

NAV 20 CUSTOMER CONTRACT/PURCHASE ORDER REVIEW

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 <input type="checkbox"/>	No <input type="checkbox"/>	
a. Does the procedure require documentation and retention of contract review records?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
b. Does contract review include specification/drawing revisions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
c. Does contract review identify where pre-production approvals for welding procedures, NDT procedures, first article, etc. are required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
(1) Has the supplier taken action to submit the required documentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Are contract requirements flowed down to the applicable department and/or sub-tier supplier for inclusion into work instructions, procedures, purchase orders, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
a. Review a sample of work instructions, procedures, and purchase orders for applicable contract requirements.			
3. Are contract amendments reviewed using the contract review process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
a. Review a sample of contract amendments to ensure they are correctly transferred to the appropriate work instructions, processes, procedures, and purchase orders.			
4. Does the supplier have access to the specifications, drawings, coded notes and other contractually invoked documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. Is the supplier aware of the order of precedence of contractually invoked documents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Additional concerns/comments: