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Approval: C. Winters	

REVISION / CHANGE RECORD

REV	ECO #	APPROVED	DATE
A	NEW RELEASE / CO-16547	AS PER SATCOM RITEPRO	AS PER SATCOM RITEPRO
B	CO-19219: General updates to all Sections of the document. Definitions CCA, Key Characteristics, NC programming, PCB were added. Added new Sections 7.1 to 7.3. Added improved description of document requirements in Section 8.0. Updated first sentence of Section 8.2. Updated Section 8.3. Updated Section 8.8 – first few paragraphs and Items 10 and 20. Updated Appendix H.	AS PER SATCOM RITEPRO	AS PER SATCOM RITEPRO

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1.0 Purpose

The purpose of this document is to identify the requirements of Suppliers to Communications & Power Industries Canada Inc. (dba CPI Canada) for Certificates of Compliance, RoHS Compliancy Statements, Material Test Reports, Certificate of Analysis, Surface Treatment Reports, and AS9102 First Article Inspection Reports (FAIR's).

In addition, Suppliers are required to provide a signed Letter of Commitment to acknowledge their understanding and agreement to fulfill the requirements identified in this Purchasing Specification. Refer to [Appendix H – LETTER OF COMMITMENT](#).

2.0 Scope

This specification applies to CPI Canada Suppliers that provide components and assemblies for CPI's aerospace products; excluding Commercial Off-The-Shelf parts.

Any questions about this document should be directed to the CPI Buyer.

3.0 Documentation Hierarchy

Any inconsistency or conflict between or among the Purchase Order, this Procurement Specification, and Drawings, shall be resolved by the following descending order of preference:

1. Purchase Order
2. Procurement Specification P22-7000
3. Drawings

4.0 Reference

MF-1304	CPI's AS9102 FIRST ARTICLE INSPECTION REPORT
REACH EC 1907/2006	REACH - Regulation EC 1907/2006
RoHS 2011/65/EU	RoHS - European Directive 2011/65/EU
RoHS 2015/863	RoHS - Directive (EU) 2015/863
AS9102	SAE Aerospace Standard AS9102

5.0 Clarification of Terms

AS9102 First Article Inspection Report - FAIR (see [Appendix G – AS9102 First Article Inspection Report \(Example\)](#)): An Aerospace inspection process to validate the Supplier is capable of producing parts and assemblies that meet design requirements.

Certificate of Analysis (see [Appendix D – Certificate of Analysis Issued to CPI \(Example\)](#)): A Certificate issued by a CPI Supplier or Inspection/Verification/Testing/Certification company that verifies the adherence to product specifications and/or North American or International Standards. The certificate usually includes the actual test results performed on the product.

Certificate of Compliance (see [Appendix A – C of C \(Example\)](#)): A Certificate issued by a company that states conformity to fulfilling the official requirements of the Purchase Order.

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Duly Authorized Representative: A person with the authority to approve the defined activity or transaction.

Letter of Commitment (see [Appendix H – LETTER OF COMMITMENT](#)): An understanding between the Customer (CPI Canada) and CPI's Supplier to work together in ensuring the required documents (as outlined in this Purchasing Specification) are well defined and understood by the Supplier, and received as it has been defined below.

Material Test Report (see [Appendix C – Material Test Report - Supplemental \(Example\)](#)): Also known as a Mill Test Report is a quality assurance document used in the metals industry that certifies a material's chemical and physical properties and states a product made of metal (steel, aluminum, brass or other alloys) compliance with the specific standards of an international standards organization (such as ANSI, ASME, etc.).

REACH Material Declaration: A full material declaration or a SVHC material declaration.

RoHS Compliancy Statement (see [Appendix B – RoHS \(Example\)](#)): A statement confirming the hazardous substances contained in supplied material or assembly is IAW European Directive (EU) 2015/863 are below specified maximums.

Surface Treatment Report (see [Appendix F – Surface Treatment Report - Supplement \(Example\)](#)): A quality assurance document that certifies the treatment to surface of a material (typically metals) that improves the resistance or resilience of the material.

6.0 Definitions

CCA	Circuit Card Assembly, also known as PCBA, and PWBA.
C of A	Certificate of Analysis or Certification of Analysis
C of C	Certificate of Compliance
CPI Buyer	Buyer in the Materials group at CPI that issued the Purchase Order.
dba	Doing Business As
Designed Tooling	Product specific tooling [e.g., check fixtures, Coordinate Measurement Machine (CMM) program] specifically made to validate the design characteristics of a product.
Key Characteristics	An attribute or feature whose variation has a significant effect on product fit, form, function, performance, service life, or producibility, that requires specific actions for the purpose of controlling variation. A Supplier needs to determine the processes and controls to manage the variation of key characteristics.
MTR	Material Test Report
NC programming	Refers to the automation of machine tools that are being operated by abstractly encoded commands on a storage medium that is being programmed.
PCB	Printed Circuit Board
PCBA	Printed Circuit Board Assembly, also known as CCA, and PWBA.
PWBA	Printed Wiring Board Assembly, also known as CCA, and PCBA.
QMS	Quality Management System

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Qualified Tooling	Universal (not part specific) calibrated monitoring and measuring equipment (e.g., go/no go gauges, thread gauges, radius gauges) used to validate product design characteristics, that are uniquely identified and traceable to their calibration records.
STR	Surface Treatment Report
Supplier	In the context of this document, Supplier represents a Supplier or Vendor of CPI Canada.
Subcontractor	In the context of this document, Subcontractor represents a contractor working for one of CPI's Suppliers to provide goods or services.

7.0 General Requirements

7.1 Right of Facility Access

The Supplier shall allow right of facility access to CPI Canada, CPI Canada's customers and governmental regulatory authorities, at any level of the supply chain involved in the order and to all applicable records. With adequate advanced notice, the aforementioned parties may conduct on-site process or product audits of the Supplier to ensure the requirements of this document, as well as the requirements of CPI Canada's Purchase Order, Contract (if applicable), drawings and specifications (if applicable) are being met. Refusal to allow onsite access may jeopardize the Supplier's approval status.

7.2 Record Retention

Suppliers must retain all records (i.e. Supplier's Purchase Orders, Invoices for goods received, test data, and any quality records used for manufacturing or inspecting the component or assembly provided to CPI Canada, which includes NC programming as a media of manufacturing or inspection) for a minimum period of 10 years from date of manufacture. Physical records are acceptable, but electronic records are preferred. Suppliers must retain the records provided in Section [8.0](#) below for a minimum period of 2 years from the date of shipment of the component or assembly provided to CPI Canada. Upon request, records shall be made available within 3 business days.

7.3 Control of Non-conforming Material

The Supplier shall have a Control of Nonconforming Material procedure in place which identifies, controls and prevents the unintended use or delivery of nonconforming material.

All materials furnished to CPI Canada shall conform to requirements of this document, as well as the requirements of CPI Canada's Purchase Order, Contract (if applicable), drawings and specifications (if applicable). All materials are subject to inspection and acceptance upon receipt.

The Supplier is not granted authority to issue "Repair" or "Use-As-Is" dispositions for products sold to CPI Canada, unless authorized in writing from CPI Canada.

To obtain approval to ship unit(s) with known non-conformance(s), the Supplier must contact the Buyer and get written approval.

If a non-conformance has been identified on parts already shipped to CPI Canada, the Supplier is required to notify CPI immediately.

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8.0 Requirements

CPI's Suppliers may supply their own documents, as long as they meet the minimum requirements of this document and shall be provided in English.

If requested information is specified as "preferred" or "if...", then the requested information is not mandatory.

Information in square brackets [] shall be provided by the Supplier, based on the information required.

In general, any correspondence to the CPI Buyer based on this Purchasing Specification shall have an email title/subject line that contains the minimum information: [FAIR Number, if applicable] [Supplier's Name].

Supplier shall notify the CPI Buyer immediately for approval to proceed when any of the following conditions occur.

1. A change in manufacturing source(s), process(es), inspection method(s), location of manufacture, tooling, or materials that can potentially affect fit, form, or function.
2. A change in numerical control program or translation to another media that can potentially affect fit, form, or function.
3. A natural or man-made event, which may adversely affect the manufacturing process.
4. A lapse in production for two years shall require an update for any characteristics that may be impacted by the inactivity. This lapse is from the completion of last production operation to the actual restart of production.

Suppliers shall always meet the requirements of the PO and drawing, and in the absence of any PO or Drawing comments, the following shall be provided with each shipment. These documents shall be emailed to Receiving Inspection at CMP_Rec_Insp@cpil.com, and hardcopies of the documents supplied with shipment. The email subject line shall indicate [Part#&Revision][CPI PO#][Supplier's Name][Shipping Doc's] (ex. [08-09999-001RevB][P99999][A2Z Manufacturing][Shipping Doc's]):

- Certificate of Compliance (Section [8.1](#))
- RoHS Compliancy Statement (Section [8.2](#)) for the first shipment of part (typically at Revision A) and for the first shipment when the part Revision has increased.

In addition to the aforementioned documentation requirements with each shipment, suppliers shall provide the additional documentation mentioned below, depending on the classification of the part or assembly supplied to CPI Canada. If Supplier believes that their part does not belong in any of these categories, then they should contact the Buyer for clarification.

a.) Suppliers providing **metal and non-metal components and assemblies** shall submit with each shipment:

- Material Test Report (Section [8.4](#)) OR
Certificate of Analysis Issued to CPI (Section [8.5](#)) OR
Certificate of Analysis Issued to CPI's Supplier (Section [8.6](#))

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- Surface Treatment Report (Section [8.7](#)), if applicable
- A Full or Partial AS9102 First Article Inspection Report (FAIR) (Section [8.8](#)), if agreed to in the Letter of Commitment (Section [8.9](#))

b.) Suppliers providing **Circuit Card Assemblies (CCA's)** shall submit with each shipment:

- REACH Material Declaration (Section [8.3](#)), as mentioned in drawing Notes.
- A Full or Partial AS9102 First Article Inspection Report (FAIR) (Section [8.8](#)), if agreed to in the Letter of Commitment (Section [8.9](#))
- PCB cross-section information, Material Test Report, and Electrical Test Data for the PCB and material, shall be submitted with the first shipment of the CCA (typically at Revision A) and for the first shipment when the part Revision of the PCB has increased

c.) Suppliers providing **cables, looms, jumpers** shall submit with each shipment:

- For raw materials only, not commercial Off-The-Shelf (OTS) parts:
Material Test Report (Section [8.4](#)) OR
Certificate of Analysis Issued to CPI (Section [8.5](#)) OR
Certificate of Analysis Issued to CPI's Supplier (Section [8.6](#))
- A Full or Partial AS9102 First Article Inspection Report (FAIR) (Section [8.8](#)), if agreed to in the Letter of Commitment (Section [8.9](#))
- Testing Results submitted on <https://transfer.cpii.com> website, as mentioned in drawing Notes. (Any issues should be communicated through the CPI Buyer)

d.) Suppliers providing **wave guide components and assemblies** shall submit with each shipment:

- Material Test Report (Section [8.4](#)) OR
Certificate of Analysis Issued to CPI (Section [8.5](#)) OR
Certificate of Analysis Issued to CPI's Supplier (Section [8.6](#))
- Surface Treatment Report (Section [8.7](#)), if applicable
- A Full or Partial AS9102 First Article Inspection Report (FAIR) (Section [8.8](#)), if agreed to in the Letter of Commitment (Section [8.9](#))
- Testing Results submitted on <https://transfer.cpii.com> website (Any issues should be communicated through the CPI Buyer)

e.) Suppliers providing **block-up converters (BUC's)** shall submit with each shipment:

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- Material Test Report (Section [8.4](#)) OR
Certificate of Analysis Issued to CPI (Section [8.5](#)) OR
Certificate of Analysis Issued to CPI's Supplier (Section [8.6](#))
- Surface Treatment Report (Section [8.7](#)), if applicable
- A Full or Partial AS9102 First Article Inspection Report (FAIR) (Section [8.8](#)), if agreed to in the Letter of Commitment (Section [8.9](#))
- Testing Results submitted on <https://transfer.cpii.com> website
(Any issues should be communicated through the CPI Buyer)

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8.1 Certificate of Compliance - minimum requirements

Example of the following is shown in [Appendix A – C of C \(Example\)](#).

1. Title: Certificate of Compliance (C of C)
A Packing Slip with a C of C box at the bottom of the sheet is acceptable, as long as the following information is included in the Packing Slip.
2. Supplier's Name:
Supplier's Address:
3. A unique identifier:
C of C Number (preferred)
Packing Slip Number (preferred)
4. Customer Name:
CPI Canada Inc.

Address: (preferred)
45 River Drive
Georgetown, Ontario
Canada L7G 2J4
5. Date of Shipment: (format: YYYY-MM-DD; preferred)
6. CPI Purchase Order Number:
7. CPI Part Number and Revision: (ex. 44-40691 Rev A)
8. Description of Part: (preferred, and if included must match Purchase Order)
9. Quantity Shipped:
10. List of Serial Numbers: (mandatory, if the parts have Serial Numbers)
11. Certification Statement:
The manufacturer hereby certifies that all material shipped on this Purchase Order is in accordance with contractual requirements; including the customer's drawings, specifications, and standards.
(OR The manufacturer hereby certifies that all material shipped on this purchase order is in accordance with contractual requirements, including mechanical, electrical and special process specifications as applicable.)

Any alternate statements must be approved through the CPI Buyer. Email them an example C of C 5-days in advance of shipment. Failure to do so may cause delays in receipt of shipment and Supplier may be requested to resubmit documentation.

For parts that are RoHS compliant, the Supplier can provide a separate document according to Section [8.2](#) (RoHS Compliancy Statement).
If a separate document is not preferred, then the following Statement must be added to the C of C:

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The manufacturer hereby declares that all processes and manufacturing process materials utilized to assemble and test the product referenced herein are compliant with the Requirements of European Directive (RoHS) [DIRECTIVE NUMBER].

[DIRECTIVE NUMBER] will be for example 2011/65/EU or (EU) 2015/863.

Any alternate RoHS statements must be approved through the CPI Buyer. Email them an example C of C with the RoHS statement 5-days in advance of shipment. Failure to do so may cause delays in receipt of shipment and Supplier may be requested to resubmit documentation.

12. Authorized Representative:

Ensure this section is completed by a QA Representative or Duly Authorized Representative

13. Employee's Name – Printed

14. Signature

Electronic signature is acceptable, but must be on or just above the Signature Line.

15. Employee's Title

16. Date of Signature

If the C of C is issued from a Subcontractor to our Supplier, then traceability to our Part Number and Revision must be maintained.

If this is not shown on the C of C provided, then CPI's Supplier must provide (in addition to the Subcontractor's C of C) their C of C to demonstrate the traceability to our Part Number and Revision.

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8.2 RoHS Compliancy Statement

All supplied materials and assemblies must meet the (EU) 2015/863 amendment to 2011/65/EU directive, unless a previous directive is stated on the part/assembly drawing or PO.

If the Supplier provides a RoHS Compliancy statement on their C of C as mentioned in Section [8.1](#) above, then a separate RoHS declaration as noted below is not required.

Example of the following is shown in [Appendix B – RoHS \(Example\)](#).

1. Title: Certificate of Conformance – RoHS Declaration
2. Company Name:
Company Address:
3. Part Number: European Directive (RoHS) [DIRECTIVE NUMBER] Compliance Status:
1. 1. [YES = Compliant; NO = Not Compliant]
4. Certification Statement:

The manufacturer hereby declares that all processes and manufacturing process materials utilized to assemble and test the product referenced herein are compliant with the Requirements of European Directive (RoHS) [DIRECTIVE NUMBER].

[DIRECTIVE NUMBER] will be for example 2011/65/EU or (EU) 2015/863.

5. Authorized Representative:
Ensure this section is completed by a QA Representative or Duly Authorized Representative
6. Employee's Name – Printed
7. Signature
Electronic signature is acceptable, but must be on or just above the Signature Line.
8. Employee's Title
9. Date of Signature

If the C of C is issued from a Subcontractor to our Supplier, then traceability to our Part Number must be maintained.

If this is not shown on the C of C provided, then CPI's Supplier must provide (in addition to the Subcontractor's C of C) their C of C to demonstrate the traceability to our Part Number.

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8.3 REACH Material Declaration

All supplied materials and assemblies must meet, REACH Regulation (European REACH regulation 1907/2006 of the European Parliament and of the Council of 18 December 2006 and its amendments, concerning the Registration, Evaluation, Authorization and Restriction of Chemicals), a compliant material declaration must be provided (IPC 1752 or equivalent).

If the Supplier provides a REACH statement on their C of C as mentioned in Section [8.1](#) above, then a separate REACH material declaration is not required as long as the REACH statement is equivalent to IPC 1752.

Note that if the Supplier provides a separate REACH Material Declaration, then they must email this document along with the other supporting documents to CMP_Rec_Insp@cpii.com as mentioned in Section [8.0](#) above, and provide a hard copy of the REACH Material Declaration with the shipment.

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8.4 Material Test Report - minimum requirements

CPI Canada expects that any Material Test Report received from a metal foundry will be issued to CPI Supplier or their Subcontractor.

In addition to this Material Test Report being supplied; a separate document with the following list below is required.

Note that if the Supplier prefers to provide an email instead of the separate document, then they must email this document along with the other supporting documents to CMP_Rec_Insp@cpii.com as indicated in Section 8 above, and provide a hard copy of the same email with the shipment.

Example of the following is shown in [Appendix C – Material Test Report - Supplemental \(Example\)](#).

1. Title: MATERIAL TEST REPORT – SUPPLEMENT
2. To: CPI Materials Department
3. From: Supplier's Name
Supplier's Address
4. Customer Name:
CPI Canada Inc.

Address: (preferred)
45 River Drive
Georgetown, Ontario
Canada L7G 2J4
5. Date of Shipment: (format: YYYY-MM-DD; preferred)
6. CPI Purchase Order Number:
7. CPI Part Name and Revision:
8. Statement:
The Material Test Report provided from [material manufacturer/foundry name] of [material type – ex. ALUMINIUM ALLOY 6063-T5] and Lot # [lot number on MTR] dated on [provide date from MTR] was used in manufacturing the parts noted above.
9. Authorized Representative:
Ensure this section is completed by a QA Representative or Duly Authorized Representative
10. Employee's Name – Printed
11. Signature (not required for email version)

If a separate document is supplied, then the electronic signature is acceptable, but must be on or just above the Signature Line.
12. Employee's Title
13. Date of Signature (not required for email version)

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8.5 Certificate of Analysis Issued to CPI - minimum requirements

When a Certificate/Certification of Analysis is issued to CPI Canada, then the following list below is required.

Example of the following is shown in [Appendix D – Certificate of Analysis Issued to CPI \(Example\)](#).

1. Title: Certificate of Analysis (or Certification of Analysis)
2. Issuer's Name:
Issuer's Address:
3. Customer Name:
CPI Canada Inc.

Address: (preferred)
45 River Drive
Georgetown, Ontario
Canada L7G 2J4
4. A unique identifier:
Certificate of Analysis (C of A) Number: (preferred)
5. Date of Manufacture or Shipment (preferred)
6. CPI Purchase Order Number
7. CPI Part Number and Revision: (if applicable)
8. Description of Material or Part:
9. Quantity Shipped:
10. Authorized Representative:
Ensure this section is completed by a QA Representative or Duly Authorized Representative
11. Employee's Name – Printed
12. Signature
An electronic signature is acceptable, but must be on or just above the Signature Line.
13. Employee's Title
14. Date of Signature

Analysis data including:

- Statements of compliance to Canadian and/or International Standards.
- Whether the material is free from any specific materials, if applicable.
- Statement for meeting the requirements of European Directive (RoHS) [DIRECTIVE NUMBER].

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8.6 Certificate of Analysis Issued to CPI's Supplier - minimum requirements

In addition to this Certificate/Certification of Analysis being issued to a Supplier of CPI Canada; a separate document with the following list below is required.

Note that if the Supplier prefers to provide an email instead of the separate document, then they must email this document along with the other supporting documents to CMP_Rec_Insp@cpii.com as indicated in Section 8 above, and provide a hard copy of the same email with the shipment.

Example of the following is shown in [Appendix E – Certificate of Analysis - Supplemental \(Example\)](#).

1. Title: Certificate of Analysis or Certification of Analysis – SUPPLEMENT
2. To: CPI Materials Department
3. From: Supplier's Name
Supplier's Address
4. Customer Name:
CPI Canada Inc.

Address: (preferred)
45 River Drive
Georgetown, Ontario
Canada L7G 2J4
5. Date of Shipment: (format: YYYY-MM-DD; preferred)
6. CPI Purchase Order Number:
7. CPI Part Name and Revision:
8. Statement:
The Certificate of Analysis [or Certification of Analysis] provided from [material manufacturer/laboratory name] of [material type – ex. ALUMINIUM ALLOY 6063-T5] and Lot # [lot number on C of A] dated on [provide date from C of A] was issued for the parts noted above.
9. Authorized Representative:
Ensure this section is completed by a QA Representative or Duly Authorized Representative
10. Employee's Name – Printed
11. Signature (not required for email version)

If a separate document is supplied, then the electronic signature is acceptable, but must be on or just above the Signature Line.
12. Employee's Title
13. Date of Signature (not required for email version)

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8.7 Surface Treatment Report - minimum requirements

CPI Canada expects that any Surface Treatment Report received from a plating facility will be issued to CPI Supplier or their Subcontractor.

In addition to this Surface Treatment Report being supplied; a separate document with the following list below is required.

Note that if the Supplier prefers to provide an email instead of the separate document, then they must email this document along with the other supporting documents to CMP_Rec_Insp@cpii.com as indicated in Section [8.0](#) above, and provide a hard copy of the same email with the shipment.

Example of the following is shown in [Appendix F – Surface Treatment Report - Supplement \(Example\)](#).

1. Title: SURFACE TREATMENT REPORT – SUPPLEMENT
2. To: CPI Materials Department
3. From: Supplier's Name
Supplier's Address
4. Customer Name:
CPI Canada Inc.
5. Date of Shipment: (format: YYYY-MM-DD; preferred)
6. CPI Purchase Order Number:
7. CPI Part Name and Revision:
8. Statement:
The Surface Treatment Report provided from [plating facility/laboratory] of [plating type – ex. NON-HEXAVALENT CHROMIUM CONVERSION COATING IN ACCORDANCE WITH ASTM B921, CLASS 3] and Lot # [lot number on STR] dated on [provide date from STR] was used in manufacturing the parts noted above.
9. Authorized Representative:
Ensure this section is completed by a QA Representative or Duly Authorized Representative
10. Employee's Name – Printed
11. Signature (not required for email version)
If a separate document is supplied, then the electronic signature is acceptable, but must be on or just above the Signature Line.
12. Employee's Title
13. Date of Signature (not required for email version)

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8.8 AS9102 First Article Inspection Report (FAIR)

Example of the following is shown in [Appendix G – AS9102 First Article Inspection Report \(Example\)](#).

CPI's Suppliers that are supplying AS9102 First Article Inspections are expected to understand the AS9102 Standard prior to commencing any AS9102 FAI activities. Suppliers are responsible for obtaining their own copy of the AS9102 Standard and ensuring that it is current.

If a Full or Partial AS9102 FAIR is requested on a Purchase Order from CPI then the Supplier will follow the latest version of SAE AS9102 First Article Inspection Requirement (Aerospace Standard) based on the following statement: "A First Article Inspection according to AS9102 to be completed by the Vendor." For a Partial AS9102 FAIR, additional information like "Only a partial AS9102 FAI Report is required." will be provided on the Purchase Order for each Line Item that requires a Partial AS9102 FAIR. Interim Revisions do not require an AS9102 FAIR. Interim Revisions are indicated by a number or "dot" after the Revision letter (ex. A1 or B.).

Unless otherwise specified, electronic copies of the AS9102 FAIR's and supporting documentation will be sent to the following email address: CMP_Rec_Insp@cpil.com, as indicated in Section [8.0](#) above. These electronic copies will be sent any time prior to shipment to one-day after the shipment date to ensure prompt delivery of the electronic copies.

The hardcopies (originals) will be included with each part shipment.

A Full AS9102 FAIR recorded on CPI's AS9102 FAIR forms (MF-1304) with all supporting documentation is required from the Supplier. If the Supplier has their own AS9102 FAIR forms, then these can be used, but must comply with the minimum requirements of AS9102. If you do not already have a copy of MF-1304 Form can be obtained from the CPI Buyer.

If a Partial AS9102 FAIR is requested, then the Supplier must provide an AS9102 FAIR based on inspection of only the changes since the previous Revision was issued. If the Supplier didn't perform the previous AS9102 FAIR (based on a previous Revision), then they need to contact the CPI Buyer for clarification.

Supplier shall ensure that all instruments used for the AS9102 FAIR are calibrated and within their calibration date, as well Supplier's personnel shall be trained in the use of the measuring instruments.

In general, the SAE AS9102 FAI Requirement Aerospace Standard must be followed for completion of Forms 1, 2, and 3. The following list are exceptions or highlights to assist CPI's Suppliers when providing these forms.

1. Unless otherwise indicated, only one CPI part is to receive First Article Inspection according to the AS9102 Standard.
2. If a circumstance arises that an additional AS9102 FAIR is required for the same part revision, then any additional AS9102 FAIR's should be numbered with a suffix "-#". As an example, if AS9102 FAIR Number "06-10009RevA" required a second FAIR, then "06-10009RevA-1" would be issued and completed.

An example where a second AS9102 FAIR is required would be when one or more Non-conformances occur (refer to Item #19 below); the first FAIR is marked as "Incomplete" and the second FAIR is marked as "Complete", once the Corrective Action(s) and Disposition(s) for the

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Non-conformance(s) has/have been completed.

3. Each Form has "Sheet _ of _" displayed that needs to be updated based on the sheet number and number of sheets for that Form only.
Unless additional sheets are required, each Sheet _ of _ should indicate "Sheet 1 of 1".
Do not apply:
Sheet 1 of 3 to Form 1,
Sheet 2 of 3 to Form 2, and
Sheet 3 of 3 to Form 3.
4. Any "Conditionally Required" Data Fields that are Not Applicable should be indicated as N/A. (The definition for Conditionally Required is 'This field shall be completed when applicable to the product (e.g., serial number shall be entered when there is a serial number) or when required by the customer.')
5. Electronic signature is acceptable, but must be just to the right of the "(Signature)" or "**Signature:**" locations indicated on Forms 1, 2, and 3.

Form 1 – Part Number Accountability

6. Data Field 4 – Use the following format for the FAIR Number:
[Part#] Rev [Revision Letter] all in one alphanumeric word.
Ex. 05-10072RevA, 08-07348-003RevB
7. Data Field 11 – Ensure the CPI Supplier Code provided is added to this Data Field.
8. Data Field 12 – Ensure the CPI Purchase Order Number is added to this Data Field.
9. Data Field 14 – If a Partial FAIR is requested, then ensure the "Reason for Partial FAI" section is completed. Unless instructed differently by the CPI Buyer, indicate what were the design specification changes. If there were numerous dimension changes, then indicate "numerous dimensional changes" in this field, as not every dimension change needs to be specified.
10. Data Fields 15, 16, 17 and 18 – To be completed by the CPI Supplier.
If Assembly FAI is chosen in Data Field 13, then these cells shall be completed. If any of the parts listed are CPI-designed or customized Off-The-Shelf, then Supplier shall provide Part Serial Number(s) and FAIR Numbers. The Supplier will also provide the AS9102 FAIR's for those parts.
11. Data Fields 19, 20 and 21 – To be completed by the CPI Supplier.
12. Data Fields 23 and 24 – To be completed by CPI personnel.
13. Comments – Data Field added by CPI, but is optional.

Form 2 – Product Accountability: Materials, Special Processes, and Functional Testing

14. Data Field 8 – Ensure Supplier Name and Address are provided.

Form 3 – Characteristic Accountability, Verification, and Compatibility Evaluation

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15. Data Field 5 – Ensure that a unique and consecutive number is used for each Data Field, starting at 1.

Do not include a suffix after the number (ex. 1a, 1b, 2a, 2b, 2b...).

If Key Characteristics (pentagon numbers) are present, then use those numbers first in Data Field 5, and add consecutive numbers after for the remaining design characteristics.

For multiple characteristics (ex. 20 holes of same depth and diameter), indicate PASS in Data Field 9, if all measurements pass the requirement. Then in the Comments Section (Data Field 14), indicate the minimum and maximum values attained.

From the multiple characteristics measured, if a characteristic is non-conforming, then list that characteristic separately; so the non-conforming information can be included on the same line as the non-conforming characteristic.

16. Data Field 6 – Ensure that Reference Locations are included based on the drawing locations.

17. Data Field 7 – Ensure that all Notes and all key characteristics (shown as pentagons) are included. Otherwise, the Data Field should contain N/A.

Note: Key Characteristics (KC's) in Field 5 (mentioned above) will match the KC's in Field 7.

18. Data Field 8 – Tolerance (\pm) has been added to this Data Field. For example, if a tolerance of ± 0.01 is applied, then only 0.01 needs to be added, and the "Difference" in Data Field 9 will be auto-calculated.

If a tolerance other than $\pm X.XXX$ is applied (ex. -0.0, +0.01), then these values should be entered, but will not calculate the Difference in Data Field 9; as the Difference will need to be manually entered.

When necessary, ensure that the significant digits is modified for each value entered in the Requirement and Tolerance Data Fields. The correct number of significant digits must be displayed.

19. Data Field 9 – Contains columns for the "Results" and "Difference".

When a Note or key characteristic (that is qualitative) is added, then manually enter "N/A" to the Difference Data Field (removing the 0.000 value).

When necessary, ensure that the significant digits is modified for each value entered in the Results Data Fields and each value calculated in the Tolerance Data Fields. The correct number of significant digits must be displayed.

20. Data Field 10 – A dropdown menu for Designed/Qualified Tooling has been added to these Data Fields. If the instrument/equipment used for measurement has not been included, then manually enter the tooling.

For Designed or Qualified Tooling, the following information needs to be recorded in the **Comments Section** at the bottom of Form 3:

a.) For "Designed Tooling", record the Tool Identification Number.

b.) For "Qualified Tooling", record the gauge value or range (ex. minimum/maximum value), and the Tool Identification Number.

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The Designed Tooling or Qualified Tooling used for measuring shall be calibrated, and a copy of the Calibration Certificate shall be sent to CMP_Rec_Insp@cpii.com, as indicated in Section [8.0](#) above.

21. Data Field 11 – If there are no Non-Conformances, then enter N/A.

If a Non-Conformance occurs, then proceed to do the following:

- a. Investigate the Non-conformance according to your QMS, and record the Non-conformance number in Data Field 11.
- b. Continue the evaluation until complete to ensure that any additional Non-conformances are found.
- c. Complete Forms 1, 2, and 3, but ensure Data Field 19 on Form 1 is checked as “Incomplete”.
- d. Ensure the Corrective Action(s) and Disposition(s) for the Non-conformance(s) has/have been completed.
- e. Initiate a second FAIR (“...-1”; refer to Item #2 above) that only addresses the Non-conformance(s). Complete Forms 1, 2, and 3 and when the FAIR is complete, check Data Field 19 on Form 1 as “Complete”.

22. Data Field 14 – Ensure the applicable certificate/report number is added to this Data Field for “Notes” (ex. Note 3 indicates “Material: 2mm THICK AL. ALLOY 5052-H32”, so the Certificate of Analysis would be referenced). Add additional comments/data as needed.

23. Comments – Data Field added by CPI, but is optional.

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8.9 Letter of Commitment

Refer to [Appendix H – LETTER OF COMMITMENT](#) for the Letter of Commitment.

A Letter of Commitment is required between Communications and Power Industries Canada Inc. and its Aerospace Suppliers to formalize the commitment between the parties in meeting the requirements of this Purchasing Specification.

Vendor selection for aerospace programs will be based on the response to this Letter of Commitment. Preference may be given to vendors that can support the AS9102 FAIR requirements.

The Letter of Commitment must be completed and signed by a Duly Authorized Representative of the Supplier.

Once completed, an electronic copy of the Letter of Commitment must be emailed to the CPI Buyer with an email Subject Line that contains the following information: Aerospace Letter of Commitment [Supplier's Name].

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Appendix A – C of C (Example)

CERTIFICATE OF COMPLIANCE (C of C)

Supplier Name: [Supplier's Name] Address: [Supplier's Address]	Customer Name: CPI Canada Inc.	
C of C Number:	Date of Shipment: YYYY-MM-DD	
CPI Purchase Order Number:	CPI Part Number(s) and Revision(s): 1. 2. 3.	
Description of Part(s): 1. 2. 3.	Quantity Shipped: 1. 2. 3.	List of Serial Numbers: 1. 2. 3.

Certification Statement

The manufacturer hereby certifies that all material shipped on this Purchase Order is in accordance with contractual requirements; including the customer's drawings, specifications, and standards.

(OR The manufacturer hereby certifies that all material shipped on this purchase order is in accordance with contractual requirements, including mechanical, electrical and special process specifications as applicable.)

The manufacturer hereby declares that all processes and manufacturing process materials utilized to assemble and test the product referenced herein are compliant with the Requirements of European Directive (RoHS) [DIRECTIVE NUMBER].

AUTHORIZED REPRESENTATIVE

Print Name	Signature	Title	Date

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Appendix B – RoHS (Example)

CERTIFICATE OF CONFORMANCE – RoHS Declaration

Company Name: [Certificate Supplier] Company Address:	
Part Number(s): 1. 2. 3.	European Directive (RoHS) [DIRECTIVE NUMBER] Compliance Status: 1. [YES = Compliant; NO = Not Compliant] 2.

Certification Statement

The manufacturer hereby declares that all processes and manufacturing process materials utilized to assemble and test the product referenced herein are compliant with the Requirements of European Directive (RoHS) [DIRECTIVE NUMBER].

AUTHORIZED REPRESENTATIVE

Print Name	Signature	Title	Date
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Appendix C – Material Test Report - Supplemental (Example)

MATERIAL TEST REPORT (MTR) – SUPPLEMENTAL

From: [Supplier's Name] Address: [Supplier's Address]	To: CPI Materials Department
Date of Shipment: YYYY-MM-DD	Customer Name: CPI Canada Inc.
CPI Purchase Order Number:	CPI Part Number and Revision:

Statement

The Material Test Report provided from [material manufacturer/foundry name] of [material type – ex. ALUMINIUM ALLOY 6063-T5] and Lot # [lot number on MTR] dated on [provide date from MTR] was used in manufacturing the parts noted above.

AUTHORIZED REPRESENTATIVE

_____	_____	_____	_____
Print Name	Signature	Title	Date

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Appendix D – Certificate of Analysis Issued to CPI (Example)

CERTIFICATE OF ANALYSIS

Issuer's Name: [Issuer's Name] Address: [Issuer's Address]	Customer Name: CPI Canada Inc.
C of A Number:	Date of Manufacture: YYYY-MM-DD or Date of Shipment: YYYY-MM-DD
CPI Purchase Order Number:	CPI Part Number and Revision: (if applicable)
Description of Material or Part:	Quantity Shipped:

AUTHORIZED REPRESENTATIVE

Print Name	Signature	Title	Date
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Appendix E – Certificate of Analysis - Supplemental (Example)

CERTIFICATE OF ANALYSIS – SUPPLEMENTAL

From: [Supplier's Name] Address: [Supplier's Address]	To: CPI Materials Department
Date of Shipment: YYYY-MM-DD	Customer Name: CPI Canada Inc.
CPI Purchase Order Number:	CPI Part Number and Revision:

Statement

The Certificate of Analysis [or Certification of Analysis] provided from [material manufacturer/laboratory name] of [material type – ex. ALUMINIUM ALLOY 6063-T5] and Lot # [lot number on C of A] dated on [provide date from C of A] was issued for the parts noted above.

AUTHORIZED REPRESENTATIVE

Print Name	Signature	Title	Date
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Appendix F – Surface Treatment Report - Supplement (Example)

SURFACE TREATMENT REPORT – SUPPLEMENT

From: [Supplier's Name] Address: [Supplier's Address]	To: CPI Materials Department
Date of Shipment: YYYY-MM-DD	Customer Name: CPI Canada Inc.
CPI Purchase Order Number:	CPI Part Number and Revision:

Statement

The Surface Treatment Report provided from [plating facility/laboratory] of [plating type – ex. NON-HEXAVALENT CHROMIUM CONVERSION COATING IN ACCORDANCE WITH ASTM B921, CLASS 3] and Lot # [lot number on STR] dated on [provide date from STR] was used in manufacturing the parts noted above.

AUTHORIZED REPRESENTATIVE

Print Name	Signature	Title	Date
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Appendix G – AS9102 First Article Inspection Report (Example)

Form 1




AS9102: FIRST ARTICLE INSPECTION FORM

FORM 1 - PART NUMBER ACCOUNTABILITY				Sheet ___ of ___
1. <u>Part Number:</u>	2. <u>Part Name:</u>	3. <u>Serial Number:</u>	4. <u>FAIR Number:</u>	
5. <u>Part Revision Level:</u>	6. <u>Drawing Number:</u>	7. <u>Drawing Revision Level:</u>	8. <u>Additional Changes:</u>	
9. <u>Manufacturing Process Reference:</u>	10. <u>Organization Name:</u>	11. Supplier Code:	12. P.O. Number:	
13. <u>Detail Part:</u> <input type="checkbox"/>	14. <u>Full FAI:</u> <input type="checkbox"/>	<u>Partial FAI:</u> <input type="checkbox"/>	<u>Baseline Part Number (including revision level):</u>	
<u>Assembly FAI:</u> <input type="checkbox"/>	<u>Reason for Partial FAI:</u>			
a) if above part number is a detail part only, go to field 19				
b) if above part number is an assembly, go to the "INDEX" section below.				
INDEX of part numbers or sub-assembly numbers required to make the assembly noted above.				
15. <u>Part Number:</u>	16. <u>Part Name:</u>	17. <u>Part Serial Number:</u>	18. <u>FAIR Number:</u>	
Comments:				
19. <u>Name:</u>		<input type="checkbox"/> <u>FAI Complete</u>		<input type="checkbox"/> <u>FAI Not Complete</u>
<u>Signature:</u>				20. <u>Date:</u>
				(MMDD/YY)
21. Reviewed By: (Name)		(Signature)		22. Date:
23. Customer Approval: (Name)		(Signature)		24. Date:

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Appendix G – AS9102 First Article Inspection Report (Example)

Form 2

			AS9102: FIRST ARTICLE INSPECTION FORM		
FORM 2 - PRODUCT ACCOUNTABILITY - MATERIALS, SPECIAL PROCESSES, AND FUNCTIONAL TESTING					
					Sheet ___ of ___
1. Part Number: 0	2. Part Name: 0	3. Serial Number: 0	4. FAIR Number: 0		
5. Material or Process Name:	6. Specification Number:	7. Code:	8. Supplier:	9. Customer Approval Verification:	10. Certificate of Conformance Number:
11. Functional Test Procedure Number:	12. Acceptance Report Number:				
13. Comments:					
14. Name:			Signature:		15. Date: (MM/DD/YY)

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Appendix H – LETTER OF COMMITMENT

_____ agrees to fulfil the above requirements for all
Supplier's Official Company Name
aerospace products supplied to CPI Canada for Sections [7.0](#) to [8.7](#).

Must select only one of the checkboxes below:

_____ **does not** agree to fulfil the AS9102 FAIR
Supplier's Official Company Name
requirements for CPI Canada included in Section [8.8](#).

_____ **agrees** to fulfil the AS9102 FAIR requirements for
Supplier's Official Company Name
CPI Canada included in Section [8.8](#).

AUTHORIZED REPRESENTATIVE

Print Name
Signature
Title
Date