

**The American Society of
Mechanical Engineers**

**GUIDE
FOR
ASME NUCLEAR SURVEY TEAMS
FOR
SURVEY OF APPLICANTS
FOR
QUALITY SYSTEM CERTIFICATE (MATERIALS)**

INTRODUCTION

This guide is prepared solely for the use of ASME Nuclear Survey Teams when conducting a survey of a Material Organization's Quality System Program. It does not replace or interpret the requirements of the ASME Boiler and Pressure Vessel Code, Section III, Divisions 1 & 2 Subsection NCA, General Requirements or ASME Section III Division 3 Subsection WA, General Requirements.

This guide is based on Section III, Divisions 1, 2 & 3 General Requirements. It is subject to revisions based on changes in Section III of the ASME Boiler and Pressure Vessel Code.

A survey must cover a Quality System Manual and its implementation. This Guide outlines the requirements of NCA-3800/WA-3800, which establish a Quality System Program. However, Survey Teams are advised that the scope of work, the Quality Assurance Manual and its implementation will vary from Applicant to Applicant; therefore, all aspects of this Guide may not apply and all possible aspects are not necessarily covered. The format of this Guide is not intended to influence the review of the Manual and its implementation.

Send suggestions for revisions to the Guide to the ASME Director, Accreditation and Certification.

Questions of possible need for Code interpretation raised by Survey Teams shall be submitted to ASME. When interpretation is to be submitted by an Applicant, the Team Leader shall advise the Applicant that all such inquiries must be submitted to the Secretary, Boiler and Pressure Vessel Committee.

HOW TO USE THIS GUIDE

Review each checklist item in the "Quality Program Survey Checklist" and note the paragraph number in the QA Program which covers the subject addressed in the column labeled "Q.S. Program References." In the case where an item gives more than one alternative for fulfilling the applicable Code requirement, mark "N/A" in the column labeled "Q.S. Program References" adjacent to those alternatives that do not apply.

The original of this Guide shall be provided to the Team Leader along with sufficient copies for each member of the Survey Team including the Team Leader.

GENERAL INFORMATION (to be filled in by Applicant)

Company _____

Quality Manual Rev. # _____ Date: _____

Applicant for Material Organization

(check if applicable)

- (1) Material Manufacturer
- (2) Material Supplier
- (3) Material Supplier performing or subcontracting functions of Manufacturer
- (4) Material Supplier/Material Manufacturer requesting that the scope of Certificate include qualification of Material Organizations and approved Suppliers.

Vendor Control

Except as provided in NCA/WA-3800, program provides that any party performing and certifying to an operation, process, or to results of tests, examinations, repairs or treatments required by the material specification or ASME Section III shall have a Quality System and shall be surveyed and qualified by the Manufacturer, Supplier or Certificate Holder who directly receives the certification of work performed. Yes No

