

**SUPPLIER QUALITY ASSURANCE MANUAL  
FOR PARTS AND RAW MATERIALS**

\*\*\*\*\* QUALITY ASSURANCE FOR TRIAL PRODUCTION \*\*\*\*\*

**SECTION 13 - TRAINING AND QUALIFICATION OF TEAM MEMBERS**

**PURPOSE:** To specify the minimum Supplier requirements in regards to training and qualification of team members.

**SCOPE:** Applies to Suppliers of production parts and raw materials. Covers Supplier team members whose activities affect the quality of DENSO parts or materials, production, etc..

**EXPLANATION:**

Supplier Team members working on DENSO production parts or raw materials are expected to have completed a comprehensive training program which focuses on developing their team member's capabilities and motivation.

**SUPPLIER RESPONSIBILITIES:**

1. The Supplier should effectively manage a comprehensive training program for all team members. Department training needs shall be identified through a multi-disciplined approach.
2. Individual needs shall be identified through an evaluation process that includes references to retained team member training records. An individual or a department should be designated to administer the training program.
3. The Supplier is expected to continuously develop it's team member's capabilities through various activities including on-the-job training, collective education, etc..
4. Training shall be timed so that the Supplier team members are capable of performing all job functions prior to the start of mass production.
5. The Supplier should develop a method for documenting team member's progress and capabilities.

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