



Information sheet for suppliers on the sampling procedure

1 Objective

The objective of an initial sampling is to obtain production or series approval for the supplier. This procedure ensures a prompt and smooth approval process for K2 products and is a prerequisite for supplying our company. Deliveries without written approval from K2 are not permitted. A delivery order or call-off alone does not constitute approval.

2 General

2.1 Definition

Sample parts for initial sampling are products manufactured entirely with series production tools and under series production conditions.

During the initial sampling process, evidence must be provided before the start of series production that the manufacturing process during actual production (so-called series production run) can produce products with the required quality.

The initial sampling applies to all K2 suppliers. Excluded are manufacturers of standard and DIN parts, as well as manufacturers of products without a K2 drawing.

2.2 Responsibility for Initial Sampling

The supplier is responsible for conducting the sampling and ensuring the accuracy of the test and measurement results (K2 reserves the right to verify) as well as the completeness of the documentation.

2.3 Types of Sampling (Scope and Start)

2.3.1 Initial Sampling

Initial sampling is generally commissioned by K2 at the start of series production with an initial sample order, including a specified delivery date. With the initial sample order, the supplier receives the following K2 specification documents:

- K2 production drawing (internal production drawings are for information only and are not evaluated – K2 development drawings are **not** sampled)
- Product description per item, including notes on functional criteria (if available)
- K2 packaging specification (product-specific)
- Packaging labels (K2 label for bags, cartons, bundles, and in the future also a label for pallets)
- K2 assembly instructions (if available)



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The following documents can be downloaded from the K2 website: <https://k2-systems.com/en/downloads-supplier-documents/>:

- **K2 cover sheet** (This template must be used for a standardized presentation of the initial sample inspection report.)
- **K2 inspection report** (optional - see also chapter 3.4 - own test reports, 3D measurement reports or comparable measurement reports are accepted)
- **Short guide for delivery and packaging** (This serves to standardize delivery note information, labeling, packaging, and labeling of pallets, bundles, and smaller packaging units. The guide also regulates the orientation of palletized goods.)

Additional documents may be required, as indicated in the order text.

2.3.2 Re-sampling

After rectification of a deviation that was objected to in a previous release procedure, the supplier must prove the elimination of the deviations in a re-sampling. In a re-sampling, only the elimination of the objectionable criteria must be proven.

2.3.3 Change Sampling by K2

A change sampling is required after a technical change – such as a design, specification, or material change (new drawing revision) – and is commissioned through Purchasing in the form of a change sampling. The scope of the change sampling is determined by K2 Quality Management and specified in the order text in consultation with the responsible purchaser.

2.3.4 Follow-up Sampling by the Supplier

The supplier is obligated to obtain approval from K2 Quality Management in good time if the production site or a manufacturing process is changed.

2.4 Selection and Quantity of Sample Parts

A total of three sample parts must be presented, which must be taken at the beginning, in the middle, and at the end of production.

For tools with multiple cavities (e.g., extrusion profiles), at least one sample part per cavity must be taken and presented.

For extrusion profiles without further processing, sample parts must be presented in a length of 300 mm. The contact points (workpiece holders) used in the anodizing process must be clearly visible.

If the same production part is to be sampled not only in an untreated state but also with a surface treatment (e.g., anodized, powder-coated, etc.), the sample parts must be presented both untreated and with the corresponding surface treatment.



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2.5 Delivery Address for Sample Parts

The delivery address for sample parts is:

K2 Systems GmbH

Quality Management

Haldenstraße 1
71272 Renningen - Germany

2.6 Delivery and Labeling of Sample Parts

- Sample parts must be clearly labeled as *samples* upon delivery.
- The article number and order number are mandatory.
- Sample parts must be packaged in a way that prevents damage which could alter the measured results or affect the surface.
- There must be a clear assignment between each sample part and the complete sampling documentation, including measurement reports, to ensure 100% traceability and consistency of results and processes.

2.7 Storage of Sample Parts

If K2 does not explicitly request physical sample parts, at least one fully labeled sample part (so-called retention sample) must be stored by the supplier for the duration of the main contract plus one additional year or until a new sampling process is carried out.



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3 Documentation

The required documents per sampling component can be found in the table below.

