

Certificate and Document Requirement Checklist

WISINE RFQ Preparation Resource

Purpose

This checklist helps buyers prepare certificate and document requirements covering EN10204 3.1 / 3.2, MTC, traceability, inspection scope and project document requirements before quotation review. Certificate scope, inspection involvement and document availability should be confirmed according to material, product, production route, project documents and application requirements.

Who Should Use This Checklist

- Procurement teams preparing certificate requirements before inquiry
- QA teams reviewing document needs for material or fastener supply
- Project buyers working with EN10204, MTC or traceability requirements
- Buyers preparing inspection or third-party review requirements
- Teams comparing document requirements before quotation discussion

Key Information to Prepare

- Required certificate type
- Material grade and standard
- Product type and product form
- Heat number or traceability needs
- EN10204 3.1 or 3.2 requirement where specified
- Inspection scope and inspection party requirement
- Project specification or purchase specification
- Language, format or document package requirements where required

Main Checklist

Requirement	What to Prepare / Why It Matters
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Certificate type	EN10204 3.1, EN10204 3.2, MTC, certificate of conformity or inspection report should be stated where required.
Material grade	Grade affects material sourcing, traceability and certificate scope review.
Applicable standard	ASTM, ASME, DIN, ISO, EN or project specification may define document requirements.
Product type	Material supply, fasteners, cladding fixing hardware or custom parts may require different document preparation.
Heat number / traceability	Heat traceability should be stated if required by project documents or purchase specification.
EN10204 3.1 requirement	If required, request it before quotation so document feasibility can be reviewed.
EN10204 3.2 requirement	If required, state inspection involvement and project requirements before quotation discussion.
Inspection scope	Dimensional inspection, PMI, material verification or other project tests may affect quotation review.
Inspection party requirement	Purchaser, third-party or project-designated inspection requirements should be stated where applicable.
Original document requirement	Original MTC or supplier document scope should be confirmed before quotation where required.
Project specification	Purchase or project documents help clarify certificate and inspection expectations.
Document language / format	Language, scanned copy, original copy or format needs should be stated if project-specified.
Packing and shipping documents	Packing list, invoice, labeling or export document requirements may need early confirmation.

Notes Before Quotation Review

- Certificate requirements should be stated before quotation where required.
- EN10204 3.2 requirements may affect inspection arrangement, sourcing, document preparation, cost review and lead-time discussion.
- Certificate availability should not be assumed for every material, product or production route.
- Inspection and traceability requirements should follow project documents, purchase specifications and applicable standards.
- Do not treat a checklist as a substitute for project specification review.

Safe Disclaimer / Engineering Note

This checklist is for certificate and document requirement preparation only. It is not certificate approval, inspection approval or standards compliance approval. Final certificate scope, inspection arrangement and document availability should be confirmed during quotation review according to material, product, standard, project documents and application requirements.

RFQ Preparation CTA Text

Prepare these details before sending your RFQ to WISINE for technical and quotation review.