by TMI Purchasing at the beginning of each program launch.


- Overall application for **all phases** will be under the discretion of TMI Purchasing and QC. Elements will be applied to all suppliers unless waived through approved **waiver** by TMI **Development or Plant QC**. If a supplier does not agree that a specific requirement pertains to their product, the supplier should request a waiver of that requirement by submitting a WAIVER REQUEST (TMI SQAM Appendix 1B) to **TMI Development QC for phase 1 waiver or TMI Plant QC for phase 2 or 3 waiver**.
 - Requirements for **phase 1** will be supplied and negotiated through the TMI Development department.
 - Requirements for post - production service parts and warranty issues will be supplied and negotiated through the TMI plant Quality Control on an "as needed" basis.
- 2) To encourage open and free communication of ideas, information, and notification of problems among suppliers and all TMI facilities
 - 3) To develop an overall plan to assure a smooth production start-up at all suppliers and TMI locations through effective planning and communication
 - 4) To define the quality assurance procedures to be followed and documents to be used by all suppliers to assure application of an effective quality system based on continuous improvement, first time quality, and quality problem prevention
 - 5) To assure that final product quality meets or exceeds TMI's customers' expectations

REQUIRED DOCUMENTS:

SQAM CHANGE REQUEST - TMI APPENDIX 1A
WAIVER REQUEST - TMI APPENDIX 1B

RESPONSIBILITIES:

- 1) The TMI Purchasing and Quality Assurance departments will be responsible for the following:

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- A) QA - Maintaining the master document and its revision record indicating all manual and revision packets are updated accordingly
 - B) Purchasing - Ensuring distribution of the SQAM and its revisions to the supplier. One manual will be provided to each supplier.
 - C) Purchasing - Maintaining a record of when and to whom the manual and its revisions are issued and confirming supplier receipt and acknowledgement
 - D) QA / Purchasing - Educating all suppliers on application of the SQAM and its revisions
- 2) The supplier's Quality Control department will be responsible for the following:
- A) Controlling the manual and its revision once received
 - B) Ensuring the distribution of copies to all appropriate persons and develop a tracking system for internal distribution
 - C) Understanding and applying the manual in order to maintain built-in quality from production trials through mass Production
 - D) Identifying and submitting opportunities for improvement in the manual, its implementation, and its use by submission of the SQAM CHANGE REQUEST (TMI Appendix 1A)
 - E) Conducting and assuring internal training of all related departmental personnel including subsuppliers
 - F) Confirming effective implementation of the manual and its required documentation. The manual, its revisions, and all its related forms become effective upon issuance unless otherwise notified.

NOTE: IN REGARDS TO FORMS, THE SUPPLIER MAY SUBSTITUTE NON – TMI FORMS ONLY IF THEY MEET THE FOLLOWING:

- Agreement is given by the applicable TMI Development or Plant QC manager on a form by form basis
- The new form meets all requirements and contains all information required

- 3) The TMI Development QC or the TMI Plant QC departments will be responsible for the following:
- A) Overseeing the implementation of SQAM
 - B) Serving as primary supplier contact for all quality issues

NOTE: TMI Development QC assumes all supplier responsibilities during phase 1 stages and may assume some responsibilities into phases 2 & 3 dependent of program.. TMI Plant QC assumes responsibility at the preproduction (pilot) stage and maintains control throughout mass production.

NOTE: IF THERE ARE ANY QUESTIONS CONCERNING ADMINISTRATION OF THIS MANUAL, PLEASE CONTACT:

TRIM MASTERS, INC. QUALITY ASSURANCE DEPARTMENT
ATTN: PEGGY PHILLIPS - SQAM ADMINISTRATOR
1090 INDUSTRY ROAD



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REVISION	REVISION DATE	SECTION	CHANGE DESCRIPTION
0	07/09/01	ALL	Initial release
1	05/20/03	ALL	Revision record added
2	08/09/04	1: Goals – 1 / Resp – 3	Added Phase 1 requirements / Special customer needs