

Supplier Reference Guide:

*Certificate of Analysis (Q-22) &
Certificate of Compliance (Q-23)*

Purpose: this presentation is part of a team effort between Harris and Harris suppliers to reduce the frequency of documentation discrepancies related to Certificates of Analysis (C of A) and Certificates of Compliance (C of C).



The most frequent discrepancies in documentation are:

- Missing Certificates of Compliance (C of C) or Certificates of Analysis (C of A)
- Missing Required Data on C of C
- Wrong lot/date code, PO number, or other data on the C of C or C of A

Q-22 Certificate of Analysis—C of A

A certificate of analysis (C of A) must accompany material.

C of A should be checked by the supplier for each of these nine requirements:

- ✓ Manufacturer's name
- ✓ Spec number
- ✓ Material grade
- ✓ Material condition
- ✓ Size (dimensions of stock material; ie, billet, bar, etc.)
- ✓ Heat lot
- ✓ Date code
- ✓ Chemical analysis
- ✓ Physical properties as applicable to material procured.

Sample—Correct Certificate of Analysis



SAMPLE SUPPLIER, INC.

Manufacturer Name City, State

CERTIFIED INSPECTION REPORT

We hereby certify that the samples representative of this material meet the requirements of the applicable requirements described therein, including any specifications forming a part of the description and that samples representative of the material met the composition limits and had the mechanical properties shown on the face of this sheet.

Ship Date PO # Part Number

AUTHORIZED SIGNATURE
Title

Specification Limits

CHEMICAL COMPOSITION	IT	NI	CR	MG	FE	BE	PU	LR	SM	FR	RA	ZR
MIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Aluminum Alloy 1234.00

Lot: 123456 Mechanical, Physical & Metallography Results

TMPR	DIR	NO. TEST		UTS KSI	TYS KSI	EL4D PCD	HARDNESS	DIR	GRAIN SIZE	K1C KSI SQIN
T1234	LONGITUDINAL		MAX MIN							
T1234	LONG TRANSV.		MAX MIN							
T1234	SHORT TRANSV.		MAX MIN							
T1234	ELECT. COND	%IACS	0.00	0.00	PCT					

Q-23 CERTIFICATION OF COMPLIANCE—C of C

A certificate of compliance shall be included with each shipment of material supplied against this procurement document.

C of C should be checked by the supplier for each of these four requirements:

- ✓ The C of C shall be **signed** and **dated** by the responsible Seller personnel
- ✓ The C of C shall certify that the material meets all applicable specification requirements or military/industrial specification requirements
- ✓ The C of C is to reference the Harris **PO number**
- ✓ The C of C is to have a **lot/date code** number, and serial number as applicable.

Sample—Incorrect Certificate of Compliance



XYZ Corp.
6789 Any Road
Your Town, FL 12345
Phone: 123-456-7890
Fax: 123-987-6543
E-mail: Contact@xyzcorp.com

CERTIFICATE OF COMPLIANCE

ITEM NUMBER: 123456

DESCRIPTION: Part Description

DRAWING NUMBER: 1234567-101

QUANTITY: 15

LINE ITEM: 2

SUB-TIER SUPPLIER/VENDOR:

ANY SUPPLIER, INC.
VENDOR NAME, INC.

Note — this example does *not* include any of the required data:

- **Signature and Date**
- **Certification Statement**
- **Harris PO number**
- **Lot/Date Code number**

Sample—Correct Certificate of Compliance



CERTIFICATE OF COMPLIANCE

XYZ Corporation, Inc., certifies that all work was done in accordance with the requirements of the specification called on the purchase order and/or drawing, except where noted. Material test reports are on file and are available for customer review upon request.

ITEM NUMBER: 123456 **LOT #:** 123 **DATE CODE:** 0852

DESCRIPTION: Part Description

DRAWING NUMBER: 1234567-101

QUANTITY: 15

P.O. NUMBER: A0000012345 **LINE ITEM:** 2

SUB-TIER SUPPLIER/VENDOR (if applicable):

ANY SUPPLIER, INC.

VENDOR NAME, INC.

SIGNATURE: AUTHORIZED SIGNATURE **DATE:** MM/DD/YY

This Certificate provides *all* the required data:

- **Signature & Date**
- **Certification Statement**
- **Harris PO number**
- **Lot/Date Code number**

In the end, this will benefit both Harris and our suppliers by reducing the number of H450s written due to these documentation errors.



Where can the supplier go for help?

Answer: Supplier Quality single point of contact is Carol Sanchez

csanch01@harris.com
or 321-729-7439.



C of A and C of C Reference Guide can be downloaded from the Harris supplier website at:

<http://www.govcomm.harris.com/suppliers/current/>

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Site Map

Welcome to the Current Supplier page. This page is intended for the use of Suppliers who have already been qualified and are currently doing business with Harris.

Quality Assurance

The Harris Quality Assurance Department supports a wide range of government programs. Quality Assurance is part of the Operations organization. The department is responsible for the Quality Assurance processes that Harris applies to all of its programs.

Harris is certified to the ISO 9001:2000 Quality System Standard. Third-party registration by Det Norske Veritas (DNV) has been maintained since October 1994, providing an ISO 9001 registered facility that helps to ensure that Harris delivers quality products to its customers. The current Certificate is valid until December 2009. The DoD Defense Contract Management Agency (DCMA) has also validated the Harris Quality System to ISO 9001.

Please Review The Following:

- Supplier Rating System Information Page
- Supplier Corrective Action Request (SCAR) Information Page
- Harris Quality Clauses (Adobe PDF) MS Word Doc.
- Standards of Business Conduct (Adobe PDF)
- Environmental, Health, and Safety Standards Contractor's Manual
- Certificate of Analysis (Q-22) & Certificate of Compliance (Q-23) Supplier Reference Guide