Supplier Quality Manual

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1. 总则 General

1.1 供应商须持有在有效期内的ISO9001质量体系证书 Suppliers must hold a valid ISO 9001 quality management system certificate.

1.2 供应商须指定专人负责质量问题沟通事宜 Suppliers must designate a specific person to handle communication regarding quality issues.

1.3 供应商在开始样品订单前，须理解图纸全部技术要求 Suppliers must understand all technical requirements in the drawings before commencing sample orders.

2. 范围 Scope

本手册适用美最时样品和大货订单 This manual applies to Melchers samples and serial orders.

3. 术语 Terms

3.1 美最时样品检查表 Melchers Sample Checklist：

包括但不限于气泡图，尺寸检验记录，材质证书和样品照片

Including but not limited to bubble diagrams, dimensional inspection records, material certificates, and sample photographs.

3.2 样品和大货订单一致性确认表 Sample and serial order conformity confirmation sheet：

美最时致力于样品订单和大货订单使用相同的制造和检验过程，避免大货订单中产生不合格的现象，保护美最时和供应商免受财产损失

Melchers is committed to using the same manufacturing and inspection process for sample orders and serial orders to avoid

non-conformity in serial orders and to protect Melcher's and suppliers' property from losses.

3.3 3.1证书 3.1 Certificates：

证明材料的化学成分、力学性能等指标符合相关标准或订单要求，确保材料质量可追溯、合规性和安全性

Documentation verifying that the chemical composition, mechanical properties, and other specifications of

the materials comply with relevant standards or order requirements, ensuring traceability, compliance, and safety of material quality.

3.4 3.1证书填写说明 Description 3.1 certificate for supplier：

帮助供应商正确快速的填写3.1证书

Assisting suppliers in accurately and efficiently completing the 3.1 certificate.

3.5 美最时大货检查表 Melchers Serial Checklist：

包括但不限于气泡图，尺寸检验记录，材质证书和样品照片

Including but not limited to bubble diagrams, dimensional inspection records, material certificates, and sample photographs.

3.6 美最时质量布局 Melchers Quality Layout (MQL)：

美最时格式的检查表格

Melchers Format Inspection Form

4. 流程 Procedure

4.1 样品订单 Sample checking

1. 供应商在收到样品订单后，参照“美最时样品检查表”准备样品检查报告，每种样品出具一份检查报告，报告为PDF或Excel格式

1. Upon receiving the sample order, the supplier shall prepare a sample inspection report in accordance with the “Melchers Sample Checklist.”

One inspection report shall be issued for each sample, in PDF or Excel format.

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BIC: SBREDE22XXX

Melchers Techimport GmbH · Schlachte 39/40 · 28195 Bremen

样品检查表 [Sample Checklist]

1.气泡图 [Make copy of drawing with drop stamp]

所有尺寸项目 [All dimensional items]
材料报告 [Material specifications]
图纸上其它要求 [Other drawing requirements]
重量 [Weight]

2.检验报告 [Inspection report]

订单号 [Add PO number]
部件名称 [Add part name]
图纸号 [Add drawing number]
部件重量（样品请称重）[Add weight of part (please weigh sample)]
样品检验序号 [Number of measured samples]
检验项目的结论: 是/否 [All items are to be assessed with I.O. / n.i.O.]
模具是多模穴的请检每个模穴的产品
[For tools with several cavity/molds please measure each cavity]

3.材料报告 [Material report]

钢/铝合金 [For steel / aluminum]

原材料证书（如盖供应商质检章并标注订单号）, 扫描件必须清晰可读
[Raw Material Certificate (optionally stamp and add order number). Scan must be readable]
列出并确认图纸上的要求（例如，热处理，表面）
[Consult option drawing requirements (e.g. heat treatment, surface)]
硬度测量在产品本体合适位置测量
[Identify Material by means of hardness tests carried out on the component]

塑料 [For plastics]

材质证书 [Raw Material certificate]

4.样品 [Samples]

测量的样品应同初始样品检验报告一起，并根据尺寸记录进行标记。样品的编号和报告上的编号必须一致，还需提供样品照片。[The measured samples shall be attached to the initial sample inspection report and marked according to the dimensional records. The numbers of the samples and the report must match, need to sample photo.]

Germany
Hong Kong
Mainland China
Singapore
Malaysia
Indonesia
Taiwan
South Korea
Sri Lanka
Thailand
Vietnam
Philippines
Myanmar
Cambodia
Pakistan

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COMMERZBANK AG, BREMEN
SWIFT BIC: DRESDEFF200
IBAN: DE64 2908 0010 0101 3061 00

美最时样品检查表Melchers Sample Checklist 20250522.pdf
pdf

2. 供应商样品加工完成后，每种样品选择5件进行尺寸检查，并进行编号(1,2,3,4,5)

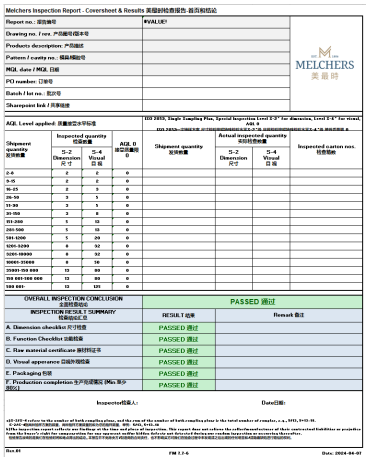
重要：尺寸检查的样品必须在样品表面或包装上编号，样品编号必须与样品检查报告中的编号对应一致

2.After processing the supplier samples, select five pieces from each sample for dimensional inspection and assign them serial numbers (1, 2, 3, 4, 5).

Important: Samples for dimensional inspection must be numbered on the sample surface or packaging, and the sample numbers must correspond exactly to the numbers in the sample inspection report.

3. 供应商可以使用自己格式的样品检查报告，但须满足样品订单检查表的要求，如果没有自己格式的样品检查表，也可以向美最时索取，使用美最时质量布局

3.Suppliers may use their own sample inspection reports, provided they meet the requirements of the sample order inspection checklist. If no proprietary sample inspection form is available, one may be requested from Melchers and used in accordance with Melchers quality layout.



Melchers Inspection Report - Coversheet & Results 美最时检查报告-首页和结论

Report no.: 报告编号	#VALUE!	MELCHERS 美最时
Drawing no. / rev. 产品编号/版本号		
Products description. 产品描述		
Pattern / cavity no.: 模具/模腔号		
MQL date / MQL 日期		
PO number: 订单号		
Batch / lot no.: 批次号		
Sharepoint link / 共享链接		

AQL Level applied: 质量接受水平标准

ISO 2859, Single Sampling Plan, Special Inspection Level S-3* for dimension, Level S-4* for visual, AQL 1

ISO 2859—2002年 单次抽样计划 特殊检查水平S-3 用于尺寸检查，S-4 用于外观检查，AQL 1

Shipment quantity 发货数量	Inspected quantity 检查数量		AQL 0 接受数量 0	Shipment quantity 发货数量	Actual inspected quantity 实际检查数量		Inspected carton nos. 检查箱号
	S-2 Dimension 尺寸	S-4 Visual 目检			S-2 Dimension 尺寸	S-4 Visual 目检	
2-8	2	2	0				
9-15	2	2	0				
16-25	2	3	0				
26-50	3	5	0				
51-90	3	5	0				
91-150	3	8	0				
151-280	5	13	0				
281-500	5	13	0				
501-1200	5	20	0				
1201-3200	8	32	0				
3201-10000	8	32	0				
10001-35000	8	50	0				
35001-150 000	13	80	0				
150 001-500 000	13	80	0				
500 001-	13	125	0				

OVERALL INSPECTION CONCLUSION 检查结论	PASSED 通过	
INSPECTION DETAILS SUMMARY 明细概述	RESULT 结果	Remark 备注
A. Dimension checklist 尺寸检查	PASSED 通过	
B. Function Checklist 功能检查	PASSED 通过	
C. Raw material certificate 原材料证书	PASSED 通过	
D. Visual appearance 目视外观检查	PASSED 通过	
E. Packaging 包装	PASSED 通过	
F. Production completion 生产完成情况 (Min 50 pcs)	PASSED 通过	

Inspector检查人: Date日期:

AQL 2.5 = refers to the number of both sampling plans, and the sum of the number of both sampling plans is the total number of samples, e.g., 2.5%, S=2.5%.
AQL—接收质量水平 缺陷率 缺陷率的接收水平 缺陷率 缺陷率 缺陷率 缺陷率
Disclaimer: Melchers Quality Layout is a tool for internal use only. This report does not relieve the responsibilities of their contracted facilities or projects from the buyer's right for inspection for no-accept or/the failure defects and detected during our random inspection or on-site observation.
免责声明：美最时质量布局仅供内部使用。本报告不得免除客户指定的工厂或项目的责任或买方对拒收或未检测到的缺陷进行检查的权利。

Rev.03 FM 2.2-6 Date: 2024-04-01

美最时质量布局Melchers Quality Layout.xlsx
xlsx

4. 供应商进行样品检查，完成样品检查报告

4.The supplier conducts sample inspection and completes the sample inspection report.

