DCMA NSEO QUALITY PROCESS SURVEILLANCE (QPS) CHECKLIST #20

CUSTOMER CONTRACT/PURCHASE ORDER REVIEW/CONTROL

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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:**

* Contract requirements not flowed down to appropriate departments for inclusion into work instructions/procedures
* Wrong specification/drawing revisions flowed down to the manufacturing floor
* Inadequate contract review resulting in missing requirements or not identifying additional capability requirements including special processes such as Welding and NDT
* Supplier not performing proper corrective action for deficiencies found or produced during production
* Contract amendment procedures not incorporated or transferred within the supplier’s organization to the appropriate personnel and subcontractors.
* Lack of records of supplier’s contract/purchase order review

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

S = Satisfactory U = Unsatisfactory

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| **SURVEILLANCE QUESTIONS** | **S** | **U** | **BASIS OF DETERMINATION** |
| 1. If possible, the QAR should observe the supplier’s contract/purchase order review process, and, if applicable, purchase order generation process to verify adequacy and ensure the supplier is following their internal procedures. If not practical or available, the QAR may review and record a sample of work instructions, procedures, and purchase orders to verify applicable contractual and contract amendment requirements are being included. |  |  |  |
| 1. Are the people reviewing contracts/purchase orders and generating purchase orders of the appropriate skill/experience level and/or properly trained/certified to produce conforming product? |  |  |  |
| 1. Are supplier contract review records maintained? Where/how are they maintained? |  |  |  |
| 1. Does the supplier have access to specifications, drawings, coded notes, and other contractually invoked documents? |  |  |  |
| 1. Does contract review include specification/drawing revisions, and is the supplier aware of the order of precedence of contractually invoked documents? |  |  |  |
| 1. Does contract review identify where pre-production approvals for welding procedures, NDT procedures, first article, etc. are required? Has the supplier taken action to submit the required documentation? |  |  |  |
| 1. Are contract requirements flowed down to the applicable department and/or sub-tier supplier for inclusion into work instructions, procedures, purchase orders, etc.? |  |  |  |
| 1. Are contract amendments reviewed using the contract review process? |  |  |  |
| Other Observations: |  |  |  |
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| **Overall QPS 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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