Sample **I**nspection **R**eport

Instruction Supplier

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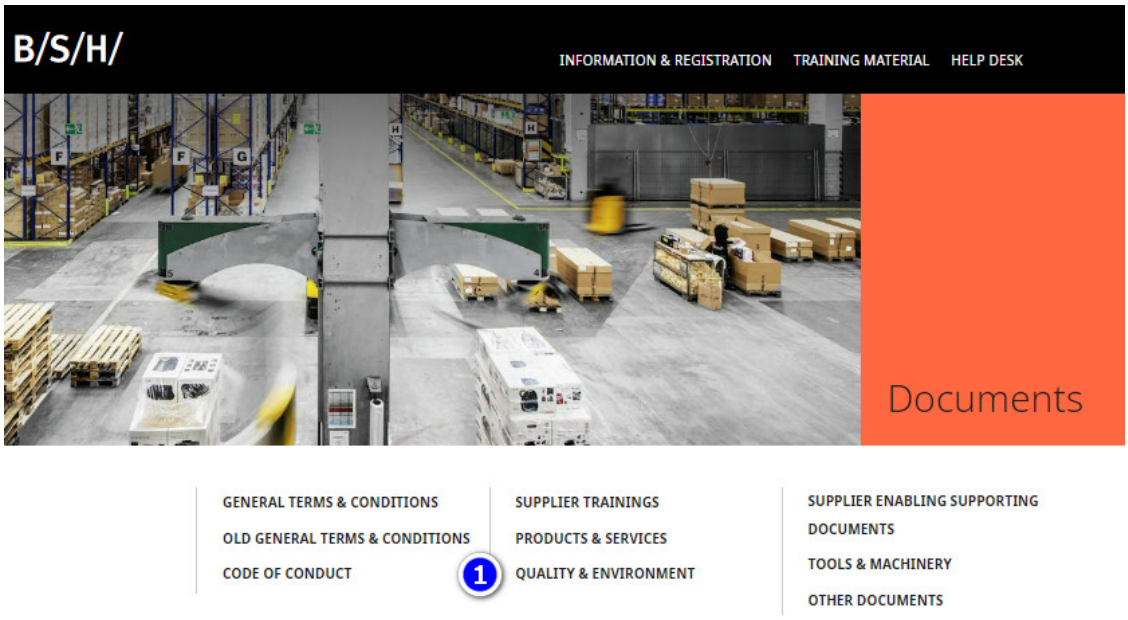
1 General requirements

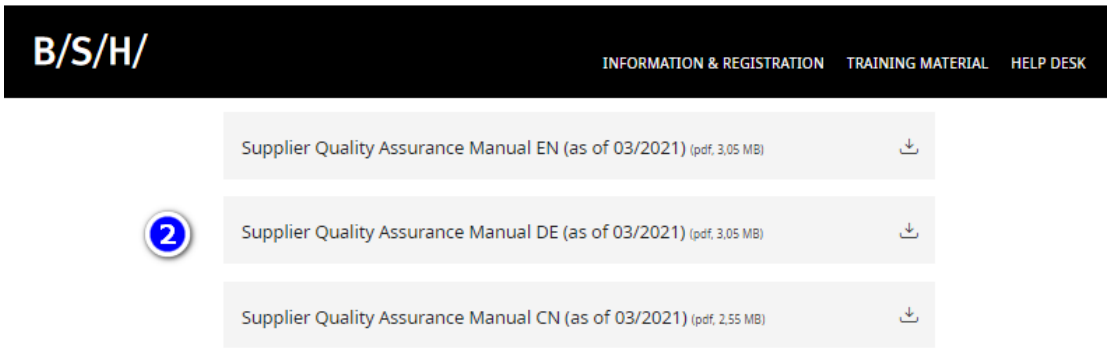
The purpose of this document is to help suppliers with the completion of a SIR document. The SIR document consists of some excel sheets that have to be filled in by supplier. Only the excel document which was sent to the respective BSH mail address relevant for the further release process. For easier navigation along the document, the chapters in this appendix are named according the excel sheets. In the chapter attachments, you can see screenshots of the SIR document with marked and numbered areas that have to be filled in by supplier.

Please remember to read the B/S/H requirements described in Supplier Quality Assurance Manual available on website https://ocp.bsh-group.com/en/documents.

You can find it by clicking on the Quality & Environmental section (1); next, you can download the appropriate language version from the list of available documents (2).

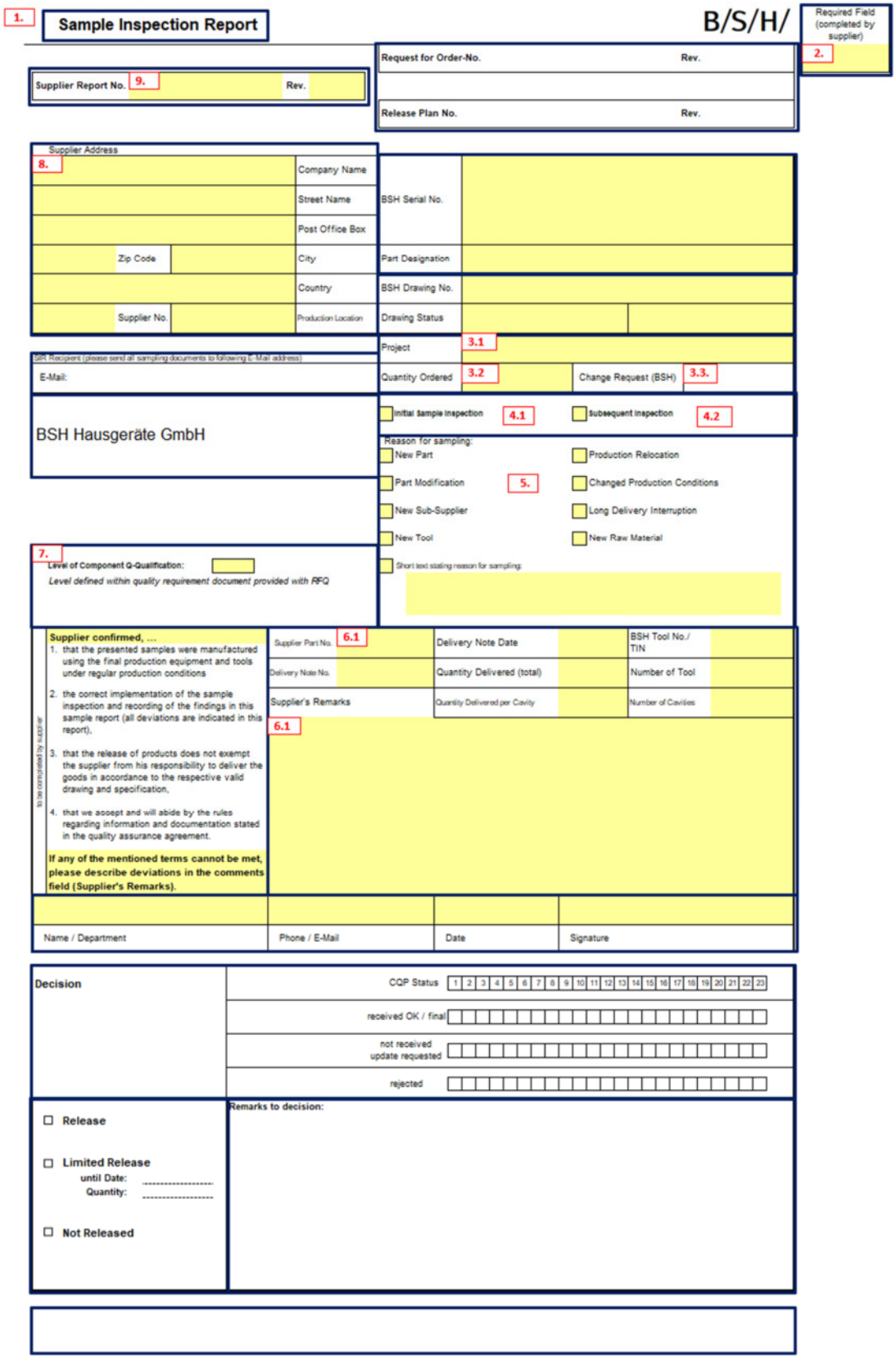


Picture 1: BSH WEB page - Documents



Picture 2: Supplier Quality Assurance SIR Cover Page

2 SIR Sample Inspection Report



Picture 3: SIR – cover sheet

1. The coversheet of the sample inspection report is the only mandatory document for a release. All additional pages are evidence to the given release and can be adjusted by the SQE (Supplier Quality Engineer) in reference to the CQP (see details on each page).

2. Hint for supplier that all yellow fields within the SIR document need to be filled if not differently agreed with the SQE. If required information are missing or wrong, the SIR document gets rejected to the supplier for updates.

3. Project data:
   3.1 Project and order information.
   3.2 If no project assignments or no samples are ordered, the fields can be empty.
   3.3 The change request number is filled automatically by TC or need to be added by SQE.

4. What is the reason for sample inspection report:
   4.1 Initial Sample Inspection report for first time release of the material number or change.
   4.2 Subsequent Inspection for "revisions" after rejected release or in case of limited.

5. Reason for sampling, especially relevant for changes initiated by suppliers. Details to be added in the supplier remark field. More than one field can be chosen in case of combined changes to be introduced at the same time or with existing ramp up plan.

6. Supplier and order information.
   Tool information: If more than one tool is used, e.g. for assembly groups, the information needs to be given in the page components list. If more than one tool is used or only some cavities get released, the detailed information needs to be given in the supplier remark field.

   6.1 In the supplier remark field, all information need to be given by the supplier to clearly identify the reference of the released parts and processes for new parts or the specific information in case of changes (e.g. sub supplier change, additional cavities, tools, locations, equipment changes, detailed paint or galvanization information ...).

7. Supplier must select appropriate CQP status of reported part in accordance with BSH specification.

8. Supplier basic information:
   Supplier Address and
   Supplier No.= contract; (BSH number of suppliers (6-digit number)
   Production location = manufacturing location of the parts

9. Supplier internal information incl. Revision status.

3 CQP Check list

Supplier Report No.	Rev.	Supplier	Supplier No.	Production location
Release Plan No.	Rev.	Serial No.	Part Designation	Drawing No.
		Tool-No.	Cavities / Project	BSH storage location 3.

QM department

Remark: Independent of the requested items, the supplier has to document all applicable records, have to make them available on request and is responsible to ensure the part quality.
Prior to placement of order this document has to be agreed between BSH QM and Supplier.
The signed component qualification planning has to be send to the responsible BSH QM within 2 weeks after receipt without explicit request.
This document is part of the release documents.

6.

	Level of Component Q-Qualification					
No.	Item	A	B	C	Status	Comments
1	Feasibility study/ commitment (based on requirements)	X	X		-	
2	Tooling / Capacity Planning	X			-	
3	Production Layout	X			-	
4	Process flow chart	X			-	
5	Control Plan	X	X		Update requested	
6	Packaging specification and concept	X			-	4.
7	Advanced quality planning (APQP)				-	
8	FMEA Product (Design and System)				-	
9	Design Release				-	
10	Material report/ Material test				-	
11	Measuring report / Dimension check	X	X	X	-	
12	Qualified laboratory documentation	E			-	
13	FMEA Process	E			-	
14	Measurement Concept List of test/measurement equipment	E			-	
15	Measurement System Analysis (MSA)	E			-	
16	Approval evidence for purchased parts from sub suppliers	E	E		-	
17	Process assessment (Audit)	X			-	
18	Supplier declaration on prohibited or declarable substances (RoHS, REACH) & in case of food contact GMP statement (Good manufacturing practice)	X	X	X	-	
19	BSH Sample Inspection Report (full documentation for final release mandatory)	X	X	X	-	
20	Machine capability analysis If there is a requirement from the drawing, QAP or control plan	X	X	X	-	
21	preliminary process capability analysis If there is a requirement from the drawing, QAP or control plan	X	X	X	-	
22	Reference samples				-	
23					-	

Implementation of traceability:

5.

Picture 4: BSH CQP Check sheet

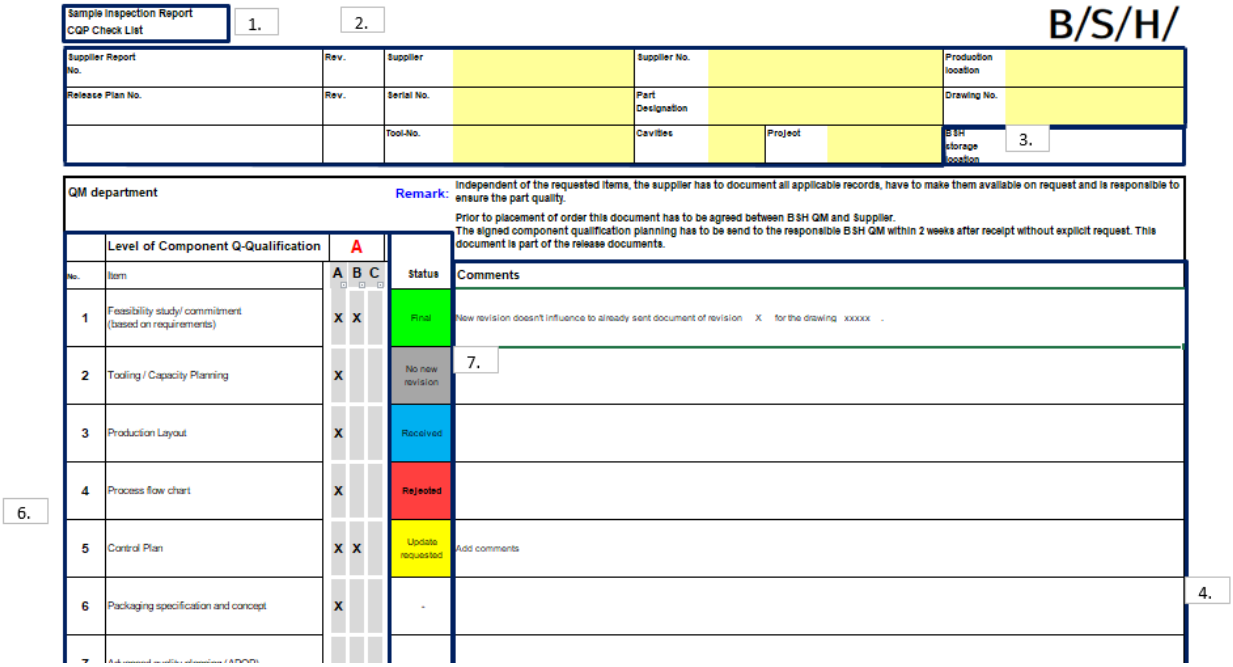
This excel sheet gets filled in automatically with data inserted in the SIR cover sheet, including material classification. In this table you can see, which documentation is required in your case to finish the component qualification planning process. Please pay attention to the CQP table and the markings “x” (Requirements according part classification) and “E” (Only for review on request, documents remain at the supplier).

Regardless of the requested items, the supplier has to document all applicable records, has to make them available on request and is responsible to ensure the part quality.

Prior to placement of order, this document has to be agreed between BSH QM and Supplier.

The signed component qualification planning has to be sent to the responsible BSH QM within 2 weeks after receipt without explicit request. This document is part of the release documents.

1. The page BSH CQP Check List needs to be filled too. In case of subsequent release or changes of existing parts the content can be copied from previous release or adjusted by the SQE based on the scope of change.



Picture 5: Example of fulfilled CQP

2. All mandatory information are filled automatically via SIR cover sheet. All other information are optional.

3. Optional field, here BSH can give the information, where the sampling parts are stored.

4. CQP comment field for any additional information by BSH responsible.
   Mandatory statement for "not required" (tailored), "no new revision" (e.g. date and document number of the existing version) or "rejected" (reason).
   Furthermore, the comment field can be optional used for documentation, e.g. review date of FMEA, date of process assessment, ...

5. In case of code (2D, barcode, ...) usage for traceability the code structure and content must be listed here. As an alternative, the respective code information can be described in an additional attachment to the SIR.
   Optional: Any other relevant production information/product marking can be added via picture or short description (e.g. tooling clock, production date printing, ...).

6. CQP list with basic requirement for part classifications A, B and C. The BSH responsible can add additional "X" or "E" but is not allowed to remove "X" or "E" as given by the basic requirements.
   Line 23 can be used for any additional part specific requirements if required by Q specification or agreed within the contract.

7. Dropdown for acceptance status.
   For the selection of "not required" (compared to the basic requirements), "no new revision" or "rejected" the BSH responsible needs to add detailed information for his / her decision in the comment field on the right.
   For the required documents after BSH responsible selection the status of "Final" needs to be reached for series release.
   In case of status "requested" or "update requested" at least the new due date needs to be added in the comment field on the right.
   For next revision of the drawing, BSH request from supplier updated document minimum for control plan and SIR.
   With next explanation, you give us your statement.

   For other documentation, you are allowed to add:

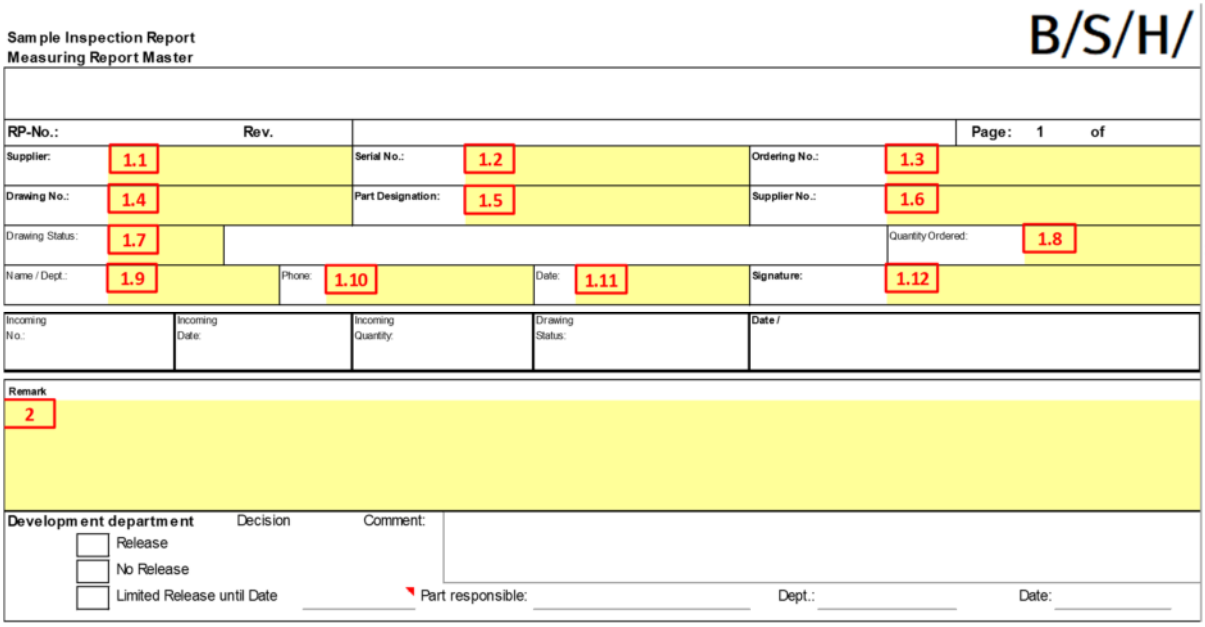
   New revision doesn't influence to already sent document of revision ____ for the drawing ___.

4 Measuring report

When measurements are required, the supplier is obliged to measure first and fill in the necessary information in the document. If the parts are measured with non-destructive methods, the measured parts need to be marked.

BSH decides if counter measurements by BSH are required, e.g. only some dimensions, cavities, tools or without any measurements. Next to dimensions, pictures or other data can be added in the report.

If a 3D analysis is performed, the high-level summary of the analysis needs to be added. If the release is relevant to more than one cavity this report needs to be copied (one page per cavity) - for multi-cavity tools or processes will be aligned with the supplier the specific sampling procedure beforehand.

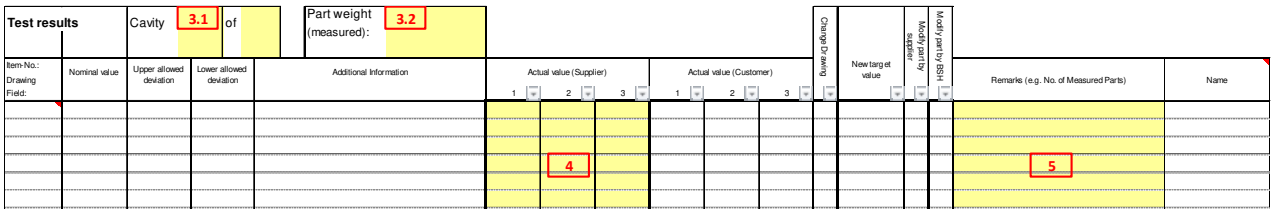


Picture 5: Measurement report

Measuring report excel sheet will enable to insert actual measured values of certain part according to requirements.

1. (1.1. – 1.12.) Basic information automatically filled based on coversheet input.

2. Optional space for any potential remarks to the measurements by supplier or BSH.



Picture 7: Measurement report – result field

3. Test/measurement results and information's.

   3.1 Cavity – insert the number of cavity and total number of cavities for this tool.

3.2 Part weight in gram.

Example 1: if measured characteristic is circularity and there is just nominal value, in remark this info should be added

Example 2: if measured characteristic is confirmation of acceptance of standard, point of standard should be mentioned

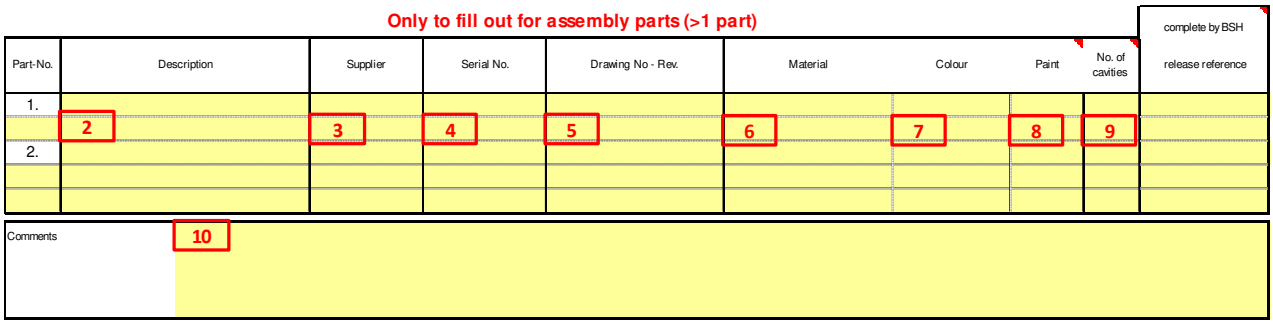
The limits of the characteristics might need to be adjusted, especially for OK / NOK or if no tolerances are added in the drawing. The list of dimensions can be adjusted by the development responsible before the sampling order to supplier.
Information can be added for each dimension, e.g. in case of special equipment.

In case that the SIR document is not predefined and it is taken from the BSH OCP platform, **ALL characteristic from BSH specifications and requirements must be included** in this list.

4. Supplier measurement results for each measured part from each cavity have to be added.
   Sample size, quantities and measurement approach have to be pre-defined together with BSH.
5. Any additional remarks by supplier or BSH for individual dimensions. E.g. in case of Special or Additional characteristics a C_{mk} / C_{pk} / $C_{pk\text{-}ST}$ can be mentioned here or link to other technical / measurement information.

5 Component list

In case that the material described in the SIR is actually an assembly, the excel sheet component list is mandatory.



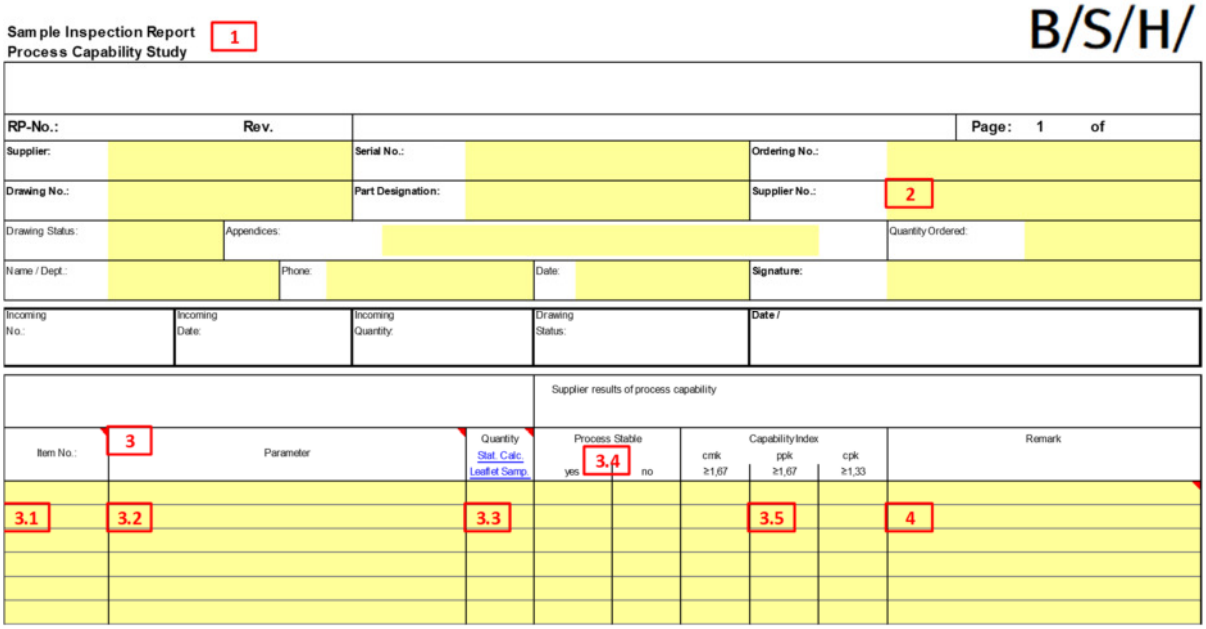
Picture 8: Component list

If the released material number consists out of more than one part (sub-components, standard parts, auxiliary materials, ...) either released by supplier or BSH the supplier needs to fill all relevant information.

1. (1.1 – 1.13) Basic information automatically filled based on coversheet input.
2. Part information for single components from assembly.
3. Supplier name of individual component, material...
4. Serial number of individual components, material...
5. Drawing number and revision. If it is a BSH released subcomponent the BSH material and drawing number needs to be added in the second line below. If it is not a BSH Material, the supplier material number and drawing number needs to be added.
6. Additional information of material of sub-components.
7. Additional information of color of sub-components.
8. Additional information of color of sub-components (Entenough,ex-no.(Ral / VZF-no.) of paint (color).
9. Number of cavities.
10. Additional comments, remarks from supplier.

6 Process capability study

The process capability excel sheet will enable you to insert all required data related to the production processes. Please see the following points for a detailed explanation.



Picture 9: Process capability study report with results area

1. If the released material has any Special or Additional characteristics (**S**afety, **L**egal, **F**unctional, **I**nspection and / or **M**anufacturing) on the drawing, the available process indicator at the point of release needs to be added. Alternatively, supplier reports / evaluations can be linked or added as screenshots.

2. Basic information automatically filled based on coversheet input.

3. Information about the relevant dimensions and results of the capability studies.
   Alternatively, a separate file, screenshot, … can be added as evidence of capability status.

   3.1 Place for BSH material number

   3.2 Defined measured parameters from technical specifications

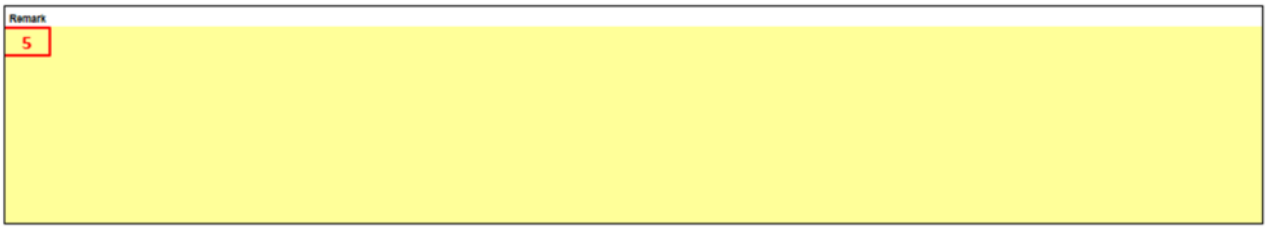
   3.3 Number of measured pieces in evaluation

   3.4 General information if the observed process is stable or not – this info is pending to decide if statistical evaluation result is selected properly.

