

<b>Issued By:</b> Dan Archie		<b>Document #</b> 203
<b>Approved By:</b> Mark Daugherty		<b>Issued Date:</b> 3-3-2009
<b>Page</b> 1 of 5	<b>Work Instruction</b>  <b>TITLE:</b> <b>Certification Specifications</b>	<b>Revised Date:</b> 6-12-2014

**PURPOSE:**

To standardize the required certification information and appearance of certifications (also known as “certs.”) received by Ancra.

**RESPONSIBILITY:**

Ancra Engineering/QC is responsible for the maintenance and implementation of this procedure.

**INSTRUCTIONS:**

**1) Certifications involving attribute, test specific or inspection data**

Ancra requires the vendor to certify the material and processes for the products we purchase from them. This requirement extends to **Production and First Articles**. The certification would include:

- 1.1) The certificate shall include a header as described in section 2 (standardized certifications-format appearance).
- 1.2) **The certification shall include, as applicable:** Dimensions, Finish – [Paint, Powder Coat, Passivation, Plating], Labeling - especially MIL spec., Material Chemistry, Metallurgy, Heat Treating, Hardness, Processing, Salt Spray, Inspection/100% Sorting - with reasons for the sort (including crack detection), Strength (including data), Welding (including welder certification), etc...
- 1.3) The certification shall list / document the standard and/or specifications the vendor uses to compare their product; such as an International standard, Ancra spec., MIL spec., as appropriate. The standard must be documented and legible, with any special test procedures or testing apparatus noted.
- 1.4) The final results must be noted with appropriate units and Pass or Fail indication. It is expected that supplier will not send product if it has not passed inspection.

Appendix (4.2) is a sample of certification for webbing.

## 2) **Standard certifications – format appearance**

To standardize the information on certifications being received by Ancra, standardized certifications shall contain the following minimal information on one page:

- 2.1) Name of the company (tier I) that manufactured the item.
- 2.2) Address, phone and email of the company (tier I) that is manufacturing the item.
- 2.3) Date
- 2.4) Ancra part number
- 2.5) Quantity that is being certified
- 2.6) Ancra purchase order (PO)
- 2.7) The contact name of the person responsible for the certification
- 2.8) Statement of conformance that the articles shipped was manufactured to conform to requirements, drawings, specifications and that evidence, inspection and/or other conformance data are available to support the certification.
- 2.9) Lot number, if applicable

Appendix (4.1) is a sample Certificate of Conformance (C of C) with a standardized header showing (Company Name, Address, Date, Ancra Part Number, Quantity, PO number).

## 3) **Submitting the certifications to Ancra**

**Certificates must be emailed to the Buyer and Quality contacts with EVERY shipment.** A hard copy must accompany the product.

- 3.1) Container Shipments: Hard copies of certifications must be filed in a distinguishable orange (or similar) envelope (9" x 12", A4 or equivalent), labeled with its contents and be placed on the pallet next to the door as shown in the following picture. Envelopes that are in shades of brown are difficult to distinguish between the cardboard boxes. The envelopes must be labeled with the contents.



3.2) Other shipments must have the certifications in an envelope (same as in section 3.1) in an easily accessible area on the shipment, but not on the top of a skid. The top of the skid is subject to stacking and damaged documents. Small shipments may enclose the certification with the packing list.

**4) Appendix**

4.1) Standard Header Example on a Certification of Conformance.

<p style="text-align: center;"><b>Header with Company Name &amp; Address</b></p> <p style="text-align: center;"><u>CERTIFICATE OF CONFORMANCE</u></p> <p>DATE: <u>2/3/09</u></p> <p>P.O.# <u>C1851A</u></p> <p>QUANTITIES: <u>91</u></p> <p>PART#: <u>40040-10</u></p> <p>SHOP ORDER#: <u>A5862M</u></p> <p>.....</p> <p>Attention Inspection Department:</p> <p>This is to certify that the articles in this shipment were manufactured in conformance with the requirements, drawing, and/or specifications called for on the subject order and that the test reports, inspection records and/or other evidence of conformance to specifications are on file at the source of manufacturer.</p> <p style="text-align: center;"><u><i>Lisa Wheeler</i></u> Lisa Wheeler Q.C. Manager</p>
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4.2) Specific Data Certification Example – Webbing.

**Header with Company Name and Address**


PART NUMBER: 49995-10-RL		DOM	DATE				
		01/08	02/06/09				
CUSTOMER <b>ANCRA CINCINNATI</b>		CONTRACT NO.	CUSTOMER ORDER NO. <b>C1791A</b>	PIC-LIST NO. <b>110918</b>	ORDER NO. <b>1230013</b>		
SPECIFICATION <b>MIL-W-17337F</b>	CLASS <b>2</b>	COLOR <b>CG #483/34094 (3524)</b>	LOT NO. <b>33722</b>	YARDS <b>1,500</b>			
TEST	REQUIREMENTS	TEST RESULTS					LOT AVERAGE
WIDTH (in)	1 1/2 ± 1/16 1.4375 - 1.5625	1.5000	1.5000	1.5000	1.5000	1.5000	1.5000
THICKNESS (in)	0.038 - 0.050	0.038	0.038	0.038	0.038	0.038	0.038
WEIGHT (Oz./yd)	1.07 Max.	0.89	0.90	0.90	0.90	0.90	0.90
NO. OF WARP ENDS	145 Min.	PASS	PASS	PASS	PASS	PASS	PASS
NO. OF BINDERS	34 Min.	PASS	PASS	PASS	PASS	PASS	PASS
PICK PER INCH	96 Min. <sup>1</sup>	98	98	98	98	98	98
WEAVE	Par. 3.5.3	*	*	*	*	*	PASS
NON-FIBROUS MATERIAL	Par. 3.6	*	*	*	*	*	PASS
BREAKING STRENGTH (lb)	1800 Min.	2741	2710	2636	2599	2687	2675
ACIDITY (pH)	5.0 - 8.5		5.9		5.8		5.9
CURVATURE (in)	1/4 0.25 Max.	0.06	0.13	0.09	0.09	0.06	0.09
SPECTRAL REFLECTANCE	600 - 860 nm	*	*	*	*	*	N/A
COLOR FASTNESS	CROCKING-DRY	3 Min.		4.5			4.5
	CROCKING-WET	2 Min.		4.5			4.5
	LIGHT	GOOD Min.	PASS	PASS	PASS	PASS	PASS
	LAUNDERING	FAIR Min.	PASS	PASS	PASS	PASS	PASS

<sup>1</sup> I certify that the above test reports were performed under my supervision in accordance with the specification test requirements and that the reported test results are true, valid, and applicable to the samples tested.

I certify that the webbing listed hereon has been manufactured and tested in accordance with the applicable specifications and that it meets all the requirements thereof

I further certify the yarn used in the manufacture of this material is, bright, high tenacity heat and light resistance polyamide (nylon 6.6) with a minimum melt point of 471°F (244°C) and has not been subjected to any bleaching process.

<sup>2</sup> 2 Picks Per Shed.

  
 \_\_\_\_\_  
 QUALITY DIRECTOR

4.3) Specific Data Certification Example – Material Chemistry



**Material Certification**

Invoice: 13012359  
 Invoice Date: 2/17/2011  
 Our Order: 13112131  
 Customer PO: 34306  
 Sales Rep:

**BILL TO:**

**SHIP TO:**

Delivery No. 13010444      Ship Date: 02/17/11      Ship VIA: TRUCK

ITEM DESCRIPTION		
Item No: 0510PHMWCL	Mill Name: DSRCO	QTY SHIP
Customer Part No:	Country of Origin: KOREA	5,278
Description: .051 PHOS MUSIC CL	Melt Source: KOREA	HEAT NO.
Specification: ASTM-A228-07      SAE-J178-94	DFAR Compliant: NO	SA49497
	RoHS Compliant: YES	

Ticket Number	Qty
13010711073	1,320
13010711074	1,318
13010711075	1,320
13010711076	1,320

Chemical Properties						
Element	C	MN	SI	P	S	
Value	0.8100	0.5500	0.1900	0.0120	0.0050	

Mechanical Properties			
Element	TENS STR MIN PSI	TENS STR MAX PSI	TORSIONS MIN
Value	312,000	318,000	30

Test Results					
Test	WRAP TEST	MICRO- STRUCTURE	SURFACE CONDITION	COILING TEST	MERCURY FREE
Result	Pass	Pass	Pass	Pass	Pass

The material has been inspected by the mill and conforms to the above referenced specifications.

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 SERGIO GALLO - VICE PRESIDENT  
 AUTHORIZED SIGNATURE

**ASSOCIATED DOCUMENTS:**

None