

TRACEABILITY SUPPLIER SPECIFICATION



(TS)	TS002[WHQ-IMS-013]	WHQ	QUA	00.A	2017-03-31	EN
Technical specification	Code	Belonging	Process	Edition	Issue date	Language

PURPOSE

This document define the traceability requirements for components under EMC Directive 2014/30/EU, ATEX Directive 2014/34/EU, LVD Directive 2014/35/EU RED Directive 2014/53/EU, purchased by Wittur.

SCOPE

All Group suppliers of Wittur - Components listed in Annex 1

REFERENCE

§§ 8.5.2-ISO 9001:2015
EMC Directive 2014/30/EU
ATEX Directive 2014/34/EU
LVD Directive 2014/35/EU
RED Directive 2014/53/EU
The Lifts regulations 2016 No 1093 (UK only)
Blue Guide

RESPONSIBILITY

PROCESS OWNER
Corporate

Corporate Purchasing Manager

QHSE Corporate Department shall verify the correct application of the technical specification.

Corporate SQD Department is in charge to all the activities concerning to the supplier requirements verification (management of non-conformity and deliverables).

Corporate Purchasing Department submits and agrees with suppliers the traceability suppliers technical specification, and receives agreement.

Local

Purchasing Department submits and agrees with suppliers the traceability suppliers technical specification.

In case of local supplier, instead of Corporate SQD Department, **local SQD Department (or the referenced Department, in case of Trading's company)** is in charge to all the activities concerning to the supplier requirements verification (management of non-conformity and deliverables) under the supervision and support of Wittur Corporate SQD Department.

Supplier

Wittur's supplier is responsible to be compliant to legal requirements and Wittur's requirements.

RELATED DOCUMENTS

Procedures
Instructions
Forms
Other

WHQ-IMS-013 Traceability Suppliers

n.a.

n.a.

Annex 1-List of components

Issue history	Date	Ed.	Description of change	Editor	Approvers
First	2017-03-31	00		M.Cadei	P.De Maria V.Bruno
Current	2017-03-31	00		M.Cadei	P.De Maria V.Bruno
Effective from	2017-05-29				
Planned revision	2018-05-29				

TRACEABILITY SUPPLIER SPECIFICATION



(TS)	TS002[WHQ-IMS-	WHQ	QUA	00.A	2017-03-31	EN
Technical specification	013]					
Type	Code	Belonging	Process	Edition	Issue date	Language

INDEX

0. TERMS AND DEFINITIONS.....	3
1. FOREWORD	4
2. WITTUR REQUIREMENTS TO THE SUPPLIERS.....	5
3. DELIVERABLES.....	5
ANNEX 1 - LIST OF COMPONENTS.....	6

(TS)	TS002[WHQ-IMS-013]	WHQ	QUA	00.A	2017-03-31	EN
Technical specification						
Type	Code	Belonging	Process	Edition	Issue date	Language

0. TERMS AND DEFINITIONS

Traceability: is the ability to verify the history, location or application of an item by means of documented recorded identification.

Applicable components: are the components included in the EMC Directive 2014/30/EU, ATEX Directive 2014/34/EU, LVD Directive 2014/35/EU e RED Directive 2014/53/EU.

Economic operators¹: means the installer, the manufacturer, the authorized representative, the importer and the distributor.

Installer: means the natural or legal person who takes responsibility for the design, manufacture, installation and placing on the market of the lift.

Manufacturer: means any natural or legal person who manufactured a Wittur's component for lifts or has a Wittur's component for lifts designed or manufactured, and markets it under his name or trademark.

Authorized representative: means any natural or legal person established within the EU who has received a written mandate from an installer or a manufacturer to act on his behalf in relation to specified tasks.

Importer: means any natural or legal person established within the Union who places a Wittur's component for lifts from a third country on the Union market.

Distributor: means any natural or legal person in the supply chain, other than the manufacturer or the importer, who makes a Wittur's component for lifts available on market.

