DCMA NSEO MANUFACTURING PROCESS REVIEW (MPR) CHECKLIST #10

FIRST ARTICLE (FA) AND INDIVIDUAL ACCEPTANCE (IA) TESTING

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| **SUPPLIER & CAGE:**  |  |
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| **LOCATION:** |  |
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| **PROCESS REVIEWED:** |  |

**Program Type:**

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|  | 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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| **Process Reviewed By:**  |  |
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| **Date(s) of Review:** |  |
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**Process Concerns and Guidance:**

* QAR shall request technical assistance from their supervisor and explain circumstances, if the assigned QAR is:
	1. Unfamiliar with the first article testing requirements
	2. Unfamiliar with the associated manufacturing processes
	3. Lacks the technical expertise to independently inspect or test the first article testing units
* In cases where Product Verification of Critical Characteristics or Processes can only be accomplished by the document verification technique, the customer will be contacted for concurrence. ***Written concurrence is required.***
* Assure First Article Plan approval is obtained prior to the start of the first article testing.
* Any projected deviations from the contract requirements should be investigated and resolved as early as possible. Written approval of the deviations should be obtained prior to the start of the first article testing.
* No written First Article Plan exists or supplier cannot access the First Article Plan
* First article testing not in accordance with contract requirements, drawing, and specification
* Calibration of the test equipment or tools used for the FAT not current
* First Article Test Plan and/or Test Results not signed or stamped off by the proper contractor personnel
* A Post-award conference should be conducted for all contracts that have first article requirements, to review all FAT requirements.
* Develop and document a FAT Surveillance Strategy for performing surveillance of the contractually required FAT.
* Determine if Inspection Hold Points are needed at various manufacturing process sequence locations. Hold Points are needed to ensure the Government Inspections are not inadvertently overlooked or bypassed by the supplier. Once hold points are determined to be necessary, the supplier shall be notified in writing detailing the requirements.
* Where critical or major product characteristics/processes can only be verified at a subcontractor’s facility, a GSI or LOD shall be sent to the appropriate DCMA office.

**A**. **MANPOWER:**

1. Are personnel performing tests knowledgeable in use of: Tooling, Methods for specific tests, and End use/application for materials tested (e.g. L1, SS, etc)? Are procedures current and available? (NAV10-A12)

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1. Is this process part of a company training program? Who reviews raw data and performs calculations/analyses to determine acceptance? (NAV10-A8/16)

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1. Are training records available (review sample) and are they accurate and complete?

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1. Identify any other persons/organizations witnessing factory tests or individual tests being performed. (NAV10-A9)

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1. Is there a system in place for remedial training when errors occur?

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**B. MATERIALS**:

1. Is traceability from material being tested documented and a part of final test results? Record the traceability characteristics being documented below. Include whether the documentation is by heat/lot, serialization, or other. (NAV10-A11)

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1. Does the military specification, procurement specification, or drawing require requalification? How often? Has any material been requalified in accordance with the mil spec, procurement spec, or drawing? (NAV10-A15)

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1. Does supplier's QPL product, if applicable, require requalification? How often and when was it last qualified? (NAV10-A15)

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**C. MACHINERY**:

1. Are all testing instruments, tooling, hydro tanks, etc. applicable for the task being performed? Are tools, instruments of current calibration? (Sample and record a list of equipment). (NAV10-A5/A)

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1. Is **inspection and testing equipment** of the required adequacy, accuracy, precision, and range to assure supplies produced comply with specifications and drawings? *What Items were sampled and were they part of the supplier’s calibration program and within the calibration/check cycle?*

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1. Is **manufacturing equipment** (tooling, fixtures, jigs, temperature controllers, ammeters, voltmeters, etc.) adequate to produce/assess conforming supplies in compliance with contractual specifications and drawing(s)? *What Items were sampled and were they part of the supplier’s calibration program and within the calibration/check cycle?*

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1. Is Government owned equipment adequately protected/maintained in accordance with a documented process?

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**D**. **METHODS**:

1. If the auditor is witnessing first article or factory acceptance/individual acceptance testing: Is the test procedure approved? List Approval Reference Number, MIL Spec, Drawing, etc. (NAV10-A4/A4/A/B/C)

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1. Does the manufacturer perform actual first article tests in accordance with contract, drawing, and specification? If first article is subcontracted, who performed the actual test? (NAV10-A1)

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1. Does the supplier's procedure provide for first article approval? If first article tests were previously performed, what organization (SupShip, Newport News, etc.) approved first article results? Review and record a sample. Also document applicable NAVSEA Letter. (NAV10-A2)

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1. Are the previous results or evidence documenting first article testing located at the manufacturer’s facility and readily available for review? (NAV10-A3)

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1. Do all test results get documented and reviewed prior to acceptance for submittal to Government, Customer, etc.? (NAV10-A7)

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1. Do the test results meet the acceptance criteria of the military specification, procurement specification or drawing invoked by contract/purchase order? (NAV10-A10)

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1. Are tests being performed based on sampling or 100% for Factory Acceptance/Individual Acceptance testing? (NAV10-A6)

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**E.** **ENVIRONMENT**:

1. Is the process conducted under controlled environmental conditions (clean room, humidity/temperature, etc.) as required by contractual and/or supplier-imposed technical requirements? ***What are the environmental conditions and are they monitored (charts, gages, etc., within calibration)?***

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1. Are areas where testing is performed, in accordance with contract, neat, clean, identified, sufficiently lighted, performed in a noise sensitive area, have an ESD approved workstation, or meet any other restrictions, as may be required by contract? (NAV10-A13)

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1. Are safety issues a concern during testing and properly noted with visual, signs, warnings, etc. in accordance with contract, specs, etc.? (NAV10-A14)

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**F. PRODUCT EXAMINATION:**

***The QAR must perform a product examination in order to verify the output of the process being reviewed and document the results below.***

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| Date(s) Conducted: |  |
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| Product Examination Performed By: |  |
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| Contract Number(s): |  |
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| Part Number(s)/Serial number(s): |  |
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| Part Nomenclature(s): |  |
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| Supplier Personnel Contacted and Titles: |  |
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| Drawing Number & Revision: |  |
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| Lot Size and Sample Size: |  |

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| Characteristics Examined: | # Observations |
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1. Identify the inspection methods (W, I, T, V) used to verify conformance with procedures and standards:

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| **W** |  |  | **I** |  |  | **T** |  |  | **V** |  |

**PE Comments/Concerns**

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| **Overall MPR 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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