

## Guideline for the initial sampling of externally sourced articles

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## 1 Scope/Goal

This guideline describes the scope and trigger criteria of a sampling process of externally sourced articles by fischerwerke. It is passed on to the supplier by the purchasing department as part of an inquiry package.

Furthermore, possible scopes for this sampling are described here.

## 2 Why are initial samples needed?

The initial samples serve to prove that the producer or processor can manufacture corresponding parts under series conditions and application of all relevant specifications. The released initial samples represent the agreed quality between the supplier and fischerwerke GmbH & Co. KG, hereinafter referred to as fischerwerke or fischer, and are an integral part of the contract.

## 3 When are initial samples needed?

In all cases listed below, a sample must be presented by the supplier to fischer for approval:

- For new parts or before series delivery
- In case of change of the agreed specifications (e.g. new drawing index)
- In case of relocation of the production site
- In case of changed subcontractor structure
- If a machine/plant other than the sampled one is selected

Only a Cover Sheet is necessary in the following cases:

Based on the results of the cover sheet sampling, fischerwerke is free to accept it or to insist on the submission of a physical sampling:

- In the case of tool optimizations and/or repairs that may have an influence on the component function
- In case of a production interruption > 1 year

This also includes modified surfaces and primary materials.

If there are cases not mentioned here, it is at the discretion of fischerwerke's APQP department whether and to what extent sampling will take place.

## 4 Scope of initial sampling inspection report

### 4.1 Sample parts

For each initial sample inspection, the supplier must inspect at least 10 parts from at least 3 packaging units and document the result in an initial sample inspection report. In this context, a packaging unit is the smallest, labeled unit. This can consist of only one or even 200 parts. In special cases, a different quantity of samples may be accepted, after consultation with the APQP Department.

When manufacturing with multiple molds, samples are provided from each mold or each cavity of a multiple mold. The samples must then be sent to fischerwerke together with the initial sample test reports.

### 4.2 Documents

- **Cover sheet** – contains all necessary information about the article, the supplier, drawing number, drawing index and the result whether the samples meet the specifications of the drawing  
**Drawing approved by fischer with numbering of the checked drawing dimensions („stamped drawing“)**
- **Dimensional Report**
  - For new samples, the individual measured values and test results for all drawing characteristics must be documented in the dimensional report.
  - For subsequent sampling or in the case of specification changes, the individual measured values and test results of rejected or all affected drawing characteristics must be documented in the dimensional report (to be coordinated with the fischer APQP Department)
- **Additional documents or test reports are to be attached. E.G.:**
  - FMEA Cover Sheet
  - Control Plan
  - R@R
  - Tooling List
  - List of used Measurement equipment / Gauges
  - Process Capability
  - etc.

The report can be submitted in **German** or **English**.

The scope of the documents to be submitted will be agreed upon and documented between the supplier and fischerwerke's APQP Department (Initial Sampling Checklist).

The report may be the supplier's own template, if it meets the requirements above. Ideally, the fischer template is used for the initial sample inspection report. (includes cover sheet and dimensional report). The supplier can obtain these from his contact person in Purchasing department, if required.

## 5 Shipping Address/Contact Person

The samples are sent by the supplier for the attention of the APQP Department.

## 6 Marking of the initial samples

Upon delivery of the samples, they must be clearly marked as initial samples. The complete initial sample inspection report, according to the checklist, must be sent with the samples at the latest. This is preferably done digitally (e.g. Sharepoint). The way for transmission is to be coordinated with the APQP Department.

## 7 Serial release

If the samples comply with all drawing characteristics / specifications, approval is granted by the APQP Department.

The evaluation decision is communicated to the supplier via the signed cover sheet.

Series deliveries may only be made after written approval by the purchasing department of fischerwerke. Series deliveries may only be made after written approval (Series order in connection with a release of the initial samples by the APQP Department).

The release is unlimited in time as long as any event mentioned under point 3 does not occur.

In the event of **rejection** of the initial samples, new, corrected samples, including the supplier's initial sample test report, shall be submitted at the supplier's expense. The points to be eliminated are documented by fischerwerke's APQP Department and passed on for processing by the supplier.

## 8 Measures in case of non-compliance

If the procedure described above is not followed, fischerwerke GmbH & Co. KG reserves the right to return the shipment at the supplier's expense and to invoice the supplier for any additional expenses incurred.