Procedure
Pre-production Samples P7.1-1
Rev. G

Approved By: Keith Gibson, President

Purpose: To document the process for planning and production of samples.

Scope: All pre-production samples

Authority: The President and Quality Management Rep has the authority to change or modify this procedure.

Reference Documents and Records
- Policy Element 7.1 Planning for Product Realization
- BOM (Methods Master)
- Pricing Work Instruction (OFF-004)
- Sample Log
- Work Instruction EE01
- Quality Records Procedure P4.2.4

Change History

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
<th>Rev</th>
<th>By</th>
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</thead>
<tbody>
<tr>
<td>06/13/96</td>
<td>Change procedure entirely to match current methods – changed name of procedure from Project Planning to Pre-Production Samples</td>
<td>B</td>
<td>MO</td>
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<tr>
<td>12/10/96</td>
<td>Steps revised and clarified due to pre-assessment audit.</td>
<td>C</td>
<td>MO</td>
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<tr>
<td>01/02/97</td>
<td>Revised entirely</td>
<td>D</td>
<td>MO</td>
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<tr>
<td>10/12/01</td>
<td>Removed original paragraph 3 was redundant in explaining samples BOM development. Removed ref. To CLC system.</td>
<td>E</td>
<td>MO</td>
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<td>10/8/02</td>
<td>Flowcharted</td>
<td>F</td>
<td>MO</td>
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<tr>
<td>05/2/06</td>
<td>Removed references to work instructions that are no longer used. Added use of Verbal order form. General modified procedure to reflect current practices.</td>
<td>G</td>
<td>MO</td>
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Page 1 of 2
Determine customer requirements per PO, if no PO then record on Verbal Order Sheet, Specification Sheet or Customer Drawing with “SAMPLES” indicated on it.

Develop sample BOM (MM) per Pricing Work Instruction (OFF-004).

If samples are ordered to an actual order then list sample order on production schedule.
If the samples are considered to be complementary (No cost to Cust), then no production order will be entered. The Project Manager becomes responsible for all engineering responsibilities of this procedure and tracking of samples.

Record pre-production samples request in the Samples Log per work Instruction EE01.

Submit BOM or datasheet to the Dept. Supervisors. BOM accompanies sample to each manufacturing department.

BOM is the same as MM (Methods Master)

Review samples after each production step. Review is conducted by the person responsible for contact with customer regarding the particular sample in question.

Notify QM of samples. QA to enter FIP information on BOM if BOM is in system, if not provide instruction on testing to final inspection.

Have samples tested by production, engineering and/or quality.

Provide accepted samples to shipping for delivery to customer. Also provide any pertinent sample information that may have been requested by the customer.

File Sample Log per Quality Records Procedure P4.2.4
Await approval from customer and record approval in the part history file. If customer places an order for the part then begin Contract Review Procedure P7.2-2.

Modify information accordingly.

Create Samples per information provided by Sales/Engineering/Management and record process using form PSAMP-01 or BOM so that the SMP can be developed.

Complete and deemed acceptable?

Yes

Forward sample process information to Data Entry to develop SMP in the ERP software. Final Inspection information to be provided or entered by QM.

Scrap invalid samples

No