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1. General

1.1 Subject

This guideline is intended to support the smooth handling of the initial sample process of components between GROHE AG (EMENA and APAC) and its suppliers. It describes the requirements that Grohe places on the samples (maturity requirement) and the associated documentation. Furthermore, the procedural instruction describes the content and format of written initial sample inspection reports (in short: ISIR). This PI applies to all purchased materials, i.e. both production materials (incl. lacquers, surface coatings, label and packaging as well as any external processing) and purchased complete products (so-called "boxed products").

1.2 Scope

The requirements of this guideline are part of the Grohe AG Quality Management System. This PI applies to all plants and divisions of Grohe AG (EMENA and APAC) worldwide.

1.3 Definitions

1.3.1 Initial sample inspection report (ISIR)

The initial sample inspection is intended to prove that the components or complete products manufactured by the supplier meet the requirements according to the current drawing or GSO (Grohe Standard Organization), as well as the legal regulations and applicable national and international DIN/EN/ISO standards.

For this purpose, the supplier must present the test reports in accordance with the requirements together with the initial samples before series delivery. The contents and requirements are explicitly discussed with the supplier and the central quality department (TQ) in a sample coordination meeting (BAG) after the contract has been awarded.

The production of the samples for the initial sample inspection, must be produced under series conditions. Based on the maturity requirement, there must be at least one classification with D or S (see 1.3.2 Maturity requirement). The test reports are summarized in the ISIR.

Any deviations identified by the supplier that cannot be corrected shall be discussed and clarified with R&D in advance.

These samples are not to be presented without prior clarification.

The ISIR contains the decision for release for material with or without conditions or non-release.

1.3.2 Maturity requirement

	Definition	Requirement	Restriction	Supplement	Usage
A	Conditionally functional with limited range of functions	conditionally functional sample	Not suitable for long-term testing		Prototype test
B	functional with (planned) complete range of functions	functional sample Auxiliary tools	possibly not yet a complete range of functions	Long-term tests possible	
C	Not yet fully qualified, but with complete range of functions	Series material Series tools near-series conditions	Deviations from the specification can occur	Complete range of functions should be ensured	Prototype test Acceptance test
D	Requirements for a series component are fulfilled	Series material Series tools Series conditions	Long-term capability not yet proven	Deviations from the specification are corrected	Acceptance test Series production
S	all requirements for a series component are fulfilled	Series material Series tools Series conditions	No restriction	Long-term capability proven	

1.3.3 On-site Check

The **On-site Sample Check** is intended as a preliminary check of sample parts (initial samples and the associated sampling documents) that are to be sent to the sampling plant.

The scope of the check must be coordinated in advance with the respective Grohe Quality of the responsible sampling plant (TQ).

The **On-site sample check** can also be carried out by the SQE (Service Quality Engineers) from the purchasing team in China.

1.3.4 On-site Pre-Release

On-site pre-release is a positively completed preliminary sampling of sample parts at the supplier.

TQO - Corporate Quality On-site Release in China is responsible for the preparation of on-site release reports.

1.3.5 Test centers

For the purposes of this PI, the following are considered test centers: the TQ/- departments, suppliers of all plants, logistics centers, central laboratories of Grohe AG, the laboratories of the suppliers, approved laboratories of the suppliers, as well as the commissioned external (accredited) testing institutes.

1.3.6 Special characteristics

Product features or production process parameters that affect the safety or compliance with regulatory requirements, the fit, function, performance or further processing of the product.

As part of the product development process, it should be ensured that no products with defective special characteristics are created.

These are to be marked and evaluated accordingly in the ISIR.



1.3.7 **Submission stage**

The requirements for sampling are derived from GSO 0.80.1002 (ECN:252355) "Guidelines for sampling according to submission stages".

Basically, the requirement for all sampling is **submission stage 2**. Deviations can be made in the project in the BAG with the central quality.

