

	<b>SECTION 5: TOOL PROGRESS REPORT</b>	Ref: TM-QA-DO-06-329-E
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**PURPOSE:** To explain key points and submission procedure for the Tool Progress Report

**SCOPE:** Applies to all TMI suppliers **at all phases as explained in TMI SQAM Section 3**

**EXPLANATION:** The Tool Progress Report (TPR) is a detailed schedule of tooling milestones. This document allows TMI to track supplier tooling progress to schedule and to determine the impact to tooling if part changes are requested.

**RELATED DOCUMENT(S):**

**TMI QUALITY ASSURANCE PROJECT PLAN (QAPP) - TMI SQAM Section 25**

**REQUIRED DOCUMENT(S):**

TOOL PROGRESS REPORT (TPR) - TMI APPENDIX 5A

TPR STATUS REPORT - TMI APPENDIX 5B

**RESPONSIBILITIES:**

- 1) The supplier must submit the TPR (Tool Progress Report - TMI Appendix 5A) per TMI's tooling purchase order **and within the timeline identified in the TMI Plant QC QUALITY ASSURANCE PROJECT PLAN (QAPP) (TMI SQAM Section 25)** for each new die, jig / equipment, and checking fixture. TPR's are also required for tooling that is only being modified for a model year change.
- 2) The supplier must complete the TPR including the following:
  - A) All major steps from design to trial
  - B) Target dates for tool completion as shown on the QAS
  - C) Actual completion dates for tool
- 3) The supplier should obtain interdepartmental approvals from all related departments before issuing.
- 4) After internal approval, the supplier should submit the TPR to TMI Purchasing every two weeks. (NOTE: TMI Purchasing will act as the window for this requirement and will assume the responsibility for copying the TPR and TPR Status Sheets to TMI Program Management, **TMI Development QC**, and **TMI Plant Quality Control**.) The TPR will be reviewed by **TMI Development QC during phase 1 and by TMI Plant QC at phases 2 and 3** to confirm the activity to TMI's required timing. Requests for adjustments will be negotiated between the supplier and TMI Purchasing.
- 5) The supplier must review and resubmit the TPR every two weeks. The supplier's top management will be responsible for monitoring the plan to achieve the milestones as scheduled.



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- 6) If there are changes to dates or content on the original TPR the supplier must list the changes on the TPR Status Report, identify the recovery plan, and submit both the status report and the revised TPR to TMI Purchasing every two weeks **unless otherwise specifically requested by TMI QC (Development and / or Plant).**
- 7) **During any trial phase (1, 2, or 3), if parts are not off correct level tooling, an updated TPR will be required indicating tooled parts availability. This should be included in and submitted with the SAMPLE DATA SHEETS packet.**

REVISION	REVISION DATE	SECTION	CHANGE DESCRIPTION
0	07/09/01	ALL	Initial release
1	05/20/03	ALL	Added revision record
<b>2</b>	<b>08/09/04</b>	<b>ALL</b>	<b>Added Phase 1 requirements / Added QAPP reference / Revised routing on forms</b>