

TECHNICAL GROUP STANDARD
General Application -
General requirements and guidelines for quality documentation

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Rev.	Date	Revision	Author	Checked	Approved
-	2010-11-15	First issue	D. Eisenmann	P. Niederberger	J. Kehle
A	2011-10-10	General revision	D. Eisenmann	P. Niederberger	J. Kehle
B	2013-06-19	Proceeding in case of rework added, traceability	D. Eisenmann	I. Rauh	F. Miller
C	2014-02-12	General revision	D. Eisenmann	I. Rauh	F. Miller

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1 Scope

This standard is to define the general requirements for quality documentation of parts purchased by Voith Hydro GmbH and Co. KG (VHH).

2 Applicable documents

- EN 10204 – Metallic products - Types of inspection documents

3 General data on quality documents

The quality data book issued by the supplier is to be identified with following data (in order to find data see enclosure, chapter 7.2):

- Project name (code word)
- Unit number (if applicable)
- Test step number (“item”) according to inspection and test plan (ITP)
- Complete ITP number (for correct proceeding see Figure 3)
- WBS element number
- SAP Material number
- Drawing number incl. revision
- Part name/component

4 Visual requirements and content of quality certificates

- All certificates are to be signed with a blue ballpoint pen; exception: documents that have been issued automatically/electronically.
- Holes for filing are to be put on the left on portrait documents and on the top on landscape documents.
- Certificates written by hand **will not be accepted**.
- Every test step number acc. to ITP requires an extra certificate; exceptions: raw material certificates and similar examination such as dimensional check and check of geometrical tolerances. Example: Certificate for visual inspection must not be included in the dimensional protocol.
- The quality documentation for every **component** according to ITP and **unit** is to be handed over in one single folder or pdf-file.
- Type of inspection document is to be indicated (e.g. 3.1 or 3.2 according to EN 10204)
- A **cover sheet** for each dossier/component where all tests/certificates are listed is mandatory. The result of every test is to be visualized (see chapter 7.1).
- A **cover sheet separating each chapter** as shown in chapter 7.1 is necessary if the final quality documentation contains more than 30 pages in total.
- **Traceability of material**: in order to trace the use of the raw material in the finished component or system a **traceability list** is to be issued. Following data is required:
 - Item according to bill of material or drawing
 - Internal plate number, stamp if applicable
 - Verbal description (e.g. plate)
 - Quantity
 - Material (e.g. S355J2+N)
 - Dimensions
 - Certificate number
 - Plate number
 - Heat number
- In the dimensional protocol a particular value for each dimension has to be listed. “OK” **will be not accepted**, expect for checks performed by gauges (e.g. for threads).

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5 Inspections and quality documentation

To perform the inspections defined in the ITP on time, the supplier has to submit the correct date of inspection within an inspection notification. This notification has to be sent to purchasing department "VHH-wp". The notification deadline can be seen in the purchase order or in the ITP. The supplier hereby confirms in written form the correct date for the inspection performance. Moreover, the supplier commits himself to prepare the ordered components and pieces in that kind of way, which allows Voith Hydro quality inspectors, external inspectors, etc. the right performance of the requested quality inspection (according to ITP). If these pieces and components listed on ITP should not be available and prepared at the agreed date of inspection, Voith Hydro as the purchasing contract partner reserves the right to charge the incurred costs (flight costs, taxi costs, employee absences of Voith Hydro quality inspectors or externals) to supplier's account.

The quality documentation is to be available during inspection reflecting the manufacturing progress of the tested component. If certificates have to be reworked, the certificates are to be sent to VHH within one week.

If deviations occur and the part needs to be reworked, a confirmation after completion is to be sent to VHH. The supplier confirms the completion on the second last page of the inspection report (see Figure 2). This confirmation is a precondition for shipment release. If attached documents (MT, PT, VT, dimensional protocol after rework) are required, they have to be sent together with this confirmation.

Any deviations from the specification have to be reported to VHH immediately after detection. Anything that effects the specified capabilities of the component at the point of shipment is considered to be as a deviation (e.g. final dimensions, material, heat treatment, not specified overlay welding to meet dimensions, specified performance data). In case of a deviation an NCR has to be sent to the responsible Sourcing Manager in the Purchasing department.

The quality documentation is to be sent in one pdf-file to the following email address (if not taken by the the inspector, see

Figure 1): vhh-quality-document@voith.com

It is mandatory that the subject header refers to:

- Project name
- Purchase order number
- Purchase order item

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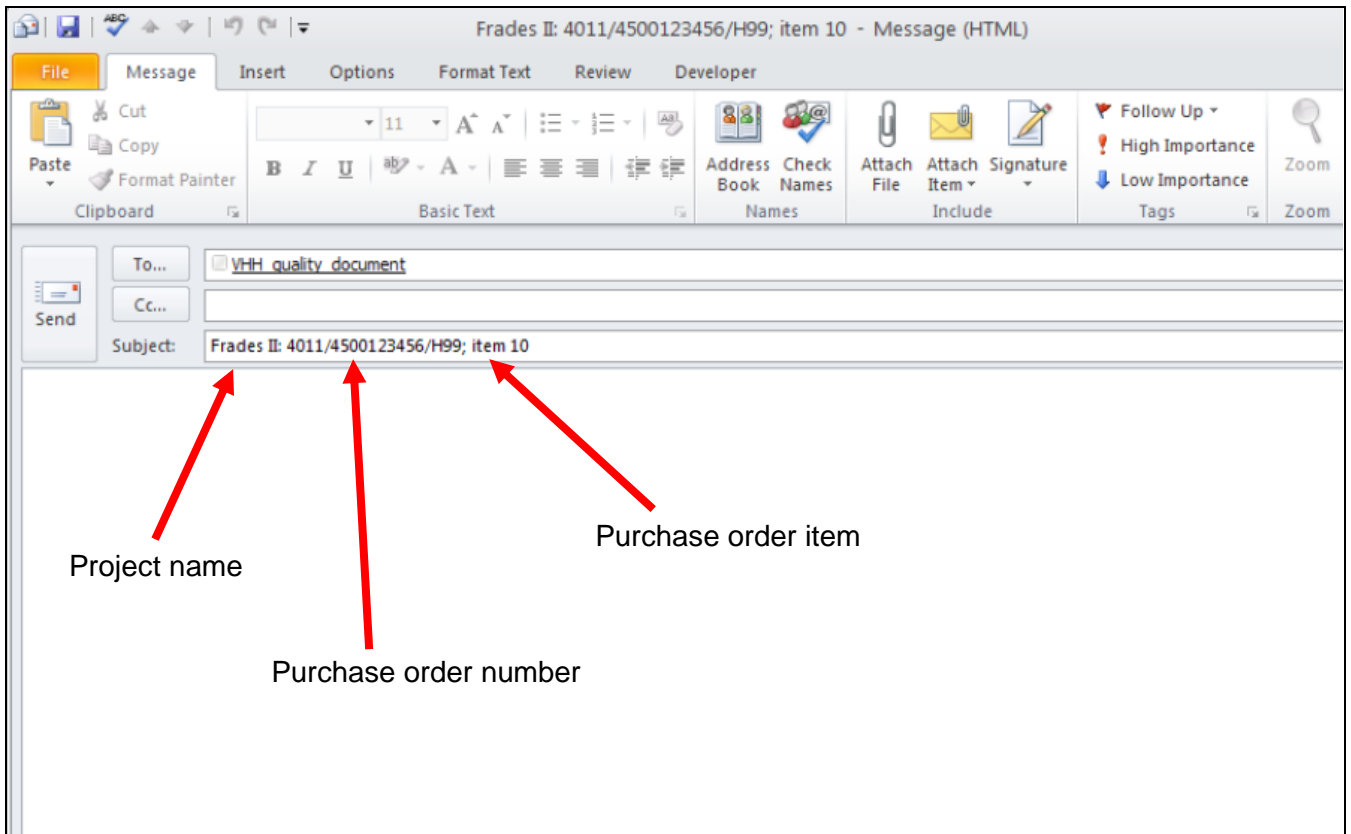


Figure 1: Email to send quality documentation


<input checked="" type="checkbox"/>	part(s) accepted after rework (confirmation required) Teile akzeptiert nach Überarbeitung (Bestätigung notwendig) / Partes aceites após retrabalho (confirmação necessária)
<input type="checkbox"/>	post-inspection required Nachinspektion erforderlich / Inspeção posterior necessária
<input type="checkbox"/>	part(s) not accepted Teile nicht akzeptiert / Partes não aceites
<input type="checkbox"/>	to be defined noch festzulegen / a ser definido
attached NCR(s): beifügte NCR(s) / NCR(s) anexos	<input type="checkbox"/> yes ja / sim <input checked="" type="checkbox"/> no nein / não
Documentation: Dokumentation / Documentação	<input type="checkbox"/> complete vollständig / completa <input checked="" type="checkbox"/> not complete nicht vollständig / não completa
Reworks executed (to be confirmed by Supplier with pictures attached): Nacharbeiten ausgeführt (mit angehängten Bildern bestätigt durch Lieferant) / Retrabalho executado (confirmado por fornecedor com fotos)	 <p>Murkmann AG Quality Assurance 2014-01-20 Date & Stamp & Signature</p>
to be notified:	<input type="checkbox"/> Project manager

Figure 2: Confirmation of rework

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6 Traceability of material

6.1 Welded components (only if required in the purchase order, otherwise proceeding as per 6.3)

The supplier has to assure that all welded components and used raw materials (plates, castings, forgings, etc.) are hard-stamped so that traceability of material is possible at any time (even after painting or coating). The stamp shall correspond to the traceability list (see chapter 4) and shall give traceability to the raw material at any time. The location of the stamp shall either be according to drawing (if indicated in the drawing) or in accordance with Voith.

Abbreviations concerning welding:

WPS	Welding Procedure Specification
WPQR	Welding Procedure Specification Record
WPQ	Welder Performance Qualification

6.2 Forged or casted components (mandatory)

The supplier has to assure that all casted or forged components are hard-stamped so that traceability of material is possible at any time (even after painting or coating). The stamping shall include at least heat number and part identification number, test number or similar unique identification only valid for one single part. All quality certificates (dimensional test, ultrasonic test, magnetic particle test, report for mechanical properties etc.) shall include a reference to this stamping/markings of the component. If a certificate is valid for more than one part, then all referred parts have to be listed. The location of the stamp shall either be according to drawing (if indicated in the drawing) or in accordance with Voith.

6.3 Other components (mandatory)

The supplier has to assure that all components are hard-stamped so that traceability of material is possible at any time (even after painting or coating). The stamping shall include a unique part identification number (e.g. internal order no., supplier reference no.) which guarantees the traceability. All quality certificates (MT, PT; VT; UT, dimensional) shall include a reference to this stamping/markings of the component. If a certificate is valid for more than one part, then all referred parts have to be listed. The location of the stamp shall either be according to drawing (if indicated in the drawing) or in accordance with Voith.


7 Enclosure

In case of questions concerning quality documentation, its outfit or content of this specification, the supplier can contact purchasing department (responsible sourcing manager) or directly Voith supplier quality inspectors. If no quality inspector can be contacted, an email can be sent to vhh-quality-document@voith.com.

The sample data book shown in the enclosure (see chapter 7.1) can be submitted to the supplier in Excel data format. The sample can be adjusted to the supplier's needs such as adding supplier's logo etc.

The supplier can still use his **own template** if the template contains all mandatory data described above. The supplier can still use his own templates for the traceability list and the visual inspection if all required data is contained in his certificates.

The attached pages (see chapter 7.2) are to help the supplier to find the requested numbers and data.

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7.1 Quality dossier sample

Users manual / Bedienungsanleitung

Data is to be filled in yellow marked cells / Daten in die gelb hinterlegten Felder eingeben:

CUSTOMER Kunde	VOITH HYDRO GmbH & Co. KG
PROJECT Projekt	XYZ
P.O.-NUMBER Bestellnummer	4011/4500123456/H00
SUPPLIER REFERENCE NUMBER Lieferantenkennung	Job 4711
PART NAME Bauteil	Shaft
WBS-ELEMENT PSP-Element	2-000888-02-TFV040211
MATERIAL NUMBER Materialnummer	600.600000
SUPPLIER Lieferant	Mustermann AG
DRAWING-NUMBER Zeichnungsnummer	2TFV04-0211-00123456 Rev. -
INSPECTION AND TEST PLAN Prüfplan-Nummer	2TFV02-0211-00949000 derived from 2TFV00-0000-00123456
UNIT Unit	2

**Changes can be made in order to adapt template for the needs of order or supplier!
This template is a recommendation of Voith Hydro and it is not binding!
This template is to be used in order to simplify the process of issuing the data book!**

**Änderungen können zur Anpassung an die Bestellung oder den Lieferanten
vorgenommen werden!
Diese Formatvorlage ist als Empfehlung gedacht und nicht bindend!
Diese Formatvorlage soll zur Vereinfachung der Databookerstellung dienen!**

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Quality Documentation Qualitätsdokumentation

Mustermann AG

CUSTOMER Kunde	VOITH HYDRO GmbH & Co. KG
PROJECT Projekt	XYZ
P.O.-NUMBER Bestellnummer	4011/4500123456/H00
SUPPLIER REFERENCE NUMBER Lieferantenkennung	Job 4711
PART NAME Bauteil	Shaft
UNIT Unit	2
WBS-ELEMENT PSP-Element	2-000888-02-TFV040211
MATERIAL NUMBER Materialnummer	600.600000
DRAWING-NUMBER Zeichnungsnummer	2.22-015016 Rev. A
INSPECTION AND TEST PLAN Prüfplan-Nummer	2TFV02-0211-00949000 derived from 2TFV00- 0000-00123456

1. Raw material
1. Rohmaterial

2. Heat treatment
2. Wärmebehandlung

3. Non destructive testing (VT, MT, UT)
3. Zerstörungsfreie Prüfung (VT, MT, UT)

4. Dimensional control
4. Maßprüfung

5. Painting report
5. Anstrichprotokoll

6. Non conformity report
6. Abweichungsbericht

7. NDT Inspector qualification
7. Nachweise Qualifikation ZfP-Prüfer

8. WPS/WPQR/WPQ
8. WPS/WPQR/WPQ

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Test Result Overview Übersicht Prüfergebnisse

PROJECT Projekt	XYZ	CUSTOMER Kunde	VOITH HYDRO GmbH & Co. KG
SUPPLIER REFERENCE NUMBER Lieferantenkennung	Job 4711	UNIT Unit	2TFV02-0211-00949000 derived from 2TFV00-0000-00123456
P.O.-NUMBER Bestellnummer	4011/4500123456/H00	WBS-ELEMENT PSP-Element	Shaft
PART NAME Bauteil	Shaft	DRAWING-NUMBER Zeichnungsnummer	Mustermann AG
MATERIAL NUMBER Materialnummer	600.600000		

Test step Prüfschritt	Examination Prüfung	conform erfüllt	Corresponding certificate zugehöriges Protokoll	Certificate acc. EN 10204 Zertifikat gemäß EN 10204
04-0211-01-11R-01	Chemical analysis	yes	see traceability list	3.1
04-0211-01-11R-05	Mechanical properties	yes	see traceability list	3.2
04-0211-01-11R-33	Ultrasonic test	yes	see traceability list	3.1
04-0211-01-21I-27	Heat treatment	yes	HT4711-001	3.1
04-0211-01-21F-32	Visual inspection	yes	VT4711-001	3.1
04-0211-01-31F-38	Magnetic particle examination	yes	MT4711-001	3.1
04-0211-01-31F-34	Ultrasonic test	yes	UT4711-001	3.1
04-0211-01-31F-21	Dimensional check	no	DIM4711-001	3.2
04-0211-01-31F-81	Painting system check	yes	PA4711-001	3.1

Test step	Non conformity report	Voith evaluation	Corresponding certificate
04-0211-01-31F-21	NCR	accepted	NCR4711-001

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INSPECTION AND TEST PLAN Prüfplan-Nummer	2TFV02-0211-00949000 derived from 2TFV00- 0000-00123456

1. Raw material
1. Rohmaterial

Test step 04-0211-01-11R-01 - 04-0211-01-11R-33
Prüfschritt 04-0211-01-11R-01 - 04-0211-01-11R-33

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Traceability list Rückverfolgbarkeitsliste

PROJECT Projekt	XYZ	CUSTOMER Kunde	VOITH HYDRO GmbH & Co. KG
SUPPLIER REFERENCE NUMBER Lieferantenkennung	Job 4711	UNIT Unit	2
P.O.-NUMBER Bestellnummer	4011/4500123456/H00	WBS-ELEMENT	2-000888-02-TFV040211
PART NAME Bauteil	Shaft	DRAWING-NUMBER Zeichnungsnummer	2TFV04-0211-00123456 Rev. -
MATERIAL NUMBER Materialnummer	600.600000		

Item Pos.	Description Benennung	Drawing number Zeichnungsnummer	Quantity Anzahl	Material Material	Dimensions Abmessungen	Certificate number Zertifikatnummer	Heat number Schmelznummer
1	Ring	2.22-015017	2	S355J2+N	7000x2500x70	A2540	302501
2	Rib	2.22-015018	16	S355J2+N	300x400x50	C125124	34001
3							
4							
5							
6							

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Quality Documentation

Qualitätsdokumentation

Mustermann AG

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2. Heat treatment
2. Wärmebehandlung

Test step 04-0211-01-21I-27
Prüfschritt 04-0211-01-21I-27

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Qualitätsdokumentation

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3. Non destructive testing (VT, MT, UT)

3. Zerstörungsfreie Prüfung (VT, MT, UT)

Test step 04-0211-01-21F-32
Prüfschritt 04-0211-01-21F-32

Test step 04-0211-01-31F-34
Prüfschritt 04-0211-01-31F-34

Test step 04-0211-01-31F-38
Prüfschritt 04-0211-01-31F-38

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4. Dimensional control 4. Maßprüfung

Test step 04-0211-01-21F-32
Prüfschritt 04-0211-01-21F-32

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Qualitätsdokumentation

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5. Painting report 5. Anstrichprotokoll

Test step 04-0211-01-31F-81
Prüfschritt 04-0211-01-31F-81

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6. Non conformity report
6. Abweichungsbericht

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DRAWING-NUMBER Zeichnungsnummer	2.22-015016 Rev. A
INSPECTION AND TEST PLAN Prüfplan-Nummer	2TFV02-0211-00949000 derived from 2TFV00- 0000-00123456

7. NDT Inspector qualification
7. Nachweise Qualifikation ZfP-Prüfer

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8. WPS/WPQR/WPQ
8. WPS/WPQR/WPQ

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3.1 Certificate acc. to EN 10204
3.1 Zertifikat gemäß EN 10204

