**Initial sample presentation**

**Definition of initial samples:**

Initial samples serve the release of the product by DSI and are therefore obligatory for the release of series production. First samples derive from a representative production process.

**Initial samples have to be produced (unless otherwise agreed on with DSI):**

• at the final site of production  
• in the agreed quantity (defined by DSI)  
• completely under series conditions

**Consequently…**

• tools, production- and inspection equipment   
• processes and process adjustment (cycle time, temperature, speed, pressure,…)  
• materials  
• staff  
• environmental conditions etc.

**…have to be corresponding to the final series state.**

**Reasons for initial sampling:**

The supplier is obliged to inform DSI about all product relevant processes and changes in time and has to present initial samples on request of DSI in the following cases:

• for a new part or product that has never been delivered to DSI before.  
• in case of adjusted parts or products due to changes of drawings, specification and/or materials.  
• in case of use of other constructions or materials that deviate from the original approvals.  
• in case of use of new or modified tools, additional- or replacement tools.  
• in case of overhauling or repositioning of existing tools, as well in case of extensive repairs.  
• in case of changes concerning production processes or methods.  
• in case of relocation of tools or production devices to another site or if the parts or products are produced in another site.  
• in case of change of subcontractors/suppliers, materials (also in case of material supplier changes) or services.  
• in case of re-approval, after shutdown of tools for production for more than 24 months.  
• in case of restart of blocked tools after stop of deliveries due to quality problems.

**Initial Sample Inspection Report:**

During the sampling process within the approvals of production parts and products the Initial Sample Inspection Report (ISIR) is obligatory for evaluating if the supplier has understood correctly and is able to realize the specifications defined by DSI. DSI provides the corresponding drawing including all required specifications to the supplier. The Initial Sample Inspection Report documents the results of the initial sampling before the start of series production according to DSI specifications.

**Sample presentation according to DSI’s sample supply requirements:**

**Except if otherwise stipulated, the supplier has to present 6 labelled and numbered initial samples according to the following table:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **content** | | **initial sample supply requirements** | | |
| **1** | **2** | **3** |
| **1** | front page (download from DSI Homepage)  [DSI Micro Matic GmbH (micro-matic.com)](https://dsi.micro-matic.com/) |  |  |  |
| **2** | dimensional check drawing with numbered dimensions and company stamp |  |  | - |
| **3** | quality control report containing:   * measurement results (numbering according to drawing) of all dimensions * used inspection equipment |  | \* | - |
| **4** | official material certificate version 3.1 |  | \* | - |
| **5** | enclosures as e.g. external test reports, FDA confirmation, etc.  In case that the supplied part consists of single components, the initial sample documentation for the single components must also be added. |  | \* | - |
| **6** | functional test report | \* | \* | \* |

 indispensable essential; \* depending on kind of deviation; - no need

Initial samples have to be presented according to level 1, resampling according to level 2.

Sample supply requirement 3 is used for minor modifications.

If sampling according to level 1 and 2 is requested, 6 samples for our dimensional check have to be presented.

If sampling according to level 3 is requested, please ask if samples are necessary.