For exceptions, see NCA/WA-3820 and 3830, NCA 3842.2
And NCA/WA-3855.5

Quality Element	Q.S. Program Reference	Comments	Y/N
<p>NCA/WA-3850 - QUALITY SYSTEM PROGRAM REQUIREMENT</p> <p>NCA/WA-3851 - RESPONSIBILITY AND ORGANIZATION</p> <p>NCA/WA-3851.1 - <u>General</u></p> <p>a. The Material Organization establishes Q.S. Program for control of quality and traceability of Material. The Program is planned, documented, implemented, and maintained per NCA/WA-3850.</p> <p>b. The Program includes <u>technical aspects</u> and planning for accomplishment of activities affecting quality. The Program provides for equipment and skills to attain and verify quality.</p> <p>NCA/WA-3851.2 - <u>Scope and Applicability</u></p> <p>a. Quality Manual defines specific activities included in the scope of work proposed to perform:</p> <ol style="list-style-type: none"> 1) Operations performed during melting and heat analysis, operations affecting mechanical properties, conversion of product forms including dimension and certification requirements. 2) Testing, examination, repair or treatments required by the material specification and certification of the results. 3) Receipt, Identification, verification, handling, storage, and shipment of material or source material. 4) Qualification of Material Organization (NCA/WA-3820(b)). 5) Approval and control of suppliers of source material or subcontracted services (NCA/WA-3855.3). 6) Use of unqualified source material. (NCA/WA-3855.5) <p>b. The Program includes measures to comply with requirements of NCA/WA-3800, to <u>assure</u> compliance with the (material) requirements of Section III.</p> <p>NCA/WA-3851.3 - <u>Organization</u></p> <p>a. The organization structure provides the persons and organization performing Q.S. functions the required authority and organizational freedom.</p> <p>b. Persons and organizations responsible for defining and measuring the overall effectiveness of the Program shall:</p> <ol style="list-style-type: none"> 1) be designated. 2) be sufficiently independent from the pressures of production. 3) have <u>direct</u> access to management where appropriate action can be initiated. 4) report <u>regularly</u> on the effectiveness of the Program. <p>c. Organization structure, functions, authority, and lines of communication shall be documented. Persons and organizations responsible for the Q.S. Program and verification of quality shall have sufficient authority, access, and organization freedom to:</p> <ol style="list-style-type: none"> 1) identify quality problems. 2) initiate, recommend, or provide solutions, 3) verify implementation of solutions, 4) assure further processing, delivery, or use is controlled until proper disposition has occurred. <p>d. Individuals and groups assigned responsibility of checking, auditing or otherwise verifying production and quality control activities shall be independent of the individual or group performing the specific activity. Such persons <u>shall not</u> report <u>directly</u> to the supervisor with immediate responsibility for the work being verified.</p> <p>e. Management shall regularly review the status and adequacy of the Program.</p>			

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<p>NCA/WA-3852 - PERSONNEL</p> <p><u>NCA/WA-3852.1 - Indoctrination, Training and Qualification of Personnel</u></p> <ul style="list-style-type: none"> a. Measures are established to assure all personnel performing or managing activities affecting quality are indoctrinated and trained. Indoctrination and training measures shall include: <ul style="list-style-type: none"> 1) Personnel to be indoctrinated and trained shall be identified (documented). 2) Extent of indoctrination and training shall be commensurate with the nature of the activity as well as the education, experience, and proficiency of the person. 3) Personnel shall be indoctrinated in the general criteria, applicable codes, standards, company procedures, Q.S. Program requirements, job responsibilities, and authority related to the function. 4) Training shall provide initial proficiency, maintain proficiency, and adapt to changes. b. NDE personnel shall be qualified to NB-NG5521/WB-5520. c. Persons who lead audits shall be qualified based on education, experience, training, audit participation, and examination as defined in the Q. S. Program. <p><u>NCA/WA-3852.2 - Personnel Records</u></p> <ul style="list-style-type: none"> a. Records of indoctrination & training shall be maintained. b. NDE personnel qualification records shall be documented and maintained. c. Lead audit personnel qualification records including education, experience, audit training, examination and audit participation are documented and maintained. <p>NCA/WA-3853 - PROGRAM DOCUMENTATION</p> <p><u>NCA/WA-3853.1 - Quality System Manual</u></p> <ul style="list-style-type: none"> a. The Q.S. Program shall be described in a Quality System Manual which shall be the major basis for demonstration of compliance with Division(s) 1, 2 and/or 3. b. The Program documented in the Manual shall be implemented by written procedures which are maintained either separately or in the Manual. c. Technical procedures and processes, such as nondestructive examination, are not part of the Manual, however, the controls of such shall be covered by the Manual. <p><u>NCA/WA-3853.2 - Procedures, Instructions, and Drawings</u></p> <ul style="list-style-type: none"> a. Activities affecting quality shall be performed in accordance with documented instructions, procedures, or drawings appropriate to the circumstances. b. These documents shall include acceptance criteria. <p><u>NCA/WA-3853.3 - Document Control</u></p> <p>The preparation, issue, and change of documents that specify quality requirements, such as Quality System Manuals, purchase specifications, instructions, procedures, and drawings, shall be controlled to assure the correct documents are being used at the location where the activity is performed. Such documents, including changes thereto, shall be reviewed for adequacy and approved for release by authorized personnel.</p> <p><u>NCA/WA-3853.4 - Quality Assurance Records</u></p> <p>Records that furnish evidence of quality shall be specified and maintained. Records shall be legible, identifiable and retrievable. Records shall be protected against damage, deterioration, or loss. Requirements and responsibilities for record transmittal, distribution, retention, maintenance, and disposition shall be established and documented.</p>			

