

SUPPLIER GUIDELINE  
INITIAL SAMPLING

## Table of contents

1	Purpose of the initial sample procedure .....	3
2	Reason for an initial sample procedure .....	3
3	Terms .....	3
4	Documents and initial sample inspection report (ISIR) .....	3
4.1	General .....	3
4.2	Explanation of the single requirements from table 1 .....	4
5	Execution of the initial sample procedure at the supplier's premises .....	5
5.1	Cover sheet initial sample procedure .....	5
6	Deviations .....	6
7	Identification of the initial samples .....	6
8	Sample submission and GEZE's decision of approval for production authorizations .....	6
9	Reference documents .....	7
10	Imprint .....	7

Revision-Index	Description of change	Date	Editor
V005	Complete revision	08.08.2019	SQM1

Change history

### 1 Purpose of the initial sample procedure

With the initial sample procedure, the supplier confirms that he has fully understood the requirements and specifications defined by GEZE and that he can guarantee these under series production conditions.

### 2 Reason for an initial sample procedure

An initial sample procedure is required in the following situations:

- a. Supply of a new part or new assembly group
- b. Modification to a drawing/specification
- c. Production suspended for more than 24 months
- d. Production relocation
- e. When changing to new or replacing obsolete tools
- f. New sub-supplier
- g. New or modified production process

In cases a. and c., initial samples are requested by GEZE with an order, deadline and quantity.

Where not initiated by GEZE, in cases d. to g. the supplier is obliged to advise GEZE of the changes. Before implementation, approval by GEZE is required (purchasing Dept.) The extent of the test and the required initial sample inspection report must be agreed with GEZE (SQM-Dept.) in advance. If GEZE does not require samples to be submitted, this does not release the supplier from carrying out an initial sample procedure in accordance with this guideline. Once approval is provided, GEZE will issue an order for a sample.

### 3 Terms

#### Initial sample

Initial samples are products and materials which have been manufactured entirely with production equipment under production conditions and which are tested using series test/inspection equipment and found to be OK.

#### Other samples

Products and materials manufactured in compliance with the development drawings, specifications and customer's requirements which have not been manufactured entirely under production conditions. Other samples in the sense of this guideline include the following products: principle samples, prototypes, development samples, inspection samples, manually produced samples and preliminary samples.

Other samples shall not be submitted as initial sample inspection.

### 4 Documents and initial sample inspection report (ISIR)

#### 4.1 General

Tests/inspections are conducted on parts/assembly groups in accordance with GEZE specifications and/or drawings. The supplier is expected to compare the drawing status with the drawing status in the ordering text and to inform GEZE (purchasing Dept.) of any deviations.

For the initial sample inspection only drawings with the note "Initial sample release" shall be used.

The GEZE standard shall be used for the initial sample inspection report. Alternatively, the PPF documentation according to VDA Volume 2 (current version) can be used. The Initial Sample Inspection Report (ISIR) can be download at [https://www.geze.de/de/services/fuer-lieferanten/downloads-GEZE Documents for Suppliers - Initial Sample Inspection Report](https://www.geze.de/de/services/fuer-lieferanten/downloads-GEZE_Documents_for_Suppliers_-_Initial_Sample_Inspection_Report).

Unless agreed otherwise, the documents specified in table 1 'GEZE submission level' must be submitted.

## Supplier Guideline Initial Sampling

Table 1

No.	Requirements	Submission level		
		0	1	2
1	Signed and stamped drawing	-	X	X
2	ISIR Cover Sheet	X	X	X
3	Samples	-	X	X
4	Geometry and dimensions	-	X	X
5	Physical / mechanical / chemical properties	-	X	X
6	Material test	-	X	X
7	Process flow chart	-	X	X
8	Inspection plan	-	X	X
9	Test equipment list	-	X	X
10	Tool overview	-	O	X
11	REACH and RoHS	-	O	X
12	Others			

X=Requirements in accordance with submission level; O=only for review (on request GEZE)

Submission level 0: DIN standard parts, catalogue parts.

**Submission level 1: GEZE standard requirements.**

Submission level 2: Extended GEZE requirements, to be agreed individually with GEZE.

### 4.2 Explanation of the single requirements from table 1

1	<p>Signed and stamped drawing</p> <ul style="list-style-type: none"> <li>- Drawing used for the initial sample inspection must be stamped with a company stamp and signed.</li> </ul>
2	<p>ISIR Cover Sheet</p> <ul style="list-style-type: none"> <li>- Cover Sheet must be completed in full.</li> <li>- Reason for initial sample inspection must be clearly indicated.</li> <li>- Submission level must be observed. Level 1 is the GEZE standard level.</li> </ul>
3	<p>Sample</p> <ul style="list-style-type: none"> <li>- The sample quantity to be submitted is specified in the order. Deviation from the ordered quantity must be approved by GEZE (purchasing Dept.).</li> <li>- To link the measured values to the corresponding samples, each sample must be marked clearly.</li> </ul>
4	<p>Geometry and dimensions</p> <ul style="list-style-type: none"> <li>- All the requirements contained in the drawings and specifications must be tested/inspected and shown individually with target values, tolerances and actual measured values in the initial sample inspection report.</li> <li>- All items/characteristics (dimensions, material and other requirements on the drawing) must be sequentially numbered and transferred to the ISIR (see e.g. attachment 1).</li> <li>- The actual values must be clearly assignable to the samples.</li> <li>- When testing multiple samples of the same type, the values measured must be included in full for each sample.</li> <li>- If the test/inspection requires destruction of the sample(s), it/they must be packed individually in an appropriate way (e.g. plastic bag, properly identified) and submitted to GEZE.</li> <li>- For multi-cavity tools the sample quantity must be agreed upon GEZE.</li> <li>- With multiple punched parts, each punched part must be measured separately.</li> </ul>
5	<p>Mechanical /physical / chemical properties</p> <ul style="list-style-type: none"> <li>- Surface treatment/finish: Measuring report for coating thickness and, if necessary, proof of corrosion resistance.</li> <li>- Heat treatment: Hardness test results and, if necessary case hardening curve.</li> </ul>

6	<p>Material test</p> <ul style="list-style-type: none"> <li>- Steel: Inspection Certificate according EN ISO 10204 type 3.1 with indication of mechanical properties and chemical analysis (target – actual values)</li> <li>- Plastic: Manufacturer’s inspection certificate according EN ISO 10204 type .1 for granulates.</li> </ul>
7	<p>Process flow chart</p> <ul style="list-style-type: none"> <li>- The current process flow chart must be submitted. This must include all process steps for the production of the products respectively the complete material flow .</li> </ul>
8	<p>Inspection list</p> <ul style="list-style-type: none"> <li>- The current inspection plan must be submitted. This must include inspection characteristics, inspection interval, inspection and test equipment, and inspection quantity and inspection record.</li> </ul>
9	<p>Test equipment list</p> <ul style="list-style-type: none"> <li>- List of the test and inspection equipment used for the sampling must be attached to the ISIR.</li> <li>- The required suitability must be guaranteed for the measuring and test equipment used. Upon request, evidence of the appropriate measuring equipment’s capability must be provided.</li> </ul>
10	<p>Tool overview</p> <ul style="list-style-type: none"> <li>- Overview of number of tools / number of cavity and information on the tool concept.</li> </ul>
11	<p>REACH and RoHS</p> <ul style="list-style-type: none"> <li>- Declaration of conformity must be attached to the ISIR unless this has already been handed over with the feasibility declaration or order confirmation. In case the confirmation has already been issued, this must be indicated on the ISIR under “comments”.</li> <li>- Insofar as the confirmation has already been made, the EMPB shall state this under note.</li> </ul>
12	<p>Others</p> <ul style="list-style-type: none"> <li>- If required, e.g. software report.</li> </ul>

## 5 Execution of the initial sample procedure at the supplier’s premises

On receipt of the initial sample order, the supplier agrees to execute the initial sample procedure in accordance with this guideline. He is responsible for correct and complete execution of the test/inspection. Deviations from this guideline must be agreed in advance with GEZE.

