

1. Benefit of a documented initial sample

This procedure will provide evidence that the requirements agreed with Kässbohrer Transport Technik are being fulfilled. The procedure must prove before the start of series production that the demands fixed in illustrations and specifications are complied with. A concluded initial sampling confirms that the customer's demands, specifications and further requirements (like laws, standards, ect.) have been understood and implemented correctly. This means that this procedure represents the final acknowledgement of the planning processes for product, production and logistics, and in case of a positive end result it will lead to the release of series production.

The procedure describes the frame conditions which enable the customer as well as the supplier to execute the initial sampling in a practicable way.

This procedure is meant to enable the supplier to carry out all verifications of his processes on his own responsibility, and to assure that he can supply Kässbohrer Transport Technik with the stipulated quality and quantity.

2. Range of application

This procedure will be applied for new parts, for technical alterations of existing products and in case of production process changes (initial sampling). Furthermore it may be applied during series production for requalification examinations of process and product (new sampling). The procedure is basically valid for material products (systems, modules, parts, assemblies) like:

- Production parts
- Service or spare parts
- Semi-finished parts, raw materials
- Production materials and utilities which will become part of the product (like varnish, liquid sealing media, adhesives, oils and lubricants, brake fluid).

The procedure is not applicable for industrial goods like manufacturing lines and for process materials (lubricants, raw materials and supplies):

- Initial Sample Testing is not required for standardized products (like parts according to DIN, liquids according to DIN or SAE), unless otherwise agreed between Kässbohrer Transport Technik and the supplier.
- Extended requirements, like special product characteristics or maximum permitted deviation values, must be defined on an individual basis.

“Standard parts” do not include parts with modified specifications.

When ordering standard parts (from catalogue or off the shelf), Initial Sample Testing is only required if Kässbohrer Transport Technik stipulates the specification with the supplier.

Product ingredients must be declared even if Initial Sample Testing is not performed.

3. Definition of Terms

Initial Sample Release / Product Release

The Initial Sample Release / Product Release focuses especially on the processes of manufacturing and delivery of the products. The release comprises the evaluation of the product using relevant documents and reports, in order to ensure that the conditions for series supply of products complying with the specifications are provided by the concerned supplier.

Evidence of a performance test under operational conditions is an essential requirement for executing an initial sampling.

Sample inspection

Samples are product specimens for evaluating whether the stipulated requirements are being fulfilled. We differentiate between "initial samples" and "other samples".

The sample inspection is performed to verify samples. The samples are compared with the stipulated and defined requirements, evaluated, and the result is being documented.

Initial samples are products and materials which have been manufactured exclusively using series materials and under series conditions.

These samples, which are meant for evaluation, tests and for delivery to Kässbohrer Transport Technik, must be taken randomly out of a series production. The quantity of samples must be stipulated between Kässbohrer Transport Technik and the supplier, depending on the kind of product.

This is also true for the quantity of the samples to be produced and to be supplied.

Other samples (DIN 55350, part 15) represent products and materials, which have not been produced completely under series conditions.

Other samples may not be used for initial sampling.

Other samples may be used for assembly at Kässbohrer Transport Technik. The assembled products must not be delivered to final customers.

An approval of other samples, like for experimental set-ups or for assembly specimens by the Kässbohrer Design or R & D Departments, does not represent a series approval and does not supersede initial sampling.

4. Responsibility

Initial sampling must be performed according to the concerned stipulations between Kässbohrer Transport Technik and the supplier.

If an identical product is manufactured at several plant locations, an initial sampling must be performed for every location. The location data must be included in the Initial Sample Test Report. If an identical product is manufactured using various production facilities (machines), an appropriate documentation is required.

If a subsequent sampling is being performed (e.g. because of changes or extension of a product family), reference to the documents of the Initial Sample Test Report is permitted, if the content of these documents remains unchanged.

Even if Kässbohrer Transport Technik does not demand an Initial Sample Test Report, the supplier is still obliged to perform an internal approval. The proceeding may differ from the Initial Sample Test Report, but the content must remain comparable.

The Initial Sample Test may be initiated by Kässbohrer Transport Technik as well as by the supplier.

The supplier is generally obliged to clarify the scope of the initial sampling together with Kässbohrer Transport Technik.

The supplier must take the entire responsibility for performing the initial sampling.

The supplier is responsible for the approval of all components, sub-systems and services of his own suppliers, in order to comply with the product requirements of Kässbohrer Transport Technik. The initial sampling must be scheduled by the supplier together with Kässbohrer Transport Technik in a way that it can be performed in good time before the first series delivery.

Kässbohrer Transport Technik will only be provided with sample parts, if we have requested them with an order including a delivery date.

The order release must be stipulated between Kässbohrer Transport Technik and the supplier, e.g. by sending back the countersigned first sheet of the order to the supplier.

Upon agreement between Kässbohrer Transport Technik and the supplier, an initial sampling can be performed for a defined product amount (e.g. one product family).

Approval by Kässbohrer Transport Technik will not release the supplier from his obligations concerning the quality of his products.

For delivery schedules from Kässbohrer Transport Technik without initial sampling, separate agreements are recommended.

If Kässbohrer Transport Technik explicitly demands a sampling with "other samples", the purpose and the quantity of this sampling must be stipulated and documented. In this case, the first page of the contract must be labelled with "Report Other Samples". This kind of samples is usually ordered by Kässbohrer Transport Technik with order number prefix "PV" (Prototyp / Versuchsteil).

All product characteristics included in the illustrations and specifications must be sampled – as long as applicable, practical and not agreed otherwise:

- Dimension,
- Function,
- Material,
- Appearance, outline,
- Acoustics,
- Odour,
- Appearance,
- Surface,
- Reliability,
- Ingredients,
- Ect.

Note:

The samples must be labelled clearly (e.g. with an object number), in order to provide proper allocation to the single measuring values. Eventually the origin from single or multiple tools must be included in the label.

All characteristics must be labelled clearly, using a coordinates system, and must be listed individually with their nominal values, tolerances and actual values. Every single sample must show its own actual value.

5. Download offers from the KTT web site for the supplier

The form for the Initial Sample Test Report by Kässbohrer Transport Technik can be downloaded using this link:

<http://www.kaessbohrer.at/index.php?id=20&L=0>

6. Communication between supplier and Kässbohrer Transport Technik

Initial samples are being ordered from the supplier with a separately marked order including order prefix "EM" (Erstmuster – Initial Sample).

Planning and execution of an initial sampling will be performed under the responsibility of the supplier. Especially in case of an initial sample of conjugate assemblies or system components, a detailed coordination between the supplier and Kässbohrer is mandatory in good time before the initial sample approval.

In individual cases this planning may require special date schedules and activity schedules, which will serve as a guideline for executing the initial sample approval. The content and scope of the initial sampling as well as the date schedule must be coordinated.

In individual cases Kässbohrer may also indicate the characteristics for the initial sampling, provided in the shape of a pre-filled Initial Sample Test Report.

Initial samples must be delivered together with all documents and with a special identification by mail to quality@kaessbohrer.at.

The first page of the Initial Sample Test Report must be delivered together with the product and the shipping note.

After the Kässbohrer quality control has executed the cross-check, the supplier will receive a written statement concerning the evaluation of the initial samples.

Approval / History of modifications

Valid from	Index	Type and reason for the modification	Responsible	QM approval	Approval
07.10.2010	A	Neuerstellung Managementsystem 08	QS Peischl	QM Fößl	QM Fößl
25.02.2016	B	Überarbeitung	QS Raffler	QM Kürten	VW Heugenhauser