DCMA NSEO MANUFACTURING PROCESS SURVEILLANCE (MPS) CHECKLIST #35

MARKING AND MARKING INSPECTION

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| **SUPPLIER & CAGE:**  |  |
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| **LOCATION:** |  |
|  |  |

**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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| 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:**

* Marking results and accompanying documentation incorrect, incomplete or missing
* Marking not performed or performed incorrectly
* Marking from incorrect drawing revision
* Visual inspection and cleanliness of items
* Lot sample sizes incorrect
* Contractor personnel may not be properly trained to perform marking.
* Some contractors may rely on the QAR’s inspection records and results to ensure marking and marking inspection compliance and justification to deliver products to the Government.
* Markings and data is transcribed incorrectly

**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 the supplier personnel qualified (proper training or certification documentation or equivalent) to perform the markings and marking inspections reviewed? Record names
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| 1. Are markings and marking inspections being performed by supplier personnel in accordance with procedures and contract requirements? Record sample
 |  |  |  |
| 1. Record all operations observed (include appropriate specification or work instruction, where applicable) and are they are being followed? Record the corresponding operator’s names.
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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. Are calibrated tools used in the marking and marking inspection process current, adequate and traceable to certifications?
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| 1. Are work instructions, drawings, specifications and marking and marking inspection procedures, travelers, etc. being used current, adequate, clear, concise and up to date (latest revision)? Are they available to personnel and are they following them?
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| 1. Verify all markings are visible, legible, permanent, complete, correct, and at the proper location after all machining, fabrication and assembly operations have been completed. For items where the marking **is not visible after assembly**, verify that a durable tag is **securely attached to the item** identifying the part number, piece number, traceability number, and the location of the permanent marking. **NOTE:** When a part is required to be physically marked (with a trace code and/or other info) and it has been discovered that it will not or cannot be marked (**this is different than the part being marked and then the marking not being visible after assembly**), tagging is not always an automatic or allowable substitute. If tagging is not specifically authorized in the contract this must be coordinated with the buying activity. (e.g. Contracts may allow tagging for items with precision machined or plated surfaces, or for parts with suitable marking surfaces less than 3/8 inches square.)
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| 1. Are personnel following a procedure for the re-marking of any product requiring re-marking or re-identifying with a unique traceability number/code, as a result of a process performed that altered the material’s original properties?
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| 1. Verify the method of marking and marking inspection is correct for all material/product as per MIL-STD-792 (metallic materials only), MIL-DTL-1222 and/or any other contractual marking requirements.
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| 1. Is material/product, which has been through the marking and marking inspection process, positively controlled, traceable, and have the inspections/tests performed been documented to provide a positive indication of the inspection status of the material (e.g. individual inspected, operation sign-off, inspection stamped/initialed/signed accepted or rejected)?
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| 1. Is the product adequately identified with the proper markings, documentation and certifications to provide clear material traceability throughout the products’ processing and do the product markings match the certification documentation?
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| 1. Are there adequate methods of segregating accepted and rejected material in use? (e.g. materials awaiting marking and/or marking inspection, are they identified and segregated from materials which have been accepted or rejected?
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| 1. Are precautions in place and in use to prevent damage and/or **contamination** to product during and in between marking and/or marking inspection operations?
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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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