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<p><u>NCA/WA-3853.5 Records of Examinations and Tests</u> Characteristics required to be reported by the material specification and this Section shall be verified and the results recorded. Records shall be traceable to <u>the document and revision to</u> which an inspection, examination, or test was performed.</p> <p>NCA-3855 - CONTROL OF PURCHASED MATERIALS, SOURCE MATERIALS, AND SERVICES</p> <p><u>NCA-3855.1 - General</u></p> <ol style="list-style-type: none"> a. Measures established to assure purchased material, source material and subcontracted services conform to the requirements of the applicable Division(s) 1, 2 and/or 3. b. Welding material shall be controlled in accordance with the applicable Division(s). c. Measures are designed to prevent the use of incorrect or defective material or source material, or materials which have not received the required examinations or tests. <p><u>NCA/WA-3855.2 - Sources of Material, Source Material and Services</u></p> <ol style="list-style-type: none"> a. Material shall be furnished by an accredited or qualified Material Organization (NCA/WA-3820(a) or NCA/WA-3820(b)), or by a Certificate Holder (NCA/WA-3820(c)). b. Except as provided in NCA-3855.5 source material shall be furnished by a Material Organization, by an approved supplier (NCA/WA-3855.3), or by a Certificate Holder. c. Services including performance and certification of operations, processes, the results of tests, examinations, repairs or treatments required by the material specification or by this Section shall be furnished by a Material Organization, by an approved supplier, or by a Certificate Holder. <p><u>NCA/WA-3855.3 - Approval and Control of Suppliers of Source Material and Services</u></p> <ol style="list-style-type: none"> a. The Material Organization or Certificate Holder shall be responsible for approval and control of activities performed by suppliers of source materials and subcontracted services. Such control shall <u>provide for</u> source evaluation, selection, evaluation of objective evidence, audit, and receipt inspection upon delivery of items and services. b. The Material Organization or Certificate Holder shall be responsible for establishing and verifying that the supplier's controls are adequate by: <ol style="list-style-type: none"> 1) surveying and auditing the supplier's established quality system, or 2) having the supplier perform the activities with control established by the Material Organization's or Certificate Holder's Program. c. The Material Organization or Certificate Holder shall be responsible for assuring Materials and activities conform to the requirements of the applicable Division(s) 1, 2 and/or 3. <p><u>NCA/WA-3855.4 - Procurement Document Control</u></p> <ol style="list-style-type: none"> a. Procurement documents include requirements to assure compliance with the requirements of the applicable Division(s) 1, 2 and/or 3. b. Except for NCA/WA-3855.5, procurement documents require material, source material or subcontracted services be furnished to the requirements of NCA/WA-3800. c. Procurement documents require approved suppliers to reference the accepted quality system or controls 			

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<p>established by the Material Organization or Certificate Holder on documentation that accompanies the source material or services furnished (see NCA/WA-3861).</p> <p>d. Procurement documents "that specify quality requirements or activities" shall be reviewed for adequacy and approved for release by authorized personnel.</p> <p>NCA/WA-3855.5 - Utilization of unqualified Source Material</p> <p>a. As an alternative to NCA-3855.2(b), when included in its scope of activities as permitted by the provisions of NCA/WA-3800, a Material Organization may accept certification of the requirements of the material specification which must be performed during the melting, heat analysis, and heat treatment of the material, and may use or furnish unqualified source material, provided the requirements of (1) through (4) below are met:</p> <p>1) No welding <u>with filler metal</u> has been performed on the unqualified source material.</p> <p>2) The Material Organization performs or subcontracts a product analysis on each piece of unqualified source material to verify the chemical composition of each piece of unqualified source material.</p> <p>3) The Material Organization performs or subcontracts all other requirements of the material specification on each piece of unqualified source material. Where C of C (NCA/WA-3862.1(g)) are acceptable, testing of each piece is not required. <u>Alternatively</u>, the Material Organization may perform or subcontract all other requirements of the material specification on each heat and lot of unqualified source material provided:</p> <p>a. A CMTR is provided with the unqualified source material.</p> <p>b. The unqualified source material is traceable to the CMTR.</p> <p>c. Procurement documents require that suppliers of unqualified source material establish written procedures for identifying source materials in a manner that provides traceability to the Certified Material Test Report.</p> <p>d. The Material Organization reviews and accepts the supplier's identification and traceability procedures and verifies compliance with the procedures at a frequency commensurate with the schedule of production or procurement, but at least once triennially.</p> <p>e. Upon receipt, the Material Organization shall verify by review of objective evidence, that the requirements of the procurement document have been met.</p> <p>4) The provisions of a(1) through a(3) above are performed in accordance with the Material Organization's Quality System Program.</p> <p>b. The provisions of a(1) through a(3) above may be performed by the Certificate Holder in accordance with his Quality Assurance Program.</p> <p>Note: <u>A Product analysis is always required on each piece of unqualified source material.</u></p> <p>NCA/WA-3856 - IDENTIFICATION MARKING AND MATERIAL CONTROL</p> <p>NCA/WA-3856.1 - General</p> <p>a. Control is established to assure that correct and accepted material or source material is used. Identification shall be maintained on these materials or on documents traceable to these materials, or in a manner which assures that the identification is established and maintained.</p>			

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<p>b. Measures established for controlling and identifying material or source material, including partially processed, throughout the manufacturing process, during tests, examinations, repairs, and treatments, and during receipt, storage, handling, and shipment.</p> <p>c. Identification marking shall be transferred to all pieces when material or source material is divided.</p> <p>NCAWA-3856.2 - <u>Marking Method</u> Materials and source materials shall be marked by any method acceptable to the purchaser which will not result in harmful contamination or sharp discontinuities and will identify these materials in accordance with the material specification.</p> <p>NCAWA-3856.3 - <u>Identification of Completed Material</u></p> <p>a. The identification of completed material is by marking the material with the specification and grade of material, the heat number or heat code, and additional marking required by the applicable Division(s) 1, 2, and/or 3 to facilitate traceability to reports of the results of all tests and examinations.</p> <p>b. For those materials where C of C (NCA/WA-3862.1(g)) are allowed, heat-number need not be indicated on the material or the Certificate.</p> <p>c. A marking symbol or code may be used, provided such code or symbol is explained in the Certified Material Test Report or C of C. (NCA/WA-3862.1)</p> <p>d. Material specification shall be met except where exempted or superseded by the applicable Division(s) 1, 2, and/or 3. When requirements or provisions of the applicable Division conflict with the requirements of the material specification, the material specification and grade number shall be followed with an asterisk (*) to indicate that the material specification has been modified as shown on the material certification.</p> <p>e. Nonferrous materials, which do not provide for heat identification, shall be marked with a symbol or code that identifies the lot, as defined in the material specification, to the CMTR.</p> <p>f. Except as required by the material specification, bolts and nuts 1 in. nominal diameter and smaller and other products where the largest space available for marking is less than 1 in. in any one direction need not be individually marked, provided they are packed in packages or containers identified by marking to ensure identity of the material with the C of C or CMTR.</p> <p>NCA/WA-3856.4 - <u>Welding and Brazing Materials Identification</u> Welding and brazing materials shall be clearly identified by marking on the package or container to ensure identification. The marking includes the heat or lot number, a control marking code which identifies the materials with the CMTR, and other information such as specification, grade and classification number, Material Organization's name, and trade designation.</p> <p>NCA/WA-3857 - PROCESS CONTROL</p> <p>NCA/WA-3857.1 - <u>General</u> Processes affecting materials, source materials, or services are controlled. Special processes that control or verify quality, such as welding, heat treating, or nondestructive examination, are performed by qualified personnel using qualified procedures.</p>			

