

CERTIFICATION GUIDELINES

THIS DOCUMENT MUST BE SIGNED TO BE VALID.

CODE A: CERTIFICATE OF CONFORMANCE

COMPANY NAME: _____

PURCHASE ORDER NO: _____ QUANTITY: _____

ILC PART NO: _____ REVISION: _____

DESCRIPTION: _____

CODE I: PROCESS CERTIFICATION (if applicable)

SPECIFICATIONS/SPECIAL PROCESSES:

CODE J: TRACEABILITY (if applicable)

SOURCE (MANUFACTURER'S) COMPANY NAME (If Different From Supplier):

MANUFACTURER'S PART NO: _____

MANUFACTURER'S LOT NO: _____

SERIAL NO(S): _____

CODE K: DATE OF MANUFACTURE (if applicable)

DATE OF MANUFACTURE: _____ DATE OF SHIPMENT: _____

CERTIFICATION STATEMENT:

This is to certify that the products and/or services contracted by the Purchase Order have been manufactured, processed, inspected, and tested in accordance with all requirements of the Purchase Order and specified on referenced documents. Furthermore, inspection and test results signify that the items delivered are fully acceptable and in complete conformance to all purchase order requirements.

SIGNATURE: _____ **DATE:** _____

TITLE: _____

CERTIFICATION GUIDELINES

The descriptions contained in this document identify the commonly used quality/certification/data requirements. See Line Item Notes on Purchase Orders for required Certification Codes. By reference in the Notes of the Purchase Order, they become a part thereof. Additional requirements may also be included by specific statements within the text of the Purchase Order. Recommendation is to utilize the blank form provided. All supplied documentation must be in English and provided with each applicable shipment.

Code “A” SUPPLIER CERTIFICATE OF CONFORMANCE (C of C) REQUIREMENTS

- Company name, location and Purchase Order number
- Part number (drawing number if different) and revision
- Description and Quantity
- Signature of a responsible representative of the supplier and title
- Date
- A statement certifying to the effect that the products or services provided under the Purchase Order have been manufactured, processed, inspected, and tested in accordance with the provisions of the Purchase Order requirements.
- If material or articles used in production of the deliverable are supplied by ILC Dover they shall be referenced on C of C with part number and traceability information

Codes “B-E” SUPPLIER CERTIFICATE OF ANALYSIS (C of A) REQUIREMENTS

Each inspection/test report/data document shall evidence compliance with the applicable drawing and/or specification requirements and shall include the Purchase Order, part number, and the signature of the responsible agent of the supplier.

Code “B” CHEMICAL TEST DATA REPORT

Code “C” PHYSICAL PROPERTIES TEST DATA REPORT

Code “D” VISUAL/DIMENSIONAL INSPECTION DATA REPORT

Code “E” FUNCTIONAL TEST DATA REPORT

(defined as operative performance, e.g. mechanical, electronic, hydraulic, salt spray testing, etc.)

Code “F” SOURCE INSPECTION, ILC DOVER

Evidence of ILC DOVER source inspection must be shown on the shipping documents.

Code “G” SOURCE INSPECTION, GOVERNMENT

Evidence of Government source inspection must be shown on the shipping documents.

Code “I” PROCESS CERTIFICATION

Certification of the processes covered by the applicable specifications such as, but not limited to heat treating, welding, electroplating, electropolishing, nondestructive testing, surface preparation or treatment, radiographic, NDT etc., stating that the processing was performed to specification requirements and referencing the Purchase Order and appropriate traceability identification. The certification shall list the applicable specifications to which the processes conform, the name of the agency that performed them, if other than the seller, the date, and the signature of the responsible agent of the seller.

Code “J” TRACEABILITY

Materials/articles used must be identifiable by Source Manufacturer’s name and lot or serial number, material type, specification, heat number, melt number, run number, mix number, batch number, etc., as appropriate, and be traceable to the records of quality acceptance.

Code “K” DATE OF MANUFACTURE (DOM) or DATE OF SHIPMENT (DOS)

Separate document not required; may be included on C of C or C of A which will always be required in conjunction with DOM or DOS.