Guideline
Initial Sampling Procedure

Guideline
Initial Sampling Procedure

Table of Contents

Table of Figures

List of Abbreviations

DIN	Deutsches Institut für Normung / German Institute for Standardisation
e.g.	example given
etc.	et cetera
EN	Europäische Norm
SX	largest dimension, size maximum
SN	smallest dimension, size minimum
i.e.	id est (that is)
ISO	International Organization for Standardization
max.	Maximum
min.	Minimum
mm	Millimeter
no.	number
PO	Purchase order
Pos.	Position
Rz	Roughness depth
R	Radius

List of Symbols

⌀	diameter
°	degree
µ	micro
µm	micrometer / microns
-	minus / negative
Ⓐ	drawing note
+	plus / positive

1 Purpose

The following document has been created to give suppliers of the Wanzl GmbH & Co. KGaA and Wanzl worldwide a guideline describing the procedure and handling of initial sampling. A non-compliance with the requirements may result in a rejection of the initial samples.

2 Initial sample

Initial samples are sample parts that are manufactured for the first time entirely with the means of production and under realistic series conditions. The initial sample needs to fulfill the requirements and specifications as well as the quality standard defined by Wanzl.
Prototypes are purchased parts and materials which are not completely produced under series production conditions by the supplier. Prototypes are not approved for initial sample release.

2.1 Labelling

The initial sample labelling shall be easily legible, clearly comprehensible and visible for clear and permanent identification and assignment to the Measurement Report for Sampling FB-OQ-107. The labelling of the initial sample needs to be removable without leaving any residue.

2.2 Number of initial samples

The number of sample parts needed for the initial sample inspection is shown on the initial sampling order, you will receive from our purchasing department. Out of the total order quantity supplied, five sample parts needs to be labelled as specified and two of those initial samples must be documented in the Measurement Report for Sampling FB-OQ-107.
In case the order quantity is less than five pieces, all of them shall be labelled as initial samples. Moreover, in this case, the samples to be documented must be reduced to the remaining possible quantity.

If the sample parts are produced with a tool that has multiple cavities / nests, two sample parts needs to be measured per cavity and documented in the Measurement Report for Sampling FB-OQ-107. For each cavity, a separate Measurement Report for Sampling FB-OQ-107 has to be completed.

Please note that series delivery only can take place after a positive initial sample decision!

2.3 Procedure for deviations

Initial samples with deviations from given characteristics (specifications / drawings) or defined quality may only be delivered after written approval by Wanzl.

In case of deviations of the initial sample parts, following documents must be submitted for delivery approval:

- Measurement Report for Sampling FB-OQ-107
- Request for Deviation for Initial Samples FB-OQ-106

These documents must be sent electronically to the responsible purchaser according to the purchase order before any goods delivery of the sample parts can take place. After evaluation of the deviations, a written statement will be provided by Wanzl. If the deviations do not significantly affect the sample part, the approval for delivery will be given. This written approval must be attached to the initial sample inspection report and noted on the Measurement Report for Sampling FB-OQ-107 under the remarks supplier.

3 Initial sample inspection report

An initial sample inspection report (ISIR) needs to be prepared for each initial sample. The initial sample inspection report consists of the Measurement Report for Sampling FB-OQ-107 and the documents required for the initial sample inspection (please see chapter 3.1).

Please note that Wanzl reserves the right to reject sampling in case of missing or incomplete documents or sample parts upon initial sample delivery.

3.1 Required documents

The initial sample inspection report contains the following documents:

- Wanzl Measurement Report for Sampling FB-OQ-107
- Stamped technical specifications (e.g. drawing, specification sheet)
- Test certificates (if applicable, „Inspection certificate 3.1“ according to EN 10204)
- Documentation (if applicable)
    - Surface protocol (e.g. for surface finishing by suppliers)
    - Data sheets (e.g. for electrical components, material data sheets)
    - Microsection / grinding pattern (if explicitly requested by Wanzl)
    - EU Declaration of Conformity
    - EU-Safety data sheet
    - REACH
    - RoHS
- Approved Request for Deviation for Initial Samples FB-OQ-106 (if applicable)
- Delivery note
- Checklist

The documents additionally must be filed by the supplier and archived according to the legal retention period.

3.2 Measurement Report for Sampling

To document the measurement results, the Measurement Report for Sampling FB-OQ-107 provided by Wanzl is mandatory to be used. You can download the template of the Measurement Report from the following link: www.wanzl.com/download/musterpruefbericht

The Measurement Report for Sampling FB-OQ-107 must be filled out completely and signed.

3.3 Stamped technical specifications

The stamped drawing (full drawing with numbered characteristics) is the basis for the product-related test results. Concerning the technical specifications, please consider that all product characteristics, such as dimensions up to legal standards or specification sheets and written part requirements, need to be stamped.

The testing points to be numbered on the stamped drawing are as follows:

- Test dimensions
- Tolerances for form and position
- Dimensions with specific tolerances
- Dimensions with general tolerances
- Edge conditions (e.g. oxide free, melting overhangs, burrs, etc.)
- General specifications (e.g. all radii R1, all interior corners may be rounded with R0,1)
- Surface roughness
- Word specifications on the drawing
- Grinding direction

- Veneer orientation
- Thickness of the surface layer
- Material specification

No stamps are required for clamp dimensions or theoretically accurate dimensions.

The stamp serves as numbering and for the clear assignment of the target dimensions to the article-related results of the measurement report. All characteristics are to be clearly identified by consecutively numbered item numbers on the current Wanzl drawing.

