	Technical Instruction PO-TI-020	Doc.-No.: TI-45356-54541
		Revision: 5
		Date: 17.04.2026
		Status: Released
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1. Title	Quality Criteria & Check Points in H55 ERP
Purpose	Define how quality criteria are collected and integrated in H55 ERP

0. General

This Technical Instruction (TI) is applicable to ensure that the proper Quality Criteria and Check Points are applied in the ERP. These criteria must be applied for all the incoming inspection activities within the H55 Production Organization. The staff member has to ensure that:

1. He/she is granted the appropriate authorization level by being officially designated to be Supply Chain Manager or Quality Manager (REF-[1] available on W: drive) or
2. is working under the supervision of an authorized staff member as per item 1 above.

This TI defines how the quality criteria and check points have to be integrated into H55 ERP, based on the definition given through an Engineering Coordination Memo (ECM) by the Design Organization (DO).

Standard techniques and best practices that are addressed in REF-[2] must be observed and applied as well.

0.1 Acronyms

DO	Design Organization
ECM	Engineering Coordination Memo
ERP	Enterprise Resource Planning
IQC	Incoming Quality Control
MRB	Material Review Board
PO	Production Organization
QA	Quality Alert
QCP	Quality Control Point
QM	Quality Manager
SCC	Storage Conditions Control
SCM	Supply Chain Manager
TI	Technical Instruction

1. Quality Criteria Definition

The quality criteria can be defined by different means :

- Through an ECM by the DO (communicated by e-mail);
- Through a decision of the Quality Manager or MRB;
- Through a decision of the Supply Chain Manager.

CAUTION : an ECM prevails on SCM and QM decisions. In other words, SCM and QM decisions can only add more stringent requirements and/or toughen the sampling rate

1.1 Quality Criteria defined by an ECM

Once the ECM is communicated by e-mail, following tasks must be completed :

- The SCM is responsible to store the document in the related file on W: drive;
- The SCM is responsible to create the QCP in H55 ERP.

1.2 Quality Criteria defined by the Quality Manager or Material Review Board

Once a quality criteria has been defined by the QM or a MRB, following tasks must be completed :

- The QM shall inform the SCM about the new or updated criteria to be applied;
- The SCM is responsible to create or update the QCP accordingly.

1.3 Quality Criteria defined by the Supply Chain Manager

Once a quality criteria has been defined by the SCM, following tasks must be completed :

- The SCM shall inform the QM about the new or updated criteria to be applied;
- The SCM is responsible to create or update the QCP in H55 ERP upon acceptance of QM.



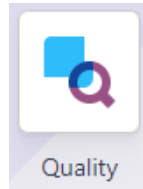
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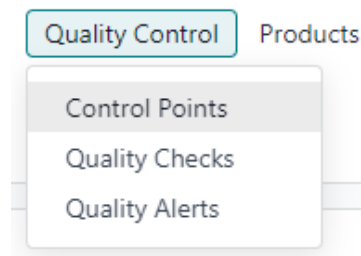
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2. Quality Control Point in H55 ERP


The QCPs are managed in the “Quality” module of Odoo.



In the quality module, select “Control Points” that is located in the “Quality Control” menu.



2.1 Quality Control Point Creation

A new Quality Control Point can be created using the button 

The following window will be displayed.

New

Title		Control per ?	Product
Products ?		Control Frequency	All
Product Categories ?		Type ?	Pass - Fail
Operations		Team	Main Quality Team
Company	H55 SA		
Responsible			

Instructions Message If Failure Notes

Describe the quality check to do...

2.2 Quality Control Point Configuration

QCP information has to be completed as follows :

New	
<input type="text" value="Title"/>	<input type="text" value="Control per ? Quantity"/>
<input type="text" value="Products ?"/>	Control Frequency All
Product Categories ?	Partial Test ? Test 100.00
<input type="text" value="Operations"/>	<input type="text" value="Type ? Pass - Fail"/>
Company H55 SA	Team Main Quality Team
<input type="text" value="Responsible"/>	Failure Locations ?

- **Title** shall follow two different format :

➤ Incoming Quality Control : IQC [Part Nr.] Product_Name

IQC [44830-45083] TM Negative Signal Wire

➤ Storage Conditions Control : SCC [Part Nr.] Product_Name

SCC [100004] Contact Grease 35 ml, Electrolube

- **Products** shall be filled with the product(s) to be inspected

[100004] Contact Grease CG53A3... X

NOTE : Several products can be selected in this field.

- **Operations** shall be configured by selecting "H55-CDL: Internal Transfers"

H55-CDL: Internal Transfers X

- **Responsible** shall be configured by selecting the SCM name

(LBO) Lionel Bovier

- **Control per** shall be configured by selecting

- "Quantity" for the parts with a lot number

Quantity

- "Product" for the parts with a serial number

Product

- **Type** shall be configured by selecting "Pass – Fail" :

Pass - Fail

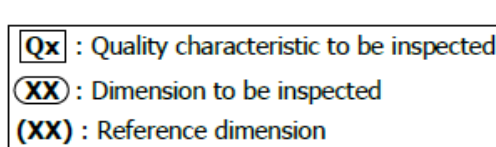
2.3 Quality Control Point “Instructions”

The “Instructions” tab has to be completed with the required information to perform the quality control :

Instructions	Message If Failure	Notes
Describe the quality check to do...		

1. Mention of the minimum inspections to be carried out as specified in REF-[4]
2. Mention of the applicable ECM, if available

REMARK : for drawings, the characteristics to be inspected are marked as follows



3. Mention of the applicable TI for incoming inspections (REF-[3])
4. Mention the applicable PO procedure (REF-[4]) that defines the inspection strategy (statistical)
5. Mention of the equipment and/or tools required for the incoming inspection, if applicable :
 - Mechanical parts measurement, following equipment and/or tools can be used :
 - Image Dimension Measuring System – Keyence IM-8030T : E127
 - Caliper
 - 3D scanner CMM – Keyence VL-700 : E323
 - Jigs i.a.w the design data provided by an ECM
 - Rechargeable Li-ion cells
 - OCV and Impedance measuring set up consisting of :
 - Battery analyzer BA6010 : E160, E170 or E296
 - Cell Holder : E301
 - Precision Resistance for Battery Analyzer : E325
 - or,
 - Automatised Cell Checker : E327

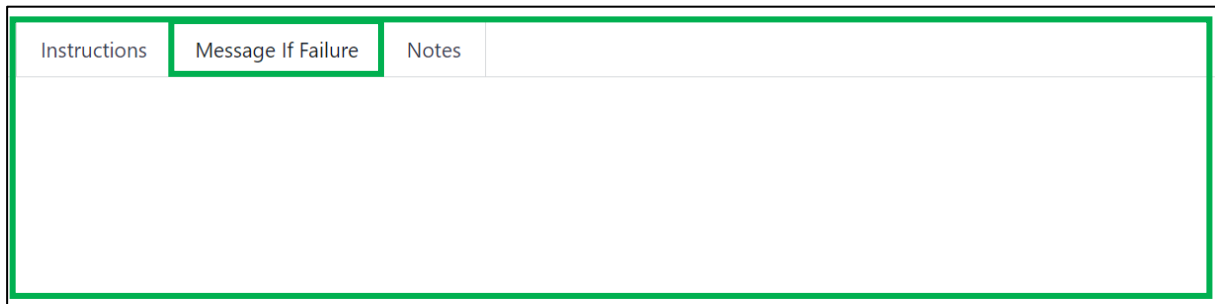
- Dimensional measurements :
 - Image Dimension Measuring System – Keyence IM-8030T : E127

REMINDER : the measuring instrument should be at least 10 times as accurate as the characteristic to be measured

6. Mention of the inspection reports location on W: drive
7. Mention of any relevant details ensuring a proper incoming inspection such as pictures (mandatory), descriptions of specific controls to be done or files, if applicable