5. 供应商准备样品和大货订单一致性确认表

5.Supplier prepares Sample and serial order conformity confirmation sheet

MELCHERS 美最时	Sample and serial order conformity confirmation sheet 样品和大货订单一致性确认表	FM 7.8-2 Page 1 of 1 第 1 页 共 1 页

供应商 Supplier			
样品订单号 Sample order no.		产品名称 Sample name	
产品号码 Sample no.		样品数量 Sample quantity	
图纸编号 Drawing no.		图纸版本号 Drawing revision	

确认项目 Confirmation item	确认结果 Confirmation result	样品描述 Sample comment	大货描述 Serial comment
材料 Material	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
尺寸 Dimension	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
模具 Mold	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
工艺 Process	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
检具 JIG	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
表面处理 Surface treatment	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
	☐ 样品和大货相同 Sample will be same as serial		
	☐ 样品和大货不同 Sample will be different as serial		
确认人/日期 Check by/Date		公司盖章 Company stamp	

填写要求：美最时致力于样品订单和大货订单管理和质量控制制度和规定以期，避免大货订单生产生不合格质量事故，保护美最时和供应商生产和生产顺利。
Background: Melchers is committed to using the same manufacturing and inspection process for sample orders and serial orders to avoid non-conformity in serial orders and to protect Melcher's and suppliers' property from losses.
填写说明：1. 确认项目相同或类似的产品可以使用一张确认表。Products with the same or similar confirmation items can use one confirmation sheet.
Instruction: 2. 不适用的项目用"NA"表示。The non-applicable items are indicated by "NA".
3. 在确认结果中复选项中打"√"表示相同或不同。Tick the checkbox in the confirmation result to indicate the same or different.
4. 如果有表格中没有提及的确认项目请另外添加。If there is a confirmation item that is not mentioned in the sheet, please add it separately.

Rev 版本号 : 0 Date 日期: Feb.11, 2025

样品和大货订单一致性确认表Sample and serial order conformity confirmation sheet 20250211.pdf
pdf

6. 供应商准备3.1证书，参照

6.Suppliers shall prepare 3.1 certificates in accordance with 4.3.

7. 供应商将样品检查报告，样品和大货订单一致性确认表，3.1证书（适用时）一起发给美最时文件审核

7.The supplier shall submit the sample inspection report, the Sample and serial order conformity confirmation sheet, and the 3.1 certificate (where applicable) to Melchers for document review.

8. 文件审核通过后，供应商快递样品到美最时上海办公室，如果样品规格较大或数量较多，美最时会到供应商处进行样品检查

重要：样品的包装方式须考虑国际快递的要求，务必保证样品在长途运输途中不受损坏

8.After document approval, suppliers shall ship samples to Melchers Shanghai office via express delivery. For oversized or large-volume samples, Melchers will conduct on-site inspections at the supplier's premises.

Important: Sample packaging must comply with international shipping requirements to ensure samples remain undamaged during long-distance transit.

9. 美最时完成样品检查报告后，如果没有偏差，美最时把报告和样品发给客户

9.Upon completing the sample inspection report, Meizhishi will send the report and sample to the customer if no deviations are found.

10. 如果有偏差，和供应商样品报告复核后依然有偏差，先把报告发客户审核，如果客户接受偏差，美最时把样品发给客户

10.If discrepancies persist after cross-checking with the supplier's sample report, first send the report to the client for review.

Should the client accept the discrepancies, Meizhou will then ship the samples to the client.

11. 如果客户不能接受偏差，供应商返工样品或者报废样品，并重新完成订单

11. If the customer cannot accept the deviation, the supplier shall rework the sample or scrap it and complete the order again.

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4.2 大货订单 Serial checking

1. 供应商快要完成订单时，通知美最时采购检验日期

重要：检验日期需安排在货代到供应商处提货日期前一周进行

1. Notify Melchers of the inspection date when the supplier is nearing completion of the order.

Important: The inspection date must be scheduled one week prior to the freight forwarder's pickup date at the supplier's location.

2. 供应商在完成订单后，参照“美最时大货检查表”完成大货检查报告

2. After completing the order, the supplier shall complete the production inspection report in accordance with the “Melchers Serial Checklist.”

Melchers Techimport GmbH · Schlachte 39/40 · 28195 Bremen

大货检查表 [Serial Checklist]

1.气泡图 [Make copy of drawing with drop stamp]

所有尺寸项目 [All dimensional items]

材料报告 [Material specifications]

图纸上其它要求 [Other drawing requirements]

2.检验报告 [Inspection report]

订单号 [Add PO number]

部件名称 [Add part name]

图纸号 [Add drawing number]

抽样检验序号 [Number of measured sampling]

检验项目的结论：是/否 [All items are to be assessed with I.O. / n.i.O.]