The actual values are to be assigned to the individual sample parts and documented in the Measurement Report. The stamps can be done manually or digitally.

3.4 Test certificates

Depending on the material, the initial samples consists of, the corresponding test certificates must be attached to the initial sample inspection report. For materials, e.g. according to DIN EN 10204, the inspection certificate 3.1 must be supplied.

3.5 Documentation

If applicable, following additional test protocols, data sheets or documents needs to be attached to the initial sample inspection report:

- Surface protocol (e.g. for surface finishing by suppliers)
- Data sheets (e.g. for electrical components, material data sheets)
- Microsection / grinding pattern (if explicitly requested by Wanzl)
- EU Declaration of Conformity
- EU-Safety data sheet

3.6 Request for Deviation for Initial Samples

In case of deviations, that are out of specification, the sample parts may only be delivered after written approval from Wanzl.
The mere communication about the deviation or a placed Request for Deviation for Initial Samples by the supplier does not automatically entitle to delivery.

It is mandatory to use the Request for Deviation for Initial Samples from Wanzl. The template of the request form can be downloaded from the following link: www.wanzl.com/download/musterpruefbericht

The Request for Deviation for Initial Samples FB-OQ-106 must be filled out completely and signed. Further details can be found in chapter 2.3.

3.7 Delivery note

Each initial sample delivery must be accompanied by a delivery note mentioning all order data. The initial samples are to highlight visibly on the delivery note.
The minimum information on the delivery note is delivery note number, delivery note date, order number with position, article number with description, quantity with unit, sender and delivery address.

4 Process steps of the initial sample production

Figure 1: Initial sample process

4.1 Production of initial samples

Based on the sampling, the supplier has to secure and guarantee that the parts delivered to Wanzl can be produces according to the specifications and the required quality, before starting series production.
Hence, the initial samples have to be manufactured entirely under series conditions, i.e. with serial production equipment and under realistic series production conditions. Moreover, the sample parts have been tested using series test / inspection equipment and meet the requirements. Labelling must be done as specified in chapter 2.1. The number depends on the specifications as described in chapter 2.2.

4.2 Preparing the documentation

For each initial sample, an initial sample inspection report needs to be completed.
The initial sample documentation must be prepared in accordance with the specifications under 3.1. When preparing the initial sample inspection report, it is mandatory to check which documents are to be submitted in detail, depending on the sample part.
The documents must be complete and signed.

4.3 Sending the documents

Before sending the initial sample part to Wanzl, the initial sample inspection report and the drawing must be sent electronically in „.pdf“ format and the Measurement Report in Excel format to the e-mail address Erstmuster.DE@wanzl.com. The Measurement Report for Sampling FB-OQ-107 must be sent in original format (.xls).
The subject line of the e-mail must contain article number + order number / item.
Example: article number (material) 77.12345.09-0000 - order number 4501920123 / item 10. The details can be found in the purchase order.
A sample e-mail and order can be found below:

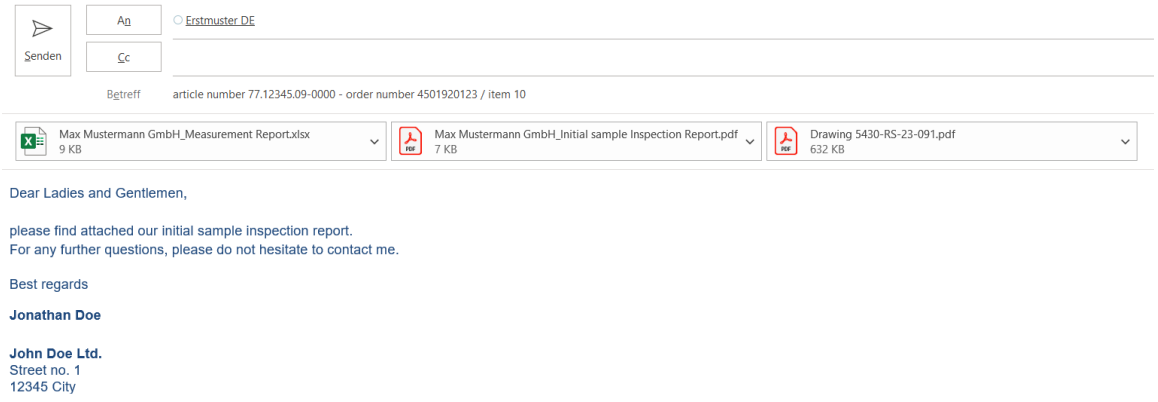

Figure 2: Sample e-mail

Wanzl GmbH & Co. KGaA
Rudolf-Wanzl-Straße 4
89340 Leipheim, Germany
Phone +49(0)8221/729-0
Fax +49(0)8221/729-1000
info@wanzl.com
www.wanzl.com

wanzl

Wanzl GmbH & Co. KGaA, Postfach 1129, 89336 Leipheim, Germany

Company
John Doe Ltd.
Street no. 1
12345 City

Please deliver to:
Wanzl GmbH & Co. KGaA Werk4
Rudolf-Wanzl-Straße 4
89340 Leipheim
GERMANY

Purchase order Page: 1 / 2

PO number	**4501920123**
Date	**2022.09.01**
Supplier ID	1234
Delivery arriving	2022.09.28
Phone	Phone Supplier
Fax	Fax Supplier
E-Mail	E-Mail Supplier
Contact person	Employee Purchasing
Phone	0049 08221/729 - 0
E-Mail	Vorname.Nachname@wanzl.com

Terms of delivery: DDP * (Incoterms® 2020)
Terms of payment: within 30 days without discount

We like to point out, that the mentioned order quantities as well as date of deliveries, must be observed without condition.
Exceptions or deviations, especially those of overdelivery and/or earlier delivery, are to be coordinated with the respective buyer prior to dispatch. We reserve the right, in case of non-coordinated exception and deviations, to decline the acceptance of goods and/or to send them back at your cost. Furthermore, it is mandatory to state the Wanzl purchase order number on all shipping documents.

We require an order acknowledgment for the following items:

Item.	Material	Description	Currency EUR
Order qty.	Unit	Price per unit	Net value
10	**77.12345.09-0000**	Sheet metal profile 50x50	0,00
Attention – Initial Sample Sampling is to be carried out according to the following guideline: https://www.wanzl.com/downloads/musterpruefbericht/			
5	pieces		

Document/Specific.	**Typ**	**DPt**	**VS**	**Description**
77.12345.09-0000	ZZK	000	A	Sheet metal profile 50x50

Total net value excl. tax EUR **0,00**

Figure 3: Excerpt purchase order

If the required information in the subject line is not given, the document cannot be assigned and processed.

In addition, the initial sample inspection report must be sent in printed form with the initial sample delivery.

4.4 Delivery of goods

The initial samples must be clearly identifiable on the delivery note. The packaging of the initial samples must be labelled in this way, that these are clearly identifiable as initial sample. It must be ensured by the supplier that the parts cannot be confused with a series delivery.

The delivery address for the delivery of the initial samples is given on the order.

Please note that the initial sample cannot be processed without a complete initial sample inspection report. If the required documents or sample parts have not or not completely be delivered, we reserve the right to reject sampling. The resulting costs will be charged to the supplier.

The delivery of the products must be sorted by type and in suitable means of transport. The delivery time slot at Wanzl plant 4 (Rudolf-Wanzl-Straße 4, Leipheim) must be booked via the transport management platform TRANSPOREON.
In terms of sustainability, we prefer the delivery of initial samples on IPPC pallets.

Compliance with the applicable customs regulations is mandatory. Information relevant to customs and export control law must be indicated on the documents in accordance with the applicable legal requirements and regulations. The (proforma) invoice and packing list must be sent to the e-mail address Zoll.DE@wanzl.com for review and approval prior to shipping the initial samples. For the first delivery, a photo or drawing of the sample must also be sent in advance by e-mail to Wanzl's customs department.

It is mandatory to indicate on the (proforma) invoice the order number with item, Wanzl article number with detailed description of goods, HS code, quantity with unit, actual unit/total price, Incoterm and freight/packing costs (if charged).

4.5 Initial sample inspection (Wanzl)

The initial sample inspection is used to verify whether the sample parts meet the specifications and required quality. In addition to testing and documenting the characteristics of the initial sample parts, the completeness and validity of the documents to be supplied are also reviewed.

Wanzl reserves the right to check any initial sample of the labelled sample parts.
The labelling is to be done according to the specification in chapter 2.1, the number depends on the specifications according to chapter 2.2.

4.6 Approval process

The decision on the initial sample inspection can be found on the cover sheet of the initial sample inspection report from Wanzl. The usage decision provides information on the result of the sampling. The decision will be communicated in written form only.
The release process of the initial sampling distinguishes three decisions:

- **Rejected**
  „Rejected“ means that the parts do not meet the requirements. Re-sampling including re-documentation of the entire initial sample inspection report is necessary, as there are serious deviations. The supplier must ensure corrective actions before re-sampling.

- **Approved with conditions**
  „Approved with conditions“ means that the requirements have not been fully met. All conditions required in the report must be fulfilled by the next delivery. For the next delivery, a new Measurement Report must be prepared, showing compliance with the requirements.

- **Approved**
  „Approved“ means that all requirements are met and these parts are approved for delivery. This approval does not release the supplier from future quality responsibility.

Wanzl GmbH & Co. KGaA
Rudolf-Wanzl-Straße 4
89340 Leipheim, Germany
Phone +49(0)8221/729-0
Fax +49(0)8221/729-1000
info@wanzl.com
www.wanzl.com

wanzl

Cover sheet initial sample insp. report	
Print date	29.09.2022
Page:	1 / 1
Insp. lot no. Wanzl	466850
Supplier	1234
Purchase order	4501920123 / 00010
Wanzl contact	Employee Purchasing
Phone	0049 (0)8221/729 - 0
Email	Name.Surname@wanzl.com

Company
John Doe Ltd.
Street no. 1
12345 City

Material and description: 77.12345.09-0000 Sheet metal profile 50x50
Drawing/Index: 5430-RS-23-091 " A "
Delivery/Date: 2209/22600 dt. 28.09.2022
Delivery quantity: 5 PCE
Inspection quantity: 5 PCE

Inspection reason
New part

Decision:
Dimension: ok
Function: ok
Material: not ok
Reliability: ok
Visual inspection: not ok
Attributive inspection: ok
Usage decision: Rejection: new sample necessary. Decided by John Sample (product development) dt. 29.09.2022.
Parts rusty.

Best regards
Wanzl GmbH & Co. KGaA

Figure 4: Excerpt decision product development

5 Example documents

Below you will find examples of the documents listed in chapter 3.1. Please note that the following documents are only filled in exemplary and need to be adapted individually for each supplier and each product.

