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Applies to the acceptance of machinery (hereinafter as "M"). Acceptance is done to verify the technical operating parameters, check machine design according to ITS and completeness of the delivery according to the contract and technical assignment (TA).

We require supplies of machinery marked CE with EU Declaration of conformity according to the currently valid legislature applicable to the machinery, in particular standards 2006/42/ES and 2014/35/EU.

We request that energy-efficient machinery is supplied.

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The latest updated version of this ITS is available at the "<http://cts.skoda-auto.com/>" website, the company is not obliged to notify their business partners on the ITS update.

Therefore we strongly recommend that everybody checks the ITS regularly. These documents become valid on the date of their last update. Validity of the ITS at the time of the order is decisive for the contracts.

Note: In case of any differences between the Czech, English and German language version of this ITS, the Czech version takes precedence. The Czech version is available at <http://cts.skoda-auto.com/>.

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1.	1994-07-01	fully revised
2.	1997-02-10	change of pages 1 and 2
3.	1998-05-15	amendment of point 2.1.7
4.	1998-08-15	amendment of points 2.1.14 - 2.1.16
5.	1999-04-30	amendment of point 6.
6.	2000-05-20	amendment of points 2 and 3
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8.	2001-07-13	amendment of CE and point 3.3
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12.	2005-10-25	amendment of points 3.2.8 and 3.2.9
13.	2005-12-23	amendment of points 3.2.8 and 3.2.9
14.	2007-03-09	amendment of point 3.3
15.	2009-02-10	change of points 1, 2, 3
16.	2010-01-05	change of article 2
17.	2010-12-21	fully revised
18.	2011-06-06	change of points 1.2, 3.3, 3.3.4
19.	2016-02-01	fully revised
20.	2018-06-15	amendment of points 5.1.2
21.	2018-10-11	amendment of points 4.1.7, 4.1.8, 4.1.9, 5.1.1
22.	2021-06-29	amendment of points 4.1.1, 4.1.5, 5, 5.1.2
23.	2021-11-01	amendment of points 1.4, 3, 5



1 Machinery operation models

1.1 Installation, assembly, start of operation and testing

- The machinery is not functional, it is not used for production,
- The machinery is not physically safe,
- No legal documentation applies,
- Upon testing/putting into operation M can only be operated by trained supplier's staff. If special operations need to be carried out on the M by ŠKODA AUTO a.s., implementing party shall ensure an approval of the Agreement on OHS co-ordination approved by the supplier, employee's manager and safety technician. This in no case releases the supplier from the responsibility to create conditions for safe work on the workplace in the sense of valid standards, guidelines and laws,
- OHS is co-ordinated by the supplier,
- The supplier is the owner of the M,
- No invoicing is applies

1.2 Acceptance for production with reservations (AfOR)

- The machinery is functional,
- The machinery is not physically safe,
- Legal documentation is complete, only formal non-conformities are accepted,
- Operated by the staff of ŠKODA AUTO a.s. (they have to make themselves familiar with the user's manual, Confirmation of familiarization with the user's manual has been issued),
- Maintenance is conducted by the staff of ŠKODA AUTO a.s. (they have to make themselves familiar with the user's manual, Confirmation of familiarization with the user's manual has been issued) or the supplier's staff if incomplete maintenance documentation has been supplied,
- OHS is co-ordinated by the supplier (if they are the one conducting maintenance) or ŠKODA AUTO a.s.
- The machinery demonstrates non-conformities that do not prevent operation (contract, TA)
- ŠKODA AUTO a.s. is the owner of the M,
- Invoicing up to 100%,
- Payments as per payment conditions.

1.3 Acceptance for operation (AFO)

- The machinery is functional,
- The machinery is physically safe,
- Legal documentation is complete, only formal non-conformities are accepted,
- Operated by the staff of ŠKODA AUTO a.s. (they have to make themselves familiar with the user's manual, Confirmation of familiarization with the user's manual has been issued),
- Maintenance is conducted by the staff of ŠKODA AUTO a.s. (they have to make themselves familiar with the user's manual, Confirmation of familiarization with the user's manual has been issued) or the supplier's staff if incomplete maintenance documentation has been supplied,
- OHS is co-ordinated by the supplier (if they are the one conducting maintenance) or ŠKODA AUTO a.s.
- The machinery demonstrates non-conformities that do not prevent operation (contract, TA)
- ŠKODA AUTO a.s. is the owner of the M,
- Invoicing up to 100%,
- Payments as per payment conditions.

