

Appendix 11\_INT

Sample Test Report

Sample VDA – Sample Test Report Supplier

Version: January 2018, Page 1 of 3

<b>Cover sheet</b>		<input type="checkbox"/> Production process and product approval report		Submission level: _____												
Sender	Recipient	<input type="checkbox"/> Report covering other samples		<input type="checkbox"/> Reapproval of PPA Process												
_____	_____	<input type="checkbox"/> Sample submission		<input type="checkbox"/> Long-term production stop (more than 12 months)												
_____	_____	<input type="checkbox"/> New parts		<input type="checkbox"/> Modification in the supply chain												
_____	_____	<input type="checkbox"/> Product modification: _____														
_____	_____	<input type="checkbox"/> Production process modification: _____														
<b>Attachments / items for inspection</b>																
<b>Product / Process</b>																
<input type="checkbox"/> 1.1 Geometry, dimension check	<input type="checkbox"/> 1.9 ESD test	<input type="checkbox"/> 8 Software test report	<input type="checkbox"/> 16 Tooling list													
<input type="checkbox"/> 1.2 Function check	<input type="checkbox"/> 1.10 Reliability tests	<input type="checkbox"/> 9 Process FMEA	<input type="checkbox"/> 17 Confirmation of agreed capacity													
<input type="checkbox"/> 1.3 Material check	<input type="checkbox"/> 2 Samples	<input type="checkbox"/> 10 Process flow chart	<input type="checkbox"/> 18 Written self-assessment													
<input type="checkbox"/> 1.4 Haptic check	<input type="checkbox"/> 3 Technical specifications	<input type="checkbox"/> 11 Control plan	<input type="checkbox"/> 19 Part history													
<input type="checkbox"/> 1.5 Acoustics check	<input type="checkbox"/> 4 Product FMEA	<input type="checkbox"/> 12 Confirmation of process capability	<input type="checkbox"/> 20 Confirmation of suitability of transport equipment													
<input type="checkbox"/> 1.6 Odour check	<input type="checkbox"/> 5 Design release	<input type="checkbox"/> 13 Achievement of special characteristics	<input type="checkbox"/> 21 PPA status of the supply chain													
<input type="checkbox"/> 1.7 Appearance check	<input type="checkbox"/> 6 Compliance with legal requirements	<input type="checkbox"/> 14 Test/inspection equipment list	<input type="checkbox"/> 22 Approval of coating systems													
<input type="checkbox"/> 1.8 Surface check	<input type="checkbox"/> 7 Material data sheet / IMDS	<input type="checkbox"/> 15 Capability study testing equipment	<input type="checkbox"/> 23 Others													
<b>Supplier details</b>																
Supplier/production location: _____		Ident. No. / DUNS: _____		Customer: _____												
Part description: _____		Delivery note no.: _____		Report No.: _____ Index: _____												
Part No.: _____		Quantity supplied: _____		Goods Inwards No. / date: _____												
Drawing No.: _____		Batch No.: _____		Order schedule no. / date: _____												
Issue / date: _____		Weight of sample: _____		Unloading point: _____												
<b>Confirmation by supplier – It is hereby confirmed that the sample submission has been carried out in accordance with the agreed submission level to VDA volume 2</b>																
Name: _____		Telephone: _____		<input type="checkbox"/> The IMDS data-set has been drawn up under IMDS ID-No.: _____												
Dept.: _____		Fax / E-mail: _____														
Comments: _____		Date: _____		Signature: _____												
<b>Approval</b>																
<b>Product / Process</b>																
Customer's decision	Overall	Overall process	Overall product	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0	2.1	2.2	2.3
	OK	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Conditionally OK – follow-on submission required	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	NOK – Reapproval of PPA Process is required	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deviation approval no. _____		Valid until _____		Quantity _____		Date of reapproval PPA Process _____		If returned: delivery note no. & date: _____								
Name: _____		Telephone: _____														
Dept.: _____		Fax / E-mail: _____														
Comments: _____		Date: _____		Signature: _____												
Distribution:		1	2	3	4	5	6	7	8	9	10	11	12	13	14	

