

Coded Note Number: **C2380**

Revision: **C006**

Date: **June 21, 2017**

Title: **STRUCTURAL STEEL TESTS REPORTS & CERTIFICATIONS INSTRUCTIONS**

**This revision history is provided for convenience and does not alleviate the supplier's responsibility with understanding and complying with the full coded note.**

**Change from Revision C005 was to update a referenced phone number.**

**Bolded font indicates changed/added content.**

**[Text deleted] inserted in the document indicates the removal of content.**

All test reports supplied in fulfillment of this order shall be in the form of reports issued by the organization performing the test or exact copies thereof. Data transcribed to another organization's forms are not acceptable. Test report copies shall be clear, legible and of first-rate quality.

A signed positive (i.e. unqualified) certification statement by the testing facility that indicates the test data is in compliance with the specification requirements. (Example: The results reported on this test report represent the actual attributes of the material furnished and indicate full compliance with all applicable specification requirements.

All test reports/certificates required by this purchase order are to be emailed in pdf format to [mtr@hii-nns.com](mailto:mtr@hii-nns.com) or faxed to (757) 688-6621 within three (3) working days (72 hours) prior to release of purchaser items.

NNS will contact the seller to release shipment or reject as necessary. Shipment of items without prior release from NNS will be subject to rejection.

Note: This requirement does not apply to those suppliers currently participating in NNS "Supplier Delegated Inspection" (SDI) program. Purchase items identified as "Material Group" Q-1 require submittal of test reports and certifications in all cases.

Additionally, the seller is required to fax advance shipping documents describing the contents of the subject shipment to (757)**688-6808** immediately following release of shipment, and in all cases prior to arrival of items at NNS. This requirement also applies to suppliers participating in the SDI program.

All test reports/certificates must indicate our purchase order and item number(s) of the hardware item(s) to which they apply. Certificates and test reports shall bear the name, title and signature of the authorized company representative. The signature of the company representative should be handwritten. In cases where handwriting is impractical, a mechanically reproduced signature (e.g. printed, stamped, type written, engraved, photographed/lithographed, or generated by computer) is acceptable where

there is present an intent to authenticate the document. Provisions of test reports/certificates so signed shall be considered evidence of your intent to authenticate the documents. These test reports/certificates are to be mailed prior to shipment of the material.

In cases of foreign certification, conversion of foreign language units of measure into u.s. units of measure shall be annotated on the furnished foreign certifications, if space permits, or placed on an addendum in the same format as the foreign certification data. Such conversion shall be identified as to origin with name, title and signature of the authorized representative of the company making the conversion.

Note: Test reports/certificates are essential for the acceptance of material and must be received for the hardware items to which they apply. By entering into this purchase order, the supplier agrees that purchaser may withhold payment of invoices until the certificates/test reports are completed as described above and received by purchaser.