1.4 Modifications to operated machinery

Operated equipment must meet the minimum requirements for safety and health protection, in accordance with the European Directive 2009/104/EC on the use of work equipment at work, in addition to Acts No. 262/2006 Coll., No. 251/2005 Coll., No. 309/2006 Coll. and Czech Government Decree No. 378/2001 Coll.

- Partial modifications to operated equipment which do not result in a substantial change are to be put into operation pursuant to 2006/42/EC and 2009/104/EC, are to be addressed by verifying safety before starting production using Annex 3 to the Agreement on Occupational Health and Safety Coordination. Verify the supplier's proposal with a safety technician, signed by the parties involved and, if necessary, with the participation of a revision technician and a representative of ITS. These modifications or changes will be described by the supplier, will be listed in Annex 3 and will be verified by an expert board composed of permanent members of the take-over committee in accordance with ON and ITS. Provable familiarisation with operation is recorded in Annex 3 to the Agreement on Occupational Health and Safety Coordination. Maintenance is carried out by the supplier until the maintenance workers have been provably acquainted with the modification to the machinery and until the updated documentation has been handed over. When modifying any equipment that is subject to revision, the operator must receive valid revisions before commissioning.

- If a substantial change occurs during the modification of operated machinery, it is necessary to consider the modified machinery as new equipment, in accordance with 2006/42/EC and 2009/104/EC, and to call a standard acceptance to operation.

2 Pre-acceptance at the supplier

2.1 Acceptance at the supplier is done to verify the technical operating features of the machinery as per section 3.2, execution as per ITS and check of the delivery completeness as per the contract and TA.

2.2 At pre-acceptance, it is essential to assert the ascertained deviations or faults, which the supplier must remedy before dispatch of the machine.

2.3 The operational test time at the supplier is minimum 1 hour following a functional test. If no other test as per TA is defined. For quality verification and evaluation of quality, a minimum of 50 pcs must be processed, see 3.2 – ITS 1.01.

2.4 For the purpose of conducting the operational test, the supplier must request an adequate number of testing parts and ŠKODA AUTO a.s. must provide the number of testing parts as required in the valid drawing.

2.5 The pre-acceptance shall be conducted by ŠKODA AUTO a.s. staff upon request from the supplier.

2.6 ŠKODA AUTO a.s. meets the accommodation and travel expenses related to the stay of the staff involved.

2.7 The implementation party decides about preliminary handover and approval with the dispatch to ŠKODA AUTO a.s. Acceptance is conditioned by successful execution of the tests and checks according to ITS. A protocol must be drawn for this purpose.

2.8 In case of non-acceptance of the machine due to a failure of adhering to ITS, TA or technical operating features as per ITS 1.01, section 3.2, the supplier must not dispatch the machine.

2.9 The supplier must remove the defects as soon as possible and invite ŠKODA AUTO a.s. for a new pre-acceptance.

2.10 Repetition of the pre-acceptance must not cause a postponement of the final deadline for handover of the machine for permanent operation at ŠKODA AUTO a.s..

2.11 All costs associated with the repetition of pre-acceptance including travel expenses are met by the supplier.

2.12 In the case of repeated pre-acceptance, ŠKODA AUTO is entitled to request an operation trial as stated in 2.3 and the supplier is obligated to conduct this trial.

2.13 The manner of measuring geometric exactness of the worked parts must be agreed by ŠKODA AUTO a.s. staff.

2.14 The supplier shall provide to the order party a copy of documentation materials before the pre-acceptance takes place so that adherence to ITS can be checked.

3 Installation, assembly, start of operation and machinery tests

The supplier is obligated to prove the required reliability of the machinery and fulfil the parameters set in the technical section of the assignment. The scope and mode of testing must conform to Group's standard (KLH), internal technical standard (ITS) and the technical assignment.

The implementer manages and controls all work included in the project or in the technical conditions of the machinery operation through specialist departments, with the objective of commissioning the equipment while respecting all applicable standards, relevant decrees and regulations so that the machinery makes products safely in a given quality and quantity.

As part of installation and commissioning, tests are carried out under the supplier's full responsibility, which are completed by issuing reports confirmed by the supplier, the implementer and the user. If products do not correspond to the documentation, the implementer ensures that modifications or adjustments of the machinery are made.

3.1 Performance test, operation test

Standard performance test is to be conducted twice, every eight hours (2 x 8) in two consecutive shifts.

If conducting of the test is prevented, e.g. the test cannot be conducted in the scope of 2 x 8 hours in two successive shifts, after conducting and assessing the conformity tests the **operational test** (short performance test) can be done.

Duration and manner of the operation test must be agreed by ŠKODA AUTO a.s.. The following power test must be conducted in a full-range of 2 x 8 hours before the end of warranty. Protocols are drawn up for the tests.

In the case that the test is unsuccessful, a new test must be conducted, the date and scope of which will be agreed by the supplier and the requestor. The cost of the repeated test will be met by the supplier.

3.2 Eligibility test

If not agreed otherwise in the contract or technical assignment, the tests, course and conditions of the test must be executed as per VW 101 30.

4 Acceptance for operation at ŠKODA AUTO a.s.

4.1 General requirements

4.1.1 Acceptance is performed after installation and work-up of the machine, successfully conducted and assessed performance or operation test, checks, maintenance and operation staff induction, handover of certificates, lists of parts subject to fast wear and tear and spare parts, complete documentation including expert scrutiny of Declaration of Conformity and CE labels on devices, tools and accessories.

4.1.2 If materials for conducting maintenance are not delivered, the supplier must continue conducting maintenance until the defect has been removed.

4.1.3 Acceptance for permanent operation with mutual signature of the minutes and handover protocol, the machine or equipment is accepted from the supplier and handed over for operation to the user at ŠKODA AUTO a.s.

4.1.4 In the case of machinery, ownership is re-assigned to ŠKODA AUTO a.s. upon Acceptance for operation (AfO) or Acceptance for operation with reservations (AfOR).

4.1.5 Based on the invoicing conditions in the order, the supplier must invoice 100% of the value. Payment of the invoice is governed by the payment terms agreed in the order. The supplier is obligated to cover any and all cost resulting from issuing a faulty invoice.

Upon request from ŠKODA AUTO a.s. risk analysis is available during the acceptance process.

4.1.7 Individual machines shall demonstrate a per-shift technical utility rate of at least 92% (unless otherwise agreed in the contract or technical brief) and subsequently maintain this rate until AfO / AfOR.

4.1.8 Major technology deliveries (transfer lines, press lines, assembly lines) shall demonstrate a per-shift technical utility rate of at least 98% (unless otherwise agreed in the contract or technical brief) and subsequently maintain this rate until AfO / AfOR.

4.1.9. The Supplier shall demonstrably perform necessary maintenance operations on the AfO / AfOR equipment, as required by the manufacturers of the individual components.

4.1.10 Conveyor systems must adhere to ITS 1.02.

4.2 Acceptance conditions:

4.2.1 The design follows the ITS and meets conditions stipulated by the contract and TA.

4.2.2 Fulfills the following technical operating features:

- a) Geometric exactness of the machine
- b) Function and absence of defects
- c) Required performance (only pieces corresponding to the agreed conditions are considered in the performance)
- d) Geometric exactness of the worked parts
- e) Durability and machine quality
- f) Temperature stability of the machine
- g) Limit oscillation values of the machinery as per ČSN ISO 10816-1 to 6.
- h) Machinery eligibility tests – C_m , C_{mk} , C_{pk} values or as per TA.

4.2.3 Produces the desired parts in the required quantity and quality

4.2.4 No other circumstances exist that would hinder safe and reliable operation (e.g. observance of the EMS – Ecological management system, etc.).

4.2.5 Approved for permanent operation by the technical acceptance committee at ŠKODA AUTO a.s.

4.2.6 Technical documentation has been supplied in the Czech language to an extent as per ITS 1.01 section 5.

4.2.7 The risk concept has been set and approved.

4.2.8 Employees operating the machinery and conducting maintenance were made familiar with the user's manual and a Confirmation of familiarization with the user's manual was issued.

