

# Technical File Checklist

## RFQ Preparation Guide

**Document:** LTU-DOC-001 | **Rev:** A | **Date:** 2025-07

**Purpose:** Help buyers prepare a complete inquiry package for accurate quotation.

**Note:** Not all items apply to every project. Check only what is relevant to your scope. The more complete your package, the faster and more accurate our quotation.

## 1. Drawings & Models

#	Item	■	Remarks
1.1	2D fabrication drawings (PDF preferred, DWG/DXF optional)	■	At minimum: GA + key detail views
1.2	3D model (STEP / IGES) — if available	■	Helpful for CNC & complex assemblies
1.3	Current revision number marked on drawings	■	We quote based on latest revision only
1.4	Bill of Materials (BOM) — if multi-part assembly	■	Part list with quantities
1.5	General tolerance standard referenced	■	e.g., ISO 13920 Class C (common default)
1.6	Critical dimensions / tight tolerances highlighted	■	Helps us identify machining needs early

**Minimum to quote:** Items 1.1 + 1.3. Other items improve accuracy.

## 2. Material & Certificate

#	Item	■	Remarks
2.1	Material grade (e.g., S355J2, Q345B, SS304)	■	Required for quotation
2.2	Certificate type needed (MTC 3.1 / 3.2 / 2.2)	■	3.1 is standard; 3.2 costs more
2.3	Impact test requirements — if applicable	■	Specify temperature & energy
2.4	Heat number traceability needed?	■	Common for pressure/offshore work

2.5	Approved supplier restrictions — if any	■	e.g., "European mill only"
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**If not specified:** We default to Chinese mill + MTC 3.1 for cost efficiency.

### 3. Welding & Machining

#	Item	■	Remarks
3.1	Weld class / execution class	■	e.g., EN 1090 EXC2 or EXC3
3.2	WPS qualification standard	■	ISO 15614 (default) or AWS D1.1
3.3	PWHT required?	■	Adds cost & lead time
3.4	Machining tolerances on critical features	■	We can achieve IT7 standard
3.5	Surface finish (Ra) on machined faces	■	If not stated, we apply Ra 6.3 default

**If not specified:** We apply ISO 5817 Level C + ISO 13920 Class C as production default.

### 4. Surface Treatment

#	Item	■	Remarks
4.1	Coating system or galvanizing?	■	Paint / HDG / both
4.2	Surface prep standard	■	Sa 2.5 is our standard blast
4.3	DFT requirement (total or per layer)	■	If not stated, we follow ISO 12944 recommendation for your environment
4.4	Color (RAL number) — if painted	■	
4.5	Corrosion environment category	■	C3 / C4 / C5 — helps us recommend system

**If not specified:** We recommend based on end-use environment. Tell us where it will be installed.

### 5. Inspection & Testing

#	Item	■	Remarks
5.1	NDT type & extent	■	e.g., "UT 20% of butt welds"

5.2	NDT acceptance level	■	ISO 5817 Level B or C
5.3	Third-party inspection needed?	■	Name the agency if required
5.4	FAT (Factory Acceptance Test) needed?	■	Define scope if yes
5.5	Specific documents required at delivery	■	MTC / WPS / NDT reports / photos

**Our standard:** Visual 100% + dimensional check on critical features. NDT per contract.

## 6. Packing & Shipping

#	Item	■	Remarks
6.1	Destination (port or site address)	■	Required for logistics quote
6.2	Incoterms preference	■	FOB / CIF / DAP
6.3	Max piece weight / size constraints	■	Container type or site crane limit
6.4	Special packing needs	■	e.g., VCI for machined surfaces
6.5	Marking / tagging requirements	■	Part number, weight, orientation

**Our default:** Sea-worthy packing with steel frame + fumigation certificate for wood.

## How to Submit

- Email: [support@leadingtopunion.com](mailto:support@leadingtopunion.com)
- Attach: Drawings + this checklist (filled in)
- We will review and come back with questions or quotation

\*Leading Top Union — Suzhou, China\*

\*ISO 3834-2 | EN1090 Certified | 50,000m<sup>2</sup> Production Base\*