



Appendix B – Completion of the Part Submission Approval (PSA)

Part Information

1. **Key Part Name.** Part name on engineering drawing or specification.
2. **Part Number.** Part number on engineering drawing or specification.
3. **Revision Level.** Revision level on engineering drawing or specification.
4. **Shown on Drawing No.** The design record that specifies the customer part number being submitted.
5. **Purchase Order No.** Enter this number as found on the Key Technology purchase order.
6. **Buyer.** Enter the buyer's name.
7. **SRA Number.** Enter all Supplier Request for Approval (SRA) numbers applicable.

Supplier Information

8. **Supplier Name.** Show the name assigned to the manufacturing site on the purchase order.
9. **Street Address, City, Region, Postal Code, Country.** Show the complete address of the location where the product was manufactured. For "Region" enter state, county, province, etc.

Reason for Submission

10. Check the appropriate box(es). For bulk materials, in addition to checking the appropriate box, check "Other" and write "Bulk Material" in the space provided.

Key Requested Submission Level

11. Identify the submission level requested by Key Technology.

Supplier Submission Results

12. Check the appropriate boxes for dimensional or material and functional tests
13. Check the appropriate box. If "no", enter the explanation in "comments" below
14. **Mold/Cavity/Production Process.** If production parts will be produced from more than one production process (e.g., line, cell, mold, or cavity in a multi-cavity tool) the supplier shall complete a dimensional evaluation on one part from each.

Declaration

15. **Explanation/Comments.** Provide any explanatory comments on the Submission Results or any deviations from the Declaration. Attach additional information as appropriate.



Key Technology Supplier Manual
Date: June 7, 2018
Approved: /s/ William Davis

16. **Supplier Authorized Signature.** A responsible supplier official, after verifying that the results show conformance to all requirements and that all required documentation is available, shall sign and date the declaration and provide **Title, Phone Number, Fax Number, and E-mail address.**