DCMA NSEO MANUFACTURING PROCESS SURVEILLANCE (MPS) CHECKLIST #16

**PACKAGING AND PRESERVATION**

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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:**

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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: |  |

**Process Concerns and Guidance:**

* Verify the contractor has an effective system in place and is using a process checklist to ensure proper code interpretation of the contractually required packaging codes.
* Verify the contractor is using contractually invoked drawings and specifications including proper revisions to accept products.
* 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), 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.
* Substantiate if the contractor prints or purchases RFID labels.
* 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.

**Additional Oversight Checklists**

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

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

**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. Is the supplier flowing down all requirements: (contractually invoked drawings and specifications, including proper revisions), to Packaging Houses in accordance with contractual requirements?
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| 1. Does the supplier use a process checklist for code interpretation? Is the interpretation performed manually or on-line?
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| 1. Does the person performing the packaging operation refer to the process checklist?
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| 1. Is the packaging area clean and dry and separated from possible contaminants?
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| 1. Have the required MIL-STD-2073 tests been accomplished? (e.g. heat seal, seam test, leak test) Are they documented? Appendix G, MIL-STD-2073
 |  |  |  |
| 1. Are the required packaging materials on hand? (e.g. the correct fiberboard box, correct wrapping paper, correct bag, correct type and quantity of dunnage, correct type of wood products)
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| 1. Does the contractor make use of dummy boxes, if required, to prevent movement during shipment?
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| 1. Verify packaging is adequate to prevent damage prior to the contractor closing the shipping container.
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| 1. Are two signed copies of the iRAPT/WAWF RR document placed with the container?
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| 1. Are all unit, intermediate, exterior container markings in accordance with contractual requirements? ***Do the markings include special requirements such as Level 1, shelf-life, etc***?
 |  |  |  |
| 1. Does the contractor print or purchase RFID labels? If printed, has the contractor verified readability of the RFID labels with a RFID reader?
 |  |  |  |
| 1. If RFID labels are purchased, did a Certificate of Conformance accompany purchased labels? Does the certificate state readability was verified using a reader?
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| 1. 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?
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| Other observations: |  |  |  |
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| **Overall MPS Results:** | **SATISFACTORY** |  | **UNSATISFACTORY** |  |

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

**FOLLOW-UP ACTION REQUIRED?**

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

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