5.1 Example „Measurement Report for Sampling“

In addition to the filling-in instructions, you will find below a completed example of the Wanzl Measurement Report for Sampling FB-OQ-107 listed in chapter 3.2.

Instructions for completing the „Measurement Report for Sampling“:

- The fields to be filled in by the supplier are highlighted in yellow.
- The orange fields are filled in by Wanzl.
- The language of the Measurement Report can be changed to German or English via the drop-down menu.
- Please note that European punctuation must be used for numerical specifications. When specifying decimal numbers, the measurement must be entered with a comma (e.g. diameter 7,00 mm according to the measurement report shown below), not with a decimal point according to English punctuation.
- The measurement result must be measured according to the tolerance specification with the same number of decimal places and entered in the Measurement Report FB-OQ-107. Due to the formatting in the Measurement Report, the totally required decimal places of the measurement result are adjusted.
- The information on article number / material no., article description, supplier number, order number and delivery quantity can be found on the initial sample order. The drawing number and the status of the drawing is shown on the drawing and on the order.
- The marking of the stamped drawing must correspond to the numbering of the test positions of the Measurement Report.
- In the field requirement, please enter all characteristics that are not exclusively determined by a nominal dimension, such as shape and position tolerances, material specifications or word specifications.
- If nominal dimensions are specified, they must be entered accordingly in the Measurement Report. For form and position tolerances, the nominal dimensions must always be „0“.
- The supplier´s measuring equipment used for the measurement must be entered in the „Equipment“ tab. The data transfer to the area „Measuring equipment acc. extra sheet“ in the Measurement Report takes place automatically.
- For each test position, the measuring equipment (digit) used in each case needs to be entered. The digit of the measuring equipment corresponds to the numbering of the Measuring Equipment List Supplier. Each measuring device can be assigned to several test positions.
- Before sending the initial sample part, the required documents must be enclosed with the delivery and sent in advance by e-mail to Wanzl, as defined in chapter 4.3 Sending the documents. Please tick the checklist to ensure completeness and attach it to the initial sample inspection report.

5.1.1 Notes on listing the measuring equipment

For determination the measurement results, various measuring devices are required. The measuring devices used for this purpose must be listed in detail in the separate list

"Measuring Equipment Supplier" (please see Measurement Report, tab “Equipment”). Each measuring device used may only appear once in the list of measuring devices. The numbering of the measuring devices mentioned in the Measuring Equipment List Supplier is relevant for the assignment of the measuring device to the test positions in the Measurement Report.
The measuring equipment type is automatically transferred from the Measuring equipment List to the Measurement Report.

Instructions for completing the extra sheet „Measuring Equipment List Supplier“:

- The company´s internal measuring equipment number has to be entered in the ID field.
- The type of measuring device used must be listed, indicating whether it is a digital or analog measuring device.
- The unit describes the measuring unit that can be read from the measuring device. The corresponding measuring unit needs to be entered in this field, e.g. mm for a caliper gauge or µm for a roughness meter.
- The display unit in decimal places must be entered in the Resolution field. For an analog caliper gauge enter 0,05 or digital 0,01, for example.
- The number of calibration certificate of the used measuring device must be mentioned in the calibration certificate field.
- The expiration date refers to the expiry date of the calibration certificate of the measuring equipment concerned, which must be entered here.
- Other relevant comments can be added in the comment field.
- For visual inspection, only the type field needs to be filled.

5.1.2 Notes on general tolerances from standards

If several standards are specified on a drawing, Wanzl suppliers must always use the standard that applies most closely. If not all tolerances are specified in the applicable standard, the other standard must be used.
Example: Curved laser part according to DIN ISO 2768-m and DIN EN ISO 9013-331 as per drawing.
For laser production, the dimensions must be used according to DIN EN ISO 9013-331, the other dimensions must comply with the DIN ISO 2768-m standard.

The upper or lower tolerance is to be taken from the stamped drawing, otherwise the value of the general tolerance of the drawing is to be used. For form and position tolerances, the dimensions specified in the drawing must be entered for the upper or lower tolerance. For negative tolerances, please always specify the sign. For form and position tolerances, the nominal dimension must be entered for the upper tolerance and „0“ for the lower tolerance.

In the field unit, the unit of measurement of the measured value is to be entered (e.g. mm, °, µm, etc.).

In the fields Measurement Supplier, the measurements of two sample parts (part 1 / part 2) are to document. Thereby, each sample part must be measured at several points. The largest measured result is to be entered in the field „SX“, the smallest result of the various measurements is to be entered in „SN“.
For attributive test, the measurement result to be entered is “ok” or “not ok”.

The Tolerance Deviation of the sample parts results from the difference of the measured values and is automatically calculated and filled in via stored formulas.

Based on the previous values, it is determined whether the requirement is met.
Then, the applicable field „yes“ or „no“ is automatically ticked.
If the requirements are not met, appropriate corrective actions must be initiated. This means that the corresponding sample parts must be re-produced and re-measured.
If the sample parts still show tolerance deviations, even after several production tests, a Request for Deviation must be submitted. Details can be found in chapters 2.3 and 3.6.

In the upper section of the Measurement Report, special characteristics of the initial sample parts can be noted. In order to be able to assign the Remarks Supplier to the below-mentioned measurement results, the remark in text form must always be preceded by the (test) position number. (A possible remark might be e.g. a deviation in the decor between order and drawing.)

The measuring equipment used for the measurement must be assigned to each test position. The digit to be entered for the measuring equipment can be found on the extra sheet "Measuring Equipment List Supplier". The digit of the measuring devices corresponds to the assigned numbering of the Measuring Equipment List Supplier.