模具是多模穴的要检验每个模穴的产品

[For tools with several cavity/heads please measure each cavity]

3.材料报告 [Material report]

钢/铝合金 [For steel / aluminum]

原材料证书（加盖供应商质检章并标注订单号），扫描件必须清晰可读

[Raw Material Certificate (use company stamp and add project number). Scan must be readable]

列出并确认图纸上的要求（例如： 热处理，表面）

[List and confirm drawing requirements (e.g. heat treatment, surface)]

硬度测量在产品本体合适位置测量

[Identify Material by means of hardness test carried out on the component]

塑料 [For plastics]

材质证书 [Raw Material certificate]

4.产品照片 [product photo]

产品分不同位置摆放，拍摄照片能了解产品的大致结构。

[The products are arranged in different positions, and the photographs are taken to understand the general structure of the products]

Germany
Hong Kong
Mainland China
Singapore
Malaysia
Indonesia
Taiwan
South Korea
Sri Lanka
Thailand
Vietnam
Philippines
Myanmar
Cambodia
Pakistan

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GESELLSCHAFT MIT BESCHRÄNKTER HAFTUNG
Amtsgericht Bremen HRB 13834
USt-Id No. DE 815767976

COMMERZBANK AG, BREMEN
SWIFT BIC: DRESDEFF290
IBAN: DE64 2608 0010 0101 3061 00

美最时大货检查表Melchers Serial Checklist 20240710.pdf
pdf

3. 供应商准备3.1证书，参照 4.

3. Suppliers shall prepare 3.1 certificates in accordance with 4.

4. 供应商将大货检查报告，3.1证书（适用时）一起发给美最时文件审核

4. The supplier shall submit the serial inspection report, the 3.1 certificate (where applicable) to Melchers for document review.

5. 文件审核通过后，美最时检验员按照检验日期到供应商处进行质量检验

5. After the documents are approved, Melchers inspectors will conduct quality inspections at the supplier's premises according to the inspection schedule.

6. 美最时质量检验完成后，如果没有偏差，供应商准备包装清单，准备发货

重要：大货包装方式须考虑海运和欧标栈板要求

6. After quality inspection is completed at Melchers, if no deviations are found, the supplier prepares the packing list and prepares for shipment.

Important: serial cargo packaging must comply with maritime shipping requirements and Euro pallet standards.

7. 如果有偏差，和供应商复核后依然有偏差，供应商提供原因分析和纠正措施，美最时制作偏差报告，发客户审核

7. If discrepancies exist and persist after verification with the supplier, the supplier shall provide root cause analysis and corrective actions. Melchers shall prepare a deviation report for client review.

8. 如果客户接受偏差，供应商准备包装清单，准备发货

8. If the customer accepts the deviation, the supplier prepares the packing list and prepares for shipment.

9. 如果客户不能接受偏差，供应商返工产品或者报废产品，并重新完成订单

9. If the customer cannot accept the deviation, the supplier shall rework or scrap the product and complete the order again.

4.3 3.1证书 3.1 certificate

1. 当样品/大货订单中的“客户文件”中有3.1证书要求时，请参照填写说明，填写3.1证书

1. When a 3.1 certificate is required in the “Customer Documents” section of a sample/production order, please complete the 3.1 certificate according to the instructions provided.

Customer Doc [客户文件]:	3.1 Certificate

Acceptance Test Certificate 3.1
According to DIN EN 10204:2005

Customer:	Melchers Components GmbH Schlachte 39/40 D-28195 Bremen		
Description:			
Article number:			
Drawing number:			
Supplier drawing number:			
Customer-Order-No.:		Date:	
Delivery Note:		Date:	
Delivered Quantity:			
Supplier Batch-No.:			

Confirmation and Test Result
We hereby confirm that above mentioned items are made according to the order confirmation and drawing(s).
The items are made of: | Norm/requirements:

S/N	Chemical			Mechanical		
	Heat/Batch-no.	Report-no.	Date	Heat/Batch-no.	Report-no.	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Quality control of supplier:
Place:
Date:
(Confirmation of Certification by the official inspector)

"Supplier Name"

Date format: YYYY-MM-DD

Rev.01 FM 7.8-8 Date:2023-12-12

3.1证书Acceptance Test Certificate 3.1 20231212.pdf
pdf
3.1证书填写说明Description 3.1 certificate rev01 for supplier.pdf
pdf

5. 参考References

5.1 修订记录 Record of revisions

版本 Version	修改描述 Brief description of change	页/章 Pages/chapter	日期 Date
00	初始版本 Initial version	所有 All	10.06.2025

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IBAN: DE66 2905 0101 0083 7898 75
BIC: SBREDE22XXX

6. 附件Annex

6.1 美最时样品检查表 Melchers Sample Checklist

6.2 样品和大货订单一致性确认表 Sample and serial order conformity confirmation sheet

6.3 3.1证书 3.1 certificate

6.4 3.1证书填写说明 Description 3.1 certificate for supplier

6.5 美最时大货检查表 Melchers Serial Checklist

6.6 美最时质量布局 Melchers Quality Layout

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