

Supply of first sample

Please follow the procedure set out below for a received first sample (trial delivery):

Please execute the order according to the information stated on the delivery note. Please produce a full first sample test report in accordance with VDA, PPF. Please include any other protocols, Q-results, etc. as per the delivery note.

Label the delivery on the delivery note and all relevant containers with 7.4.3-V03-F02 "First sample". If it is not possible to submit the first sample test reports in full because tests, such as corrosion tests, require a certain period of time, please send us the pre-completed initial sample test report and send us the results later. Please state the date of completion on the first sample test report.

Please include the test protocols (e.g. coating thickness protocols, acceptance test certificate for raw materials) and the consecutively numbered drawing.

We use this first sample to decide whether your company will be included in our supplier file for the product group concerned.

An Initial Sample Test Report should be produced only in the case of a complete series process.

If the order contains no reference to this, please provide samples as per submission stage 2. 10 parts have to be measured and documented per first sample test report.

EMPB - First sample test report - as per:

		Submission stage		
		1	2	3
1	Cover sheet to PPF report:	X	X	X
2	Test results (e.g. dimensions, function, material, surface feel, acoustics, odour, appearance, surface, reliability, process capability, means of transport, etc.)		X	X
3	Sample (number and quantity supplied by agreement)	X	X	X
4	Documentation (e.g. customer drawings, CAD-data, specifications, approved engineering changes, etc.)		X	V
5	Engineering and development approvals by supplier where responsible for design		X	X
6	FMEA			X*
7	Process flow diagram (production and test steps)		X	X
8	Production control plan (control plan, QM plan)		X	X
9	Test equipment list (specific to the product)			X
10	Investigation of test equipment capability		X	
11	Evidence of compliance with statutory requirements, where agreed with the customer (e.g. environment, safety, recycling)	V	V	V
12	Materials datasheet as per IMDS or as attachment	X	X	X
13	Certificate		X	

X Requirement for relevant submission stage

X* Requirement for relevant submission stage, for inspection only.

The documents remain with supplier

V Scope to be agreed with customer in individual cases