



Release procedure in the form of an initial sample presentation

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Winkhaus must issue a product release prior to series delivery. For series deliveries, suppliers may only ever deliver fault-free products to Winkhaus. The quality must be assessed in the series. Relevant data, information and experiences must be used for constant product improvement and production optimization.

1. Goal of the initial sample test

With the initial samples, the supplier must prove that he is able to comply with and test the defined specifications under series production conditions.

The dimensional inspection is carried out and documented, per cavity for multi-tools.

The material is tested and the results are documented. Test results from approved external institutes are recognised. The function inspections and other inspections agreed between Winkhaus and the supplier are carried out and documented.

All test results must be compared with the requirements.

The cover sheet of the initial sample test report must be filled out completely. The authorised representative of the supplier must assess the results sheets and sign the cover sheet.

2. Requirement for an initial sample test

Initial sample tests are only carried out on parts produced using series tools. This does not rule out the possibility that, due to special agreements, sample parts may be produced in small quantities either not or not completely with series tools and subjected to tests. But this is not an initial sampling as defined in this guideline. The supplier may adopt results of tests on these samples in the initial sample test report, providing they refer to properties created with series tools.

3. Reasons for initial sample tests

The following properties usually result in a sampling process:

- New parts,
- Changes to the design, specification or material,
- Use of alternative materials or designs,
- Use of new, modified or replacement tools,
- Modification or maintenance of tools where appropriate,
- Changes to manufacturing methods or production processes,
- Production relocation or use of new production equipment,
- Changes to suppliers of products or services,
- Delivery block due to problems with quality,
- Production equipment downtime of 24 months or longer (this does not apply to products for the spare parts market).

The contract partners must inform each other in good time of changes to products and product-relevant process changes.

Before introducing a new part or a new assembly, Winkhaus shall request initial samples from the supplier with a separate written order.

If the above aspects are changed on the supplier side, the Winkhaus purchasing department must be informed.

The scope of the resulting re-sampling must be agreed in each individual case with the quality management division at Winkhaus.

If a repeat re-sampling is required for reasons caused by the supplier, Winkhaus reserves the right to bill the supplier for the relevant costs.

The initial sampling focuses on parts developed and specified by Winkhaus. If a component to be sampled consists of multiple individual parts specified by Winkhaus, which may also form subassemblies, all individual parts, subassemblies and the components themselves must undergo the initial sampling. In this regard, Winkhaus reserves the right, in addition to the initial samples of assemblies, to also request the individual parts specified by Winkhaus as part of the initial sample order. In this case, reference must be made to the initial sampling of the original components in the initial sample test report.

For extensive assemblies originating from supplier development, where the function, production and testability was already verified during the development phase, the initial sampling can be restricted to the delivery state, surface finish and connection dimensions.

4. Subject of the initial sample inspection

A defined number of samples must be taken randomly from the first production batch and permanently marked, e.g. with consecutive numbers, so that the test results can be assigned individually. The following aspects may play a role when defining the initial sample quantities, however:

- If several identical pieces of equipment, casting or press moulds, dies or stencils are used, at least one dimensionally tested sample is required of each.
- For parts from a multiple mould, at least one part from each mould cavity must be tested and labelled.

4.1 Requirements for the production process and product release

The submission stage determines which documents, drawings and samples, where applicable, must be passed on to Winkhaus for the production process and product release.

		Submission stage		
		1	2	3
1	Cover sheet initial sample test report according to VDA	X	X	X
2	Test results (e.g. dimensions, material properties, function, appearance, weight, reliability, haptics, acoustics, odour, process capability data)		V	V
3	Sample (quantity or delivery quantity as agreed)	A	A	A
4	Documents (e.g. Winkhaus drawings, CAD data, specifications, approved design changes, etc.)		V	V
5	Winkhaus drawing in the “approved” status with listed characteristics	X	X	X
6	FMEA			E
7	Process flow diagram (production and testing stages)		X	X
8	Production and testing plan			E
9	Test equipment list (product-specific)			X
10	Testing equipment capability test, where appropriate (result)			V
11	Verification of compliance with legal requirements where agreed with Winkhaus (e.g. environment, safety, recycling)		X	X
12	QVP checklist		x	x

- X** Requirement for the relevant presentation stage
- V** The scope must be agreed with Winkhaus for each individual case
- A** The number of samples must be agreed with Winkhaus
- E** Only for inspection

Regardless of the presentation stage, the supplier must carry out their own internal release and document the results. As part of this, the supplier must provide a statement for points 1 to 12 of the above table.

