

Hardware Pre-Shipping Checklist

Please use the following check-list to ensure you are ready to ship a Hardware to Aurora Flight Sciences.

- This document is in addition to and does not replace AS9102 for First Article Inspection or Inspection Check List (ICLs) documentation.
- The checklist should be printed out, initialed next to each step and included in the shipment. Failure to include this Pre-Shipping Check list will result in rejection of shipments or delay payments.
- This check list should be included for each delivery. If multiple items are shipped on the same delivery, this form when populated covers all items of that delivery.

Purchase Order #	
Line Number(s)	
Supplier:	

Pre-shipping Checklist – **Hardware**

1. Verify Part #, Rev # and QPL

<p>1.1. Verify part number and rev number of delivered part match part number and rev number called out on Purchase Order.</p>	
<p>1.2. Verify the hardware manufacturer is the design authority or an approved licensee where registered trademark hardware is identified.</p>	

Supplier:



2. Documentation Review and Labeling

<p>2.1. Verify signed, stamped or electronically authenticated certificate of conformance from the contracted supplier is included with shipment and identifies PO number, part number, quantity, manufacturers lot number and when indicated, revision.</p>
<p>2.2. Verify that a manufacturers certification is included with shipment and includes mechanical test report for any threaded fasteners.</p>
<p>2.3. Verify certifications included with shipment indicate conformance from the manufacturer and all distribution points to final sale identifying manufacturer's lot/batch numbers at each level.</p>
<p>2.4. Verify package labeling includes:</p> <ul style="list-style-type: none"> • Specification or Trademark part number and revision. • Manufacturer's lot/batch number. • Aurora Synthetic part number. • Aurora Purchase Order number. • Quantity

Supplier:



3. Quality System

3.1. Verify supplier has an active counterfeit detection process.
3.2. Verify Purchase Order/Commodity code specific Supplier Quality Requirements are met as defined on Form C146.

Supplier:



4. Shipping, Part Protection

4.1. Verify "Ship To" address listed on purchase order.
4.2. Verify packaging is sufficient to protect hardware during shipment.

Supplier:


