Processing instructions initial sampling

Process owner:	strategischer Einkauf	Version:	01
Creator:	L. Düring	Creation Date:	17.01.2022
Changed by:		Date:	

1. Scope

These processing instructions provide guidelines for handling the sampling with OpenProject. By changing the sampling to OpenProject, JOPP wants to achieve the following goals with its suppliers:

- Faster PPF process to obtain quicker release for series production.
- Faster communication in case of deviations from the sampling specifications.
- A clear common understanding on the required sampling specifications.
- Contribution to sustainability and environmental protection through paper-free documentation

2. General sampling procedure

For each sampling to be presented to JOPP, an order is placed by JOPP at the supplier. The order contains the positions for the initial sample documentation, the number of required initial samples and the number of required functional samples. If boundary samples are required for a material, they will be listed in a separate purchase order.

The ordered initial samples and functional samples have to be delivered on time to the address stated in the order. In general, 5 numbered and marked initial samples and 10 functional samples are required for sampling. In the case of several molds or several cavities, these samples have to be provided for each mold or cavity. For molds with more than 4 cavities, 3 numbered and marked initial samples and 5 functional samples per cavity have to be submitted. If agreed in writing, these specifications can also deviate.

The scope of the initial sample documentation is ordered according to JOPP submission level. The level is defined in the order text. The JOPP submission level is available for download at JOPP.com.

For each article with an initial sample order, the supplier is invited to a project via OpenProject. Hereby the documentation has to be transmitted to JOPP. Detailed instructions for processing the sampling via OpenProject are described in chapter 3.

If specified by JOPP, templates for the individual submission contents have to be used. This documents are stored in the OpenProject.

3. Initial sampling via OpenProject

3.1 Informations about OpenProject?

OpenProject is an open source software that is designed for project management. With this software, open items can be tracked, comments can be made on work packages and documents can be shared.

A project for initial sampling consists of several work packages. Each work package is assigned a deadline and a responsible member. It is also possible to comment on the work packages and evaluate the progress and status. The documents required for the sampling scope shall be submitted via the work packages.

3.2 Access to OpenProject

For the first invitation to a project at OpenProject by JOPP, an account is assigned to a contact person by the supplier. The information about username and password, as well as a description for the login will be sent to the contact person at the supplier by e-mail.

With this data, the supplier can log in to OpenProject and edit the projects assigned to him. For each assigned work package, the respective contact person automatically receives an e-mail to the registered address.

3.3 OpenProject structure

After logging in to OpenProject, the start page is displayed. In addition to a menu bar, the start page consists of information about the projects and further information about OpenProject, which should not be discussed in detail here.

Via the button " View all projects" in the overview of the projects, all assigned projects can be displayed. This is also possible via the "Select a project" option in the menu bar.
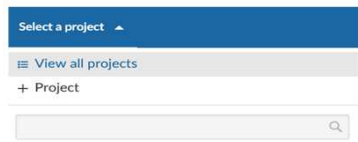

3.4 Project structure

The structure of the project for initial sampling corresponds to the JOPP submission level with the contents that are relevant for the article to be

PPAP - Level X - Supplier - Material - Material No. - Order No.

When selecting the relevant project, the overview of the project is displayed. By default, this consists of the project description, the project status, project details, an overview of the members of the project and an overview of the work packages.

Clicking on the 3 horizontal bars to the left of the project name will open a menu on the left side of the screen.
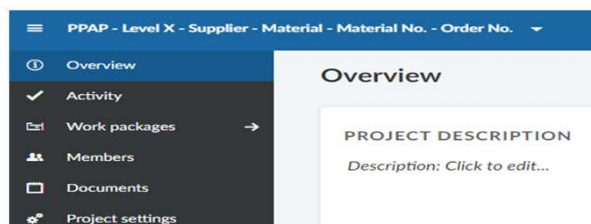
In addition to the overview, this menu can be used to display an overview of the current activities in this project, to access the work packages, to provide an overview of the members with their roles, and to display documents related to the project.

To edit the sampling, select the "Work packages" menu. The overview of the work packages is displayed here. Again, a menu is opened on the left side of the screen. To get an overview of the work packages, select "Sampling scope" in the "Public views" submenu.
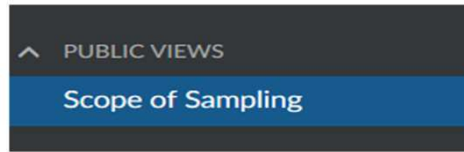
Through this view, the work packages are already numerically sorted according to the submission level to be delivered.

The work packages are divided into tasks with subtasks. These correspond to the sampling topics named in the JOPP submission level.

The following information is displayed for the individual work packages:

- ID — Running ID Number of the work package. However, this is irrelevant for processing the sampling.
- Subject — Here the required sampling content is shown according to submission level.
- Assigne — This column lists the member who is responsible for processing the work package.
- Progress (%) — The progress of the individual work package is displayed here. For parent work packages, the progress is calculated based on the subordinate work packages.
- Status — The status of the work package is displayed here. The status can be "New", "In Progress", "Waiting" or "Closed".
- Finish date — Here the date for the presentation of the sampling, which is mentioned in the order, is displayed. If the final date is exceeded, the supplier will be informed about the delay by e-mail on a daily basis.

3.5 Structure of the work packages / scope of sampling

By left-clicking on the respective ID number of the work package, the work package opens. The view of the work package is divided into two parts.

- Status of the work package("New", "In Progress", "Waiting" or "Closed").
- Work package description
- The assigned persons
- Details for Date, Progress and Category
- attached files for this work package

The right view in the work package consists of three sliders. These are

- Activity — Here you can see the activities for the work package. If something is changed in the work package, this is visible in the activities. A comment can also be entered in the activities. Via the @ sign it is possible to inform other members about issues. The respective team member receives the information via e-mail.

- Relations — Here the relationships of the individual work packages to each other are listed and whether other work packages are subordinate to the open one.
- Watchers — Here, further team members can be specified as observers of the work package. The observer receives all information about changes to this work package via e-mail.

It is also possible to display a detailed view of the work package by right-clicking on the 6 dots next to the ID number. In the left field, to the right of the displayed menu, the work package overview resp. the sampling scope is still listed. The right view shows the detailed view of the work package in four sliders. In addition to the familiar three sliders "Activity", "Relations" and "Watchers", the "Overview" slider is also listed. Its contents correspond to those in the overview field described above.

3.6 Processing of the work packages/sampling scopes

To work on the sampling scopes, open the respective work package/sampling scope. The required documents shall be attached to the work packages and the progress shall be set to 100% if all requirements of the respective work package are fulfilled. If necessary, comments can be added via the "Activity" tab and possible questions about the required sampling scope can also be asked directly via this. The documents have to be named according to the table below.

Serial Nr. JOPP submission level	Designation of document	Application of designation
0.1	0.1_Cover Sheet_XXXXXX_XX	Cover Sheet (PSW)
1.1	1.1_Drawing_XXXXXX_XX	Drawing
	1.1_Specification_XXXXXX_XX	other Specification
1.2	1.2_Approved design changes_XXXXXX_XX	Documents which are not covered with 1.1
1.3	1.3_Design release_XXXXXX_XX	Design or development releases
1.4	1.4_IMDS_XXXXXX_XX	IMDS Data
1.5	1.5_DFMEA_XXXXXX_XX	Evidence D-FMEA
2.1	2.1_PFC_XXXXXX_XX	Process flow chart
2.2	2.2_PFMEA_XXXXXX_XX	Evidence P-FMEA
2.3	2.3_Control Plan_XXXXXX_XX	Control plan
3.1	3.1_Dimensional results_XXXXXX_XX_external	complete dimension measurement report supplier

