Cover sheet

Sender | **Recipient**

☐ **Production process and product approval report**
☐ **Report covering other samples**
☐ Sample submission
☐ New parts
☐ Product modification:
☐ Production process modification:

Submission level: ____

☐ Reapproval of PPA Process
☐ Long-term production stop (more than 12 months)
☐ Modification in the supply chain

Attachments / items for inspection

Product / Process

☐ 1.1 Geometry, dimension check	☐ 1.9 ESD test	☐ 8 Software test report	☐ 16 Tooling list
☐ 1.2 Function check	☐ 1.10 Reliability tests	☐ 9 Process FMEA	☐ 17 Confirmation of agreed capacity
☐ 1.3 Material check	☐ 2 Samples	☐ 10 Process flow chart	☐ 18 Written self-assessment
☐ 1.4 Haptic check	☐ 3 Technical specifications	☐ 11 Control plan	☐ 19 Part history
☐ 1.5 Acoustics check	☐ 4 Product FMEA	☐ 12 Confirmation of process capability	☐ 20 Confirmation of suitability of transport equipment
☐ 1.6 Odour check	☐ 5 Design release	☐ 13 Achievement of special characteristics	☐ 21 PPA status of the supply chain
☐ 1.7 Appearance check	☐ 6 Compliance with legal requirements	☐ 14 Test/inspection equipment list	☐ 22 Approval of coating systems
☐ 1.8 Surface check	☐ 7 Material data sheet / IMDS	☐ 15 Capability study testing equipment	☐ 23 Others

Supplier details

Supplier/production location:	Ident. No. / DUNS:	Customer:
Part description:	Delivery note no.:	Report No.: Index:
Part No.:	Quantity supplied:	Goods Inwards No. / date:
Drawing No.:	Batch No.:	Order schedule no. / date:
Issue / date:	Weight of sample:	Unloading point:

Confirmation by supplier – It is hereby confirmed that the sample submission has been carried out in accordance with the agreed submission level to VDA volume 2

Name: Telephone: ☐ The IMDS data-set has been drawn up under IMDS ID-No.:

Dept.: Fax / E-mail:

Comments: Date: Signature:

Customer's decision

Approval

Product / Process

	Overall	Overall process	Overall product	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	1.10	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
OK	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Conditionally OK – follow-on submission required	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
NOK – Reapproval of PPA Process is required	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Deviation approval no.	Valid until	Quantity	Date of reapproval PPA Process	If returned: delivery note no. & date:

Name: Telephone:

Dept.: Fax / E-mail:

Comments: Date Signature

Distribution:	1	2	3	4	5	6	7	8	9	10	11	12	13	14