2.4 Quality Control Point “Message if Failure”

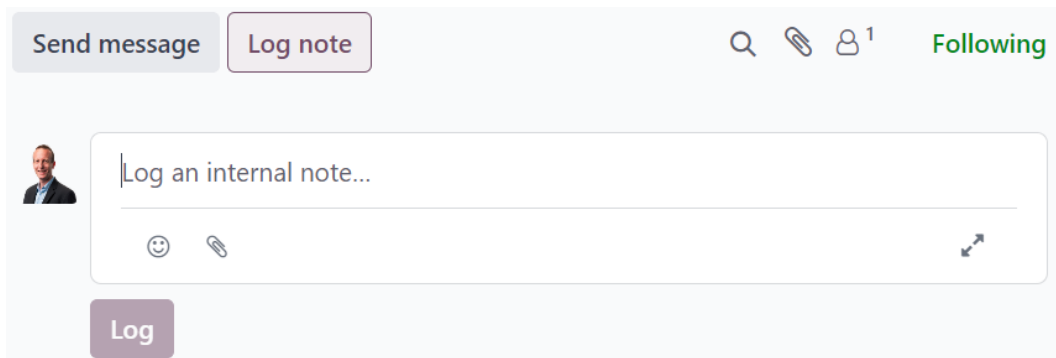
The “Message if Failure” tab has to be completed with the required information in case the quality control is failed with following indications :




1. A QA has to be created following REF-[3]
2. The SCM has to be informed following REF-[3]
3. Any relevant indications related to safety, scrap procedures or waste management.


2.5 ECM Recording

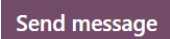
If the Quality Control is defined by an ECM, the document has to be logged in the chatter by using the “Log note” button :



1. Write an small description with the ECM reference number

2. Upload the ECM PDF file by clicking on 
 - If the ECM refers to one single drawing, upload it as well
 - If the ECM refers to several drawings, the operator will have to look for it on the local files system drive to see the full package

3. Log the note by clicking on 

CAUTION : Do not use  as this will send an e-mail to all the followers of the QCP.



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3. Administration

3.1 Responsibilities

- 3.1.1 This Technical Instruction is edited and issued by the Supply Chain Manager.
- 3.1.2 He monitors and ensures that sufficient personnel is available and trained accordingly.
- 3.1.3 All Technical Instructions will be stored and published on company server architecture.

3.2 Amendments

- 3.2.1 In cases where parts of this Instruction cannot be applied as required, e.g. due to ambiguity, contradiction to other Procedures or to the applicable regulations, the Supply Chain Manager and the Quality Manager will find a mutually agreed solution that is conform to the requirements. In cases where such resolution cannot be found, they will involve the Head of PO for arbitration and final decision. In the meantime, the QCP definition will be put in stand-by until a disposition is taken.
- 3.2.2 Any amendment or revision to this Instruction will be published as soon as possible and will take immediate effect. As an exception to this clause, any batch of parts or equipment where the quality inspection has already started will be continued under the previous revision, unless both Supply Chain Manager and Quality Manager mutually agree to apply the new revision.

All concerned staff will be informed in a training session (initial) or by e-mail and self-study (recurrent), and as appropriate for the impact of the amendment.

3.3 Referenced Documents

Ref.	Document Ref.	Revision	Title
REF-[1]	POH-44151-44200	latest	H55 Production Organisation Handbook
REF-[2]	PO-TI-000	latest	Standard Processes and Best Practice
REF-[3]	PO-TI-013	latest	Incoming Inspection
REF-[4]	PO-PR-05	latest	Quality Inspection

Table 1: Referenced Documents



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3.4 Revision Status

Rev.	Reason for Revision	Affected pages	Name	Date
1	Initial Issue	All	LBO	05.04.2024
2	Configuration Control per "Product" instead of "Operation"	Para 2.2	LBO	19.04.2024
3	Configuration Control per "Quantities" instead of "Product" Mention of the min. inspections to be carried out	Para 2.2 Para 2.3	LBO	02.07.2024
4	Configuration Control updated depending on the traceability strategy Description of the means of inspection to be used	Para 2.2 Para 2.3	LBO	31.01.2025
5	Clarified "CAUTION" Added Automatised Cell Checker Files storage location updated	Para 1 Para 2.3 Para 2.5	LBO	17.04.2026

Table 2: Revision Status

3.5 Approvals

Prepared by: Lionel Bovier Supply Chain Manager	Date 17.04.2026	Signature 
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Approved by: Damien Laronche Quality Manager	Date 17.04.2026	Signature 
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