**Schaeffler Requirements to Supplier Product Safety Representatives**

**舍弗勒要求 – 供应商产品安全代表**

To fulfill the product safety requirements in line with government regulations, IATF16949 and OEMs, Schaeffler Greater China is requesting all its suppliers to be prepared to react within 24 hours to any Product Safety-related issues. This requires a fast, robust and professional reaction to investigate whether a Potential Product Safety Concern could become an actual Product Safety Issue.

为了满足政府法规、IATF16949以及整车厂对产品安全的要求，舍弗勒大中华区要求供应商须建立相应反应机制，对产品安全相关问题在24小时内做出反应。反应机制必须迅速、稳健和专业地去研究是否一个潜在的产品安全隐患会成为一个真正的产品安全问题。

The following requirements are mandatory for all Schaeffler Greater China suppliers:

舍弗勒大中华区对所有供应商的强制要求如下：

1. Nominate a Product Safety Representative for each plant that produces Schaeffler products.

每个生产舍弗勒产品的工厂须委任一名产品安全代表。

1. Provide the name list to the Purchasing Department of Schaeffler Greater China, otherwise the Quality Manager will be deemed as the Product Safety Representative in the Schaeffler database.

提交产品安全代表清单给舍弗勒大中华区采购部，否则供应商的质量经理将会在舍弗勒数据库中被视为产品安全代表。

The qualification requirements of the Product Safety Representatives include:

对工厂产品安全代表的资格要求包括：

1. Must be familiar with the product working mode, manufacturing processes and assembly conditions at the Schaeffler plants.

必须熟悉产品工作方式、生产过程以及产品在舍弗勒工厂的装配条件。

1. Understand the Product Safety Regulations and Product Liability Regulations.

理解产品安全法和产品责任法。

1. Be able to conduct risk analysis by using correct methodologies.

能够使用正确的方法进行风险分析。

1. The Representative must attend training for Product Safety Regulation from an authorized third Party.

该代表必须参加第三方权威机构的产品安全法培训。

The authority level of the Product Safety Representative must include:

产品安全代表的权利包括：

1. Directly report to the top management level, e.g. the Representative could be a plant manager or Quality manager.

向公司的最高管理层直接汇报，例如：该代表可以是工厂经理或质量经理。

1. Isolate suspected products in the warehouse or in the production line when receiving any complaints from Schaeffler about product quality.

当收到任何来自舍弗勒关于产品质量方面的投诉时，有权隔离在仓库中或生产线上的可疑产品。

1. Organize resources to do the verification and validation of suspected products.

有权调配资源组织相关人员对可疑产品进行验证和确认。

1. Transfer product safety requirements to supply chain and establish the same contact window in the supply chain.

将产品安全要求传递到整个供应链，并在供应链中建立同样的联络窗口。

The main responsibilities and tasks of the Product Safety Representative must include but not be limited to the following:

产品安全代表的主要职责和任务必须包含但非仅限于以下：

1. In the product development phase, participate in specifying the priority level of corrective or preventive actions to avoid product safety related failures.

在产品开发阶段，参与纠正和预防行动优先级的制定，以避免危及产品安全的缺陷。

1. Initiate, participate and verify Design FMEA and Process FMEA related to product safety.

发起、参与和确认与产品安全相关的设计FEMA和过程FEMA。

1. Participate in launch readiness reviews of new projects and create lessons learnt to avoid product safety related failures in production, assembly and test processes.

参与新项目的启动准备确认，从中获取经验教训以避免在生产、装配和测试过程中发生产品安全相关的缺陷。

1. Establish and maintain a lessons learnt list and ensure compliance in production.

建立并维护经验教训清单，并确保在生产过程中清单上的问题能得以确认。

1. Independently and periodically organize and implement product and process audit.

独立、定期地组织和实施产品和过程审核。

1. Assess the frequency/occurrence of failures of a product.

评估一类产品安全问题发生的频率/次数。

1. Ensure the effective implementation of measures to complaints received from Schaeffler.

确保针对来自舍弗勒的投诉的措施有效实施。

1. Establish effective communication with the Supplier Quality Department and Plant Quality Department of Schaeffler and ensure the necessary information and requirements have been transferred within the company and are kept confidential.

与舍弗勒的供应商质量部门和工厂质量部门建立有效的沟通，确保必要的信息和要求已经在公司内部传递，同时保证所有信息保密。

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Purchasing Schaeffler Greater China

舍弗勒大中华区采购部