

Guide for Submission of Initial Samples

Introduction

In order to achieve our target to reach a uniformly high quality standard at minimum quality costs, the following guide for Submission of Initial Sampling has been established.

This guide lines defines the systematic procedure of the submission of initial sampling. To this end, proven quality assurance methods are applied.

This guide is the basis for a business relationship with SIT s.pa. and is therefore always part of the purchase order.

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1. Purpose

This guide is for supporting the smooth handling of the submission of initial samples and PPAP documents related to not electronic material between Sit s.p.a. and its supplier .

The initial samples and associated PPAP documents shall prove that the supplier is able to meet the required specifications under series conditions.

If necessary, the Part Qualification Team of SIT s.p.a. is authorized to require an initial samples and PPAP documents for existing serial products.

2. Field of application

This guide applies to all suppliers of raw material, parts, commercial goods, heat treatment processes, surface coatings and all types of processing.

The requirements of this guide are taken from the quality standards in force. Furthermore, specific SIT s.p.a. requirements, which are additionally listed below, hold good.

3. Definitions

Initial Samples are parts which are completely manufactured under series condition at the production site using production tooling, gauge, process, operators, environment, and process setting, e.g. Feeds/speeds/cycle/times /pressures/ temperatures.

All Other Samples which are not manufactured under series conditions must be declared accordingly .

These samples, if meeting the specifications, can be used for customer-presentable products (intermediate evaluations...). The approval of these samples does not issue series approval and does not justify dispensing from the initial sample approval procedure.

SIT's Drawings and Specifications describe the parts completely with regard to dimensions, material and function.

PPAP Package is a series of documents according to the related Aiag manual with added Sit's specific document

4. ADDITIONAL APPLYING STANDARDS

Furthermore Sit's Drawings and Specifications the following documents shall be applied :

- The relevant EN / ISO / ANSI standards
- Conditions of purchase (Purchase Agreement, Supplier Quality Agreement, Logistic Agreement)
- Valid specifications of SIT s.p.a.

5 SUBMISSION OF INITIAL SAMPLES AND PPAP PACKAGE

5.1 Purpose of Submission Initial Samples and PPAP Package

The purpose is to establish if all the SIT's requirements have been understood by the supplier and if Production can manufacture products which meet these requirements during the actual production run (series run) under the production quantity specified.

5.2 Initial Samples and PPAP Package submission is always required

Initial Samples and PPAP Package submission is always required:

- Before the first serial delivery of a part
- Before the serial application of new moulding equipment or tools
- Before the serial application following a drawing modification / index modification
- Before the serial delivery following a production process modification
- Following a correction due to a complaint regarding parts
- If parts are manufactured using several identical mouldings or tools, samples are required for each tool and each cavity in case of multiple moulds
- Following the relocation of the supplier's production plant
- After replacement of the sub-contractor
- Following technical changes resulting in an increase of the revision level of a specification or drawing .

The supplier shall inform the Part Approval Team of SIT about the modifications of the production conditions indicating the exact tool number or inventory number of the tool.

The Part Approval Team of SIT has the right to require in any time Initial Samples to the supplier.

In case Part Qualification Team evaluates that the submission is not needed, the supplier is to archive all initial samples and PPAP package so as to they can be verified if there is a SIT S.p.A. request successively.

5.3 Initial Samples inspection by supplier

The supplier is responsible for the Initial Sample quality and for the execution and correctness of the quality control and test results of the Initial Samples.

The supplier carries out all the required operations for the sampling on the basis of the established criteria, characteristics and documentation.

The supplier has to use suitable and calibrated measuring instruments which allow him to test whether the parts meet the required specifications.

Part Characteristics which cannot be measured by the supplier himself must be confirmed by an inspection document of the sub-contractor or accredited laboratory when is applicable.

In any case, the supplier must bear the responsibility.

All PPAP Package must be completely filled in and signed from authorized supplier's personnel. Otherwise SIT has the right to rejected Initial Samples without complete documentation and those parts will not be processed and they are considered as not sampled.

Initial Samples and PPAP package are to be submitted only if all requirements have been meet by the supplier, on the contrary Initial Samples with deviation will not be processed by SIT.

5.4 Number of initial Sample must be supplied

The number of Initial Sample shall be indicated in the PPAP Package checklist and/or send with the order.

5.5 Delivery of initial Sample

Initial Samples and the respective PPAP Package documentation must be delivered with reference to an official SIT's purchase order. Without reference to a purchase order, Sit may not inspect the Initial Samples and may rejected and send them back.

5.6 Place of delivery for the Initial Samples

The supplier shall be informed about the place of delivery and the person to contact of the Part Qualification Team in each PPAP checklist and/or order send by Sit.

