

## Certificate of Conformity

CPL may request materials & products delivered to CPL to be accompanied by a Certificate of Conformity (C of C); this will be specified by contract or PO.

The purpose of a Certificate of Conformity is to reflect and state as such the following intent: *'It is hereby certified that the whole of the supplied product detailed hereon have been validated & verified, and unless otherwise stated, conforms in all aspects to the specifications &/or contract/purchase order so related. Also that the raw materials &/or parts used have been obtained from approved sources and supported by release notes & related C of C's'*

The C of C shall display the following minimum information:

- Suppliers name & address (site of manufacture if different)
- Reference number & Date of Certificate
- CPL Purchase order or contract number with issue number
- Quantity of product supplied, along with part description
- Drawing/Specification number
- Batch/lot numbers, Special ID marks, Serial numbers etc
- For lifed materials the Date of Manufacture and Expiry date
- All temporary design changes or concession/deviation numbers
- The C of C must carry a signature of the companies approved & authorised member of the Quality department, including their company position. It is acceptable to use an electronically generated signature on the C of C.

On the occasion when authorisation is given in writing by CPL, for a supplier to ship with a concession pending (investigation in progress). The supplier must annotate the situation on the shipping documents and C of C, along with a copy of said CPL *'authority to ship'* document.

When the product has additional information in the form of tests &/or reports &/or process certificates &/or control reference numbers, all these documents must be referred to in the C of C; with the original documents being retained by the supplier. Especially with respect to Special processes, such as Plating, Painting, Heat treatment. Welding etc.

If corrective work has been carried out on a supplied product the C of C must carry a statement reflecting the work that has been carried out and referencing the CPL document numbers i.e. Return to Advice (RAN) &/or Non-Conformance Action Report (NCAR)

If the CPL contract/PO requires multiple copies of a C of C then duplication of all supporting documentation is also required.

### Lifed Product

Where a product has a limited shelf life the product must have at least 80% of specified life remaining at the time of receipt at CPL.