DCMA NSEO QUALITY PROCESS SURVEILLANCE

(QPS) CHECKLIST #07

DOCUMENT AND DATA 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:**

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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:**

* Failing to review documents regularly for accuracy
* Revisions take too long to be issued, and documents are not kept current
* No process for tracking changes or informing and training personnel when implementing changes
* Inconsistent use and lack of control of other documents such as: forms, attachments, drawings and documents of external origin
* Uncontrolled documentation being utilized in the production effort
* Not applying suitable identification to obsolete documents to prevent their inadvertent use if they have been retained for specific reasons

**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 personnel trained to utilize the proper procedures, specifications, work instructions, etc. for the work being performed (correct revision and correct documents), and are they made aware of all relevant procedures and changes to procedures?
 |  |  |  |
| 1. Are all documents that are in use legible and identifiable? Are obsolete, marked up or illegible drawings/specifications adequately controlled?
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| 1. If electronic documents are utilized, are they properly controlled to ensure the proper revision is available and utilized for work being performed?
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| 1. Is all work being performed to an approved document if applicable (e.g. drawings, vendor Information requests, waivers/deviations)?
 |  |  |  |
| 1. Are adequate controls in effect/records maintained to ensure that applicable (correct revision and documents for specific work being done) engineering drawings, notices and specifications are in use by production and inspection personnel?
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| 1. If applicable, are customer furnished drawings and specifications properly controlled?
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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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