The submission stage for change sampling of series components is in each case taken from the submission stage, see appendix page 14.

1.4 **Responsibilities**

1.4.1 **ISIR**

Sampling of the components is carried out via the responsible plants.

Some Grohe plants do not have their own TQ/... department, the sampling required there is carried out at the Grohe plants shown below:

Plant without TQ / TQ without plant	Performance ISIR in the plant
0201	0202
0203	7301*
0204	7301*
0205	7301*
0253	5201
3401	5102
4001	7301

* Boxed Products Central TQ

LSP (Logistics Service Provider) Plant without ISIR deliveries and sampling	
0299	
5299	

1.4.2 **ISIR Boxed products Asia**

For ISIR for Boxed Products Asia, it is possible to obtain approvals directly from the respective plant in Asia.

1.5 **Abbreviations**

- LP – Supplier portal of GROHE AG
- ISIR – Initial Sample Inspection Report
- P/O – Purchase Order
- BAG – Sampling coordination meeting
- TQ – Quality
- TQL_Plant / TQS – Supplier Quality
- CI – Cost Improvement
- AIRO - Approval of initial ramp-up order

2. 6 ISIR phases at Grohe AG for components process description and responsibilities

The Grohe initial sampling is divided into 6 ISIR phases:

Phase	Description	Responsible	Comment
1	Create material specification	Grohe development	Operation Excellence for end products, Grohe development documentation for components
2	Send material specification to supplier and trigger purchase order (PO)	Grohe procurement	Standard sampling scope according to template (see GSO 080.0.1002) In case of series change, coordination of procurement with TQ of the responsible sampling plant about the scope and BAG
3	Review of requirements and determination of required evidence (tests/examinations).	Grohe quality Project TQP (LITQ/R&D) Series TQ of the responsible sampling plant	in close coordination with the project team and the supplier "Sampling coordination meeting"
4	Provision of the initial samples and test certificates/test results	Supplier	
5	Inspection of the initial samples	Grohe Quality	In coordination with TQ, internal testing or testing at an external accredited approved laboratory is also possible.
6	Preparation and distribution of the initial sample inspection report (ISIR) and usage decision	Grohe Quality if applicable R&D	Decision on the use of the initial samples supplied and determination of any subsequent sampling that may be required.

2.1 **Create material specification**

In phase 1, all requirements for the part to be supplied are defined and specified in the form of drawings, works standards (GSO = Grohe Standard Organization) and/or special delivery standards.

For boxed products, i.e. complete products, the requirements are additionally defined in test specifications for end products.

This also applies to products that are not fully specified via GSO's or drawings.

2.2 **Send material specification to supplier and trigger purchase order (PO)**

The supplier receives an inquiry from Grohe Procurement regarding costs and feasibility on new / modified components and products.

Furthermore, the required specification (drawings, GSOs, delivery standards), in the case of boxed products also additionally (the test specifications) or the description of the overall requirements incl. packaging for the complete product are communicated to the supplier. This also includes the requirements for the tests to be performed and their documentation to prove that the requirements have been met. The number of



test samples per test as well as the type, execution and documentation of the tests to be performed are included with the request to submit the offer (prices)

In the case of a purchase order (PO) of initial samples, a distinction is made between 2 cases:

- Normal (ISIR-) PO: usually 30 sample parts
(AIRO required for more than 30 parts)
- AIRO (ISIR-) PO: max. sample parts according to the planned released launch quantity (approval of Initial Ramp-up Orders, Limited quantity or schedule must be defined)

2.3 Verification of the requirements and determination of the required evidence (tests/examinations)

The Grohe requirements for components and boxed products are divided into the following main aspects. The fulfillment of these requirements are decisive for a positive ISIR evaluation by Grohe AG:

1. dimension
2. function
3. surface
4. material
5. packaging
6. endurance (service life requirements)
7. compliance with all applicable specifications and standards

In addition, the CE (Europe) markings (UL for USA) must be observed for all electrical components or boxed products. This point is also documented in the ISIR.