Finally, the assessment by the supplier has to be based on the measurement results. As soon as one measurement is not ok, the dimensional approval is not fulfilled and has to be evaluated with “no”. If results are available for all dimensions, tolerances and evaluations and all requirements are met, “yes” should be selected.
If dimensions are specified that have no tolerance, additionally, „no evaluation“ has to be ticked. (If e.g. the standard DIN ISO 2768-m is specified and the nominal dimension is < 0.5, there is no general tolerance).

Guideline
Initial Sampling Procedure

Below you will find the completed measuring equipment list supplier and measurement report according to the example given.

Please note, the following example shows a component with deviations, which is why a Request for Deviation must be submitted.

wanzl
TB-OQ-107

Measuring Equipment List Supplier

No.	ID-No. Tool	Type	Unit	Resolution	Calibritation Cert. No.	Expirationn Date	Comment
1	MS-020-1356	Caliper dig. 200 mm	mm	0,01	743206	05.07.2026	
2	EM-007-0707	Border plug gauge 7 H7	mm		325234	09.07.2028	
3	MM-230	Measuring microscope	mm	0,005	1005	05.08.2027	
4	EQ 62422	Height measuring column	mm	0,005	CS-20230	10.11.2024	
5	R-103	Radius gauge 1-3	mm	0,1	Z-2345	06.07.2025	
6		Visual inspection					
7	EQM 025	Micrometer gauge dig. 0-25	mm	0,001	Z-2022-0210	05.04.2025	
8	EQM 106	Roughness gauge	µm	0,1	Z-2021-0321	06.07.2026	
9	ML-01	Measuring magnifier	mm	0,1	Z-20289	09.02.2025	
10	EQ 75112	Coating thickness gauge	µm	0,01	CS-20245	21.03.2024	
11		Test certificate check					
12							
13							
14							

wanzl
FB-OQ-107

Measurement Report for Sampling

Supplier:	John Doe Ltd.	Delivery Quantity:	5
Supplier No.:	1234	Sample Manufact. Date:	16.10.2024
Order No.:	4501920123		
Item No. Wanzl:	77.12345.09.0000	Report No. Supplier:	
Wanzl Article description:	Sheet metal profile 50x50	Cavity No.:	
Wanzl Drawing No.:	5430-RS-23-091	Supplier Drawing No.:	
Wanzl Drawing Rev.:	a	Supplier Drawing Rev:	

Language/Sprache: EN

Inspection Lot No.:

☑ Initial Sampling ☐ Re-sampling (accepted with restrictions)
☐ Sample

Pos	Remarks Supplier:
31	Not filled as material no. is .09 and thus pos. 32 is filled.
33	Not filled as material no. is .09 and thus pos. 32 is filled.
34	Not filled as material no. is .09 and thus pos. 32 is filled.

Pos.:	Remarks:

1 Caliper dig. 200 mm
2 Border plug gauge
3 Measuring
4 Height measuring
5 Radius gauge 1-3
6 Visual inspection
7 Micrometer gauge dig. 0-
8 Roughness gauge
9 Measuring magnifier
10 Coating thickness gauge
11 Test certificate check

Measuring Equipment Wanzl

Assessment Supplier:

Dimensional Release: ☐ yes ☑ no ☐ no evaluation

Place: Responsible (Name):
Date: Function:
Signature:

Assessment Wanzl:

Dimensional Release: ☐ yes ☐ no ☐ no evaluation
Other Conspicuities: ☐ yes ☐ no ☐ to be clarified
Release Measurement: ☐ yes ☐ no

Place: Responsible (Name)
Date: Function: Measurement technology
Signature:

wanzl
TB-OQ-107

Measurement Report for Sampling

Supplier:	John Doe Ltd.	Delivery Quantity:	5	
Item No. Wanzl:	77.12345.09.0000	Sample Manufact. Date:	16.10.2024	
Wanzl Article description:	Sheet metal profile 50x50			Inspection Lot No.:

Evaluation Supplier																	Evaluation Wanzl						
						Measurement				Tolerance Deviation				Equipment			Measurement		Deviation		Equipment		
Test pos.	Requirement	Nominal dimension	Upper tolerance	Lower tolerance	Unit	Part 1		Part 2		Part 1		Part 2			yes	no	Part		Part			yes	no
						SX	SN	SX	SN	SX	SN	SX	SN				SX	SN	SX	SN			
1	⌀7 H7 +0.015 0.0	7	0,015	0	mm	i. O.		i. O.						2	X								
2	⌀10 +0.2 -0.2	10	0,2	-0,2	mm	10,2	10,18	10,15	10,2					1	X								
3	R5 +0.15 -0.15	5	0,15	-0,15	mm									3									
4	40 +0.3 -0.3	40	0,3	-0,3	mm									4									
5	20 -0.2 -0.5	20	-0,2	-0,5	mm									4									
6	12.5 +0.2 -0.2	12,5	0,2	-0,2	mm									4									
7	⌀12 +0.2 -0.2	12	0,2	-0,2	mm									1									
8	Symm. 0.1 B	0	0,1	0	mm									3									
9	10 +0.2 -0.2	10	0,2	-0,2	mm									4									
10	35 +0.1 0	35	0,1	0	mm									4									
11	⊥ 0.2	0	0,2	0	mm									3									
12	15 +0.2 -0.2	15	0,2	-0,2	mm									4									
13	25 +0.2 -0.2	25	0,2	-0,2	mm									4									
14	R1 +0.1 -0.1	1	0,1	-0,1	mm									5									
15	Roh					i. O.								6	X								
16	2 +0.1 -0.1	2	0,1	-0,1	mm									7									
17	Rz 10	0	10	0	µm									8									
18	50 +0.3 -0.3	50	0,3	-0,3	mm									1									
19	50 +1 -1	50	1	-1	mm									1									
20	Symm. 0.1 B	0	0,1	0	mm									3									
21	10 +0.2 -0.2	10	0,2	-0,2	mm									3									
22	10 +0.2 -0.2	10	0,2	-0,2	mm									3									
23	⌖ 0.1 A	0	0,1	0	mm									3									
24	Schleiffrichtung					n. i. O.				not ok				6		X							
25	50 +0.25 -0.25	50	0,25	-0,25	mm	50,5	50,45	50,5	50,45	0,25	0,2	0,25	0,2	1		X							
26	Kante 0 +0.1 -0.2	0	0,1	-0,2	mm									9									
27	melting edge overhang max. 0,1mm	0	0,1	0	mm									7									
28	oxide free cut					i. O.								6	X								
29	R2 +0.1 -0.1	2	0,1	-0,1	mm									5									
30	R1 +0.1 -0.1	1	0,1	-0,1	mm									5									
31	DIN EN ISO1456-																						
32	Material 1.4301													11									
33	gebeizt / [illegible]					n. i. O.				not ok						X							
34	Material 1.0976 S355 MC																						

