



Metal Treating Institute Purchase Order Checklist

GENERAL INFORMATION:

- Company name
- “Ship to” and “Bill to” address
- Expected completion date
- Quantity or weight and UOM
- Number and identification of test pieces, if included
- Part number (with revision when applicable)
- Additional documentation required, such as certs, charts, etc.
- Quote number, when applicable

MATERIAL:

- Material type (preferably AISI designation)
- Material heat lot # for traceability (if available)
- Material condition (for example: annealed, normalized & tempered (and to what hardness), quenched & tempered (and to what hardness), Condition A (for materials such as 17-4 PH), etc.)
- Amount of machining stock or grind stock, when applicable

HEAT TREAT REQUIREMENTS:

- Heat treating instructions, including (when applicable): hardness range, case depth (total or effective), condition required (for example: T-6 for aluminum, H-900 for 17-4 PH), resulting mechanical requirements (tensile, yield, elongation)
- Specifications to meet, such as AMS, OEM (Ford, CAT, etc.), or customer specific. Specification revision should also be included.
- Is 100% hardness testing required?
- Location for testing, or, location NOT to test, and/or number of pieces to test
- Straightness or flatness requirement, when applicable
- Secondary processes, such as blasting, cleaning, applying rust preventative, and/or cosmetic expectation (“bright”, “no scale”, “matte gray finish”)
- Packaging instructions, if different than how they were received
- Handling instructions, such as bulk processing or white-glove handling

ADDITIONAL DOCUMENTATION TO INCLUDE:

- Current revision of part print
- Current revision of applicable heat treating specification
- Material certs, when available