

User Guide: Certificates of Conformance

(Note: This document is also posted on www.pcb.com.)

Purpose: The purpose of this document is to provide the requirements and/or information to be included on Certificates of Conformance from suppliers as specified on a purchase order or other contractual agreement.

Scope: This User Guide is intended for use by any internal or external personnel that are involved in the creation, submission, or review, of Certificates of Conformance that accompany purchased material or services.

Reference Documents: This User Guide is based on the requirements contained in ISO/IEC 17000, ISO/IEC 17050-1 and PCB Piezotronics Quality Management System (QMS).

Requirements:

1. Standard Certificate of Conformance (C of C) **when a Purchase Order is issued to the external provider.**
 - A C of C shall be required for purchased Items having an inspection standard for the item that exists in the Item Master of the Business System Database (BSD).
 - The PCB Purchase Order (PO) shall specify the requirement for a C of C.
 - i. Examples of parts that require a C of C include: raw material, electronic components, crystals, secondary operations, machined components, or any other item as deemed necessary by PCB.
 - At a minimum, all of the following information shall be provided and accounted for on the C of C document;
 1. **The name of the external provider: further identified as (supplier).**
 2. The identification of the product to include;
 - a. PCB part number as specified on the purchase order. Note: PCB part number may also be located on a PCB Engineering Drawing/PCB Subsidiary provided Drawings (further identified as drawings).
 - b. **Drawing number with current Revision Level, Bill Of Material Revision Level, if applicable, as specified on the purchase order.**
 - c. Manufacturers part number, lot number, batch number, or other unique identifier as provided by the supplier, **if applicable**. This number will be recorded and stored in the BSD
 3. Quantity of product covered by C of C.
 4. The date of issue of the declaration.
 5. Signature, printed name, and title or an equivalent marking of authorized person. Equivalent marking includes but is not limited to controlled stamps, alpha-numeric code or other satisfactory method as agreed upon prior to receipt.
 6. **A statement that certifies the product covered by the C of C meets all the requirements stated on purchase orders.** The statement must also include that the declaration is issued under the sole responsibility of the supplier.

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2. Certificate of Conformance with additional Shelf Life Item requirement.
 - Items that have been determined to require a specific shelf life by PCB or the manufacturer/supplier (e.g. chemicals, solder, epoxies, o-rings, seals, gaskets, shrink tubing or any other item as deemed necessary), the C of C shall also include either i or ii listed below.
 - i. Date of Manufacture (DOM) and Expected shelf life expressed in days/months/years
 - ii. Expiration date of item
 - Note: If special conditions for shelf life item transport/storage are identified they shall be included on the C of C. Special conditions include but are not limited to, packaging, temperature, and humidity.
 - Where the supplier uses a date coding system the supplier shall also provide a reference table used to decode the system. This table may be provided electronically through a web link or other method as defined by the supplier.
 - The reference table shall be provided by the supplier; prior to, or at a minimum accompanying initial receipt, and also whenever any changes in the content of the table occur.

3. Material Certificate of Chemical Analysis (C of A) additional requirement.
 - Where PCB specifies a type of material or multiple materials on the drawing, the supplier shall also provide a Material Certificate of Chemical Analysis (C of A) in addition to the C of C.
 - A mill-direct C of A must be provided or a C of A from an independent accredited laboratory and shall include at a minimum the following information;
 - Chemical analysis of the material,
 - Applicable industry specification for the material (including but not limited to e. ASTM, AMS, and SAE).
 - Name and address of the external provider.

4. Special Operations Certificates of Conformance (C of C) additional requirement.
 - Special operations are defined as operations performed on a manufactured part or raw material in addition to regular/normal manufacturing operations. Examples of special operations include but are not limited to the following; (plating, anodizing, hardcoating, powdercoating, painting, and heat treatment).
 - Where PCB specifies a special operation on the drawings or purchase order, the supplier shall also provide a C of C for the special operation.
 - The C of C for the special operation shall contain the same information as required by the standard C of C as it applies to the special operation. Note – a special operation C of C does not require a drawing revision to be listed since it is an operation performed in the manufacture of an item.
 - A complete and clear list of standards or other specified requirements predetermined by PCB and in agreement with supplier.

- Statements regarding RoHS compliance additional requirement.
 - Items defined by PCB as requiring compliance to RoHS are listed in the Item Master of the BSD are covered by the Standard C of C unless a specific contractual agreement is required.
 - Items requiring a separate Statement of RoHS conformance will be identified by contractual agreement or other necessary means and the requirement will be listed as an inspection item in the inspection criteria outlined in QCS.

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- Statements requiring DFARS conformance additional requirement.
 - Items defined by PCB as requiring compliance to DFARS are listed in the Item Master of the Business System. The Standard C of C is adequate when determining compliance unless a specific contractual agreement is required.
 - Items requiring a separate Statement of DFARS conformance will be identified by contractual agreement or other necessary means and the requirement will be listed as an inspection item in the inspection criteria outlined in QCS.

- Special Consideration Certificate of Conformance for items deemed Commercial Off The Shelf or "COTS".
 - Examples of COTS items are; (fasteners, cleaning products, catalog items from a distributor, and Customer Supplied Materials). Items are determined to be "COTS" using the process outlined in QA1034 and/or EN1120.
 - Items determined to be "COTS" may have a simple C of C statement included on the packing list or other shipping document provided by the supplier.
 - The statement shall reflect that the product supplied is the product ordered/shipped as shown on the provided shipping document and that the product conforms to the specified catalog description or other description provided by the vendor at the time of order.

- Customer Supplied Materials (CSM) C of C requirements.
 - For CSM the customer is responsible for any items shipped and all documents pertaining to the conformity of those items. PCB will receive and inspect to confirm items arrived undamaged.
 - If additional documentation for traceability is required it will be a condition of a contractual requirement.

- Record Retention/Storage
 - Internally all relevant documentation related to purchased materials shall be retained/stored per the Quality Records storage/retention information found in the CS002 Document Revision Index. Relevant documentation includes but is not limited to the following; (C of C's, packing lists, test/inspection data, calibration data, approved deviations, and acceptance tags).