The supplier is responsible for providing evidence of the required tests in the laboratory. Deviations must always be agreed upon in advance at BAG:

- Supplier, requirement: the laboratory is approved by Grohe AG and the test equipment is capable according to requirement

Possible criteria for the deviating case are:

- Grohe plant responsible for the ISIR
- Grohe plant commissioned by the responsible plant
- Development (MFE)
- External laboratory (certified according to ISO 9001 and accredited according to ISO 17025), commissioned by the supplier and/or Grohe AG

The 30 ISIR samples are always sent to the plant TQ/.. responsible for sampling. The further distribution of the samples to the various laboratories is carried out by TQ/...

When sampling components from a mold with several cavities, at least 1 part per cavity must be completely measured, which can increase the number of required initial samples (specification by the project team or TQ/.. of the responsible plant within the scope of the BAG).

For the identification of the ISIR samples, a marking of the delivery with at least the following information on the part of the supplier is necessary:



Supplier No.	Drawing No.	GSO / Rev.
Product description	Status / Date	Material No.
Purchase order No.	ÄM Number / ECN	CDX
ISIR SAMPLE		

See applicable document ISIR Labeling:

2.4 Submitting of the initial samples and test certificates/test results

The time schedule of the project is binding for the supplier to perform the sampling. The sampling date is also confirmed by the supplier in the course of the BAG.

In the normal ISIR, the 30 samples for the initial sampling, together with the documentation of the tests already performed, are sent by the supplier to the TQ/.. of the Grohe plant responsible for the ISIR (ISIR at least 5 working days before the ETA, in advance to the e-mail group mailbox of the respective plant). The supplier has received the corresponding PO from Purchasing for this purpose (see clause 2.2).

- Werk HEMER: qm-supplier.Hemer@grohe.com
- Werk LAHR: qm-supplier.Lahr@grohe.com
- Werk PORTA: tq.pw@grohe.com
- Werk ALBEGERIA: PT-SQA@central-it.grohe
- Werk KLAENG: tq.kl@grohe.com

E-Mail Correspondence:

- **Betreffend: Erstmusterberichte (ISIR)**
- **Regarding: Initial Samples (ISIR)**

Description:	Material No.:	ECN:	Vendor No.:
ISIR	412023038	244154	41059

Example

Example: Regarding E-Mail Correspondence

If the schedule is tight, it is possible to carry out an **on-site check** of the samples (to be used exclusively for the Asian continent) at the supplier's premises. If necessary, these **on-site checks** must be coordinated and released by the supplier with the TQ/... of the Grohe plant responsible for the ISIR.

The following variants are possible:

- **On-site Sample Check**; Goal: Reduction of the sampling time, as the risk of a new sampling loop is reduced by the pre-sample check. On-site Sample Checks can also be performed by a TQS (Supplier Quality Engineer), e.g.: from the Asia Quality Team. No batches are released for use, only the ISIR samples provided are checked in advance at the supplier's site and sent to the responsible Grohe plant if suitable (**Ceramics are fully sampled and approved on site**);

and the

- **On-site Pre-release**; Goal: Review and pre-release of a production lot for an urgent launch date. For this purpose, the ISIR samples provided from a production lot are checked by TQS at the supplier's site. If suitable, the pre-release can release a limited quantity of components or boxed products for production, subject to the following conditions:
- Approval and test performance only by TQ (Central TQ/..) or authorized representative
- Approval of initial ramp-up order" must be available => limited number of pieces
- Minimum fulfillment of requirements Dimensions and performance / life cycle tests
- **All Special Characteristics must be positively verified (failure to do so may result in a product liability case = water damage or even personal injury)**
- From the released lot, the 30 required ISIR samples will be sent to the responsible Grohe plant within one week
- A complete ISIR at the responsible Grohe plant must be carried out
- The test equipment at the supplier must have the general test equipment capability and the laboratory must be approved (see 2.3)

2.5 **Testing of initial samples for the ISIR**

The initial samples for the ISIR are checked by the supplier with regard to all required features and requirements and documented in the ISIR. All necessary proofs (in German or English) are attached to the ISIR and sent to Grohe AG.

