

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



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

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

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. 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.

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

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

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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

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供应商 Supplier:			
样品订单号 Sample order no.		产品名称 Sample name	
产品代码 Sample no.		样品数量 Sample quantity	
面皮编号 Drawing no.		面皮版本号 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	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
尺寸 Dimension	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
模具 Mold	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
工艺 Process	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
模具 ID	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
表面处理 Surface treatment	Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同 Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同 Sample will be same as serial. ☐ 样品和大货一致 Sample will be different as serial. ☐ 样品和大货不同		
确认人/日期 Check by/Date:	公司盖章 (Company stamp)		

重要提示：美最时对于样品订单一致性确认表的填写有严格要求，请务必认真填写。如有任何疑问，请咨询美最时样品和大货订单一致性确认表产品经理。
Important: Melchers has strict requirements for the completion of the sample and serial order conformity confirmation sheet. Please fill it out carefully. If you have any questions, please contact the Melchers sample and serial order conformity confirmation sheet product manager.

说明：1. 样品和大货一致性确认表用于确认样品和大货的一致性。填写时，请根据实际检查结果，在相应位置勾选。如有任何偏差，请在备注栏说明。
Note: 1. The sample and serial order conformity confirmation sheet is used to confirm the consistency between the sample and the serial order. When filling out, please check the actual inspection results and select in the corresponding position. If there are any deviations, please explain in the remarks column.

说明：2. 样品和大货一致性确认表必须由供应商填写。如有任何疑问，请咨询美最时样品和大货订单一致性确认表产品经理。
Note: 2. The sample and serial order conformity confirmation sheet must be filled out by the supplier. If you have any questions, please contact the Melchers sample and serial order conformity confirmation sheet product manager.

说明：3. 样品和大货一致性确认表必须在发货前填写。如有任何疑问，请咨询美最时样品和大货订单一致性确认表产品经理。
Note: 3. The sample and serial order conformity confirmation sheet must be filled out before shipping. If you have any questions, please contact the Melchers sample and serial order conformity confirmation sheet product manager.

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.”



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

Delivered Quantity:

Supplier batch No.:

Confirmation and Test Request

We hereby confirm that above mentioned items are made according to the order confirmation and drawing(s).

The items are made of:

Chemical

Norms/requirements:

Mechanical

S/N

Head/batch no.

Report no.

Date

Head/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

PM 7.8.8

Date:2023-12-12

3.1证书Acceptance Test Certificate 3.1 20231212.pdf

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3.1证书填写说明Description 3.1 certificate rev01 for supplier.pdf

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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

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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