

SUPPLIERS INITIAL SAMPLES

PROCEDURE No. 33

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SUPPLIERS INITIAL SAMPLES

1. PURPOSE

The purpose of this procedure is to obtain suppliers' Initial Samples, first items, together with their control report in total compliance as from their first submission with the conditions of mass production.

This must take place on the date requested by the purchasing department, after negotiation with the supplier.

Acceptance occurs by authorization of delivery in series.

2. FIELD OF APPLICATION

This procedure concerns all external supplies required in the manufacture of our products (except for standard products in our catalogue).

Presentation for acceptance of the quantity required of Initial Samples is necessary in the following cases:

- 1.new part or new product (for example : part, material or specific colour delivered to a given customer for the first time)
- 2.correction of deviation of the part subject to first approval
- 3.modified part following change of design, specifications or materials.
- 4.different construction or material used from the ones used in the previous approved part.
- 5.production requiring new or modified tools, dies, moulds, models, patterns, etc...including added or replacement tools.
- 6.production arising after servicing or repackaging of tools or existing machines.
- 7.production arising after any modification of process or manufacturing methods (except mould/press couple located in the same facility).
- 8.production carried out with the assistance of tools or machines transferred to another plant or coming from another facility.
- 9.change of subcontractors supplying parts, materials or services (for example: heat treatment, coating).
- 10.putting a product back into production with a tool that hasn't been used for mass production for 12 months or other contractual frequency with the customer.

11.following the customer's request to suspend the shipping owing to a doubt over quality of the supplier's products.

12.event linked or not to the human factors that may deteriorate the manufacturing process.

3. RESPONSIBILITY

The Purchasing Manager or buying centre for **Clayens** NP subsidiaries, the External Supplies Quality Manager.

4. METHODOLOGY

4.1. Customer :

The Purchasing department alone is the only authorized customer.

4.2. Lead time

The supplier has to respect the delivery time defined by our Purchasing department. In case of a major impossibility, he should inform the concerned buyer and study an acceptable solution with him.

5. PROVISIONS FOR SUPPLIER PRESENTATION

The Initial Samples can be sent to the user factory only if they comply with all the requirements, and are accompanied by the Initial Samples report correctly filled in.

The Initial Samples are issued from mass production equipment and processes (press, tools, operators, raw material, control means...) during a full production day.

5.1. Control of Initial samples:

The check shall be carried out by the supplier for all requirements specified on drawing, general or particular specifications.

Quantities to be checked:

- metrological records: 5 parts per cavity, except authorized concession in writing by **Clayens** NP
- tests on parts: to be done on 5 parts for each test
- tests on materials: complying with laboratory standard, for all characteristics of the said material
- particular case: to be defined case by case with **Clayens** NP

The parts controlled will be numbered in such a way as to make a link with the results on the report (the parts will be given to **Clayens** NP with the report).

For the characteristics with capability study requirement, 30 parts per cavity or tooling will be taken.

5.2. Initials Sample Report :

The results will be recorded in the "Initial Samples" control report. (see appendix 1) that will be attached to IS inside the packing unit.

The absence or the non-compliance of the supplier's control report will constitute a motive for refusal of the Initial Samples.

Together with the dimensional report, the Initials Samples file will include at least :

- a quality insurance plan (production and control graph, control plan)
- a certificate of conformance for raw material
- capabilities on critical dimensions (see drawing and/or specifications)
- test results (specs)
- composition of raw material (security and environment certificate)

Others items may be asked for in the specs or in the appendix nr 1 of the doc 088 (Purchasing specification).

Concerning products for automotive industry, the purchasing specification (doc 088) has to indicate a level 3 PSW submission (see doc 187 on appendix 3 of this procedure).

Concerning supplies of aeronautic products, a first item according to EN 9102 can be demanded.

In the case of specific labels to a product, the initial samples order will consist in ordering the final proof so as to validate it.

5.3. Packing / Dispatch :

As far as possible the Initial Samples will be delivered, in the series packaging or representative of series deliveries.

The delivery of Initial Samples for acceptance must be done separately from the other quantities requested by **Clayens** NP, especially of those necessary for series assembly.

5.4 Identification :

5.4.1. *Initial Samples*: the supplier has to establish a delivery note stating that it is an Initial Sample. Each packing unit must be identified by a label saying "initial samples" (doc 99), reference **Clayens** NP, evolution index.

5.4.2. *1st delivery after modification* : parts having undergone a modification, the Initial Sample of which is accepted, will be delivered identified on each packing unit and for 1 week with a label "application of modification" (doc 118 - size A4 label, or the biggest possible, considering the dimensions of the packing unit).

6 REVIEW AND DECISION:

The presentation review of the Initial Samples or first item is not ended as long as non-conformities of the presented product have not been cleared by the quality department of the **Clayens** NP plant.

The review can be a partial review when dealing with differences between the new configuration and the previously accepted ones.

The decision to accept or refuse is the responsibility of :

- for development product: the SQA and/or the New Product Quality Engineer
- for serial life product: the SQA and/or plant quality manager

The supplier will be informed of the decision:

- by distribution of the flyleaf saying "accepted" (if accepted).
- by return of the complete report saying "refused" on the flyleaf (if refused)

Release will be ensured by the External Supplies Quality Manager. A copy is sent to the purchasing department.

7. NON-INITIAL SAMPLE COMPONENT

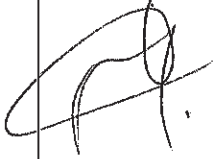
All the delivered parts before acceptance of the Initial Samples or called: prototype parts, for methods, tests, etc.


They shall be labelled "test parts" and will be sent together with an IS report.

Each packing unit must be identified by a label indicating "test parts" (doc 98) the reference of the site, the name of the applicant (label in A4 size or as big as possible, considering the dimensions of the packing unit).

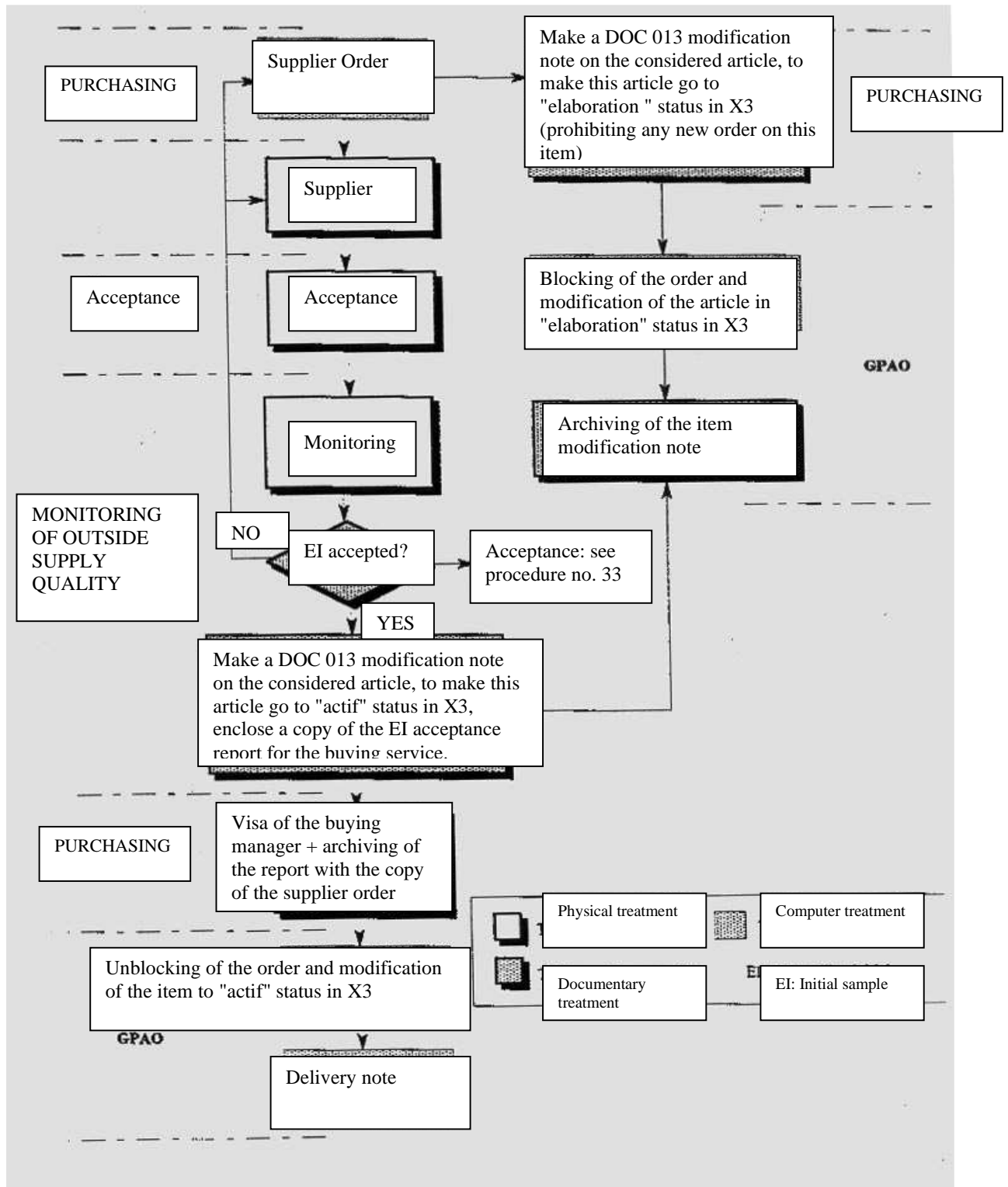
These parts are to be sent to the External Supplies Quality Manager.

