

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

commentasdfsdf

Title

Details



Option 1	Option 2	Option 3
point 1 point 2 point 3 point 4	point 1 point 2 point 3 point 4	point 1 point 2 point 3 point 4
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.



Melchers Components GmbH

Schlachte 39/40
28195 Bremen, Germany
Telefon +49 421 1769 1300
Telefax +49 421 1769 3418
Email info@melchers-components.de
www.melchers-components.de

Geschäftsführer

Philipp D. Montini
Marc Friedrich

Private limited company

VAT: DE362637465
Amtsgericht Bremen HRB 39330 VAT: SE502097162701

Sparkasse Bremen

BLZ 29050101, KTO. :0083789875
IBAN: DE66 2905 0101 0083 7898 75
BIC: SBREDE22XXX