

## 1. Aim of the initial sample testing

By means of the initial samples the SUPPLIER has to prove his ability to adhere to the stipulated specifications under the conditions of series manufacturing and to check these.

## 2. Pre-conditions for an initial sample testing

Initial sample tests will only be done with parts that have been manufactured using production tooling. This does not exclude the possibility that, owing to specific agreements, sample parts may be manufactured in small piece numbers without or only partly using production tooling and be subjected to tests. This, however, would not be an initial sampling in the sense of this guideline. The SUPPLIER can incorporate the results of test done on these samples into the initial sample test report, in as far as they refer to characteristics manufactured with the aid of production tooling.

## 3. Occasions for initial sample tests

Initial sample tests are required under the following circumstances:

- A new supplier
- A new part
- Altered specifications
- New or altered tools
- New or altered manufacturing techniques
- New production location
- If the production has been interrupted for a longer period of time (> 1 year)
- A new sub-supplier

Before a new part or a new component group is introduced, then WIBO will require initial samples from the SUPPLIER, which will be ordered separately in writing.

The focal point of the initial samples is upon parts that have been developed and specified by WIBO.

Should components that are to be sampled be made up of individual parts specified by WIBO which may under certain circumstances themselves form sub-assemblies, then all individual parts, sub-assemblies and the components themselves are to be subjected to the initial sampling. If, however, only one or some of the individual parts have been altered, then only the alterations themselves must be sampled. In this case it is necessary to include in the initial sample test report a reference to the initial sampling of the original components.

For extensive groups of components that stem from the SUPPLIER and the function, producibility and testability thereof have already been proven during the development phase, the initial sampling can be restricted to delivery state, upper surface treatment and fitting dimensions.

## 4. Subject of the initial sample testing

A limited number of samples is to be removed arbitrarily from the production lot and to be identified permanently, e.g. by means of continual numbering, so that the test results can be individually attributed. When stipulating the number of initial samples, the following aspects may play a part:

- If several identical fixtures, injection moulds, casts or extrusion moulds, swages or matrixes are used, than at least one tested sample is required from each one.

- For parts made from a multiple mould, then at least one part from each cavity of the mould is to be tested dimensionally.

## 5. Compilation of the initial sample test results by the SUPPLIER

The SUPPLIER must, before supplying the initial samples, convince himself that all prescribed characteristics correspond to the WIBO specifications. This must be proven by means of the initial sample test protocols. Characteristics that the SUPPLIER cannot test himself must be proven by means of test certificates supplied by test institutes. The test protocols must be provided along with the initial samples. In cases of doubt, uncertainty or mistakes (drawing mistakes, specification mistakes etc.), which the supplier as an expert is able to recognise, a written notification is to be sent to WIBO without delay and adjustments should be begun with.

## 6. Conduction of the initial sample testing

The SUPPLIER commits himself within the context of the acceptance of the commission, expressly to the conduction of the initial sample testing.

The following is to be observed:

- All markings that have been affixed to the sample parts for measurement purposes (outlines) must remain intact in order to make counter-measurements on an identical basis possible.
- When a measuring machine is used, the measuring protocol must be enclosed with the test report.
- Cut samples from injection mould parts, cast parts, forged parts, welded, soldered and glued joints, thermotreated or galvanised parts must be presented by the SUPPLIER, should they serve the purpose of proving the correct nature of the product or that the specifications have been adhered to.

For deadline reasons and if the SUPPLIER has convinced himself during the initial sampling of the impeccable quality of the first series lot, the SUPPLIER can supply the initial sample and the corresponding series lot at the same time. These must, however, be sent to the quality assurance department of WIBO clearly marked and separately packaged.

Initial sample test reports that reveal the non-conformity of certain attributes or characteristics to the specifications are not wished for and will not be accepted by WIBO. Should the SUPPLIER nevertheless wish to supply the lot in question to WIBO, then he must inform WIBO beforehand regarding the deviations and obtain written permission from WIBO.

In as far as the parts in question have been especially manufactured for WIBO, the SUPPLIER must keep one copy of the initial sample test report for as long as the part in question is in production.

## 7. Adherence to the presentation deadlines agreed upon

The presentation deadlines agreed upon shall be deemed as not adhered to should the parts contain defects that are not acceptable. For this reason, WIBO expects that the parts will be sampled at the time agreed upon in accordance with the drawings or corresponding to the agreements. In exceptional cases, a postponement of the presentation deadline is to be requested from WIBO Purchasing in plenty of time, or a dispensation should be obtained through the channels agreed upon.

## 8. Assessment and release of the initial samples for series deliveries

The initial sample test reports and initial samples are tested by WIBO for dimensions, materials, optics, haptics, special requirements according to the specifications of the order, applicable standards and / or functions. Should the results correspond to the requirements, then a release for the series production will be granted. The release from WIBO follows on principle in written form.

If, however, defects in the QM-System, or other processes that affect the product quality should have come to light, then the measures agreed upon with the WIBO agent must be implemented or confirmed before the series release is granted. Hereby, it is imperative that an 8-D-Report together with the appropriate documents should be handed in to WIBO by the supplier in order to obtain the release.

In both this event and also in the event that the presentation deadlines agreed upon are not adhered to, WIBO is not obliged to accept the presentation of further samples or to introduce further quality assurance measures at the SUPPLIER'S. WIBO can rather, without any obligations of any kind, reject the further designing of samples and terminate a supply contract that may already have been concluded.

When rejecting initial samples the SUPPLIER is obliged to inform WIBO Purchasing without delay of a new completion deadline for corrected initial samples. Deviations from the requirements that were not established during the initial sampling tests can be objected to at a later date.

## 9. Dispatch of initial samples

WIBO shall receive the labelled initial samples packed together with the initial sample test report and a copy of the drawing on which the test characteristics are marked separately from all other deliveries. The delivery must clearly bear the inscription "INITIAL SAMPLE" and the number of initial samples must be noted upon the delivery slip.

## 10. Costs for initial samples

As long as nothing else has been agreed upon contractually, then the supplier shall bear the costs for impeccable initial samples corresponding to the standards prescribed.

## 11. Series delivery

Before the first series delivery the written release of the parts by WIBO must be available. Any necessary exceptions must be agreed upon in writing with WiBo and be released in writing by WIBO.

Equally, the conditions laid down in the initial sample report must be fulfilled. Further more the measures stipulated by WIBO for the rectification of the weak points in the system must have been implemented.