

Formal / CMM Report VQC Checklist

Report:

- Is the report on the Xometry supplied Excel form
- Is the report typed
- Material type / Lot number filled out at the top of the form
- Results filled out and all in tolerance
- Tooling information (including tooling type, ID number, and calibration due date) filled out
- Report signed and dated
- All sample report forms filled out
- Are the parts tagged to show what part was used to achieve the results from which report

CoC:

- Material Type and exact temper used
- Material Lot number
- Printed name, signed and dated

Material Certs:

- Full traceability if required (Mill cert, package slip from mill to reseller, package slip from reseller to your company.
- Also include a CoC with your company letter head to Xometry as the customer)
- Type and temper used that was required
- Material specs used that was required

Finishing Cert:

- Finishing type used that was required
- Finishing specs used that was required

Hardware Certs:

- Hardware used that was required

Pictures:

- General picture of the finished part
- Close up, clear picture of all faces (sides) of the part (The image should take up the full frame at the camera's lowest zoom setting, not be blurry and in good lighting)
- Picture of any surface finish callouts from the print
- Picture of any required part markings
- Picture of the sample tagged

Picture of any bag and tag requirements

Picture of any hardware installed

Uploaded to portal

Report

All pictures

CoC

Material certs

Finishing certs

Hardware certs

Inspection report, Bubbled print, CoC, Material certs, Finishing certs, and Hardware certs printed out and packaged with the parts.

Notes: