



Q637 Lot Report (Sub-tier report retained by Seller) (Rev 01/08/18)

Seller shall provide the following lot documentation with each shipment (may be delivered via hardcopy with shipment or electronic media to buyer).

1) Seller Certificate of Conformance (CoC)

Seller shall provide a CoC with each lot for the delivered end item. This CoC shall be in the format of GD-OTS CoC template QS-TP-53.0.1. This template as well as a guide to completion of the template (QS-GD-53.0.1) can be found on the SharePoint collaboration site.

Seller shall retain the following lot documentation and be able to provide copies to GD-OTS within 24 hours upon request.

1) Sub-tier Supplier Certificate of Conformance (CoC)

A CoC shall be provided by the Seller for each supplier used in the supply chain

The CoC shall list and contain:

- Sellers name and address
- Purchase order (PO) number
- Quantity of shipment
- Drawing number with drawing revision, specification number with revision, and any GD-OTS CN(s) listed in the TDP Status Report
- Seller lot identification (e.g. lot number)
- Material and process lot identification (e.g. material heat number or lot identifier, material finish and treatment lot identifier) representing the all materials and processes, including special processes, required by technical documentation.
- The CoC must include printed name, title, and signature of official signing the CoC.
- Statement attesting to compliance with all applicable technical requirements listed in the applicable portion of the Technical Data Package.
- Signature, title, and date of authorized seller quality assurance representative.

For any certifications on which the Seller was not the manufacturer of an item, certifications must be traceable to and contain a copy of a certification from the manufacturer.

2) Materials and Process Lot Certification

Seller shall provide certification documentation and/ or objective evidence, at all levels of the supply chain, for all required materials and processes, as listed in the TDP Status Report documentation, used in producing the item. The documents should contain an authorized signature and date.

The Material Certification shall list and contain:

- Applicable drawings and specification and the drawing / specification revision.
- Lot test data (e.g. chemical, physical, and mechanical properties) required by drawings or applicable specifications.



-All material and process lot identification shall be listed on the CoC and be traceable to the CoC

3) Special Process Certification

Seller shall provide a CoC, in compliance with section 1) above for all special processes (e.g. plating, coatings, cleaning, chemical treatments, heat treatment, non-destructive testing) performed in accordance with listed drawings and specifications. Test data and other associated data is not required to be provided with the lot documentation but shall be kept on file for review by GD-OTS upon request.

4) Commercial/COTS Items

Commercial Off the Shelf (COTS) items are those that meet the requirements of the definitions of commercial items and COTS items as defined in FAR 2.101. Suppliers of COTS items are expected to supply a Certificate of Analysis with the first shipment against this contract and a Certificate of Conformance for all subsequent shipments.

A Certificate of Analysis (COA) will contain:

- test/inspection results demonstrating conformance to any requirements in the governing specifications (e.g. chemistry, strength, plating, etc.)
- the revision of the governing specification to which the part conforms
- the purchaser's purchase order number
- quantity and lot number(s) supplied
- a statement of conformance to the requirements on the purchaser's purchase order signed by an authorized official of the company.

Both Certificates of Analysis and Certificates of Conformance shall be traceable to similar certificates from the original manufacturer.

When the TDP drawing for a commercial/COTS item contains dimensional information, the purchaser of the commercial/COTS item is responsible for the ongoing conformance of the item throughout the life of this contract. The purchaser of the commercial/COTS item shall provide a copy of their receiving inspection documentation for the part number demonstrating conformance to the dimensional requirements with the first shipment against this contract.

For suppliers to GD-OTS that purchase commercial/COTS items in support of their GD-OTS purchase order, the contents of this section shall be flowed to the commercial/COTS supplier as well as clause Q624 (Lot Numbering – MIL-STD-1168), when required.