1. OBJECTIVE AND PURPOSE

The purpose of this guideline is to ensure seamless handling of the initial sample process for components between MICHAEL WEINIG AG and its supplier partners.
Initial sampling enables the supplier to provide proof that its products meet WEINIG's quality requirements.

2. SCOPE

This guideline applies to all suppliers of production materials, serial and spare parts, components, assemblies, subassemblies and individual parts, castings, forgings, weldments and modifications to standard catalog parts or commercial parts.

3. DEFINITIONS / TERMS / ABBREVIATIONS

3.1 Guideline

A guideline is a set of instructions for carrying out a task and in this case offers assistance for the process of initial sampling. It must be noted here that a guideline does not replace applicable standards and policies, but must be understood exclusively as an auxiliary tool for handling the initial sampling of components seamlessly. This guideline applies to all types of sampling commissioned by WEINIG. Deviations from the guideline must be agreed with WEINIG.

3.2 Sample

Samples are product specimens which are tested for adherence to the specified requirements. A distinction is made between "samples for production process and product release" and "other samples".

3.2.1 Samples for production process and product release (initial samples)

Samples for production process and product release are products and materials that have been completely manufactured under series production conditions. These samples, which are intended for inspections, testing and dispatch to the customer, are random samples to be taken from a serial production batch. The batch size must be agreed between the customer and the supplier, taking into account the product type and process. This also applies to the number of samples to be taken and the number of samples to be delivered.

3.2.2 Initial sample inspection

Initial sample inspection is a planned, complete, independent and documented inspection and verification process to ensure that a product has been manufactured using the prescribed production processes, in accordance with technical drawings, Digital Product Definition (DPD) planning, the purchase order, technical specifications and/or any other applicable design document.

3.2.3 Production process and product release

Production process and product release is a procedure which is used to inspect samples of series parts. The procedure focuses mainly on the quality of the delivered parts, which means that the parts manufactured with series tools and/or in serial processes must comply with the general requirements or specification.

4. PROCESSES / RESPONSIBILITIES / DOCUMENTATION

4.1 Initial sample

4.1.1 Triggers for initial sampling

Initial sampling is performed for new parts, technical modifications made to products (delta sampling) and changes to production processes.

- Delivery of a new part,
- Changes in design, specifications or materials; changes related to substance bans,
- Emission limits, labelling provisions, etc.
- Use of alternative materials or designs
- Use of new, modified or replacement tools – changes in manufacturing methods or production processes
- Relocation of production or use of new production facilities
- Transfer of production processes to the supplier
- Change of major subcontractors
- Delivery after delivery stop due to quality issues
- Decommissioning of production facilities for 24 months or more (except for production limited to spare parts).

In case of doubt, the necessity of an initial sample inspection must be clarified between WEINIG and the supplier.

4.1.2 Procedure in case of deviations

Should the supplier find deviations from the target specifications during initial sampling, they must inform WEINIG immediately after becoming aware of the deviations, but in any case before delivery of the goods. In such cases, the goods may only be delivered with a special release issued by WEINIG (deviation approval for supplier parts). The supplier must apply for the special release with WEINIG. The responsible dispatcher is the contact person for special releases.

4.1.3 Delivery of the initial samples

- Each initial sample delivery must be accompanied by a delivery note stating all order details. The delivery note and the packaging must be clearly marked with INITIAL SAMPLE.
- As a rule, three sample parts shall be submitted.
- The initial sample delivery must be accompanied by the required documents.
  - Initial Sample Inspection Report
  - Test results
  - Test certificate according to DIN EN 10204 3.1 (only for materials)
- If the initial sample delivery does not contain any parts or documents, or if the accompanying documents are incomplete, we reserve the right to reject the sampling.
  - Procedure for missing parts: the Initial Sample Inspection Report will be rejected on the cover sheet, which will be sent to the supplier by e-mail. Full initial sampling must then be performed again.
  - Procedure in the event of missing documentation: the supplier will be informed of the rejection of the Initial Sample Inspection Report (ISIR) by e-mail and must submit the missing documentation by the date requested by WEINIG.

4.1.4 Procedure for initial sampling

- The supplier shall perform testing on the samples as ordered by WEINIG on the basis of the agreed drawings and specifications.
- As a rule, all ordered sample parts must be completely tested and clearly marked (e.g. with identification data, serial number from the inspection report) to ensure that each measured value can be properly allocated. Marking must be performed in such a way that it cannot become blurred or get lost during transport and handling of the parts.
- Prior to inspection, the entire configuration (hardware, software, firmware) related to the sample and the test environment shall be verified against the specifications and documented, where applicable.
- The supplier shall use the test equipment and test methods that enable him to test parts and assemblies from in-house and third-party production for compliance with the specified documentation (customer requirements, technical, functional and all non-technical requirements).
- Documented test instructions and the test report including the test equipment used must be provided. Testing software and testing equipment must be suitable, validated and approved.
- If necessary, test procedures that deviate from the specifications must be agreed in a timely manner between the responsible supplier dispatcher and WEINIG.
- If the sampling requires special testing equipment which the supplier does not have, he shall commission a suitable, reliable and independent other testing body in good time.
- In any case, the responsibility remains with the supplier.
- In the case of single or multiple tools, care must be taken during sample testing to ensure that samples from all nests are included and clearly marked (three parts per nest) in order to ensure proper allocation to the individual measured values.
- All measured values of each sample shall be listed.

4.2 Initial Sample Inspection Report

An Initial Sample Inspection Report shall be prepared according to the customer's specifications. Initial sample inspection verifies whether the part to be inspected complies with the specifications given in the applicable documents (delivery specifications, drawings, etc.) and whether the target characteristics defined therein are present. To determine this, a previously agreed number of parts from the delivery in question is tested and the results are recorded in the Initial Sample Inspection Report. The purpose of this procedure is to avoid errors in series production right from the start. If the affected product is to be produced again, this must be done under consistent conditions and based on this initial sample.

- The Initial Sample Inspection Report (ISIR) consists of a cover sheet and the test result data sheets agreed between WEINIG and the supplier, as well as other required documents.
- Initial samples must be delivered with complete documentation.
- The supplier shall be informed by the customer of any additional documentation requirements.
- It must be stated what type of sample is to be inspected (individual part or assembly), what type of sampling is involved (initial sampling or follow-up sampling) and what event triggered the sampling.

4.2.1 Notes on the Initial Sample Inspection Report

As a rule, the WEINIG cover sheet “Initial Sample Inspection Report” must be used. The Initial Sample Inspection Report cover sheet shall include:

- the reason for sampling
- the tool number, if applicable
- the number of nests (for tools)
- the change status with date and WEINIG change number under “Remark (supplier)”, with a description of any changes that were implemented in the initial samples

- If possible, a test certificate according to DIN EN 10204 shall be attached to the Initial Sample Inspection Report; otherwise, the material shall be listed in the Initial Sample Inspection Report. (Note: material test results must be included in the Initial Sample Inspection Report.)
- The drawing on which the initial sample inspection was based shall be attached to the Initial Sample Inspection Report.
- The documentation and the attachments must be clearly legible and attributable.
- For castings, the weights of sample parts shall also be listed in the Initial Sample Inspection Report, even if no nominal value or tolerance range has been defined for this.

4.2.2 Preparing an Initial Sample Inspection Report

The supplier shall prepare a full inspection report for each sample inspection. The form provided by WEINIG (or a similarly structured form created by the supplier) shall serve as a formal template for the cover sheet. The complete sampling documents approved by the supplier must be included with the delivery. The test results sheet shall contain the unique characteristic data of the samples and the detailed test results of **all characteristics** separately, to ensure that the cover sheet can be correctly attributed:

- Dimensional inspection
- Materials testing
- Hardness testing
- Functional testing
- Appearance check
- EMC testing
- Reliability check / environmental check
- Visual inspection
- Inspection by attributes (good/bad)

- All features depicted in drawings shall be provided with item numbers that must correspond to the respective items (reference numbers) in the attachments (measurement results sheet, material report, functional report, etc.) to the Initial Sample Inspection Report.
- If parts are manufactured using multiple tools or molds, the corresponding nests must be indicated in the ISIR. At least three parts from each nest must be subjected to an initial sample inspection.
- Alternatively, the test results can be entered directly on the drawing, ensuring that each part can be properly referenced.
- All test results must be stated with at least the number of decimal places of the nominal value / tolerance. (For example: ∅ 10H7-> actual value with three decimal places 10.008; // 0.02 -> actual value with two, preferably three decimal places 0.015; length 300 ± -> actual value with one, preferably two decimal places 300.3)

5. NOTES AND REMARKS

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6. ENCLOSED DOCUMENTS

6.1 Initial Sample Inspection Report – cover sheet (sample)

WEINIG	Formblatt / Form	Art/ Dokumenten-Nr.: WFB00005
	Erstmusterprüfbericht / Initial Sample Inspection Report	Index: 01
		Sprache: DE / EN
		Datum: 22.06.2023
		Seite **1** von **2**

Lieferant / *Supplier*
Nummer / *ID*:
Name / *Name*:
Straße / *Street*:
PLZ / *ZIP*, Stadt / *Town*:

Blatt 1 von Blatt
Sheet 1 of sheet(s)

MICHAEL WEINIG AG
Abteilung / *Depart.*:
Name / *Name*:

☐ Messbericht *Dimensional report* ☐ Werkstoffbericht *Material report* ☐ Funktions-bericht *Functional report*

LIEFERANT / *SUPPLIER*			ABNEHMER (BESTELLER) / *BUYER (CUSTOMER)*		
Teile-Nr. / *Part no.*:	Bezeichnung / *Description*:	Änderungsstand / *Index*:	Teile-Nr. / *Part no.*:	Bezeichn. / *Description*:	Änderungsstand / *Index*:
Ausstellungsdatum / *Date of issue*:	Bericht Nr. / *Report no.*:	Zeichen / *Reference*:	Ausstellungsdatum / *Date of issue*:	Bericht Nr. / *Report no.*:	Abt / *Dept.*: Name / *Name*:
Werkzeug Nr. / *Tool no.*:	Anzahl Nester / *Number of nests*:		Anzahl der Muster / *Number of samples*:	Bemerkung / *Remark*:	

Grund der Erstmusterprüfung / *Reason for initial sample inspection*

- ☐ neuer Lieferant / *new supplier*
- ☐ neues Teil / *new part*
- ☐ geänderte Spezifikationen / *changed specifications*
- ☐ geänderte Fertigungsbedingungen / *changed production process*
- ☐ neuer Fertigungsort / *new manufacturing location*
- ☐ Aussetzen Fertigung > 1 Jahr / *interruption of production > 1 year*

Die für die Erstmusterprüfung zwischen Abnehmer (Besteller) und Lieferant vereinbarten Spezifikationen sind in folgenden Unterlagen enthalten:
The specifications jointly approved by the Buyer and Supplier for the initial sample inspection are contained in the following documents:

Prüfungsergebnisse siehe Folgeblätter:
Die Ist-Werte sind in der Reihenfolge der Musteraussortierung aufgeführt. Nicht eingehaltene Spezifikationen sind in der Spalte "AT" gekennzeichnet.
For inspection results, refer to attached sheets:
The actual measurements are given in order of the samples.Non-conforming specifications are indicated in the column "AT".

