DCMA NSEO MANUFACTURING PROCESS SURVEILLANCE (MPS) CHECKLIST #11

RECEIVING INSPECTION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SUPPLIER & CAGE:**  |  |
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| **LOCATION:** |  |
|  |  |

**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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| Surveillance Performed By:  |  |
|  |  |
| Date(s) of Surveillance: |  |
| Contract Number(s): |  |
|  |  |
| Part Number(s)/Serial number(s)/NSN: |  |
|  |  |
| Part Nomenclature(s): |  |
|  |  |
| Supplier Personnel Contacted and Titles: |  |
|  |  |
| Drawing Number & Revision: |  |

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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 dimensional compliance and justification to deliver products to the Government.
* Contractors not flowing down the contractual requirement
* 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 not being performed

**QARs should use the “BASIS OF DETERMINATION” column to document the objective quality evidence and/or clarify the rationale used to support their decision. (e.g. direct observation, documents verified etc.)**

S = Satisfactory U = Unsatisfactory

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| **SURVEILLANCE QUESTIONS** | **S** | **U** | **BASIS OF DETERMINATION** |
| 1. Review a sample of receiving inspections being performed by supplier personnel in accordance with procedures. Record all operations observed (include appropriate specification or work instruction, where applicable) and the corresponding operators’ names. Are the operators qualified (proper training or certification documentation or equivalent) to perform the receiving inspections reviewed?
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| 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. 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?
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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 records traceable to material?
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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?
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| 1. Are work instructions, drawings, specifications and receiving inspection procedures, travelers, etc. being used current, adequate, clear, concise and up to date (latest revision)? Are they available to personnel and are they following them?
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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. Are records documented satisfactorily? Are positive receiving inspection results recorded (ie. SAT or UNSAT) to clearly indicate the status of the supplies after the inspection or test? Are records in ink with errors utilizing "line thru", initial and date procedures?
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| 1. For fastener manufacturers and suppliers that manufacture their own fasteners per the contractual specification (MIL-S-1222H, Mil-S-1222J, etc.), do procedures comply with System 21/22 inspection methods, when required?
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| 1. Is material/product, which has been through the receiving inspection process, positively controlled, traceable and identified to indicate its inspection status (e.g. individual operation sign-off/inspection stamping/accepted or rejected)?
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| 1. If procedures require verification of products from Qualified Products List (QPL) qualified manufacturers, are supplier personnel performing verification? If procedures require verification that products received are from approved suppliers, are supplier personnel performing verification?
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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? Review a sample of records for completeness and adequacy.
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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?
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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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| Other observations: |  |  |  |
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| **Overall MPS 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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