

1. Introduction

- Initial sample testing is a matter of **elementary importance to J.Schmalz GmbH** in order to **assure the quality of components** and determine whether the series-produced parts will be ok.
- The supplier is requested to deliver initial samples as contractually agreed with a duly compiled initial sample test report. Exceptions to this rule may only be made if written approval has been obtained from J.Schmalz GmbH.
- An executed initial sample test and a release of the initial samples **is a requirement for the serial manufacturing** of the concerned parts and for the release and final payment of a tool if applicable.
- As long as nothing else is agreed, at J.Schmalz GmbH the concerned purchasing department is responsible for agreements between the supplier and J.Schmalz GmbH concerning the initial sample testing.
- Should we receive samples in spite of a contrary agreement without initial sample test report we shall be obliged to debit you the costs for creating the test report.

2. Terms

2.1 Initial samples

Initial samples are the first products and materials that were completely manufactured with the working funds, procedures, materials and conditions provided for the serial manufacturing. Substantiated deviations hereof must be agreed in advance between J.Schmalz GmbH and the supplier.

2.2 Initial sample test

Testing of initial samples to find out how far they fulfil the quality requirements.

2.3 Initial sample testing, Initial sampling

Presentation of initial samples and an associated initial sample test report by the supplier at J.Schmalz GmbH and a countercheck of the samples by J.Schmalz GmbH.

3. Triggers for an initial sample test

An initial sample test is used for new parts, technological changes of products and changes of production processes.

Examples:

- Delivery of a new part
- Construction-, specification- or material changes, changes in case of bans of substances of contents, emission targets, identification regulations
- Use of alternative materials or constructions
- Use of new, modified or alternative tools
- Change of manufacturing methods or production processes; relocation of productions to other locations or use of new production facilities
- Change of important subcontractors
- Delivery stop because of quality aspects or if production facilities were inoperative for 12 months or longer (except for pure spare parts manufacturing). In doubt the necessity of an initial sample test must be agreed between J.Schmalz GmbH and the supplier.

4. Selection and number of initial samples

- Initial samples should be taken out as a **random sample from a production under serial conditions** (see point 2.1). The batch size of this production must be agreed between J.Schmalz GmbH and the supplier.
- The number of parts to be sampled is preset by J.Schmalz GmbH (e.g. in the order).

If nothing else is agreed, at least 5 initial samples **(for tool-bound parts from each tool nest (mould cavity) respectively from each used tool)** must be presented.

5. Carrying out of the initial sample test by the supplier

- To be sampled are **all product features** covered in drawings, external part order sheets and specifications, as far as applicable, appropriate and not otherwise agreed.
- By using of multiple tooling **initial samples from every tool nest** are to be sampled if nothing else is agreed.
- The samples must be **labelled clearly** (e.g. with tags or adhesive labels) to insure the assignment to the individual measurement values. If necessary the provenance from simple or multiple tooling must be included in the marking. The marking has to include the following data permanently: part-no., nest-no., supplier, test report-no., revision status drawing, date of test, inspector.
- All **attributes must be marked clearly** (e.g. by a numbering or continuous stamping in the drawing).
- Each attribute must **be listed individually with nominal values, boundary values and actual values**. The actual values must be **referred to the individual samples clearly**. If the samples are from different tools or tool nests, for each tool or tool nest should be made separate initial sample test reports.
- **Actual values outside the boundary values** must be **marked** in the initial sample test report.
- In case tests cannot be carried out by the supplier itself the tests should be performed by an external test agency (J.Schmalz GmbH can provide the names and addresses of test agencies if required).

6. Points to note with the initial sample test report (ISTR)

As a rule the J.Schmalz GmbH form "Initial Sample Test Report" should be used. Deviations hereof (supplier own form, VDA form, ...) must be agreed in advance between the supplier and the J.Schmalz GmbH.

- On the cover sheet of the ISTR must be noted beside others:
 - Reason for submission
 - identification number of the tool
 - for tools the number of the cavities
 - the revision status with date and J.Schmalz GmbH revision no. and under "Remark Supplier" the description of the changes that were implemented in this initial samples.
- As far as possible a **test report** for the material **must be enclosed** to the ISTR or the material must be specified in the ISTR (Note: material test results are an integral part of the ISTR).
- **The drawing** the initial sample test was based upon **must be enclosed**.
- The **weights** of sample parts **must be listed** in the ISTR even in case no desired value or tolerance range is defined. (This is necessary for purposes of waste disposal.)