DCMA NSEO QUALITY PROCESS SURVEILLANCE

(QPS) CHECKLIST #04

CALIBRATION/CONTROL OF MEASURING & TEST EQUIPMENT

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | **SUPPLIER & CAGE:** |  | |  |  | | **LOCATION:** |  | |  |  |   **Program Type:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | 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:**   |  | | --- | |  |   **Supplier Procedure Number(s), Title(s) & Revision Level(s)/Date(s):**   |  | | --- | |  |  |  |  |  | | --- | --- | --- | | 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: | |  | |

**Process Concerns and Guidance:**

* Measurement and Test Equipment (M&TE) must be accurately calibrated to assure supplies and services comply with prescribed contract/customer requirements.
* Inaccurate readings may give false indications that material/parts meet contractual requirements, which could lead to catastrophic results.
* Close tolerances cannot be verified unless precision M&TE is accurately calibrated and compared to a higher standard
* Not all M&TE used to verify customer requirements are calibrated or verified at periodic intervals.
* The recall system may not be able to accurately locate and track all M&TE spread throughout the contractor’s facility.
* New M&TE purchases may not be calibrated or verified before being put to use and may not be included in the calibration process.
* Some M&TE may not be calibrated and/or validated to ensure measurements are traceable to a higher standard.
* Any missing or outdated sticker may be an indication of a calibration system problem.

**Additional Oversight Checklists**

* Addendums to this QPS checklist are available to use for a more in-depth process process surveillance. If used, the completed Addendum(s) are to be attached to the PDREP Surveillance Plan.

* + 04 QPR-QPS - Addendum 1 – Evaluation of Calibration Systems

**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. Are employees trained in the use of calibrated M&TE? |  |  |  |
| 1. Are employees trained to the local calibration procedures and the appropriate higher level requirements? |  |  |  |
| 1. Are tools, gauges and test equipment stored in a manner to preclude damage? |  |  |  |
| 1. Are tools, gauges and test equipment identified in a manner to indicate calibration status? Does this include date calibrated, date inspected, and/or date due for calibration? |  |  |  |
| 1. Does the supplier have the necessary gauges and measuring devices to permit reliable inspections to meet the procedural acceptance criteria? |  |  |  |
| 1. Did the technician verify the calibration date prior to using? Was the verification documented? |  |  |  |
| 1. Is calibrated M&TE used in a controlled environment to limit the effects on the results of measurements? |  |  |  |
| 1. Are employee-owned tools and gauges used for product acceptance subject to the same controls as company-owned equipment? Are they inducted into the re-call system? |  |  |  |
| 1. Are calibration intervals for measuring and test equipment and measurement standards established to assure that M&TE will remain in tolerance throughout the calibration interval? |  |  |  |
| 1. Are inactive M&TE identified as “inactive” or “calibration not required”? |  |  |  |
| 1. Are the standards utilized of a sufficient accuracy level to attain a 4 to 1 test accuracy ratio for the characteristic being calibrated? |  |  |  |
| 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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