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## Certificate of Conformity Requirements

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### 1.0 Introduction

All aerospace materials and supplies shall be released and conveyed under cover of the correct form of release document, ie a Certificate of Conformity, Approved Certificate, Release Certificate, etc as appropriate and as requested by the CAV Aerospace Group purchase order.

### 2.0 Documentation

All Certificates of Conformity shall have

- a A unique serial number
- b The name and address of the supplier
- c A full and comprehensive description of the relevant consignment which shall include the following minimum information
  - i Order Number
  - ii Part Number
  - iii Specification
  - iv Description of Goods (including material condition, manufacture/cure date(s), etc as applicable)
  - v Serial Numbers (if any)
  - vi Batch Numbers (where applicable)
  - vii Quantity
- e A certifying statement
  - i For sub-contractors, manufacturers, design, and tooling suppliers  
"Certified that the whole of the supplies detailed hereon have been manufactured, inspected, tested and unless otherwise stated conform in all respects to the relevant specifications, drawings, and contract/order"
  - ii For stockists/distributors  
"Certified that the whole of the supplies detailed hereon have been received under cover of the Release Certificate quoted above and are in the same condition as when received "
- f Signature of an approved signatory  
NOTE An example of an acceptable release certificate is given in Appendix A

2.1 Attention shall be drawn to any item which does not fully meet the requirements of the order, drawing or specification, etc by means of suitable endorsements on the release documentation. Further, relevant information/data shall be transmitted in the same way.

Examples of circumstances/data requiring endorsement include, but are not limited to, the following

- 2.1.1 Additional requirements as requested by the purchase order
- 2.1.2 Condition of supply requirements.
- 2.1.3 Concession number granted.
- 2.1.4 Non-conforming items subject to further work after delivery.
- 2.1.5 Items with shortages or work outstanding
- 2.1.6 Reference to documents sent with the goods (eg First Article Inspection)



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- Reports).
- 2.1.7 Where the CAV Aerospace Group have supplied free issue material, the supplier's release certificate for the end product shall quote the relevant CAV Aerospace Group material batch number on the release certificate.
- 2.1.8 When items are re-released following rejection the by CAV Aerospace Group the CAV Aerospace Group Reject Note number shall be stated on the release certificate.

### **3.0 Direct Delivery Authorisation**

Suppliers receiving purchase orders from the CAV Aerospace Group requesting delivery to another supplier or direct to the CAV Aerospace Group's customer shall send a copy of the release paperwork to the CAV Aerospace Group as notification of shipment to an address other than the CAV Aerospace Group.

### **4.0 Approved Signatories**

- 4.1 All release certificates shall be signed by the supplier's Quality Manager or his authorised nominee.
- 4.2 Personnel authorised to sign release certificates shall be listed in an appropriate authoritative document approved by the Quality Manager.



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Appendix A - Certificate of Conformity (Preferred Standard Format)

| <p><b>CERTIFICATE OF CONFORMITY</b></p>                                                                                                                                                                                                                                                                          |                        |                      |                             |                  | Serial Number : _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------|-----------------------------|------------------|-----------------------|
| DELIVERY ADDRESS :                                                                                                                                                                                                                                                                                               |                        | SUPPLIER : _____     |                             |                  |                       |
|                                                                                                                                                                                                                                                                                                                  |                        | NAME : _____         |                             |                  |                       |
|                                                                                                                                                                                                                                                                                                                  |                        | ADDRESS : _____      |                             |                  |                       |
|                                                                                                                                                                                                                                                                                                                  |                        | _____                |                             |                  |                       |
| CAV Order Number                                                                                                                                                                                                                                                                                                 |                        | Contract No.         |                             | Date of Despatch |                       |
|                                                                                                                                                                                                                                                                                                                  |                        |                      |                             |                  |                       |
| Line No Of Order                                                                                                                                                                                                                                                                                                 | Drawing /Type Code No. | Description of Goods | Batch No. and/or Serial No. | Qty              | Remarks               |
| SPECIMEN ONLY                                                                                                                                                                                                                                                                                                    |                        |                      |                             |                  |                       |
| Details recommendations for subsequent Heat treatment(s), storage etc. conditions                                                                                                                                                                                                                                |                        |                      |                             |                  |                       |
| Remarks / Concessions etc                                                                                                                                                                                                                                                                                        |                        |                      |                             |                  |                       |
|                                                                                                                                                                                                                                                                                                                  |                        |                      |                             |                  |                       |
| Certified that the whole of the supplies detailed hereon, have been manufactured, inspected, tested and unless otherwise stated conform in all respects to specification(s) drawing(s) and contract/order and are issued under the terms of our CAV Approval. Approval Number: _____ . (complete as applicable). |                        |                      |                             |                  |                       |
| Signed ; _____                                                                                                                                                                                                                                                                                                   |                        |                      | Position _____              |                  |                       |
| For and on behalf of _____                                                                                                                                                                                                                                                                                       |                        |                      | Date : _____                |                  |                       |