DCMA NSEO MANUFACTURING PROCESS REVIEW (MPR) CHECKLIST #16

PACKAGING AND PRESERVATION

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

* Verify the contractor has an effective system in place and is using process checklist to ensure proper code interpretation of the contractually required packaging codes.
* Verify the required QA (Mil-std-2073) tests have been accomplished and documented. (e.g. heat seal, seam test, leak test).
* Verify the packaging area is clean and dry/separated from possible contaminants.
* Verify the contractor has the required packaging materials on hand and is using the packaging materials required by contract. i.e. the correct fiberboard box, correct wrapping paper, correct bag, correct type and quantity of dunnage, correct wood products (heat treated, processed wood product).
* Verify the contractor is correctly applying all required marking, i.e. Radio frequency Identification (RFID), Bar coding, Military Shipping Label (MSL), Item Unique Identification (IUID) or Unique Item Identifier (UII)
* Verify special marking requirements such as; Level 1, shelf-life, etc. have been identified and affixed to the shipping container as required by contract.
* Verify packaging is adequate to prevent damage during shipment prior to the contractor closing the shipping container.
* Verify two copies of the DD250/WAWF document accompany the container.
* Verify all interior, intermediate, and exterior container markings in accordance with contractual requirements.
* If required, does the contractor have equipment or a means to verify any IUID required data matrix symbols? If the contractor marks items themselves does their equipment comply with contractual requirements that meet ISO/IEC Standards?
* Verify the contractor has verified readability of the RFID label. Did a Certificate of Conformance accompany the purchased labels? Does the certificate state readability was verified using a reader? Does the contractor have a reader available for verification?
* Verify the contractor is flowing down all requirements. Passing down contractually invoked drawings and specifications, including proper revisions, to Packaging Houses in accordance with contractual requirements.
* Verify the contractor is using proper grounding equipment that is not damaged or untested when packaging Electro Static Discharge (ESD) material. As required.

**Additional Oversight Checklists**

* Addendums to this MPR checklist are available to use for a more in-depth process review. If used, the completed Addendum(s) are to be uploaded to the SAP Database in PDREP with the base checklist.

* + 16 MPR-MPS - Addendum 1 – Unique Identification

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

1. Are the people performing the preservation, packing, packaging, and marking 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. Is there a system in place for remedial training when errors occur? ***Where is it documented, and are records of remedial training available?***

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**B**. **MATERIALS:**

1. Are materials handling and equipment sufficient to prevent damage/deterioration to product before and after packaging? (NAV16-2)

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1. Does the supplier comply with all contract requirements for barrier, cushioning, and packaging materials, including environmental requirements? (NAV16-9)

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1. Are items with oxygen cleanliness or other special cleanliness requirements being packaged and/or handled? If yes, refer to MPR 13 Components System Cleanliness for additional audit guidance. (NAV16-1D)

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1. Is there a checklist or process utilized to confirm prior to shipment that all contract Preservation, Packaging, Packing and Marking requirements have been met? (NAV16-5)

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1. Are procedures in place to monitor and maintain the integrity of product subject to: Shelf-Life Procedures, Hazardous Materials Regulations, and/or Special Cleaning? (NAV16-7)

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1. Are the required packaging materials on hand? (i.e. the correct fiberboard, box, correct wrapping paper, correct bag, correct type and quantity of dunnage, correct wood products)

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**C.** **MACHINERY:**

1. Is machinery necessary to comply with Appendix G, Mil-Std-2073 available? (i.e. heat seal seam test, leak test, etc.)

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1. Are required tests to comply with Appendix G, Mil-Std-2073 being completed and documented? (i.e. heat seal seam test, leak test, etc.)

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

1. Are there documented procedures for Preservation, Packaging, Packing, Marking, Handling and Storage of the product? (NAV16-1)

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1. Do procedures adequately address and ensure identification of products requiring special cleaning, packaging, labeling, handling or transportation requirements such as items with critical machined surfaces, electrostatic discharge sensitive items, or oxygen clean items? Are these procedures being invoked as applicable? (NAV16-1A/B/C)

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1. Is there documentation to indicate that periodic inspections are performed to ensure materials handling work instructions are adhered to? (NAV16-8)

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1. Are methods for authorizing receipt and dispatch to and from storage and packaging areas stipulated and properly applied as required by procedures/work instructions? (NAV16-3A)

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1. Are there methods to keep unauthorized employees or visitors from gaining access to the storage and packaging areas? (NAV16-3B)

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1. Is there a process or procedure in place to ensure that the correct item and quantity is being packaged and shipped? (NAV16-6)

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1. Are controls in effect to ensure compliance with all interior, intermediate, and exterior container markings to include special markings, bar codes, MSL markings and RFID tagging etc.? (NAV16-10)

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

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1. Is there supplier data available for analysis that can substantiate the effectiveness or ineffectiveness of this process? If available, what does the data indicate?

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

1. Does the supplier maintain a clean storage and packaging environment, keeping packaging materials and product free of harmful contaminants? (NAV16-4)

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1. Are designated storage and packaging areas secure, dry and adequate to prevent degradation or pilferage of product pending shipment? (NAV16-3)

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1. Has sufficient work area been allocated to the packaging process being performed?

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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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