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Creation Supplier Certificate of Conformity (CoC)					

1.0 **PURPOSE**

To define the requirements and expectations for the Certificate of Conformity (CoC) provided by suppliers to Creation Technologies.

2.0 **SCOPE**

This procedure applies to suppliers providing products, materials, or services to Creation Technologies when required and defines the requirements for the CoC documentation.

3.0 **DEFINITIONS**

ARC - (Authorized Release Certificate): When a product is required to be delivered with an ARC, it cannot be substituted with a CoC.

CoC (Certificate of Conformity, also CofC) - Documented information that attests that a product or service conforms to defined processes, designs, specifications, purchase order, and contractual requirements.

Conformity - Fulfillment of a specified requirement.

FAI (First Article Inspection) - Verification process used to ensure that the first production run of a product meets specified requirements.

PO (Purchase Order) - A formal document issued by Creation Technologies to a supplier authorizing the purchase of products or services.

Supplier - Organization that provides parts, materials, or services purchased by Creation Technologies. This includes subcontractors, distributors, and brokers.

Waiver / Substitution / Deviation - Written authorization from Creation and/or Creation's customer approving the supplier to temporarily or permanently bypass or substitute a requirement or specification.

4.0 **FUNCTIONS RESPONSIBLE FOR THIS PROCEDURE/ROLES**

The functions listed below have responsibilities detailed in this procedure:

- **Process Owner:** Sr. Director of Global Quality.
- **Procedure User:**
 - Quality (Incoming/Receiving)
 - Creation Technologies suppliers
- **Contributors:**
 - GQSS Supplier Quality, Supply Chain.

5.0 **TRAINING**

Course Code: COM_QA_SOP0003247

The process owner and document author are considered trained by default because of their contribution in writing and reviewing/approving the document.

Procedure users must be trained on the major revisions of this procedure before executing their task.

Contributors do not require formal training, but the procedure users are responsible for informing the contributor of their requirement when they are engaged in their contribution.



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6.0 **EQUIPMENT/ MATERIALS/ SUPPLIES**

- Certificate of Conformity (CoC) documentation, certificates, and dimensional reports
- Sample parts (if applicable)
- Access to FTP Creation CoC Portal, as required

7.0 **PROCEDURE**

- 7.1 Unless otherwise specified, the requirements defined in this procedure apply.
- 7.2 The Certificate of Conformity (CoC) and associated compliance documentation is provided in English. If original documents are issued in another language, include English translation unless otherwise specified.
- 7.3 Required Information for the Certificate of Conformity (CoC) unless otherwise specified:
 1. Title – Certificate of Conformity (in accordance with IAQG standard 9163)
 2. Page number (e.g., Page 1 of 2)
 3. Certificate number
 4. Date of issue
 5. Supplier's name and address
 6. Creation's name and address
 7. Purchase number (PO) number
 8. Part, material, invoice, service report, etc. number
 9. Quantity (as applicable)
 10. Part, material, or service description
 11. Revision level (as applicable)
 12. Traceability information (e.g., lot number, batch number, or serial number, as applicable)
 13. Remarks or additional notes (as applicable)
 14. Conformity details, including reference to applicable drawings, specifications, or standards
 15. Statement of conformity
 16. Name, title and signature (or electronic approval) of the individual authorized to release products, parts, materials, or services to Creation Technologies.

Note: A stamp or seal in a foreign language is acceptable, provided the Statement of conformity on the CoC is written in English unless otherwise specified.

- 7.4 Supplier CoC template is acceptable provided it contains the minimum data fields and descriptions defined in section 7.2, and includes the statement of conformity, see example below.



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Corporate Logo (optional)	1. CERTIFICATE OF CONFORMITY (In accordance with IAQG standard 9163)					2. Page number.
3. Certificate number.	4. Date of issue.	5. Supplier's name and address.	6. Creation's name and address.	7. Purchase number.		
8. Part (Item) number.	9. Quantity.	10. Part or item description.	11. Revision level.	12. Traceability information.	13. Remarks (if applicable)	
14. Conformity details.						
15. 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>						
16. Name, title and signature of the individual authorized to release products or services to Creation Technologies.						

- 7.5 If a data field on the CoC is not applicable, indicate "N/A" or "None."
- 7.6 Distributors and suppliers providing material from third-party source are required to specify the manufacturer's CoC number and manufacturer identification in data field #14.
- 7.7 When necessary, appendices to the CoC are acceptable, provided that the appendices and the corresponding data fields within the CoC are linked through a unique identifier or tracking number.
- 7.8 Electronically generated CoCs are acceptable, provided they comply with applicable elements of this procedure, as well as software validation and document controls requirements, as applicable.

