

Accuride Corporation  **ACCURIDE**

Plex: Supplier Concerns (8D/CAPA)

Work Instructions for Completing a Supplier Concern (8D/CAPA)

Supplier Concerns (8D/CAPA)

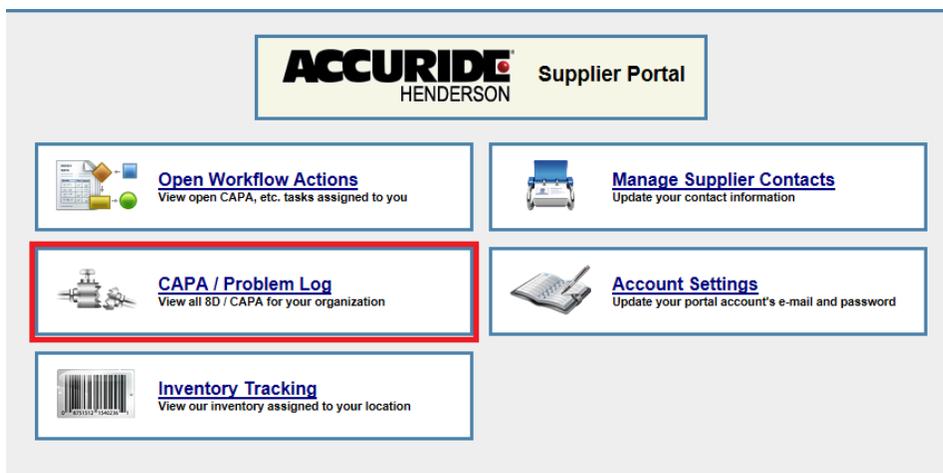
Instructions on Access and Use

As an Accuride supplier, you will receive an email notification when there is a Supplier Concern that requires you to complete an 8D/CAPA in Accuride's online supplier portal, called Plex. You may log into the portal and navigate to the concern using the information below. Alternatively, a hyperlink directly to the concern will be included at the bottom of the email you receive.

*Note: Before logging, you must complete a simple setup procedure by following document **PC Setup.pdf**. If you do not have a copy of this document or are unsuccessful, please contact supplierportal@accuridecorp.com.*

CAPA/Problem Log

Log into Plex using your provided username, password, and company code (**ACC-CORP**). Choose the appropriate Accuride location, which will be indicated in the email notices. You will then see the screen below, though you may have slightly different options depending on the goods or services you provide. To review all 8D/CAPA forms issued to your organization, click the **CAPA / Problem Log** option.



You must click **Search** to view all records, including forms you have already addressed in the supplier portal previously.

The screenshot shows the CAPA System search interface. It features a search bar and several filter fields:

- Problem No:
- Part No:
- Date Begin:
- Date End:
- Form Type:
- Status:
- Closed Date Begin:
- Closed Date End:
- Supplier:
- Problem Type:
- Severity:
- Defect:
- Text Search:
- Search:

Click the hyperlink for a supplier concern to view its 8D/CAPA form and complete any actions assigned to you if applicable. The most recent concern will be listed at the top of the list.

CAPA System

Problem No: Part No: Date Begin: Date End:
 Form Type: Status: Closed Date Begin: Closed Date End:
 Supplier: Problem Type: Severity: Defect:
 Text Search: Search

Problems 1 - 16 of 16												
No	Part No	Problem Form	Title	Defect	Status	Problem Owner	Supplier	Customer	Severity	Recorded Date	Rec	
59		Supplier Concern & Containment	Wheel has centerline issues		Pending Review		Test Supplier Quality		3	12/7/15		

Process of Completing a Supplier Concern (8D/CAPA)

*Note: If the concern involves material that requires containment, you must complete an additional Containment Analysis portion of the form (D3). You will recognize these by the longer title of **Supplier Concern & Containment**.*

Your email notice will indicate which form sections to complete. If containment of suspect material is required, you must first complete sections D1 through D3. You will then submit the containment analysis to Accuride, and the form will later be returned to you to complete sections D4 through D7. If containment is unnecessary, you will complete the form in one step.

As you fill out the 8D/CAPA form, click **Update** at the top of the screen to save your changes. When finished, click the  icon at the top-right of the screen to advance to **Workflow Actions**.

Back
Wiki
Update
Print
ACCURIDE HENDERSON **PLEX**

Supplier Concern & Containment 41





This screen reminds you which form sections to complete. The sections listed may differ at various stages depending if containment is required.

Back
Wiki
Print
Update
ACCURIDE HENDERSON **PLEX**

Workflow Actions

Problem Control Workflow System

Workflow: Problem Control Started: 10/29/15
 Document: Problem No 41 Complete Date: Still Pending
 Note / Justification: Started By: Burke, Devin

Step Description	Action Description	Action Assigned To	Completed By	Result	Result Note	Step Result
Supplier Concern Definition	Complete Initial Problem Entry (D0)	*Champion* [View Assigned Users]	Burke, Devin 10/29/15 7:58 PM	Completed		Completed
Supplier Containment Analysis	Investigate & Input Containment Analysis (D1-D3)	*Supplier* [View Assigned Users]	Test Supplier Quality 3, Anna	Submit to Accuride		Pending

Project Notes

10/29/15 7:57 PM Burke, Devin: Problem record added to workflow.

New Note:

If the form is currently assigned to you, the last row in the log will appear green.

To send the form to Accuride for approval, choose **Submit to Accuride** in the **Result** list and then click **Update** in the top center.

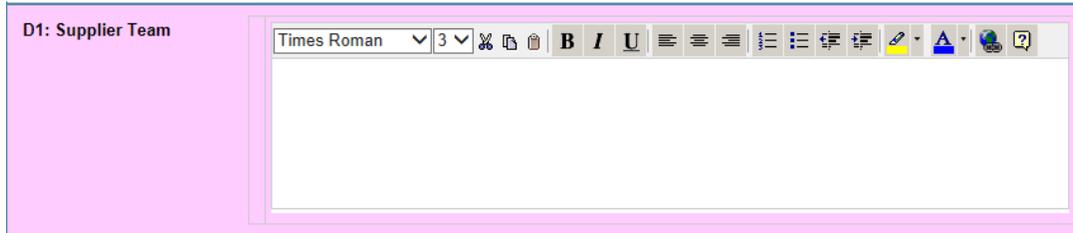
You may return to **Workflow Actions** at any time to see the current status of the 8D/CAPA.

Breakdown of Supplier Concern (8D/CAPA) Form

Note: Depending whether the concern requires material containment, you may not see all sections of the form. Refer to the email notification or **Workflow Actions** screen to review which sections require your immediate input.

D1: Supplier Team (Pink Section)

Provide the main person or persons Accuride will be corresponding with regarding this supplier concern. Include all necessary information to contact the individual (phone, email, etc.).



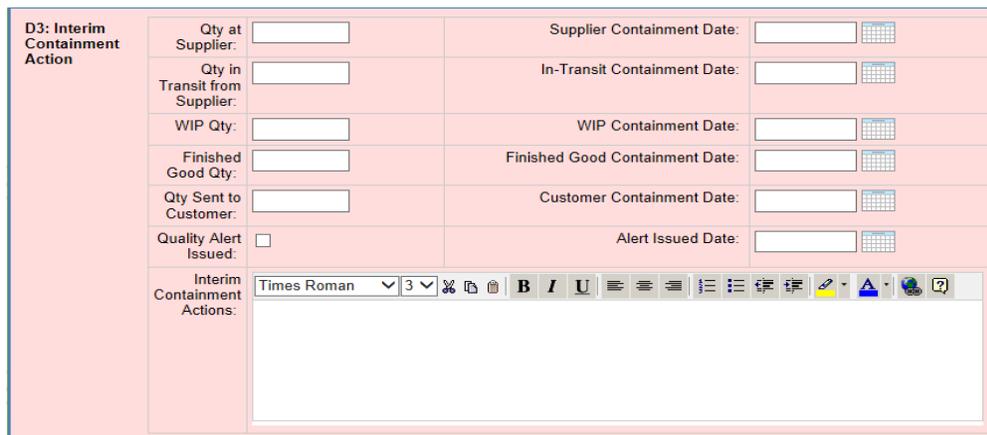
D2: Define and Describe the Problem (Turquoise Section)

Provide an **Estimated Consequence of Failure, Frequency (PPM/percent)**, and **Scope/Impacted Parts & Sites**. Include all necessary details and attach photos if applicable.