In the following cases, the test documentation (report) must be prepared in English:

- Supplier is not located in Germany and/or
- ISIR responsible plant is not located in Germany and/or
- the component or boxed product is also used in a non-German plant (Exceptions are to be coordinated with the respective TQ/..)

2.6 **Creation of the usage decision and distribution of the initial sample inspection report (ISIR)**

In this sixth and final phase of the ISIR process, the report is reviewed and a decision is made on the use of the initial samples supplied, as well as on any subsequent sampling that may be required. The ISIR's usage decision is then communicated to the supplier.

The usage decisions in the ISIR are classified below:

Depending on the test results, the following decisions can be made:

- **Requirements (fully) met (i.O.)**
no restrictions, the process carried out to create these samples is approved, produced parts that correspond to these samples can be used
- **Requirements not met, new samples to be presented (n.i.O.)**
the process carried out to create these samples is not approved, produced parts that correspond to these samples cannot be used (correction)
re-sampling required



- **Requirements not fully met (b.i.O.)**

the process carried out to create these samples is not approved and must be optimized, parts already produced that correspond to these samples can be used per limited special release. Re-sampling required or ECN with re-sampling.

Customer's decision	Approval																
	Overall	Product/Process															
		Overall Process	Overall Product	1.1	1.2	1.3	1.4	1.5	1.6	2	4	5	6	7	8	9	10
OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditionally ok - follow-on submission required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOK - Reapproval of PPA Process required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deviation Approval No.:			Quantity:														

2.7 General information about initial sampling

2.7.1 ISIR Requirements

An ISIR is requested in the course of the new presentation of initial samples for new projects. Furthermore, an ISIR must be provided by the supplier for:

- Product changes (specification changes)
- production relocation
- Changes in production processes
- Suspension of production for longer than 12 months
- Tool changes/corrections (dimension relevant)
- Material changes
- Change of purchased parts
- Change of suppliers
- Changes of quality influencing factors

Further regulation: If the changes are so minor/insignificant that no qualification is required (editorial change), the TQ- of the responsible plant may decide that only a cover sheet sampling and thus no sample parts are required.

2.7.2 Archiving of initial samples

The supplier shall keep at least one initial sample per cavity (reserve sample) fully labeled in a room not generally accessible under suitable conditions for the duration of the product/contract plus 5 additional years.

2.7.3 Initial Sample inspection report cover sheet

The ISIR cover sheet is to be used as the only valid template. Form 96.073 can also be downloaded from the GROHE website under the following designation:

96.073 ISIR Cover Sheet



Absender		Empfänger	Datum	
<input type="checkbox"/> Bauteile Produktionsprozess und Produktgröße <input type="checkbox"/> Bauteile spezielle Muster <input type="checkbox"/> 3D-Überwachung <input type="checkbox"/> Detail <input type="checkbox"/> Änderung am Prozess <input type="checkbox"/> Nachbearbeitung		<input type="checkbox"/> Deutsch <input type="checkbox"/> Änderung in der Lieferfrist <input type="checkbox"/> Problembehebung		
Anlagen-Einsatzsichere				
Produkt / Prozess				
<input type="checkbox"/> 1.1 Dimension, Ausführung <input type="checkbox"/> 1.2 Lieferanten <input type="checkbox"/> 1.3 Oberflächenprüfung <input type="checkbox"/> 1.4 Verzierung <input type="checkbox"/> 1.5 Klebverlegung <input type="checkbox"/> 1.6 Innenverschleißtest <input type="checkbox"/> 1.7 Werkstoffprüfung				
<input type="checkbox"/> 1.1 Einhaltung gesetzlicher Vorgaben <input type="checkbox"/> 1.1 Ermittlung gesetzlicher Vorgaben <input type="checkbox"/> 1.1 Ermittlung (siehe 1.1.1) <input type="checkbox"/> 1.1 Prozess RPA <input type="checkbox"/> 1.1 Konstruktiv (MIL)				
<input type="checkbox"/> 1.1 Produktanforderungen <input type="checkbox"/> 1.1 Konstruktiv, Bauteileigenschaften des Lieferanten <input type="checkbox"/> 1.1 Abweichung besonderer Kleinserie <input type="checkbox"/> 1.1 Folgen von Bauteileigenschaften gemäß Lieferantenangaben <input type="checkbox"/> 1.1 Produktanforderungsüberprüfung <input type="checkbox"/> 1.1 Vor der Musterprüfung				
<input type="checkbox"/> 1.1 17 Wo. Vor Vorstudie <input type="checkbox"/> 1.1 18 Muster <input type="checkbox"/> 1.1 19 Fertigung				
Lieferantenangaben (Bestätigung Lieferant, dass die Bemerkungen nach den vereinbarten Vorleistungsplan GSO 089.0.1002 letzter Stand durchgeführt worden sind)				
Lieferanten-Nr.		Zeichnungsnummer:		GSO / Rev
I-Punkt-002:		Stand/Datum:		Toll-massener
Detailbild-Nr.		Alt-Nr. / FCN		CDX
Name:		Abteilung:		Datum / Unterschrift
Erstinspektions-Nr.:				
Freigegeben Kunden:				
Freigegeben				
Produkt/Prozess				
Gesamt	Gesamt Prozess	Gesamt Produkt	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100				
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 				

96.232/07/17/HRO



2.7.5 General

The delivery of initial samples and other samples must be made with **complete documentation according to the order. If this is not the case, the supplier may be invoiced for additional expenses.** Grohe will inform the supplier of any additional documentation requirements. The forms for initial sampling can be downloaded from the Grohe website www.grohe.com. Further points listed below must be observed for the completeness of the initial sample documentation.

3. Process description - reporting / filling in the form

3.1 Cover Sheet

Cover Sheet			
Sender		Recipient	
		Supplier ISIR Report No.:	
		<input type="checkbox"/> Production process and product approval report <input type="checkbox"/> Report covering other samples <input type="checkbox"/> Sample submission <input type="checkbox"/> New parts <input type="checkbox"/> Process modification <input type="checkbox"/> Product modification <input type="checkbox"/> Reapproval of PPA Process <input type="checkbox"/> Modification supply chain <input type="checkbox"/> Colour approval	
Attachment inspection			
Product / Process			
<input type="checkbox"/> 1.1 Geometry, dimension check <input type="checkbox"/> 1.2 Function check <input type="checkbox"/> 1.3 Surface check <input type="checkbox"/> 1.4 Packaging <input type="checkbox"/> 1.5 Material test certificate <input type="checkbox"/> 1.6 Drinking water conformity <input type="checkbox"/> 2 Material check <input type="checkbox"/> 3 Compliance with legal requirements <input type="checkbox"/> 4 Compliance with Grohe GSO <input type="checkbox"/> 5 Process FMEA <input type="checkbox"/> 6 Design FMEA <input type="checkbox"/> 7 Software test report <input type="checkbox"/> 8 Process flow chart <input type="checkbox"/> 9 Control plan <input type="checkbox"/> 10 List of measurement devices <input type="checkbox"/> 11 Confirmation of process capability <input type="checkbox"/> 12 Design, development release of the supplier <input type="checkbox"/> 13 Achievement of special characteristics <input type="checkbox"/> 14 Approval of coating systems acc. customer requirements <input type="checkbox"/> 15 Capability study of testing equipments <input type="checkbox"/> 16 On-site sample-check <input type="checkbox"/> 17 On-site pre-release <input type="checkbox"/> 18 Sample <input type="checkbox"/> 19 Others			
Supplier details (Confirmation of using sample submission in accordance of requirements per submission level GSO 080.0.1002 current index)			
Supplier No.:		Drawing No.:	
Part description:		GSO / Rev.:	
Order Schedule No.:		Batch No.:	
Name:		CDX:	
Department:		Signature / Date:	
ISIR Report No.:		Customer	
Customer's decision		Approval	
Overall		Product/Process	
Overall Process		Overall Product	
<input type="checkbox"/> OK <input type="checkbox"/> Conditionally ok - follow-up action required <input type="checkbox"/> Not ok - reapproval of PPA process required		<input type="checkbox"/> OK <input type="checkbox"/> Conditionally ok - follow-up action required <input type="checkbox"/> Not ok - reapproval of PPA process required	
Deviation Approval No.:		Quantity:	
Date:		Tool release: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature Inspector Inbound:		Date:	
Signature Grohe TQL:		Date:	
Comments:			
Distribution: Purchasing, Project Management, Industrial Engineering, Central Quality			

