

# Sample Guideline

## Sample Guideline

### How to make samples

Column 1

Text 1

To highlight

Column 2

Text 2

To highlight



A color block 1

Text

comment



A color block 2

Text

comment

Hello

adsfsdfasdf

commentasdfasdf

Title

Details



| Option 1                                                                    | Option 2                                                                    | Option 3                                                                    |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <div>point 1</div> <div>point 2</div> <div>point 3</div> <div>point 4</div> | <div>point 1</div> <div>point 2</div> <div>point 3</div> <div>point 4</div> | <div>point 1</div> <div>point 2</div> <div>point 3</div> <div>point 4</div> |
| Footer                                                                      | Footer                                                                      | Footer                                                                      |

Title

Text

comment

## Guidelines for Sample Checklist

### 1. 气泡图 [Bubble Drawing]

- Make a clear copy of the drawing and mark each inspection item clearly with numbered stamps (bubbles).
- Ensure all dimensional items, material specifications, additional drawing requirements, and weight are distinctly marked.

### 2. 检验报告 [Inspection Report]

- Clearly include the following information:
  - Purchase Order (PO) Number
  - Part Name
  - Drawing Number
  - Weight of the part (weigh actual sample)
  - Number each sample clearly to align with recorded inspection data.
- Evaluate each inspection item clearly using "i.O." (OK) or "n.i.O." (Not OK).
- For multi-cavity molds, inspect and record data separately for each cavity.

### 3. 材料报告 [Material Report]

#### For Steel/Aluminum:

- Provide a clearly readable scanned Raw Material Certificate.
- Certificate must have the supplier's quality inspection stamp and PO number clearly marked.
- Confirm specific requirements from the drawing such as heat treatment or surface finish.
- Conduct hardness testing at an appropriate location on the actual component to verify material identity.

#### For Plastics:

- Include a clearly readable Raw Material Certificate.

### 4. 样品 [Samples]

- Attach the measured samples directly to the initial sample inspection report.
- Clearly label each sample with numbers that exactly match the numbers in the inspection report.
- Ensure sample identification is accurate, consistent, and traceable to the inspection documentation.



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