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Process owner SC-QC	<b>Inspection instruction for suppliers</b>	AN906	23/06/2023	1/5

## Purpose

Defines the manner and frequency of inspection, and how to handle non-compliant parts.

### 1. Principle

The master for production is always the drawing with the corresponding index.

### 2. Inspection equipment

The supplier shall ensure that the inspection equipment they use:

- can measure more accurately than the tolerance of the dimension to be measured;
- is functional and free of damage;
- the inspection equipment monitoring date (sticker or list) has not been exceeded; and
- is subject to inspection equipment monitoring.

### 3. Inspection/control

See document [AN904](#)

### 4. Inspection types and frequency of inspection

Description/purpose	Application	Inspection elements/interval	Documentation
<p><b><u>Initial sample inspection:</u></b></p> <p>Check all dimensions and specifications on the drawing and verify suitability of the machining concept for series production.</p>	<p>On first production of new parts, changes to drawings, procedures or workflow and on changes of supplier.</p>	<p><b>Inspect</b> the raw material, all untoleranced and toleranced dimensions, all bore distances, all depths, all fits, all form/positional tolerances, all roughnesses and the surfaces.</p>	<p>Initial sample inspection report with release initials according to instruction</p>
<p><b><u>First piece inspection:</u></b></p> <p>Verification of machine (geometry), fixture (supports) and tool (concentricity, correction).</p>	<p>Always the first piece of a series in repeat production.</p>	<p><b>Inspect</b> the diagonal positions of two holes (bottom left, top right), one position of each reamer, one depth of each blind hole, one radius and one length correction of each cutter, and each form/positional tolerance.</p>	<p>If required, according to STCH inspection specification</p>
<p><b><u>Series inspection:</u></b></p> <p>Verification of dimensional accuracy throughout the series (tool wear).</p>	<p>During series production of an ongoing order.</p>	<p>According to FO168</p>	<p>Supplier's own inspection report or <a href="#">FO168</a> for class 1 and 2 parts</p>

If the supplier only provides the inspection record for the entire assembly or a set of multiple parts, then the supplier shall, on request, also submit a corresponding inspection record for each individual part. This serves to assure the quality and conformity for all individual parts.

A new first piece inspection is carried out on tool changes and zero point or radius corrections during series production.

## 5. Initial sample inspection

### Requirement:

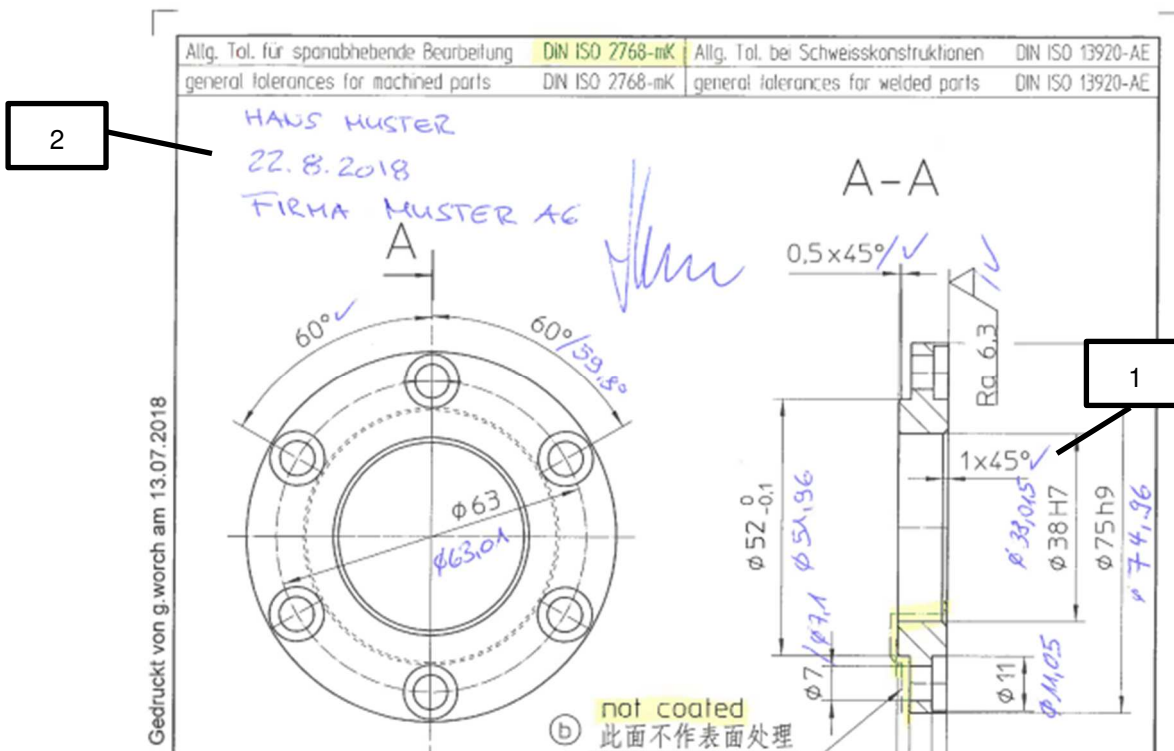
Take steps to ensure that...

