

LWI2771 - Completing A Delivery Documentation Form

Issue 01 / Released 05/07/2023

Purpose / Scope

The purpose of the Work Instruction is to clearly define the **Delivery Documentation Form** process.

Reference / Linked Documents

1. [CSQA001 - Supplier Quality Manual](#)
2. 1188 - Delivery Documentation Form
3. CP020 - Supplier Delivery Documentation Requirements

Process

All components delivered to Cosworth must have supporting documentation supplied in accordance with **Supplier Delivery Documentation Requirements**. The **Delivery Documentation Form** allows suppliers to supply supporting documentation in a standardised format.

Part & order Details

This section details the overall delivery information.

Part & Order Details			
Cosworth Part Number	<input type="text"/>	Purchase Order Number	<input type="text"/>
Batch Quantity	<input type="text"/>	Delivery Quantity	<input type="text"/>

Submission Type

This section details the submission type, whether the delivery has a concession applied and whether the delivery is serialised.

Submission Type			
Submission Type	<input type="text"/>	Serialisation	<input type="text"/>
Cosworth Approved Concession	<input type="text"/>	Serial Number(s)	<input type="text"/>

A single serial number, serial number range or/and additional serial numbers can be entered. Commas and hyphens must be used to separate serial numbers, with no spaces. A comma must be used to separate a serial number from a non-sequential serial number. A hyphen must be used to separate serial number ranges.

Supporting Documentation

This section allows users to confirm that the relevant documentation for the delivery has been included in the document submission. The required documentation is detailed in **Supplier Delivery Documentation Requirements**.

Supporting Documentation				
First Article Inspection Report	<input type="checkbox"/> Attached	Special Processes; Heat and Surface Treatment	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
Marked Up Drawing	<input type="checkbox"/> Attached	Functional / Electrical / NDT Test Results	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A
Material Certification	<input type="checkbox"/> Attached	Cosworth Approved Concession	<input type="checkbox"/> Attached	<input type="checkbox"/> N/A

Pre-Delivery Checks

The Pre-Delivery Checks section allows users to confirm that all components have been checked and packaged appropriately. It is recommended that the Pre-Delivery Checks are added to the component routing.

Pre-Delivery Checks			
Correct Part Marking Format, Location and Method:	<input type="checkbox"/> Confirmed	Damage and Corrosion Free:	<input type="checkbox"/> Confirmed
Parts free from Burrs and Swarf:	<input type="checkbox"/> Confirmed	Corrosion Protected:	<input type="checkbox"/> Confirmed
Parts Clean:	<input type="checkbox"/> Confirmed	Packaged Appropriately:	<input type="checkbox"/> Confirmed

Validation Status

The Validation Status section is used to confirm who and the when the form has been completed.

Validation Status			
Declaration: I confirm that the parts covered by this documentation are representative of the batch and have been manufactured to the relevant drawing and specifications with no non-standard or re-work processes.			
Name:	<input type="text"/>	Contact Email:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>

Documentation Submission

For all deliveries of components to Cosworth, a **Completed** Delivery Documentation Form (Single A4 Sheet) must accompany the components in hard copy format along with hard copies of any Concessions that apply to the components being delivered.

It is recommended that submission of the completed Delivery Documentation Form is added to the component routing.

Further information to outline the procedure for submitting supplier delivery documentation for parts delivered to Cosworth can be found in **Supplier Delivery Documentation Requirements**.

Delivery Documentation Form Status Bars

If the top bar reads "Form Requires More Information" (Grey) then a minimum of 1 form field has not been completed.

Form Requires More Information

If the bottom bar reads "Concession Status Not Specified" (Grey) then the Submission Type field for "Cosworth Approved Concession" has not been completed.

Concession Status Not Specified

If the bottom bar reads "Concession Applied" (Yellow) then the Submission Type field for "Cosworth Approved Concession" has been set to state that a concession has been applied to this delivery.

Concession Applied

If the bottom bar reads "No Concession Applied" (Grey) then the Submission Type field for "Cosworth Approved Concession" has been set to state that there is no concession applied to this delivery.

No Concession Applied

If the top bar reads "Complete Form" (Green) then all the form fields have been completed, and the form can be printed (A4 single sheet) along with all relevant supporting documentation.

Complete Form