Figure 5: Example Wanzl Measurement Report for Sampling FB-OQ-107 and Measuring Equipment List

5.3 Example „stamped drawing“

All characteristics on the drawing must be stamped and numbered to ensure a clear assignment of the test results. In addition to notes on the drawing, you will find an example of a stamped drawing below.

Differentiation of the characteristics for stamping / numbering of the stamped drawing:

- **Determination of tolerated characteristics**
  - Transfer of the upper and lower tolerance from the drawing
  - Please see example drawing pos. 5, 10, 19
- **Tolerance tables for dimensions without tolerance information**
  - Transfer of the tolerances from the tolerance table according to the applicable standard
  - Please see example drawing pos. 2, 3, 4, 6, 7, 9, 12, 13, 14, 16, 18, 21, 22, 25, 29, 30
- **Form and position tolerances**
  - Determination of the tolerance value
  - Please see example drawing pos. 8, 11, 20, 23
- **Surfaces**
  - Determination of surface parameters
  - Please see example drawing pos. 15, 17, 24, 31, 33
- **Workpiece edges with an indefinite shape**
  - Determination of the workpiece edges
  - Please see example drawing pos. 26
- **Angular dimensions**
  - Transfer of the tolerances from the tolerance table according to the applicable standard
  - Please see example drawing according to standard DIN ISO 2768
- **Fitting**
  - Resolve fitting into upper and lower tolerance
  - Please see example drawing pos. 1
- **Dimensions with min.- / max.-information**
  - Determination with or without assignment of the upper or lower tolerance
  - Please see example drawing pos. 27
- **General specifications**
  - Specifications described in text
  - Please see example drawing pos. 27, 28, 29, 30
- **Material specification**
  - Please see example drawing pos. 32, 33
- **Auxiliary dimensions / theoretically exact dimensions**
  - Auxiliary dimensions / theoretically exact dimensions can be ignored in the determination.
  - Determination optionally with or without assignment of the general tolerances.
  - Example auxiliary dimensions, please see example drawing: not stamped dimensions in brackets (27), (63).
  - Example theoretically exact dimensions, please see example drawing: not stamped theoretically exact dimension 40.
- **Stamp view**
  - Separate number ranges per view

5.3.1 Notes on stamped drawing

- References to standards or specification sheets must be stamped individually.
- The stamp number of a standard can have several sub-items in the list of measurement results.
- Geometric characteristics are to be stamped clockwise.
- Actual values that are outside the tolerance must be marked in the Measurement Report. In this case, a Request for Deviation must be submitted. Details on this can be found in chapters 2.3 and 3.6.