Bemerkungen (Lieferant) / *Remarks (Supplier)*:

Bemerkungen / *Remarks (Buyer)*:

Wir bestätigen,
1. dass die vorgestellten Erstmuster vollständig mit serienmäßigen Betriebsmitteln und unter serienmäßigen Bedingungen hergestellt worden sind;
2. die konkrete Durchführung der Erstmusterprüfung und ihre Darstellung in diesem Erstmusterbericht (Abweichungen davon sind in diesem Bericht besonders angegeben,
3. dass eine Freigabe den Lieferanten nicht von der Verantwortung, nach der jeweils gültigen Zeichnung bzw. Lehre und vorgeschriebenen Funktionsvorschrift zu liefern, entbindet.

We hereby certify,
1. That samples submitted are completely made with regular production resources following regular series production methods.
2. That the samples have been properly inspected and are listed in this report (deviations are shown separately).
3. That a sample approval does not relieve the supplier of his responsibility to deliver material according to the applicable drawings and specifications.

Entscheidung / *Decision:*
1 = freigeben / *approved*
2 = freigeben, mit Auflagen / *approved conditionally*
3 = abgelehnt neue Muster erforderl. / *rejected - new samples required*
4 = nicht erforderl. / *not required*
5 = in Bearbeitung / *in process*

	1	2	3	4	5
Maß / *Dimensions*	☐	☐	☐		
Werkstoff / *Material*	☐	☐	☐	☐	☐
Funktion / *Functional testing*	☐	☐	☐	☐	☐
Freigabe / *Approved*	☐	☐	☐	☐	☐

Neue Muster erforderlich / *new samples needed:* ☐ ja / *yes* ☐ nein / *no*

Auflage / *Conditions:*

Name / Hausruf – (bei Rückfragen):
Name / Telephone No. (in case of queries):

Datum / *date*: _____ Abt / *Dept.*:_____

Datum *Date* — verantwortliche Unterschriften *Accountable Signatory*

Name Klarschrift *Written out name* — verantwortliche Unterschriften *Accountable Signatory*

Verteiler: Lieferant, Wareneingangskontrolle
Distribution: Supplier, Incoming goods inspection

Erstellt von:	Hr. Gemmecke	Genehmigt von:	Hr. Müller de Montmollin	Ersetzt Art/ Dokumenten-Nr.:	WFB00005
Abteilung:	QMA	Abteilung:	Leiter QMA	Index:	--
am:	21.06.2023	am:	22.06.2023	vom:	30.05.2023

6.2 Initial Sample Inspection Report – test results (sample)

WEINIG	Formblatt / Form	Art/ Dokumenten-Nr.: WFB00005
		Index: 01
	Erstmusterprüfbericht / Initial Sample Inspection Report	Sprache: DE / EN
		Datum: 22.06.2023
		Seite **2** von **2**

Prüfergebnis / *Test result* **Berichtsergebnis siehe Blatt 1/** ***Result report see page 1***	Ausstellungsdatum / *Date of issue*	Blatt 2 von Blatt *Sheet 2 of sheet(s)*

Lieferant Name / *Supplier name:*	Lieferant / *Supplier* Lieferantennummer / *Code:*	Bericht Nr. / *Report No.:*	Zeichen / *Reference:*
	Abnehmer (besteller) / *BUYER (Customer):*	Bericht Nr. / *Report No.:*	Zeichen / *Reference:*
Meterial-Nr. / *Part No:*	Teile Benennung / *Part designation:*		

