



	Marketing	Activity (Engg & Tool Room)	Responsibility
PLAN		<p>Affix sample no. sticker to each sample . Confirm samples produced from new tool to be as per customer drawing .</p> <p>Get customer wise standard FPA format .</p> <p>Fill up FPA report for no. of parts as required by customer . Attach RM TC , Control plan , FOC certificate , RoHS certificate ,</p>	manager- Tool room
DO	Forward the samples & FPA to the customer	Send the samples , FPA with supporting documents to marketing , keep the copy of submitted FPA and 2 nos sample with tool room.	manager- Tool room
CHK	Check that the forwarded samples received to the customer.	Receive back the FPA from customer and check for customer remarks .	manager- Tool room
ACT	Inform FPA feedback to ENGG . From time to time.	<p>If FPA is not OK then correct the NG Point & then do the II nd FPA . If FPA is OK then handover to Production & QA with drawing , control plan & toolings .</p> <p>File approved FPAs in a file</p>	<p>manager- Tool room</p> <p>manager- Tool room</p>
Note - Underlined text above indicates documents & records..		Rev. No : 1.1	Page: 1/1
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