DCMA NSEO QUALITY PROCESS REVIEW

(QPR) CHECKLIST #09

CONTROL OF SUPPLIERS/SUBCONTRACTORS FLOWDOWN OF CUSTOMER REQUIREMENTS

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| **SUPPLIER & CAGE:** |  |
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| **LOCATION:** |  |
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**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:** |  |
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**Process Concerns and Guidance:**

* Missing or improper requirements passed down result in missed operations/inspections and delay in production.
* Contractually non-conforming product procured by the using activity
* Prime contractor not qualifying/proofing subcontractor processes initially, including special processes such as Welding and NDT.
* Improper storage, issue and handling of material by subcontractor
* Segregation of material, material control, nonconforming material and material traceability not controlled by subcontractor.
* Prime/subcontractor processes not in place or not updated to address current contract requirements.
* Lack of complete review of contract requirements by prime contractor to flowdown proper requirements to subcontractor.
* Lack of follow-up communication of prime to subcontractor during production.
* Subcontractor personnel are not made aware of malpractice prevention, security awareness and control of sensitive information and technology.

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

1. Are the people producing purchase orders of the appropriate skill/experience level and/or properly trained/certified to produce conforming product? ***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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**B. MATERIALS**:

1. Is material purchased to commercial specifications used in military applications? (NAV09-5)

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1. Are overarching fabrication and inspection requirements such as MIL-STD-278 and MIL-STD-271 invoked by contracts? (NAV09-5A)

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1. Are commercial products “upgraded” to meet military specifications? Are all military specification requirements addressed by the “upgrade” process including procedure approvals, personnel qualifications, prohibitions and heat treatment requirements, etc.? (NAV09-5B/C)

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1. Does the supplier flow down the requirement that subcontractor production/material control is adequate to preclude intermingling of materials during processing?

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**C. MACHINERY**:

1. Calibration – if applicable, (i.e. Mil-STD-45662 Para 5.11) – Control of Subcontractor calibration. The contractor is responsible for assuring that the subcontractor’s calibration system conforms to the calibration requirements to the degree necessary to assure compliance with contractual requirements.

(Results of government inspections or audits conducted within the last 12 months may be used in determining subcontractor compliance). ***Is the supplier compliant? What method was used to determine compliance?***

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

1. Do the supplier's procurement procedures contain requirements that materials and workmanship forming part of any subcontracted order, may be inspected and/or tested at all times and places by their customer and/or Government Inspector? (NAV09-1)

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1. Do the supplier's procurement procedures contain requirements that the customer’s contract or purchase order takes precedence in conflicts and disputes, including existing specification requirements? (NAV09-2)

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1. Do the supplier's procurement procedures contain requirements that assure disposition of Waiver Requests or Vendor Information Requests (VIR) for interpretations, drawing or spec changes, nonconformance acceptance, and repair welding authorizations by the customer? (NAV09-3)

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1. Do the supplier's procurement procedures ensure that special processes (e.g. welding and NDT procedures and radiographic film) requiring customer approval were submitted to the customer before subcontracted manufacturing or inspection begins? (NAV09-4)

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1. Do the supplier's procurement procedures contain requirements that assure timely and effective corrective action responses from their subcontractors? (NAV09-6)

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1. Do the supplier's procurement procedures contain requirements to prohibit contact with free and functional mercury for any component supplied to the Navy or Private Shipyard? (NAVSEA INST 5100.3) (NAV09-7)

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1. Do the supplier's procurement procedures contain requirements that prohibit the usage of seamed pipe from subcontractors, when required by contract or specification? (NAV09-8)

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1. Do the supplier's procurement procedures contain requirements with regards to malpractice prevention? Does the supplier perform follow-up to verify the implementation of malpractice prevention at the subcontractor’s facility? (NAV09-9/A)

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1. Do the supplier’s procurement procedures contain requirements for counterfeit detection and avoidance?

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1. When appropriate, do the supplier's procurement procedures contain requirements with regards to security awareness and control of defense sensitive/ controlled information and technology from subcontractors? Does the supplier perform follow-up to verify the implementation of security requirements at the subcontractor’s facility? (NAV09-10/A)

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1. Do the supplier's procurements procedures address material control, segregation of material, nonconforming material and material traceability for items subcontractors? (NAV09-11)

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1. Do the supplier's procurement procedures address performance of generic alloy identity testing to assure material is a specified metallurgical group? (NAV09-12)

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1. Do procedures have provisions to ID pre-production procedures for sub-contractors?

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1. Does a Supplier/Subcontractor evaluation system exist? (NAV09-14)

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1. Are Onsite assessments, part of the subcontractor evaluation? (NAV09-14A)

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1. Are all subcontractors whose material will be incorporated into the final product or may impact the quality of the final product listed on an approved subcontractor list? (i.e. raw material suppliers, testing services, calibration services, calibrated instrument suppliers, welding or other special services) (NAV09-14B)

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1. Does the evaluation system define timeframes and corrective action criteria for re-evaluation?

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1. Does the supplier maintain a register of its suppliers that includes approval status (e.g., approved, conditional, disapproved) and the scope of the approval (e.g., product type, process family)

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1. Are performance data, cost data or other indicators used in determining contract award? Identify criteria used. (NAV09-15)

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1. Do the supplier's procedures contain requirements to control customer furnished drawings and specifications including subcontracted work?

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1. Does the supplier inspect or verify that subcontracted or purchased product conforms to specified requirements prior to use, and are procedures readily available?

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1. For situations where objective quality evidence is required by ordering data/purchase order: Is the evidence (test data) reviewed against specification requirements with records available to support this?

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1. Does supplier perform verification testing?

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1. Is receipt inspection data used for supplier evaluations?

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1. Does the supplier monitor his subcontractors for trends, cost data or other indicators of performance?
   * Is the above data used for subcontractor award determination?
   * Does the corrective action program extend to all areas of activity within the supplier's organization (e.g. design, purchasing, manufacturing, etc.)

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1. Is subcontractor provided data or OQE transcribed into the company’s record system? Is the actual certification or OQE from the facility where the inspection or testing was performed maintained and provided to the customer when “original certifications” are required?

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1. Does the supplier flow down counterfeit detection and avoidance requirements?

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1. MIL-I-45208A – Element 3.1 - . Does the inspection system cover all supplies and services procured from subcontractors or vendors? (Does the system provide for the inspection of both those supplies and services produced at the prime plant and those purchased from subcontractors or vendors? Contractor may elect to perform the required inspections himself or arrange for someone else to perform the inspections) **Explain how the supplier’s system meets these requirements.**

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

**F. PRODUCT EXAMINATION: (NAV09-13A/B/C/D/E/F)**

***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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