

**ILC DOVER  
QUALITY SYSTEMS PROCUREMENT CLAUSES**

**CERTIFICATE OF CONFORMANCE**

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PURCHASE ORDER NO: \_\_\_\_\_ ILC PART NO: \_\_\_\_\_

DRAWING NO: \_\_\_\_\_ REVISION LEVEL: \_\_\_\_\_

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

MANUFACTURER'S PART NO: \_\_\_\_\_

MANUFACTURER'S LOT NO: \_\_\_\_\_

DATE OF MANUFACTURE: \_\_\_\_\_ QUANTITY SHIPPED: \_\_\_\_\_

DATE SHIPPED (When Applicable): \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFICATIONS/SPECIAL PROCESSES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SERIAL NO(S): \_\_\_\_\_

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.

OTHER DATA, NOT ENCLOSED WITH THIS SHIPMENT, ARE MAINTAINED ON FILE AND ARE AVAILABLE UPON REQUEST.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

## ILC DOVER QUALITY SYSTEMS PROCUREMENT CLAUSES

The clauses contained in this document identify the commonly used quality/certification/data requirements. By reference in the text of this order, they become a part thereof. Additional requirements may be included by specific statements within the text of the Purchase Order. All shipments received at ILC Dover are subject to receiving inspection. Shipments may be returned to the seller at the seller's expense.

### 1. SUPPLIER CERTIFICATE OF CONFORMANCE (Code "A") OR COMPLETED CERTIFICATION SUPPLIED

When required by the Purchase Order, a legible and reproducible copy of the SUPPLIER'S "Certificate of Conformance" shall be completed listing the following mandatory items:

- Company name and address
- Purchase Order number
- Part / drawing number
- Description
- Revision (If other than Initial Release)
- Quantity shipped
- Signature of a responsible representative of the supplier
- Representative's 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 and as specified in all attached or referenced documents, and are fully acceptable and in complete conformance to all Purchase Order requirements.
- This certification shall be furnished to ILC DOVER with each shipment of parts and/or materials. Similar certifications from each subcontractor supplying materials or processing to this product shall be furnished with each shipment. When items are serialized, serial numbers shall be listed on the certification.
- Materials furnished by ILC DOVER, for production of items shall be referenced on this certification by ILC DOVER lot number and shipper number.

The following items shall be completed when applicable:

- Source Manufacturer's Company Name (If different from supplier)
- Manufacturer's Part Number
- Manufacturer's Lot Number
- Serial Number
- Date of Manufacture
- Date Shipped from Manufacturer

### 2. INSPECTION/TEST REPORTS (CERTIFICATES OF ANALYSIS)

When required by the Purchase Order, a legible and reproducible copy of the supplier's actual inspection/test report for the acceptance of items under this Purchase Order shall be furnished with each shipment, for each supplier's lot shipped or as specified in the Purchase Order and attached or referenced documents. All such documents must be in English or accompanied by a legible English translation and signed by the responsible agent of the supplier. Each inspection/test report/data document shall evidence compliance with the applicable drawing and/or specification requirements and shall include the part number, applicable drawing and/or specification number with revision letter or number, and the signature and title of the responsible agent of the supplier. When serialization has been imposed by the Purchase Order, such serialization shall be a part of the inspection/test report data.

- Chemical test data report (Code "B")
- Physical properties test data report (Code "C")
- Visual/dimensional inspection data report (Code "D")
- Functional test data report (Code "E") (defined as operative performance, e.g. mechanical, electronic, hydraulic, salt spray testing, etc.)

## **ILC DOVER QUALITY SYSTEMS PROCUREMENT CLAUSES**

### **3. SOURCE INSPECTION, ILC DOVER (Code “F”)**

When required by the Purchase Order, all items supplied under this Purchase Order are subject to inspection at the seller’s facility, or at the facility of a subcontractor to the seller, by an ILC DOVER Quality Representative prior to shipment. The seller shall, perform selected inspections and/or tests in the presence of the source inspector as specified on Purchase Order, when required. Detailed parts of assemblies may be subject to source inspection by the quality representative prior to assembly, when requested by Purchase Order. Inspection of such detailed parts does not, however, negate inspection of the finished item prior to shipment. The seller shall make available his inspection records, facilities and appropriate equipment to the ILC DOVER Quality Representative at the time of presentation of the produced items. The seller shall provide no less than forty-eight (48) hours advance notice to the ILC DOVER Quality Representative to permit proper scheduling of source inspection. Evidence of ILC DOVER source inspection must be shown on the shipping documents.

