

<b>CP 5-2-03 GL 01</b> Guideline	<b>ISIR procurement</b>	 Page 1 from 4
<b>Sampling guidelines for suppliers and service providers</b> Scope: EJOT Group		

## 1 Purpose

This guideline ensures, that documents and procedures necessary for sampling have the required complexity and conform to the temporal sequence. Possible sources of error should be recognised to initiate appropriate corrective measures prior to begin of mass production. Therefore, a consistent and detailed procedure is necessary for sampling.

## 2 Sampling

Sampling must always be performed before the begin of mass production and in case of changes according to VDA-writing volume 2 (PPF) or AIAG (PPAP/APQP).

## 3 Sampling conditions

Sample parts need to be produced under conditions of mass production. Deviations from these conditions need to be mentioned in the initial sample report (EMPB/PPAP).

## 4 Execution of sampling

### 4.1 Initial sampling

For sampling use the forms according to VDA volume 2 (PPF, presentation level 3) / or according to special specifications in the order / or according to AIAG - PPAP (presentation level / level according to order)

The cover sheet of the initial sample report needs to be filled in completely (Article number, naming, index, date, change level, tool number, number of cavities, production machine or line, etc.). The IMDS number (ID of the data set) is to be recorded on the cover sheet.

For measurement of initial samples, all positions / characteristics of the EJOT drawing as well as the mentioned standards, order specifications and requirements need to be measured / checked and need to be confirmed in all points.

In case of sampling of assemblies, all positions of the bill of materials need to be mentioned with the current index and date and need to be presented appropriately. All components of an assembly must be presented with an initial sample report (possible sub-supplier must be mentioned).

### 4.2 Correction or. change sampling

For correction or. change sampling, only the affected properties / specifications as well as the main functions and functioning properties (in case of a preventive quality assurance, all included properties). Keep the position numbers from the first initial sample report in the correction or. change sampling.

Changes in the production process require a written permission by EJOT. The sampling complexity necessary for process changes must be agreed on with EJOT. (Definition of changes, see VDA volume 2)

