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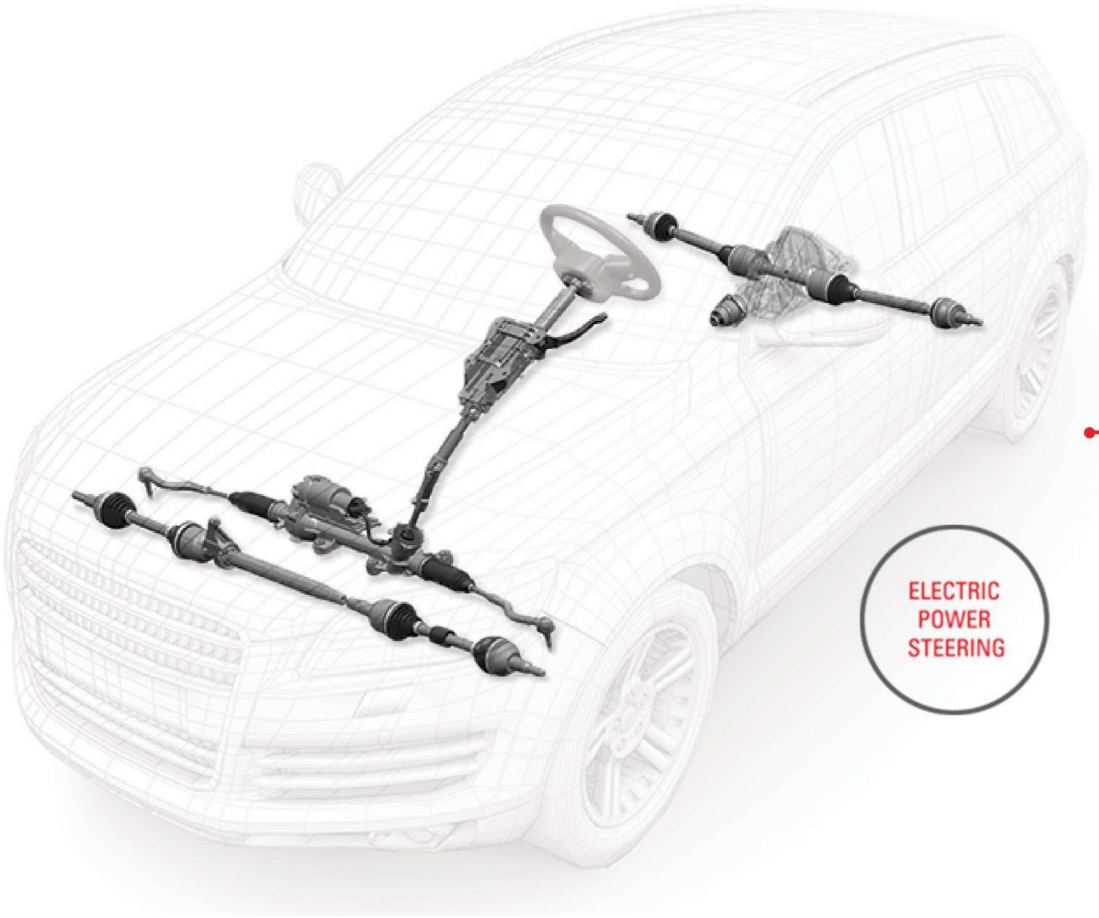

Intelex MCA/NSA Application Training

2021

ELECTRIC POWER STEERING

COLUMNS & INTERMEDIATE SHAFTS

DRIVELINE SYSTEMS

HYDRAULIC POWER STEERING

ASSISTED & AUTOMATED DRIVING ENABLERS

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Background Info

- The URL to access Intelex: https://clients.intelex.com/login/nexteer
- If you need access into Intelex, or if you have any questions, please contact Lisa Thompson or a system administrator at gsm.systems@Nexteer.com.

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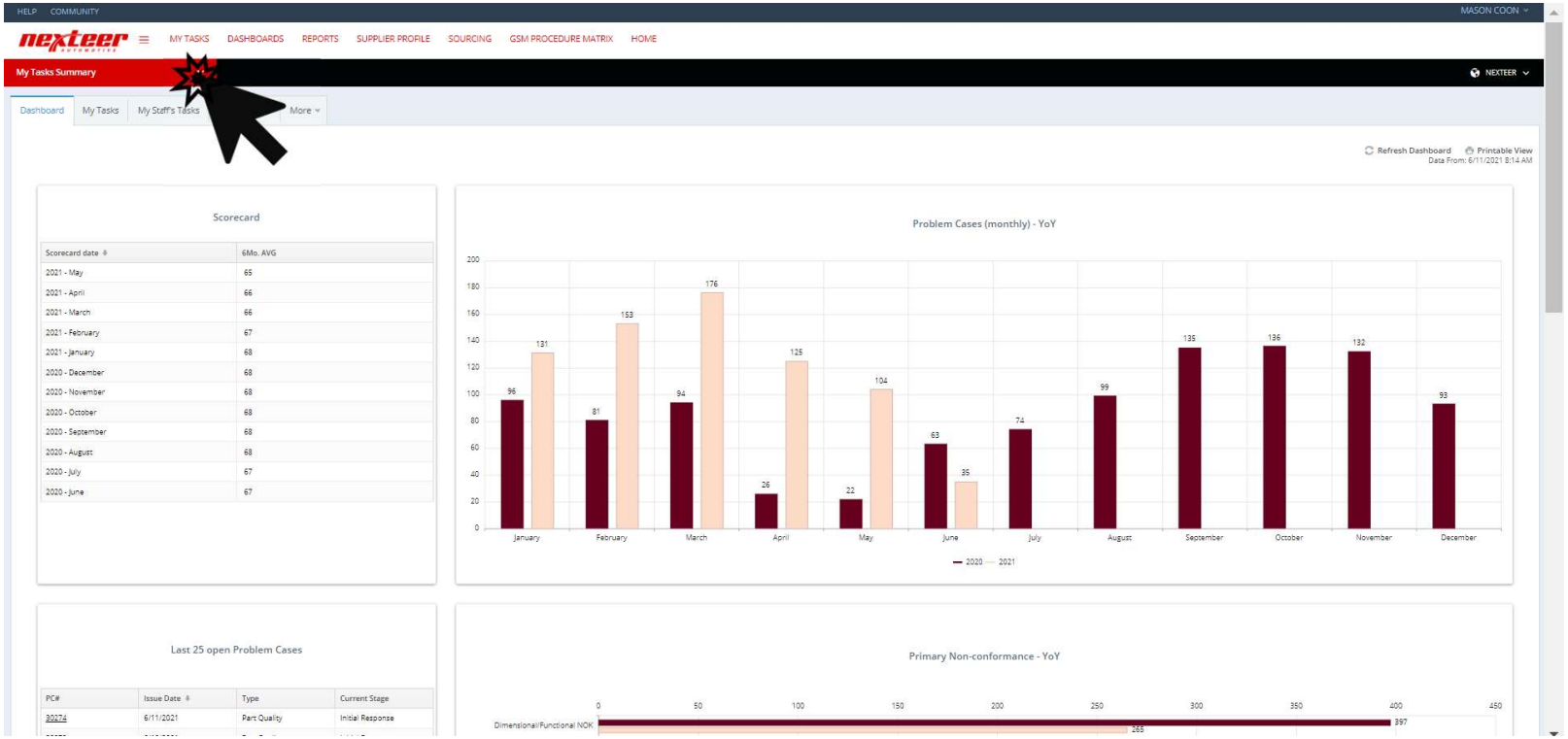
Click on “My Tasks Summary” (red application dropdown).



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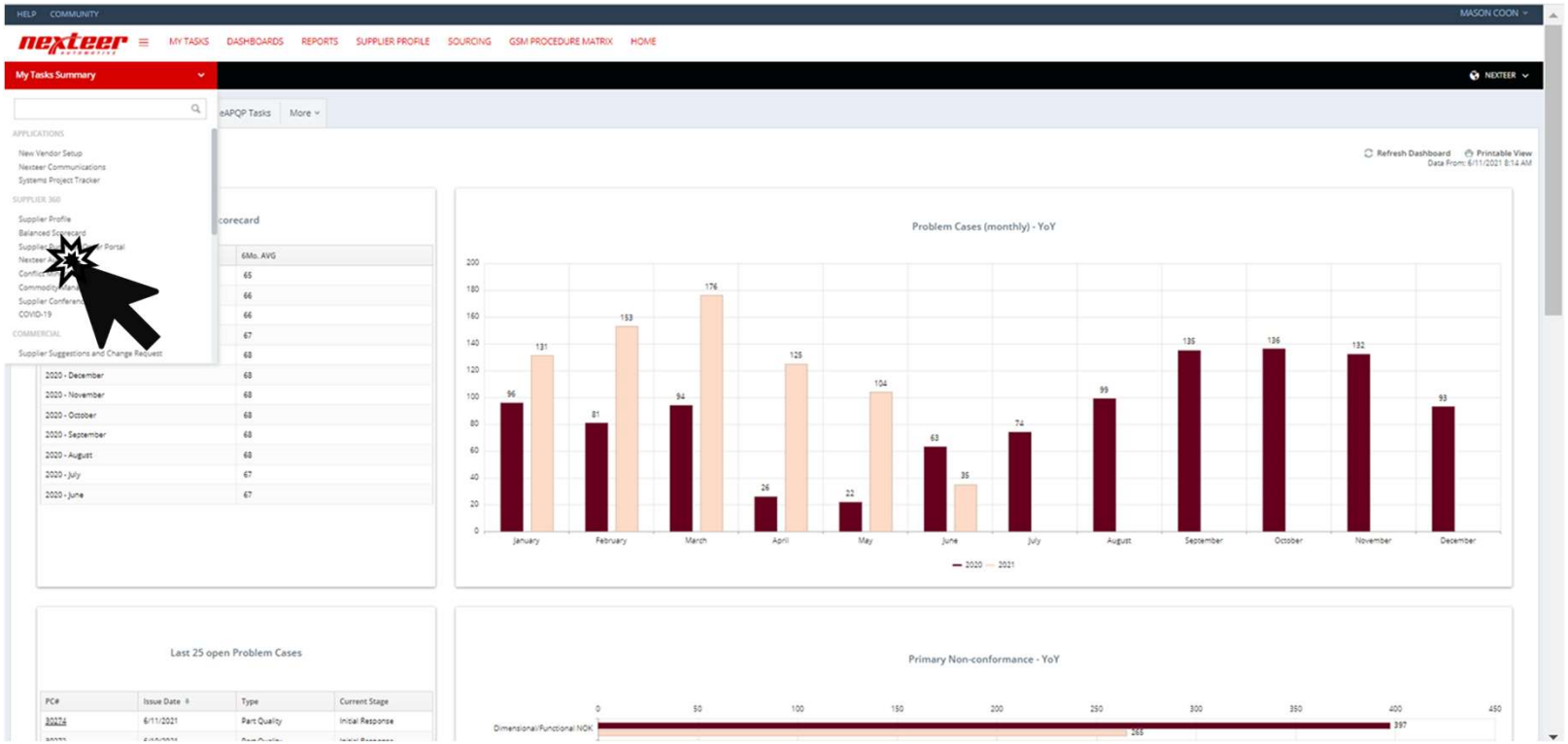
Click on “Nexteer Audits”.



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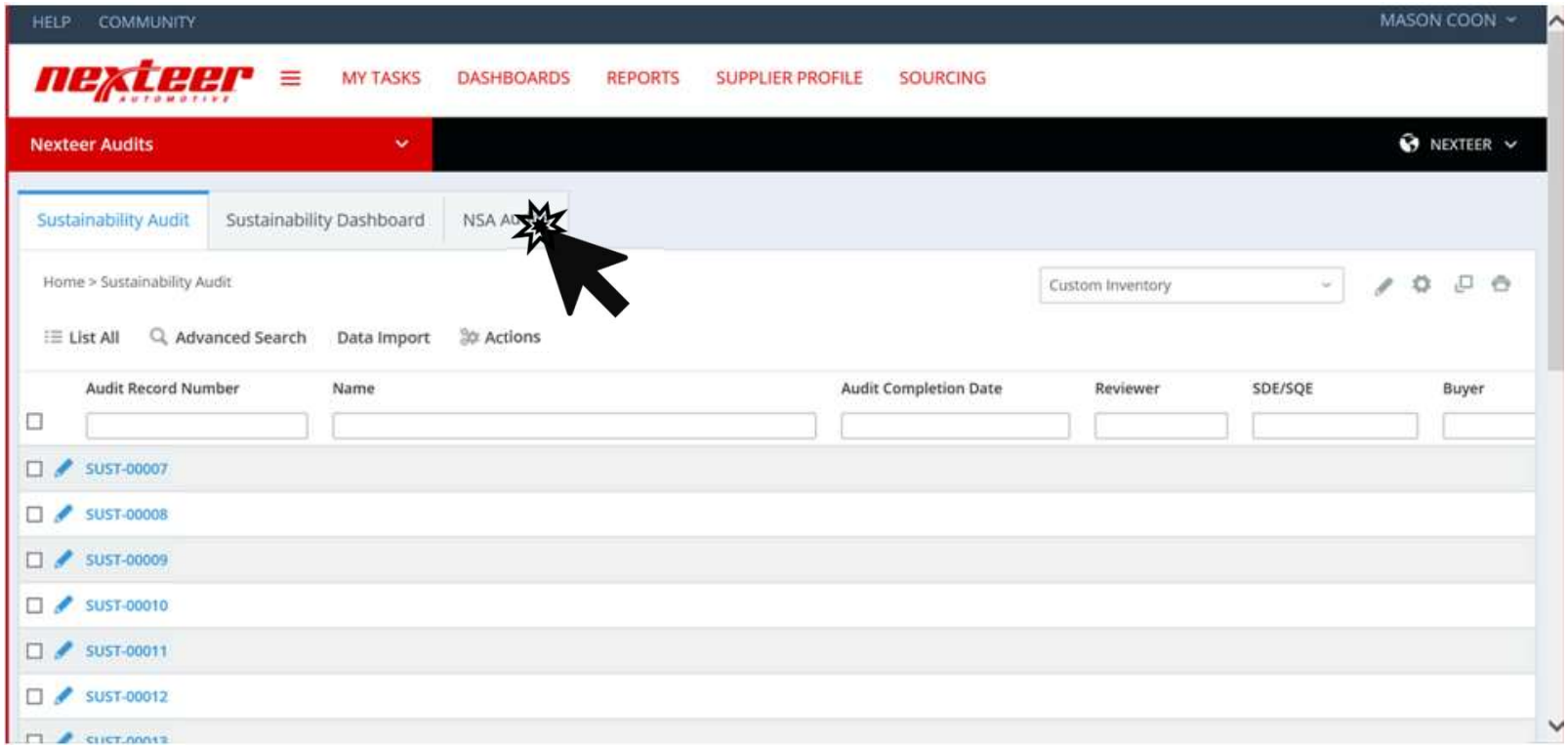
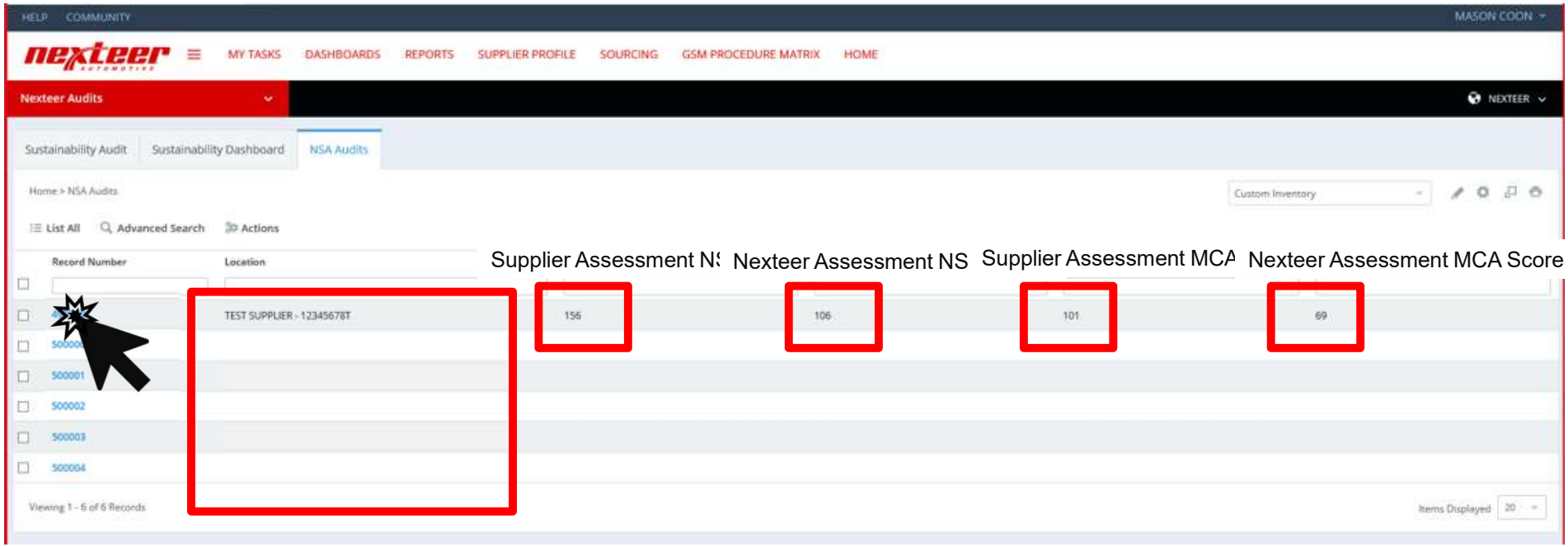
Click on “NSA Audits” Tab.



Click on the blue “Record Number” to open a supplier audit.



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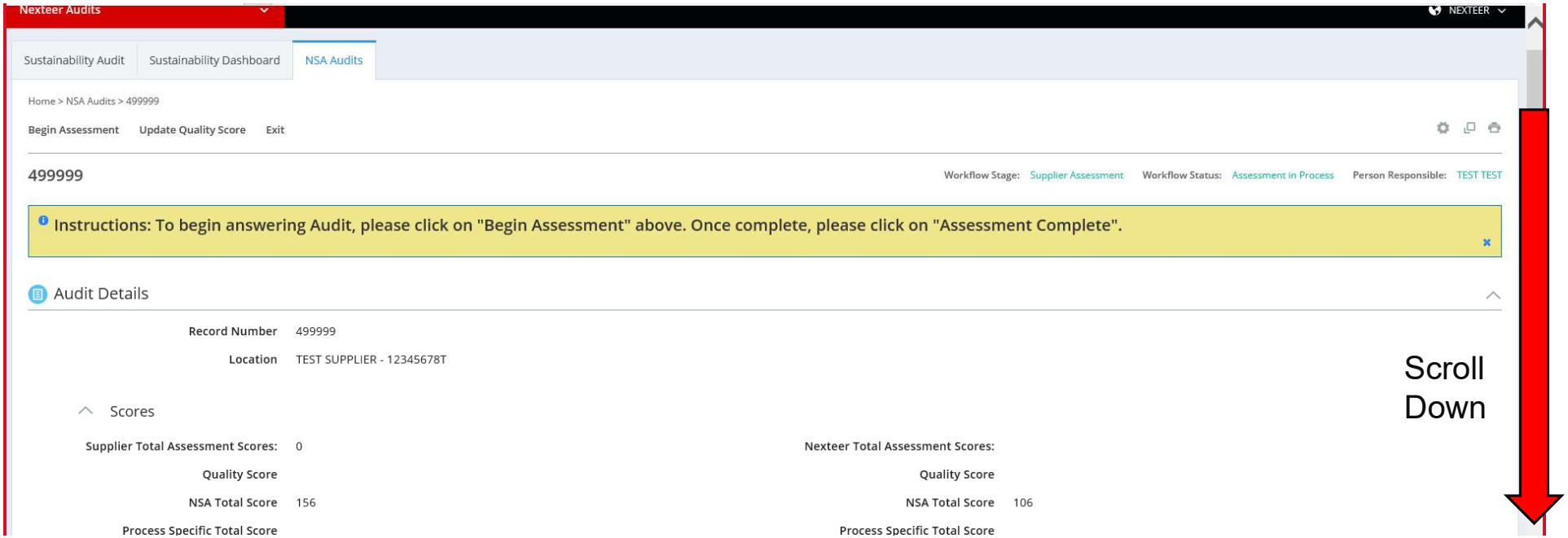
Details of the selected audit are shown.
Scroll Down.



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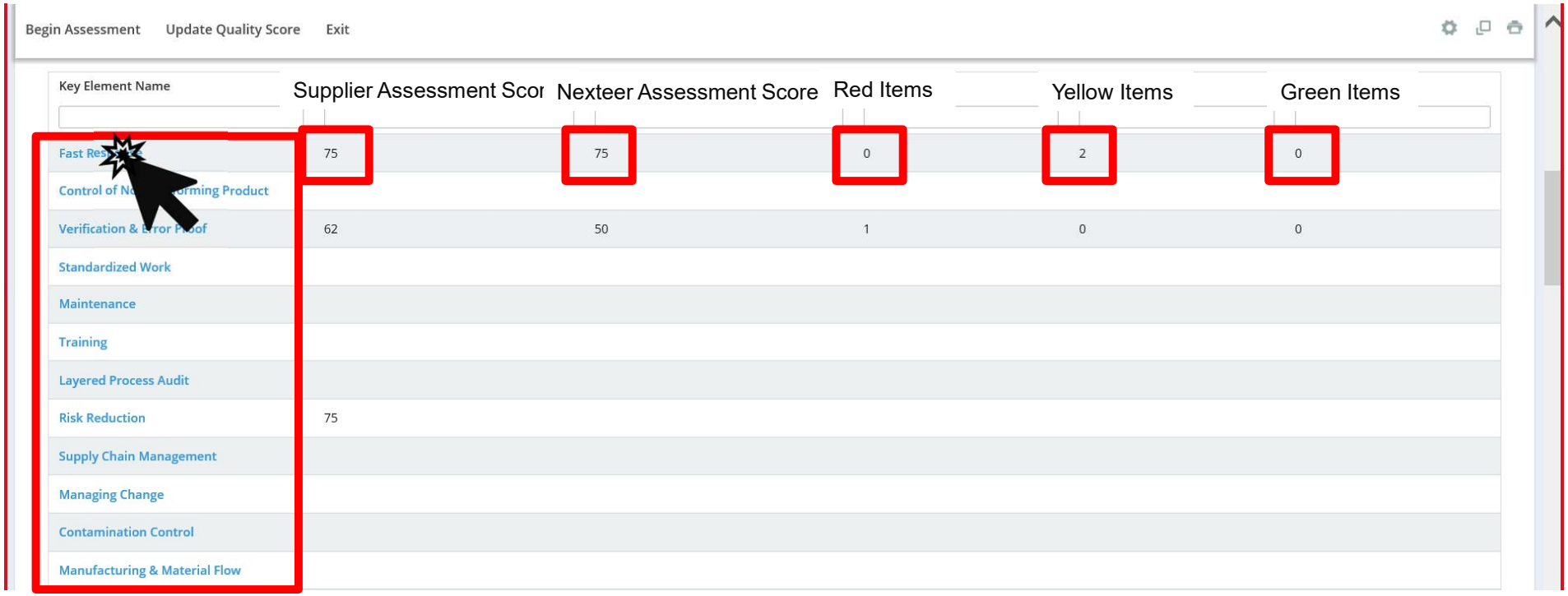
Each element name is shown along with scores for that element.
Click on a blue “Element Name”.



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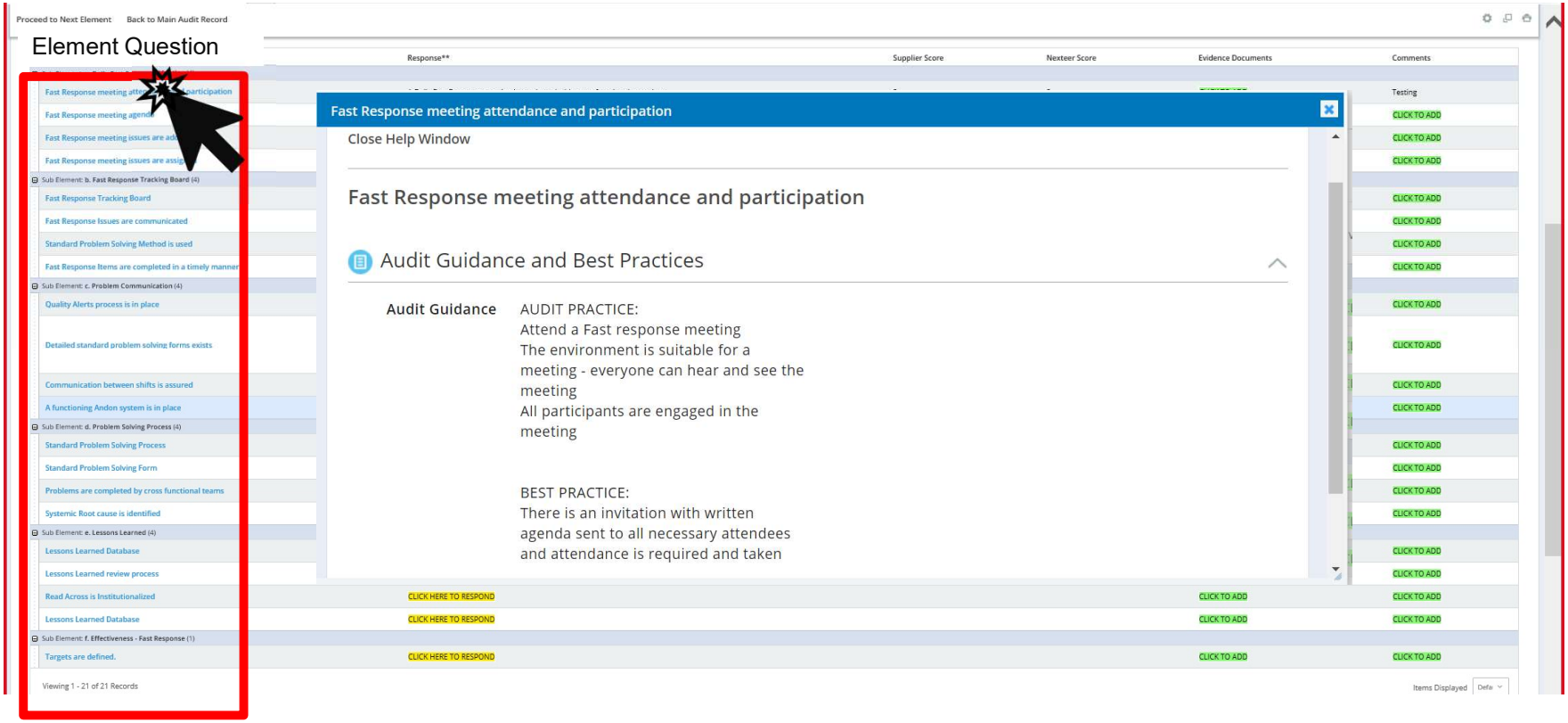
Element questions are shown.
Click on a blue “Element Question” to see notes.