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<p>NCA/WA-3857.2 - <u>Manufacturing Process Control</u> Operations shall be performed using process sheets, shop procedures, checklists, travelers, or equivalent procedures. Measures established to ensure control of processes in accordance with the material specification and rules of applicable Division(s) 1, 2, and/or 3.</p> <p>NCA/WA-3857.3 - <u>Welding</u> Welding repair of material or source material shall be performed in accordance with procedures and by welders or welding operators qualified in accordance with the applicable Division(s) 1, 2, and/or 3 and Section IX.</p> <p>NCA/WA-3857.4 - <u>Handling, Storage, Shipping and Preservation</u> Instructions shall be established for handling, storage, shipping, and preservation of material or source material to prevent damage or deterioration.</p> <p>NCA/WA-3858 - CONTROL OF EXAMINATIONS, TESTS, AND NONCONFORMING MATERIAL</p> <p>NCA/WA-3858.1 - <u>Inspection, Examination and Test Control</u></p> <ol style="list-style-type: none"> a. Inspections, examinations, and tests shall assure conformance with the material specification and the applicable Division(s) 1, 2, and/or 3. b. Inspections or examinations shall be planned. Characteristics to be inspected or examined, and methods to be employed, shall be specified. Results shall be documented. c. Tests shall be planned. Characteristics to be tested and methods to be employed shall be specified. Results shall be documented and their conformance with acceptance criteria shall be evaluated. <p>NCA/WA-3858.2 - <u>Control of Measuring and Test Equipment</u></p> <ol style="list-style-type: none"> a. Procedures shall be in effect to assure tools, gages, instruments, and other measuring and testing devices used to verify compliance with the Material Specification and Section III are calibrated and adjusted at specific periods or use intervals. Periodic checks may be performed to determine that calibration is maintained. b. Calibration shall be against certified equipment having known valid relationships and documented traceability to nationally recognized standards, where such standards exist. If no nationally recognized standard exists, document basis for calibration. c. Control measures shall include equipment identification and calibration status by equipment marking or on records traceable to the equipment. <p>NCA/WA-3858.3 - <u>Discrepancies in Measuring or Testing Equipment</u></p> <ol style="list-style-type: none"> a. When discrepancies in equipment are found at calibration, corrective action shall be taken, and material measured or tested since the previous calibration shall be reviewed to determine that requirements have been met. b. When periodic checks are performed, material or source material discrepancies need only be resolved to the previous check, provided: <ol style="list-style-type: none"> 1) The methods used and frequency of periodic checking are described in calibration procedures; and 2) The calibration discrepancy was found by periodic check. <p>NCA/WA-3858.4 - <u>Inspection and Test Status</u> Measures established so that status and results of required inspections, examinations, or tests can be determined</p>			

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<p>at any time. Status is maintained by indicators such as physical location and tags, marking, shop travellers, stamps, inspection records, or other suitable means. The authority for application and removal of indicators shall be specified.</p> <p>NCA/WA-3858.5 - Control of Nonconforming Material</p> <ul style="list-style-type: none"> a. Control shall be established to prevent the use of material that does not conform to requirements. b. Material or source material with nonconformances shall be identified, segregated, and reviewed for acceptance, rejection or repair by documented procedures. The responsibility and authority for the disposition of nonconformances shall be defined. c. Repaired material or source material shall be reexamined. d. Control of further processing of nonconforming material or source material, pending a decision on its disposition, shall be established and maintained. These controls shall extend to notification of affected organizations, as appropriate. <p>NCA/WA-3859 - AUDITS AND CORRECTIVE ACTION</p> <p>NCA/WA-3859.1 Audits</p> <ul style="list-style-type: none"> a. Audits shall be performed to written procedures or checklists by personnel not having direct responsibility in the areas being audited. b. Audit results shall be documented by auditing personnel for review by management having responsibility in the area being audited. c. Procedures shall include documentation of corrective action taken to deficiencies. Follow-up action shall be taken and documented; including reaudit, if necessary. d. In addition to audits of Material Organizations and suppliers, a comprehensive system of planned and periodic internal audits shall be carried out to assure compliance with all aspects of the Quality System Program and to determine the effectiveness of the Program. e. Internal audits shall be performed in accordance with the requirements of (a) through (c) above. <p>NCA/WA-3859.2 - Corrective Action</p> <ul style="list-style-type: none"> a. Conditions adverse to quality such as failures, malfunctions, deviations, defective material and equipment, nonconformances, and quality system deficiencies, are identified and reported to management. Measures assure cause of conditions adverse to established quality <u>levels</u> is determined and corrected. b. The identification of significant or recurring conditions adverse to quality, the cause of the condition, and the corrective action taken shall be documented and reported to management. c. These requirements shall extend to the performance of approved supplier's and qualified M.O. corrective action measures. <p>NCA/WA-3860 - CERTIFICATION REQUIREMENTS</p> <p>NCA/WA-3861 - CERTIFICATION REQUIREMENTS FOR MATERIAL ORGANIZATIONS</p> <ul style="list-style-type: none"> a. The Material Organization whose scope of activities 			

