

## Conditions for initial sample presentation

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## 1. Aim of the initial sample inspection

By means of the initial sample inspection, the Supplier confirms that it has fully understood the requirements and specifications established by Knaus Tabbert AG and can guarantee that these will be met under series conditions.

## 2. Reason for an initial sample inspection

An initial sample inspection shall be required in the following instances:

- a. delivery of a new part or new assembly
- b. amendments to drawings/specifications
- c. a new production site
- d. switchover to new tools (for existing items)
- e. a new sub-supplier
- f. new or modified production processes (manufacturing techniques)

In cases a. and b., Knaus Tabbert AG will request initial samples, including the order, delivery date and quantity.

In cases c. to f., the Supplier must provide advance notification of the changes to Knaus Tabbert AG, unless the latter has initiated those changes. Approval must be obtained from Knaus Tabbert AG (Purchasing department) prior to implementation. The scope of the inspection and submission documents required must be agreed with Knaus Tabbert AG (Initial Sample Inspection department) prior to the inspection. If Knaus Tabbert AG waives the requirement to present samples or if coordination is not necessary, this does not release the Supplier from its obligation to carry out an initial sample inspection in accordance with this guideline.

## 3. Terms

### Initial sample

Initial samples are products and materials that are manufactured entirely using series production equipment under series production conditions and tested with series test equipment and which comply with the specification.

### Other sample

Other samples are products and materials that have been manufactured in accordance with the development drawings and specifications, albeit not completely under series production conditions. For the purposes of this guideline, other samples shall include the following products: principle samples, prototypes, development samples, illustrative samples, operational samples and preliminary samples. Other samples may not be presented during the initial sample inspection.

## 4. Documents and initial sample test report

### 4.1 General information

Samples are taken of parts/assemblies according to Knaus Tabbert AG specifications and/or drawings. The Supplier is obliged to check that the current drawing status matches the drawing status on the purchase order and to notify Knaus Tabbert AG (Purchasing department) if this is not the case.

The PPA documentation according to VDA Volume 2 (current version) must be used as the initial sample test report.

Unless otherwise agreed, the documents specified in Table 1 “Knaus Tabbert AG submission levels” are to be presented.

Table 1

No	Requirement	Submission level		
		0	1	2
1	Knaus Tabbert AG drawing/specification	-	x	x
2	Initial sample test report cover sheet	x	x	x
3	Samples	-	x	x
4	Geometry and inspections of dimensions and weight	-	x	x
5	Proof of the mechanical/physical/chemical properties included on the drawing/specifications/quality guideline	-	x	x
6	Inspection of materials	-	x	x
7	Test plan, incl. testing and measuring equipment	-	0	x
8	Overview of tools	-	x	x
9	Compliance with legal requirements: Banned Chemicals Ordinance, REACH Regulation, RoHS Regulation ECE homologation for safety-relevant parts in technical documentation (D parts) VOC limit values (<1mg/m <sup>3</sup> - below 150 to 400 ppb) for formaldehyde concentration in furniture and wood materials Compliance with the German Electrical and Electronic Equipment Act (ElektroG)	-	x	x
10	Agreed and approved packaging instruction	-	x	x
11	Installation instructions / Assembly instructions	-	x	x

X=Requirement according to submission level; 0=Only for review (at the request of Knaus Tabbert AG)

Submission level 0: DIN standard parts, catalogue parts.

**Submission level 1: Knaus Tabbert AG standard requirement.**

Submission level 2: Wider Knaus Tabbert AG requirement to be separately agreed with Knaus Tabbert AG.

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## 4.2 Explanatory notes on individual requirements under Table 1