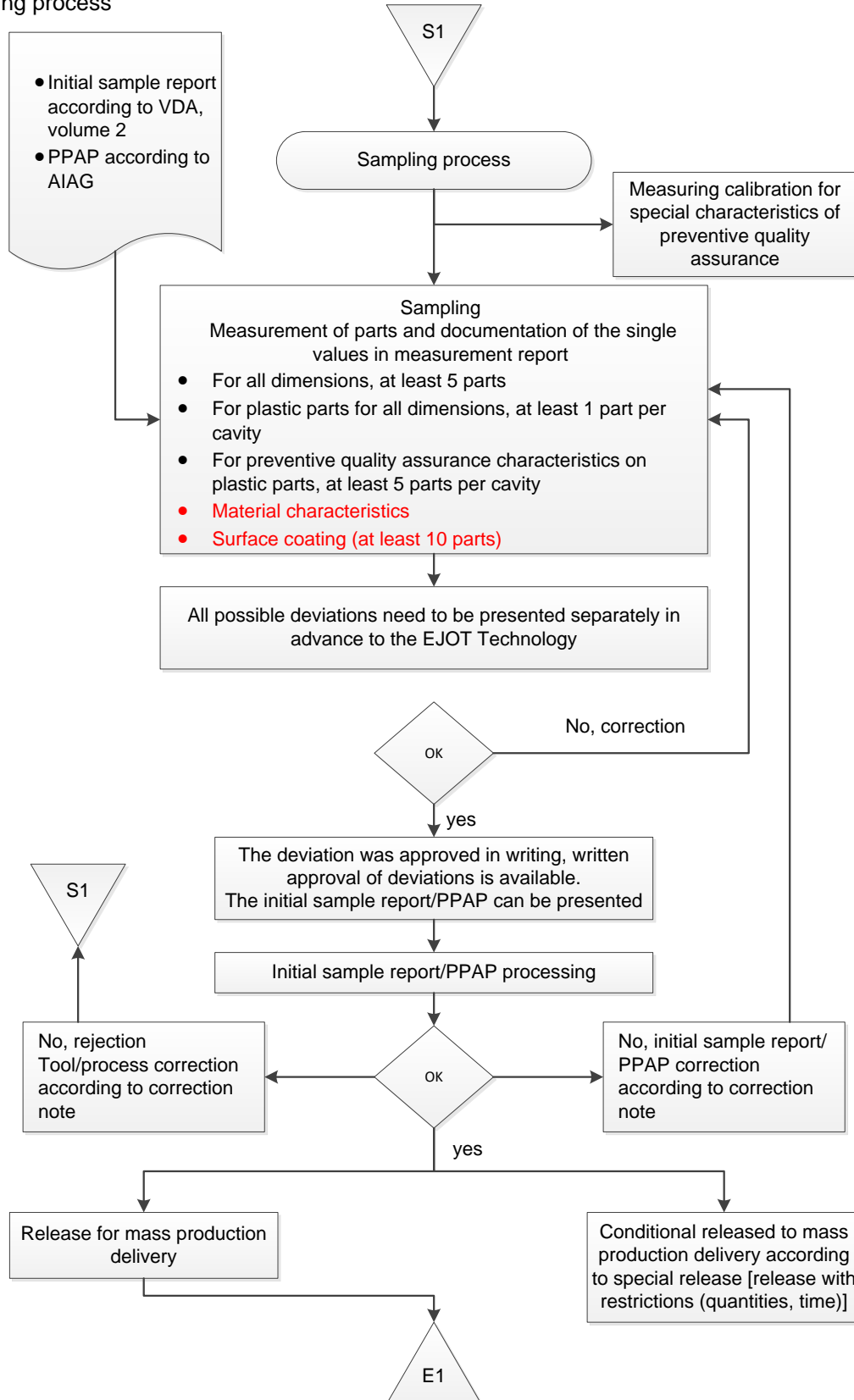
### 4.3 Preventive quality assurance

If there is a preventive quality assurance for an article, the here defined characteristics have to be integrated in test plan and FMEA.

2018-10-24	7	<i>New translation</i>	N. Landsmann	G. Homrighausen
date of change	Index	Last change	Approval (PV)	Approval (System)

**Sampling guidelines for suppliers and service providers**  
Scope: EJOT Group

4.3 Sampling process



2018-10-24	7	<i>New translation</i>	N. Landsmann	G. Homrighausen
date of change	Index	Last change	Approval (PV)	Approval (System)

**Sampling guidelines for suppliers and service providers**

Scope: EJOT Group

**5 Execution**

5.1 Material-specific data

- Plastic: safety data sheet according to 91/155/EWG, data sheet process variables, product information sheet
- Metal: test certificate of the material supplier (min. EN 10204) with mentioning the mechanical properties and the chemical analysis
- Elastomers: safety data sheet according to 91/155/EWG, hardness, compression set etc. according to drawing specifications.

5.2 Information about the production process

- Surfaces: actual value of layer thickness(es) (test record), results of the resistance test(s) (complete test of requirements from standards/customer standards)
- Heat treatment: hardness, hardening depth, structural conditions according to drawing

5.3 Statistic process efficiency for special characteristics

For SPC properties according to drawing and/or requirements from the preventive quality assurance, the following information has to be presented with the sampling:

- at least 50 single values (per cavity) with nominal value and tolerance
- X-transverse and s, CmK, <sup>3</sup> 1,67 / ppk / cpk ≥ 1,67
- used measuring device

5.4 IMDS-entry

The materials of the products have to be entered according to the effective recommendations into the IMDS (International Material Data System) to the QRG. - ID 486 and if necessary adjusted.

**6 Documentation**

Which documents are needed additionally to the initial sample report can be read in the initial sample report check list. If there is no check list for the initial sample report, use presentation level 3 of the VDA volume 2 or PPAP according to AIAG, presentation level according to order.

**7 Decision**

The supplier is told the decision for the respective sampling.

Samplings, which do not meet this sampling requirements, are rejected and send back without processing.

**8 Requalification**

As specified in IATF 16949, all products must be subjected to a complete test for verifying dimensions and functioning according to the product control plans with consideration of the applicable customer demands and must be provided by EJOT on demand.

**9 Exceptions**

Other than these requirements, other approaches can be agreed on. These always need to be in writing and are not permitted without prior agreement with EJOT.

