

Form for PPA Process planning meeting /
demoReport for planning and agreeing the sampling

Version:

Date:

Replaces version:

Customer

Signature:

Supplier		Customer	
Name / production location:	<input type="text"/>	Receiving plant:	<input type="text"/>
Supplier no. with index / DUNS-Code:	<input type="text"/>	If IT system is used: Process No.	<input type="text"/>
Report no. / index (if known):	<input type="text"/>	Berichts-Nr. / Index (falls bekannt):	<input type="text"/>
Product description:	<input type="text"/>	Report no. / index (if known)	<input type="text"/>
Part No.:	<input type="text"/>	Product description:	<input type="text"/>
Drawing No.:	<input type="text"/>	demoPart No.:	<input type="text"/>
Drawing issue / date:	<input type="text"/>	Drawing issue / date:	<input type="text"/>
Common parts / product families:	<input type="checkbox"/>	PPA Process for part variation:	<input type="checkbox"/>
Directed parts:	<input type="checkbox"/>	BMS/BM/BMF: Special significant characteristics (safety, certification, function)	<input type="checkbox"/>

Filling obligation of all specialist departments involved in case of the execution of sampling vote discussions:

Participants in planning / agreeing the PPA	Name	Dept.	Telephone:
Supplier	<input type="text"/>	<input type="text"/>	<input type="text"/>
Delivery scheduling	<input type="text"/>	<input type="text"/>	<input type="text"/>
Quality management	<input type="text"/>	<input type="text"/>	<input type="text"/>
Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
Production (installability)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Materials technology	<input type="text"/>	<input type="text"/>	<input type="text"/>
Measurement technology	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- ☐ Production process and product release
- ☐ PPA Process
 - ☐ New parts
 - ☐ Product modification
 - ☐ Production process modification

- ☐ Reapproval of PPA Process
- ☐ Modification in the supply chain
- ☐ Long-term production stop (more than 12 month)

☐ Report covering other samples

☐ Stepped PPA Process (please agree below, state the dates for the individual submissions and plan the documents required for each submission)

Reason for the stepped PPA demoProcess:

<input type="text"/>

Confirmation by the supplier:

Considering the approved features the presented samples have been entirely manufactured with series equipment and under series conditions at the series production site or in case of "other samples" according to the agreement between supplier and customer specialist department (see attachment). Concerning these features there aren't any changes known, respectively planned. The results achieved in our tests and in the sample release procedure can be assumed in further sample releases.
 In case of nevertheless necessary changes in part and / or process, changes will be announced by the supplier in a new sample release.

Name	<input type="text"/>	Comments:
Dept.:	<input type="text"/>	
Telephone:	<input type="text"/>	
Fax:	<input type="text"/>	
E-mail:	<input type="text"/>	
Date:	<input type="text"/>	Signature

Form-No.:

Confirmation of procedure for stepped PPA Process, by the customer's quality management department for supplier parts		
Name		Comments:
Dept.:		
Telephone:		
Fax:		
E-mail:		
Date:		Signature

PPA Process date (technical): **Stepped PPA Process:** Step 1: Step 2: Step 3: Step 4:

PPA Process date (colour): **Atach list if relevant** **Jointly agreed completion date:**

No.	Requirements (characteristics as specification)	Submission level				Technical samples / report	Steps of distributed sampling				PPA Process for parts variation	Notes
		0	1	2	3		1	2	3	4		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Cover sheet to PPA report	V	V	V	V	✓	✓	✓	✓	✓	✓	
1	Test results (e.g., geometry, dimensions, function, material (strength, physical characteristics, ...), weight, haptics, acoustics, odour, appearance, surface, reliability, ESD test, electrical safety)	D	D	V	V							
	Dimensional checks											
	Parts per nest / form: 5											
	Raw part measurement					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Single component measurement					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Standard measurement report (all drawing details)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Standard gauge report					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3D data-set measurement					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Cross sections / cut					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Others 					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Material testing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Evidence of compliance with customer's standards (requirements)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Sample extraction plan					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Metallography					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Chemical analyses					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Approval single components					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Approval operations equipment					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Mechanische Kennwerte					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Approval raw parts					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Corrosion test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Odour test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Haptic test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Surface test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Colour measurement and visual self evaluation					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Colour-specific characteristics (material, etc.)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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No.	Requirements (characteristics as specification)	Submission level				Technical samples / report	Steps of distributed sampling				PPA Process for parts variation	Notes
	Function tests according to component specifications / functional requirements					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Reliability test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Acoustic test					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	ESD-Prüfungen					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Weight					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Transport equipment					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Others <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Samples (quantity supplied by agreement)	D	V	V	V	5	5	5	5	5	2	
	Samples retained for reference					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Technical specifications (e.g., customer's drawings, CAD data, specifications, approved design modifications, resistance to short-circuits, voltage resistance, functional safety management (FSM))	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Approved customer drawing					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Product FMEA	D	D	D	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Design & development approval by supplier in case of development responsibility	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Confirmation of compliance with legal requirements (e.g., environment, safety, recycling, national certificates)	na	V	V	V	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Material data sheet per IMDS	V	V	V	V	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Software test report	D	V	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Process FMEA	D	D	D	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Process flow chart (production and test/inspection operations)	D	D	D	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	demoControl plan	D	D	D	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Confirmation of process capability	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Evidence of compliance with special characteristics	na	na	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	List of test/inspection equipment (product-specific)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Test/measurement reports and test reports for gauges	D	D	D	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Capability study testing equipment , if appropriate (result)	D	D	D	D	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Tooling list (with quantity/number of cavities and information on the tooling concept)	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Confirmation of achievement of the agreed capacity (process validation)	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Form-No.:

No.	Requirements (characteristics as specification)	Submission level				Technical samples / report	Steps of distributed sampling				PPA Process for parts variation	Notes
18	Written self-assessment of the criteria as per the evaluation matrix for production maturity of product and process (Attachment 4)	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Part history	D	V	V	V	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20	Confirmation of suitability of the product carrying units, incl. storage	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	PPA status of the supply chain (purchased parts, directed parts and in-house parts)	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Approval of coating systems to demo customer's requirements	D	D	V	V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D = execution, documentation & archiving at supplier (if appropriate, for inspection by the customer)
V = for submission at the customer

Appendant documents:

- ☐ Customers technical documents
- ☐ Zone specification for optical assessment
- ☐ Specify limit samples
- ☐ Specify porosity classes
- ☐ Acceptance guidelines
- ☐ Test/ Inspection regulations
- ☐ Standards
- ☐ List with timing dates for PPA Process for parts variations
- ☐ Others

Reasons in case of non-conformance

Note:

In the case of non-conformances the supplier must first obtain a written permission (deviation permit) from the customer and attach this to the PPA report. The signed form must be submitted as an attachment to the PPA report.

This completed form and if necessary any other appendix must be attached to the PPA report under point "Other document".

Notes: Obligatory fields:

(orange)	(blau)	(aprikose)
General	Technical submission	PPA process for part variation

Optional fields:

(grau)	(gelb)
Stepped submission	optional

Form-No.:

<p>Necessary tests at the customer:</p> <p>It must be ensured that all submitted documents will be evaluated property.</p>

Technical check	Quantity of samples	Duration in working days	Technical samples	Steps of distributed sampling	PPA Process demo for part variation	Part number*	Contact person in customer' organisation
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[illegible]

Comments / miscellaneous

Category	Value
1	10
2	10
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10
11	10
12	10
13	10
14	10
15	10

Form-No.: