

Inspection instruction for initial sample

Aim and purpose

This ensures that:

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

Organisation

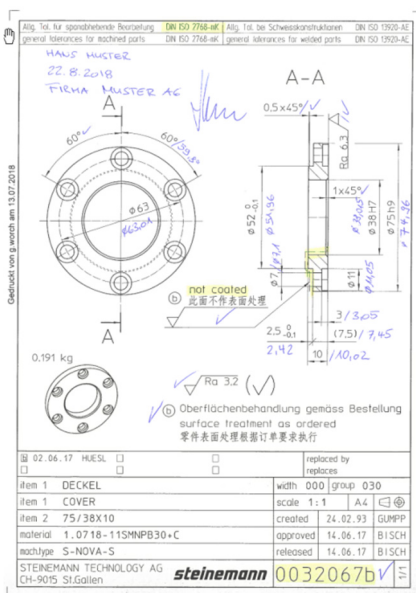
The drawing is always used to document the initial sampling. The corresponding measured value is added to each measurement on the drawing if the results are OK. The drawing is then marked with the date and initials and the company. The person signing thereby confirms that the initial sampling has been carried out and that the part is correct. **The original initial sample inspection report (drawing) must be enclosed with the delivery of material!!**

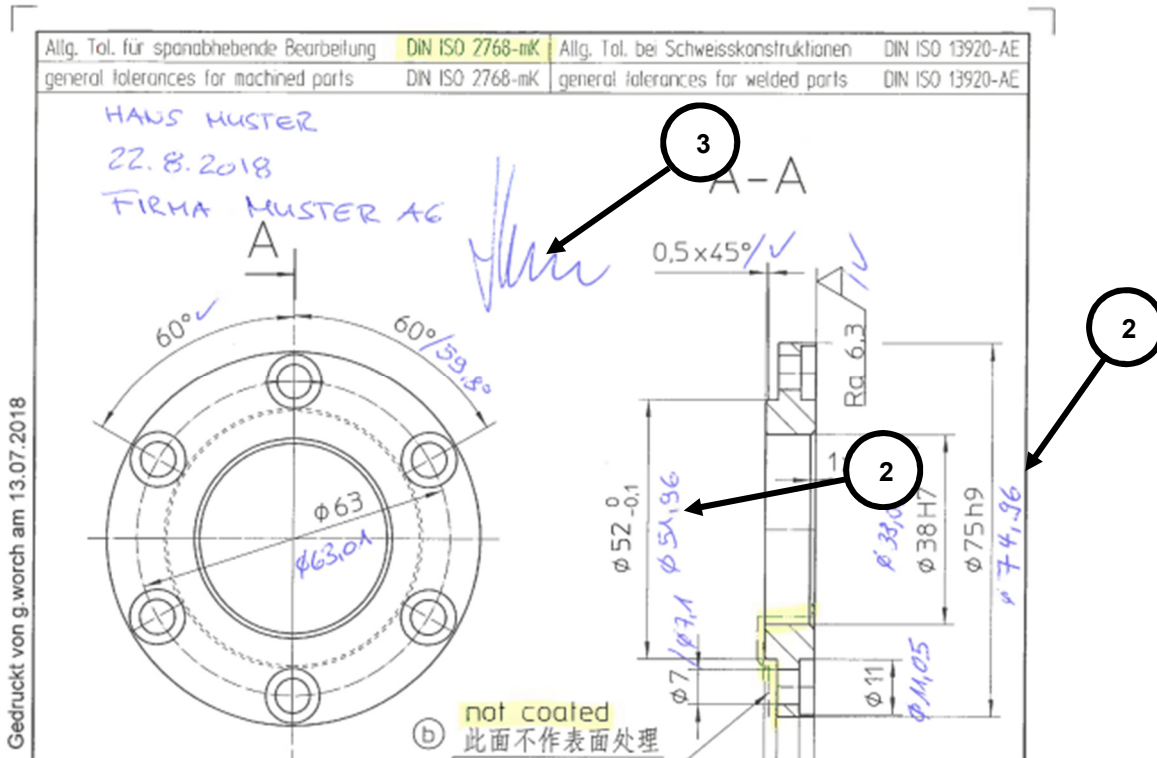
The inspected initial sample must be clearly marked.

For parts that are measured on the measuring machine, the printout can be used as the inspection report. In special cases, an initial sample inspection report can be created in advance and then the measured values can be added.

Initial sample inspection process

- Each dimension is checked **(1)**.
- If the result is OK, the measured value is added next to the measurement **(2)**.
- The name, date, company and signature are added to the drawing. The company stamp can also be used **(3)**.
- Clearly identify the measured workpiece as an "initial sample" by labelling **(4)**





Example:

