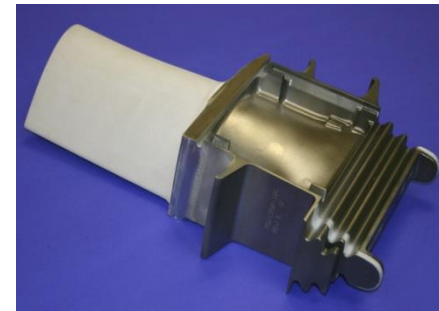
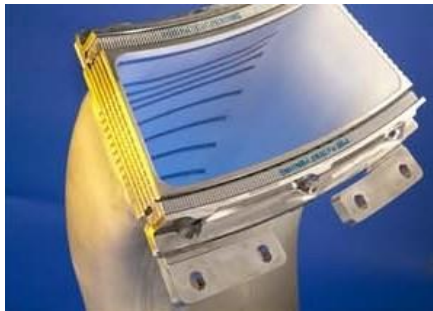


# Supplier ADP Submittal Requirements

Initial release: July 1, 2016  
Updated: August 13, 2018



- 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.

# Introduction

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- 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	<b>ACCEPTANCE DATA PACKAGE</b>	ADP- 9999			
<u>Power Systems Mfg., LLC</u>					
<b>ACCEPTANCE DATA PACKAGE</b>					
Supplier Name: <u>ACME Widget Co.</u>		ADP #: <u>0000 ZXY</u> <small>(VC/PC/YMMDD)</small>			
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">             The date will be the date of submission and must be filled in by the Supplier each submittal, with YYMMDD for every new ADP.         </div>					
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@ln.ansaldoenergia.com](mailto:quality@ln.ansaldoenergia.com)

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 Supplier 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
<b>Certifications</b>		
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"/>
<b>Additional Certifications (if applicable)</b>		
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 when submitting.		
<b>Supplied Material:</b> <u>Note</u> - Documentation on File at PSM/Alstom 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

Manufacturing Plan/Schedule

Quality Plan/Schedule

## Inspection

Key Recordable Characteristics Inspection Record(s)

Complete Dimensional Inspection Reporting

All print requirements, (F.A.I. as applicable)

In-Process and/or Final Inspection Sheets

Visual Inspection Records

Supplier Non-Conformance Report (if applicable)

FAI is required on all 1<sup>st</sup> orders and per PSM 221 requirements.

This must include Dimensional Inspection data !

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.

## NDE and Test Certifications

FPI – Attach Certification of process (list B/P requirement in its entirety)

X-Ray w/ Radiographic Documentation (film for each view/part) to be maintained

At supplier's site

Ultrasonic

MAG Particle

Functional Test Inspection Record

Almen Test Results per Lot

Other



# Serialization

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)***

**Serialization and/or Part Marking**



**Serialization Number List**



**Serialization Record Sheet, with cascading serialization of lower level  
drawing serialization requirements.**



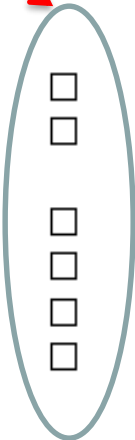
**Serialization Record Sheet**



**With S/N. Master Heat Lot, Heat Treat Lot and HIP Lot**



**With Coating Lots and Heat Treat Lots per Part**





# 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.

## Process Approval Plans Required for

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


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

# 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
 <h2 style="text-align: center;">ACCEPTANCE DATA PACKAGE CHECKLIST</h2>		
<b><u>Process Approval Plans Required for:</u></b>		
<p><u>Forging Ref PAP 9999A</u>  <b>Record PAR ID #</b> _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>Heat Treat Ref. PAP 9999B</u>  <b>Record PAR ID #</b> _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><u>Joining (Welding, Brazing, Mechanical Assembly) Ref. PAP 9999C</u>  <b>Record PAR ID #</b> _____</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b><u>NOTE:</u></b>		
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"/>

# Signature

It is mandatory that all ADP packages be sent to the e-mail address below.

*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@ln.ansaldoenergia.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

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

Return To "quality@ln.ansaldoenergia.com"

**Supplier Signature/Date**  
Electronic Signature is Acceptable

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

# 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 FCD-0217 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 "quality@ln.ansaldoenergia.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 ADP's 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