

Assessment Report

Windsor Machine & Stamping (US) Ltd.

Report Author

Milena Dukic-Hrnjak

Visit Start Date

04/01/2009



Introduction

This report has been compiled by Milena Dukic-Hrnjak and relates to the assessment activity detailed below:

Visit ref/Type/Date/Duration	Certificate/Standard	Site address
7316456 Transfer assessment 04/01/2009 1 day(s) No. Employees: 7	TS 543508 ISO/TS 16949:2002	Windsor Machine & Stamping (US) Ltd. 26655 Northline Rd Taylor Michigan 48180 USA

The objective of the assessment was to conduct a re-assessment of the existing certification to ensure that all elements of the proposed scope of registration and the entire requirements of the management standard are effectively addressed by the organization's management system.

If this visit is part of a multi-location assessment, the final recommendation will be contingent on the findings from all assessments.

Proposed scope of registration TS 543508 (ISO/TS 16949:2002)

Location	Scope
Windsor Machine & Stamping (US) Ltd. 26655 Northline Rd Taylor Michigan 48180 USA	Warehousing and Distribution

Management Summary

Progress has been established towards registration. Any nonconformities that have been identified will need to be addressed before the next stage of assessment.

The areas assessed during the course of the visit were generally found to be effective.

The recommended verdict indicates that this support location can be included on the certificates for the sites that this location supports. Corrective actions with respect to nonconformities raised at the last assessment have been reviewed and found to be effectively implemented.

2 nonconformities requiring attention were identified. These, along with other findings, are contained within subsequent sections of the report.

A minor nonconformity relates to a single identified lapse, which in itself would not indicate a breakdown in the management system's ability to effectively control the processes for which it was intended. It is necessary to investigate the underlying cause of any issue to determine corrective action. The proposed action will be reviewed for effective implementation at the next assessment.

Please submit a plan to BSI detailing the nonconformity, the cause and your proposed corrective action, with responsibilities and timescales allocated. The plan is to be submitted no later than 05/01/2009 by e-mail or fax to your assessor, referencing the report number. Please send to milena.dukic@bsigroup.com or 519-967-9598.

Areas Assessed & Findings

Quality Management Systems

Business plan was updated in 2008 for this fiscal year. Reviewed performance as it is compared to the targets. Goals were met or exceeded. Reviewed management review meeting minutes from September 10, 2008. All areas were reviewed as per the agenda. Minutes include conclusion and action items. Also reviewed continual improvement tracking. Customer scorecards were reviewed and found satisfactory. Customer surveys are used for the customers that don't have on line supplier monitoring system. Handling of customer complaints was reviewed and found to be effective. Standard 8D format is used. Reviewed internal audit activities. Audit schedule is updated on an annual basis. Process audit approach is implemented; independent auditors. One minor issue was found related to one process not audited every year.

Warehousing and Distribution

Reviewed warehousing and distribution activities including receiving, storage, inspection and shipping. Inventory management reviewed – controlled through XENA. Verified warehouse management, monthly inventory assessments and adjustments done. Reviewed shipping process, sending of ASNs, delivery activities. Head Rest inspection process was reviewed and found satisfactory. Handling of nonconforming product was reviewed - suspect or scrap parts are identified and segregated. Delivery to the customer maintained at 100%. Also reviewed tracking of premium freight and corrective actions issued and found them satisfactory. One issue was found related to the accessibility of work instructions.

Minor Nonconformities Arising from this Assessment

Ref	Area/Process	Clause
A280079/1	Customer Requirements / Ford Specific Requirements	7.2.1 / 4.39
Details:	<p>The process of identifying and implementing Ford specific requirements is not effective in practice.</p> <p>The section 7.2.1 of ISO/TS 16949 requires the organization to determine the requirements specified by the customer and implement them as appropriate. Ford specifics require that all identified processes are audited on an annual basis.</p> <p>During the assessment it was noted that the distribution process was last audited in February 2007.</p>	

Ref	Area/Process	Clause
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A280079/2	Warehouse	7.5.1.2
Details:	<p>The process for ensuring the accessibility of work instructions is not effective in practice.</p> <p>Section 7.5.1.2 of ISO/TS 16949 requires the organization to ensure that work instructions are accessible at the work station.</p> <p>Evidence of conformance with this requirement could not be found for stretch wrapping work instructions that were supposed to be posted in the quality audit and shipping areas.</p>	

TS16949 Additional Scope Requirements

Customer-specific requirements audited for each site:

Ford, Lear, JCI

Supplier codes allocated to each site by OEM customers (as appropriate):

Ford - EPK3B, Lear - 779625-000, JCI - 307858

Permitted exclusions for each site:

None

Are there any support locations to be included in certification?:

No

TS16949 Shift Details

Site		Shift 1	Shift 2	Shift 3	Shift 4	Night shift	Week-end	Total site employees
Taylor, MI	Exists?	✓						7
	Audited?	✓						

Assessment Participants

On behalf of the organization:

Name	Position
Beth Muse	QC Manager

The assessment was conducted on behalf of BSI by:

Name	Position
Milena Dukic-Hrnjak	Team leader

Re-certification Plan

		Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	Visit 6
Business area/Location	Date (mm/yy):	04/10	04/11	04/12			
	Duration (days):	0.5	0.5	0.5			
Warehouse and Distribution		✓	✓	✓			

Next Visit Plan

Visit objectives:

Audit of the continuing suitability and continued effective implementation of the Quality Management System of Windsor Machine & Stamping - Support Site located at 26655 Northline Rd., Taylor, MI in meeting the requirements of ISO/TS16949:2002, plus associated support documentation and additional customer requirements (as appropriate), company objectives, policies and procedures.

Visit scope:

The management system implemented to satisfy the requirements of ISO/TS16949:2002, plus associated support documentation and additional customer requirements (as appropriate).

Date	Assessor	Time	Area/Process	Clause
	Milena Dukic-Hrnjak	8:30	Opening Meeting	
	Milena Dukic-Hrnjak	9:00	Warehousing and Distribution	
	Milena Dukic-Hrnjak	11:30	Report Preparation	
	Milena Dukic-Hrnjak	12:00	Closing Meeting	

Please note that BSI reserves the right to apply a charge equivalent to the full daily rate for cancellation of the visit by the organization within 30 days of an agreed visit date. It is a condition of Registration that a deputy management representative be nominated. It is expected that the deputy would stand in should the management representative find themselves unavailable to attend an agreed visit within 30 days of its conduct.

Notes

The assessment was based on sampling and therefore nonconformities may exist which have not been identified.

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Should you wish to speak with BSI in relation to your registration, please contact our Operations Support Team:

BSI Management Systems Canada Inc.
6205 Airport Road
Suite 102
Mississauga
Ontario
L4V 1E1

Tel: +1 (416) 620 9991 Fax: +1 (416) 620 9911