4.2.9 Risks have been defined and reduced to an acceptable extent.

4.2.10 The machinery does not have any of the defects stated in the technical assignment.



If the machinery cannot be accepted without reservations, it may be accepted with reservations under the following conditions:

- M eligibility to serve its purpose (operational feasibility),
- operators were made familiar with the user's manual and the Confirmation of familiarization with the user's manual form was issued,
- the M meets all applicable legal and safety regulations,
- no defects preventing the M from acceptance have been identified

If the supplier fails to meet the deadline of handing over the machinery for operation, they are obligated to procure the necessary parts' quantity at their expense.

5 Documentation

Full technical documentation is considered to be documentation which, in an exhaustive manner, expresses and clarifies the problems of operation, maintenance and contains the essential certificates, revisions and protocols according to 2006/42/ES.

ŠkodaAuto reserves the right to approve drawings documentation of the basic machine and equipment groups before assignment for production.

Documentation is provided in the Czech language as follows: 2x hard copies (paper, slides, etc.), 1x on a data medium, or according to a mutual written agreement.

Type of data format has to be agreed by the submitter. If not otherwise stated in the contract or technical assignment, one of the recommended SW formats stated below must be used:

- for electro documentation: EPLAN, P8 ver. 2.7
- for hydraulics, pneumatics and lubrication drawings: CATIA ver.5 (R19 or lower), EPLAN, P8 ver. 2.7, DWG, Pro/E (Wildfire 2.0 or lower)
- for mechanics, tooling drawings and tools working plans: CATIA ver.5 (R16 or lower), DWG, Pro/E (Wildfire 2.0 or lower)
- for OFF LINE programming and simulation: CATIA ver.5 (R16 or lower), ROBCAD
- for the text part, bills of material, tables: DOC, XLS, PDF

If you have any questions or queries regarding the new version of SW, feel free to contact PSZ.

The technical documentation must include (as per ČSN EN ISO 12100):

- a) information on transport, handling and storage of the machine, e.g.
 - 1. storing conditions,
 - 2. dimensions, weight, locations of the centres of gravity, and
 - 3. manipulation labels (e.g. drawings depicting spots for mounting a suspension device);
- b) information on installation and putting into production, e.g.
 - 1. requirements on fastening/anchoring and noise and vibration dampening,
 - 2. conditions of assembly and installation,
 - 3. space necessary for use and maintenance,
 - 4. acceptable surrounding conditions e.g. temperature, humidity, vibration, electromagnetic radiation),
 - 5. instructions for connecting the machine to an energy source (in particular on the protection against electric overload),
 - 6. instructions on removing/ disposing of waste,
 - 7. if necessary, recommendations on protective measures that must be taken by the user – e-g- further safety devices (see figure 2, note d), safe distances, safety signs and signals;
- c) information on the machine itself, e.g.
 - 1. detailed description of the machine, accessories, protective covers and/or protective devices,
 - 2. full scope of use the machine has been designed for incl. prohibited use, if there is any, while accounting for all designs of the basic version of the machine, if this serves the purpose,
 - 3. graphs (in particular scheme of safety functions),
 - 4. information on the noise and vibration emitted by the machine, radiation, exhausts, dust with reference to the measurement method (incl. measuring uncertainty)
 - 5. technical documentation on electric devices (see ČSN EN 60204 – 1 ed.2), and
 - 6. documents proving that the machine conforms to binding requirements,
- d) information related to the use of the machine, e.g.
 - 1. on the intended use of the machine, e.g.
 - 2. on manual controls,
 - 3. on adjustments and set-ups,
 - 4. on the modes and manners of stopping the machine (in particular the emergency stop),
 - 5. on the risks that could not be excluded by protective measures used by the designer,
 - 6. on the individual risks that may occur in specific uses of the machine, use of specific accessories and specific safety devices which are necessary for such uses,
 - 7. on a foreseeable incorrect use and prohibited use,



8. on identifying defects and their locations, on the repair and repeated activation after repair,
9. on using personal protective aids that must be used, and required training;

e) information on maintenance, e.g.

