



PART SERIALIZATION MARKING & INSPECTION REPORT REQUIREMENTS

To assure the identification and quality of purchased materials, we require part serialization and inspection reporting for some items. Below recaps the basic requirements on all current and future shipments. The below stated requirements are considered an integral part of our purchase order policy. Compliance will facilitate both the receiving, inspection, lot traceability and invoice payment process.

1. Part Serialization Identification Marking Requirements

- When indicated on the Purchase Order (in header text or line item text), parts are to be marked with Part Serialization as follows:
 - Parts are to be marked with the six digit Burke Porter Machinery Purchase Order Number followed by a "-" and sequential numbering of the parts, 1 through the total order quantity for that specific part number. For example, if 40 pieces are ordered, then the parts should be numbered 7XXXXX-1, 7XXXXX-2, ..., 7XXXXX-40, where the XXXXX's are the specific Burke Porter Purchase Order number.
- Parts are to be identified with some permanent marking method (stamping, etching, laser, ink coding).
- In addition to the Part Serialization Marking, parts are to be marked per the Parts Marking requirement as referenced on the Burke Porter Machinery Supplier Portal Website.
- The part marking shall not distort or change any of the dimensional call-outs on the drawing.

2. Inspection Report Format and Data Requirements

- When indicated on the Purchase Order (in header text or line item text), a Quality Control Inspection Report is to be completed and submitted with each shipment for each part number on the Purchase Order with measurement data that demonstrates all parts are within drawing tolerances. An excel sheet of the format we are looking for can be found in the footer section of the Supplier Portal.
- Data must correspond exactly, part for part, to the part serialization marking as indicated above.



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- Drawing dimensions which require inspection data will be indicated on the accompanying drawing with the Purchase Order with each of the required dimensions highlighted.
 - Each Quality Control Inspection Report is to be dated and signed by the representative of the supplier attesting to the accuracy and completeness of the data being submitted.
 - Failure to comply with the submission of the Quality Control Inspection Report or submission of dimensional data not within drawing tolerances may result in the rejection of the entire shipment and subsequent return to supplier for correction and re-submission of shipment and data.
 - Burke Porter Machinery reserves the right to verify accuracy of measurements and submission of data either at supplier's location or upon receipt of materials at a Burke Porter Machinery selected location.