Table 1

Documentation	Sampling Component			
	Extrusion	Machining	Assembly (Set)	Other
K2-Cover Sheet	✓	✓	✓	✓
Test Report	✓	✓	✓ If required	✓ If required
K2 Drawing*	✓	✓	✓	✓ If required
Assembly Instructions	✗	✗	✓ **	✓ If required
Inspection Certificate 3.1	✓	✓ If raw material/semi-finished product is not procured through K2	✓ If raw material/semi-finished product is not procured through K2	✓ If raw material/semi-finished product is not procured through K2
Material Data Sheet for Purchased Parts	✗	✗	✓ If not supplied by K2	✓ If not supplied by K2
Photo Dokumentation	✓ If required	✓ If required	✓ If required	✓ If required

*See note 3.4

**For assembly service providers, acknowledgment in the form of a signed, valid K2 Assembly Instruction is required.

3.1 Submission of documentation

The documentation required by K2, as listed in Table 1, must be completed in digital form and sent to K2 in its **original format** to the following email address: quality@k2-systems.de.

Important: In the returned inspection report, the fields intended to be completed by K2 must remain editable.

An exception applies to suppliers who, due to their system, use their own documentation. This will only be accepted if the requirements specified in the K2 documentation are met. Additionally, digital editing must be ensured.



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3.2 K2 Cover Sheet

To complete the K2 cover sheet, the information required by K2 is summarized in the table below for reference:

Table 2

Required Information	
Supplier	Full name & complete company address
Production Site	Country and city or municipality, if applicable, factory
Type of Sampling	Only one selection possible
Reason for Sampling	Only one selection possible
Sampling Component	Only one selection possible
Attachments & Requirements	<p>Attachments All submitted documents must be checked off</p> <p>Requirements The general packaging and delivery specifications – including the creation of the K2 batch number and labeling – can be found at: https://k2-systems.com/en/downloads-supplier-documents/</p>
Report and Inspection Information	<p>Report No. Supplier's report number (a title may also be added – changes must be traceable)</p> <p>IMPORTANT! The article description, article number, drawing number including index/revision and date must be provided. This information can be found in the K2 production drawing. Contact details such as the responsible person, phone number, and email address must be stated.</p> <p>IMPORTANT NOTICE! The K2 cover sheet must be signed!</p>



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3.3 Inspection Certificate 3.1

The Inspection Certificate 3.1, which represents an independent verification of the conformity of the material of the delivered products, is a mandatory part of the sampling process (see also Table 1).

The content of the Inspection Certificate 3.1 is regulated in a separate supplier information sheet, which is available under the title *Sending Inspection Certificates 3.1 to K2 Systems GmbH* on the K2 website at: <https://k2-systems.com/en/downloads-supplier-documents/>

3.4 Product-Specific Inspection (Stamped K2 Production Drawing)

An inspection report must be created based on the current K2 production drawing. On the K2 drawing, all nominal dimensions (excluding reference dimensions in brackets) must be marked as inspection characteristics. Each inspection characteristic is to be numbered per view in a clockwise direction from top to bottom. The number of the inspection characteristic, along with the nominal dimension and tolerance, must then be transferred into the inspection report.

The actual values determined must be assigned to the corresponding inspection characteristics. Deviations from the target value must be assessed and clearly marked.

The measuring device used (e.g., caliper, etc.) must be specified without exception.

For documentation, the inspection report provided by K2 can be used. Company-specific inspection reports created using tactile or optical measuring machines (e.g., ASCONA, Romidot, etc.) are preferably accepted if the above-mentioned criteria are met.

3.5 Notes on Measurement Accuracy of the Measuring Equipment Used

The required accuracy depends on the application and/or specification of the components.

In a dimensional inspection, all measured dimensions must be measurable with acceptable accuracy, taking all influences (device-specific and non-device-specific) into account.

Monitoring of testing and measuring equipment is a prerequisite for the necessary confidence in the accuracy and precision of test and measurement results and the evaluation based on them. The supplier must provide proof of regular monitoring of the testing and measuring equipment upon request by K2.



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4 Approval by K2

The written approval of the sample parts by K2 does **not** release the supplier from responsibility for the quality of the manufactured products. Incorrect or incomplete documentation related to the sampling, or failure to meet additional requirements (such as specific customer-supplier agreements), will automatically result in the rejection of the sampling. A rejection leads to a joint discussion with the goal of achieving the product quality in accordance with K2's requirements. The supplier shall enable K2 to arrange an inspection appointment and, if necessary, a supplier visit.

4.1 Definition of K2's Evaluation

4.1.1 Approval

An approval means that the product meets the requirements. Therefore, the supplier is authorized to deliver the agreed production quantities of the approved component based on orders/call-offs issued by Purchasing.

4.1.2 Rejection

A rejection means that the product does not meet the requirements. A rejection results in a resampling – see also section 2.3.2.

4.2 Archiving of Documentation

Unless otherwise agreed, all inspection and measurement data of the sample parts must be archived by the supplier. The method of traceability regarding the sampling is the responsibility of the supplier.