DCMA NSEO MANUFACTURING PROCESS SURVEILLANCE (MPS) CHECKLIST #06

MATERIAL CONTROL (INCLUDING LEVEL 1/SUBSAFE)

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

* Material Control is the foundation for the Level I program.
* Organizations are not passing down material control requirements to subcontractors.
* Pass down information to subcontractors incomplete. (e.g. P.O.s state only “Level I Applies”)
* Organizations are not verifying that traceability marking on product matches the traceability number on the certifications at receipt.
* Verify the organization has developed procedures which address the material control requirements.
* Review the organization’s purchase orders for proper flow down of material control requirements.
* Verify receipt inspection is verifying the traceability number on the material matches the traceability number on the certifications.
* Verify the material is properly stored and segregated from non-Level or uncontrolled material.
* Verify material maintains its traceability throughout the manufacturing process.
* Verify material is re-tested, re-certified, and re-identified after it has been subjected to a process which has altered its chemical or mechanical properties.

**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. Is the supplier maintaining traceability markings for items that are too small to be permanently marked?
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| 1. When traceability markings are lost is material controlled as nonconforming?
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| 1. When traceability markings are lost, is a procedure in place to re-establish material control, including obtaining a waiver from the procuring activity or its technical engineering agent?
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| 1. Are work instructions/procedures for material handling and storage available and in use to assure adequate protection of the product to prevent loss, damage, deterioration, degradation and substitution?
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| 1. Does the contractor properly identify items where the marking is not visible after assembly, such as securing a permanent and/or durable tag to the item or use of an assembly record identifying the part number, piece number, traceability number and the location of the permanent mark?
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| 1. Do purchase orders include requirements for traceability of subcontracted operations?
 |  |  |  |
| 1. Do purchase orders for raw material specify that the material be traceable to material certification test reports?
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| 1. Do purchase orders require original mill testing lab certifications to be submitted with material?
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| 1. Are certification data requirements, invoked by the prime contractor, also invoked on all subcontractors supplying Level 1 material?
 |  |  |  |
| 1. Do purchase orders require the subcontractor to properly re-identify and re-certify material when the material is subjected to a process which alters its properties?
 |  |  |  |
| 1. Does the contractor’s material control system account for the number of pieces manufactured, tested, scrapped and rejected?
 |  |  |  |
| 1. Does the contractor properly re-identify and re-certify material when the material is subjected to a process which alters its properties?
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| 1. Does the contractor have a system in place to train personnel who procure, receive and handle traceable materials? Are personnel performing these functions trained with records available?
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| 1. Does the contractor perform receipt inspection on vendor supplied materials?
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| 1. Are all metallic materials 100% inspected for traceability markings and verification that the markings are legible?
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| 1. If the supplier performs any alloy identity testing or other testing such as semi-quantitative analysis, are these tests properly performed, controlled, and documented?
 |  |  |  |
| 1. Does the supplier review certification test reports to ensure they are legible and complete?
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| 1. Does the supplier verify the contents of certification test reports are compliant with the appropriate material specification requirements?
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| 1. Is material inspected in accordance with the specified sampling plan(s)?
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| 1. Does the contractor inspect the material traceability (material certifications to material marking) for the material received?
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| 1. Does the material certification data forwarded by the manufacturer contain a signed certification from an authorized representative?
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| 1. Does the contractor document certification inspections?
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| 1. Are material traceability codes permanently applied to the material and annotated on test reports?
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| 1. Are all the raw materials, designated Level 1 or requiring certification, marked with a unique traceability number?
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| 1. Are the stored raw materials requiring traceability segregated to preclude intermingling with materials not requiring traceability?
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| 1. Does the supplier segregate raw materials of different alloys and material conditions to prevent intermingling?
 |  |  |  |
| 1. Are traceability markings properly maintained when they need to be removed by a manufacturing or fabrication process?
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| 1. Does the contractor’s material control process include requirements for traceability of subcontracted operations?
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| 1. If subcontracted operations may remove traceability markings, does the contractor’s purchase or work orders specify a method and marking location for remarking?
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| 1. Is the inspection status of all material in process readily determinable at all times during storage and processing?
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| 1. When heat traceability is not possible due to manufacturing processes (e.g. continuous pour operations), is lot traceability provided as defined in the applicable material specification and, when applicable, as further defined in the contract/purchase order?
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| 1. Since brazing and welding filler materials are not permanently marked, are brazing and welding filler materials controlled up to the point of consumption?
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| 1. Where contract marking and traceability requirements are more stringent (e.g.  Level I) than applicable drawings and/or specifications, are these requirements satisfied?
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| 1. Are materials with shelf lives or that are age sensitive and/or environmentally sensitive identified and controlled?
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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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