

# POLICY FOR INITIAL SAMPLE TESTS

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## 1. Objective of Initial Sample Testing

ATLAS Weyhausen requires reliable suppliers who supply products of a consistently high standard so that it can meet its own company objectives and the requirements of its customers. The quality and service life of its products are crucial in winning contracts.

In this context, initial sample testing takes place primarily in accordance with the standard and established practice of the VDA. With its initial samples, the supplier must demonstrate that it is fundamentally capable of manufacturing components in accordance with the given specifications. This must be done under series production conditions, as this is the only way in which the production process can be evaluated in principle. Only then can series production be approved. The documents required can be downloaded from [www.weycor.de](http://www.weycor.de)

## 2. Prerequisites

Initial sample tests are carried out only on parts that are manufactured with series tools. In addition, sample parts in small batches may not be manufactured – or not completely manufactured – with series tools and also undergo testing. The prerequisite here, however, is that this is coordinated with and approved by Quality Assurance at ATLAS Weyhausen. This approval only ever relates to the specific order. The supplier can record the results of tests on such samples in the initial sample test report.

## 3. Reasons for Initial Sample Tests

Initial inspections are required in the following cases:

### › Factors relating to ATLAS Weyhausen internally:

- › a new component,
- › a change in specifications (must be considered on a case by case basis),
- › a new supplier.

### › Factors relating to the supplier:

- › new or modified tools,
- › a change in production specifications (must be considered on a case by case basis),
- › new or modified production processes,
- › a new production location,
- › lengthy suspension of production (> 1 year),
- › a new subcontractor.

Prior to the launch of the series production of a new component or a new assembly group, ATLAS Weyhausen will place a written order with the supplier to request initial samples. The manufacturing and testing processes are to be based on the **reference number of the drawing**, as indicated in the order, and the current revision status. This applies to 2D as well as 3D design data. They represent the applicable specifications for the order in question.

If design data of the supplier needs to serve as the basis for manufacturing components, these specifications are to be sent to the ATLAS Weyhausen Sales department for advance approval.

The ATLAS Weyhausen Sales team will forward the specifications to the R&D department, where they will be submitted to a standard approval procedure. Prior approval must have been granted for any data or drawings intended to serve as the basis for manufacturing and testing. In this case, the **reference number of the drawing**, as indicated in the order, and the current **revision status** will be applicable again.

In the case of parts developed by ATLAS Weyhausen itself, the feasibility declaration guarantees that the supplier can manufacture in accordance with the specifications provided. The supplier completes this in advance.

If the circumstances described above change for the supplier, it must always notify Purchasing at ATLAS Weyhausen. The extent of any follow-up inspection always depends on the cause of the change and is coordinated with the Quality Assurance department at ATLAS Weyhausen. ATLAS Weyhausen reserves the right to charge the supplier the costs of a follow-up inspection if the supplier is responsible for it. In its initial inspection, ATLAS Weyhausen concentrates primarily on components that ATLAS Weyhausen itself has developed and provided specifications for.

For complex components and assemblies developed by the supplier, the initial inspection is carried out in a modified form. If a component consists of several individual parts for which ATLAS Weyhausen provides the specifications, which may also form sub-assemblies, all individual parts, sub-assemblies, and the component itself must be inspected. The results can be summarized in an initial sample test report. At the request of ATLAS Weyhausen, the initial sample order must include the individual parts specified by ATLAS Weyhausen in addition to the initial samples of assemblies. In this case, the initial sample test report indicates that an initial inspection of the original components has been carried out.

In the case of large modules that the supplier has developed itself and the function, feasibility, and testability of which has already been demonstrated during the development phase, initial sampling may be restricted to delivery condition, surface treatment, and connection dimensions.

#### **4. Extent and Subject of the Initial Sample Test**

The aim of the inspection is to obtain a representative result in order to draw conclusions about the future quality of series production and to assess any risks. Unless specified otherwise in the order, a small number of samples is taken at random from the first production batch. The samples are permanently marked, e.g. by serial numbers, and can thus be identified at any time.

##### **The quantity of initial samples depends on:**

- › the number of devices,
- › the number of casting or pressing molds, dies, or templates,
- › the number of workstations at which the product is made. At least one sample in which the dimensions have been tested is required in each case.

#### **5. Creation of the Initial Sample Test Report**

All specified features must correspond to the regulations of ATLAS Weyhausen. The supplier must check this itself before the initial samples are delivered and confirm it in initial sample test reports following the initial sample form, based on VDA Volume 2. The tests required are either listed in the relevant specification/diagram, or in the ATLAS Weyhausen inspection specifications. For features that cannot be tested by the supplier itself, it must provide test certificates from testing institutes and include the test reports with the initial samples. If certain modules change, the modified components or the modified part must also be identified in writing in the initial sample documents.

