General Information

Cignys Purchase Order Quality Assurance Requirements (QAR’s) are specific directions to suppliers that must be complied with for shipments to be accepted and processed for payment. Applicable QAR’s are shown on the purchase order.

QUALITY ASSURANCE REQUIREMENTS (QAR)

☐ QC 1. Manufactures Certificate of Conformance - A Manufactures Certificate of Conformance will be provided for each lot of material on this Purchase Order, which states that the product supplied meets all drawings, specification and purchase order requirements containing the Suppliers Name and Address. The C of C shall reflect the part number(s), Revision level, Serial Number (if applicable), Quantity listed on the Cignys purchase order, the production lot numbers produced, quantity shipped, batch number, cert number or heat number (if applicable). The C of C shall contain the Cignys PO Number, the statement “This is to certify that all products or services delivered on this contract (number) and packing list/shipper (number) are in compliance with all the requirements of the contract” and shall contain legible copies of raw material certs, processing certs, inspection data sheets and test certification in accordance with purchase order requirements. The C of C shall and shall be signed by an authorized representative (legibly) of the manufacturer.

☐ QC 2. Test Reports – In addition to the manufacturer’s certification, the supplier shall provide raw material certifications, special processing certifications (heat treat, plating, NDT, etc.) and test reports for all the tests required by the drawing and procurement specification. Chemical and physical test reports are required and must provide lot, purchase order or other evidence of traceability to the material.

☐ QC 3. Raw Material Certification – Each lot of material must be accompanied by a legible and reproducible copy of the Raw Material Certification. The certification shall be from the Mill Source and lists the actual test values.

☐ QC 4. Raw Material Traceability – All items provided under this purchase order shall be traceable to raw materials used. Traceability and inspection records shall be made available upon request by Cignys or customer representatives. Identification of raw materials used, shall include, as applicable, but not limited to, the following information – lot number, material type, specification, heat number, etc. In any case, supplier shall record sufficient identification information to adequately identify all material in such a manner that full traceability to raw materials is included.


☐ QC 6. Mercury and Mercury Compounds – The supplier is responsible to ensure that products supplied did not come into contact with mercury or mercury compounds during the manufacturing subsequent processing.

☐ QC 7. Safety Data Sheet – Chemical manufacturers and Distributors must provide the SDS at the time of shipment for all hazardous material. One copy of the SDS, for each product purchased, shall accompany the shipment.

☐ QC 8. First Article Inspection – A 1st article or first piece inspection report is required with shipment to Cignys. The report shall reflect all drawing dimensions, test results, raw material chemical & physical test reports and special process certifications. AS 9102 latest edition will be used for guidance and 1st article preparation as well as records of the First Article Inspection.

☐ QC 9. Directed Source – This purchase order requires products to be produced by a specific manufacturer. Supplying parts that are manufactured by another manufacturer shall be cause for rejection.

☐ QC 10. Source Inspection – This purchase is subject to Cignys or third-party customer inspection and acceptance prior to shipment from your facility. The supplier shall notify Cignys to coordinate the appropriate parties and schedule the inspection 48 hours prior to the material being ready for inspection.

☐ QC 11. Government Source Inspection – Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government representative who normally services your plant so that appropriate planning for Government inspection can be accomplished.

☐ QC 12. Shelf Life Limited Materials – Items or material with limited shelf life shall be identified with manufacture date, expiration date, and special storage and handling requirements and a minimum of 80% usable shelf life shall remain.

☐ QC 13. Supplier Quality Management System – Supplier’s Quality Management system must be certified to or complies with ______ standard.

☐ QC 14. Supplier Calibration – Calibrations to be performed to ISO/IEC 17025 latest edition. Re-Cal intervals to be determined and communicated by Cignys


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