



Specifications For Manufactured Materials

Section: INTRODUCTION

Subject: OUTLINE FOR SPECIFICATIONS

All specifications should follow the outline given below. All major headings should be included with the same numbering. Subheadings should be used as shown but maybe added, changed or removed to suit the individual product.

1. PRODUCT DESCRIPTION

- 1.1. Description
- 1.2. Composition
- 1.3. Application or Use
- 1.4. Method of Production
- 1.5. Material Source
- 1.6. Definitions

2. PRODUCT SPECIFICATION

- 2.1. General Requirements
 - 2.1.1. Uniformity
 - 2.1.2. Packaging
 - 2.1.3. Colour
 - 2.1.4. Stability
 - 2.1.5. Prequalification Samples
 - 2.1.6. Prequalification Test Results
 - 2.1.7. Approved Product List
 - 2.1.8. Imperfections
 - 2.1.9. Temperature
- 2.2. Specific Requirements
 - 2.2.1. Individual Test Results or Properties Required
 - 2.2.2. Samples Required
 - 2.2.3. Interpretation of Test Results

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- 3. QUALITY ASSURANCE**
 - 3.1. Samples**
 - 3.1.1. Obtaining Samples**
 - 3.1.2. Containers**
 - 3.1.3. Protecting Samples**
 - 3.1.4. Submitting Samples**
 - 3.2. Testing**
 - 3.2.1. Sample Preparation**
 - 3.2.2. Individual Tests**
 - 3.2.3. Interpretation of Results**
 - 3.2.4. References**
 - 3.2.5. Reporting**
 - 3.2.6. Time Limits**
 - 3.3. Acceptance and Rejection**
 - 3.3.1. Acceptance**
 - 3.3.2. Pay Adjustment**
 - 3.3.3. Rejection**
 - 3.3.4. Discontinuation of Supply**
 - 3.3.5. Time Limits**
 - 3.3.6. Additives**
 - 3.3.7. Inspection**
- 4. MEASUREMENTS**
 - 4.1. Units of Measurement**
 - 4.2. Conditions of Measurement**
 - 4.3. Accuracy**
 - 4.4. Reporting**
 - 4.5. Checking**

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5. DELIVERY

- 5.1. Ordering**
- 5.2. Shipping**
- 5.3. Packaging**
- 5.4. WHMIS/Dangerous Goods**
- 5.5. Demurrage**
- 5.6. Return of Material**
- 5.7. Handling**
- 5.8. Unloading**
- 5.9. Storage**

6. PAYMENT

- 6.1. Units of Payment**
- 6.2. Payment for Delivery**
- 6.3. Payment for Storage**
- 6.4. Payment for Unloading**
- 6.5. Payment for Return**
- 6.6. Payment for Demurrage**
- 6.7. Authority to Purchase**