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

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| **Supplier/ production location:** | **Customer:** |
| Ref. No./ DUNS code: | Ref. No: |
| Report No.:       Index: | Report No.:       Index:       to be completed by the customer |
| Title: | Drawing No.: |
| Part No.: | Index/date: |

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| **Attachment** | | **Issue level/ date** | **Type, extent and identification of the attachment** |
| 1.1 Geometry, dimension check | |  |  |
| 1.2 Function check | |  |  |
| 1.3 Material check | |  |  |
| 1.4 Haptic check | |  |  |
| 1.5 Acoustics check | |  |  |
| 1.6 Odour check | |  |  |
| 1.7 Appearance check | |  |  |
| 1.8 Surface check | |  |  |
| 1.9 ESD test | |  |  |
| 1.10 Reliability tests | |  |  |
| 2 Samples | |  |  |
| 3 Technical specification | |  |  |
| 4 Product FMEA | |  |  |
| 5 Design release | |  |  |
| 6 Compliance with legal requirements | |  |  |
| 7 Material data sheet / IMDS | |  |  |
| 8 Software test report | |  |  |
| 9 Process FMEA | |  |  |
| 10 Process flow chart | |  |  |
| 11 Production control plan | |  |  |
| 12 Confirmation of process capability | |  |  |
| 13 Achievement of special characteristics | |  |  |
| 14 Test /inspection equipment list | |  |  |
| 15 Capability study testing equipment | |  |  |
| 16 Tooling list | |  |  |
| 17 Confirmation of agreed capacity | |  |  |
| 18 Written self-assessment | |  |  |
| 19 Part history | |  |  |
| 20 Confirmation of suitability of transport equipment | |  |  |
| 21 PPA status of the supply chain | |  |  |
| 22 Approval of coating systems | |  |  |
| 23 Other | |  |  |
| **Comments by supplier:** | | | |
| Name: | | | |
| Dept.: | | | |
| Telephone: | | | |
| Fax: | | | |
| E-Mail: | | | |
| Date: | Signature: | | |

Product-related test results Issue:       / Date:

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| 1.1 Geometry, dimension check | 1.9 ESD test |
| 1.2 Function check | 1.10 Reliability tests |
| 1.3 Material check | 2 Samples |
| 1.4 Haptic check | 3 Technical specification |
| 1.5 Acoustics check | 4 Product FMEA |
| 1.6 Odour check | 5 Design release |
| 1.7 Appearance check | 6 Compliance with legal requirements |
| 1.8 Surface check | 7 Material data sheet / IMDS |

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| **Supplier/ production location:** | **Customer:** |
| Ref. No./ DUNS code: | Ref. No.: |
| Report No.:       Index: | Report No.:       Index:       to be completed by the customer |
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| Drawing No.: | Drawing No.: |
| Stand/ Date: | Stand/ Date: |

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| Ref. No.: | Requirements Specification | Measured-data (supplier) | Specification satisfied | | Comments |
| Yes | No |
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| **Confirmation by supplier:** | | **Decision by customer:** | | |
| Comments: | | Released | |  |
| Rejected, reapprove of PPA required | |  |
| Comments: | | |
| Name:  Dept.:  Telephone:  Fax:  Email: | | Name:  Dept.:  Telephone:  Fax:  Email: | | |
| Date: | Signature: | Date: | Signature: | |

Process-related and other documents Issue:       / Date:

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

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| **Supplier/ production location:** | **Customer:** |
| Ref. No./ DUNS code: | Ref. No.: |
| Report No.:       Index: | Report No.:       Index:       to be completed by the customer |
| Title: | Title: |
| Part No.: | Part No.: |
| Drawing No.: | Drawing No.: |
| Stand/ Date: | Stand/ Date: |

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| **Confirmation by supplier:** | | **Decision by customer:** | | |
| Comments: | | Released | |  |
| Rejected, reapprove of PPA required | |  |
| Comments: | | |
| Name:  Dept.:  Telephone:  Fax:  Email: | | Name:  Dept.:  Telephone:  Fax:  Email: | | |
| Date: | Signature: | Date: | Signature: | |