

EnerSys	GLOBAL QUALITY MANAGEMENT SYSTEM	PROPRIETARY DOCUMENT
DOCUMENT NUMBER:	QMS-GFORM-016	REVISION: AB
DOCUMENT TITLE:	CONTROLLED SHIPMENT LEVEL 1 & 2 NOTIFICATION / EXIT LETTER	SUPERSEDES: AA CHANGE NO: ECO 1002342

SUPPLIER NOTIFICATION

Date: _____
EnerSys Site: _____

Supplier Name: _____
Street Address: _____
City/Postal code/Country: _____

Dear Supplier,

This letter is the official notice that your plant is being placed under Controlled Shipment Level (CSL) CSL1 procedure/CSL2 procedure by EnerSys, as the corrective actions so far implemented did not prevent the problems and/or reoccurrences listed below:

Quality Incident notification No	Problem Type	Part Number	Part Description
_____/_____	<input type="checkbox"/> Funct. <input type="checkbox"/> Dimens. <input type="checkbox"/> Appear. <input type="checkbox"/> Other	_____	_____
_____/_____	<input type="checkbox"/> Funct. <input type="checkbox"/> Dimens. <input type="checkbox"/> Appear. <input type="checkbox"/> Other	_____	_____
_____/_____	<input type="checkbox"/> Funct. <input type="checkbox"/> Dimens. <input type="checkbox"/> Appear. <input type="checkbox"/> Other	_____	_____
_____/_____	<input type="checkbox"/> Funct. <input type="checkbox"/> Dimens. <input type="checkbox"/> Appear. <input type="checkbox"/> Other	_____	_____
_____/_____	<input type="checkbox"/> Funct. <input type="checkbox"/> Dimens. <input type="checkbox"/> Appear. <input type="checkbox"/> Other	_____	_____

Please send the signed letter back with CSL mandatory information listed below:

- CSL contact person,
- CSL site/lay-out,
- CSL instruction with description of the inspection method,
- identification of product and packaging.

The supplier will monitor the performance of the sorting activity daily in order to confirm action effectiveness.

If no improvement stipulated by CSL1 after 3 months-period, CSL2 is then required to be implemented.

In case of CSL2 required, characteristics included in the table above will be controlled by an external company, validated by EnerSys, in line with criteria defined along the CSL1.

The actions required to exit from CSL1/CSL2 are as follows:

- All 8D actions are closed
- No issue found on CSL1/CSL2 criteria
- No C1, C2, C3 incidents

The cost of sorting during CSL1/CSL2 will be borne by Supplier.

	EnerSys Supplier Quality Regional Engineer	EnerSys Procurement Commodity Manager	EnerSys Supplier Quality Regional Manager
Name	_____	_____	_____
Signature	_____	_____	_____

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SUPPLIER CONFIRMATION

Date: _____
Supplier Name: _____
Street Address: _____
City/Postal code/Country _____

Dear Customer,

We received your letter informing us that our facility has been placed in CSL1/CSL2 Procedure.

We understand the CSL1/CSL2 procedure requirements, below requested CSL mandatory information:

1. CSL Contact:

2.CSL Site:

3. Special identification of product and packaging:

3.Attachment:

-CSL Lay-Out

-CSL Instruction with description of the inspection method

Supplier Representative

Title: _____

Name: _____

Signature: _____

SUPPLIER EXIT LETTER

Date: _____

Date: _____

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Supplier Name: _____

Street Address: _____

City/Postal code/Country _____

Dear Customer,

We are writing to inform you that the requirement of the CSL1/CSL2 procedure, 100% inspection, has been successfully performed and we ask you to remove our company from CSL status.

The following attachments are included in order to support our request:

- Inspection reports
- Updated problem-solving report to confirm corrective action effectiveness.

Supplier Representative

Title: : _____

Name: : _____

Signature: : _____:

- EXIT LETTER APPROVED
- EXIT LETTER NOT APPROVED

REASON FOR NOT APPROVAL:

	EnerSys Supplier Quality Regional Engineer	EnerSys Procurement Commodity Manager	EnerSys Supplier Quality Regional Manager
Name	_____	_____	_____
Signature	_____	_____	_____

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REVISION HISTORY

Revision	Release	By	Description of Change	CHANGE NO.	Committed Change
AA	9/26/18	J. Gaspari	Initial Release	ECO 1002004	No
AB	10/13/21	M.Jarnot	UPDATE DOCUMENT	ECO 1002342	NO