2018-10-24	7	<i>New translation</i>	N. Landsmann	G. Homrighausen
date of change	Index	Last change	Approval (PV)	Approval (System)

**Sampling guidelines for suppliers and service providers**  
Scope: EJOT Group

**10 Miscellaneous**

In case of questions or disagreement concerning this guideline, please contact the quality management department EJOT.

**Amendment to sampling guideline for suppliers of external processing**

Orders, which are marked by an “E” as a water mark (see below), are to be sampled according to VDA volume 2 (PPF), presentation level 3. For new parts which are produced for the first time and which are intended for the automotive industry (recognisable in the treatment requirements e.g. according to VW C340) an initial sample report has to be created unrequested.

**EJOT GmbH & Co KG**  
Postfach 10 12 60  
D-57302 Bad Berleburg  
Deutschland

Telefon: +49 2751 529-0  
Telefax: +49 2751 529-559  
Internet: www.ejot.de  
e-mail: info@ejot.de

**Bestellung Fremdbearbeitung**

Bestellnummer/Datum  
4200497852 / 18.12.2012  
Ihre Auftragsbestätigung  
8000996  
Ansprechpartner/Telefon  
AV-Fremdbearb. BLB / 02751/529408  
Ihre Lieferantenummer  
2001626000  
Unsere Kundennummer  
10510  
Unsere UStIdentNummer  
DE126587844

EJOT GmbH & Co. KG, Postfach 101260, D-57302 Bad Berleburg

GB Verbindungstechnik  
EJOT GmbH & Co. KG  
Astenbergstraße 21  
57319 Bad Berleburg

Lieferbedingung: EXW Ab Werk Lieferant  
Zahlungsbedingung: 14 Tage 3 % Sk - 30 Tage netto

Wir bestellen unter Zugrundelegung unserer Einkaufsbedingungen vom 29.06.2010.

Bitte beachten Sie, dass wir ohne Bezug zur Bestellnummer keine Zahlung vornehmen können!

Pos.	Fremdbearbeitung Bezeichnung	Menge	ME	Preis/ME Termin	Nettowert in EUR
010	verzinkt 12 µm, dickschichtpassiviert + 0,000	303,000 kg	kg noch	86,00 / 100 KG 27.12.2012	260,58

Anzahl Paletten:  
Anzahl Behälter:1

verzinkt 12 µm, dickschichtpassiviert + 2xSealer 300 W  
Messpunkt der Schichtdicke siehe Zeichnung!  
BOSCH Bestellvorschrift 0265R40075  
verzinkt 12 µm, dickschichtpassiviert + 2xSealer 300 W  
Schichtdicke inkl. Versiegelung: min. 12 µm, max. 20 µm

Die Schichtdicke ist am Schaft (siehe Zeichnung) und nicht auf der Stirnfläche des Bauteiles.

Salzsprühnebelprüfung nach Bosch N42AP 102  
Vor und nach 1h bei 150 °C:  
120 h NSS ohne Zn-Korr.;  
360 h NSS ohne Fe-Korr.

Gesellschaftssitz: D-57319 Bad Berleburg, Astenbergstraße 21, AG Siegen HRA 7051  
Komplementär: EJOT Verbindungstechnik Verwaltungs GmbH, AG Siegen HRB 6399 / EJOT Kunststofftechnik Verwaltungs GmbH, AG Siegen, HRB 6388  
Geschäftsführer: Ralf Birkelbach, Christian F. Kocherscheidt, Dr. Wilfried Pinzi, Stephan Weltzel / Wilfried Schwarz, Dr. Rolf Klunkel  
Sparkasse Wittgenstein (BLZ 460 534 90) Konto: 6908 S.W.I.F.T.: WELA201555 IBAN: DE 56 4605 3480 0000 0069 08  
Deutsche Bank AG (BLZ 460 700 90) Konto: 374412500 S.W.I.F.T.: DEUTDE33HAN IBAN: DE 34 4607 0090 0374 4125 00

2018-10-24	7	<i>New translation</i>	N. Landsmann	G. Homrighausen
date of change	Index	Last change	Approval (PV)	Approval (System)