

CP020 - Supplier Delivery Documentation Requirements

Issue 01 / Released 05/07/2023

Purpose / Scope

The purpose of this document is to clearly outline the procedure for submitting supplier delivery documentation for parts delivered to Cosworth. The Delivery Documentation Pack applies to all Cosworth part numbers beginning with "2" or "EPA". For assemblies, Delivery Documentation must be supplied for the final assembly, including details from each child part where the supplier is responsible for manufacturing the child parts.

Reference / Linked Documents

1. [CSQA001 - Supplier Quality Manual](#)
2. 1188 - Delivery Documentation Form
3. LWI2771 - Completing a Delivery Documentation Form

Required Delivery Documentation

For deliveries of components to Cosworth, completed documentation packs must be submitted in the following formats:

Required Documentation	Hard Copy	Electronic Copy
Delivery Note	Required	
Delivery Documentation Pack	Required	Optional
Cosworth Approved Concession (0390)	Required	Optional

For manufacturing batches which have split deliveries, the Delivery Documentation Pack shall be submitted for each delivery and must clearly show that the documents are related to the parts being delivered.

Delivery Documentation Pack

Each Delivery Documentation Pack submitted to Cosworth must be identified as either the supplier's **Initial submission** or an **Ongoing submission**. The Delivery Documentation Pack requirements for each category are defined below:

Pack Elements	Initial Submission	Ongoing Submission
First Article Inspection Report (FAIR)	Required	
Marked Up Drawing	Required	
Material Certification	Required	Required
Special Process Certification (HT & ST)	Required	Required
Functional / Electrical / NDT Test Results	Required	Required
Cosworth Approved Concession (0390)	Required	Required

*Initial Submission = 1st manufacturing run of a part or assembly, or when change occurs to the manufacturing process, or if there has been a break in manufacture greater than 2 years.

The following Delivery Documentation Pack elements are only required when applicable:

Pack Elements	Applicability
Special Process certification (HT & ST)	If referenced on drawing or Purchase Order
Functional /Electrical / NDT Test Results	If referenced on drawing or Purchase Order
Cosworth Approved Concession	If concession applies to this delivery

For any queries regarding this process please contact Supplier Quality Assurance

WHEN PRINTED THIS DOCUMENT IS A NON-CONTROLLED COPY