



Pacific Scientific Energetic Materials Company

 PACSCI EMC

Guidance Document

Supplier Quality Code (SQC) – 25A Process Certifications

Effective Feb 16th, 2026

SQC 25A Guidance Document

SQC 25A – Process Certifications

Suppliers and/or their sub-contractors performing any processes listed on the purchase order, referenced drawing, or specifications must provide separate certifications for each special process.

Each shipment shall be accompanied by one legible copy of a signed Supplier Certificate of Conformance (PacSci EMC Form DI-QA-506(HL)F01 or equivalent) that identifies the processes performed to specification, or sub-tier supplier certification, as applicable. Electronic signature or signed validation is acceptable unless otherwise specified by contract. The certificate shall include the following as a minimum:

1. Supplier's name and address
2. PacSci EMC P.O. Number
3. Part number, including dash and rev. letter
4. Quantity
5. Lot number, batch numbers, or serial numbers, as applicable
6. Process name and specification number with type and class
7. Name and address of agency that performed the process, if other than the supplier.
8. Signature or stamp with the title of the supplier's authorized personnel signing the certificate.

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SQC 25A Guidance Document

SQC 25A – Process Certifications

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NOTE: Sub tier supplier certs must reference supplier PO and info or PacSci EMC PO for traceability.

See General Requirements for retention requirements. *

***RECORDS RETENTION**

Unless otherwise specified in the PO, Statement of Work, or as defined by the applicable PacSci EMC SQC, records must be maintained for a period of 7 years and must be retrievable within 48 hours of a request by PacSci EMC. NOTE: Supplier is to notify PacSci EMC before disposing of these records regardless of specified retention time.

Common Actions to Verify

- 1. Verify that the all information on the matches the PO.**
- 2. Verify that all sub-contractors information, when applicable, is documented and correct.**
- 3. Verify all part number are correct and match the PO.**
- 4. Verify that all part number INCLUDE dashes**
- 5. Verify Lot number (etc.) is correct as applicable.**

SQC 25B Guidance Document

SQC 25B – NADCAP Process Approval

This code requires the same information as SQC25A except the supplier shall be NADCAP approved. The CofC shall reflect NADCAP certification or a valid NADCAP certificate shall be included with shipment.

The certificate shall include the following as a minimum:

1. Supplier's name and address
2. Supplier's NADCAP Certificate Number, and/or Supplier's valid NADCAP Certification
3. PacSci EMC P.O. Number
4. Part number, including dash and rev. letter
5. Quantity
6. Lot number, batch numbers, or serial numbers, as applicable
7. Process name and specification number with type and class
8. Name and address of agency that performed the process, if other than the supplier.
9. Signature or stamp with the title of the supplier's authorized personnel signing the certificate.

* *NADCAP (National Aerospace and Defense Contractors Accreditation Program).*

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SQC 25B Guidance Document

SQC 25B – NADCAP Process Approval

Common Actions to Verify

1. Verify that the all information on the matches the PO.
2. Verify that suppliers NADCAP Certification number and/or actual certification is documented and that the Certificate is still valid.
3. Verify that all sub-contractors information, when applicable, is documented and correct.
4. Verify all part number are correct and match the PO.
5. Verify that all part number **INCLUDE** dashes
6. Verify Lot number (etc.) is correct as applicable.