

SOP Reference #: PUR012

Operation/Task:	Supplier Certificate of Conformance Process			Equipment:	NA
Owner:	Purchasing Manager	Date Created:	7/15/2026	Department:	Manufacturing Support (Purchasing)
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of how to obtain and document Certificate of Conformance information for outside service production.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1.		Supply a Certificate of Conformance (CoC) form to outside service vendors that are processing ENPOINTE products for resale.	The CoC form is automatically attached to ENPOINTE purchase orders. When an ENPOINTE job is awarded to a vendor the purchase order is sent to the service provider.	To ensure the vendor has the proper form to comply with the CoC requirement.
2.		Instruct the vendor that the CoC form must be filled out and returned to ENPOINTE upon completion of the job.	The writer of the purchase order must include instructions within the purchase order that state the requirement that the CoC form be filled out and returned per the instructions on the form.	So that the vendor is clear on the requirement.

3.	☒ ♦	Track outside service jobs that require CoC compliance.	The department manager will develop a method for tracking CoC delivery to the designated mailbox. 1. All returned CoC forms will be archived in a file designated for their storage. 2. All electronic CoC forms will be renamed with ENPOINTE job number. 3. CoC archive will be maintained for a period of 2 years.	To ensure EPOINTE is compliant with ISO standards with outsourcing work and showing evidence of conformance for future ISO audits.
4.	♦	Obtain completed CoC form.	Once the vendor has completed the work, the completed CoC form will be emailed by the vendor to the email address supplied to them on the CoC form. As well as a hard paper copy to accompany the packing slip of finished goods back to EPOINTE.	To fulfill the requirement.
5.	☒ ♦	Manage/Monitor Vendor Compliance to CoC form.	Purchasing will conduct periodic reviews of CoC submissions to ensure outside partners consistently follow EPOINTE requirements.	Any vendor repeatedly failing to comply may be subject to corrective action, additional review, or removal from approved vendor status.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Mark Jacobs	7/15/26