# **NAV 20 CUSTOMER CONTRACT/PURCHASE ORDER REVIEW**

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| 1. Is there a procedure for the review of all contracts or orders and does it provide for coordination of the departments (sales, quality, engineering, etc.)?
 | Yes No[ ]  [ ]  |
| * 1. Does the procedure require documentation and retention of contract review records?
 | Yes No[ ]  [ ]  |
| * 1. Does contract review include specification/drawing revisions?
 | Yes No[ ]  [ ]  |
| * 1. Does contract review identify where pre-production approvals for welding procedures, NDT procedures, first article, etc. are required?
 | Yes No N/A[ ]  [ ]  [ ]  |
| * + 1. Has the supplier taken action to submit the required documentation?
 | Yes No N/A[ ]  [ ]  [ ]  |
| 1. Are contract requirements flowed down to the applicable department and/or sub-tier supplier for inclusion into work instructions, procedures, purchase orders, etc.?
 | Yes No[ ]  [ ]  |
| * 1. Review a sample of work instructions, procedures, and purchase orders for applicable contract requirements.
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| 1. Are contract amendments reviewed using the contract review process?
 | Yes No[ ]  [ ]  |
| * 1. Review a sample of contract amendments to ensure they are correctly transferred to the appropriate work instructions, processes, procedures, and purchase orders.
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| 1. Does the supplier have access to the specifications, drawings, coded notes and other contractually invoked documents?
 | Yes No N/A[ ]  [ ]  [ ]  |
| 1. Is the supplier aware of the order of precedence of contractually invoked documents?
 | Yes No N/A[ ]  [ ]  [ ]  |

Additional concerns/comments: