

Provision of documentation

For the correct traceability of purchased items, all in the order requested quality documents must be available in a standard form. The naming convention listed below have to be considered.

Select recipient / email address

With the delivery of the purchase items, the supplier is obliged to send all requested documents to one of the following Broetje Automation Email addresses.

PO from BAR

to Broetje-Automation GmbH SQA: SQA@broetje-automation.de

PO from BACN, CN

to Broetje-Automation GmbH SQA: SQA-BAC@broetje-automation.com

The documents have to be send exclusively in PDF format and in the below file naming.

Standard naming:

**"PO-Nb."_"PO-Pos."_"Drawing-Nb/Part-Nb."_"if need series-Nb."
"Short cut protocol name""supplier name".pdf**

Short cut for protocol name:

Measurement report	MessP
Heat treatment record	GluehP
Material certification 3.1 according DIN EN 10204 – according to test plan	MatP
Hardening report	HaerteP
Surface report (Layer thickness reports and additional surface protection reports for zinc coating, cadmium plating etc.)	MessP_BS
Certificate of Conformity	WerksB
Personnel qualification:	PersQ
Non Destructive Testing - Visual inspection report (VT)	VTP

The drawing number is always given without index. According the PO order number and order item are clearly assigned. Serial number can be omitted if not required. The field is unfilled in this case. If a serial number is required in the order, the number will be indicated with 3 digits – eg. 002 for the serial number 2.

Example:

Measurement report for part drawing-nb. 123.456.789/01
with serial number 6 - PO-nb. 4000342 – PO-pos. 010 – Supplier Muster GmbH & Co. KG

In detail:

PO-Nb.: 4000342

PO-Position: 010

Drawing-Nb.: 123.456.789 (here without the index of the drawing number)

Serial-Nb.: 006

Document: MessP

Company: Muster GmbH & Co. KG

File name → 4000342_010_123.456.789_006_MessP_Muster.pdf