1	<p><b>Knaus Tabbert AG drawing/specification</b></p> <ul style="list-style-type: none"> <li>- The drawing provided for the initial sampling must include the company stamp</li> </ul>
2	<p><b>Initial sample test report cover sheet (sheet 1)</b></p> <ul style="list-style-type: none"> <li>- The cover sheet must be completely filled out.</li> <li>- The reason for sampling must be clearly stated.</li> </ul> <p>Required submission levels must be observed. Submission level 1 applies in principle.</p>
3	<p><b>Samples</b></p> <ul style="list-style-type: none"> <li>- The samples to be submitted must be taken from the order. Deviations from the order quantity must be approved by Knaus Tabbert AG (Initial Sample Inspection department).</li> </ul> <p>Each sample must be labelled in such a way that its specific measurement result can be determined at all times.</p>
4	<p><b>Geometry and dimensional inspection - test results</b></p> <ul style="list-style-type: none"> <li>- All requirements in the drawings and specifications (specifications, quality guideline, current standards) must be checked and listed separately in the initial sample test report together with target, tolerance and actual values.</li> <li>- All items (dimensions, material specifications, other drawing requirements and standards) must be numbered and transferred to the initial sample test report under Product test results (see Annex 1, for example).</li> <li>- It must be possible to clearly assign the actual values to the samples.</li> <li>- All measured values for each sample must be specified when inspecting multiple identical samples.</li> <li>- If the inspection requires any samples to be destroyed, they must be individually packed in suitable packaging (e.g. labelled polybag) and submitted to Knaus Tabbert AG.</li> <li>- If tools have multiple mould cavities, the number to be tested per cavity must be agreed upon.</li> </ul> <p>Where multiple stamped parts are ejected at the same time, each stamped part must be measured separately.</p>
5	<p><b>Mechanical/physical/chemical properties</b></p> <ul style="list-style-type: none"> <li>- Surface treatment: coating thickness measurement report and proof of corrosion resistance.</li> <li>- Heat treatment: hardness measurement report and, if necessary, hardness profile (EHT).</li> </ul>
6	<p><b>Inspection of materials</b></p> <ul style="list-style-type: none"> <li>- Steel: inspection certificate 3.1 according to EN ISO 10204 with indication of the mechanical properties and chemical analysis (target/actual values).</li> <li>- Plastic: inspection certificate 3.1 according to EN ISO 10204 for the granule manufacturer.</li> <li>- Aluminium parts: inspection certificate 3.1 according to EN ISO 10204 with indication of the mechanical properties and chemical analysis (target/actual values).</li> </ul> <p>Corrosion testing</p>
7	<p><b>Test plan</b></p> <ul style="list-style-type: none"> <li>- The current test plan for series production must be attached. This includes test criteria and intervals, testing and measuring equipment, the quantities inspected and the inspection record.</li> </ul>
8	<p><b>Overview of tools</b></p> <ul style="list-style-type: none"> <li>- Overview, including number of items/number of cavities and information about the tool concept.</li> </ul>
9	<p><b>Compliance with legal requirements</b></p> <ul style="list-style-type: none"> <li>- Confirmation of conformity must be enclosed, unless this has already been issued with the declaration of feasibility or order confirmation. If confirmation has already been given, this must be indicated under "Comments" on the initial sample test report.</li> </ul>
10	<p><b>Packaging instruction</b></p> <ul style="list-style-type: none"> <li>- Form 8.1-07 must be obtained from the Logistics technical department of Knaus Tabbert AG and approved.</li> </ul>
11	<p><b>Installation instructions / Assembly instructions</b> are to be enclosed with the samples delivered.</p>

## 5. Performance of the initial sample inspection at the Supplier's premises

Upon receipt of the initial sample order, the Supplier undertakes to carry out the initial sample inspection in accordance with this guideline. The Supplier is responsible for the full and accurate performance of the inspection. Deviations from this guideline must be agreed in advance and approved by Knaus Tabbert AG.

During the initial sample inspection, the Supplier will take a random sample to prove the product's characteristics and show that they meet the required specifications. The initial samples must be manufactured under series conditions. In agreement with Knaus Tabbert AG, the initial samples may also be taken from a pilot batch production.

If the Supplier is unable to determine product characteristics itself, it must ensure that they are verified by an accredited external measuring laboratory/service provider, for example. Measurement reports from the measurement laboratory/service provider can be enclosed with the initial sample documents as test results.

In the case above, the necessary inspections to ensure that series production meets the specifications must be coordinated and agreed with Knaus Tabbert AG (Initial Sample Inspection department).

Submission documents and samples must be submitted, unless otherwise agreed. It must be ensured that the samples have been allocated accurately. The Supplier must ensure that the submission documents are complete before sending them. Incomplete documents will result in the rejection of the initial samples.

### 5.1 Cover sheet sampling

If cover sheets are sampled, only the cover sheet (sheet 1) is to be submitted as documentary proof. This will always be the case in the following instances:

- a) Submission level 0, see 4.1 of this guideline.
- b) Changes to content (but not specifications).
  - Change of supplier
  - Change of process

## 6. Deviations

Initial samples may **not** be submitted if they deviate from the specifications/drawings. If the Supplier notices deviations during the initial sample inspection, these must be reported in advance to Knaus Tabbert AG (Initial Sample Inspection department). If Knaus Tabbert AG accepts these deviations in writing, the Supplier must record the decision in the "Comments" field for the deviating characteristic.


Non-approved deviations or unrecorded approvals for deviating characteristics will result in the rejection of the initial sampling.

## 7. Labelling of initial samples

The initial samples (packaging) must be provided with clear, permanent and assignable labels.

The delivery note must include the wording: "Initial sample".

The below template label must be used.

<b>ERSTMUSTER INITAL SAMPLE</b>		 FB 8.4-33
<b>Lieferant / Supplier:</b>	<b>KT Bestellnummer: KT Order no.:</b>	<b>Menge / Quantity:</b>
<b>Bezeichnung / Part name:</b>	<b>KT Teile-Nr. / ID nr.:</b>	<b>KT-Zeichnungsnr. / Index: KT-drawing no. / Index:</b>
<b>Empfänger / Adress:</b> Knaus Tabbert AG Helmut-Knaus-Str. 1 DE-94118 Jandelsbrunn Abteilung/Dept.: EMP	<b>ACHTUNG / ATTENTION</b> Bitte umgehend an die Abteilung EMP weiterleiten Please samples has to be forward immediately to EMP	

The dispatch of the initial samples must be notified to the Purchasing and QM departments by email.

## **8. Sampling and decision on series delivery release by Knaus Tabbert AG**

When Knaus Tabbert AG receives the initial samples and submission documents (for requirements, see 4.2), it shall evaluate the documents and parts of the initial samples. The scope of the inspection shall be at its discretion.

Knaus Tabbert AG shall record the initial sample decision on the signed cover sheet and email this to the Supplier together with the corresponding test report.

The following decisions are possible:

### **Approved**

This means that all requirements and specifications have been met in every respect. Serial delivery release is granted. This does not release the Supplier from its responsibility to provide high-quality products.

### **Conditionally approved**

This means that the requirements and specifications have not been completely fulfilled. With the agreement of Knaus Tabbert AG, the product may be supplied but this will be subject to restricted quantities or supply periods. The Supplier is requested to verifiably introduce corrective measures before the agreed deadline and to indicate these. Re-sampling is required in good time before the expiry of the set deadline.

### **Rejected**

This means that the requirements have not been met. Series delivery release is not granted. New samples must be inspected or re-sampling is required. Before submitting new samples, the Supplier must state which corrective measures it has taken and provide evidence of those measures.

## **9. Other applicable documents**

- Knaus Tabbert AG packaging instruction - Form 8.1-07
- Initial sample label - Form 8.4-33
- Quality Management Agreement - Form 8.4-03
- Knaus Tabbert Purchase conditions, see online [https://www.knaustabbert.de/fileadmin/media/partner/11\\_2014\\_Einkaufsbedingungen\\_KnausTabbertAG.pdf](https://www.knaustabbert.de/fileadmin/media/partner/11_2014_Einkaufsbedingungen_KnausTabbertAG.pdf)

## 10. Costs for initial samples

KNAUS TABBERT AG shall bear the costs for initial samples that have no defects and which meet the specifications, unless otherwise contractually agreed. The costs for initial samples that have been justifiably rejected or are unusable shall be borne by the SUPPLIER.

## 11. Legal notice

Knaus Tabbert AG

Helmut-Knaus-Straße 1

D-94118 Jandelsbrunn

<p>Jandelsbrunn, _____</p>	<p>_____, the _____ [place/ date]</p>
<p>Werner Vaterl (signature) Management</p>	
<p>p.p. Charlotte Gruber (signature) Head of Strategic Purchasing</p>	<p>_____ (binding signature)</p>
<p><b>KNAUS TABBERT AG</b> <b>(purchaser)</b></p>	<p>_____ <b>(supplier)</b></p>

Lieferantenrichtlinie Erstmusterprüfung

Erstellt: Heinrich Jungbauer – Lieferantenmanagement

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