As part of the initial sample inspection, the supplier must take a random sample to verify the product characteristics and to meet the specification requirement. The initial samples must be manufactured under series conditions. In coordination with GEZE, the initial samples can also be taken from a pilot production run.

If product characteristics cannot be measured by the supplier himself, the supplier must ensure proof by an e.g. accredited external measurement laboratory/service. Measurement reports of the measurement laboratory/service provider can be attached to the initial sample documents

To ensure series production in accordance with the specification, test/inspection must be agreed with GEZE (-SQM-Dept.) in the above mentioned case.

For assembly groups, unless agreed otherwise, initial samples inspections are required for all the individual parts in accordance with parts lists and assembly group drawings. Required documents and samples must be submitted, unless agreed otherwise.

The initial sample test report must be completed in full, signed and sent to [gs-info@geze.com](mailto:gs-info@geze.com). Exact link to the samples must be ensured. The supplier must ensure that the documents are complete before they are sent.

**Missing documents will result in samples being rejected.**

### 5.1 Cover sheet initial sample procedure

In case of cover sheet sampling, only the cover sheet (Sheet 1) shall be submitted. This applies to following cases:

- a) Submission level 0, see paragraph 4.1 of this guideline
- b) Change of drawing index from status development (Exx) after release of initial sample to status serial (00=
- c) Editorial changes without specification changes


## 6 Deviations

Initial samples with deviations from specifications/drawings **must not** be submitted. If deviations are detected at the supplier during the initial sample inspection, these must be notified to GEZE SQM-Dept. in advance. If deviations can be accepted by GEZE, the supplier must document the decision regarding the non-conforming characteristic in the field "Comment" of the ISIR.

Not approved deviations, or missing documented releases for non-conforming characteristics, lead to rejection of the initial sampling.

## 7 Identification of the initials samples

The initial samples (packaging) must be clearly and permanently identified. This can be done by using tags, labels or such like. The delivery note must include the words 'Initial sample'. The label can be downloaded at <https://www.geze.de/de/services/fuer-lieferanten/downloads-GEZE> document for supplier - initial sample label.

<b>ERSTMUSTER INITIAL SAMPLE</b>		
Lieferant/Supplier: [REDACTED]	GEZE Bestellnummer: GEZE Order n°: [REDACTED]	Menge/Quantity: [REDACTED]
Bezeichnung/Part name: [REDACTED]	GEZE Teile-Nr./ID n°: [REDACTED]	GEZE Zeichnungsnr./Index GEZE drawing-n°/Index [REDACTED]
Empfänger/ Address: GEZE GmbH Reinhold-Vöster-Str. 21- 29 DE-71226 Leonberg Abteilung/Dept.: SQA	<b>ACHTUNG/ATTENTION</b> Bitte umgehend an die Abteilung SQA weiterleiten Please samples has to be forward immediately to SQA	

## 8 Sample submission and GEZE's decision of approval for production authorizations

On receipt of the initial sample and submission documents, GEZE reviews the documents and initial sample parts. Testing of the initial sample parts is at the company's own discretion.

GEZE documents the initial sample decision on the initial sample cover sheet, signs this and sends it to the supplier by e-mail

The following decisions are possible:

### Approval

This means that all the requirements are met without restriction. Approval is issued for full production shipment authorization. This does not release the supplier from being responsible for the quality of the products.

### Test exception

This means that the requirements have not been met in full. Deliveries of the product can be made for a limited period of time or quantity in agreement with GEZ. The supplier is required to specify and implement, with evidence, corrective actions within an agreed period of time. A re-approval of the sample procedure must be made in good time before the end of the specified restriction.

### Rejected

This means that the requirements are not fulfilled. Approval for volume production is not granted. New/subsequent testing is required. The supplier must specify and provide evidence of corrective measures before resubmitting samples.

### 9 Reference documents

- GEZE standard initial sample inspection report  
see [https://www.geze.de/en/services/for-suppliers/downloads-GEZE documents for supplier-initial Sample Testing Report](https://www.geze.de/en/services/for-suppliers/downloads-GEZE%20documents%20for%20supplier-initial%20Sample%20Testing%20Report)
- Initial Sample Label  
[https://www.geze.de/en/services/for-suppliers/downloads-GEZE documents for supplier-initial Sample Label](https://www.geze.de/en/services/for-suppliers/downloads-GEZE%20documents%20for%20supplier-initial%20Sample%20Label)
- Delivery Conditions / Packaging Guidelines  
[https://www.geze.de/en/services/for-suppliers/downloads-GEZE documents for supplier-Delivery Conditions / Packaging Guidelines](https://www.geze.de/en/services/for-suppliers/downloads-GEZE%20documents%20for%20supplier-Delivery%20Conditions%20/%20Packaging%20Guidelines)
- GEZE Conditions Of Purchase  
[https://www.geze.de/en/services/for-suppliers/downloads-GEZE documents for supplier-GEZE Conditions Of Purchase](https://www.geze.de/en/services/for-suppliers/downloads-GEZE%20documents%20for%20supplier-GEZE%20Conditions%20Of%20Purchase)

### 10 Imprint

GEZE GmbH

Supplier Quality Management

Reinhold-Vöster-Str. 21-29

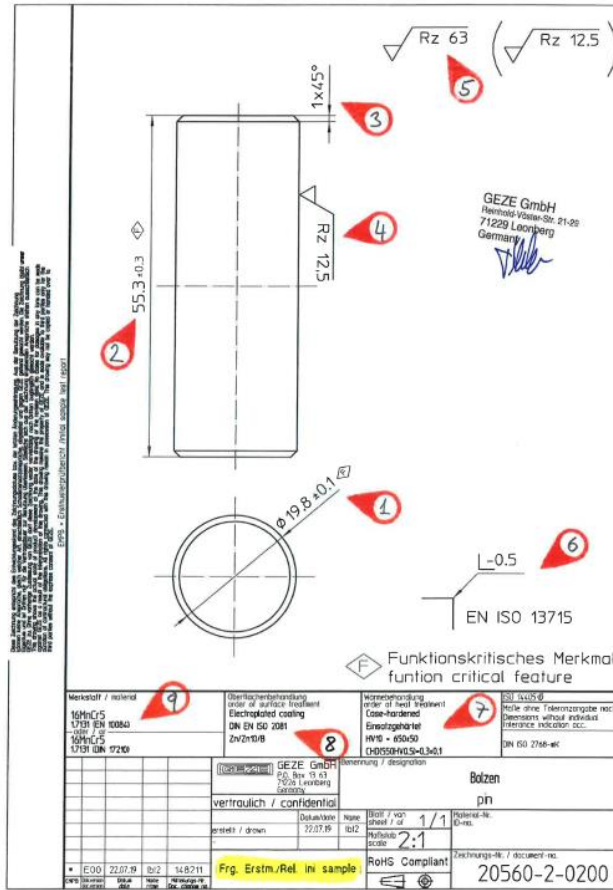
7152 Leonberg

[info.de@geze.com](mailto:info.de@geze.com)

Phone: +49 7152 / 203 – 6984

[www.geze.de](http://www.geze.de)

Attachment 1 Example of a complete stamped drawing with ISIR (partial section)



Form

**Initial Sample Inspection Report (ISIR)**

**GEZE**

**Product related test results**

Supplier details						
Part description:	Pin		Part n°:	-		
Drawing n°:	20560-2-0200		Revision / Date:	E00 / 22.07.19	Inspection report n°:	2019-0123

Ref. n°	Requirements / specification	Measured-date (supplier)					TE*	Result		Measured-date (GEZE)	Comment
		Value 1	Value 2	Value 3	Value 4	Value 5		ok	nok		
1	∅ 19,8 ±0,1										
2	55,3 ±0,3										
3	1 x 45°										
4	Rz 12,5										
5	Rz 63										
6	Outer edge -0,5										
7	HV10 650 ±50 / CHD (55)										
8	Zn/Zn10/B										
9	16MnCr5 1.7131										
10											
11											
12											
13											
14											
15											