Order number:

- **Customer Order number:** code or number identifying the material order according to the customer codification system, received by Wittur.
- **Intercompany Order number:** code or number identifying the material order between two Wittur companies.
- **Production Order number:** code or number identifying the material order used to produce the goods.

Serial/Batch number: code or number used to identify the single Wittur's component or the batch of components.

¹ In accordance with Directives mentioned above, referred to EU market (or any other country adopting the mentioned Directives).

(TS)	TS002[WHQ-IMS-013]	WHQ	QUA	00.A	2017-03-31	EN
Technical specification						
Type	Code	Belonging	Process	Edition	Issue date	Language

1. FOREWORD

This specification defines traceability mandatory requirements for any of Wittur's supplier, located in EU and Extra EU. The requirements have been defined in order to:

- **EU market (or any other country adopting the Directives RED, ATEX, EMC, LVD)**

Ensure the purchasing of compliant components: the supplier is responsible for its internal traceability (see legal requirements above) and Wittur is responsible that products made available on the European market are compliant and is also responsible to verify that the related requirements are met along the complete supply chain (see Wittur requirements in chapter 2).

Legal traceability requirements:

1. component labelling requirements: any safety component must be labelled with name, registered trade name/mark of the manufacturer, its postal address and a type, batch or serial number or other element allowing their identification;
2. record keeping requirements: in case the safety component provided by Wittur is purchased from a third party, records of the supplier of the safety component must be kept for at least 10 years. This requirement applies for every supplier of safety component all along the supply chain. This means that if you buy the safety component from another supplier, same traceability requirement applies;
3. if manufacturer discovers any non-conformity for the safety components that he has made available in the market, he must immediately take necessary corrective measures to bring that safety component into conformity, to withdraw it or recall it, if appropriate. In addition, if the safety components present a risk, manufacturers must immediately inform the national authorities where they have made the safety components available and give details of the non-conformity and any corrective measures taken.

- **Extra EU market**

Establish a traceability system for the whole group's suppliers, based on the Directives mentioned above. In case there are more restrictive legal requirements instead of those Directives the supplier shall integrate them.

Any non-conformity caused by the supplier and raising any recall or retrofit campaign due to deviations from the Directives requirements will be under supplier's responsibility according to the EU Directives relating to Lifts and Components for Lifts².

² Valid only for the EU market.

TRACEABILITY SUPPLIER SPECIFICATION



(TS)	TS002[WHQ-IMS-	WHQ	QUA	00.A	2017-03-31	EN
Technical specification	013]					
Type	Code	Belonging	Process	Edition	Issue date	Language

2. WITTUR REQUIREMENTS TO THE SUPPLIERS

The supplier is responsible to meet Wittur's requirements, which are:

1. to establish a traceability system having as minimum requirement the link between production batch number or serial number and Wittur purchase order;
2. supplier traceability data shall be kept for at least 10 years from the date of delivery to Wittur;

3. DELIVERABLES

Supplier shall provide the following deliverables with the supplied component:

EU market

- EU Declaration of Conformity.
- EU Type examination certificate issued by a notified body.
- Instruction manual.
- an example of label.

Extra EU market

- Declaration of Conformity to the local regulations.
- Instruction manual.
- Supplier shall provide a recovery plan, in case of non-compliance to requirements.

In case the deliverables are not compliant, the order will not be accepted and will be resent to the supplier, in accordance with Wittur management of supplier non conformity as described in "*Supplier Quality Manual*" and "*Quality agreement*".

(AN) Annex 1	TS002[WHQ-IMS-013]	WHQ	QUA	00.A	2017-03-31	EN
Type	Code	Belonging	Process	Edition	Issue date	Language

ANNEX 1 - LIST OF COMPONENTS

Hereby all the components affected by the present technical specification are listed.

1. Products influenced by the EMC 2014/30/EU

- Door drive
- Light Sensor System
- EOS
- Electric drives
- Inverter
- Controller/E-Pack

2. Products influenced by the LVD 2014/35/EU

- Electric drives
- Brakes
- Encoder
- Hydraulic drive
- Switches