



May 13, 2003

TOOL SUPPORT SERVICES QUALITY DIRECTIVE

“P & W TOOL SUPPLIER CERTIFICATE OF CONFORMANCE” (F-7739) INSTRUCTIONS FOR COMPLETING.

1. **“TOOL NUMBER”** record tool number as printed on P & W purchase order.
2. **“ENGR. CHANGE”** record tool engineering change from P & W purchase order. If no engineering change applies, record **“N/C”**
3. **“ SERIAL NUMBER”** record serial number of tool or "N/A" if none exists.
4. **“QUANTITY”** record quantity of tools ordered on P & W purchase order.
5. **“SUPPLIER CODE”** record your specific P & W supplier code.
6. **“P & W PURCHASE ORDER NUMBER”** record **“NV”** number from P & W purchase order.
7. **“DATE SHIPPED”** record the date you are shipping tool to P & W.
8. **“5 Check-off boxes”** All applicable boxes must be checked, if a box does not apply, write **“N/A”** in front of box.
9. **“SUPPLIER QUALITY CONTROL MANAGER”** print and sign name of supplier QC manager, not inspector checking tool, and date.
10. **“Page 1 of ___”** record total number of pages. (always a minimum of 2)

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11. **“TOOL NUMBER, SUPPLIER CODE, and SERIAL NUMBER”** record these again in case 1st and 2nd pages get separated.

12. **“FROM THE TOOL DESIGN DRAWING:”** all the indicated requirements must be recorded. If none of the criteria listed apply, **“NO CRITICAL DIMENSIONS”** must be written on the form. It cannot be left blank! If you are a “sole source” supplier working to a non-P & W supplied blue print, **“SOLE SOURCE SUPPLIER”** must be written on the form, along with **“COMPLIES WITH ALL P & W QUALITY AND ENGINEERING SPECIFICATIONS”** This applies only to suppliers who are not working to Pratt & Whitney supplied engineering drawings. When recording NDT procedures, the procedure’s B/P requirement i.e.; weight of dead load test or lbs./sq. in. of pressure test, the name of the testing facility and the date the test was performed must be recorded.

If the tool you are supplying is not a “new make,” record what you have done to the tool; whether it be “Inspect Only” or “Alter to Chg. B” etc.

13. **“>NOTE: Supplier’s written documentation... If, as part of your quality process an internal inspection report is generated, it may be substituted for the dimensional requirements portion of the F-7739 form, if it is at least as comprehensive as the requirements called for on the form. If this is done write **“INSPECTION REPORT ATTACHED”** on 2nd page of F-7739. All nonconformances must be listed directly on the F-7739 along with their disposition. Also all NDT procedures must be recorded on the F-7739 as outlined in paragraph 12.**

13. **“INSPECTED BY:”** record the initials of the inspector actually checking the tool.

***Please note that two copies of the F-7739 must be sent with each order shipped to Pratt & Whitney or the tool cannot be received. This requirement is also included on every purchase order issued by Tool Support Services.**

This directive may seem an over-simplification, however, it is important that all Pratt & Whitney paperwork is filled out correctly and all suppliers are consistent with our requirements. The problems created by errors on paperwork only serve to confuse our customers and create extra work for everyone that comes in contact with these forms.

We at Pratt & Whitney Tool Support Services are striving for complete customer satisfaction through a 100% quality product, which also includes complete and accurate documentation. You, our supplier, are our partner in that endeavor. Thank you for your help and cooperation!

As always, questions or concerns related to Quality should be addressed to;

**Randy Yasny
Quality Assurance Representative
Pratt & Whitney Support Equipment Operations
(860) 565-2512**

