

GD-OTS SUPPLIER PAPERWORK and PART MARKING CHECKLIST

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 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	<p>When Required by the Purchase Order;</p> <ul style="list-style-type: none"> - 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.		

Title _____

Signature _____ Date _____