### **4. SOURCE INSPECTION, GOVERNMENT (Code “G”)**

When required by the Purchase Order, all items supplied under this Purchase Order are subject to inspection at the seller’s facility, or at the facility of a subcontractor to the seller, by a Government Quality Representative prior to shipment. Detailed parts of assemblies are subject to inspection by the quality representative prior to assembly. Inspection of such detailed parts does not, however, negate inspection of the finished item prior to shipment. The seller shall make available his inspection records to the Government Quality Representative at the time of presentation of the produced items. The seller shall notify the Government Quality Representative who has been delegated quality systems functions on this procurement immediately upon receipt of this order. The Government Representative shall also be notified no less than forty-eight (48) hours in advance of the time items are ready for inspection or test, if in residence at your facility, or no less than seven (7) days in advance if your facility is serviced by an itinerant Government representative.

In the event that a Government Representative cannot be located, immediately inform ILC DOVER’s purchasing department. Evidence of Government source inspection must be shown on the shipping documents.

### **5. PROCESS CONTROL (CODE “H”)**

When required by the Purchase Order, a legible and reproducible copy of all SPC/SQC data/charts used for controlling and analyzing processes shall be provided with each shipment. These data must be identifiable to each lot/batch of parts or material shipped and must include detailed analyses of the causes of process anomalies and the corrective actions taken to prevent recurrence.

### **6. PROCESS CERTIFICATION (Code “I”)**

When required by the Purchase Order, each shipment must be accompanied by a legible and reproducible copy of a 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, 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 including the revision letter(s) or number(s) to which the processes conform, the name of the agency that performed them, if other than the seller, the date, and the signature and title of the responsible agent of the seller. When parts are serialized, the serial number shall be listed on the certification.

### **7. TRACEABILITY (Code “J”)**

When required by the Purchase Order, materials used must be identifiable by lot number, material type, specification and revision, heat number, melt number, run number, mix number, batch number, etc., as appropriate, and be traceable to the records of quality acceptance. Items fabricated by the seller shall be identified with the lot of material used. When two (2) or more parts are joined in assembly, the seller shall prepare an assembly parts list identifying each item in the assembly. Traceability records must be provided with each shipment and must be available, in file, for review by ILC DOVER and Government Quality Representatives.

The seller shall maintain and report the ILC DOVER traceability identification information on all materials provided by ILC DOVER for the production of items under this order.

The seller shall serialize parts and/or materials at the seller’s facility when serialization is designated by the Purchase Order. No two (2) items of the same part number (on this or any other ILC DOVER Purchase Order) are to be assigned the same serial number.

## **ILC DOVER QUALITY SYSTEMS PROCUREMENT CLAUSES**

### **8. SHELF-LIFE MATERIALS IDENTIFICATION (Code “K”)**

When required by the Purchase Order, the seller shall identify each item, package or container of age-sensitive, limited-life, or shelf-life items or materials with the cure or manufacturing date, expiration date, and special handling conditions, in addition to the normal identification requirements. This identification, including special handling conditions, shall be recorded on the certifications and shipping documents, the seller shall furnish a legible and reproducible copy of a certification with each shipment of items incorporating a shelf-life material that does not require age control after installation (e.g., adhesives, resins, paints, etc.). These certifications shall state that the shelf-life materials were properly controlled prior to use and within the shelf-life period when incorporated. The certification shall be identified with the Purchase Order number and the item(s) produced. It must also contain the signature and title of the responsible seller agent.

### **9. NDT/E, NON DESTRUCTIVE TEST/EVALUATION REPORTS**

When required by the Purchase Order, each shipment must be accompanied by a legible and reproducible copy of the suppliers actual NDT/E report. Each NDT/E report shall evidence compliance with the applicable drawing and/or specification requirement.

- **Nondestructive data test report (Code “O”)**
- **Radiographic report (Code “P”)**

When radiographic inspection is specified, the supplier’s reading and interpreting of the X-ray film shall be performed by certified personnel. The supplier’s findings shall be reported on an appropriate form, including the name of the reader and the signature and title of a responsible agent of the supplier. The X-ray film and report shall accompany the shipment of items. An adequate method of identifying and cross-referencing each film exposure, report, and item must be provided.