

1. Objective of a documented initial sampling

With the initial sampling, the supplier provides proof that his products meet the quality requirements demanded by Kässbohrer Transport Technik. As a rule, these initial samples are carried out before the start of series production; here, proof should be provided that all customer requirements and also other requirements (e.g. laws, standards, etc.) have been understood and complied with.

Initial sample tests on products and materials must be carried out completely with series-production equipment and under series-production conditions.

2. Description of the operational sequence

- Ordering an initial sample from the supplier by KTT purchase department

The initial samples are ordered from the supplier as separate orders with the additional order reference "initial sample".

If operating resources are required for the components, this must be included in the initial sample planning with the supplier.

- Provision of samples by the supplier

If planned operating resources, equipment etc. are not yet available for production or the prerequisite for the series production condition is not yet given, the KTT purchase department must be consulted. As a rule, initial sampling will in this case not be carried out on this order and the initial sample order will be cancelled and reordered if necessary or changed to a prototype order (Prototypen-Bestellung PV).

Production under series production conditions during sampling must be strictly adhered to.

All product features included in drawings and specifications, such as dimensions, materials, weld seams, surface, appearance, ingredients, etc., shall be sampled.

In the case of welded assemblies, the individual parts must also be sampled. Here, documentation directly on the drawing with date and signature is sufficient.

Material certificates such as "3.1 Acceptance test certificates" must be available, but do not have to be attached to the Sample test report (EM Report), these are only to be provided on special request.

The Kässbohrer sample test report is to be used for the initial sample test. Download option for the sample test report form KTT homepage: [B2B - Kässbohrer Transport Technik GmbH \(kaessbohrer.at\)](https://www.kaessbohrer.at/B2B-Kaessbohrer-Transport-Technik-GmbH)

If operating resources / equipment is used for the manufacture of the products, this shall be marked with a cross on the test report and perfect photographs of these shall be attached to the report.

If there are deviations from the specifications, a special release must be requested from Kässbohrer in advance and attached to the sample test report.

The tested samples are to be clearly marked (e.g. indicate number of the component marking in the report)

The completed initial sample inspection report is to be sent to this e-mail address: quality@kaessbohrer.at and the initial sample cover sheet is to be attached to the item marked as "EM" (Erstmuster – initial sample).

- Sampling by KTT

Kässbohrer decides on the scope of the counter-test on the component. However, approval by Kässbohrer Transport Technik does not release the supplier from the responsibility for the perfect quality of its products.

3. Duty to supply information

If there are serious changes to the operating resources / equipment or a change in production locations, this must be reported immediately to the KTT purchase department.

Kässbohrer shall decide on a corresponding re-sampling of the components.

Releases / change log

Valid from	Index	Type and reason of the change	Person in charge	Released by
07.10.2010	A	Initial document for Managementsystem 08	QS Peischl	QM-Föböl
25.02.2016	B	Revised version	QS-Raffler	QM-Kürten
07.04.2023	C	Complete revision, new title	QS-Raffler	QM-Kürten