	3.1_Dimensional results_XXXXXX_XX_internal	dimension measurement report JOPP
3.2	3.2_Material test results_XXXXXX_XX	Inspection certificate 3.1
3.3	3.3_Funcitonal test results_XXXXXX_XX	Functional tests
3.4	3.4_Test results haptic_XXXXXX_XX	Haptic test results
3.5	3.5_Test results acustic_XXXXXX_XX	Acustic test results
3.6	3.6_Test results odour_XXXXXX_XX	Odour test results
3.7	3.7_Test result appearance_XXXXXX_XX	Appearance test results
3.8	3.8_Surface requirements_XXXXXX_XX	Surface requirements test results
3.9	3.9_Technical cleanliness_XXXXXX_XX	Results technical cleanness
3.10	3.10_Reliability verification_XXXXXX_XX	Reliability test results
3.11	3.11_ESD resistance_XXXXXX_XX	Evidence resistance to electrostatic discharge (ESD)
3.12	3.12_Electric safety_XXXXXX_XX	Evidence electrical safety / high voltage safety
3.13	3.13_Electromagnetic compatibility_XXXXXX_XX	Evidence electromagnetic compatibility
4.1	4.1_SCF_XXXXXX_XX	signed SCF document
	4.1_Process Capability_YY_XXXXXX_XX	Capability verification; YY represents the characteristic
4.2	4.2_Laboratory certificate_XXXXXX_XX	Certificate of used external
4.5	4.5_Capacity confirmation_XXXXXX_XX	Capacity confirmation
	4.5_Capacity verification_XXXXXX_XX	Capacity verification
4.6	4.6_Tool data sheet_XXXXXX_XX	Tool data sheet
5.1	5.1_Compliance legal requirements_XXXXXX_XX	Demonstration of compliance with legal requirements
5.2	5.2_PPAP_sub supplier_XXXXXX_XX	Cover Sheets subsupplier sampling
5.3	5.3_Measurement equipment_XXXXXX_XX	Test equipment list
5.4	5.4_MSA_type-1 study_XXXXXX_XX	MSA study 1
	5.4_MSA_type-2 study_XXXXXX_XX	MSA study 2
	5.4_MSA_type-3 study_XXXXXX_XX	MSA study 3
	5.4_MSA_Attributive_XXXXXX_XX	MSA for attributive characteristics
5.5	5.5_Part history_XXXXXX_XX	Part history
5.6	5.6_PackagingDataSheet_XXXXXX_RevYY_ZZZZZ	Packaging Data Sheet
5.7	5.7_Analysis Process_XXXXXX_XX	Documentation of the agreement on the diagnosis and analysis process
5.8	5.8_Lay out inspection agreement_XXXXXX_XX	Documentation re-qualification agreement
5.9	5.9_Feasibility study_XXXXXX_XX	Feasibility study
5.10		
6.1	6.1_SW application approval_XXXXXX_XX	Software release
6.2	6.2_Scope of SW product_XXXXXX_XX	Definition of the scope of the software product
6.3	6.3_SW defined quality requirements_XXXXXX_XX	Reference to contractual quality requirements
6.4	6.4_Technical SW specification_XXXXXX_XX	Technical software specifications
6.5	6.5_Evidence of requirements_XXXXXX_XX	Verification of implementation of requirements from 6.3 and 6.4
6.6	6.6_Documentation FOSS_XXXXXX_XX	Documentation about FOSS
6.7	6.7_Bug list_XXXXXX_XX	List of known bugs
6.8	6.8_Development tools_XXXXXX_XX	Documentation of development tools
6.9	6.9_Testing tools_XXXXXX_XX	Documentation of testing tools
6.10	6.10_Version management_XXXXXX_XX	Documentation of version management
6.11	6.11_Process evaluation_XXXXXX_XX	Verification of process evaluation (e.g. Automotive SPICE®)

A detailed definition of the attachments to the scope of sampling can be found in VDA Volume 2, 6th revised edition in Chapter 12.

The documents should be uploaded to the respective work package as soon as they are available and do not have to be submitted at the required end date. This allows possible questions to be clarified in the process and a faster processing of the sampling by JOPP is possible.

If the required documents have been uploaded in the work package and the progress has been set to 100%, the responsible JOPP employee will check the documents.
If clarification is required, the JOPP employee will address the required changes to the supplier via the "Activities" tab in the comments. If the document meets the requirements, the work package is set to "Closed" status by the JOPP employee.

3.6.1 Content of the sampling

In order to achieve a faster and more efficient approval process, documents specified by JOPP are to be used for individual sampling scopes.
- Initial sampling cover sheet
- SCF
- Capacity confirmation and verification
- Tool data sheet
- Part history
- Packaging data sheet
- Feasibility study

The documents will be sent to the suppliers as templates and/or are also available in the work packages as templates.

In case of deviations of the presented sampling scopes from the specification, an additional application for special release has to be submitted in general. This has to be attached to the work package "Status of Sampling". If no application for special approval is submitted despite deviations from the specification, the sampling will always have to be rejected

4. Distribution sampling decision

The sampling decision is sent to the suppliers by e-mail. After receipt of the sampling decision with status "Approved", the supplier is authorized to supply orders with affected revision status without restrictions.

In the case of sampling decisions with the status "Conditionally Approved", the requirements placed to the supplier have to be fulfilled in order to achieve a sampling with the status "Approved". A delivery of orders with affected revision status can take place, if necessary in compliance with

In the case of sampling decisions with the status "Rejected", the supplier has to submit the required missing documents without delay and achieve a subsequent sampling with the status " Approved". Delivery of orders with affected revision status is not possible without written special release.