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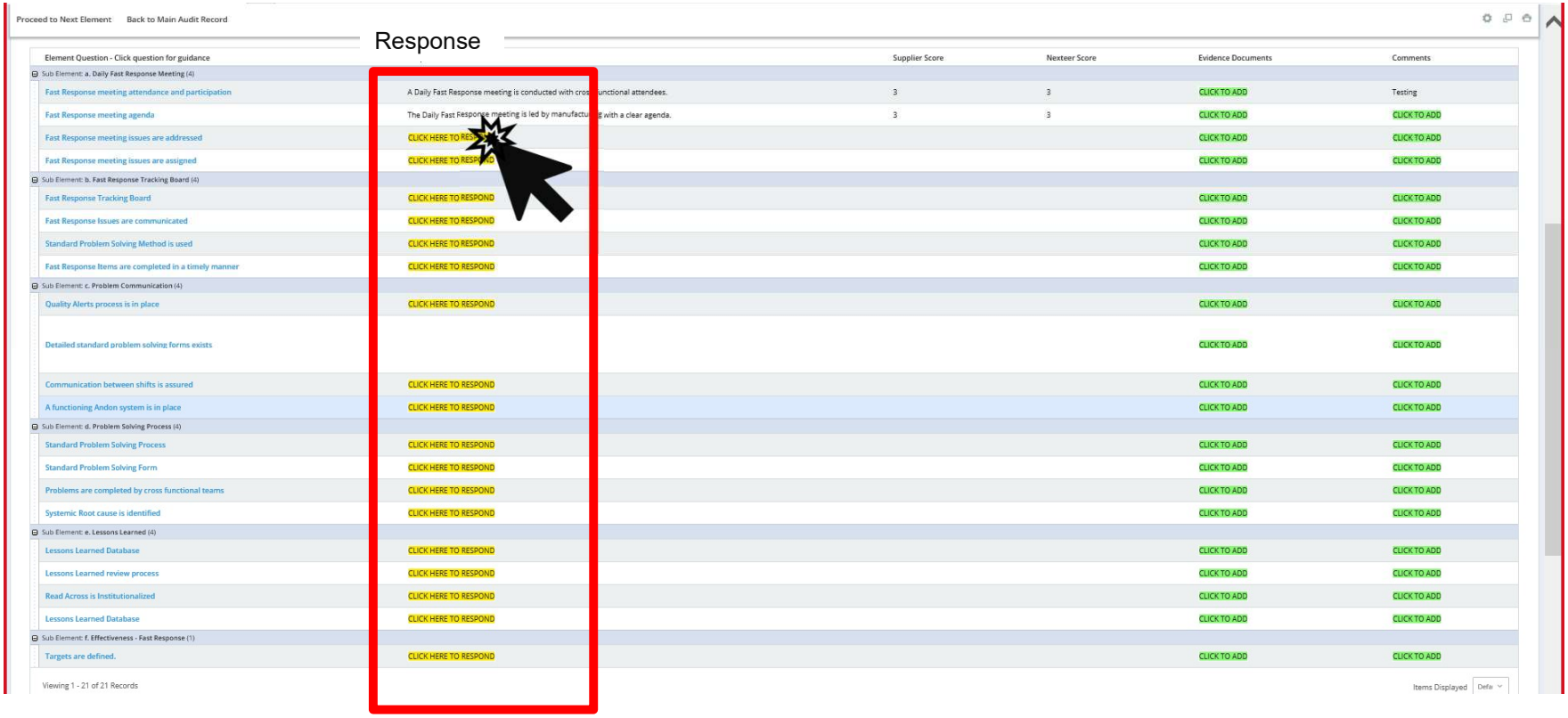
Responses can be answered by clicking to respond in the response column.



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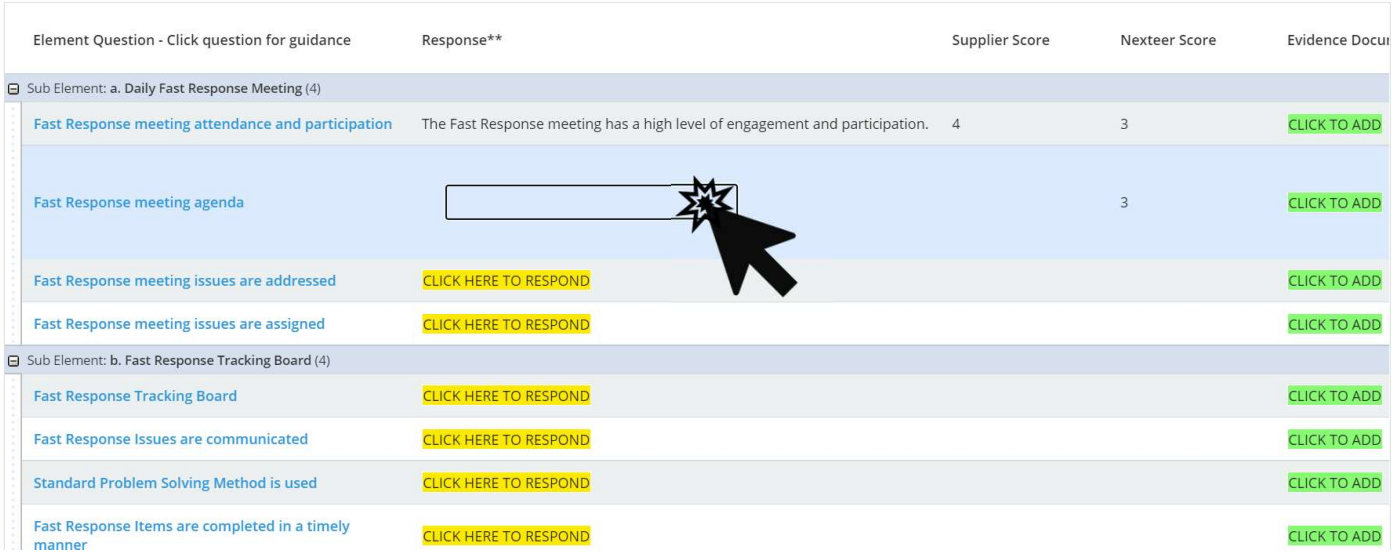
Click on the yellow “Response” to see a drop-down menu.



Element Question - Click question for guidance	Response**	Supplier Score	Nexteer Score	Evidence Docu
Sub Element: **a. Daily Fast Response Meeting** (4)				
Fast Response meeting attendance and participation	The Fast Response meeting has a high level of engagement and participation.	4	3	CLICK TO ADD
Fast Response meeting agenda			3	CLICK TO ADD
Fast Response meeting issues are addressed	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response meeting issues are assigned	CLICK HERE TO RESPOND			CLICK TO ADD
Sub Element: **b. Fast Response Tracking Board** (4)				
Fast Response Tracking Board	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response Issues are communicated	CLICK HERE TO RESPOND			CLICK TO ADD
Standard Problem Solving Method is used	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response Items are completed in a timely manner	CLICK HERE TO RESPOND			CLICK TO ADD

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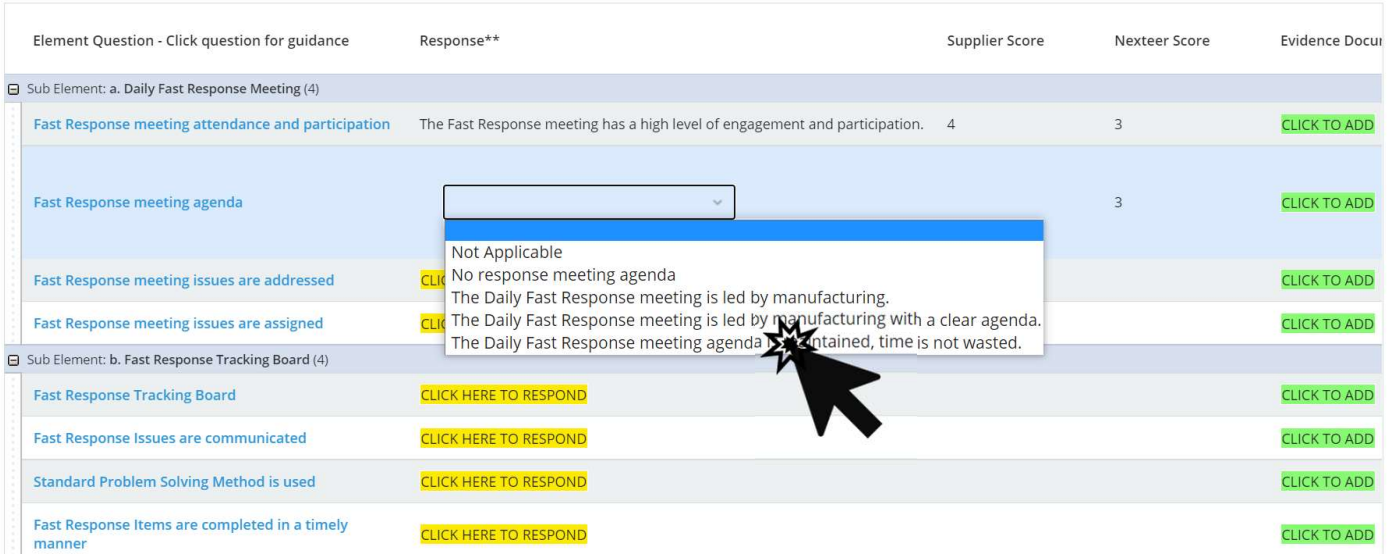
Select appropriate response from the drop-down menu.



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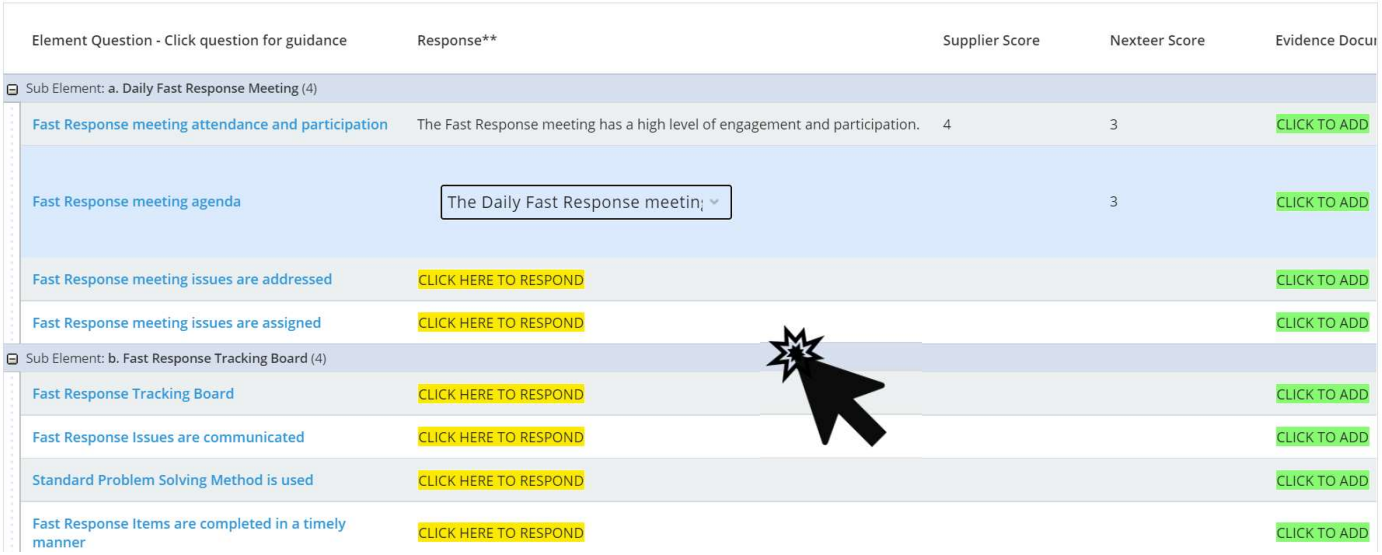
Click anywhere on screen to update the response.



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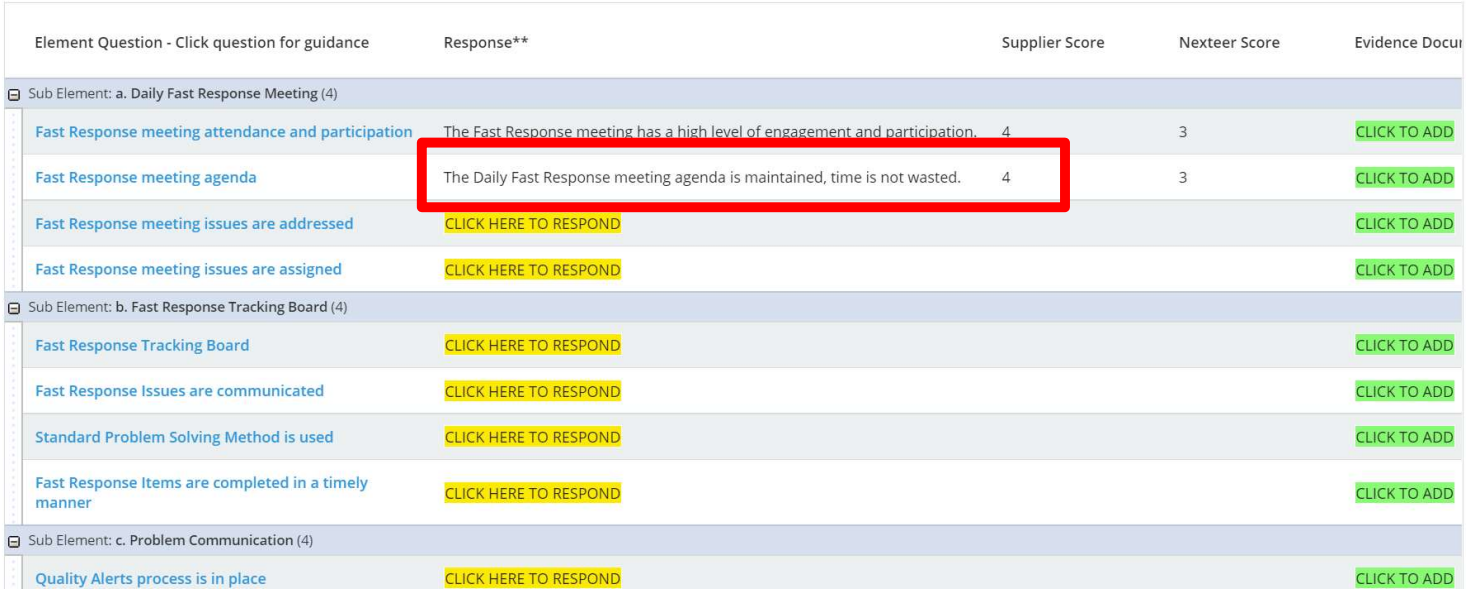
The response score for that sub element is automatically updated.



Element Question - Click question for guidance	Response**	Supplier Score	Nexteer Score	Evidence Docu
Sub Element: **a. Daily Fast Response Meeting** (4)				
Fast Response meeting attendance and participation	The Fast Response meeting has a high level of engagement and participation.	4	3	CLICK TO ADD
Fast Response meeting agenda	The Daily Fast Response meeting agenda is maintained, time is not wasted.	4	3	CLICK TO ADD
Fast Response meeting issues are addressed	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response meeting issues are assigned	CLICK HERE TO RESPOND			CLICK TO ADD
Sub Element: **b. Fast Response Tracking Board** (4)				
Fast Response Tracking Board	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response Issues are communicated	CLICK HERE TO RESPOND			CLICK TO ADD
Standard Problem Solving Method is used	CLICK HERE TO RESPOND			CLICK TO ADD
Fast Response Items are completed in a timely manner	CLICK HERE TO RESPOND			CLICK TO ADD
Sub Element: **c. Problem Communication** (4)				
Quality Alerts process is in place	CLICK HERE TO RESPOND			CLICK TO ADD

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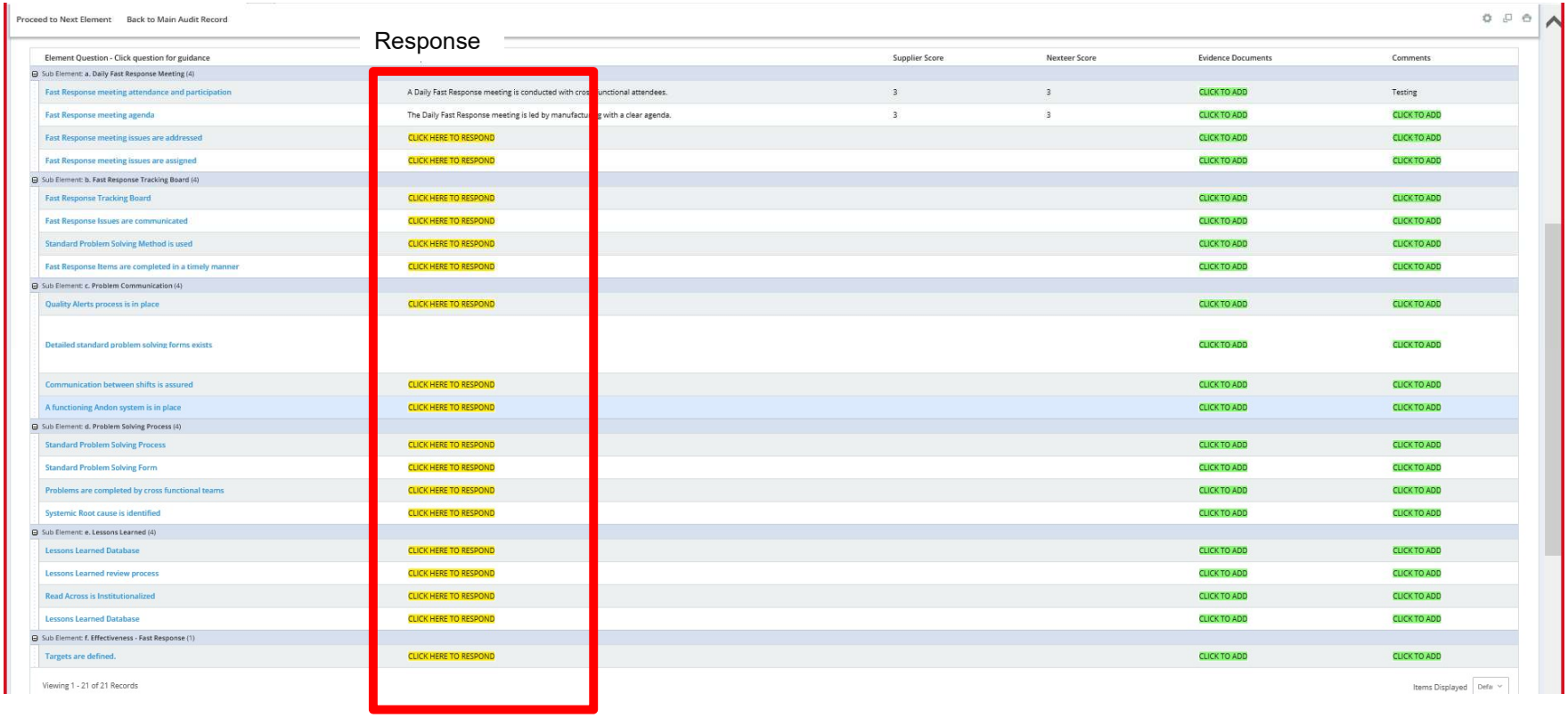
The supplier initially has the first access to complete the responses as the self assessment. Responses are yellow until they are all answered. Nexteer users will not be able to update Responses in this initial stage. After the supplier submits the audit, the Nexteer employee will gain access to complete the onsite assessment responses.



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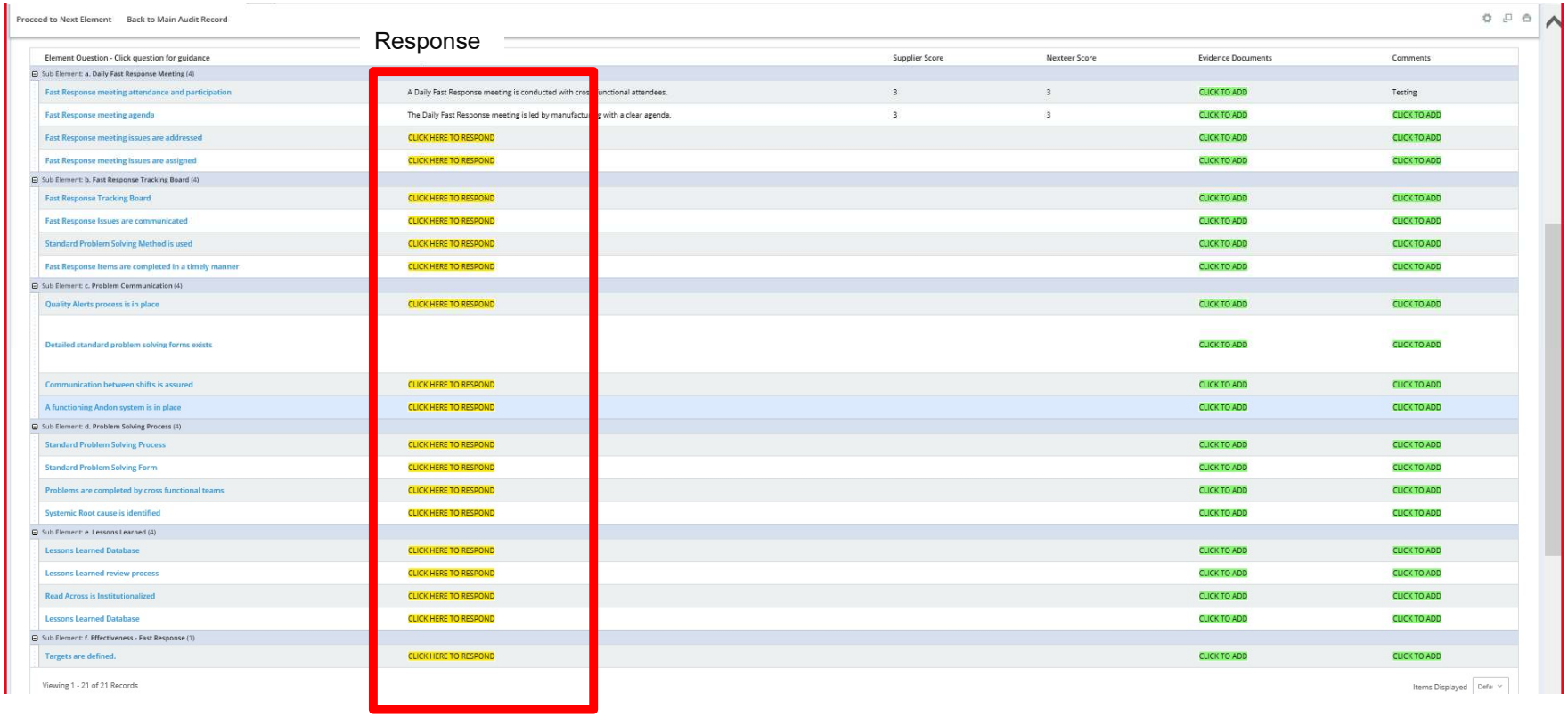
Once the Nexteer employee submits the audit, it will become a current audit and can be opened for editing by both the supplier and Nexteer.



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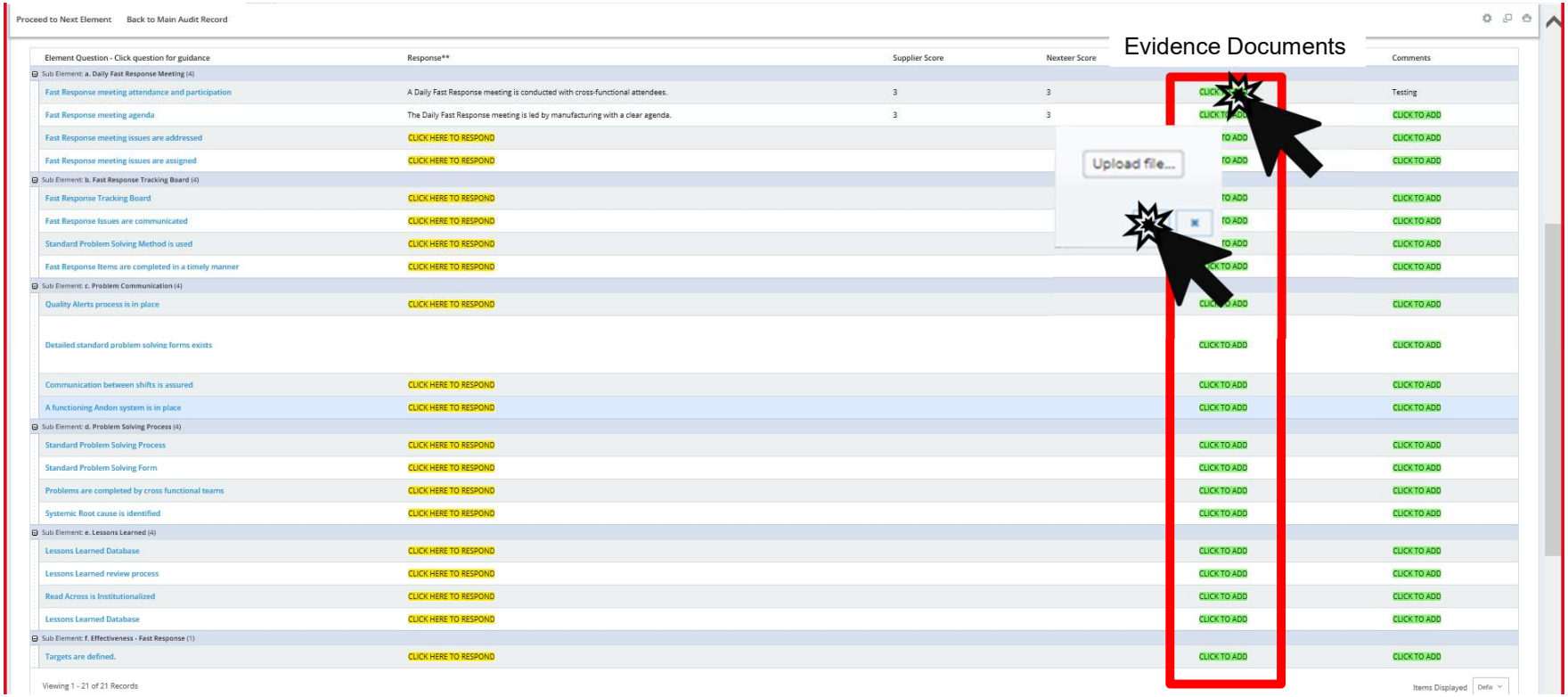
Evidence documents can be added by clicking the green area under “Evidence Documents” and uploading a file. Only one file may be attached. Please zip multiple files together into one document



