

Warning: This document is not controlled when viewed as a hard copy starting 5 days after print date located in document footer. Copyright by L-3 Communications Corporation, 2001.

Narda West Document Number: PURI-004
Revision: N/C
Subject: Supplier Documentation Codes

1.0 Purpose: This procedure establishes the definitions of documentation codes used on the Purchase Orders, so that our Suppliers are informed of the documentation required to be delivered with the products.

2.0 Applicable Documents:

SOP-74	Procurement Process
QAP 358203.01	Purchased Material Quality Requirements

3.0 Responsibilities & Authority:

3.1 Buyers are responsible to ensure that the suppliers understand the documentation codes and to verify that the documentation codes for new suppliers are entered into Vendor Maintenance portion of the ERP/MRP tool - Visual Manufacturing.

3.2 It is the responsibility Materials Manager to update this document and the Narda West Internet website as and when the changes occur.

4.0 Definitions:

4.1 A.C.T.S (Approved Certified Training System) Suppliers

A complete Certificate of Conformance with, second operation supplier(s) and material supplier with lot numbers noted on C of C, shall be shipped with products to L-3 Narda West.

A report showing all dimensions for one (1) piece (as a minimum) must be maintained on file at the Supplier's facility for each part/lot shipped. The report shall address all drawing notes and any modifications made by the Purchase Order notes. All second operation (outside operation such as plating, painting, disk grinding etc.) and material certification shall be maintained on file at the Supplier's facility for at least seven (7) years from date of shipment to L-3 Narda West. The report shall be made available to L-3 Narda West at any time during the seven years upon request by L-3 Narda West.

This code is used for certified suppliers, generally machine shops.



4.2 DOCUMENTATION REQUIRED, MACHINE SHOP

A copy of a report showing all dimensions for one (1) piece (as a minimum) shall be shipped with the product to L-3 Narda West. The report shall address all drawing notes and any modifications made by the Purchase Order notes. A completed Certificate of Conformance from the supplier, and any second operation supplier (outside operation such as plating, painting, disk grinding etc.), shall also be shipped with the product. A Material Certificate of Conformance with lot number/batch number is required if it is a Group II purchase.

A report showing all dimensions for one (1) piece (as a minimum) must be maintained on file at the Supplier's facility for each part/lot shipped. The report shall address all drawing notes and any modifications made by the Purchase Order notes. All second operation (outside operation such as plating, painting, disk grinding etc.) and material certification shall be maintained on file at the Supplier's facility for at least seven (7) years from date of shipment to L-3 Narda West. The report shall be made available to L-3 Narda West at any time during the seven years upon request by L-3 Narda West.

This code is generally used for machine shops.

4.3 CERTIFICATION REQUIRED

A completed Certificate of Conformance from the supplier shall be shipped with the product to L-3 Narda West.

This code is generally used for electronic item suppliers.

4.4 SUPPORT

No Certificate of Conformance required, used for overhead and G/N expenses.

This code is generally used for MRO item suppliers.

5.0 Record of Revisions

N/C Initial Release. Purchase Order Documentation Code document posted on internet, updated to work instruction.

8/22/06