

Initial Sample Inspections

1. Introduction

- Initial sample inspectioning is a matter of **elementary importance to Kärcher** in order to **assure the quality of components** and determine whether the series-produced parts will be ok.
- The supplier is requested to deliver initial samples as contractually agreed with a duly compiled initial sample inspection test report. Exceptions to this rule may only be made if written approval has been obtained from Kärcher's Quality Department.
- An executed initial sample inspection and a release of the initial samples **is a presupposition for the serial manufacturing** of the concerned parts and for the release and final payment of a tool if appropriate.
- As long as nothing else is agreed, at Kärcher the concerned purchasing department is responsible for agreements between the supplier and Kärcher concerning the initial sample inspections.
- Should we receive samples in spite of a contrary agreement without initial sample inspection test report we shall be obliged to debit you the costs for performing the inspection report.

2. Terms

2.1 Initial samples

Initial samples are the first products and materials **that were completely manufactured with the working funds, procedures, materials and conditions provided for the serial manufacturing**. Substantiated deviations hereof must be agreed ex ante between Kärcher and the supplier.

2.2 Initial sample inspection

Testing of initial samples to find out how far they fulfil the quality requirements.

2.3 Initial sample inspection, Initial sampling

Presentation of initial samples and an associated initial sample inspection report by the supplier at Kärcher and a countercheck of the samples by Kärcher.

3. Triggers for an initial sample inspection

An initial sample inspection is used for new parts, technological changes of products and changes of production processes. Examples:

- Delivery of a new part,
- Construction-, specification- or material changes, changes in case of bans of substances of contents, emission targets, identification regulations,
- Use of alternative materials or constructions,
- Use of new, modified or alternative tools,
- Change of manufacturing methods or production processes; relocation of productions to other locations or use of new production facilities,
- Change of important subcontractors,
- Delivery stop because of quality aspects or if production facilities were inoperative for 12 months or longer (except for pure spare parts manufacturing).

In doubt the necessity of an initial sample inspection must be agreed between Kärcher and the supplier.

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4. Selection and number of initial samples

4.1 Random samples

- Initial samples should be taken out as a **random sample from a production under serial conditions** (see point 2.1). The batch size of this production must be agreed between Kärcher and the supplier.
- The number of parts to be sampled is preset by Kärcher (e.g. in the order). If nothing else is agreed, at least 5 initial samples (**for tool-bound parts from each tool nest (mould cavity) respectively from each used tool**) must be presented.

4.2 Statistical analysis

For appointed characteristics Kärcher can demand analysis methods: This could be, among others: machine capability study, preliminary process capability study, process capability study.

(see https://supplierinfo.kaercher.com/QM_Tool_E.htm).

5. Carrying out of the initial sample inspection by the supplier

- To be sampled are **all product features** covered in drawings, external part order sheets and specifications, as far as applicable, appropriate and not otherwise agreed.
- By using of multiple tooling **initial samples from every tool nest** are to be sampled if nothing else is agreed.
- The samples must be **labelled uniquely** (e.g. with tags or adhesive labels) to insure the assignment to the individual measurement values. If necessary the provenance from simple or multiple tooling must be included in the marking. The marking has to inclose the following data permanently: part-no., nest-no., supplier, test report-no., revision status drawing, date of test, inspector.
- All **attributes must be marked uniquely** (e.g. by specification of the coordinates from the drawing or the external part order sheet (FTB) or by a numbering or continuous stamping in the drawing or the FTB).
- Each attribute must **be listed individually with nominal values, boundary values and actual values**. The actual values must be **referred to the individual samples uniquely**. If the samples are from different tools or tool nests, for each tool or tool nest should be made separate initial sample inspection test reports.
- **Actual values outside the boundary values must be marked** (as far as possible by a cross in the column "AT" of the initial sample inspection test report).
- In case tests cannot be carried out by the supplier itself the tests should be performed by an external test agency (Kärcher can provide the names and addresses of test agencies if required).
- Samples and initial sample inspection report should be send to the ordering Kärcher purchasing department if nothing else is agreed.

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6. Points to note with the initial sample inspection report (EMPB)

- As a rule the Kärcher form "Initial Sample Inspection Report" should be used (see Download-Website <https://supplierinfo.kaercher.com>) Deviations hereof (supplier own form, VDA form,...) must be agreed ex ante between the supplier and the responsible plant-QM-department of Kärcher.
- On the cover sheet of the EMPB must be noted beside others:
 - Reason for submission,
 - identification number of the tool,
 - for tools the number of the cavities,
 - the revision status with date and Kärcher revision no. and under "Remark (Supplier)" the description of the changes that were implemented in this initial samples.
- As far as possible a test report for the material must be enclosed to the EMPB or the material must be specified in the EMPB (Note: material test results are an integral part of EMPB).
- **The drawing** the initial sample inspection was based upon **must be enclosed**.
- The **weights** of sample parts **must be listed** in the EMPB even in case no desired value or tolerance range is defined. (This is necessary for purposes of waste disposal.)