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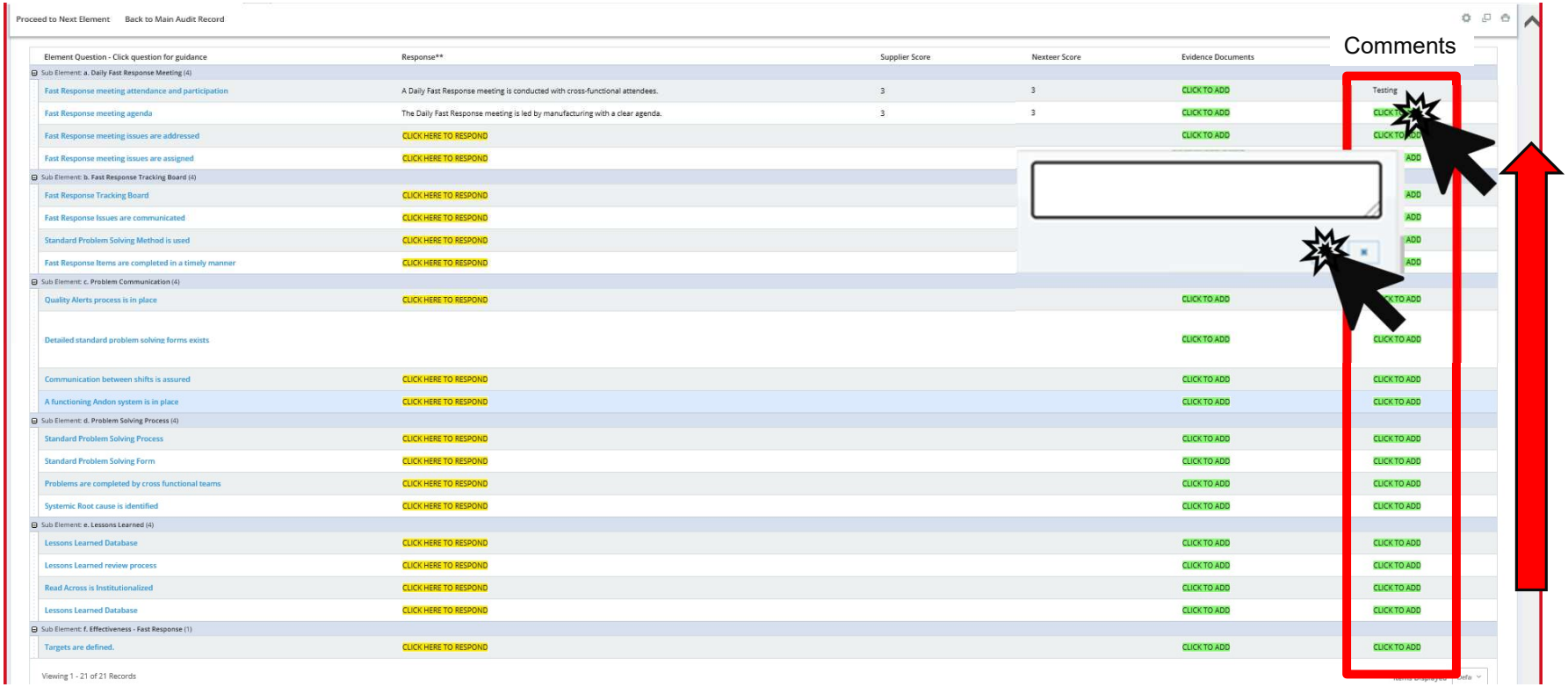
Comments can be added by clicking the green area under “Comments”.



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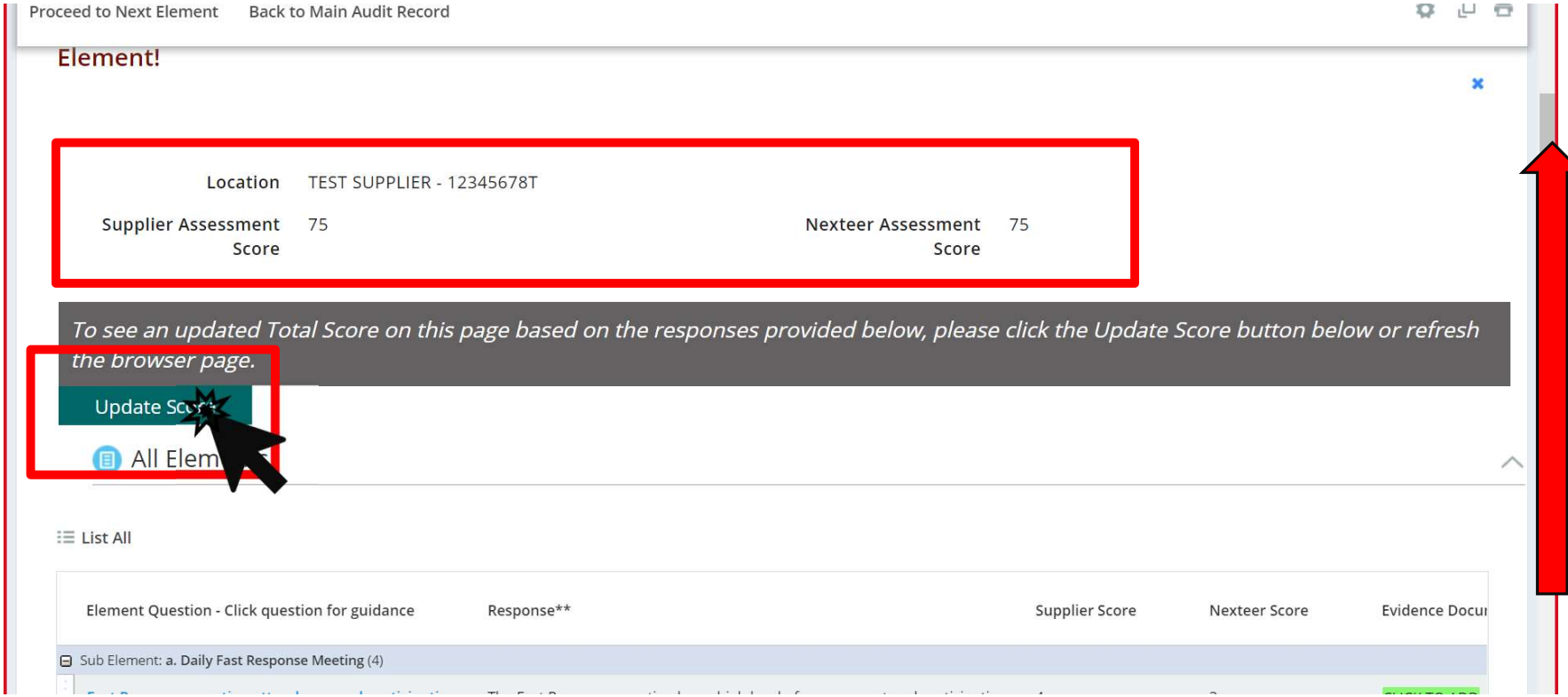
When finished with an element please click “Update Score” button to update the entire audit score.



Scroll Up

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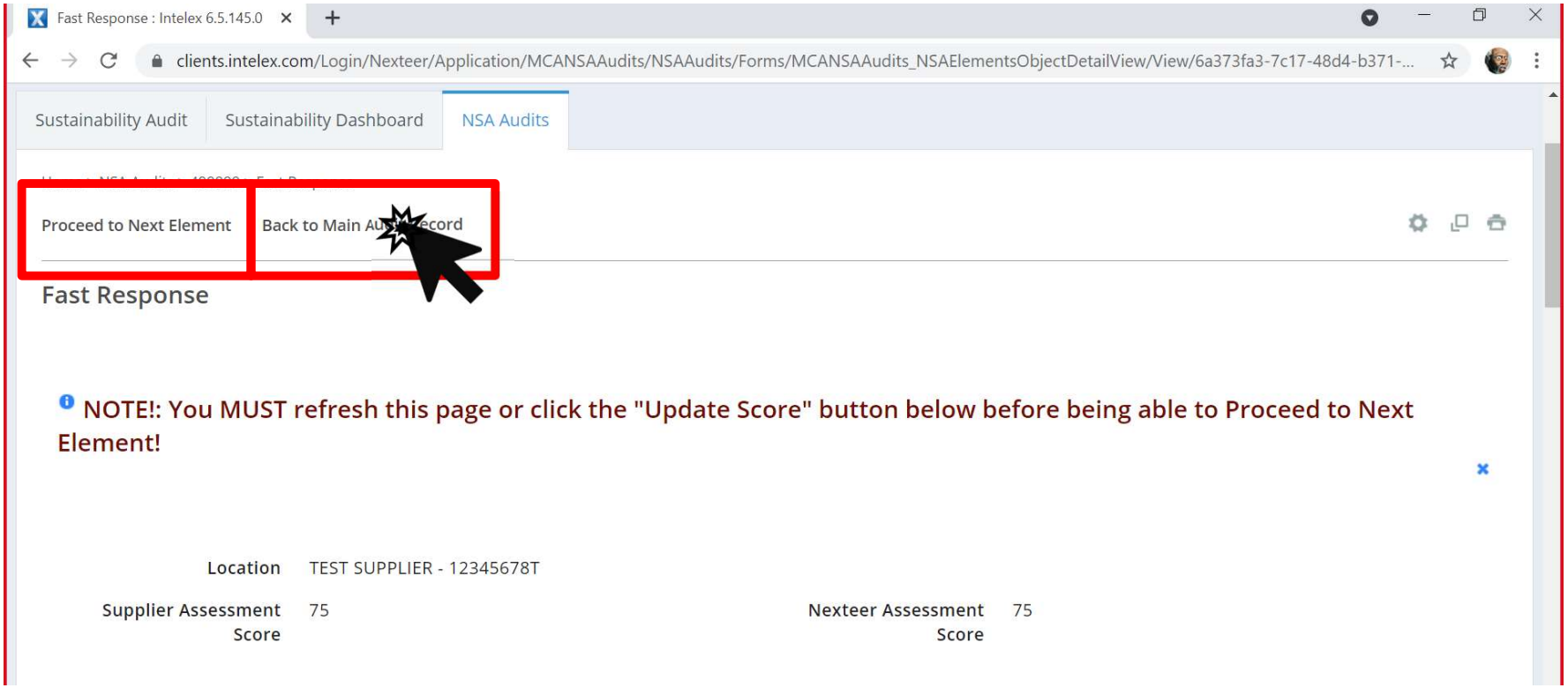
Click on “Proceed to Next Element” after updating score to move to the next Audit Element or click “Back to Main Audit Record” to go to the Main Audit Record.



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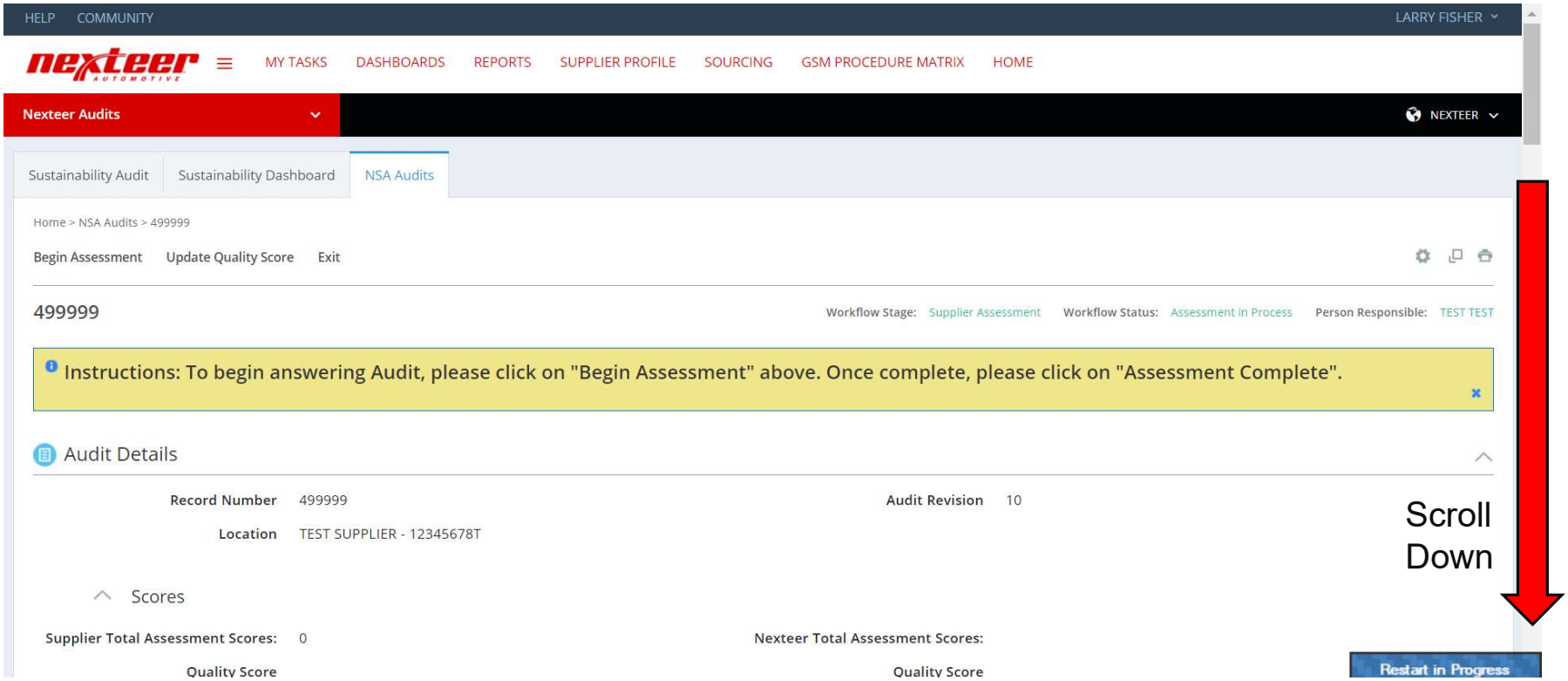
Scroll down to Process Specific Audits.



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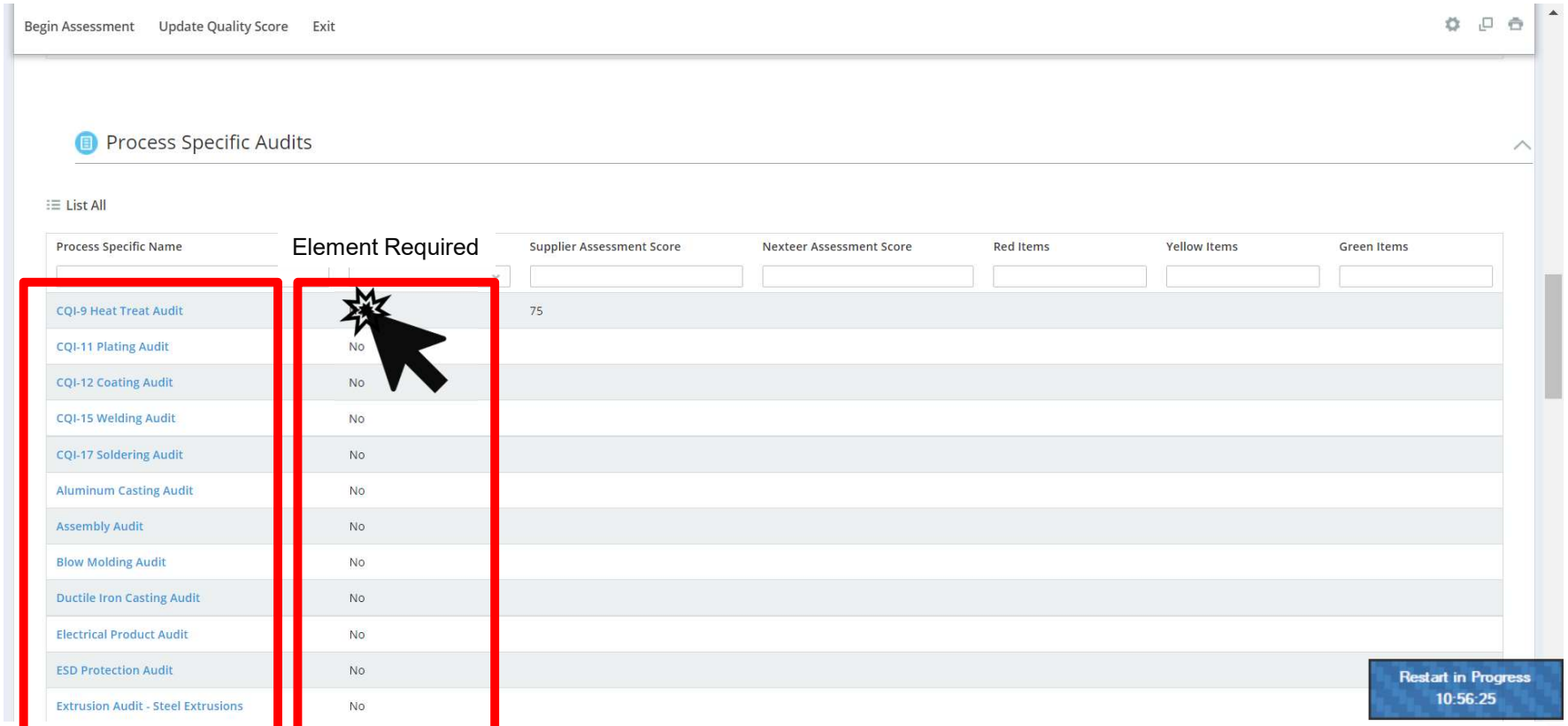
Process Specific Audits can be edited if they are required.
Click on “yes” or “no” under “Element Required” to select it.



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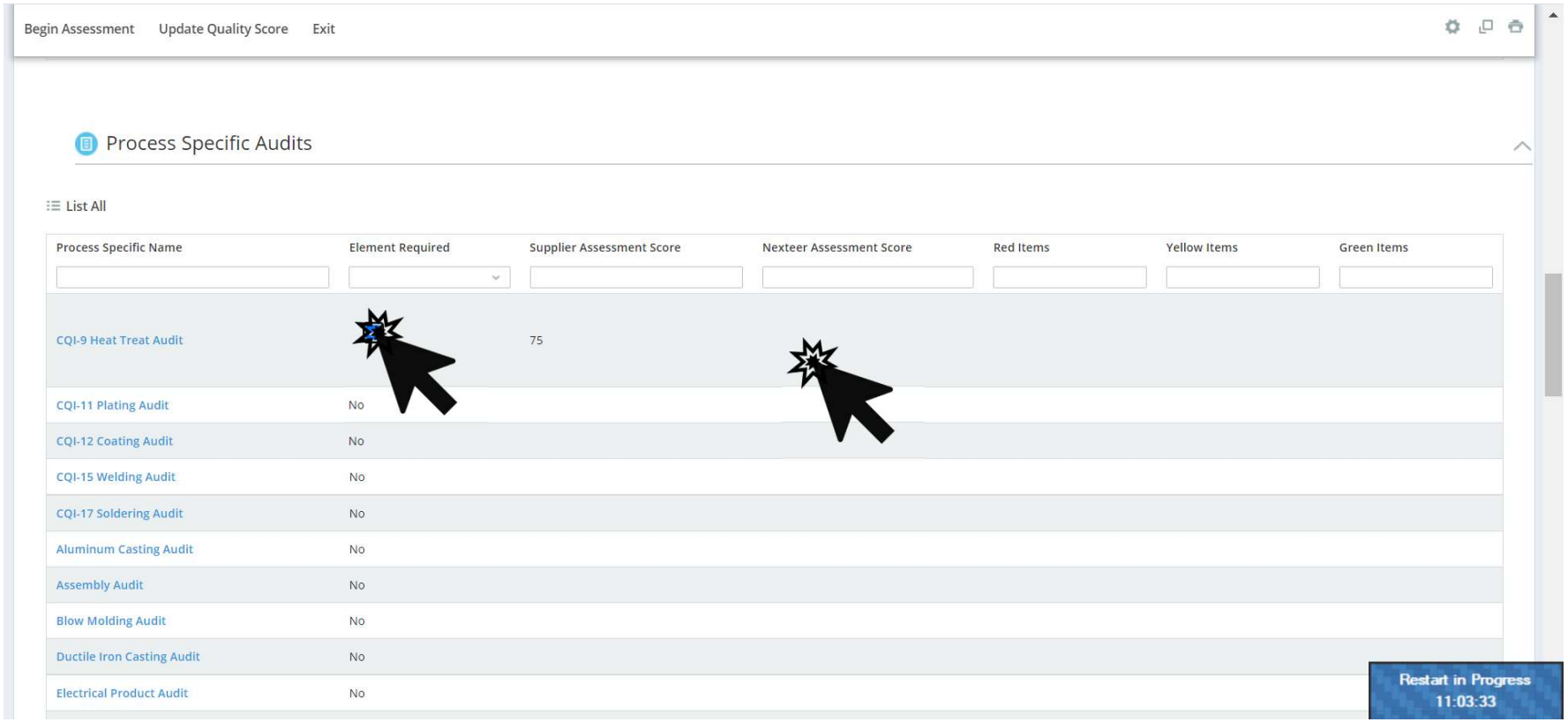
Check the box if it is required.
Click anywhere to update screen.



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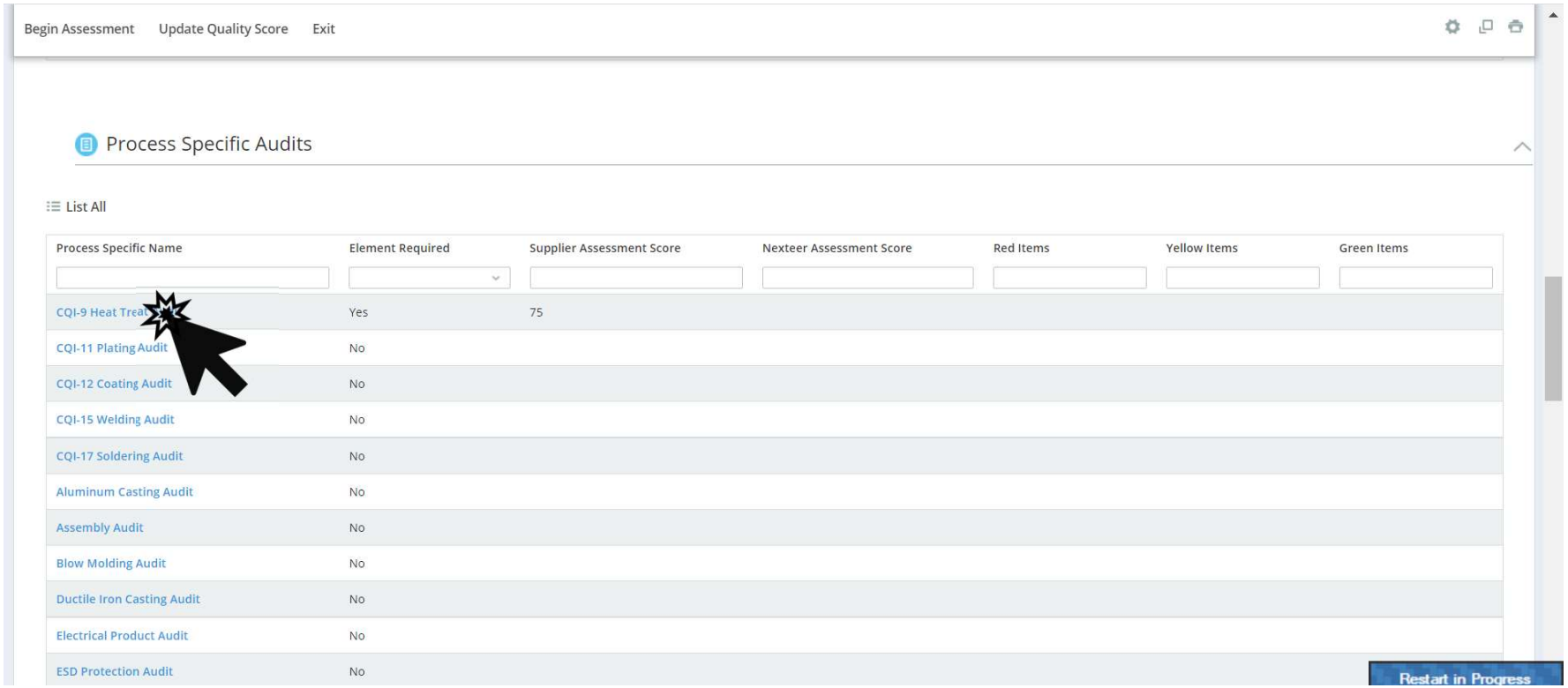
Select the process specific name in blue to edit the responses.



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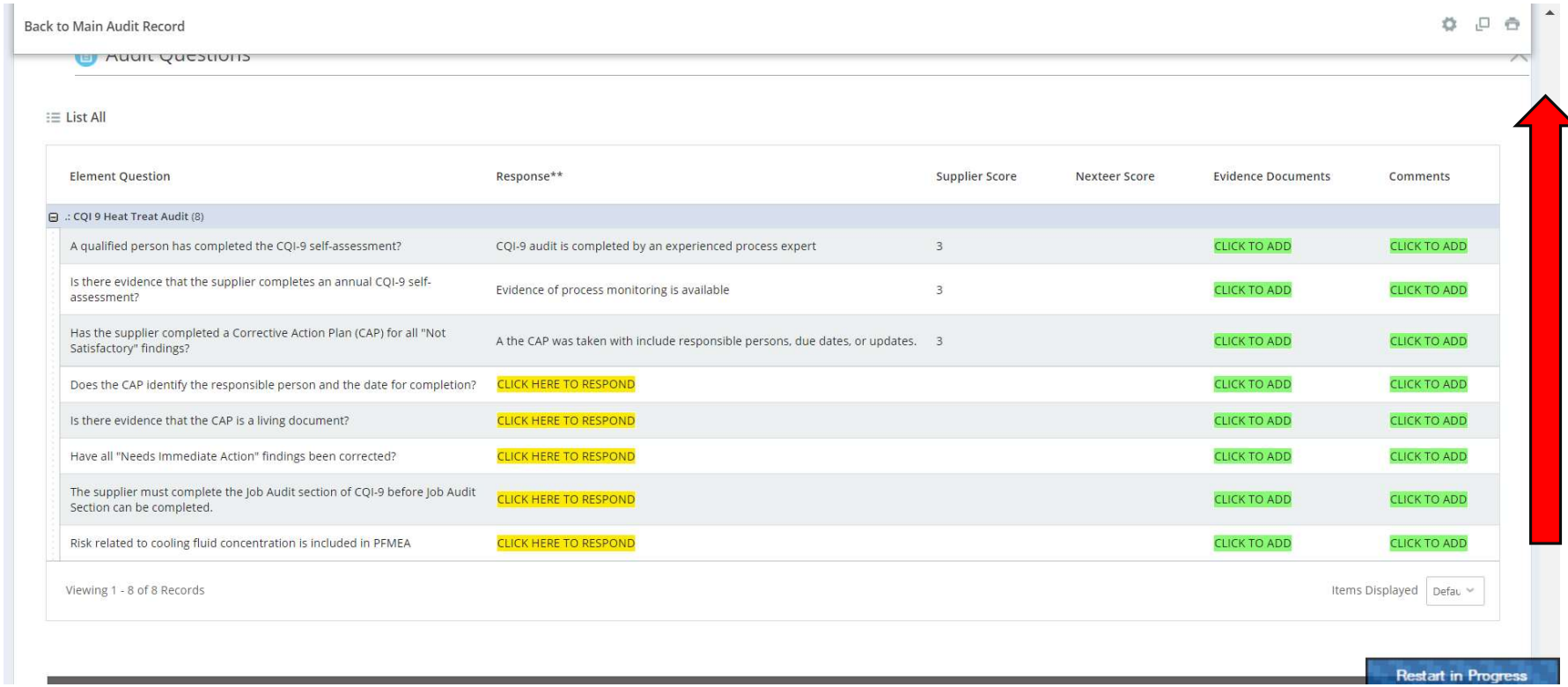
The Process Specific Audit questions are edited just like the NSA elements



