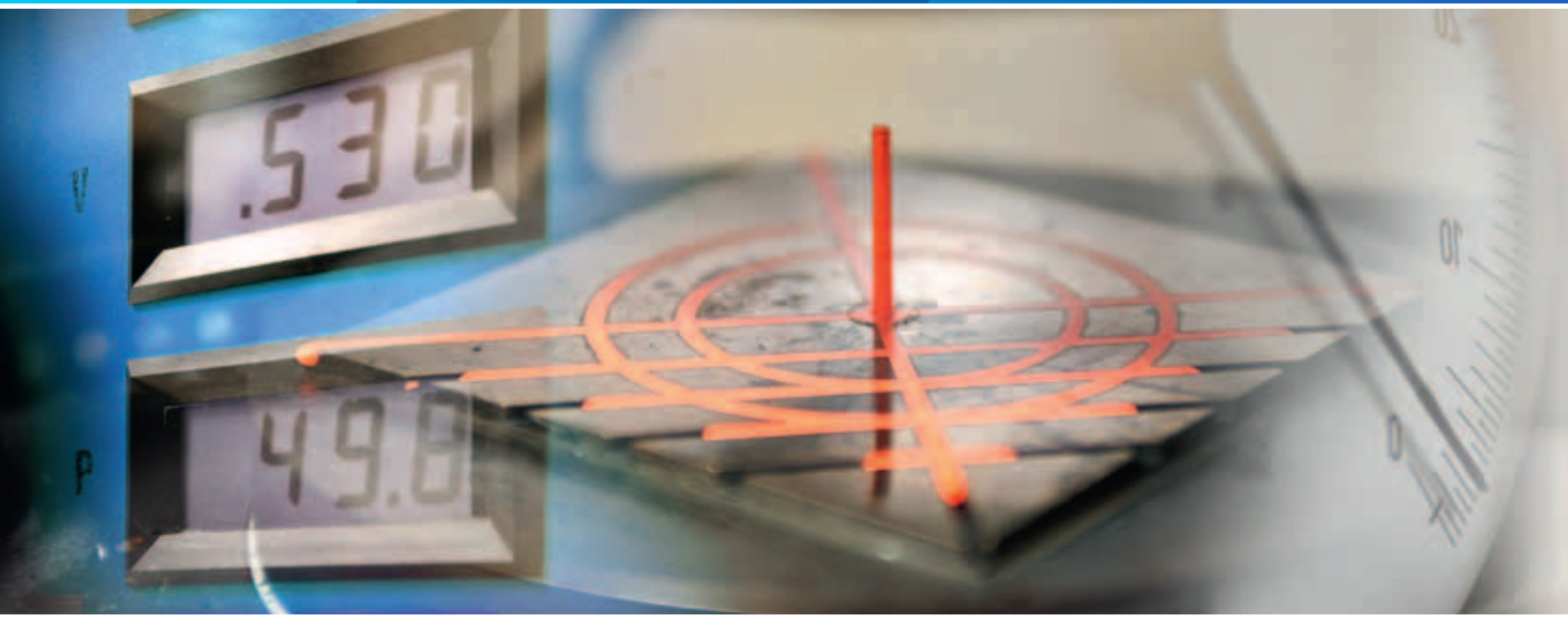


# INITIAL SAMPLING GUIDELINE FOR SUPPLIERS | RL0003 REV.0



WESTLAND

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This guideline is an integral component of the WESTLAND terms and conditions of purchasing and the contractual relationship with the supplier. The supplier shall apply the requirements described in this guideline to the work and services provided to WESTLAND.

This guideline is available in two languages: German / English. The German version is binding.

## 1. Objective of the initial sample inspection

The SUPPLIERS shall use initial samples to prove that they are able to maintain and check the specifications determined under series production conditions. Initial sample inspections shall be executed only on parts which are produced by using series production tools and under consideration of series processes.

## 2. Reason for initial sampling tests

Initial sample tests are required in the following situations:

- For new parts

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- For modified products due to a change in design documentation, specification or material

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- In case of significant changes of production processes or methods

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- In the event that tools or production equipment are transferred to or derive from another plant

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- In case of changing suppliers, parts, material or services

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- If the production was suspended for >12 months

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- If a tool is already modified/corrected

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WESTLAND Purchasing shall be informed of any changes made on the part of the SUPPLIER due to the aforementioned requirements. The extent of a re-sampling shall be agreed in the individual case with the WESTLAND Quality Management.

