



# Instructions for CSL1 / CSL 2

# Instructions for Controlled Shipment Level 1

- 1) Return a copy of attached document with an authorized signature within 24 hours, confirming that you have received the notification and fully understood the requirements.
- 2) Initiate an 8D problem resolution process by utilizing MANN+HUMMEL's 8D / RPS method and confirm to the MANN+HUMMEL plant quality contact within 24 hours.
- 3) Implement immediately an effective additional 100% containment action. The staff responsible shall be independent from the production line in respect of cycle time and responsibility.
- 4) Provide a dedicated area for the additional inspection outside of the production line. MANN + HUMMEL must be informed about the inspection instruction and method.
- 5) Provide sorting results on a daily / weekly basis or on request to the M+H plant quality contact. Document daily the inspector's names, all inspectors must be trained.
- 6) All future shipments of parts under CSL have to be labeled, showing that the parts were undergoing "100% Containment, CSL 1". Failing to label will require supplier personnel or a 3rd party to inspect and sort at 100% at M+H's location at the supplier's expenses.

# Requirements to close CSL1

- 1) Documents show the root cause has been identified and confirmed.
- 2) Corrective actions have been implemented successfully.
- 3) Data is provided which proves that there has been no reoccurrence for a minimum of at least 1 month or 3 production batches after implementation of corrective actions. If considered appropriate by the M+H quality contact, the duration for the CSL 1 activity may be adjusted.
- 4) Corrective actions have been implemented as well on similar products and / or processes.
- 5) All related documents such as P-FMEAs, Control Plans, instructions and others were updated and will be made available upon request.
- 6) Written confirmation of exit approval received from the M+H quality contact.

## Instructions for Controlled Shipment Level 2

- 1) Return a copy of attached document with an authorized signature within 24 hours, confirming that you have received the notification and fully understood the requirements
- 2) Authorize a third party company to implement containment and start activities immediately. The third party needs to be approved by MANN+HUMMEL.
- 3) Provide a dedicated area for the additional inspection outside of the production line. MANN+HUMMEL must be informed about the inspection instruction and method.
- 4) Provide sorting results on a daily / weekly basis to the MANN+HUMMEL plant quality contact and implement appropriate improvement actions. Document daily the inspector's names. All inspectors must be trained.
- 5) All future shipments of parts under CSL 2 have to be labeled, showing that the parts were undergoing "100% Containment, CSL 2". Shipments may be labeled twice with "100% Containment, CSL 1" and "100% Containment, CSL 2". Failing to label will require supplier personnel or a 3<sup>rd</sup> party to inspect and sort at 100% at M+H's location at the supplier's expense.

## Requirements to close CSL2

- 1) Documents show the root cause has been identified and confirmed.
- 2) Corrective actions have been implemented successfully.
- 3) Data is provided which proves that there has been no reoccurrence for a minimum of at least 1 month or 3 production batches after implementation of corrective actions. If considered appropriate by your M+H quality contact, the duration for the CSL 2 activity may be adjusted.
- 4) Corrective actions have been implemented as well on similar products and / or processes.
- 5) All related documents such as P-FMEAs, Control Plans, instructions and others were updated and will be made available upon request.
- 6) Written confirmation of exit approval received from your M+H quality contact.

## Back up



▶▶ Information

If you have any questions, please ask  
your responsible contact at the  
MANN+HUMMEL plant