1. nature and frequency of reviews for safety functions,
2. specification of spare parts to be used if health and safety of the operator have been put in risk,
3. instructions on maintenance activities which require specific technical knowledge or manual skills and therefore may be conducted only by technically trained people (e.g. maintenance workers, specialists),
4. instructions on maintenance activities (e.g. exchange of parts, etc.), performing of which does not require special technical skills and may therefore be performed by the users (e.g. operator) and
5. drawings and graphs that enable maintenance workers to perform their tasks rationally (in particular tasks related to identifying defects);
6. information related to discarding the machine from operation, disassembly and liquidation;
7. information for emergency situations, e.g.
 1. work procedures to be followed in case of injury or accident,
 2. type of fire protection device to be used, and
 3. warning against the possibility of emissions or harmful substance leakage, if possible, indicating the means to suppress their effects;
8. maintenance instructions for qualified persons (see section e)3) above), and maintenance instructions for other persons (see section e)4) above) are to be clearly separated from each other.

5.1.1 Attests and passports

- EU Declaration of conformity.
- Report about the initial engineering inspection of the electrical equipment, refer to ITS 1.11.
- Report about the initial engineering inspection and passports for the stable pressure vessels according to ČSN and ITS 6.21.
- Report about the initial engineering inspection and certification of gas equipment according to ITS 6.19.
- Protocol on measurement of machine noisiness according to ITS 1.19.
- Machine precision protocol according to ITS 1.10.
- The attests for hygienic perfection and technological procedure when using special media approved by the Hygiene Service of the Czech Republic according to ITS 1.18.
- Documentation of the electrics and electronics according to ITS 1.11, 5.11, 5.13.
- Documentation of the hydraulics and pneumatics according to ITS 1.12, 1.13.
- Documentation of lubrication according to ITS 1.17.
- Documentation of cooling according to ITS 1.10.
- List of all fast parts including specifications, manufacturer's name and price.
- List of the minimum number of spare parts for 12 months' operation including specifications, manufacturer's name and price to allow for selection and ordering.
- Legible drawings of the mechanical groups of the machine showing the replaceable and standard components.
- Detailed drawings of spindle-heads, fixtures, headstocks, centring mechanisms including workshop drawings of non-standard fast parts and parts that come into contact with work-pieces.
- Safety instructions for operation and maintenance are contained in a separate section, including the scope and syllabus of the training.
- EMS documentation
- Validation/calibration reports for functionality-affecting built-in gauges and measurement systems; in particular, the objective is to demonstrate conformity with product specifications and production processes.

5.1.2 Steel structures

In case the machinery delivery includes steel structures it must meet the requirements of the Directive of European Parliament and of the Council No. 305/2011, EN 1090-X.

The manufacturer of steel structures must have an introduced, documented and maintained Production Management System and must be able to present it upon request during the handover procedure.

The following must be stated in the documentation as individual chapters; must be included in the project and inspection documentation in accordance with applicable ČSN 732604:

- Description, function, purpose of concrete support and all facts regarding safe functionality and operation of the steel structure
- Static calculations (especially for load, dimensions of elements and their materials, used computation models, resulting internal forces and assessment of the structure regarding maximum load, usability, position stability and fatigue, if it could decide), including connection to other structures
- Documentation for building execution phases and real building execution; it must clearly state disposition and dimensions of all main supporting elements, including decisive details and geometric shape of the whole structure.
- Other documents and protocols in accordance with ČSN 732604, Art. 5.2 – if they have been requested at any stage of project

documentation

- Classification of individual groups of steel structures in accordance with ČSN EN 1990
- Initial inspection of the steel structure

5.1.3 Retaining and anchoring systems for maintenance and operation of machinery

If the anchoring system is part of the machinery, it is included in the delivery.

It should be listed in the documentation as a separate chapter - based on standards EN 795, ČSN EN 365 and NV 362/2005 Coll.

- Report concerning correct fitting of the retaining element - according to the calculation drawing documentation
- Calculation model for anchoring element
- Supplier's recommendations on inspection and maintenance of the anchoring element
- Load capacity labels, use options, drop height at the retaining point
- List of anchoring elements with schematic designation or photos of the situation
- Documentation based on actual execution.
- Instructions for using safety features (fall arrester, snap hooks, ...), including a registration card-sheet.
- Audit report on the function of the horizontal securing system.
- Document on instructions for use of machines and devices (training).

