

DEFINITION OF THE INITIAL SAMPLE TEST REPORT



A target in the sampling process for all involved parties is a fast and smooth handling in the sampling process. In order to achieve this, it must be ensured that the supplier presents the sampling documents correctly and completed to JOPP.

This form represents a compressed summary of the main demands regarding the sampling process. This is based on the relevant rules and regulations in the valid JOPP QM-Manual, the VDA guideline band 2 and PPAP.

General requirements:

- Cover sheet (**a precise statement of the reason for the sampling**)
 - New part sampling
 - Reasons for sampling:
 - Technical modifications
 - New and / or modified production equipment, tools / spare tools
 - A change of processes and procedures (internal or at sub-suppliers)
 - Relocation of production (internal, or at sub-suppliers and new suppliers)
 - Prolonged interruption of the production (> 1 year)
 - Resampling in case of: a) "free with pad"
b) rejection with stating the reason for the refusal
- In case of new or re-sampling due to various changes: give the precise indication of the previous report, indices and a **detailed** description of the changes in the comments section in comparison to the previous patterned parts.
- The 5 numbered and marked initial samples as well as the 10 functional samples (at several tools **per** machine, **from with** 4 or more cavities: each 3 numbered + 5 function patterns) must be delivered **separately** to the following address together with the test report.
Post it in a package which is labeled with "initial sample".
- Declaration of the IMDS-number.
- **Strictly necessary attachments:**
 - Current drawing (positioned drawings from the customer)
 - EU-Safety data sheet
 - Results of the machine and process capability studies of key features (incl. inspection capability tests)
 - For assembly parts: Specifying of the sub-suppliers of the coaters and attachment of the ISTR-documents of all additional purchased parts
 - Dimensional report / material test report, measurement results of all other which are on the drawing required inspection scopes and characteristics
 - Further documents (FMEA detection, process flow diagram [test plan of the defined test steps])

*Jopp Automotive GmbH
QS-incoming inspection
initial samples
Unloading area: initial sample
location
Kastanienallee 11
D-97616 Bad Neustadt / Saale*

Requirements regarding dimensional inspection:

- Complete measurement report [5 parts] with the exact measured values in a target-actual comparison incl. O.K. / N.O.K. valuation.
- All identified deviations have to be agreed with the responsible JOPP engineer and responsible person for the parts in advance. Attachment of a deviation authorization as worksheets for the sampling.

Requirements regarding material testing:

- Complete material test reports indicating the test methods and a suitable documentation of the test results (e.g. measurements, x-rays, micrographs, salt spray process test).
- Display of measurement results in a target-actual comparison of the material specifications incl. O.K. / N.O.K. valuation. In case of plastics use the exact description of the used granulate.
- For coated parts indication of the coater and coating type.

Note: If you have any further questions or problems during the development of the sample sheets please do not hesitate to contact Mr. R. Bieberich (JOPP) +49 9771 9105247