UPDATING

Page No.	Date	Rev.	Approval	Modification description
For historical data, see computer file (french)				
Pages 3,4,5	08.04.14	P		Updated further to change of company name
Pages 3, 4, 5	22.06.20	Q	C. LACHAZE 	Throughout the procedure "Sintex NP" changed to "Clayens NP" Section 5.2 : "a level B PSW submission (see annex 3 of this procedure)." changed to "a level 3 PSW submission (see doc 187 on appendix 3 of this procedure)." Section 6 : addition of "The decision to accept or refuse...SQA and/or plant quality manager" Logo updated on the appendices 1 and 3

	SUPPLIER CONTROL REPORT		N°:
	<input type="checkbox"/> Initial samples	<input type="checkbox"/> Trials (protos, styles, etc.)	
<u>SUPPLIER IDENTIFICATION</u>			
Company name:		Quality manager:	
Place of manufacture:		Tel.:	Fax:
<u>PART IDENTIFICATION</u>			
Reference:		Delivery sheet n°:	Packages nb:
Description:		Quantity delivered:	
Safety item and / or submitted to regulations:		YES	NO
<u>REFERENCE DOCUMENTS</u>			
Drawing n°:		Date:/...../.....	Index:
Further documents (Specification, Standards, etc):			
Description(s):			
Reference(s):			
Of:			
<u>REASON FOR SUBMISSION</u>			
<input type="checkbox"/> New part	<input type="checkbox"/> Process modified	<input type="checkbox"/> New equipment / tool	
<input type="checkbox"/> Modified part	<input type="checkbox"/> Process transfer	<input type="checkbox"/> Equipment / tool refurbishment	
<input type="checkbox"/> New presentation n°.	<input type="checkbox"/> Photometric approval	<input type="checkbox"/> Materials certification	
<u>MANUFACTURING PROCESS</u>			
Definition:		Nb of cavities:	Marked from to
<u>DOCUMENTS SUPPLIED</u>			
<input type="checkbox"/> Dimensional report	<input type="checkbox"/> Photometric report	<input type="checkbox"/>	
<input type="checkbox"/> Material / specification report	<input type="checkbox"/> Capability studies	<input type="checkbox"/>	
<u>SUPPLIER COMMENTS</u>		Date: / /	
		Name:	
		Signature:	
Pilot plant:	FOR CLAYENS NP USE ONLY	Products(s):	
	(1) delete as appropriate		
METHODS ADVICE (if necessary)		APPROVED	(1)
Name:		Comments:	
Signature:			
ENGINEERING / LABO ADVICE (if necessary)		APPROVED	(1)
Name:		Comments:	
Signature:			
QUALITY FINAL DECISION		APPROVED	(1)
Name:		Comments:	
Date:			
Signature:			
DISTRIBUTION: PURCHASING / LOGISTICS / SUPPLIER / QUALITY PLANT			
The Quality Plant Department has to be informed about any approval pronounced following a part modification or equipment / tool refurbishment.			Appendix 1 – P33 BIS Updated on 22.06.2020