- initial sample workpieces are measured completely;
- all dimensions are documented; and
- the quality requirement is guaranteed.

The initial sample inspection is documented on the drawing.

1. Each dimension measured is noted alongside the target dimension on the drawing.
2. The drawing is then dated and initialled, and marked with the company name.

In this way, the signatory confirms that the initial sampling has been carried out properly and that the part is correct. The original initial sample inspection report (drawing) must be enclosed with the delivery of material.



The verified initial sample must be clearly marked and able to be unambiguously associated with the measured workpiece. The type of marking chosen can be selected at the supplier's discretion.

For workpieces measured on measuring machines, the corresponding inspection records must be enclosed with the delivery or, alternatively, the measured values must be added to the initial sample inspection report.

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## 6. First piece inspection

The predefined inspection record FO168 from STCH is used to document the first piece inspection. The original copy of the first piece inspection is archived by the supplier.

One copy (STCH inspection record FO168) must be sent electronically, e.g. as a PDF, to [qc@steinemann.com](mailto:qc@steinemann.com).

The inspected workpieces must be clearly marked and identifiable, and must be assignable to the enclosed inspection record.

### ***Important!*** ***Instruction for sending digitally:***

electronic inspection records for the tolerance classes KL1 and KL2 are sent beforehand to the email address [qc@steinemann.com](mailto:qc@steinemann.com).

- a. Name: PO number\_PO number\_part number
- b. Example: 129249\_5\_7026078

**The electronic inspection record (e.g. PDF) must contain one part only.**

**This means that, for a purchase order (PO) consisting of several parts, one electronic inspection record must be submitted for each part.**

**An official complaint will be made if no electronic record is submitted.**

## 7. Series inspection/repeat production

The suitability of the production part for series production is guaranteed if all dimensions and specifications on the drawing for the entire series are adhered to by the existing production process.

For documentation of the same, the supplier's own inspection record or FO168 can be used. At least the dimensions of classes KL1 and KL2 should be recorded, inspection scope as per FO168. The original inspection report must be enclosed with the delivery of the material.

The inspected workpieces must be clearly marked and identifiable, and must be assignable to the enclosed inspection record.

### 7.1 Series inspection/repeat production

For documenting the series inspection/repeat production, the predefined inspection record FO168 from STCH is used, or the supplier's own inspection record. The original inspection record for the series inspection/repeat production is archived at the supplier.

One copy (STCH inspection record FO168 or supplier's own inspection record) must be sent electronically (e.g. PDF) to [qc@steinemann.com](mailto:qc@steinemann.com).

The inspected workpieces must be clearly marked and identifiable, and must be assignable to the enclosed inspection record.

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## 8. Non-compliant parts

If the inspection reveals a deviation compared with the drawing, proceed as follows:

- Fault analysis
- Make sure that there are no other NOK parts in the manufactured series.
- Non-compliant parts must be clearly marked and separated from the series.
- Rework in consultation with buyer (special release).
- Adjust or add to job.
- Non-compliant parts that cannot be reworked must be destroyed immediately.
- The parts are disposed of in accordance with local regulations local regulations

## 9. Prerequisites

The supervisor provides the necessary infrastructure, trains the inspection unit and plans the resources for the inspection personnel. ⇒ Quality first!

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## 10. Special rules

### Purpose

Reduce level of inspection effort at the supplier.

### Validity

These special rules can be approved by STCH Quality Control at the supplier's request.

- STCH reserves the right to withdraw approval of the special rules in the event that quality becomes worse.
- STCH reserves the right to invoice the supplier for any costs (costs of rework, shipping costs for defective workpieces) that result from the reduction of the inspection interval.

### Procedure

For the series production of an order, at least three workpieces must be inspected and this inspection documented.

Namely: the first workpiece, a workpiece from mid-series and the last workpiece in the series.

These inspected workpieces must be unambiguously marked and the measurement records must be submitted digitally by email to [qc@steinemann.com](mailto:qc@steinemann.com).

The inspected workpieces must be clearly marked and identifiable, and must be assignable to the enclosed inspection record.

In the event of an order interruption (tool change/retooling), another three workpieces must be inspected and documented after this interruption when the order is restarted.

### Non-compliant workpieces

If non-compliant dimensions are discovered during inspection, steps must be taken to ensure that there are no other defective parts in the manufactured series.

STCH quality control

Supplier

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Date/signature

Date/signature

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