

## **C2780 TESTS REPORTS & CERTIFICATIONS INSTRUCTIONS**

### --NOTICE--

All test reports supplied in fulfillment of this order shall be in the form of reports issued by the organization performing the tests 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.

All test reports and certificates required by this purchase order are to be **sent in with the shipment**.

The self-adhering labels are provided for forwarding the required test reports and certificates and should be used wherever possible. Additional labels can be obtained by contacting our cognizant purchasing department buyer.

All test reports and certificates must be readily identifiable to our purchase order and item number(s) of the hardware item(s) to which they apply. This may be accomplished by marking each document with our purchase order and item number(s) or by providing a documentation package that is indexed to identify the hardware purchase order and item number(s) for each document.

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 handwritten is impractical, a mechanically reproduced signature (e.g., printed, stamped, typewritten, engraved, photographed/lithographed, or generated by computer) is acceptable where there is present an intent to authenticate the document. Provision of test reports and certificates so signed shall be considered evidence of your intent to authenticate the documents. These test reports/certificates are to be mailed with each 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 and 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 and test reports are completed as described above and received by purchaser.

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).