

REQUIRED STANDARD SHIPPING DOCUMENTS

REQUIRED DOCUMENTS WITH EACH SHIPMENT *(as applicable)*:

The controlling Service & Sales, Inc. Purchase Order, and Supplemental Purchase Order Conditions, including applicable/referenced Engineering Drawings/Specifications, requires that the seller shall supply the following standard required documentation with each shipment:

[A] CERTIFICATIONS:

The seller shall include the manufacturer's name for each item, and attach one (1) copy of required certifications to the material involved and one copy to the shipping document(s) with each shipment.

1. Certification of Conformance (CofC):

Seller shall “certify” by supply a signed “Certification of Conformance” to Service & Sales, Inc., that material or parts being supplied on the contract are, or have been procured, produced, or processed, by the required manufacturers, applicable controlled sources, and meet all the Purchase Order requirements, listed therein.

2. Shelf Life Items:

Seller shall provide certifications with each shipment, as applicable, that all ‘shelf life items’ have at least 75 % remaining of the manufacturers (OEM) shelf life.

3. Process Certifications:

Seller shall provide, as applicable, process certifications that include specifications and revision letters and Supplier name(s) used to produce the order (and if applicable, the required and actual test values specified).

Note: SSI purchase orders identified as “**FIXED PROCESS CONTROL REQUIRED**” requires with each shipment, a certification stating the Supplier name(s), the supplier’s “Fixed Process Document Numbers (and applicable revisions)” used for that shipment.

4. Material Certifications:

Seller shall identify each item, container and the corresponding certification to provide traceability to the specific lot, heat lot, heat treat lot, or batch. Supplier certifications and Certificate of Conformance, including specifications and revision letters and Supplier name(s), must specify mechanical and metallurgical properties traceable by heat number or lot number.

5. QPL (Government Source Controlled) Items:

Seller shall provide with each shipment, as applicable, the OEM/QPL Certificate of any military part number (electronic components, etc.). Controlling Government specifications referenced on the Purchase Order that specifies qualification, requires that the actual manufacturer be listed on applicable Qualified Parts List (QPL). Seller shall certify in writing, that material or parts being supplied on this contract are, or have been produced by a qualified manufacturer listed or approved for listing on the applicable QPL.

[B] INSPECTION AND TEST REPORTS:

- 1. Seller shall provide with each shipment, as applicable, a copy of your First Article Inspection Report (FAIR).**

Note: Service & Sales, Inc. has adopted the AS9102, Aerospace First Article Inspection Requirement, as the standard for first article inspection of purchased hardware. The latest version of the AS9102 standard is available from the Society of Automotive Engineers (SAE), via their website: <http://www.sae.org>

- 2. Seller shall provide with each shipment, as applicable, a copy of your DETAILED INSPECTION REPORTS (DIR).**
- 3. Seller shall provide with each shipment, as applicable, a copy of your TEST REPORTS (TR).** Note: Serial numbered items, must include test report data, by their serial number.

[C] ADDITIONAL DOCUMENTS:

Additional documents may be required, as mandated in the applicable Service & Sales, Inc. (SSI) Purchase Order, the SSI Supplemental Purchase Order Conditions, and the applicable, or required, Engineering Drawings/Specifications specifications, referenced therein.