



**VICTOR REINZ®**

Sealing Products

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13. Juli 2017

## Product Safety Representative (PSB) at suppliers

Dear Sir or Madam,

Attached please find the document "**Product Safety Representative (PSB) at Suppliers**", which describes the specific requirements and tasks of **Dana Incorporated** for product safety to suppliers.

Product safety is a special concern of our customers. We implement this customer requirement consequently.

This document is also available to suppliers in electronic form on the Reinz Internetplattform under Einkauf/Dokumente

<http://www.reinz.com/DE/EINKAUF/Dokumente.aspx>

The present document shall be contractually binding as per its date of publication and shall be available in 3rd quarter 2017 latest.

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Dana Incorporated  
Power Technologies



## Product Safety Representatives (PSB) at Suppliers

As an applicable document to the Supplier Manual <http://supplier.dana.com/sdmanual/default.aspx> describes this document the product safety representative at the supplier.

### 1. Knowledge

- 1.1 Regarding the manufactured product: Functionality, the details of production at their location and proper use in the products of customer in the supply chain (tier 2 and subsequent). If necessary, material usage recommendations (e.g. raw materials, materials) must be coordinated and agreed within the aforementioned requirement.
- 1.2 Regarding the Product Safety Act and the Product Liability Act
- 1.3 Regarding risk assessment methods and their application
- 1.4 Gained from a qualified PSB training course.

### 2. Tasks

- 2.1 Contributing to, developing, and setting priorities for eliminating or preventing product safety-relevant defects in the product development phase (error prevention).
- 2.2 Working independently, initiating and verifying product, process, and engineering-relevant decisions in the course of product development and additional product enhancement (e.g. FMEA or risk assessment procedures) provided that there is an impact relevant to safety.
- 2.3 Preparing, maintaining, and enhancing "lessons learned" checklists for the qualified review of designs, production, processes, or for the material properties under product-safety relevant aspects.
- 2.4 Executing or initiating and assessing component or material analyses with the goal of detecting indications of deviations relevant to product safety at an early stage.
- 2.5 Independently executing or initiating regular inspections of processes, production, material, and products of the current series for the confirmation of product safety for proper and predictable use or misuse and the introduction as well as tracking of (immediate) measures in the case of relevant deviations.
- 2.6 Assessing the probability and frequency of failure of the affected product in the event of failure.



2.7 In the event of a complaint, the planned remedial measures, their implementation, and long-term effectiveness shall be verified. The effectiveness of the measures shall be reviewed, confirmed, and documented in writing by the supplier PSB.

2.8 In the event of a complaint or voluntary declaration, communication shall be directed via the person responsible for component Quality with the client (Quality engineering).

The respective contact persons shall be determined in advance for downstream clients in the supply chain (tier 2 and subsequent).

The PSB shall advise with respect to the quality and confidentiality of the information (clear information regarding the error pattern, limitation, probability of failure, etc.).

### 3. Competencies

3.1 The PSB should report directly to management, the plant manager, or the quality assurance manager.

3.2 Initiating the blocking of components or materials of the current series in the event of safety and image-relevant complaints, etc. (also if these threaten series application for reasons of safety), including resource control regarding bench tests, validation, analyses, etc.

3.3 One PSB per production facility shall be designated for each stage in the supply chain.

The following information is required for the Product Safety Representative and the deputy:

**Name, first name, telephone, postal / email address, function**

Please send the information to [Michael.Haefer@dana.com](mailto:Michael.Haefer@dana.com) by 14<sup>th</sup> August 2017 at the latest.

gez. Michael Häfer

Supplier Development  
Engineer Europe

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