



LHFCRC-2, REV 8

“Standardized Information On Certificates of Analysis and Certificates of Inspection for Raw Materials and Process Consumables Purchased by Lehigh Heavy Forge Corporations”

- * **SUPPLIER:** Your company provides Certificates of Analysis/Inspection to Lehigh Heavy Forge Corporation for raw materials and/or processing consumables. Currently these Certificates are our primary means of Receiving Inspection. In order to meet the requirements of our Quality System and the ISO 9001 standard regarding Receiving Inspection at our facilities, we now require standardized information to be reported on all Certificates. Please review the following requirements and make changes accordingly for all Certificates issued. Failure to meet the requirements will impact your Supplier Rating, and may result in Corrective Action Requests. If necessary, contact the Lehigh Heavy Forge Quality Assurance Engineer by email (jbelcher@lhforge.com) or phone (610.332.8129) for further information.

1. Reporting Requirements For All Certificates of Analysis and Certificates of Inspection

- a Supplier Name and Address. Supplier letterhead is acceptable.
- b Address material is shipped from (if different from #1, above).
- c Issue Date of the Certificate.
- d Purchase Order Number.
- e Lot/Heat/Batch Number(s) or other unique identifier of material or services supplied, as appropriate.
- f In the case of Certificates of Analysis, report the analysis of material including the percentage (or appropriate unit) for all elements specified on Material Specification, at a minimum. Control charts without supporting data for each specified element or reference to the lot/heat/batch number will not be accepted.
- g In the case of Certificates of Inspection, include a statement of compliance with all specifications and/or drawings referenced on the purchase order or in attached documentation.
- h Signature and title of person authorizing the Certificate of Analysis or Inspection.
- i Certificates of Analysis or Inspection must be provided for each delivery and must be received either with the shipment or prior to delivery.

2. Out-of-Specification Materials

- a Contact the Purchasing Department or shop contact person, a minimum of three days prior to release of any out-of-specification material for shipment to Lehigh Heavy Forge, for deviation approval from the Operating and/or Technical organization.
- b Document and highlight on the Certificate any deviation from the specified requirements on the purchase specification or drawing, and indicate the individual approving the deviation.
- c Upon determination that the material specification cannot be met for any period of time, notify the Purchasing Department immediately for resolution.

*NOTE: Revisions to this document are noted in **bold** lettering and an asterisk “*” in the left hand margin. An asterisk alone indicates a deletion.*