APPENDIX 2: DEALING WITH AN EI ORDER



Updated: 18.02.2011

ANNEXE 3 - P33



Part Submission Warrant

Part Name _____		Customer Part Number _____	
Shown on Drawing Number. _____		Org. Part Number _____	
Engineering Change Level _____		Dated _____	
Additional Engineering Changes _____		Dated _____	
Safety and/or Government Regulation <input type="checkbox"/> Yes <input type="checkbox"/> No		Purchase Order No. _____ Weight (kg) _____	
Checking Aid Number _____		Engineering Change Level _____ Dated _____	
SUPPLIER MANUFACTURING INFORMATION		SUBMISSION INFORMATION	
Supplier Name _____ Site Code _____		<input type="checkbox"/> Dimensional <input type="checkbox"/> Materials/Function <input type="checkbox"/> Appearance	
Street Address _____		Customer Name/Division _____	
City _____ Region _____ Postal Code _____ Country _____		Buyer/Buyer Code _____	
Application _____		Application _____	
Note: Has this part been reported in IMDS (or equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		IMDS ID: _____	
REASON FOR SUBMISSION (Check at least one)			
<input type="checkbox"/> Initial submission	<input type="checkbox"/> Change to Optional Construction or Material		
<input type="checkbox"/> Engineering Change(s)	<input type="checkbox"/> Sub-Supplier or Material Source Change		
<input type="checkbox"/> Tooling: Transfer, Replacement, Refurbishment, or additional	<input type="checkbox"/> Change in Part Processing		
<input type="checkbox"/> Correction of Discrepancy	<input type="checkbox"/> Parts produced at Additional Location		
<input type="checkbox"/> Tooling Inactive > than 1 year	<input type="checkbox"/> Last PSW > 1 year old		
	<input type="checkbox"/> Other - please specify _____		
REQUESTED SUBMISSION LEVEL (Check one)			
<input type="checkbox"/> Level 1 - Warrant only (and for designated appearance items, an Appearance Approval Report) submitted to customer.			
<input type="checkbox"/> Level 2 - Warrant with product samples and limited supporting data submitted to customer.			
<input type="checkbox"/> Level 3 - Warrant with product samples and complete supporting data submitted to customer.			
<input type="checkbox"/> Level 4 - Warrant and complete supporting data submitted to customer.			
<input type="checkbox"/> Level 5 - Warrant with product samples and complete supporting data reviewed at supplier's manufacturing location.			
SUBMISSION RESULTS			
The results for <input type="checkbox"/> dimensional measurements <input type="checkbox"/> material and functional tests <input type="checkbox"/> appearance criteria <input type="checkbox"/> statistical process package			
These results meet all drawing and specification requirements: <input type="checkbox"/> YES <input type="checkbox"/> NO (If "NO" - Explanation Required)			
Mold / Cavity / Production Process _____			
Was an Deviation required and approved to authorize this change? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes", Dev# _____			
DECLARATION			
I affirm that the samples represented by this warrant are representative of our parts, have been made by a process that meets all Production Part Approval Process Manual 4th Edition Requirements. I further warrant these samples were produced at the production rate of _____ / _____ hours. I also certify that documented evidence of such compliance is on file and available for review. I have noted any deviations from this declaration below.			
EXPLANATION/COMMENTS: _____			

Is each Customer Tool properly tagged and numbered? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> n/a			
Print Name: _____		Title: _____ Phone: _____ Fax: _____	
Supplier Authorized Signature: _____		Date _____	
Supplier E-mail Address: _____			
FOR CUSTOMER USE ONLY (IF APPLICABLE)			
Part Warrant Dis position: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Other _____			
Customer Name _____		Customer Signature _____ Date _____	