5.7 Marking of the Initial Samples

The supplier shall clearly mark and list the Initial samples on the delivery note in order to assign them to the respective PPAP Package.

Both the outer package and the individual Initial Samples must mark with the below label

Identification of initial samples 	
Rev. 00 del 01/12/2017	
Supplier:	
INITIAL SAMPLES (CAMPIONI INIZIALI, 首件)	
ATTENTION Please forward immediately to department Part Qualification Team ! Contact Person:	
Part Number:	
Part Description:	
Drawing Revision:	
Attention: Every packaging unit has to be labeled with this form. Do NOT mix up initial samples with series delivery!	

The Part Qualification Team cannot deal with samples delivered without PPAP Package and therefore such samples are rejected.

6 Requirements to consider PPAP Package complete

6.1 General aspects

A full PPAP Package must accompany the delivery of Initial samples submission.

The documentation list of PPAP package (to see section 6.2) will be explained in detail with any additional documentation requirements by PPAP Package Checklist included with the order.

PPAP Package check list duly signed must be sent back to Sit for acceptance.

PPAP Package must be completely filled in. Otherwise production parts without complete documentation will not be processed and they are considered as not sampled.

PPAP Package and Initial samples are to be submitted only if all specification and requirements have been met by the supplier.

Initial Samples with deviation will not be processed by SIT.

Supplier must use PPAP forms available at the download area of the SIT s.p.a website (<http://www.sitgroup.it/en/suppliers/>)

Except for the cover sheet PPAP Package, PPAP Package Checklist, Acceptance of Sit Substances Restricted Specification, Part Packaging Specification, and Initial Samples_Packaging Label, supplier can use for the PPAP Package, its own forms if and only if they include the information required from Sit S.p.a. and are in accordance with to PPAP 4th edition manual.

6.2 PPAP submission level

Unless otherwise specified, the submitted PPAP Package must be in accordance with level 3 [PPAP 4th edition manual]. Details are explained in to the following table.

Item	PPAP Package Requirement
1	PPAP Package Cover page
2	PPAP Package Checklist
3	Design records : Sit's drawing and specification (Supplier's drawing and specification when design is developed from supplier)
4	Raw material (technical data sheets and certificate 3.1)
5	Dimensional results including Sit's &/o Supplier's Ballooned drawing
6	Functional test results
7	Surface Treatment Certifications
8	Other Treatment (parameter and test results)
9	Design FMEA
10	Process Flow Chart
11	Process FMEA
12	Control Plan
13	Process Capability Study
14	Measuring System Study, including Gage R&R
15	Appearance Approval report
16	Checking Aids
	Customer Specific requirements
17	Compliance with applicable law and regulation, Acceptance of Sit Substances Restricted Specification
18	Packaging condition
19	Delivery Labelling condition/ Supply conditions
20	Declaration of Conformity to Applicable Product National/International Standards (EN, CE)
21	Initial samples and packaging Label

7 Evaluation of the Initial Samples and PPAP Package

After submission of the Initial Samples and PPAP Package, the Part Approval Team of SIT will perform its own inspections making one of the following decisions on the basis of its own inspection results and of those of the supplier:

- approved
- conditional approval
- rejected

The SIT's approval of the samples does not exonerate the supplier from responsibility for the quality of his parts. Neither does it represent a supply order.

Decision	Details
Approved	“Approved” means that the Initial sample, part or material complies with all customer specifications and requirements and also that the order documentation is complete. This entitles the supplier to supply those production quantities of the part which correspond to the orders of the Production Planning Dept.
Conditional Approval	“Conditional Approved” means that the production material must be delivered for a limited time or in a limited quantity. A Conditional Approval is only issued by SIT when the supplier: 1) Has clearly determined the root causes of the deviation hindering production approval 2) Has prepared a "Plan of steps" agreed between the SIT and the Supplier for the time-limited approval. The part under “Conditional approval” at which does not meet the plan of steps regarding due date, number of parts or the permitted quantity is rejected. Other deliveries are not permitted unless a new SIT's evaluation.

Rejected

“Rejection” means that the production batch from which the product has been taken and/or the related documentation do not meet the SIT's requirements. An improved part and a corrected documentation must be submitted by the supplier. They have to require to SIT new approval before production quantities can be delivered.

The parts shall be considered approved for serial delivery only by a written confirmation issued by SIT.

If the samples are rejected, new Production Parts including new PPAP documentation must be submitted

The supplier will deliver the corrected initial samples to Sit without being asked and with reference to the original order.

Note:

We reserve the right to address deviations from the specifications requirements, which were not detected during the initial sample inspection, at a later date since an approval does not release the supplier from his responsibility to deliver products according to the valid specification.

The Procurement Department has to inform the supplier about the result of the Production part inspection and PPAP documentation checking by sending back the signed Cover Sheet PPAP Package.