DCMA NSEO QUALITY PROCESS REVIEW (QPR) CHECKLIST #20

CUSTOMER CONTRACT/PURCHASE ORDER REVIEW/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:**

* Contract requirements not flowed down to appropriate departments for inclusion into work instructions/procedures
* Wrong specification/drawing revisions flowed down to the manufacturing floor
* Inadequate contract review resulting in missing requirements or not identifying additional capability requirements including special processes such as Welding and NDT
* Supplier not performing proper corrective action for deficiencies found or produced during production
* Contract amendment procedures not incorporated or transferred within the supplier’s organization to the appropriate personnel and subcontractors
* Lack of records of supplier’s contract/purchase order review

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

1. Are the people reviewing contracts/purchase orders and generating purchase orders 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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**B. MATERIALS**: N/A

**C. MACHINERY**: N/A

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

1. Is there a procedure for the review of all contracts or purchase orders, and does it provide for coordination of the departments (sales, quality, engineering, etc.)? Does the procedure require documentation and retention of contract review records? (NAV20-1/A)

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1. Does contract review include specification/drawing revisions, and is the supplier aware of the order of precedence of contractually invoked documents? (NAV20-1B/5)

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1. Does contract review identify where pre-production approvals for welding procedures, NDT procedures, first article, etc. are required? Has the supplier take action to submit the required documentation? (NAV20-1C/1)

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1. Are contract requirements flowed down to the applicable department and/or sub-tier supplier for inclusion into work instructions, procedures, purchase orders, etc.? (NAV20-2)

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1. Are contract amendments reviewed using the contract review process? (NAV20-3/A)

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1. Does the supplier have access to specifications, drawings, coded notes, and other contractually invoked documents? (NAV20-4)

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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. Review and record a sample of work instructions, procedures, and purchase orders to verify applicable contractual requirements are being included. Also review a sample of contract amendments and verify that they are correctly transferred to the appropriate work instructions, procedures, and purchase orders.***

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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: |  |
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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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