Note: The following or an equivalent statement is to be used in the CoC: "Document electronically generated and validated."

An electronic representation of the authorized individual's signature is acceptable but is not mandatory. Process rules are established to ensure that only authorized personnel generate and validate an electronic CoC within the corresponding information technology tool.

- 7.9 The supplier has a process in place to ensure the proper release of the CoC, guaranteeing that only authorized personnel generate, sign, and issue CoCs.
- 7.9.1 The Supplier retains documented information verifying traceability to authorized personnel and their relevant skills and competences (e.g., completed training, experience in the conformity attestation process, and customer requirements).
- 7.9.2 The Supplier ensures that authorized personnel are aware of their level of responsibility and the impact of potential nonconforming actions (e.g., mistakes, fraudulent actions).
- 7.9.3 The supplier is required to document and manage authorization rules in their Quality Management System
- 7.9.4 The name and signature of the individual signing the CoC are required to be legible. A signatory code is acceptable, provided that it is unique to the individual, clear, and traceable to that person without risk of confusion.



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Note: A specific signatory code consists of a series of letters and/or numbers assigned to an authorized individual (e.g., AB12345). When an individual changes positions or leaves the organization, the associated code remains inactive for at least one year before reassignment to another individual.

- 7.10 Regarding the retention of the CoC and its associated documentation, please follow the instructions outlined in our Supplier Quality Requirements Procedure, Section 17: Record Retention & Disposition.
- 7.11 When the released product or service is impacted by a nonconformity, the supplier is required to obtain approval from Creation Technologies. Reference the approval in data field #14.
- 7.12 When a CoC revision is required, an update is issued with:
 - a. A certificate number different from the previous one. The new certificate number is derived from the original certificate number by including a supporting revision level.
 - b. The reason for the CoC revision documented in data field #14
 - c. New release date

8.0 **RISKS, OPPORTUNITIES, AND SAFETY**

- 8.1 Risk
 - CoC not received with the material shipment
 - Incorrect or mismatched CoC provided by the supplier
 - CoC not provided by the supplier
 - Supplier's CoC does not comply with the requirements of this SOP
- 8.2 Opportunities
 - Compliant Certificate of Conformity (CoC) – Enables traceability and verification that the supplier-provided outputs meet the defined requirements
- 8.3 Environmental Health & Safety
 - N/A

9.0 **EXCEPTION AND DEVIATION**

Conditions Allowed	Action Required
Refer to Local Procedures	Complete the C-0003222 for deviation related to product. Complete C-0003545 for deviation related to the process or procedure.



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10.0 **REFERENCED DOCUMENTS**

Parent Document: C-0002890 - Supplier Quality Requirements

10.1 Standard and Regulatory Requirements

Standard/Regulation #	Clause/Sub Part # (Optional)	Document Name
ISO 9001:2015	8.6	Quality Management System
AS 9100	8.6, 8.4.2, 8.5.1	Quality Management System – Aerospace
ISO 13485	8.2.6	Quality Management System – Medical Devices
21 CFR 820	820.80 / 820.181	Quality Management System Regulation – Medical Devices

10.2 Related Documents

Document #	Document Name
C-0002987	Terms and Conditions
C-0003545	Process/Procedure Temporary Deviation Form
C-0002890	Supplier Quality Requirements

11.0 **KEYWORDS**

CoC, Certificate, Conformity, Traceability, Compliance, Product Release Authorization, PO Requirements



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APPENDIX A

CoC Supplier FTP Portal

Creation Technologies provides an electronic portal for the submission of Certificates of Conformity (CoC). This portal allows CoCs to be uploaded and made accessible to the Creation team for review and record-keeping purposes. Suppliers are requested to coordinate with their Supply Chain team or their assigned SQE to review access requirements and confirm submission details.



Working together to build the future

Username Or Email

 CreationCofC

Password



☒ Remember me

[Forgot your password?](#)

Sign in



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APPROVALS

CURRENT REVISION	
Implementation Plan	News bulletin sent out, posted on Quality intranet site and retraining.
APPROVALS ON FILE	
ROLE	NAME
Author	Emmanuel Garcia
Reviewer	Jose Quinones
Approver	Andrea Roether
Trainer (if training is required)	Brian Smith
Document Controller	Brian Smith

HISTORY OF CHANGES

Revision	Authored/ Revised by	Section # Changed	Summary of the Changes	Reason for the Change	Issue Date (YYYY-MM-DD)
0	Gilda Armenta	N/A	Initial release	N/A	2023-05-31
A	Emmanuel Garcia	All	Moved to new template, general improvement to language, removed redundant information.	Provide better directions, updates to bring the document to current requirements.	2026-05-28