Anhang 11\_INT

Erstmusterprüfbericht - Deckblatt

Sample VDA – Sample Test Report Supplier

Version: January 2018, Page 2 of 3

**Product-related test results**

Issue: \_\_\_ / Date: \_\_\_\_\_

Sheet \_\_\_ of \_\_\_\_\_

<input type="checkbox"/> 1.1 Geometry; dimensional checks	<input type="checkbox"/> 1.9 ESD test
<input type="checkbox"/> 1.2 Function checks	<input type="checkbox"/> 1.10 Reliability checks
<input type="checkbox"/> 1.3 Material checks	<input type="checkbox"/> 2 Samples
<input type="checkbox"/> 1.4 Haptic checks	<input type="checkbox"/> 3 Technical specifications
<input type="checkbox"/> 1.5 Acoustics checks	<input type="checkbox"/> 4 Product FMEA
<input type="checkbox"/> 1.6 Odour checks	<input type="checkbox"/> 5 Design release
<input type="checkbox"/> 1.7 Appearance checks	<input type="checkbox"/> 6 Compliance with legal requirements
<input type="checkbox"/> 1.8 Surface checks	<input type="checkbox"/> 7 Material data sheet / IMDS

<b>Supplier / production location:</b>		<b>Customer:</b>	
ID No. / DUNS code:		ID No.:	
Report No.:	Index:	Report No.:	Index:
Description: Part No.:		Description: Part No.:	
Drawing No.:		Drawing No.:	
Issue level/date:		Issue level/date:	

Ref. No.	Requirements Specifications	Measured data (supplier)	Specifications met		Comments:
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

<b>Confirmation by supplier:</b>		<b>Decision by customer:</b>	
Comments:		Released <input type="checkbox"/>	
		Rejected; reapproval of PPA Process is required <input type="checkbox"/>	
		Comments:	
Name: Dept.: Telephone: Fax: E-mail:		Name: Dept.: Telephone: Fax: E-mail:	
Date:	Signed:	Date:	Signed:

PART 4 – Appendix

Anhang 11\_INT

Erstmusterprüfbericht - Deckblatt

Sample VDA – Sample Test Report Supplier

Version: January 2018, Page 3 of 3

**Process-related and other documents**

Issue: \_\_\_ / Date: \_\_\_\_\_

Sheet \_\_\_ of \_\_\_\_\_

<input type="checkbox"/> 8 Software test report	<input type="checkbox"/> 16 Tooling list
<input type="checkbox"/> 9 Process FMEA	<input type="checkbox"/> 17 Confirmation of agreed capacity
<input type="checkbox"/> 10 Process flow chart	<input type="checkbox"/> 18 Written self-assessment
<input type="checkbox"/> 11 Control plan	<input type="checkbox"/> 19 Part history
<input type="checkbox"/> 12 Confirmation of process capability	<input type="checkbox"/> 20 Confirmation of suitability of transport equipment
<input type="checkbox"/> 13 Achievement of special characteristics	<input type="checkbox"/> 21 PPA status of the supply chain
<input type="checkbox"/> 14 Test/inspection equipment list	<input type="checkbox"/> 22 Approval for coating systems
<input type="checkbox"/> 15 Capability study testing equipment	<input type="checkbox"/> 23 Others

Supplier / production location:		Customer:	
ID No. / DUNS code:		ID No.:	
Report No.:	Index:	Report No.:	Index:
Description:		Description:	
Part No.:		Part No.:	
Drawing No.:		Drawing No.:	
Issue level/date:		Issue level/date:	

Confirmation by supplier:	Decision by customer:
Comments:	Released <input type="checkbox"/>
	Rejected; reapproval is required <input type="checkbox"/>
	Comments:
Name:	Name:
Dept.:	Dept.:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-mail:
Date:                      Signed:	Date:                      Signed:

PART 4 – Appendix