4.2 Selection of the presentation stages

Selection criteria for presentation stage 1

- Parts with drawing sovereignty of the supplier
- Surfaces or colour version for existing parts without geometry changes
- Production of existing parts after an interruption in supply of more than 24 months

Selection criteria for presentation stage 2

- New items
- New tool
- Amended tool
- Amended production material/production material/supplier
- Requirement from complaint
- New or amended production processes or production sites

Selection criteria for presentation stage 3

- No suitable measuring material available at Winkhaus,
- New production processes (assessment of the quality capability)
- Complex, difficult to produce products, difficult production processes (clarify problems with specialists on-site),
- Safety components or safety-relevant components

5. Creation of the initial sample test reports by the supplier

Before delivering the initial sample, the supplier must check that all stipulated characteristics correspond to the Winkhaus specifications. This must be verified by the initial sample test reports. Characteristics that can not be tested by the supplier himself must be verified by test institutes via test products by agreement. The test reports must be included with the initial samples. When submitting initial samples due to changes, the changed component or modified part must be noted in writing in the initial sample documents.

For the dimensions table, all characteristics must be marked clearly on the current Winkhaus drawing with consecutive numbering and listed individually with the nominal value, limit value and actual values. The actual values must be assigned to the individual sample parts.

6. Carrying out the initial sample test

By accepting an order, the supplier agrees to carry out the initial sample test. The following must be observed:

- All markings (inscriptions) made on the sample part for measurement purposes must remain in place to enable control measurements to be carried out on the same basis.
- When using a measure machine, the measurement protocol must be included with the test report.
- Initial sample test reports which show discrepancies from the specifications in particular characteristics or features shall not be accepted by Winkhaus. If the supplier still wishes to deliver the relevant batch to Winkhaus, he must inform Winkhaus of the deviations in advance and obtain written approval from Winkhaus.

- If this applies to parts developed specifically for Winkhaus, a copy of the initial sample test report must be retained for the duration of the production of the relevant part by the supplier.

7. Compliance with the agreed deadlines

The agreed deadlines shall not be classed as complied with if defects are still present on the parts, which can not be accepted. For this reason, Winkhaus expects the parts to be sampled according to the drawing or the agreements by the agreed date. If the deadline can not be complied with, the Winkhaus purchasing department must be contacted in good time to agree further measures.

In the event of deviations, the supplier must obtain written approval in advance (deviation permit / special release) from Winkhaus and include it with the submission.

8. Assessment and release of initial samples for series deliveries

The initial sample test reports and initial samples are checked by Winkhaus with regard to dimension, material and function. If the results meet the requirements, a release is issued for the series delivery. The release by Winkhaus is always issued in written form. However, if defects have occurred in the QM system or in other processes that affect the quality of the product, the measures agreed with the Winkhaus representative must have been carried out or confirmed prior to series release. In this case, including if the agreed submission deadlines are not met, Winkhaus is not obliged to accept the submission of further samples or to introduce further quality assurance measures at the supplier.

Without any obligations, Winkhaus shall be entitled to reject further samples and to terminate any delivery agreement that may already have been signed.

If initial samples are rejected, the supplier, at the request of the Winkhaus purchasing department, must provide a new completion date for corrected initial samples.

Complaints may also be submitted at a later date for deviations from the requirements that were not identified during initial sample tests.

8.1 Release status

Winkhaus shall evaluate the submitted documentation and assess the sample parts where applicable, add the individual and overall release status to the cover sheet of the initial sample test report and, unless agreed otherwise, pass it on to the supplier.

The following release statuses are possible:

Released

This means that deliveries of products are released according to the delivery schedule.

Released with conditions

This means that the delivery of products is permitted without resubmission once the corrections have been carried out.

The conditions must be agreed in detail between WINKHAUS and the supplier.

Rejected, re-sampling required

This means that the delivery of products is not permitted.
Re-sampling is required.

9. Shipping of initial samples

Winkhaus shall receive the labelled initial samples packaged together with the initial sample documents and separate from other deliveries. The shipment must be clearly labelled with "INITIAL SAMPLE" and the number of initial samples must be noted on the delivery note. Initial sample submissions must always take place before the first series delivery. Missing or incomplete initial sample documentation will result in a negative supplier evaluation.

If no or incomplete documents are included with the initial samples and they are not supplied within an acceptable time frame despite reminders, Winkhaus reserves the right to return the goods and to bill the supplier for the costs incurred.

10. Costs for initial samples and re-sampling

Unless otherwise contractually agreed, the costs for fault-free initial samples in accordance with the specifications shall be covered by Winkhaus. The costs for justified complaints or unusable initial samples, as well as re-sampling, shall be covered by the supplier.

11. Retention periods

With regard to the initial sample process, product and process-relevant documents, records and data, which form part of the production process and product release, must be retained for at least the period for which delivery agreements are in place for the product (series and/or replacement parts), plus 1 year or by special agreement. The legal retention periods must also be observed.

The valid status of the reference and/or boundary sample must also be retained by the supplier for the same time period. For products with special features (e.g. bulky products, shelf life), an appropriate agreement must be made between Winkhaus and the supplier.

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