

# Work instruction: Sample Requirements of Raw Materials

Title:	Sample Requirements of Raw Materials				Document Code:	K0402-WI06	Valid In:	EGRP	C L:	C			
Author:	ROM	Checked by:	BHE	Approved by:	DHA	Effective Date:	2016.03.25	Document Type:	Work instruction	Document Responsibility:	Q.E	Revision:	11

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## 1 SCOPE & TRIGGER

This work instruction defines sample requirements of raw materials (incl. trading goods), which are provided by the supplier, to evaluate the supplier's long-term quality performance.

## 2 GENERAL

In general we have to differ between automotive/automated raw materials and others.  
 Automotive/automated raw materials are used for assembly installation, which have to match the customer's automotive requirements. Hence there are two different sampling requirements for the supplier.  
 The documents of sampling requirements have to exist in german or english language. Exceptions of document languages are only allowed after consulting with EGSTON quality department.  
 Supplier shall submit the samples which are produced under approved mass production conditions.

## 3 REQUIRED SAMPLING EXTENT

Project specific customer or law requirements have to be questioned at any sampling order to the supplier. Minimum requirements have to be added if necessary.  
 All additional sample requirements, which are not listed in the tables below, have to be submitted to purchase at the inquiry.

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## 3.1 Automotive/Automated Raw Materials:

The items below are compulsory requirements for all automotive or automated raw materials. If there are some exceptions we need a clear clarification note in the project why there is a different.

Number	Requirement	Note
1	Cover sheet (form: K0402-WI06-F01)	Cover according to VDA 2 current issue.
2	Specification	Clearly numbered specifications, which are clearly relatable to measurement report positions.
3	Measurement report	Complied measurement (measurement of all specifications incl. endurance test) of 3 parts/mould (measurement equipment and specification positions have to be clearly relatable to the measures) measurement report according to VDA 2 current issue.
4	Short term process capability check (form: K0206-F02)	Inspection of all significant characteristics on 50pieces/cavity according QS 9000 PPAP requirements (latest version). For process capability requirements mentioned in the specifications, have a look to ES001.
5	Measurement system analysis (K0206-F04, K0206-F05, K0206-F06)	Any measurement equipment mentioned on the production control plan, incl. measurement equipment of process capability check. According to MSA (QS-9000) current issue.
6	Production control plan	According to PPAP (QS-9000) current issue.
7	Material Safety data sheet	Material safety datasheets (MSDS) acc. to local law requirements of related plant and additional in English. RoHS for all materials within whole Egston Group. REACH for material which will be imported to EU (either as raw material or in a finished good).
8	Material check	Record of material tests after negotiation with responsible Q-partner. Material test certification of producer also OK.
9	Packaging data sheet	Data sheet for delivered packaging.
10	Initial sample	30 pieces (or per cavity if tool has more than one cavity) or defined by PjE acc. to the required approval sample quantity from the customer included internal reference samples.
11	Material data sheet / IMDS	Note number on the cover sheet.
12	Inspection equipment list	
13	Process flowchart	According to PPAP (QS-9000) current issue.
14	Process FMEA	According to PPAP (QS-9000) current issue.
15	Management system record certification	Certificate of current management system (ISOTS or cover of positive supplier audit).
16	Certification of qualified labour	In case we have to give measures to a 3 <sup>rd</sup> party, we need a certification of a qualified labour according to ISO/IEC 17025.
17	Sub supplier approval	In case of sub suppliers, the approval of quality performance is done by a cover sheet acc. to VDA 2 current issue.

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## 3.2 Raw Materials for all Products:

Number	Requirement	Note	Material Type and requirement (marked „X“)			
			A	B	C	D
1	Cover sheet (form K0402-WI06-F01)	Cover according to VDA 2 current issue.	X		X	
2	Specification	Clearly numbered specifications, which are clearly relatable to measurement report positions.	X (*1)	X	X	X
3	Measurement report	Complete measurement (measurement of all specifications incl. endurance test) of 1 part/cavity (measurement equipment and specification positions have to be clearly relatable to the measures).	X (*1)		X	
4	Short term process capability check (form: K0206-F02)	Inspection of all significant characteristics (if defined on the drawing) on 30 pieces/cavity. For process capability requirements mentioned in the specifications, have a look to ES001.	X (*1)			
5	Measurement system analysis (K0206-F04, K0206-F05, K0206-F06)	Any measurement equipment used for <b>major characteristics</b> check (process capability check). According to MSA (QS-9000) current issue.	X			
6	Production control plan	According to PPAP (QS-9000) current issue, at least a general Production control plan is required!	X			
7	Material Safety data sheet	Material safety datasheets (MSDS) acc. to local law requirements of related plant and additional in English. RoHS for all materials within whole Egston Group. REACH for material which will be imported to EU (either as raw material or in a finished good).	X	X	X	X
8.	Material check	Record of material tests after negotiation with responsible Q-partner. Material test certification of producer also OK.				
9	Packaging data sheet	Data sheet for delivered packaging.	X		X	
10	Initial sample	30 pieces (or per cavity if tool has more than one cavity) or defined by PjE acc. to the required approval sample quantity from the customer included internal reference samples.	X	X	X	X
11	Material Data Sheet and CoC	Material data sheet and certification of conformance (CoC) provided by raw material supplier	X			

∴ ALL FORMS CAN BE PROVIDED BY EGSTON – related EGSTON form numbers are mentioned in the tables above (Forms of items without form number are contained in K0402-WI06-F01)!

∴ A: EGSTON designed and opened tools products (examples: Bobbins, contacts, housings, customized power supply cords,...), for IC, CS, PS

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- ∴ B: All Catalogue products for IC, CS and PS including but not limited to core, copper wire, enameled wire, pin wire, tape, tube, foil, chemical, etc.  
CS catalogue parts which we get from an agency can pass without measurement report.
- ∴ C: Trading power supply (PS): In special cases it is possible to approve the material with items 2, 7 and 8 (listed on table 3.2). This has to be clarified during RfP Process at EGSTON.
- ∴ D: Packing material including box, tray, paper, label, etc

\*1= Minimum requirement for conditional release

- ∴ Type B and D material: SQD can give the conditional release as soon as the RFP is raised. The time limit of the conditional release should cover the collection time for the missing documents and samples.
- ∴
- ∴ That means, during the conditional time frame, all missing activities should be finished to be able to give an full approval on the RfP form.
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## 4 DISLOCATION SAMPLING

In case of equipment dislocation, the sampling extent especially the dislocation project has to be coordinated with the purchaser.