Requirements to be met by Suppliers - Content and Process for First Sample Inspection

1. Purpose of first sample inspection:

The purpose of the first sample inspection procedure is to prove that the material products manufactured by the supplier meet all the requirements that have been laid down by Siemens Mobility GmbH, RS CP TD in drawings and specifications by carrying out checks prior the start of production. It therefore represents final verification of the product and production planning processes and a successful result will lead to series production approval for the part concerned.

2. Reasons for first sample inspection:

Before series production commences, the purchaser must be provided with a first sample for approval on request. First sample inspection is required in the following cases:

- Initial ordering of a product/part
- Product change (drawing or specification change)
- Major changes to process conditions such as transfer of production, changes to production processes or tools, Relocation of patterns etc. in the case of a product that has already been approved
- Changes to bought-in parts and/or subcontractors in the case of a product that has already been approved
- If supplier production has been interrupted for a long time period in the case of a product that has already been approved.
- Change of legal requirements (e.g. RoHS, REACH) toward earlier first sample inspections
- Requalifcation necassary for special processes (every 2-3 years)

3.Scope and process for first sample inspection:

In each individual case, the number of samples required is defined when the order is placed. The samples must have been manufactured under standard conditions, using standard resources only.
The supplier must make sure that his product fulfils all requirements of the specification(s) and norm(s). He has to enclose the required proofs with the first sample inspection report to this. The sum of these proofs yields a standard form the first sample inspection report together with the filled cover sheet acc. VO 1005-53 / A6Z00046446360 (or alternative).
The supplier confirms the results of first sample inspection with a signature.
After receiving the sample and first sample inspection report, the purchaser evaluates and, if applicable, reinspects the sample. The supplier will be informed of the result of this evaluation. If the sample meets the requirements, approval for the series is granted.
If the approval is conditional, the supplier must rectify any deficiencies before the final approval for the series can be granted.

Note: Once issued, an approval does not absolve the supplier of its responsibility for the quality of its products.

Additional requirements: Shipments of first samples must be identified by means of the words "first sample" on the packaging units and delivery note. The first sample inspection report must be enclosed.
The first sample inspection report must be sent separately to the following e-mail addresses for the sites listed below:

Nuremberg Vo: firstsampleinspection.nbgvo.mobility@siemens.com

The first sample inspection report must contain a unique reference to the sample (rating plate, serial number, data code, casting: casting number/batch). All logs must be documented with both target and actual values/parameters. If X-ray films are requested, especially in the case of cast parts, these must also be provided with a unique ID so that the sample can be cross-referenced with the first sample inspection report.

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4. First sample acceptance:

The purchaser reserves the right to carry out first sample acceptance at the supplier's site prior to production approval.The purchaser must be informed in good time, i.e. at least 4 weeks before series production is due to start.

5. Queries relating to this procedure:

The point of contact for all potential queries is the Siemens employee specified on the order. In case of doubt, please contact someone at the department responsible for first sample inspection.

Nuremberg Vo site: firstsampleinspection.nbgvo.mobility@siemens.com

6. Required content and evidences for the First Sample Inspection report:

If applicable, at least the following mandatory proofs/evidences will be sent by the supplier in the context of the first sample inspection.

No.	
01	Dimensions check
02	Function testing, type test
03	Materials testing
04	Inspection of appearance
15	Control of critical processes

The leading numbers are the reference to the items in the first article inspection template VO 1005-53 / A6Z00046446360.

This minimum content has to be extened by the supplier with other proofs, if this is required in other documents from Siemens Mobility GmbH.
Such extended requirements may as an example be defined in specifications, technical acceptance critera's, drawings, orders, product reviews etc..

7 Form „First article inspection report“ VO 1005-53:

The following table exemplary shows, which verifications are assigned or filed in the different categories in the form VO 1005-53 / A6Z00046446360.

Status: freigegeben BACANLI_DEF 12.03.2026
DCC: AAA003 OKZ Leistung: QA

No.	Verification	Content and inspection scope	Documentation (i.e.)
01	**Dimensions Check**	- Entire component: all dimensions according to dimension drawing - Individual parts: all dimensions according to individual part drawings - The manufacturer compares the test results with the specifications and marks in the test report at the specificcharacteristics their conformity of non-conformity.	Dimension record(s), Siemens drawings (if not applicable, supplier drawings. E.g. for catalog parts) with item numbers for the measured dimensions and the evaluation of the test result
02	**Function testing, type test**	Validation of technical requirements in accordance with technical specification(s)	Function test according internal test plan, Type test plan, type test report, durability proofs
03	**Materials testing**	Verification that the selected materials meet requirements.	Material test certificates and certifications
04	**Inspection of appearance**	Inspection of appearance in a wider sense: free of burrs, clean, correct labeling and inscription	Photos or quantitative proofs
05	**Surface testing**	Paint finishes: Layer thickness, bonding, resistance to stone damage; anti-corrosion protection for bare surfaces	Inspection report, paining and coating report
06	**Design approval**	Verification of Design Reviews carried out, Design Freeze	Design Review logs, design approval
07	**Manufacturing and testing schedule**	List of key production process steps with all associated inspection and testing during batch production as well as details of main component production sites	Manufacturing and testing schedule (or control plan or process flow chart)
08	**List of test Equipment**	Product-specific special measuring equipment (e.g. gauges)	Overview about used test equipment, Inspection certificate, Calibration cerificate
09	**Transport resources, packaging**	Packaging and transport regulation	Packaging and transport regulation, photo documentation
10	**Certificates and test logs**	3.1 Certificates (if requested in the specification), accreditation of testing laboratories, certificates of competence in non-destructive testing	Certificates, certifications, routine test log(s), HPQ for DB projects
11	**Process acceptance**	Acceptance of production process prior to series production approval	Process acceptance log and, where applicable, purchaser's acceptance report
12	**Sampling status of individual parts and subcomponents**	List of all individual parts and subcomponents according to sampling status	Parts list with details of first sample approval status for every item
13	**Assembly and disassembly test**	Verification of the fact that the product can be assembled and disassembled. (Note: The purchaser shall check whether the product can be built into and expanded within the superordinated system.)	Commissioning instruction or assembly instruction
14	**Operation, maintenance**	Verification of operability and serviceability	Operation and/or maintainance manual
15	**Control of critical processes**	Critical processes are those for which the result can only be checked by destruction (e.g. welding, crimping, surface treatment, .. also see IRIS Guideline 6: SPECIAL PROCESSES) and if a fault could lead to heavy impact to the final customer. Proof of the correct execution of the process in accordance with valid norms, specifications and regulations or current techn. score.	Test and qualification verification for connections etc., Information about control in production, Control plan, if applicable work samples

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DCC: AAA003 OKZ Leistung: QA