D3: Interim Containment Action (Red Section)

As noted above, this section appears on the **Supplier Concern & Containment** form and deals strictly with actions necessary to contain the problem. Include all necessary details and attach related photos (see **Attachments** below). Ensure that you input a quantity and date contained or reviewed for each location, even if that location has no material to contain.



D4: Root Cause (Green Section)

Provide a detailed analysis about the root cause of the material or concern.

D4: Root Cause of How Problem Occurred	New Root Cause of How Problem Occurred																																																																																																
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D4: Five Why Root Cause Analysis	<p>5 Why 1 Complete 5 Why</p> <table border="1"><thead><tr><th>Problem</th><th>Line Code</th><th>Five Why</th><th>Corrective Action</th></tr></thead><tbody><tr><td>Why 1</td><td></td><td></td><td></td></tr><tr><td>Why 2</td><td></td><td></td><td></td></tr><tr><td>Why 3</td><td></td><td></td><td></td></tr><tr><td>Why 4</td><td></td><td></td><td></td></tr><tr><td>Why 5</td><td></td><td></td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Prediction</th><th>Line Code</th><th>Five Why</th><th>Corrective Action</th></tr></thead><tbody><tr><td>Why 1</td><td></td><td></td><td></td></tr><tr><td>Why 2</td><td></td><td></td><td></td></tr><tr><td>Why 3</td><td></td><td></td><td></td></tr><tr><td>Why 4</td><td></td><td></td><td></td></tr><tr><td>Why 5</td><td></td><td></td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Prevention</th><th>Line Code</th><th>Five Why</th><th>Corrective Action</th></tr></thead><tbody><tr><td>Why 1</td><td></td><td></td><td></td></tr><tr><td>Why 2</td><td></td><td></td><td></td></tr><tr><td>Why 3</td><td></td><td></td><td></td></tr><tr><td>Why 4</td><td></td><td></td><td></td></tr><tr><td>Why 5</td><td></td><td></td><td></td></tr></tbody></table> <table border="1"><thead><tr><th>Protection</th><th>Line Code</th><th>Five Why</th><th>Corrective Action</th></tr></thead><tbody><tr><td>Why 1</td><td></td><td></td><td></td></tr><tr><td>Why 2</td><td></td><td></td><td></td></tr><tr><td>Why 3</td><td></td><td></td><td></td></tr><tr><td>Why 4</td><td></td><td></td><td></td></tr><tr><td>Why 5</td><td></td><td></td><td></td></tr></tbody></table> <p>Add 5 Why</p>	Problem	Line Code	Five Why	Corrective Action	Why 1				Why 2				Why 3				Why 4				Why 5				Prediction	Line Code	Five Why	Corrective Action	Why 1				Why 2				Why 3				Why 4				Why 5				Prevention	Line Code	Five Why	Corrective Action	Why 1				Why 2				Why 3				Why 4				Why 5				Protection	Line Code	Five Why	Corrective Action	Why 1				Why 2				Why 3				Why 4				Why 5			
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First, add individual analysis lines for **How Problem Occurred** and **How Detection was Missed** by clicking the green **New** hyperlinks. On the subsequent screen (below), provide the root cause breakdown and click **Add** when finished.

Back	Wiki	Add	ACCURIDE HENDERSON PLEX
New Problem Root Cause			
Root Cause:	<input type="text"/>		
Root Cause Date:	11/2/2015	<input type="text"/>	<input type="text"/>
Added:			
Updated:			

Next, click **Complete 5 Why** and fill out the 5 Why root cause analysis form. Be sure to click **Add** at the top of the page when finished.

D4: Five Why Root Cause Analysis	5 Why 1	Complete 5 Why																																
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D5: Corrective Action (Orange Section)

Provide your corrective actions for **Problem Occurrence** and **Missed Detection**.

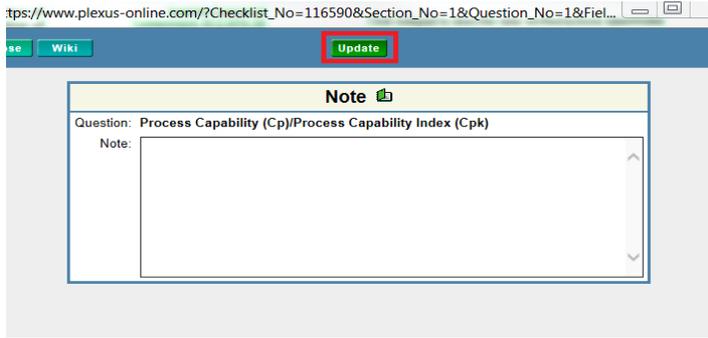
Similar to **D4: Root Cause**, click the green **New** hyperlinks and provide the detailed corrective actions accordingly. When finished, click **Add** at the top of the page.

D5: Corrective Action for Problem Occurrence	New Corrective Action
D5: Corrective Action for Missed Detection	New CA for Missed Detection Action

D6: Verification of Permanent Corrective Action (Yellow Section)

This section contains a table of the necessary verifications that must occur.

D6: Verification of Implementation of Permanent Corrective Action	Supplier Concern & Containment 36 (CAPA D6 Checklist)	Click notepad to describe data verified/actions taken/notes																																															
		<table border="1"> <thead> <tr> <th>Question</th> <th>N/A</th> <th>Due Date</th> <th>Completed Date</th> <th>Checked</th> <th></th> </tr> </thead> <tbody> <tr> <td>Process Capability (Cp)/Process Capability Index (Cpk)</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Test Results</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Attribute Data</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Audit</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Measurement System Analysis</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Maintenance: Preventative Maintenance/Emergency Plan</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Question	N/A	Due Date	Completed Date	Checked		Process Capability (Cp)/Process Capability Index (Cpk)	<input type="checkbox"/>	<input type="text"/>	Test Results	<input type="checkbox"/>	<input type="text"/>	Attribute Data	<input type="checkbox"/>	<input type="text"/>	Audit	<input type="checkbox"/>	<input type="text"/>	Measurement System Analysis	<input type="checkbox"/>	<input type="text"/>	Maintenance: Preventative Maintenance/Emergency Plan	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																				
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For each verification, indicate whether it has been **Checked** (or marked **N/A** if not applicable) and the **Completion Date**. Describe actions taken and data verified by clicking the  notepad icon. On the **Note** popup window, provide the applicable information and click **Update**.

D7: Systemic Prevention (Blue Section)

Similar to **D6: Verification of Permanent Corrective Actions**, D7 contains a table of necessary actions that must occur. Indicate which preventative measures have been applied (**Checked**) and the **Completion Date**. Follow the instructions above to add notes by clicking the  icon.

D7: Systemic Prevention		Supplier Concern & Containment 36 (CAPA D7 Checklist)					Click notepad to describe data verified/actions taken/notes	
Question	N/A	Due Date	Completed Date	Checked				
Training	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Work Instructions/Statement of Work	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Failure Mode Effects Analysis (FMEA)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Control Plan	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
Other Part Numbers/Sites	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

Attachments (Any Section)

To attach a document or photo to the form, click the  paper clip icon in the top-right corner of the screen. Various sections may require you to attach documents (FMEA, pictures, etc.).



Click Add on the following screen, and then choose **Upload File**. If you upload any standard image format (jpg, gif, png, or bmp), the image will appear on the main screen the next time that screen is refreshed.

