## GD-OTS SUPPLIER PAPERWORK and PART MARKING CHECKLIST

### Supplier:  
**Part No:**  
**PO No:**  
**Date:**

### NOTES:
- Part Marking and Paperwork represent the largest cause of Receiving rejections.
- This checklist is a guide for the Paperwork and Part Marking, to achieve First Time Right submissions.
- Do NOT ship product without including a Paperwork Package with each shipment.

### Web Links:
1. GD-OTS Quality Clauses - [https://www.gd-ots.com/quality_clauses.htm](https://www.gd-ots.com/quality_clauses.htm)

### Requirement | Expectation | Initial
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Supplier C of C | C of C must include GD-OTS **Part Number** or **Assembly Number** as listed on the GD-OTS Purchase Order. |  
 | C of C must include GD-OTS Part or Assembly **Revision level** as listed on the GD-OTS Purchase Order. |  
 | C of C must include GD-OTS **Purchase Order Number** and **quantity** delivered. |  
 | C of C must include a responsible **Quality Signature & Date**. |  

### Material & Test Certification
- Provide legible **Material Certifications, Certificates of Analysis, Test Certifications** 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 **Special Process Certifications** 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
- When Required by the Purchase Order;  
  - Provide a copy of the Supplier Quality Report QSP-FRM 53.5.3 for GD-OTS Source Inspections.   
  - Provide evidence the GSI was performed and accepted.

### Part Marking
- All material or items must have **identification** 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.

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Title_________________

Signature____________________________________

Date__________________