

1 Sense and Purpose

This technical delivery condition regulates the specifications for the handling of initial samples by the supplier. It serves to achieve the fastest and most effective integration of the new or modified products into our organization and to clearly assign responsibility for the quality capability of the products to the supplier right from the start.

2 Terms

- **First samples:** Products manufactured by the respective supplier for STAUFF for the first time or products for which a tool or technical change has been made (with change of drawing index).
- **APS:** Additional Product Specification

3 Responsibility

The supplier takes full responsibility for ensuring that all specifications communicated to him by STAUFF in connection with the initial sample request are implemented in the product to be delivered.

4 Process Description

4.1 Delivery of first samples and first sample reports

The following points are to be considered for the delivery of first samples:

- First samples are to be delivered to the address specified in the order.
- The delivery note must have a corresponding note e.g. "Attention first sample parts"
- First samples must be clearly labeled as such.
For this, please use the following label which must be affixed to the outside of the delivery in a weatherproof manner: [Label for first sample delivery](#)
- If the first samples are delivered together with other materials, they must be physically separated. This means that the materials must be packaged separately.

If submitting the first sample test report digitally, please use the following email address:

- Location Werdohl (Ehrenfeld): STAUFF-DEQHSEEH@stauff.com
- Location Meinerzhagen (Neugrüntal): STAUFF-DEQHSEMZH@stauff.com
- Location Ohle (Plettenberg): STAUFF-DEQHSEOH@stauff.com

4.2 Requirements for first samples

- **Manufacturing conditions**
First samples must be produced under series conditions. In the event of any deviations, the supplier is requested to confer with STAUFF immediately and to document these in writing.
- **Number of sample parts**
Unless otherwise agreed, the batch size of the first samples is **5 parts**.
Exception: at the request of the client or at the supplier's own risk, the sample delivery can be made at the same time as the first series delivery. If this is done at the request of the client, the client shall bear the risk in the event of a sample rejection.

4.3 Requirements first sample report

The contractor shall deliver the first samples with at least the following documentation in German and / or English language:

- First sample report (according to VDA specifications or [STAUFF template](#) – see attachment) with complete documentation of all test parameters specified in the drawing or order
- Bubbled drawing over all test parameters
- Control plan
- Material certificates 3.1 according to DIN EN 10204 (or equivalent)
- Coating certificates according to APS of the drawing (if applicable)

The tested parts must be marked in such a way that the measured values can be clearly assigned.

Note: first samples will only be processed once all necessary documents have been received.

4.4 Results

The supplier will be informed of the approval or rejection of the sample parts after internal inspection of the first samples. The approval of first samples is of a purely technical nature and does not constitute a delivery order.

4.5 Attachments

- Template Identification of First Sample Delivery (DE/EN)
- Template Initial Sample Inspection Report (EN)

<p>Die Erstmuster sind mit diesem Formular zu kennzeichnen! First samples are to be labeled with this form!</p>	
Lieferant / Supplier	E-Mail
<p>ERSTMUSTER FIRST SAMPLES</p>	Bestell-Nr. / Purchasing No.
<p>ACHTUNG Bitte umgehend an die Abteilung Qualitätssicherung (Wareneingang) weiterleiten.</p> <p>ATTENTION Please forward immediately to Quality Department (Incoming Goods).</p>	Artikel-Nr. / Part no.
	Bezeichnung / Description
	Datum / Date

Initial Sample Inspection Report VDA Cover Sheet

Version 02

Sender - Supplier	Initial sample inspection report VDA	
Walter Stauffenberg GmbH Im Ehrenfeld 4 58791 Werdohl	<input type="checkbox"/> Single part <input type="checkbox"/> Assembly <input type="checkbox"/> New Part <input type="checkbox"/> Product modification	<input type="checkbox"/> Initial sample inspection <input type="checkbox"/> Re-sampling <input type="checkbox"/> Production relocation <input type="checkbox"/> Change of production process <input type="checkbox"/> Longer stoppage of production <input type="checkbox"/> New sub-supplier <input type="checkbox"/> New, modified or replacement tools <input type="checkbox"/> Product with DwSpA <input type="checkbox"/> Production / Inspection and Test Plan prepared <input type="checkbox"/> FMEA finished <input type="checkbox"/> inspection report, other samples
Customer		

Appendices

<input type="checkbox"/> 1 Functional Test	<input type="checkbox"/> 7 Evidence of Inspection and Test Equipment Capability	<input type="checkbox"/> 13 Appearance
<input type="checkbox"/> 2 Dimensional Check	<input type="checkbox"/> 8 Inspection and Test Equipment List	<input type="checkbox"/> 14 Certificate
<input type="checkbox"/> 3 Material Test	<input type="checkbox"/> 9 EU-Data Safety Sheet	<input type="checkbox"/> 15 Design Release
<input type="checkbox"/> 4 Reliability Test	<input type="checkbox"/> 10 Haptics	<input type="checkbox"/> 16 Ingredients in purchased parts
<input type="checkbox"/> 5 Process Capability Evidence	<input type="checkbox"/> 11 Acoustics	<input type="checkbox"/> 17 Others
<input type="checkbox"/> 6 Process Flow Chart	<input type="checkbox"/> 12 Odors	

Code number, supplier:	
Inspection report No.:	Revision:
Part No.:	
Drawing Number:	
Status / Date:	
Modification Number:	
Part description:	
Order Call-off No./Date:	
Delivery Note No./ Date:	
Quantity delivered:	
Charge Number:	
Sample Weight	

Code number, customer:	
Inspection report No.:	Revision:
Part No.:	
Drawing Number:	
Status / Date:	
Modifikation Number:	
Part description:	
Incoming Goods No./ Date	
Delivery Destination:	

Supplier Confirmation
 It is hereby confirmed, that the sampling has been carried out according to VDA Volume 2 Chapter 4

	Overall	According to Appendix:																	Comment:
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Entspricht den Forderungen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Entspricht nicht den Forderungen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name:		_____ Datum _____ Ersteller* * Dieses Schreiben wurde maschinell erstellt und ist ohne Unterschrift gültig
Department:		
Telephone/Fax/E-Mail:		

Customer Decision:	Overall	According to Appendix:																	Comment:
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conditionally approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rejected, re-sampling necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Concession No.:		When returning, Delivery note No./Date:	
Name:		_____ Date _____ Signature - Stamp: _____	
Department:			
Telephone/Fax/E-Mail:			