

Cover sheet

Sender	Production process and product approval report	Submission level: _____
	Report covering other samples	Reapproval of PPA Process
Recipient	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 specifications	11 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 PPF 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 Others

Supplier details

Supplier / production location:	Ident. no. / DUNS:	Customer:
Part description:	Delivery note no.:	Report no.: Index:
Part no.:	Quality supplied:	Goods Inwards no.: Date:
Drawing no.:	Batch no.:	Order schedule no.: Date:
Issue / Date:	Weight of sample:	Unloading point:

Supplier details – It is hereby confirmed that the sample submission has been carried out in accordance with the agreed submission level to VDA volume 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

Approval

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			
				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 – Reapproval of PPA Process is required																																						

Deviation approval No.:	Valid until:	Quantity:	Date of reapproval PPA Process:	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

Supplier / Production location:		Customer:	
Ref. no. DUNS-Code:		Ref. no.:	
Report no.:	Index:	Report no.:	Index:
Title: Part no.:		Drawing no.: Index / date:	

to be completed by the customer

Appendix	Issue level / date	Type, extent and identification of the appendix
1.1 Geometry, dimensional check		
1.2 Function check		
1.3 Material check		
1.4 Haptic ckeck		
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 Sample		
3 Technical Spezifikation		
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 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 PPF status of the supply chain		
22 Approval of coating systems		
23 Others		

Comments ba supplier:	
Name:	
Dept:	
Telephone:	
E-Mail:	
Date:	Signed:

Product-related test results

Issue: _____ / **Date:** _____

Sheet _____ of _____

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

Supplier / Production location:		Customer:	
ID no. / DUNS code:		ID no.:	
Report no.:	Index:	Report no.:	Index: <small>to be completed by customer</small>
Description: Part no.: Drawing no.: Issue level / date:		Description: Part no.: Drawing no.: Issue level / date:	

Ref. no.:	Requirements Specifications	Measured data (supplier)	Specification satisfied?		Comments:
			Yes	No	

Confirmation by supplier:		Decision by customer:	
Comments:		Released	
		Rejected, reapproval of PPA Process is required	
Name: Dept.: Telephone: Fax: E-Mail: Date: Signed:		Comments:	
		Name:	
		Dept.:	
		Telephone:	
		Fax:	
		E-Mail:	
		Date: Signed:	

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

Supplier / production location:	Customer:
ID no. / DUNS code:	ID no.:
Report no.: Index:	Report no.: Index: <small>to be completed by customer</small>
Description: Part no.: Drawing no.: Issue level / date:	Description: Part no.: Drawing no.: Issue level / date:

Confirmation by supplier:	Decision by customer:
Comments:	Released
	Rejected; reapproval of PPA Process is required
	Comments:
Name:	Name:
Dept:	Dept:
Telephone:	Telephone:
Fax:	Fax:
E-Mail:	E-Mail:
Date: Signed:	Date: Signed:

