

1. Purpose

This instruction regulates the process of sampling for purchased parts

2. Validity

Wiring Systems Division (WSD)

3. Terms and Definitions

- PPF Release of production process and products acc. VDA
- PPAP Production Part Approval Process acc. AIAG
- LEOparts Leoni Database for parts
- QM&SHE Quality Management&SHE
- SQA Supplier Quality Assurance

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

The supplier is responsible for submitting the initial sample inspection on time and for providing the PPF or PPAP. This includes the material data sheet plus entering the data into the IMDS-ID213.

In the case of LEONI developed components, the designer is responsible for the coordination.

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

Base for the initial sampling is the **current** VDA Volume 2 resp. PPAP (AIAG). The archiving period has to be taken from the respective VDA / AIAG volumes (LEONI Internal: [VA 3066](#)).

The sampling procedure which must be used depends on the respective final customer. VDA 2 or PPAP (AIAG) Submission Level 2 is required if Leoni does not demand explicitly otherwise.

For specific customer requirements, please refer to [Enclosure1](#).

In the case of any deviations the supplier MUST inform LEONI and request for a deviation approval (and if required provide a deviation, approved by OEM, if available).

-> <-Additional requirements from the final customers (OEMs, e.g. Mercedes-Benz – Special terms) for the sampling of purchased parts, have to be regulated within account instructions. This has to be ensured by Technology Quality Management in the matter of project specific requirements. The consideration of new CSR's and changed customer requirements need to be ensured by the Sales Management of the relevant customer account.

Regarding this, it has to be guaranteed that central departments and the country plant organization, which are possibly involved in the process (Development Support, QM&SHE, etc..) attain knowledge of these additional requirements!

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4.2 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 the responsible plant 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 the Business Unit instructions.

4.3 Initial Sample Parts and Reference Parts

Number of samples (also for Re-sampling):

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

Wires: samples only on 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 the initial sampling. The reference parts have to be taken per charge (charge = products which are produced under unchanged production parameters).

4.4 Proceeding in case of not approved initial sampling reports

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

- Rejected PPF/PPAP
- Interim approval“, if deviations are found as:
 - Dimensional deviations
 - Accepted IMDS Data sheet is missing
 - First sampling is submitted to LEONI too late

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

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[Internal]

4.5 Archiving the sampling documents LEONI internal:

After the (approved, Interim approval or rejected) PPF or PPAP has been handled by SQA, they must be scanned and delivered to the Component and Data management (parts.docs@leoni.com) for information. The central part management will publish the documents into LEOparts.

5. Part Change Notification :

Suppliers have to inform LEONI about PCN (Part Change Notification) by sending a mail to: pcn@leoni.com

6. Supporting Documentation:

Original [AA 3151](#) files (doc, xls...) for download

[VA 3066](#): Product & Quality, Business and Employee relevant records / documents

[AA 3137](#): Creation and submission of commercial and technical Statement of Requirements

VDA Volume 2 in valid version

PPAP (AIAG) in valid version

[Enclosure 1](#): PPAP Matrix revised 04.16

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