



MILITARY AND AEROSPACE DIVISION

General Administrative Procedure (GAP)

Title: RAW MATERIAL / PROCESS CERTIFICATION REQUIREMENTS
For Department(s): Purchasing / Quality
Document #: GPS-PR-PPOTC-0003

Rev. #: 0
Rev Date: 4/20/06

Revision History

Rev.	Date	Revised By	Change Description
0	4/20/2006	Ed Osciak	Initial Release

Originator:	Document Reviewed and Approved By: <u>SIGNATURE ON FILE</u> Ed Osciak	Date: 4/11/06
Quality Assurance Manager:	<u>SIGNATURE ON FILE</u> Ed Osciak	Date: 4/11/06
General Manager:	<u>SIGNATURE ON FILE</u> Estro Vitantonio	Date: 4/20/06



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1. PURPOSE

The purpose of this document is to define certification requirements for raw materials and related processes for material being purchased by the Military and Aerospace Division of Pulse.

2. SCOPE

The Suppliers is responsible for maintaining and supplying certification documentation to provide objective evidence of meeting drawing, specifications, technical data, or purchase order requirements.

3. CERTIFICATION OF CONFORMANCE / PACKING SLIP REQUIREMENTS

A Certificate of Conformance (COC) shall be provided with each shipment. The COC can be a separate document, or it can be included as part of the shipping declaration/packing slip text.

3.1 GENERAL REQUIREMENTS

The following data/information shall be included on each COC.

- Supplier Name and Address⁵
- Statement that parts conform to the purchase order requirements⁵
- PO number⁵
- Original Manufacturer' name and part number (when the supplier is not the manufacturer)⁵
- Part number and revision letter⁵
- Quantity shipped (listed quantities to be broken out by lot, and also totaled)⁵
- Date and authorized signature of a quality representative or company official
- Technical data and revision

When required by drawing or technical data:

- Lot numbers⁵
- Serial numbers⁵
- Required and actual hardness values³
- Date code(s)¹

- RMRA number (if applicable)
- Date of shipment⁵

3.2 LIMITED SHELF LIFE REQUIREMENTS

The following information shall be included on each COC for shelf life limited product or material as applicable to the specification.

- Environmental storage conditions
- Date of manufacture and/or cure date (month/year or quarter/year)
- Lot or batch number
- Shelf life expiration date



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If there is no Expiration Date or Shelf Life required, indicate such (examples include "None", "No Expiration Date", etc.)

3.3 CERTIFICATION PACKAGE REQUIREMENTS

The following items, when applicable to the drawing, specifications, technical data or purchase order, shall be maintained and made available by the supplier unless otherwise specified on the purchase order to submit with shipment.

- Fixed process certification
- Partial shipment release sheet
- Material certifications ²
- Controlled process certifications ²
- Test reports ⁴
- MESA agreement
- FAIR package
- Functional test data sheets
- Pulse shipper
- Manufacturer's Certificate of Conformance
- RMRA

Notes:

1. Each inspection lot must be listed as a separate line item along with evidence of electrical testing to the applicable specification as required.
2. Certifications shall include the name of the process source, specifications and revision letters used. Actual physical and chemical process and heat numbers as applicable Certifications of Conformance (COC) must clearly state conformance to all specifications in their entirety. This includes imbedded specifications that contain specific acceptance testing criteria, additional processing requirements, and/or any specific requirements that pertain to hardware approval or acceptance.
3. Hardness values shall be obtained from a representative sample of the lot for each material. Second verification shall be performed and documented by qualified personnel impartial of the original verification. The verification may be performed internal or external.
 - Hardness condition specified on the print with no further heat treat performed: Verify hardness at the receipt of the raw material.
 - Heat treat performed during manufacture: Verify hardness twice after final heat treatment and prior to shipment.
4. Quantitative results of testing required by the applicable specification.
5. Minimum required information to be listed on the shipping declaration and or packing slip if these documents are separate and not part of the COC.

In additions to the conditions above:

- Distributors must also include a Certification of Conformance (DCOC)



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- Distributors shall include all documents that indicate full traceability (chain of custody) to the original manufacturer for each lot in a shipment
- If the shipment contains multiple manufactured lots, each lot shall be segregated and identified to maintain traceability in the shipment,
- Documentation showing clear traceability for the part number ordered, up to and including shipment to Pulse must be included for each lot in the shipment.
- All required documentation shall be completely legible, and reproducible. Pulse IMI will review documentation for compliance to requirements, legibility, and reproducibility by electronic scanning and/or copying.

4.0 BULK RAW MATERIAL

Unless specified, purchased bulk raw material (sheet, strip, plate, wire, rod, bar, tubing, solder, powder, paint, oil, fluids, etc.) shall be supplied to the latest procurement specification issue. Material certified to a previous specification issue and of the proper type, grade, or class called for by the engineering drawing or technical data, may be used until depleted, unless restricted by the superseding specification revision. Certifications for material shall include specification number and revision letter applicable to each lot of material.