Scroll Up

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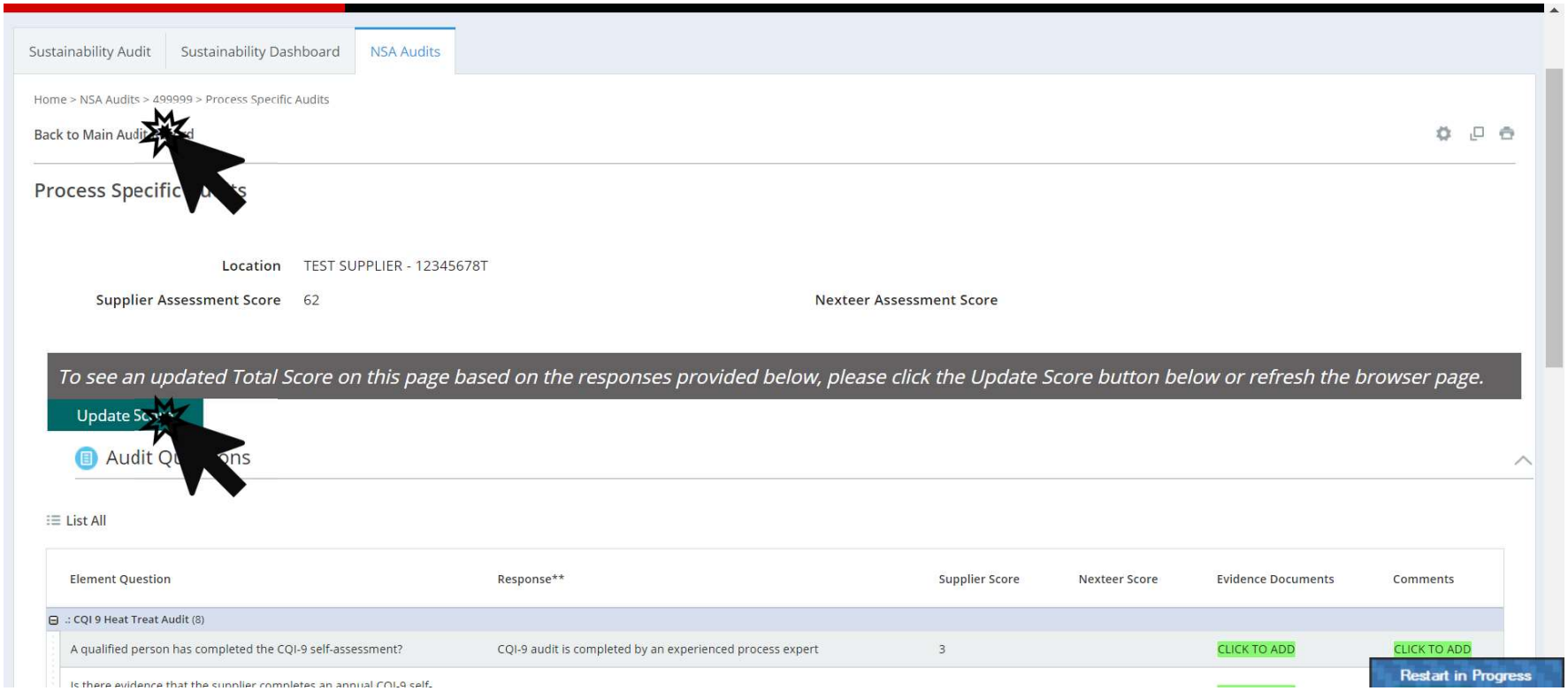
Update score and return to main audit record.



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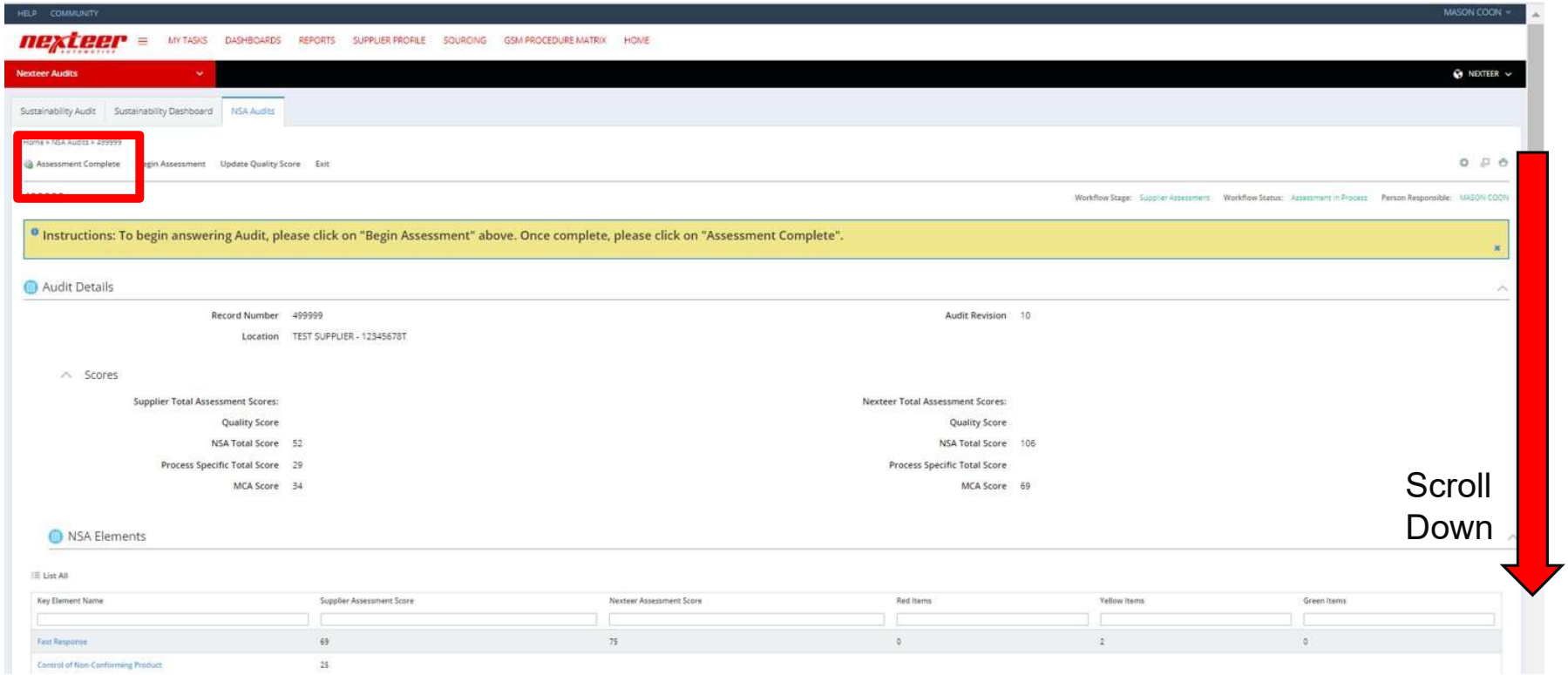
Suppliers click on “Assessment Complete” after completing the NSA Elements and any required Process Specific Audits to submit a self assessment and send the audit to Nexteer.

Nexteer clicks on “Assessment Complete” after completing the NSA Elements and any required Process Specific Audits to submit an onsite audit and open the current audit for editing by both parties.



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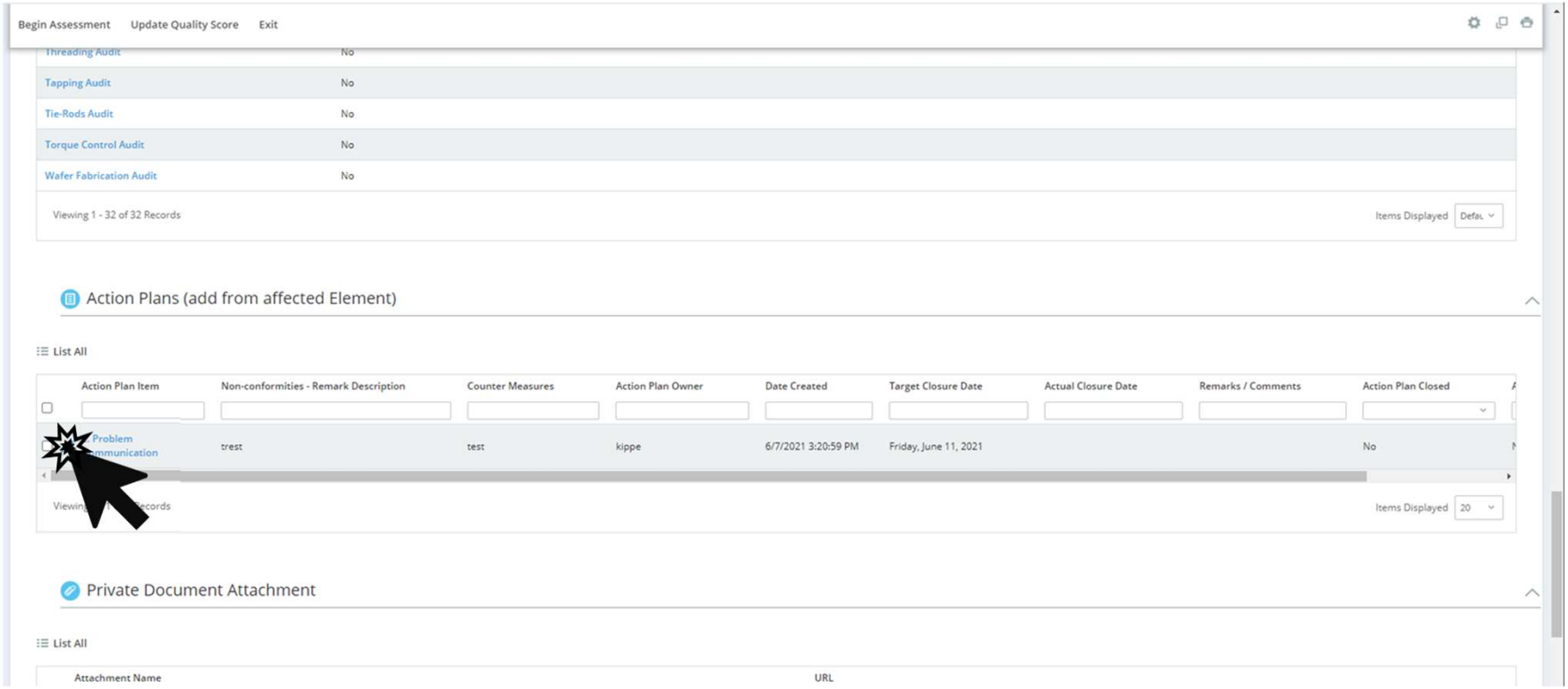
Action plans are automatically created for a response score less than or equal to 2 upon submission of Self Assessment or Nexteer Onsite Assessment.
Click on the blue item to edit the action plan.



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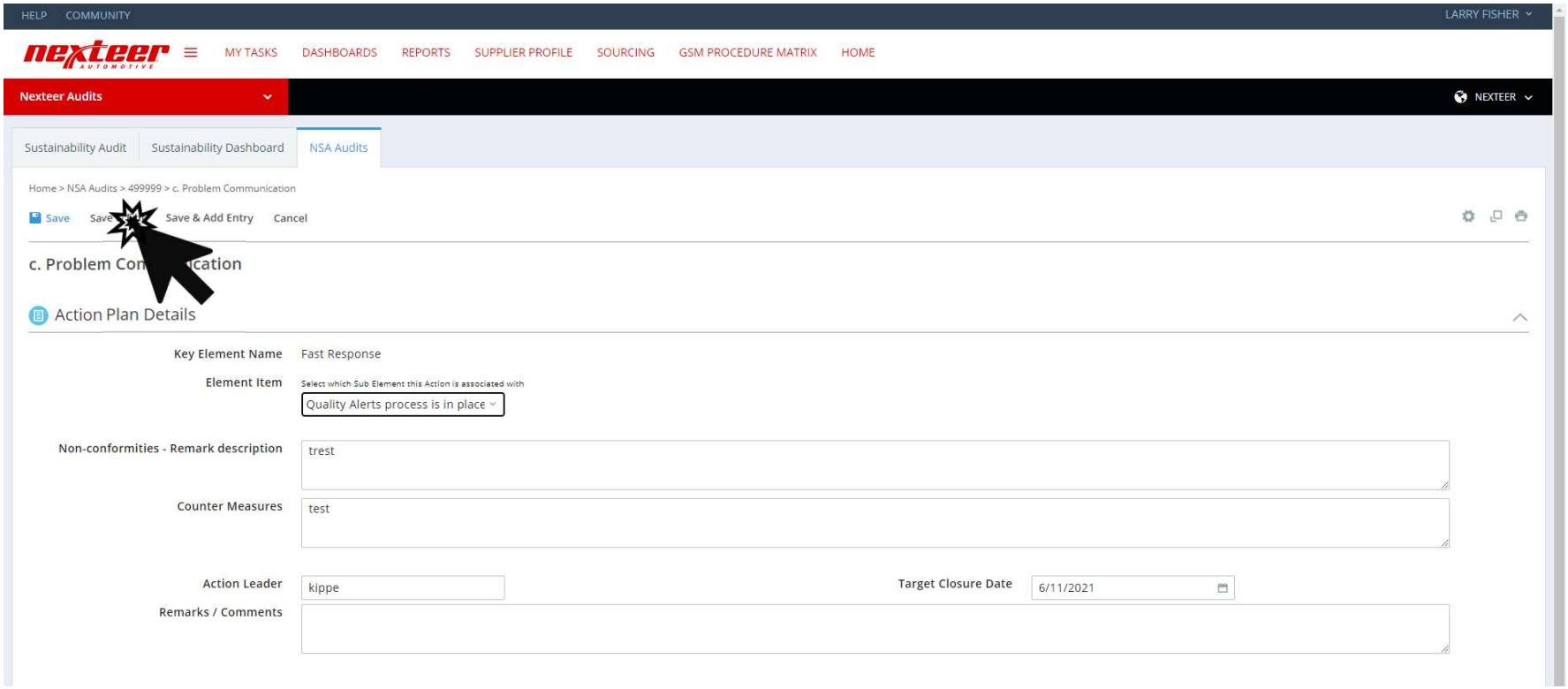
Click “Save and Exit” once you have finished editing the action plan, including Owner (Action Leader), Counter Measures and Target Closure Date.