3.2 Cover Sheet Header

When preparing the report, the form/template according in the valid version is to be used.

The contact address details in the "Sender - Recipient" field are to be adapted according to the responsible test center.

Cover Sheet			
Sender		Recipient	
		Supplier ISIR Report No.:	
		<input type="checkbox"/> Production process and product approval report <input type="checkbox"/> Report covering other samples <input type="checkbox"/> Sample submission <input type="checkbox"/> New parts <input type="checkbox"/> Process modification <input type="checkbox"/> Product modification <input type="checkbox"/> Reapproval of PPA Process <input type="checkbox"/> Modification supply chain <input type="checkbox"/> Colour approval	
Attachment inspection			
Product / Process			
<input type="checkbox"/> 1.1 Geometry, dimension check <input type="checkbox"/> 1.2 Function check <input type="checkbox"/> 1.3 Surface check <input type="checkbox"/> 1.4 Packaging <input type="checkbox"/> 1.5 Material test certificate <input type="checkbox"/> 3 Compliance with legal requirements <input type="checkbox"/> 4 Compliance with Grohe GSO <input type="checkbox"/> 5 Process FMEA <input type="checkbox"/> 6 Design FMEA <input type="checkbox"/> 7 Software test report <input type="checkbox"/> 10 List of measurement devices <input type="checkbox"/> 11 Confirmation of process capability <input type="checkbox"/> 12 Design, development release of the supplier <input type="checkbox"/> 13 Achievement of special characteristics <input type="checkbox"/> 14 Approval of coating systems acc. customer requirements			

The contents of the first page should clearly indicate the basis on which the report was prepared. Furthermore, a clear assignment of the ISIR reason must be recognizable.



Supplier		ISIR Report No.:	
<input type="checkbox"/> Production process and product approval report		english	▼
<input type="checkbox"/> Report covering other samples	<input type="checkbox"/>		
<input type="checkbox"/> Sample submission			
<input type="checkbox"/> New parts	<input type="checkbox"/> Product modification	<input type="checkbox"/> Modification supply chain	
<input type="checkbox"/> Process modification	<input type="checkbox"/> Reapproval of PPA Process	<input type="checkbox"/> Colour approval	

3.3 Cover sheet Medium block

All fields in the middle block must be considered mandatory fields. It is essential that the specifications from the sample approval meeting are also taken into account.

Attachment inspection			
Product / Process			
<input type="checkbox"/> 1.1 Geometry, dimension check	<input type="checkbox"/> 3 Compliance with legal requirements	<input type="checkbox"/> 10 List of measurement devices	<input type="checkbox"/> 17 On-site pre-release
<input type="checkbox"/> 1.2 Function check	<input type="checkbox"/> 4 Compliance with Grohe GSO	<input type="checkbox"/> 11 Confirmation of process capability	<input type="checkbox"/> 18 Sample
<input type="checkbox"/> 1.3 Surface check	<input type="checkbox"/> 5 Process FMEA	<input type="checkbox"/> 12 Design, development release of the supplier	<input type="checkbox"/> 19 Others
<input type="checkbox"/> 1.4 Packaging	<input type="checkbox"/> 6 Design FMEA	<input type="checkbox"/> 13 Achievement of special characteristics	
<input type="checkbox"/> 1.5 Material test certificate	<input type="checkbox"/> 7 Software test report	<input type="checkbox"/> 14 Approval of coating systems acc. customer requirements	
<input type="checkbox"/> 1.6 Drinking water conformity	<input type="checkbox"/> 8 Process flow chart	<input type="checkbox"/> 15 Capability study of testing equipments	
<input type="checkbox"/> 2 Material check	<input type="checkbox"/> 9 Control plan	<input type="checkbox"/> 16 On-site sample-check	

Supplier details (Confirmation of using sample submission in accordance of requirements per submission level GSO 080.0.1002 current Index)			
Supplier No.:	Drawing No.:	GSO / Rev.:	
Part description:	Issue/Date:	Batch No.:	
Order Schedule No.:	AM-Nr. / ECN	CDX:	
Name:	Department:	Signature / Date:	

Important: The change notice no. refers to the drawing and not to the material

3.4 Cover sheet Lower block

These fields are filled in by the report reviewer (customer).

A report number (initial sample inspection report) is also to be entered, which includes a sequential number.

Supplier details (Confirmation)	
Supplier No.:	
Part description:	
Order Schedule No.:	
Name:	
ISIR Report No.:	

Customer's decision		Approval		Product/Process																		
Overall	Overall Process	Overall Product	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conditionally ok - follow-on submission required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OK - Reapproval of PPA Process required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deviation Approval No.:	Quantity:		Tool release:		Yes <input type="checkbox"/> No <input type="checkbox"/>																	
Date:	Signature Inspector Inbound:		Date:		Signature Grohe TQL:																	

If the samples are functionally approved, i.e. usually dimension (1.) and function test (5.), tool approval can be checked with yes and issued.

3.5 Cover sheet comments

In this field, comments or additional information can be entered in written form as text.



4. Applicable documents

Relevant DIN ISO standards, e.g.: Test certificates according to EN 10204; ISO 9001; ISO 17025

Grohe documents:

OG 73 (GIP) Grohe Innovation Process

PI-TB 020 and 021 Supplier Quality

PI -TQ 039 Method and process qualification

PI -TQ 062 Internal guideline for initial sample inspections of the GROHE AG (EMENA and APAC)

GSO 080.0.1002 Guideline for sampling according to submission stages

96.073 ISIR Cover Sheet

96.081 ISIR Sample Labeling

Note: The respective valid revisions of the documents apply to the request for quotation and quotation submission phase.

5. Appendix

Bemusterungsgründe <i>reasons for sampling</i>	ISIR Vorlagestufe <i>ISIR Submission level</i>
Neuteil - <i>new part</i>	Level 2
Nachbemusterung - <i>resampling</i>	Level 2
Änderung am Produkt - <i>changes of the specification</i>	Level 2
Änderung am Prozess - <i>changes in processes</i>	Level 2
Änderung in der Lieferkette - <i>changes in the supply chain</i>	Level 2
Neuer Prozess - <i>new production process</i>	Level 2
Produktionspause > 12 Monate <i>suspension of production > 12 month</i>	Level 1
Farbbemusterung - <i>color sampling</i>	Level 1
Neue Technologien - <i>new technologies</i>	Level 3
Redaktionelle Änderung - <i>editorial change</i>	Level 0

Submission stage according initial sampling reason