DCMA NSEO MANUFACTURING PROCESS REVIEW (MPR) CHECKLIST #11

RECEIVING INSPECTION

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| **SUPPLIER & CAGE:** |  |
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| **LOCATION:** |  |
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**Program Type:**

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|  | Level I/SUSBAFE (LI/SS) |  | Navy Propulsion Program (NPP) |  | Deep Submergence Systems/Scope of Certification Program (DSS-SOC) |
|  | Nuclear Plant Material (NPM) |  | Naval Nuclear Propulsion Program (NNPP) |  | Aircraft Launch & Recovery Equipment (ALRE) |
|  | Fly By Wire Ships Control Systems (FBWSCS) |  | Ships Critical Safety Items (SCSIs) |  | Other: |

**Contractual Requirement(s) for this Process:**

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**Supplier Procedure Number(s), Title(s) & Revision Level(s)/Date(s):**

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| **Process Reviewed By:** |  |
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| **Date(s) of Review:** |  |
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**Process Concerns and Guidance:**

* Inspection and test results and accompanying documentation incorrect, incomplete or missing
* Inspections and tests not performed or performed incorrectly
* Dimensional inspection from incorrect drawing revision
* Incorrect dimensions specifically on pitch, major and minor diameters and also damage on internal and external screw threads, especially when MIL-DTL-1222J requirements are specified
* Visual inspection and cleanliness of items
* Lot sample sizes incorrect
* Contractor personnel may not be properly trained to take accurate measurements.
* Some contractors may rely on the QAR’s inspection records and results to ensure receiving inspection compliance and justification to deliver products to the Government.
* Contractors not flowing down the contractual requirements
* Subcontractors not performing required tests on product delivered to Prime Contractor
* Subcontractor mechanical and/or chemical certifications incorrect or missing
* Receiving inspections for certain dimensions which cannot be verified during final inspection are being performed.

**A**. **MANPOWER:**

1. Are the personnel performing the inspection, testing and quality assurance functions of the appropriate skill/experience level and/or properly trained/certified to produce conforming product? What are the requirements?

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1. Record all processing operations observed (include type and specification, where applicable) and the corresponding operators’ names. Are any personnel certifications expired and are they still working in the process?

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1. Verify QA/QC proficiency in measuring/test performance. Record names and tests or measurements witnessed, and equipment used.

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1. Are training records available (review sample) and are they accurate and complete?

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1. Are the credentials of the training/certification official in accordance with specification requirements? ***What are the requirements?***

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1. Is there a system in place for remedial training when errors occur?

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1. Does the supplier's receiving and inspection process require training in detecting and avoiding counterfeit parts and mitigation strategies, as applicable

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**B. MATERIALS**:

1. For Level I material, is the product controlled and traceable throughout the process?

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1. Are certifications for raw materials used in the process reviewed for acceptance and maintained on file for review?

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1. Do the raw materials comply with contract/specification and/or supplier-imposed technical requirements, including the prohibition of reclaimed material as may be required? ***What were the materials reviewed?***

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1. Are there controls to ensure conforming material is consistently used in the process?

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1. Does receiving inspection provide for verification of material procedures in age controlled/shelf life limited materials in accordance with purchase order/contract requirements? Are samples in accordance with PO requirements? Review and record a sample. (NAV11-A6/A)

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**C. MACHINERY**:

1. Is **inspection and testing equipment** of the required adequacy, accuracy, precision, and range to assure supplies produced comply with specifications and drawings? *What Items were sampled and were they part of the supplier’s calibration program and within the calibration/check cycle?*

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1. Are calibrated tools used in the inspection and testing process current, adequate and traceable to certifications?

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1. Does equipment (to include fixtures, jigs, and software [ATE]), requiring qualification or certification approval, have contractual approval for use? *For software, was the correct software in use? What program(s) and revision level(s)/date(s) was in use?*

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1. Is Government owned equipment adequately protected/maintained in accordance with a documented process?

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**D**. **METHODS**:

1. Does the supplier have a documented and established inspection system, and are inspection instructions readily available and utilized by personnel? Do the procedures require verification that specified requirements for the product are met? Record QA/QC Manual Number and Date Approved. (NAV11-A1)

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1. Does the supplier inspect or verify that subcontracted processes are audited, documented and approved for use per contract requirements?

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1. Does the supplier inspect or verify that subcontracted or purchased product conforms to specified requirements, including material certifications, prior to use, and are procedures readily available? (NAV11-A2)

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1. Do the supplier’s procedures state inspection frequencies, inspection methods and accept/reject criteria, and are they clearly documented and understood by personnel?

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1. Is there an over check program in effect to confirm worker's or inspector's results on a sampling basis and is it known to exist by the workers/inspectors?

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1. Are records of receiving inspection activities available which indicate nature and number of observations, lot/sample size, accept/reject status, number/types of deficiencies, corrective action taken and, are the records traceable to material? (NAV11-A3)

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1. For situations where objective quality evidence is required by ordering data/purchase order, is the evidence (test data) reviewed against specification requirements and are records available to support this? Are contracts, drawing/specs readily available during receiving inspection? (NAV11-A4A/B/C)

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1. Does a procedure exist for the rework of any receiving inspected product requiring rework?

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1. Is material/product, which has been through the receiving inspection process, positively controlled, traceable, and have the inspections/tests performed been documented to provide a positive indication of the inspection status of the material (e.g. individual inspected, operation sign-off, inspection stamped/initialed/signed accepted or rejected)? (NAV11-A7)

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1. Do procedures require verification of products from Qualified Products List (QPL) qualified manufacturers? Do procedures require verification that products received are from approved suppliers? (NAV11-A8)

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1. Does the supplier perform verification testing? If so, is the testing done in-house or at a Private Lab and are these records available? (NAV11-A9A/B)

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1. Are receiving inspection results/data used for supplier/sub-contract evaluations and if so, what data is used? (NAV11-A10)

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1. Is the product adequately identified with the proper documentation and certifications to provide clear material traceability throughout the products’ processing and does the product match the documentation?

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1. Are changes to methods (instructions) controlled and translated adequately and timely to affected personnel?

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1. Are there adequate methods of segregating accepted and rejected material in use? Are materials awaiting inspection identified and segregated from materials which have been accepted or rejected? **Describe.** (NAV11-A5)

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1. Is there supplier data available for analysis that can substantiate the effectiveness or ineffectiveness of the receiving inspection process? ***If available, what data was reviewed, and what does the data indicate?***

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1. Are precautions in place to prevent damage and/or contamination to product during and in between the receiving inspection process?

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1. Are receiving inspection procedures, travelers, etc. being used current, adequate, clear, concise and up to date (latest revision) to allow only contractually conforming supplies to be delivered to the Government? ***What documents (identifying number & rev) were reviewed?***

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**E.** **ENVIRONMENT**:

1. Is the process conducted under controlled environmental conditions (clean room, humidity/temperature, etc.) as required by contractual and/or supplier-imposed technical requirements? ***What are the environmental conditions and are they monitored (charts, gages, etc., within calibration)?***

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1. Does the supplier observe ESD practices, if applicable?

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1. Is safety equipment available and in use, if needed? ***What are the safety requirements for this process?***

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**F. PRODUCT EXAMINATION:**

***The QAR must perform a product examination in order to verify the output of the process being reviewed and document the results below.***

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| Date(s) Conducted: |  |
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| Product Examination Performed By: |  |
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| Contract Number(s): |  |
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| Part Number(s)/Serial number(s): |  |
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| Part Nomenclature(s): |  |
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| Supplier Personnel Contacted and Titles: |  |
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| Drawing Number & Revision: |  |
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| Lot Size and Sample Size: |  |

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| Characteristics Examined: | # Observations |
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1. Identify the inspection methods (W, I, T, V) used to verify conformance with procedures and standards:

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| **W** |  |  | **I** |  |  | **T** |  |  | **V** |  |

**PE Comments/Concerns**

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| **Overall MPR Results:** | **SATISFACTORY** |  | **UNSATISFACTORY** |  |

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| **Corrective Action Generated?** | **No** |  |  | **Yes** |  |  | **CAR#** |  |

FOLLOW-UP ACTION REQUIRED?

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**SUMMARY/NOTES/COMMENTS/CONCERNS**:

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