

# Vendor Documentation Requirements

Documentation required must be received along with parts or shipment.

- D1.** NACE – A Certificate of Conformance in accordance to EN10204 -2.1 must be provided and must show traceability to:
- Spectra Sensors Purchase Order Number and Spectra Sensors Part Number
  - Part description, Lot #, Heat Number as referenced on test reports
  - Reference Compliance to requirements (Purchase Order/Drawing)
- D2.** MTR's – A Certificate of Conformance in accordance to EN10204 -3.1 must be provided with each shipment and must show traceability to :
- Spectra Sensors Purchase Order Number and Spectra Sensors Part Number
  - Part description and Lot #
  - Test Reports to show traceability to Spectra Sensors PO
  - Heat Number as referenced on test reports (for each component of part)
- D3.** EX Components - Applicable to Ex items that carry certificates individually. Each series/class/module shipped must contain a DECLARATION OF CONFORMITY. The Declaration of Conformity shall have the following information:
- Parts to be in compliance to the latest ATEX/IECEX standards
  - Manufacturer Name and identification mark
  - Address of the manufacturer or his authorized representative
  - Spectra Sensors Purchase Order Number and Part Number
  - Manufacturer Part Number
  - Quantity Shipped
  - List of serial numbers contained in the shipment (when/if the item is serialized)
  - Reference to the harmonized standards/technical specifications and/or any other EU Directives which have been applied, when harmonized standards are superseded manufacturer shall provide a "declaration statement" stating that the item has been assessed against the standards used for certification purposes and/or none of the Major technical changes are applicable to this part"
  - A Certificate of Conformance must be provided with every shipment.
  - Parts to be wrapped individually to prevent damage (i.e. bubble wrap on threaded parts)
- D4.** Design Critical Part / Special Process or specific material of special interest to Spectra Sensors– A Certificate of Conformance must be provided with each shipment and must include:
- Spectra Sensors Purchase Order Number and Spectra Sensors Part Number
  - Part description
  - Reference to drawing requirements and/or special material
- D5.** Limited Shelf Life Material – An SDS and Certificate of conformance or Analysis must be provided with every shipment and must include the following information:
- Spectra Sensors Purchase Order Number and Spectra Sensors Part Number
  - Material Name , Manufacture date, Expiration date or shelf life,
  - Lot or batch number and, special storage requirements and handling procedures to be followed.
- D6.** Other - Electronic Components, Cables, PCBA's, Optics, machined parts and other applicable parts – A Certificate of Conformance must be provided with every shipment and must include the following information:
- Spectra Sensors Purchase Order Number and Part Number
  - Part description
  - Lot # or Date Code (when applicable or noted on drawing or requested by buyer)
  - Data sheet showing test results (when required per Purchase Order and/or drawing)
- D7.** WVSS Parts – A Certificate of Conformance must be provided with every shipment and must include the following information:
- Spectra Sensors Purchase Order Number
  - Spectra Sensors Part Number, part description and lot#