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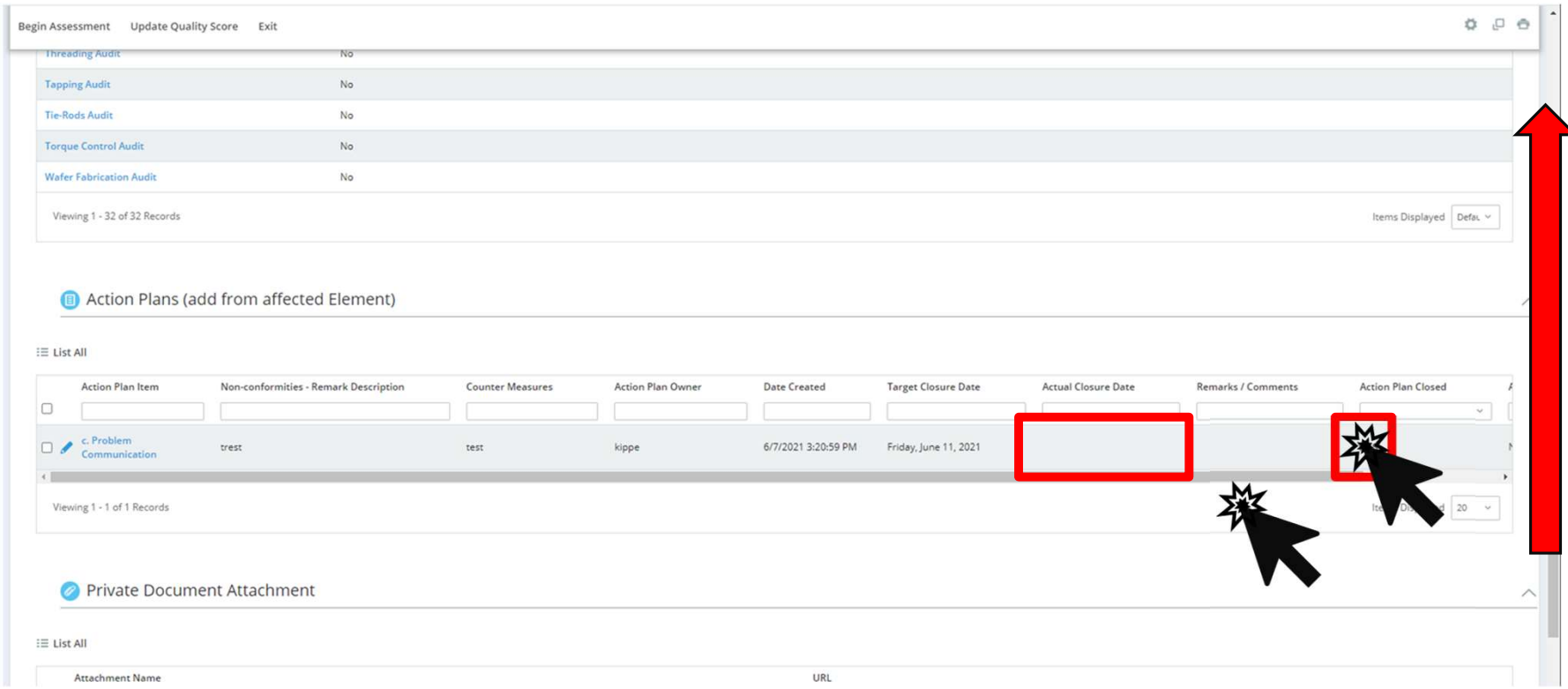
A check box is available to close or cancel an action plan. Once the box is checked the closure date will be automatically updated.



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The MCA total score is calculated using the NSA Audit Score, Process Specific Audit Score, and Quality Score.

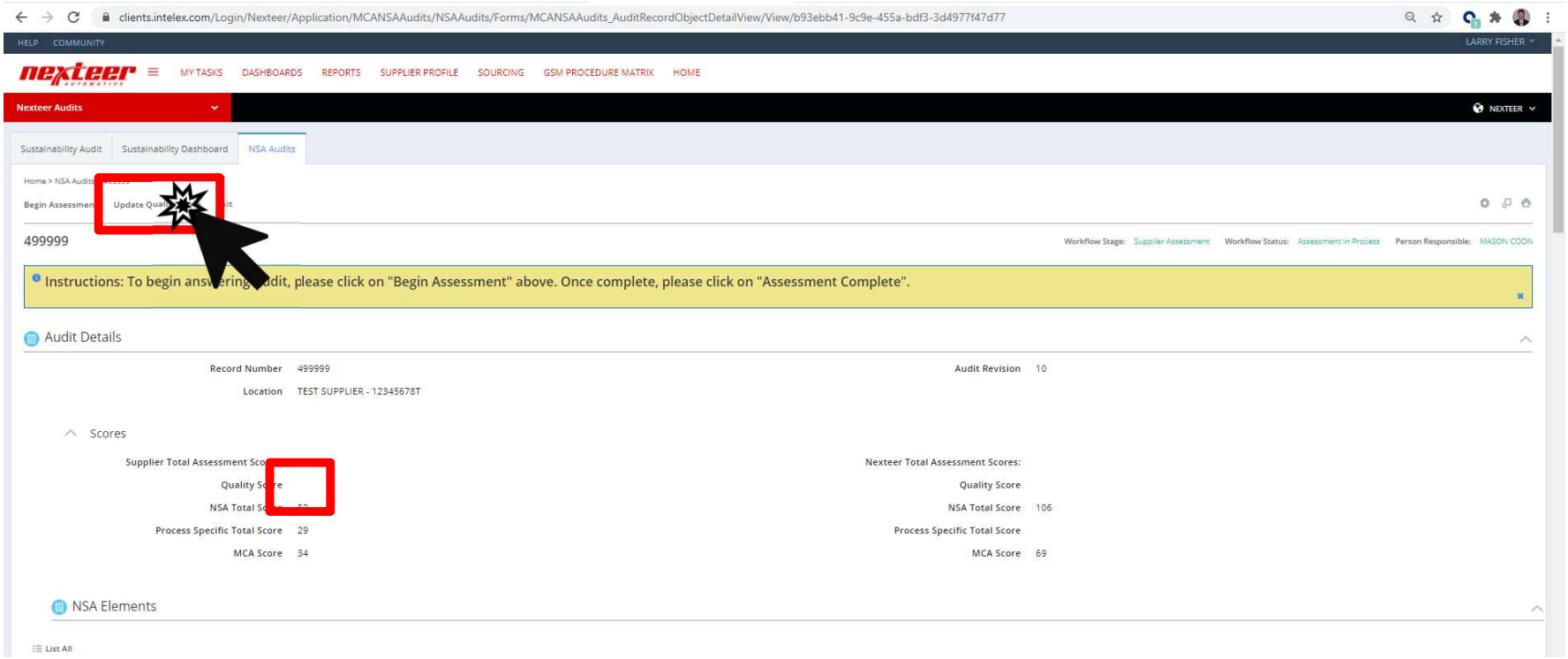
**If a supplier location does not have a Quality Score, the MCA score will be calculated with a Quality Score value of zero. It is recommended that a Quality Score be manually added to the Supplier's Audit record in order to display a proper MCA Score.

Scores

Supplier Total Assessment Scores:	
Quality Score	
NSA Total Score	52
Process Specific Total Score	29
MCA Score	34

Nexteer Total Assessment Scores:	
Quality Score	
NSA Total Score	106
Process Specific Total Score	
MCA Score	69

Quality Score is pulled from the Supplier's Scorecard within Intelex. If a supplier does not have a Scorecard, the Quality Score can be manually updated by clicking on "Update Quality Score".



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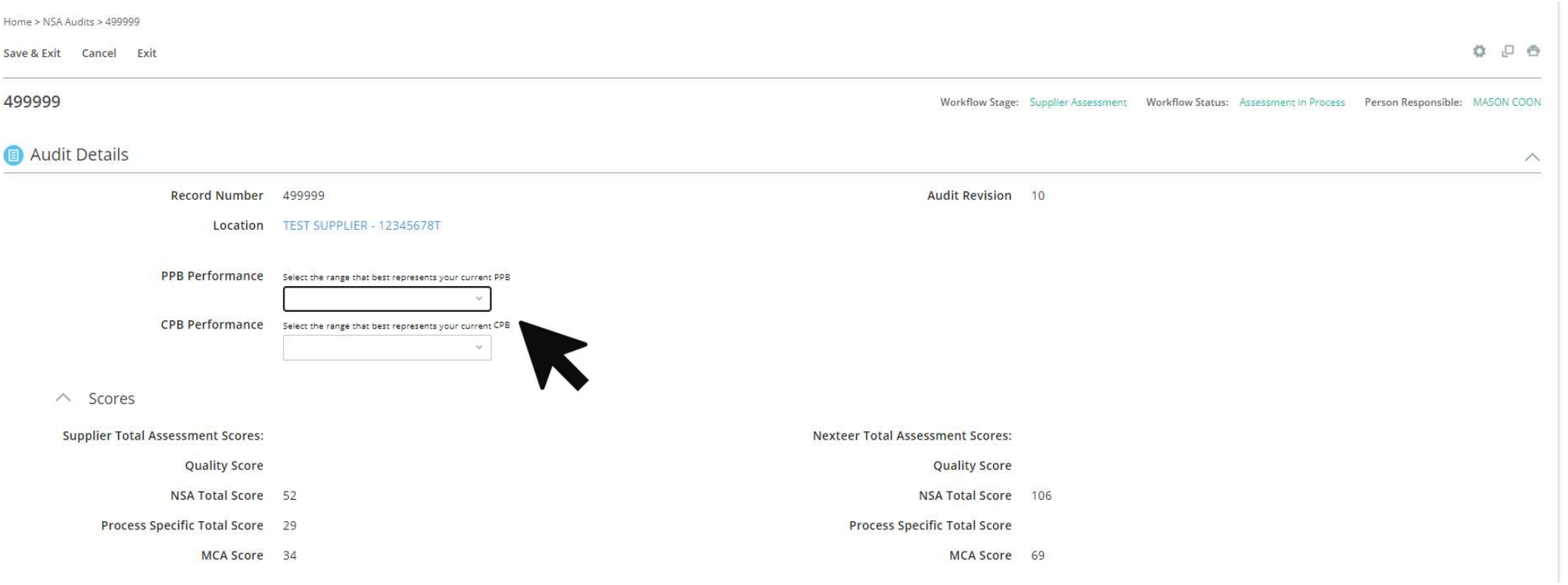
Select proper PPB and CPB Performance Range from available dropdowns and click on “Save & Exit” to update the Quality Score on the Audit.



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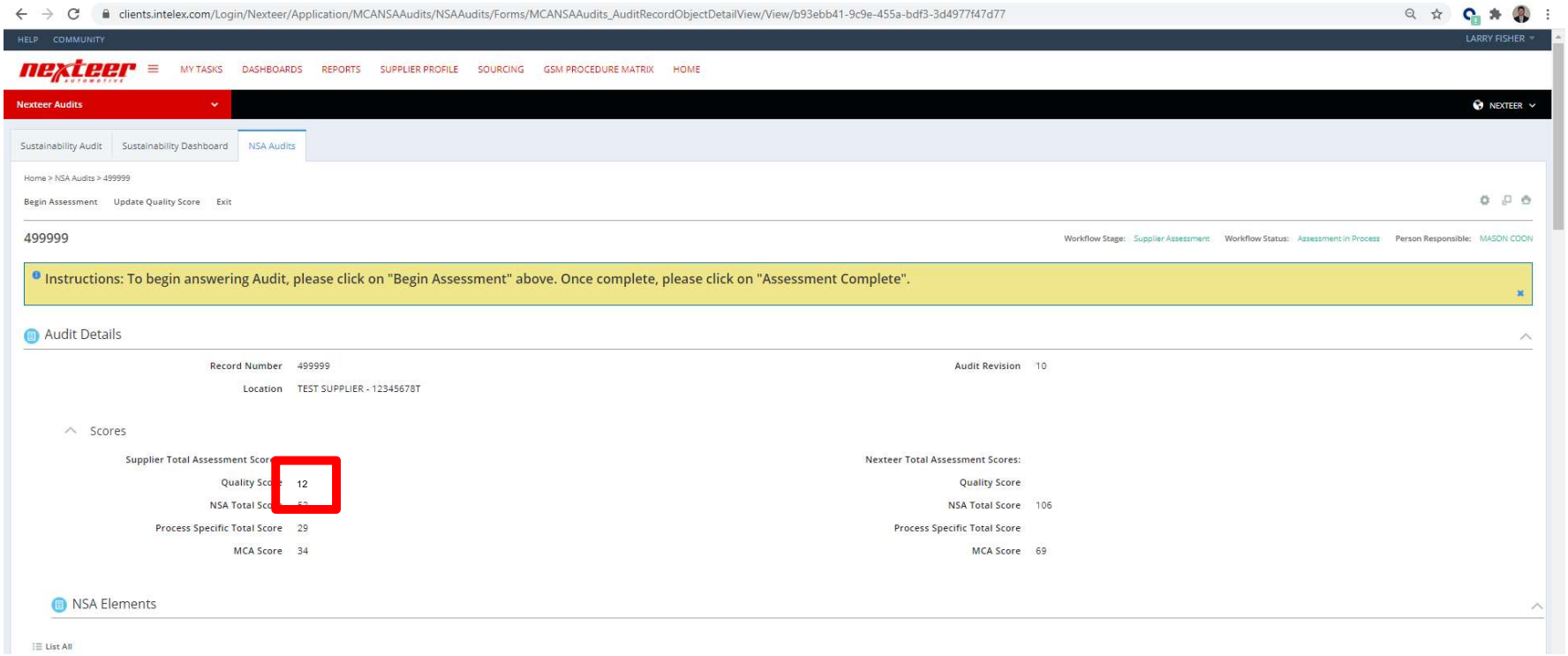
The Quality Score is updated and calculated using the same calculations as the Nexteer Balanced Scorecard. See Scorecard Scoring Rules for more details.



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