

1. Purpose

This instruction regulates the process of sampling of purchased parts

2. Validity

Wiring Systems Division (WSD)

3. Deviations and Abbreviations

- PPF Release of production process and products acc. VDA
- PPAP Production Part Approval Process acc. AIAG

4. Responsibility / Procedures**4.1 Initial sample inspection**

The supplier is responsible for the initial sample inspection in time and for providing the PPF or PPAP including material data sheet – to enter the data into the IMDS.

The date coordination with LEONI Component Development is needed in case the components are being developed within the responsibility of LEONI.

All other components have to be sampled by the supplier without further request. In this case – except otherwise agreed – the sampling documents are to be delivered to the LEONI plant which is being supplied for first time.

As the basis for the initial sampling serves the **current** VDA Volume 2 resp. PPAP (AIAG)

The retention period is to be taken from the respective VDA / AIAG volumes.

The sampling procedure which must be used depends on the respective final customer (see table). If Leoni does not demand explicit something else, VDA 2 or PPAP (AIAG) Submission Level 2 is required.

In case of any deviations the supplier MUST inform LEONI. A deviation approval has to be requested.

Dok.	Final Customer with VDA 2 customer demand	Final Customer with PPAP customer demand (e.g. GM)
PPAP		X
VDA Bd. 2	X	

X: to be considered

If there are additional requirements from the final customers (OEMs, e.g. Mercedes-Benz – Special terms) for the sampling of purchased parts, it has to be regulated in BU instructions. Especially it is to be guaranteed that central departments, which are possibly involved in the process (Incoming goods, QM, Central Parts Management etc..) attain knowledge of these additional requirements!

4.2 Sampling changing's resp. manufacturing transfer

For the sampling of changing's resp. manufacturing transfers, the sampling documents may be submitted reduced - if agreed by LEONI Quality management.

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4.3 Re-Qualification

A layout inspection and a functional verification to applicable customer engineering material and performance standards (see 4.1) shall be performed for each product as specified in the control plans. Results shall be available for LEONI on demand and free of charge. Typical causes to request these results can be e.g.:

- Increased number of complaints
- Complaints with high impact
- New projects with parts already used in series production

The department in a plant responsible for initial sampling is also in charge of requesting requalification results.

This is a minimum requirement. Customer specific requirements for the re-qualification of parts purchased by LEONI must be respected and documented in Business Unit instructions.

4.4 Initial Sample Parts and Reference Parts

Number of samples (also for Re-sampling):

Housings, seals, grommets, cable channels etc.: 5 parts / cavity

Wires: samples only at request of LEONI

Terminals: 25 parts (loose or from band / reel)

Tapes, labels: 5 roles per batch

Initial Sample Parts and Reference Parts

Reference Parts:

The amount of the reference samples must be enough for a further complete inspection scope of an initial sampling. The reference parts has to be taken per charge (charge = products, which are produced under unchanged production parameters).

4.5 Proceeding in case of not approved initial sampling reports

In the following cases the supplier shall deliver an 8D-Report incl. root cause-analysis:

- Rejected PPF/PPAP
- Interim Approval“, if deviations are found as:
 - Dimensional deviations
 - Accepted IMDS Datasheet is missing
 - First sampling is made available too late

As well as in the case of systematically re-occurring deviations.

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4. 6 Archiving the sampling documents internal LEONI:

After the (approved, Interim Approval or rejected) PPF or PPAP had been handled by QM, they must be scanned and delivered to the central parts management (parts@leoni.com) for information. The central part management will deposit the documents on the server.

5. Supporting Documentation:

[AA 3137](#): Compilation of a Burden Specification for Leoni-Ordered Components

VDA Volume 2 in valid version

PPAP (AIAG) in valid version

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