   3.5 Result of statistical evaluation for each observed criteria (on base of stable / not-stable process the evaluation C_{mk} / C_{pk} / $C_{pk\text{-}ST}$) has to be reported.

4. Release decision BSH development department for capability records. Additional comments can be given.

If targets are not reached of the sample size was not enough or capability study is not required a short statement is required in the comment.



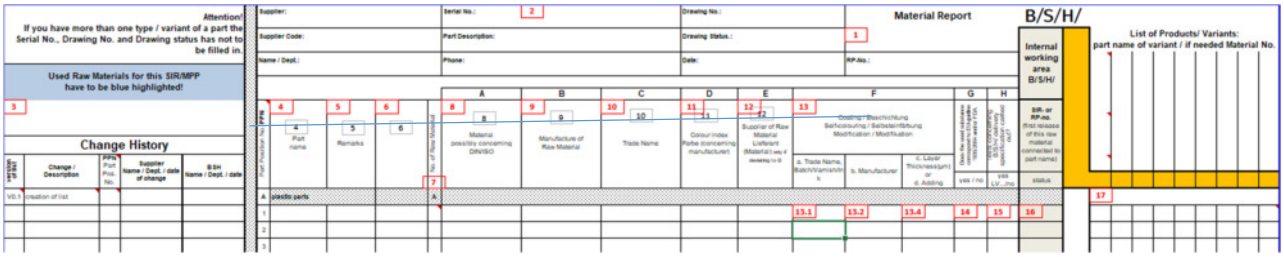
Picture 10: Process capability study report- potential remarks

5. The SQE is not required to sign as each sheet is automatically signed with the workflow. If targets are not fulfilled, the sample size was not enough, or capability study is not required a short statement is required in the comment field (e.g. with new due dates or requirements). The supplier or BSH can use this field for any remarks. In case that statistical evaluation is not performed remark regarding other solutions have to be managed (e.g. 100% control).

7 Material report

The material report shall be filled out for any used part or component. Changes during the lifecycle of a part are documented by the version number in the first column. The report is usually created once during the initial release and is updated or copied in later revisions. The Material report is not necessary for release of changes which are not relevant to the part production, e.g. process or equipment, but it is mandatory for changes related to the used material.

In the material report all materials which used for production of part have to be included.



Picture 11: Material report

1. The report is usually once created during initial release and later updated or copied.
2. Basic information automatically filled based on coversheet input.
3. Report Change History (short inputs) incl. responsible at supplier and BSH.
4. Part listed based on main material groups.
5. Numbers are out of the component list page.
6. Additional lines need to be added manually.
7. Same materials on different parts can be clustered with the column No. of Raw materials. Columns from A to H include material information applicable and relevant to external or BSH standards.
8. Material possibly concerning DIN / ISO – if the material is prescribed by standards, those standards have to be mentioned –information is available in material certificate.
9. Manufacturer of Raw Material – for all basic materials this information is mandatory, and the material certificate needs to be available by request of BSH.
10. Trade Name – if the trade name is different than name of material in specification, this need to be mentioned in.
11. Color index / (concerning manufacturer) - if info is applicable.
12. Supplier of Raw Material – info to be added only in case if deviating from position 9.
13. Place for information relevant for materials where we have implemented any of mentioned procedures: Coating / Beschichtung; Self-colouring / Selbsteinfärbung; Modification / Modifikation.

    13.1 Trade Name, Batch/Varnish/Ink which was used in production.

13.2 Manufacturer of this material

13.3 Layer Thickness (µm) or Adding Weight (%) for particular material measured on actual product or defined in process.

14. Info YES or NO if the used substance corresponds to EU-guideline 1935/2004 and / or FDA.

15. Confirmation if Tests concerning BSH delivery specification are carried out. If YES, then also the standard or internal specification in accordance which test was performed needs to be added.

16. Raw material release information – to be released from BSH side.

17. If more than one material number is within the SIR and different materials are applicable to different numbers (e.g. UL variants, drawing or specification requirements, ...) the matrix need to be filled with "x" for applicable).