Any changes may only lead to improvements in parameters, quality, safety, service life or reliability and shall be approved by ŠKODA AUTO a.s.

5.1.3 Change of documentation.

If changes occur during assembly or start-up of the machine in the electrical connections, or design of the machine, the supplier is obligated to modify the existing documentation according to the real design.

All changes must only lead to improvement of the features, quality, safety, service life, or reliability and must be approved by ŠkodaAuto.

5.1.4 Inspection and maintenance concept according to the TPM methodology

Preparation of the concept for inspection and preventive maintenance, repair of faults to the electro and mechanical parts:

- time data
- number of workers and their qualifications
- types of activities
- assumed duration of activities
- scope of repairs (e.g. replacement of parts and components)
- Hotline
- in case of defects, essential service staff must be on site, response time

6 Warranty

6.1 Scope of warranty.

The supplier assumes warranty liability for design, material and problem-free function as well as for the contracted features of the machine that correspond with the accepted technical rules, for the ITS and absence of defects which would disrupt or reduce its value and capability for standard or contracted usage.

6.2 Start of warranty

The warranty starts running on the signature date of the acceptance protocol for permanent operations between the supplier and ŠkodaAuto.

6.3 Duration of warranty

The warranty lasts two years, without a limit on the number of shifts, if not otherwise stated in the contract or technical assignment.

6.3.1. The contracted warranty term for the delivery which runs in connection with the master major job (full work) for whose fulfilment they are essential (e.g. sub-deliveries), will become valid only after take-over of the full job and its acceptance for permanent operation.

6.3.2. The supplier must bear the warranty for his sub-contractors.

7 Claims

For the duration of the warranty stipulated in the contract, the supplier of the machinery or equipment is obliged to remedy the ascertained defects free of charge and repair the machine within the shortest possible time.

7.1 All expenses related to the warranty repair of the machine accrue to the supplier.

7.2 Should the supplier prove that a ŠkodaAuto user is liable for the defect or accident, such user shall pay the pertinent expenses related to the repair.

7.3 The supplier is obliged to perform the repair of claimed defects on the spot at ŠkodaAuto within 24 hours; a supplier from the Czech Republic must do so within 8 hours after receiving the claim.

7.4 ŠkodaAuto reserves the right to demand compensation of damage from the supplier for damage arising from the breach of this deadline and the supplier shall meet the cost of such damage.

7.5 This reservation of right also applies as a threat for the refusal to remedy faults on the part of the supplier.

7.6 If the defect is minor in character and ŠkodaAuto is capable to remedy it using its own means, or the defect has occurred whose remedy is increasingly demanding in terms of time, ŠkodaAuto is entitled to remedy such fault with its own means without a loss of warranty. The supplier must approve such repair in writing.

7.7 The supplier is obliged to reimburse the expenses of such repair.

7.8 A claims protocol must be generated for the repair of the claimed defect and reinstating the operational state of the machine; the protocol must include the number of days by which the warranty will be extended.

7.9 The warranty period is extended by the period for which the machine is non-functional, or does not perform its functions according to the technical operating features (paragraph 3.2 ITS 1.01).

7.10 The material or spare parts utilised during the warranty repair must be replaced by the supplier as soon as possible.

7.11 Should the supplier supply a machine, equipment, or part that has not been validated in operation, whose functions have not been tested or is unreliable (prototypes) and causes repeated machine shutdowns for ŠkodaAuto, ŠkodaAuto shall be entitled to request the supplier for reconstruction, compensation or demand some other solution securing the desired remedy.

7.12 The supplier is obliged to respect this requirement, execute it at his own cost, replace the damaged parts and pay compensation to ŠkodaAuto for the losses incurred.

7.13 Changes that the supplier makes on the machine in the warranty period must be included in the documentation and the modified drawings should be sent to ŠkodaAuto in two copies (hard copy or foil + data disc)

7.14 After completion of the claims repair, ŠkodaAuto is entitled to do an 8-hour test to verify the quality of the repair, machine features and the quality of the work-piece. The supplier is obliged to perform the required test.