



ADP Submittal Requirements



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Introduction

- The Acceptance Data Packages (ADP) is PSM's method for assuring Material and Hardware verification and Compliance to final requirements.
- ADPs are created based on the Purchase Order Scope of Work, component complexity and Supplier history.
- All documentation is to be submitted by the Supplier in one single package, which will be reviewed by PSM Quality for completeness, accuracy, and conformance to requirements.
- ADPs are controlled by PSM and are Part & Supplier specific.
- Delays in approval by PSM Quality occur when supplied data is missing, inaccurate, or nonconforming.
- Always call the PSM Quality department if you have any questions, or concerns.
- Always put the ADP coversheet and Serial Number List in the Crate for tracking purposes.
- The following pages provide instructions that must be adhered to for successful submittals to PSM.

ADP Header Information

Form	ACCEPTANCE DATA PACKAGE	ADP- 9999			
Power Systems Mfg., LLC					
ACCEPTANCE DATA PACKAGE					
Supplier Name: <u>ACME Widget Co.</u>		ADP #: <u>0000 ZXY</u> If Applicable (VC/PC/YMMDD)			
PO #	Line #	Release #	Qty	P/N & Description as written on PO	P/N rev

Shipping to: _____
Company and Address

ATTENTION SUPPLIER: This checklist identifies deliverable documentation requirements. You must meet all of the applicable blueprint and specification requirements. **You must sign this document.** You must return this document with all required items and receive acceptance by PSM prior to shipping any parts. You may send this form and all accompanying documentation to: "Quality@us.psm.com"

The date will be the date of submission and must be filled in by the Supplier each submittal, with YMMDD for every new ADP.

ADP numbers are assigned by PSM and are part & supplier specific.

Please Do Not change Number if resubmitting the same ADP with Correction

- It is mandatory that the Suppler documents all information in each data field.
- Always record the company name and address where the material/hardware is being shipped to.
- Any omitted information will delay the final review and acceptance of the ADP.

Material & Other Certifications

Always check the box for Certifications that are being provided. If a line request (Cert) is not being submitted the Supplier must record "N/A" with a statement of why.

	Required	Submitted by Supplier
Certifications		
Certificate of Compliance (Conformance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Material Certification(s) & Traceability Documentation		
Commercial Designation/Brand Name Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traceability Documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Heat Material Certificate(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Certifications (if applicable)		
Heat Treat Certification(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot Isostatic Press Certificate(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chemical Process Certificate(s) i.e. Passivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coating Certification(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If an alternate powder is used attach the approval from PSM <u>when</u> submitting.		
Supplied Material: <u>Note:</u> Documentation on File at PSM for detail parts provided via the Purchase Order		

Manufacturing & Inspection Results

Always check the box for the Manufacturing or Inspection documentation being provided. If information is not being submitted the Supplier must record "N/A" with a statement of why.

Manufacturing Process			
Router/Manufacturing Operation Sheets	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Manufacturing Plan/Schedule	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Quality Plan/Schedule	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Inspection			
Key Recordable Characteristics Inspection Record(s)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Complete Dimensional Inspection Reporting		FAI is required on all 1 st orders and per PSM 221 requirements.	<input type="checkbox"/>
All print requirements, (F.A.I. as applicable)	<input checked="" type="checkbox"/>		<input type="checkbox"/>
In-Process and/or Final Inspection Sheets	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Visual Inspection Records	<input checked="" type="checkbox"/>	This must include Dimensional Inspection data !	<input type="checkbox"/>
Supplier Non-Conformance Report (if applicable)	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Check box if NCRs (Nonconformances) apply to this shipment and record / provide all NCR unique ID numbers

NDE/NDT & Test Certifications

Always check the box for the NDT and Test Certification documentation being provided. If information is not being submitted the Supplier must record "N/A" with a statement of why.

<i>NDE and Test Certifications</i>	
FPI – Attach Certification of process (list B/P requirement in its entirety)	<input checked="" type="checkbox"/>
X-Ray w/ Radiographic Documentation (film for each view/part) to be maintained	<input checked="" type="checkbox"/>
At supplier's site	<input checked="" type="checkbox"/>
Ultrasonic	<input checked="" type="checkbox"/>
MAG Particle	<input checked="" type="checkbox"/>
Functional Test Inspection Record	<input checked="" type="checkbox"/>
Almen Test Results per Lot	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

Always check the box for the Serialization list being provided. If information is not being submitted the Supplier must record "N/A" with a statement of why.

Serialization (Mandatory Excel Format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Serialization and/or Part Marking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Serialization Number List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Serialization Record Sheet, with cascading serialization of lower level drawing serialization requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Serialization Record Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>
With S/N, Master Heat Lot, Heat Treat Lot and HIP Lot	<input checked="" type="checkbox"/>	<input type="checkbox"/>
With Coating Lots and Heat Treat Lots per Part	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Process Certification

Always check the box for the Process Certification being provided. If information is not being submitted the Supplier must record "N/A" with a statement of why. Please note: Certifications being requested will be part specific.

Process Certification (when not part of PAP requirement below):

- Castings
- Coatings
- Finishing
- Flow
- Forging
- Heat Treat
- Joining (Welding, Brazing, Mechanical Assembly)
- Machining (Conventional and Nonconventional)
- NDT
- Shot Peen
- Water jet

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Process Approval Plans - PAPs

Always check the box for the Process Approval Plan (PAP) being provided. If information is not being submitted the Supplier must record "N/A" with a statement of why. Please note: PAPs are typically part and supplier specific.

<i>Process Approval Plans Required for</i>	
Castings	<input checked="" type="checkbox"/>
Coatings	<input checked="" type="checkbox"/>
Finishing	<input checked="" type="checkbox"/>
Flow	<input checked="" type="checkbox"/>
Forging	<input checked="" type="checkbox"/>
Heat Treat	<input checked="" type="checkbox"/>
Joining (Welding, Brazing, Mechanical Assembly)	<input checked="" type="checkbox"/>
Machining (Conventional and Nonconventional)	<input checked="" type="checkbox"/>
NDT	<input checked="" type="checkbox"/>
Shot Peen	<input checked="" type="checkbox"/>
Waterjet	<input checked="" type="checkbox"/>
NOTE:	
1). PAP requirements supplied by Purchasing during PO/RFQ process.	
2). Supplier to list applicable PAP Number(s) and status on ADP.	

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>

Process Approval Plans – New Format

Please note there is a slight process change within the PAP category of the ADP for newer ADPs. Prior to ADP submittal, please record the approved PAR Number (Process Approval Record) you received from the PSM Process Engineering group. This will ensure timely ADP approval provided all required documentation is submitted with the ADP package.

Form	ACCEPTANCE DATA PACKAGE	ADP- 9999X
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PSM ACCEPTANCE DATA PACKAGE CHECKLIST
a Hanwha company

Process Approval Plans Required for:

<p><u>Forging Ref PAP 9999A</u> Record PAR ID # _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>Heat Treat Ref. P.A.P. 9999B</u> Record PAR ID # _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>Joining (Welding, Brazing, Mechanical Assembly) Ref. P.A.P. 9999C</u> Record PAR ID # _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE:

1). PAP requirements supplied by Purchasing during PO/RFQ process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2). Supplier to list applicable PAP Number(s) and status on ADP.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

It is mandatory that all ADP packages be sent to PSM.

Other Requirements; All product traceability records are to be kept on file at the Supplier's Facility for a minimum of (20) years upon acceptance of this document, unless otherwise approved in writing by PSM Supply Chain Quality.

(Return to " Quality@us.psm.com ")

Signature is always required

Supplier Signature/Date
Electronic Signature is Acceptable

Accepted By Power Systems Mfg./Date
Electronic Signature is Acceptable

Reduced ADPs & Record Retention

Reduced ADPs are granted only by PSM Quality, to suppliers that have consistently delivered complete and accurate ADPs and conforming components. The Supplier must also have a record retention system that can easily retrieve and deliver requested documentation to PSM in a timely manner.

ATTENTION SUPPLIER: This checklist identifies deliverable documentation requirements. You must meet all of the applicable blueprint and specification requirements. **You must sign this document.** You must return this document with all required items and receive acceptance by PSM prior to shipping any parts. You may send this form and all accompanying documentation to quality@psm.com.

	Required	Submitted by Supplier
Certifications		
Certificate of Compliance (Conformance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplier Non-Conformance Report (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inspection		
Key Recordable Characteristics Inspection Record(s) (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Serialization (Mandatory Excel Format)		
Serialization Number List (as Required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sub Tier Suppliers Records (If Applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reduced ADP requirements are being exercised based on the Supplier's Quality system and performance. All material and hardware requirements must be satisfied per the drawing and all associated specifications; however, all documentation does not need to be delivered to PSM except as noted on the Reduced ADP. It is still the supplier's responsibility to maintain all quality and product traceability records on file at the Supplier's Facility for a minimum of twenty (20) years upon acceptance of this document, unless otherwise approved in writing by PSM Supply Chain Quality.

Supplier Signature/Date <small>Electronic Signature is Acceptable</small>	Accepted By Power Systems Mfg./Date <small>Electronic Signature is Acceptable</small>
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ADP Do's & Don'ts

Do:

- Submit ADP in a timely manner 3+days prior to shipment is preferred.
- **Contact PSM Quality at any time with questions.**
- An ADP is required for all PSM Hardware. COTS parts are the only exception.
- Utilize only ADPs that are Form FM000217 Rev C and above.
 - Contact PSM Quality if a New ADP is needed.
- Complete ADP header with purchase order line-item number & quantity being submitted / set number if applicable.
- Complete shipping address to next PO destination.
- Check off items on the ADP that are being submitted. This is a checklist please use it.
- Always include CofC.
- Provide all material certifications. Omissions will delay approval.
- Provide by category all documentation that is being requested by PSM.
- Review documentation for accuracy and typographical errors.
- Verify Process Approval Plans (PAP's) when designated, are approved or submit NCR for PSM 500 violation.
- For inspection reports and first article inspections, verify any noted nonconformance has an associated NCR submitted to PSM.
- Always submit serial numbers in the required Excel format along with the corresponding part number.
- Follow PSM serial number format (vendor code-part code-number)
- When submitting ADPs on the same day for the same part number add a revision level (-A, -B, -C) as needed to the ADP number to maintain separation.
- Record any (SAL) Deviation/Waivers that may apply to the ADP.
- **Always submit ADP packages to PSM for review and Approval.**
- **Submit to “ Quality@us.psm.com ”**

Don't:

- Leave the ADP blank.
- Alter the ADP format.
- Create your own ADP. ADPs have control numbers.
- Submit incomplete ADP packages.
- Label the ADP attachments as “certs”. Certs get filed separately and this may result in a delay in the ADP approval process.
- Submit multiple ADPs in one email.
- Combine line items on the ADP (i.e. LINE 10/20).
- Combine multiple PO's (PO numbers) per ADP.
- Combine/leave multiple part numbers on one line item.
- Insert dashes, spaces, or back slash into PSM serial number format. See PSM500 section 9.1.3.
- Use the old #402 ADP form