DCMA NSEO QUALITY PROCESS REVIEW

(QPR) CHECKLIST #07

DOCUMENT AND DATA CONTROL

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

**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

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

1. Are the people performing the document control function of the appropriate skill/experience level and/or properly trained/certified? ***What are the requirements?***

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1. Is there a system in place for remedial training when errors occur? ***Where is it documented, and are records of remedial training available?***

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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?

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**B. MATERIALS**:

1. Are all documents that are in use legible and identifiable? Are obsolete, marked up or illegible drawings/specifications adequately controlled? (NAV07-A5)

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**C. MACHINERY**: N/A

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

1. Do the supplier's procedures contain requirements that change(s) to the design of the item(s) being procured under their purchase order will require customer approval based on contract requirements? (NAV07-A1)

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1. Do supplier's procedures include control of electronic documents (e.g. access, record retention, signature authority, security)? If electronic documents are utilized, are they properly controlled to ensure the proper revision is available and utilized for work being performed? (NAV07-A6)

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1. Do the supplier's procedures contain requirements that all work will be performed to an approved document (e.g. drawings, vendor Information requests, waivers/deviations)? (NAV07-A2)

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1. Do the supplier's procedures contain requirements to control customer furnished drawings and specifications, including when work is subcontracted? (NAV07-B3)

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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? (NAV 07-A4A)

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**E.** **ENVIRONMENT**: N/A

**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. QAR should perform a review of documentation in use (procedures, work instructions, drawings, specifications, etc.) to verify the correct revision and documents are being used for the specific tasks being performed. Identify the sample of records reviewed. (NAV07-A4B)***

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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): |  |
|  |  |
| Supplier Personnel Contacted and Titles: |  |
|  |  |
| Drawing Number & Revision: |  |
|  |  |
| 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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