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<p>includes NCA/WA-3830 shall provide a Certified Material Test Report or Certificate of Compliance, as applicable, (NCA-3862) for the material.</p> <p>1) The certification affirms that contents of the report are correct and accurate and that all test results and operations performed by the Material Organization or its subcontractors are in compliance with the material specification and the specific material requirements of Section III Division(s) 1, 2, and/or 3.</p> <p>2) Chemical analyses, tests, examinations, and heat treatments required by the material specification that were not performed shall be listed on the Certified Material Test Report or Certificate of Compliance, or may be listed on an <u>identified attachment</u>.</p> <p>3) When the Material Organization's scope of activities includes product form conversion, the Material Organization <u>shall also certify that the material conforms to the dimensional requirements</u>.</p> <p>b. The Material Organization shall transmit all certifications received from Material Organizations or approved suppliers in accordance with (a) above, to the purchaser at time of shipment.</p> <p>c. The Certificate Holder shall complete operations not completed by the Material Organization and <u>shall provide a Certified Material Test Report</u> for all operations performed by him or his approved suppliers. The Certificate Holder shall certify the contents of the report are correct and accurate and test results and operations performed are in compliance with the requirements. Alternatively, the Certificate Holder provides a Certified Material Test Report for operations performed and at least one Certified Material Test Report from each approved supplier for the operations they performed.</p> <p>NCA/WA-3862 - CERTIFICATION OF MATERIAL</p> <p>NCA/WA-3862.1 - <u>Certified Material Test Report</u></p> <p>a. The Certified Material Test Report shall include the actual results of all required chemical analyses, tests, and examinations.</p> <p>b. When required chemical analyses (including melting mill heat analysis), heat treatment, tests, examinations, or repairs are subcontracted, <u>the approved supplier's certification for the operations performed shall be furnished as an identified attachment to the Certified Material Test Report</u>.</p> <p>c. The Certified Material Test Report shall also include a report of all weld repairs performed on the material. Radiographic film shall be included as a part of the Certified Material Test Report, except for those radiographs required for the testing of welding or brazing materials.</p> <p>d. When specific times or temperatures (or temperature ranges) of heat treatments are required by material specifications, they shall be reported. When not required by the material specification, a statement of the type of heat treated condition shall be reported. In any case, a statement of the minimum solution annealing temperature is adequate for austenitic stainless steels and high nickel alloys. The times and temperatures of postweld heat treatment as required by the fabrication requirements of the applicable Division(s) 1, 2, and/or 3 shall be reported.</p>			

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<p>e. Reporting of actual dimensions and visual examination results is neither required nor prohibited by this paragraph. (Note requirements of NCA/WA-3851 and 3861 for dimensions)</p> <p>f. Notarization of the Certified Material Test Report is not required.</p> <p>g. A Certificate of Compliance with the material specification, grade, class, and heat treated condition, as applicable, may be provided in lieu of a certified Material Test Report for material 3/4 in. nominal pipe size and less (pipe, fittings, flanges, materials for valves and tubes except heat exchanger tubes). bolting 1 in. nominal diameter and less, and bars with a nominal cross-sectional area of 1 sq. in. and less, as applicable.</p> <p>h. Material identification shall be described in the Certified Material Test Report or Certificate of Compliance. Heat/Lot traceability is not required when C of C is applicable.</p> <p>NCA/WA-3862.2 - <u>Quality System Program Statement</u></p> <p>a. When the Material Organization holds a Quality System Certificate, the Certificate number and expiration date shall be shown on the Certified Material Test Report or Certificate of Compliance, or on a certification included with the documentation that accompanies the material.</p> <p>b. When the Material Organization has been qualified by a party other than the Society, the revision and date of the applicable written Quality System Program shall be shown on the Certified Material Test Report or Certificate of Compliance, or on a certification included with the documentation that accompanies the material.</p> <p>c. The inclusion of the Quality System Certificate number and expiration date or reference to revision and date of the written Quality System Program shall be considered as the Material Organization's certification that all activities have been performed to the requirements of NCA/WA-3800.</p>			