Should a re-sampling be required for reasons caused by the SUPPLIER, WESTLAND reserves the right to invoice possible costs to the SUPPLIER.

### 3. Preparation of the initial sample test reports by the SUPPLIER

Before delivery of the initial samples, the SUPPLIER has to ensure that all requirements are in accordance with the WESTLAND-Guidelines.

This must be proven by the initial sample test report. Characteristics that can't be checked by the SUPPLIER must be proven by test certificates from a testing institute. The test certificates must be attached to the initial sample test report. It is recommended to authorize accredited Institutions for this kind of tests.

In general the forms and standards of the VDA (VDA 2, PPF) or of the AIAG (PPAP, 4th Edition) shall be used for the initial sampling. The supplier will be informed by the purchasing department via written order which standard to use for the initial sampling.

The aforementioned forms are available on the WESTLAND-Supplier Portal.

### 4. Compliance with the agreed submission deadlines

The compliance with the submission deadlines agreed is not given, if the parts show unacceptable defects or deviations, which can't be accepted.

For this reason WESTLAND expects that at the appointed time the parts are forwarded once again via Initial sample test report. If the appointed time of submission is not possible to reach, the WESTLAND purchasing department must be informed early to agree the further progress.

### 5. Evaluation and release of the initial samples for serial production

The initial sample test report and the initial samples will be checked by WESTLAND. If the results comply with the requirements, a release for series production will be made.

The release by WESTLAND is always made in writing via the cover sheet of the initial sampling test report. If an initial sampling is refused by WESTLAND the SUPPLIER has to term a new target deadline for a corrected initial sampling on demand of the WESTLAND purchasing department.

Deviations of the requirements which are not discovered whilst the check of the initial sampling, may also be claimed later on by WESTLAND.

### 6. Shipment of the initial samples

WESTLAND requires marked initial samples packed together with the initial sample test report, but separated from other deliveries.

The delivery must be labelled noticeable with „**INITIAL SAMPLES**“. The number of initial samples has to be considered on the delivery note.

Initial samplings by the SUPPLIER must always be carried out **before first series delivery**.

Missing or incomplete initial sample test reports are leading to a negative supplier evaluation. In case of incomplete or missing documentations for the initial sampling and when those documents are not delivered in due time, WESTLAND reserves the right to return the initial samples and to charge the supplier with the expenditure.

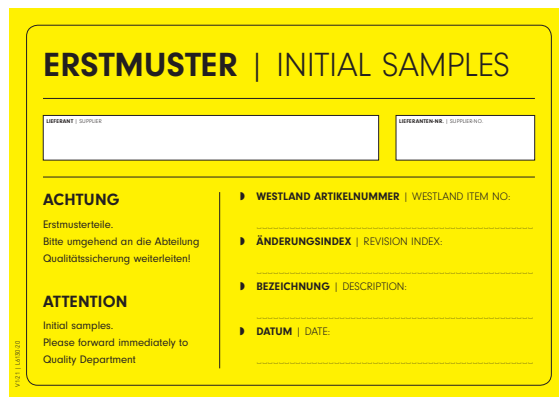
### 7. Costs of the initial sampling

Unless otherwise agreed by contract, the SUPPLIER shall bear the costs of an initial sampling. The costs for justified claimed and/or unusable initial samples will be charged to the SUPPLIER.

### 8. Series delivery

Before shipment of the first series delivery, the written approval of the parts by WESTLAND must have been submitted (see also chapter 6).

### 9. Identification "Initial Samples"



**ERSTMUSTER | INITIAL SAMPLES**

LIEFERANT | SUPPLIER \_\_\_\_\_ LIEFERANTENNR. | SUPPLIERNO. \_\_\_\_\_

**ACHTUNG**  
Erstmuster Teile.  
Bitte umgehend an die Abteilung  
Qualitätssicherung weiterleiten!

**ATTENTION**  
Initial samples.  
Please forward immediately to  
Quality Department

▶ WESTLAND ARTIKELNUMMER | WESTLAND ITEM NO. \_\_\_\_\_

▶ ÄNDERUNGSINDEX | REVISION INDEX. \_\_\_\_\_

▶ BEZEICHNUNG | DESCRIPTION. \_\_\_\_\_

▶ DATUM | DATE. \_\_\_\_\_

**Important note:** The supplier is responsible for the purchasing and the application of the latest issues of the standards mentioned in this guideline.

# THINK GLOBAL | ACT LOCAL ALWAYS THERE, WHENEVER YOU NEED US

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