#### **6. Process of Initial Sample Testing**

On accepting the order, the supplier is obliged to carry out initial sample testing. The results must always be clearly traceable and verifiable for ATLAS Weyhausen. It is therefore essential that the process of measurement and testing with all the means employed for it is documented. Aids such as markings, samples, etc. must be retained and, if appropriate, sent to ATLAS Weyhausen too. ATLAS Weyhausen reserves the right to accept commissioned tools and the associated series process on site. However, this is discussed at an early stage with the supplier. Initial sample test reports which demonstrate that specific features or characteristics do not correspond with the specification are expressly not wanted and will not be accepted by ATLAS Weyhausen. If the supplier still wishes to deliver the batch in question to ATLAS Weyhausen, it must request permission to do so from ATLAS Weyhausen in advance. On the "Application for Deviation Approval", it provides notification of the established deviations and must then wait for written consent from ATLAS Weyhausen.

#### **7. Shipment of Initial Samples**

As soon as the supplier has the completed initial sample test report, it sends it directly to the Quality Assurance department at ATLAS Weyhausen.

It is important that this happens before the sample is shipped. Quality Assurance at ATLAS Weyhausen checks the initial sample test report and then issues approval for shipping of the sample in writing. In the case of time-critical processes, this regulation may be dispensed with by mutual agreement.

Samples and prototypes must be provided with a special goods label so that they can be identified clearly. Initial samples must always be presented before the first series delivery. For scheduling reasons, it may be that ATLAS Weyhausen orders the initial samples together with the first quantity of series components. In this case, the supplier must check that the quality of the first series batch is perfect by means of initial inspection; it can then deliver the first samples and the series batch in question to ATLAS Weyhausen simultaneously.

It is important here, however, that they are kept separate and are marked with the correct labels.

Missing or incomplete initial sample documentation will lead to a negative evaluation of the supplier. If important documents are missing from the initial samples, and these are not supplied within an appropriate period despite reminder, ATLAS Weyhausen may return the goods.

## **8. Compliance with Presentation Deadlines**

ATLAS Weyhausen expects the supplier to inspect the parts with a positive outcome at the agreed time in accordance with the specifications. If there are still significant defects in the parts, the agreed presentation deadlines are deemed not to have been met. If the deadline cannot be met, the supplier must notify the ATLAS Weyhausen Purchasing department in good time and agree to appropriate steps.

## **9. Approval Conditions for Series Deliveries**

ATLAS Weyhausen checks the initial sample test reports and initial samples for the specified features. If all requirements have been met, the supplier receives written approval for series delivery via the initial sample test report.

**There are basically two types of approval:**

- › unrestricted approval and,
- › approval with conditions that are set out in the initial sample test report and must be complied with in the first series delivery.

Both types constitute approval. If initial samples have to be rejected, the supplier immediately agrees a new production deadline for corrected initial samples. ATLAS Weyhausen may also make a complaint at a later date about deviations that are not identified in the initial sample tests. If the initial samples do not meet the requirements, or if presentation deadlines are not met, ATLAS Weyhausen is not obliged to accept presentation of subsequent samples or to introduce further quality assurance measures with the supplier. ATLAS Weyhausen may reject further sample designs without obligation of any sort and terminate a contract for a delivery that has already been concluded.

## **10. Costs for Initial Samples**

As a matter of principle, ATLAS Weyhausen bears the costs for perfect initial samples that comply with the specifications, unless agreed otherwise by contract. However, the costs for initial samples about which legitimate complaint is made, or that are unusable, are borne by the supplier.

## **11. Other Sample Parts (Prototype Parts)**

Other samples are products and materials that have not been manufactured under series production conditions. These are ordered from the supplier in the same way as initial samples with a date for delivery of the order.

For each delivery, the supplier must include a prototype test report for prototype parts in accordance with the initial sample form in VDA Volume 2.

A decision by ATLAS Weyhausen to use other samples does not also grant approval for series delivery and is not grounds for dispensing with initial sample processing.

## **12. Series Delivery**

Before shipping of the first series delivery, written approval of the parts must be provided by ATLAS Weyhausen via the initial sample test report.

The measures specified in the initial sample test report must also be implemented. Moreover, the measures identified by ATLAS Weyhausen to eliminate weaknesses in the course of audits must be implemented.