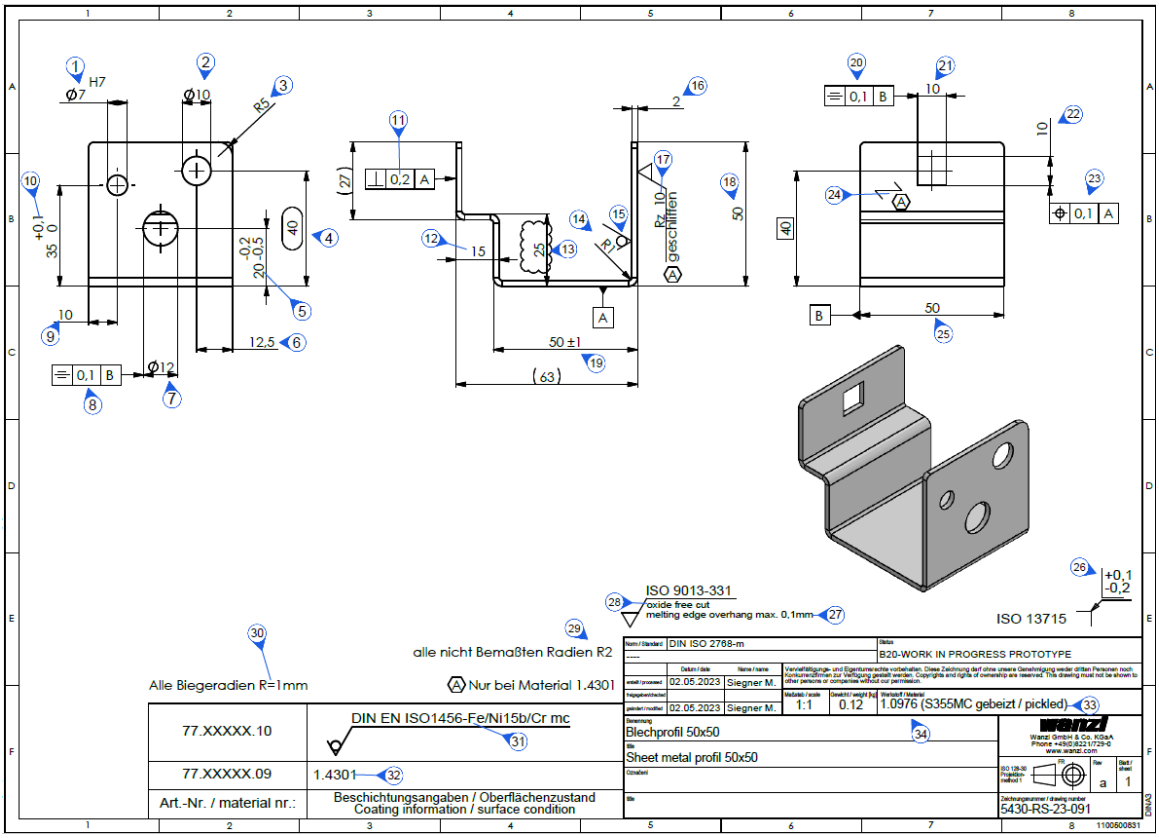

Figure 6: Example stamped drawing

Pos. 1 - diameter 7 mm
H7 according to DIN ISO fitting (tolerances must be observed in accordance with the DIN ISO 286-1 standard).

Pos. 2 - diameter 10 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 3 - radius 5 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 4 – linear dimension 40 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.

As it is no laser process, the DIN ISO 9013 standard cannot be applied. The balloon around the linear dimension of 40 mm indicates that this is a test dimension.

Pos. 5 - linear dimension 20 mm
In this case, the tolerance is entered in the drawing for the range -0,2 to -0,5.
Basically, the following applies: Specified tolerances according to the drawing are to be applied before the general tolerances.

Pos. 6 - linear dimension 12,5 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 7 - diameter 12 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 8 - symmetry 0,1 to reference B
This is a form and position tolerance. The reference and the tolerance zone are described directly in the drawing.

Pos. 9 - linear dimension 10 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 10 - linear dimension 35 mm
In this case, the tolerance is entered in the drawing for the range 0 to +0,1.

Pos. 11 - squareness 0,2 to reference A
This is a form and position tolerance. The reference and the tolerance zone are described directly in the drawing.

Pos. 12 - linear dimension 15 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.
As it is no laser process, the DIN ISO 9013 standard cannot be applied.

Pos. 13 - linear dimension 25 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.
As it is no laser process, the DIN ISO 9013 standard cannot be applied. The cloud around the linear dimension of 25 mm indicates that this dimension has changed with the latest index change.

Pos. 14 - Radius 1 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.
As it is no laser process, the DIN ISO 9013 standard cannot be applied.

Pos. 15 - surface
Material removal is not allowed or surface remains in the condition as delivered.
This symbol describes that the surface must remain untreated / in the raw state.

Pos. 16 – material thickness 2 mm
Material thickness 2 mm according to the drawing. The tolerance is to be taken from the pre-material of the corresponding standard.

Pos. 17 – surface
The symbol describes that material removal is required.
The surface may have a maximum Rz of 10 µm and must be processed by grinding.
A letter in the hexagon on the drawing indicates a special characteristic.
In this case, the symbol ⟨A⟩ shown in the drawing means that this only applies to material 1.4301.

Pos. 18 - linear dimension 50 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.
As it is no laser process, the DIN ISO 9013 standard cannot be applied.

Pos. 19 - linear dimension 50 mm
In this case, the tolerance is entered in the drawing for the range -1 bis +1.
Basically, the following applies: Specified tolerances according to the drawing are to be applied before the general tolerances.

Pos. 20 - symmetry 0,1 to reference B
This is a form and position tolerance. The reference and the tolerance zone are described directly in the drawing.

Pos. 21 - linear dimension 10 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 22 - linear dimension 10 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 23 – Position tolerance 0,1 to reference A
This is a form and position tolerance. The reference and the tolerance zone are described directly in the drawing.

Pos. 24 – grinding direction
The symbol describes the grinding direction.
A letter in the hexagon on the drawing indicates a special characteristic.
In this case, the symbol Ⓐ shown in the drawing means that this only applies to material 1.4301.

Pos. 25 - linear dimension 10 mm
Because this dimension is generated by laser, the tolerance can be found in the DIN ISO 9013-331 standard.

Pos. 26 – general edge state
All outer edges (as well as drill holes and cutouts) must have the edge state in accordance with the DIN ISO 13715 standard. In this case, the outer edge with a permitted burr of 0 mm to +0.1 mm and permitted removal of 0 mm to -0,2 mm must be observed.

Pos. 27 – Maximum melt overhang
The melt overhang (please see standard DIN EN ISO 9013:2017, figure 8 and figure 9) may not exceed 0,1 mm.

Pos. 28 - Material
The material must be cut oxid-free.

Pos. 29: -All not directly dimensioned radii, correspond to the dimension R2
In our example, the radii were created by laser, that´s why the tolerances according to DIN ISO 9013-331 are to be applied.

Pos. 30 - All not described bending radii, correspond to the dimension R = 1 mm
Because this dimension is generated by bending, the tolerance according to the bending standard should always be use, insofar as this is mentioned on the drawing. However, if the drawing does not explicitly refer to a bending standard, the tolerance can be found in the DIN ISO 2768-1 standard.
As it is no laser process, the DIN ISO 9013 standard cannot be applied.

Pos. 31 - surface
If the surface code of the ordered material number is „10“ (please see 7th / 8th position of the material number), the standard according to the drawing and layer thickness must be observed.

Pos. 32 - material
If the surface code of the ordered material number is „09“ (please see 7th / 8th position of the material number), the specified material according to position 32 is to be used.

Pos. 33 – surface
This surface must always be used when the material is used according to position 34.

Pos. 34 – material
This material is always to be used if no alternative material is given / available. Example for an alternative material, please see position 32.

5.4 Example „Request for Deviation“

In addition to the completion instructions, below, you will find an example of the completed Request for Deviation for Initial Samples FB-OQ-106 as mentioned in chapter 3.6.

The Request for Deviation only needs to be completed if deviations were found in the Measurement Report!

Instructions for completing the „Request for Deviation for Initial Samples“:

- The fields to be filled in by the supplier are highlighted in yellow.
- The orange-colored fields are filled in by Wanzl.
- The language of the Request for Deviation can be changed to German or English via the drop-down menu.
- The information on supplier number, order number, article number / material no., article description, delivery quantity and contact person Wanzl can be found on the initial sample order. This information is automatically transferred to the 2nd page of the Request for Deviation.
- The drawing number and the status of the drawing is shown on the drawing and on the purchase order.
- The characteristics (geometry, surface, material characteristics, labeling / print, others), with a deviation must be assessed as yes. The corresponding deviation must be described in detail so that the significance of the deviation can be assessed. No must be ticked for characteristics without any deviation.

  The following are examples of possible deviations in the particular characteristics:
  - Geometry: dimensional or roundness deviations
  - Surface: decor, powder coating, galvanic coatings, color deviations
  - Material Characteristics: material type, type of wood
  - Labeling / Print: supplier identification, imprint
  - Others: other deviations need to be specified in the description

- Informative pictures and a detailed description of the deviation can be provided on the 2nd page of the request.
- If deviations occur, both internal processes and any possible measures that could eliminate the deviation must be checked and initiated independently before submitting the application for component deviation. Whether and which corrective measures have been initiated must be indicated in the request, stating the person responsible and the deadline.
- The contact details of the responsible person at your company are required for queries.

Further information on the request for Deviation for Initial Samples can be found in chapters 2.3 and 3.6..

Guideline
Initial Sampling Procedure

Please note that the following document is only filled in exemplary and needs to be adapted individually for each supplier and each product.

wanzl
FB-OQ-106

Request for Deviation for Initial Samples

Sprache / Language: EN

Supplier

Supplier:	John Doe Ltd.	Article No. Wanzl:	77.12345.00.0000
Supplier No.:	1234	Wanzl Article Description:	Sheet metal profile 50x50
Order No.:	4501920124	Wanzl Drawing No.:	5430-RS-23-091
Contact Wanzl:	Firstname Surname	Wanzl Drawing Rev.:	a
Date:	09.08.2023	Delivery Quantity:	5

Deviations:

Geometry	☑ yes	☐ no
Surface	☑ yes	☐ no
Material Characteristics	☐ yes	☑ no
Labeling	☐ yes	☑ no
Sonstiges	☐ yes	☑ no
Have processes been reviewed to ensure manufacturing according to drawing?	☑ yes	☐ no
Have any shutdown measures been initiated? (If yes, please fill below.)	☑ yes	☐ no

Description of the Deviation (incl. Quantity and / or duration, pictures see attachment 1):

Pre-material is slit strip, thus, the grinding direction cannot be maintained. No corrective measures are possible due to wast avoidance and the existing tool.

The tolerance cannot be maintained for test pos. 25, as the bending tool would otherwise hit the component. The procurement costs must be approved by Wanzl. Please approve the initial sample with deviating tolerances.

Initiated shutdown measures:	Responsible:	Date shutdown measures:
Alternative machine checked internally, not available	Firstname Surname	08.08.2023
Procurement period for alternative bending tool approx. 6 month	Firstname Surname	15.02.2024

Signature Supplier:

Name: Firstname Surname **Phone:** Phone no. - extension

E-Mail: firstname.surname@johndoe.com **Date:** 09.08.2023

Wanzl GmbH & Co. KGaA

Notes and/or instructions from Wanzl (Mandatory field - "Accepted" or "Accepted with restrictions"):

Decision for Initial Sample by Product Development: ☐ Accepted ☐ Accepted with restrictions ☐ Denied

Signature:

Name: **Phone:**

E-Mail: **Date:**

Supplier

Supplier No.:	1234	Wanzl Article Description:	Sheet metal profile 50x50
Order No.:	4501920124	Wanzl Drawing No.:	5430-RS-23-091
Contact Wanzl:	Firstname Surname	Wanzl Drawing Rev.:	a
Date:	09.08.2023	Delivery Quantity:	5

Picture with Description of the Deviation:

Picture 1

Description Picture 1:

Picture 2

Description Picture 2:

Figure 7: Example Wanzl Request for Deviation for Initial Samples FB-OQ-106