

Certificates of Conformance (08/09/18)

A certificate of conformance (C of C) is required for all shipments. A C of C from the original manufacturer is preferred. Source-controlled items as identified by drawing must be provided by the identified source on the drawing, the item manufacturer, or from another supplier providing quality documentation indicating the item was procured from the controlled source.

Certificates of conformance shall:

- 1) be acceptable only when it certifies conformity to the Rolls-Royce drawing or purchase order line item extended description and material and physical requirements.
- 2) be approved and dated by the appropriate company representative.
- 3) indicate the successful completing of any testing required by the part drawing or specification.
- 4) reference any Rolls-Royce approved concessions for the applicable part.
- 5) contain Supplier name and address, Rolls-Royce purchase order number, Rolls-Royce part number and line item quantity.
- 6) reference a batch or lot number and expiration date for age sensitive items such as elastomeric products, adhesives, sealants, gaskets (except Viton), hoses or chemicals and cure date for elastomeric products.
- 7) reference revisions for firmware and software included or integrated with a provided product.
- 8) not be password-protected unless the password is provided.
- 9) provide the country of origin for where the greatest proportion of value add is completed.

Email Requirements (08/09/18)

Subject to US export requirements, Suppliers must email documentation at the time of shipment to RRNMI.Certs@Rolls-Royce.com.

- 1) The Rolls-Royce purchase order (PO) number and Rolls-Royce part number shall be referenced in the email subject line in the following format: "Report(s) for PO XXXXXXXXXXXX Part Number YYYYYYYYYY" or "Report(s) for PO XXXXXXXXXXXX, Multiple Part Numbers".
- 2) Supplier emails with attached files must be less than 10 MB in size due to Rolls-Royce email system limitations. We recommend the email subject line format: "Report(s) for PO XXXXXXXXXXXX, Part Number YYYYYYYYYY 1st of X Emails" should multiple emails be required due to file size limitations.
- 3) Documentation (including hard copy or faxed documents when requested by Rolls-Royce) must be legible and of reproducible quality. Files cannot contain macros or executables. No hard copy certifications are required to accompany the shipment.

Preservation and Packaging (08/09/18)

- 1) Unless otherwise specified, the Supplier shall package parts, components, systems, and equipment for commercial shipment with appropriate preservation techniques and materials for a minimum of 12 months storage.
- 2) The Supplier shall furnish the instructions for any preservative requiring removal prior to part use. The Supplier shall furnish Rolls-Royce with instructions/recommendations for the care of equipment in storage prior to installation and operation.
- 3) The Supplier shall package items to prevent damage to the part during transit and must be preserved and protected from elements that may affect surface finish and impact future manufacturing steps. The Supplier must clearly identify parts by Rolls-Royce or manufacturer part number.
- 4) Items requiring pallets must be delivered on a pallet 42" wide x 48" deep. All palletized items must be securely strapped to the pallet to prevent shifting of material during handling. Strapping must be tensile rated for the load being secured to the pallet.
- 5) Any item which is larger than 96" wide or 96" long and cannot be removed from a truck or trailer with a pallet jack or forklift without dragging the material

must be delivered on a flatbed open trailer for removal by crane. Failure to adhere to the above may cause the rejection of and delay payment for the shipment. When calling Rolls-Royce logistics providers, please advise the logistics provider of the overall dimensional requirement of the package(s) or crate(s).

Ferrous Parts (08/09/18)

The minimum preservation for ferrous parts will include, but not be limited to complete coating w/ LPS 3 rust inhibitor or equivalent preservative as approved by Rolls-Royce Quality.

All material, supports, braces, and spacers (including wood) must be pre-wrapped or covered with barrier material, resistant to grease and water, and flexible per MIL-PRF-121.

Age-sensitive Items (02/25/19)

Age-sensitive items having a shelf life such as elastomeric products, adhesives, sealants, gaskets, hoses or chemicals must be labeled with a batch or lot number (and cure date for elastomeric products) and expiration date.

- 1) Product delivered per this order shall have no less than 75% of shelf life remaining, as calculated from the date of the delivery (to RR) to the shelf life expiration of the material. Specifically, shelf life is calculated as follows:

$$\frac{\text{Expiration Date} - \text{Delivery Date}}{\text{Expiration Date} - \text{Cure Date}} = \text{Remaining Shelf Life (\%)}$$

- 2) The maximum shelf life must not be greater than 5 years unless otherwise certified by the manufacturer. If ARP 5316 shelf life requirements are certified, Rolls-Royce applies a maximum shelf life period of 10 years (40 quarters).

Hazardous Substances (08/09/18)

A Safety Data Sheet (SDS) must accompany any hazardous substances.

Electronic Products (08/09/18)

The Supplier shall package products to prevent damage due to electrostatic discharge (ESD). The supplier must include revisions for firmware and software on certificates of conformance included or integrated with a provided product.

Deliverables (08/09/18)

The Supplier must provide deliverables embedded in any specification or contract referenced in this purchase order prior to Rolls-Royce Supplier Quality acceptance of the line item shipment. Deliverables may include items such as, but not be limited to first article inspection report (FAIR), test results, dimensional inspection report, non-destructive test (NDT) results, or qualification reports, ABS (American Bureau of Shipping) approval, heat treat documentation, raw material certifications, requests for deviations or weld repair maps.

Record Retention (08/09/18)

The Supplier must retain all records pertaining to parts provided for this purchase order for a minimum of 5 years. The Supplier shall provide copies of records upon request.

Contract Numbers (08/09/18)

Unless specifically requested by Rolls-Royce, the Supplier shall not stamp, print, or mark by any method a contract number on the part(s). If a contract number is marked on the part(s), the cost to rectify is solely on the Supplier.