|  |  |  |
| --- | --- | --- |
| **Cover sheet**  | **Report of Production process and Part Approval** **= Initial Sample Inspection Report (acc. to VDA)** |  |
| **Sender** | **Level:**       |  |
|        | [ ]  **Production process and product approval report** (PPA)  |  |
|       |  [ ]  Initial sample |
|       | [ ]  New component |
|       | [ ]  Product modification (specification modification) |
|        |  [ ]  Production relocation |
|  |  [ ]  Modification in production process |
|  |  [ ]  Production suspension longer than 12 months |
| **Customer** |  [ ]  Tool modification / correction |
|       |  [ ]  Modification of purchased parts |
|       |  [ ]  Change of suppliers |
|       |  [ ]  Others |
|       | [ ]  Resampling |
|       | [ ]  Reports other samples |
|  |   |
|  |
| **Attachments / items for inspection** |
| [ ]  01 Dimension check | [ ]  07 Appearance test | [ ]  13 Process-FMEA | [ ]  19 EU-Safety data sheet |
| [ ]  02 Function check | [ ]  08 Surface test | [ ]  14 Process flow chart | [ ]  20 Material data sheet/IMDS |
| [ ]  03 Material tests | [ ]  09 EMC-test | [ ]  15 Production control plan | [ ]  21 Means of transport/packaging |
| [ ]  04 Haptic test | [ ]  10 Reliability test | [ ]  16 Process capability verification | [ ]  22 Certificates |
| [ ]  05 Acoustics test | [ ]  11 Design-FMEA | [ ]  17 Test equipment list | [ ]  23 Process acceptance |
| [ ]  06 Odor test | [ ]  12 Construction release | [ ]  18 Inspection device capability verification | [ ]  24 Others |
|  |  |  |
| **Supplier / Production location:**  | **Customer / Production location:**  |
| **Supplier No:** | **Customer No:** |
| Report No. / Version: | /       | Report No. / Version: | /       |
| Description (Part name): |  | Description (Part name): |   |
| Part number: |  | Part number: |  |
| Drawing number: |  | Drawing number: |  |
| Index (Revision) / Date: |  | Index (Revision) / Date: |  |
| Delivery note No. / Date: | **/** | Goods receipt No. / Date: | **/** |
| Delivery quantity: |  pieces | Order No. / Date: |  |
| Batch number: |  | Unloading site: |  |
| Sample weight: |  |  |  |
|  |  |  |  |
| **Supplier confirmation:**It is hereby confirmed that the sampling has been carried out in accordance with the agreed submission level to VDA Volume 2 |
| Name: |       | Comments:      |
| Department: |       |  |
| Phone/Fax: |       |  |
| E-Mail: |       |  |
| Date:        | Signature: |  |
|  |  |  |
| **Customer decision** | **Total** | Single releases |
|  |  | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| **Approved** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Approved with conditions, resampling required** | [ ]  |  |
| **Rejected, resampling required** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Deviation approval no.:       | Valid until:      | Quantity:       | Resampling due date:       |
| For returns, delivery note No. / Date:      /       |
| Name: |                      | Comments:      |
| Department: |  |  |
| Phone /Fax. |  |  |
| E-Mail: |  |  |
|      Date:  | Signature: |  |

 **Content of the ISIR report Version:**   **Date:**

 **Sheet:** **2 of 3**

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| **Supplier / Production location**: |  | **Customer / Production location**: |  |
| **Supplier No.:** |  | **Customer No.:** |  |
| Report no. / Version: |  /  | Report no. / Version: |  /  |
| Description (Part name): |  | Description (Part name): |   |
| Article number: |  | Article number: |  |
| Drawing number: |  | Drawing number: |  |
| Index (Revision) / Date: |  | Index (Revision) / Date: |  |
|  |
| **Enclosure** | **Status / Date:** | **Type, extent and description of the enclosures** |
| [ ]  01 Dimension test |   |       |
| [ ]  02 Function test |       |       |
| [ ]  03 Materials test |       |       |
| [ ]  04 Haptic test |       |       |
| [ ]  05 Acoustics test |       |       |
| [ ]  06 Odor test |       |       |
| [ ]  07 Appearance test |       |       |
| [ ]  08 Surface test |       |       |
| [ ]  09 EMC-test |       |       |
| [ ]  10 Reliability test |       |       |
| [ ]  11 Design-FMEA |       |       |
| [ ]  12 Construction release |       |       |
| [ ]  13 Process-FMEA |       |       |
| [ ]  14 Process Flow Chart |       |       |
| [ ]  15 Production Control Plan |       |       |
| [ ]  16 Process capability verification |       |       |
| [ ]  17 Test equipment list |       |       |
| [ ]  18 Inspection device capability verification |       |       |
| [ ]  19 EU Safety data sheet |       |       |
| [ ]  20 Material data sheet |       |       |
| [ ]  21 Means of transport / packaging |       |       |
| [ ]  22 Certificates |       |       |
| [ ]  23 Process acceptance |       |       |
| [ ]  24 Others |       |       |
|  |
| **Comments of supplier:**      |
| Name: |   | Signature: |
| Department: |   |
| Phone / Fax.: |  |
| E-Mail: |   |
| Date: |   |

 **Product-related test results ISIR Version**   **Date:**

 **Page: 3 of 3**

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| **Supplier / Production locat.:** |  | **Customer / Production locat.:** |  |
| **Supplier No.:**  |  | **Customer No.:**  |  |
| Report no. / Version: |  /  |  Report no. / Index:  | …../….. |
| Description (Part name): |  |  Description (Part name):  | … |
| Article number: |  |  Article number: | … |
| Drawing number: |  |  Drawing number:  | … |
| Index (Revision) / Date | …../….. |  Index (Revision) / Date:  | …../….. |
|  |
| No. | Requirements / specifications | Supplier | Customer |
| Actual- Value | Evaluation | Actual- Value | Evaluation |
|  | OK | Not OK |  | OK | Not OK |
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|  |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |
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|  |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |
|  |
| Comments of supplier:       | Comments of customer:       |
|  |
| **Confirmation supplier:**  | **Decision customer:**  |
|  | **Approved:** | **[ ]**  |
|  | **Rejected, resampling required** | **[ ]**  |
|  |
| Name: Department:Phone / Fax:E-Mail:  |                      | Name: Department:Phone / Fax:E-Mail:  |     |
| Date: : |  Signature:  | Date: : |  Signature:  |

  **List of Approved Suppliers ISIR Version:       Date:**

 **Page       of**

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| **Supplier / Production site:** |       |  **Customer / Production site:** |       |
| **Supplier No.:**  |  |  **Customer No.:**  |  |
| Report No. / Version: |       /       |  Report No./ Version: |        |
| Description (Part name): |        |  Description (Part name):: |        |
| Article number: |       |  Article number: |       |
| Drawing number.: |       |  Drawing number.: |       |
| Index (Revision) / Date: |      /….. |  Index (Revision) / Date: |      /….. |
|  |
|  | Bill of material with indication of the supplier number of approved vendors  |
| Level | Art No.:  | Supplier No.: |
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| Name: |       |  |  |
| Department: |       |  |  |
| Telephon/ Fax: |       |  |  |
| E-Mail: |       |  |  |