

Evidence Pack Starter Kit (Sample Formats)

Receiving-ready documentation structures for CNC machining programs

This PDF shows example layouts SEMIX can provide to support receiving acceptance and reduce back-and-forth. All values and customer identifiers are removed. Use as a reference for format and evidence expectations.

Included sample formats

- Document Index (what's included in a shipment pack)
- Certificate of Conformance (CoC) layout
- CTQ / Dimensional report (example excerpt)
- Packaging & shipping checklist (export-ready handoff)

Request a customer-specific redacted pack under NDA: rfq@semix.vn • semix.vn/evidence-pack-templates.html

Document Index (example)

A typical evidence pack structure for CTQ-driven programs

Shipment: [redacted] • PO: [redacted] • Drawing rev: [redacted] • Qty: [redacted]

Doc code	Document	Scope	Notes
DOC-01	Certificate of Conformance (CoC)	Always	Signed statement of conformity; references drawing rev.
DOC-02	Material cert summary (MTR / heat lot)	As required	Traceability summary; full MTR available if required.
DOC-03	Inspection plan (CTQ)	CTQ programs	Characteristic list with method, sampling, decision rules.
DOC-04	Final inspection report (CTQ excerpt)	CTQ programs	Conditions + CTQ measurements; pass/fail statement.
DOC-05	Special process cert log	If applicable	Anodize, passivation, plating, heat treat, etc.
DOC-06	Packaging & shipping checklist	Export-ready	Labels, kitting, photos, handling notes.

Tip: If you have a receiving template, share it and SEMIX can map fields 1:1.

Certificate of Conformance (sample layout)

A buyer-friendly CoC that reduces disputes

CERTIFICATE OF CONFORMANCE (CoC)

Supplier: SEMIX (Vietnam) • rfq@semix.vn
Customer: [redacted]
PO / Order: [redacted]
Part / Drawing: [redacted]
Drawing revision: [redacted]
Quantity shipped: [redacted]
Material: [redacted] (MTR available)
Finish / special processes: [redacted] (certs available if applicable)

Statement of conformity:

We certify that the parts and services supplied on this order conform to the applicable drawing, specification s, and purchase order requirements, unless otherwise noted in documented deviations.

Authorized signature: _____ Date: _____

Name / title: _____

CTQ / Dimensional report (sample excerpt)

Report structure for near-limit features and decision rules

Inspection conditions: 20±1°C • Instruments: CMM / gauge [redacted] • Decision rule: [declared]

CTQ	Feature	Nominal	Tol	Method	Result	Pass
CTQ-01	Position datum A-B-C	—	[redacted]	CMM	[redacted]	PASS
CTQ-02	Flatness face X	—	[redacted]	CMM	[redacted]	PASS
CTQ-03	Thickness zone Y	[redacted]	±[redacted]	Mic / CMM	[redacted]	PASS
CTQ-04	Surface Ra face Z	[redacted]	max [redacted]	Profilometer	[redacted]	PASS

Note: SEMIX can map CTQs to your receiving template and include guard-band statements where needed.

Packaging & shipping checklist (sample)

Transit protection, labeling control, and export-ready handoff

Pack spec: [redacted] • Label format: [redacted] • Cleanliness handling: [as required]

- ☐ Parts cleaned / blown off per spec (if applicable)
- ☐ Deburr verified at CTQ edges (as required)
- ☐ Protective wrap / separators installed (no part-to-part contact)
- ☐ Kitting verified (bags, labels, orientation notes)
- ☐ Outer carton labeled (PO, part, qty, revision, lot)
- ☐ Shock/tilt indicators installed (if specified)
- ☐ Photos captured (inside pack + sealed carton)
- ☐ Docs included (CoC, report excerpt, cert log)

For semiconductor-adjacent programs, SEMIX can align packaging to your particle / cleanliness receiving checks.