

GD-OTS SUPPLIER PAPERWORK and PART MARKING CHECKLIST

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| Supplier: | Part No: | PO No: | Date: |
| <u>NOTES:</u> | <p>a. <i>Part Marking and Paperwork represent the largest cause of Receiving rejections.</i></p> <p>b. <i>This checklist is a guide for the Paperwork and Part Marking, to acheive First Time Right submissions.</i></p> <p>c. <i>Do NOT ship product without including a Paperwork Package with each shipment.</i></p> | | |
| <u>Web Links:</u> | <p>1. GD-OTS Quality Clauses - https://www.gd-ots.com/quality_clauses.htm</p> <p>2. GD-OTS Approved Special Process List, Approved Suppliers List: https://www.gd-ots.com/suppliers/supply-chain-legacy/</p> <p>3. GD-OTS Part Marking Manual https://www.gd-ots.com/suppliers/supply-chain-legacy/</p> | | |
| Requirement | Expectation | Initial | |
| Supplier C of C | C of C must include GD-OTS <u>Part Number</u> or <u>Assembly Number</u> as listed on the GD-OTS Purchase Order. | | |
| | C of C must include GD-OTS Part or Assembly <u>Revision level</u> as listed on the GD-OTS Purchase Order. | | |
| | C of C must include GD-OTS <u>Purchase Order Number</u> and <u>quantity</u> delivered. | | |
| | C of C must include a responsible <u>Quality Signature & Date</u> . | | |
| Material & Test Certification | Provide legible <u>Material Certifications, Certificates of Analysis, Test Certifications</u> compliant with Drawing Notes and Specifications, Purchase Order & DFAR requirements, as applicable. Manufacturer of the item or assembly to be shown on the Certification. | | |
| Special Process Certification | Provide legible <u>Special Process Certifications</u> compliant with GD-OTS Drawing Specification, use only GD-OTS Approved Special Process Suppliers, except for Control (Vendor, Spec, Source, etc) type Drawings | | |
| GD-OTS Source Inspections or Government Source Inspections | <p>When Required by the Purchase Order;</p> <p>- Provide a copy of the Supplier Quality Report QSP-FRM 53.5.3 for GD-OTS Source Inspections.</p> <p>- Provide evidence the GSI was performed and accepted.</p> | | |
| Part Marking | All material or items must have <u>identification</u> on or attached to the parts or packaging. | | |
| | Part Marking must be compliant with the marking note on the drawing when there is an applicable drawing note. | | |
| | When there is no marking note, the appropriate marking Quality Clause on the GD-OTS Purchase Order takes precedence. | | |
| | If unsure of the Marking Requirement contact your Supply Chain or Supplier Quality contact for Part Marking clarification. | | |
| Submit Paperwork Package | Containers or packages submitted for delivery will have a Paperwork Package that is obvious and insures all material or items contain Certification Paperwork and Part Marking representing all the material or items in that delivery. | | |

Title _____ Signature _____ Date _____