LIEFERANT / *SUPPLIER*			ABNEHMER (BESTELLER) / *BUYER (CUSTOMER)*						
Pos.	**Merkmal/Sollwert** ***Dimensions / nominal***	**IST-Wert (Lieferant)** ***Actual results (Supplier)***	**AT**	**IST-Wert (Abnehmer)** ***Actual results (Buyer)***	**AT**	**Entscheidung / *Decision***			
						A	**B**	**C**	**D**
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
						☐	☐	☐	☐
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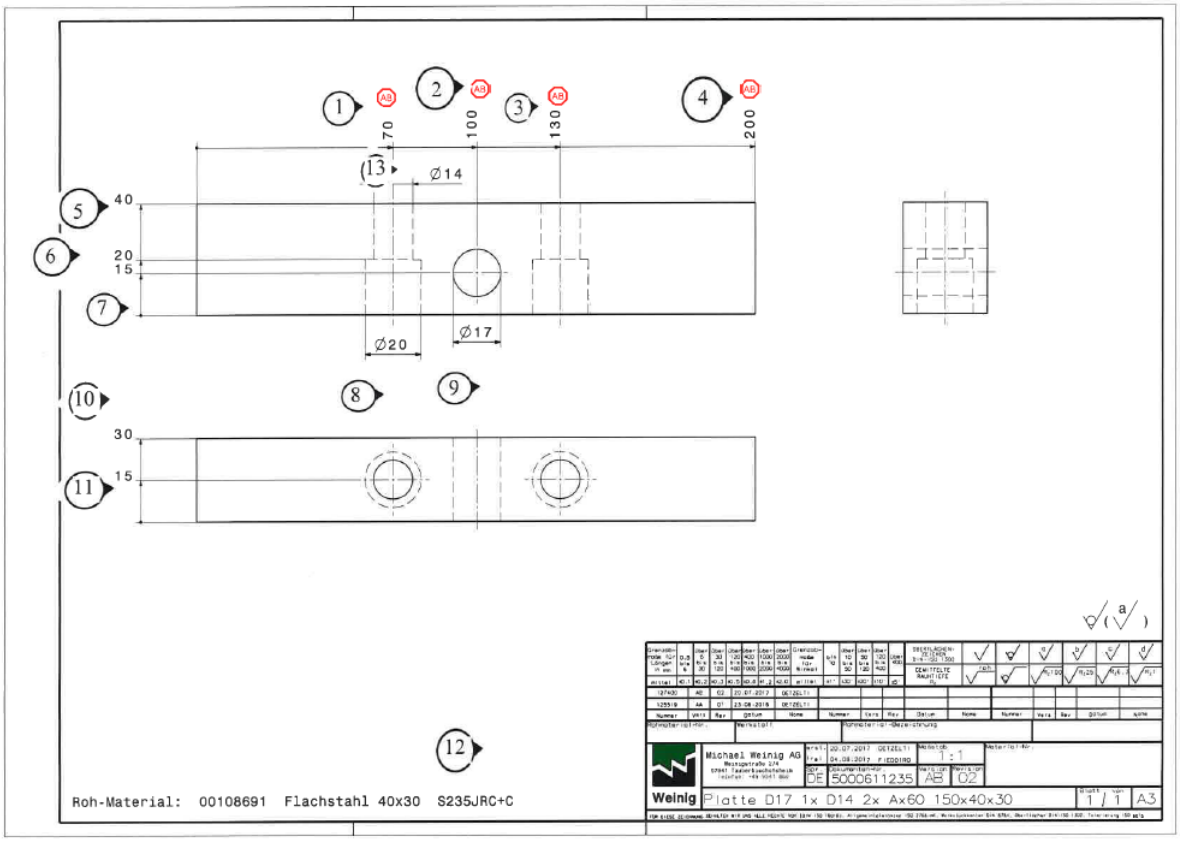
Legende / *Leged*:
A = Richtigstellen / *To be corrected*
B = Begrenzt frei für / *Limited use allowed for*
C = Abweichung wird in Zeichnung übernommen / *Deviations will be entered in the drawing*
D = Akzeptierte Abweichung / *Acceptable deviation*

Bemerkungen (Lieferant)/*Remarks (Supplier)*:

Bemerkungen (Abnehmer)/*Remarks (Buyer):*

Datum / *Date* — verantwortliche Unterschriften / *Accountable Signatory*	Datum / *Date* — verantwortliche Unterschriften / *Accountable Signatory*

6.3 Initial Sample Inspection Report – stamped drawing (sample)



6.3 Initial Sample Inspection Report – test results directly on drawing (sample)