

	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 1 of 8

APPROVALS

See DocBank workflow approval

HISTORY OF CHANGES

Revision	Authored/ Revised by	Section # Changed	Summary of the Changes	Reason for the Change	Issue Date (YYYY MM DD)	Effective Date (YYY MM DD)
0	Gilda Armenta	N/A	Initial release	N/A	2023 05 31	2023 05 31



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 2 of 8

1.0 **PURPOSE**

To define the requirements for the Certificate of Conformance to all Creation Technologies suppliers.

2.0 **SCOPE**

This procedure applies to all Creation Technologies suppliers.

3.0 **CATEGORY OF THIS DOCUMENT**

Standard Operating Procedure (SOP)

4.0 **DEFINITIONS**

- **Supplier:** Any organization that provides parts, materials or services purchased by Creation. This includes sub-contractors, distributors, brokers.
- **CoC:** Certificate of Conformity. Documented information that attests product or service conformity to defined process, design, specification, Purchase Order, and contractual requirements.
- **Product:** Assemblies, sub-assemblies, parts, material, that are produced, repaired, maintained, modified, overhauled, or inspected.
- **Service:** All activities performed by external providers which impact the fit, form, or function of a product and its operations (e.g., installation, removal, rigging, documentation).
- **ARC:** Authorized Release Certificate. When required to deliver a product with an (ARC), the ARC cannot be substituted with a CoC.
- **Conformity:** Fulfilment of a requirement.
- **Waiver/Concession/Deviation:** Written authorization from the customer to the internal/external supplier to use or release a product that does not conform to the specified requirements.
- **PO:** Purchase Order.
- **FAI:** First Article Inspection.

5.0 **FUNCTIONS RESPONSIBLE FOR THIS PROCEDURE**

PROCEDURE OWNER	PROCEDURE USER	PROCEDURE CONTRIBUTOR
Director of Global Supplier Quality	Materials/ Receiving Associate	Quality Inspector
	Buyer	Quality Engineer
	Incoming Inspection Associate	Manufacturing Engineer
	Creation Technologies Suppliers	

6.0 **TRAINING**

- 6.1 The owner and the author of the procedure are considered trained by default because of their contribution in writing and reviewing/approving the document.
- 6.2 New Creation Technologies employees from the users and contributors list will be trained to the latest version of the SOP document and will be assessed for their competency through the quiz or as applicable and the results to be updated in Creation U.
- 6.3 The procedure users must be trained per the following training plan:

Condition	Training for procedure user/contributor	Training documentation
First time release of the SOP	In-person/On-line training for the entire procedure.	Training presentation. Quiz for competency assessment. The training presentation and result of the quiz must be uploaded in Creation U.
Suppliers	Self-train.	Training documentation will be uploaded into the Supplier's webpage for reference.



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 3 of 8

7.0 **EQUIPMENT/MATERIALS/SUPPLIES**

- Computer
- Internet
- CoC

8.0 **PROCEDURE**

8.1 The CoC shall be written in English.

8.2 The minimum information required in a CoC shall include the following:

0. Title - CERTIFICATE OF CONFORMITY (in accordance with IAQG standard 9163).

1. Page of pages number.

2. Certificate number.

3. Date.

4. Supplier's name and address.

5. Creation's name and address.

6. PO number.

7. Part or Item number.

8. Quantity.

9. Description.

10. Revision.

11. Traceability.

12. Remarks.

13. Conformity details.

14. Statement of conformity.

15. Name and signature of the individual authorized to release products or services to Creation Technologies.

- NOTE: Stamp/Seal in Foreign Language is acceptable, provided the statement of conformity on the CoC is in English.

8.3 Different templates can be used, provided they contain the minimum data fields and descriptions of 8.2 and a statement of conformity in 8.3. A typical CoC template, including the information identified in 8.1 to 8.3 is depicted below as well as a table with instructions on how to complete each data field.

Corporate Logo (optional)	CERTIFICATE OF CONFORMITY (In accordance with IAQG standard 9163)					1. Page of pages number.
2. Certificate number.	3. Date.	4. Supplier's name and address.	5. Creation's name and address.	6. PO number.		
7. Part (Item) number.	8. Quantity.	9. Description.	10. Revision.	11. Traceability.	12. Remarks.	
13. Conformity details.						



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 4 of 8

14. Statement of conformity. <i>"It is hereby certified that apart from the deviations, concessions, or waivers noted in "Conformity Details," the product(s) /service(s) detailed above has (have) been manufactured/maintained/reworked/performed/inspected/tested and conform to the applicable specifications, drawings, and purchase order and contract requirements"</i>
15. Name and signature of the individual authorized to release products or services to Creation Technologies.

No.	Data Field Title	Description	Data	Data Type
1	Page of Pages	Page number and total number of pages (e.g., 1/1 or 1/2 and 2/2), if there are multiple pages.	Numerals	Numeric
2	Certificate Number	Unique reference number assigned by the supplier.	Numerals/ Letters	Alphanumeric
3	Date	Issuance date.	Numerals/ Letters	Date
4	Supplier's Name and Address	Supplier's name and address. Manufacturing or service provider releasing the CoC.	Numerals/ Letters	Alphanumeric
5	Creation Technologies Name and Address	Creation Technologies name and address.	Numerals/ Letters	Alphanumeric
6	Purchase Order Number	<p>Creation Technologies PO number (s) including revision (s), when applicable.</p> <p>There can be multiple parts (products, or services) listed on the CoC if linkage between each of them and the corresponding lines of the PO (s) are established clearly.</p> <p>When there is no PO number or when specified by the Creation Technologies, the contract number or any other unique Creation Technologies reference number must be indicated in this data field.</p>	Numerals/ Letters	Alphanumeric
7	Part Number (Item number if service)	<p>Part number (as stated in the PO or contract)</p> <p>When multiple part numbers, linkage between each of the items and the corresponding lines of the PO(s) shall be established clearly. List all of them in data field #13 or in a supporting appendix, and indicate "Various, see data field #13" or "Various, see appendix".</p> <p>Include the CoC number defined in data field #2 in the appendix (if need be).</p>	Numerals/ Letters	Alphanumeric



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 5 of 8

8	Quantity	Quantity and unit of measure for the delivered part number(s) or service (s).	Numerals	Numeric
9	Description	Description of the part number(s), product(s), or service(s) (i.e., part description for a product, activity performed for a service), as referenced on the PO or contract.	Numerals/ Letters	Alphanumeric
10	Revision	Part number revision (i.e., revision level for a part, product, software, or material; specification revision level for a service) as stated on the PO or contract. If not applicable, indicate "N/A" or "None". Note: When the product delivered is at a different revision from that indicated in the PO or contract, the delivered revision must be indicated in this data field (#10), and data field #13 must indicate that the revision differs from the PO or contract and a reference of supplier approval and/or the associated concession/waiver/deviation number.	Numerals/ Letters	Alphanumeric
11	Traceability	Serial, batch, lot, heat, or cast numbers, as applicable.	Numerals/ Letters	Alphanumeric
12	Remarks	Any additional relevant information related to the product (e.g., reference number and date of the delivery note/packing slip when it is separate from the CoC).	Numerals/ Letters	Alphanumeric
13	Conformity Details	List of conformity details and supporting statements as applicable: <ul style="list-style-type: none"> • Shelf-life expiry date. • First Article Inspection (FAI); identification with supporting reference. • Material certifications (ROHS, non ROHS). • Process certifications. • Creation's approval or Concession/Waiver/Deviation number(s). • Other conformity elements, as requested by Creation or regulatory authority. • Nonconformance; Creation's approval for concession/Waiver/Deviation number(s). • When the CoC is revised, include the reason for updating the CoC. 	Numerals/ Letters	Alphanumeric
14	Statement of Conformity	The statement of conformity shall indicate or be equivalent to the following: <i>"It is hereby certified that apart from the deviations, concessions, or waivers noted in "Conformity Details," the product(s)/(service(s) detailed above has (have) been manufactured/maintained/reworked/performed/inspected/tested and conforms to the applicable specifications, drawings, and purchase order and contract requirements"</i>	Numerals/ Letters	Alphanumeric



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 6 of 8

15	Name and Signature of the individual authorized to release products or services to Creation Technologies.	<ul style="list-style-type: none"> Name [electronically printed or manually and legibly written (e.g., in capital letters)] and signature of the person releasing the product or service. Alternatively, a specific signatory code or stamp is acceptable provided it is unique, unmistakable, and traceable to the individual. Date must be on or after the issue date identified in data field #3. Function/job title of the signatory. In certain conditions the function of the person authorized to sign the CoC is specified in regulatory requirements. In such case, the function of the signatories must also be indicated in this data field (#15). <p>When the CoC is electronically generated, the following or similar statement shall be included: <i>"Document electronically generated and validated"</i>.</p>	Numerals/ Letters Optional: Electronic representation of the authorized individual's signature.	Alphanumeric
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	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 7 of 8

- 8.4 If a data field in the CoC is not applicable, write “N/A” or “None.”
- 8.5 Distributors and suppliers providing material from third party sources, shall specify the manufacturer’s CoC number as well as the manufacturer’s identification in data field #13.
- 8.6 When necessary, the use of CoC appendices is acceptable if these appendices and relevant data fields in the CoC are linked to each other through a unique identifier or tracking number.
- 8.7 Electronically generated CoCs are acceptable if they comply with all appropriate elements of this procedure, as well as applicable software validation and document controls requirements.
- NOTE: The following or similar statement shall be included in the CoC: *“Document electronically generated and validated.”*
- An electronic representation of the authorized individual’s signature may also be shown but is not mandatory. Process rules shall ensure that only authorized personnel can generate and validate an electronic CoC in the corresponding information technology tool.
- 8.8 The supplier shall have a process ensuring the proper release of the CoC guaranteeing that only authorized personnel can generate, sign, and issue CoCs.
- 8.8.1 The Supplier shall retain documented information verifying traceability to authorized personnel, and to their relevant skills and competences (e.g., training completed, experience in the conformity attestation process and customer requirements).
- 8.8.2 The Supplier shall ensure that authorized personnel are aware of their level of responsibilities and the impact of possible noncompliant actions (e.g., mistakes, fraudulent actions).
- 8.8.3 The authorization rules must be documented and managed by the Supplier’s Quality Management System.
- 8.8.4 The name/signature of the individual signing the CoC (see 8.2, data field #15) shall be legible. The name may be replaced by a specific signatory code provided it is individual, clear, and traceable to the individual without any risk of confusion.
- Note: A specific signatory code can be a series of letters and/or numbers assigned to an authorized individual (e.g., AB12345). The specific signatory code of an individual having changed positions or left the organization shall not be used for a period of at 1 year before reassigning the signatory code to a different individual.
- 8.9 The CoC shall be retained/archived for traceability for a period of at least 5 years (or as specifically required by Creation Technologies Customers), in their original paper format, or electronically in a secured database, provided that the database contains all the information required on the CoC, and they are completed and secured in line with regulatory requirements (e.g., back-up/dual archiving, storage duration, protection against fire and water).
- 8.10 When the released product or service is impacted by a nonconformity, the supplier shall provide reference to Creation Technologies acknowledgement (data field #13).
- 8.11 When there is a need to revise the CoC, the updated CoC shall be issued with:
- A certificate number different from the previous. The new certificate number can be built from the original certificate number by including a supporting revision level.
 - The reason for the CoC revision documented in data field #13.
 - New release date.



	CREATION TECHNOLOGIES – Standard Procedure		
	Creation Supplier Certificate of Conformance (CoC) Requirements	Document # C-0003247	Rev 0
		Location Common	Page 8 of 8

9.0 **RISKS AND OPPORTUNITIES**

TYPE	ISSUE	CONSEQUENCE
Risk	CoC does not arrive with material.	Shipment cannot be received in Creation's system causing delays and/or line stoppage.
Risk	Supplier sends the incorrect CoC.	Shipment cannot be received in Creation's system causing delays and/or line stoppage.
Risk	Supplier does not send the CoC.	Shipment cannot be received in Creation's system causing delays and/or line stoppage. A SCAR could be issue to supplier affecting its scorecard.
Risk	Supplier's CoC does not comply with this SOP	Shipment cannot be received in Creation's system causing delays and/or line stoppage.
Opportunity	Compliant CoC	Allows for traceability and verification of the adequacy of the supplier provided outputs.

10.0 **EXCEPTION AND DEVIATION**

Deviation from this procedure may be performed with the approval from the document owner and documented in the Quality System.

11.0 **REFERENCED DOCUMENTS**

Procedure/Standard #	Section # and Name	Name of the procedure
AS9163	All	Aerospace Series - Certificate of Conformity Requirements
C-0002837	All	Supplier Corrective Action Request (SCAR) Criteria
C-0003121	All	MRB process
C-0002973	All	Corrective and Preventive Action Procedure

12.0 **KEYWORDS**

CoC
Requirement
Corrective Action
Supplier