PROJECT Projekt	XYZ	CUSTOMER Kunde	VOITH HYDRO GmbH & Co. KG
SUPPLIER REFERENCE NUMBER Lieferantenkennung	Job 4711	UNIT Unit	2
P.O.-NUMBER Bestellnummer	4011/4500123456/H00	WBS-ELEMENT	2-000888-02-TFV040211
PART NAME Bauteil	Shaft	DRAWING-NUMBER Zeichnungsnummer	2TFV04-0211-00123456 Rev. -
MATERIAL NUMBER Materialnummer	600.600000	INSPECTION AND TEST PLAN Prüfplan-Nummer	2TFV02-0211-00949000 derived from 2TFV00-0000- 00123456

Reference standard / Spezifikation	EP 4090-31001	Extent of Examination / Prüfumfang	100%
Surface condition / Oberflächenbeschaffenheit	final machined / endbearbeitet	Inspection and test plan / Prüfplan	2TFV02-0211- 00949000 derived
Before / After heat treatment vor / nach der Wärmebehandlung	after / nach	Test step / Prüfschritt	04-0211-01-21F-32
Quality class / Qualitätsklasse	2	Material / Werkstoff	S235JR+N

Observations / Beobachtungen:

Result / Ergebnis: conform / konform

	Inspector / Prüfer	Quality Manager / Qualitätsverantwort- licher	Customer / Kunde
Name / Name			
Date / Datum			
Signature / Unterschrift			

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7.2 Numbers and data

VOITH

Voith Hydro GmbH & Co. KG
 Alexanderstr. 11
 89522 Heidenheim
 Telefonzentrale (07321) 37-0
 Telefaxzentrale (07321) 37-6180
 www.voithhydro.com
 A Voith and Siemens Company

Ihr Zeichen
 Einkäufer
 Telefon
 Telefax
 E-Mail
 ...
 Lieferant Nr.
 Verkäufer
 Lieferant Tel.
 Lieferant Fax
 Datum

Bestellung

Kennwort:

Projektname:

Warenempfänger:

Incoterms 2010:

Zahlungsbedingungen:

Währungsschlüssel: EUR

Project name (code word)

Material number

Pos.	Menge	ME	Voith Mat.-Nr.	Lieferdatum	Preis PE	Nettopreis
10	20	ST	H80.443845	2011-06-27	
			PSP-Element: 2-000686 01 GSH011386-02			

WBS- (PSP-) element-number

Unit number

VOITH								
Inspection Test Plan / Plano de inspecção								
2TFV04-0211-010E Rev. - derived from 2TFV00-0000-00E								
Mod. Rev.	Item	Material and Manufacturing Tests / Material e ensaios de fabrico	Specifications / Especificações	Doc.	Insp.	Class / Cl.	Scope / Âmbito (%)	Comment / Comentário
	04-0211	Operating Ring / Anel de Regulação						
	04-0211-01	Operating Ring – welded design / Anel de Regulação – projecto de soldadura	QS 4090-39021e					Complete ITP number(s) is to be filled in into the quality documentation: number A „derived from“ number B
		Raw Material Test - Steel plate (S 355 J2+N) - (1.0577) <i>Ensaio de Matéria Prima - Chapa de aço (S 355 J2+N) - (1.0577)</i>	EN 10025					Component
	04-0211-01-11R-01	Chemical Analysis <i>Análise Química</i>	TDS 4090-38418e	3.1	S			
	04-0211-01-11R-04	Impact Test <i>Ensaio de Impacto</i>	TDS 4090-38418e	3.1	S			
	04-0211-01-11R-05	Tensile Test <i>Ensaio de Tracção</i>	TDS 4090-38418e					
	04-0211-01-11R-33	Ultrasonic Test (UT) <i>Ensaio de Ultra-sons (UT)</i>	EN 10160					Test step number acc. ITP (Item) Only for plate thickness more than 19 mm <i>Apenas para chapas com espessura superior a 19 mm</i>

Figure 3: Relevant numbers out of the ITP

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