

Budney Industries Inc. Purchase Order Contract Review / Pre-production Planning Checklist

Part # \_\_\_\_\_Customer: \_\_\_\_\_Order Type: ☐ New ☐ Repeat

PO# \_\_\_\_\_Date: \_\_\_\_\_

Quality Level:

Contract Review Pre-Production Planning Checklist

Process: Sales Manager/ General Manager emails to Engineering for review. The form should then pass from Engineering to Production, to Continuous Improvement, and finally to Quality Manager.

Yes	No	N/A	Item	Dept	ECD	Actionee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is Raw Material customer supplied? If no, perform material cert package review.	Prod./Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does Part Revision on PO match revision on B/P?	Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can delivery requirements be met?	Prod. Mgr.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are blueprints available and to the correct rev?	Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all applicable Specifications / QAD / RCC on file and to current Revision?	Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have Blueprint concerns been identified?	Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all required Special Processes been identified and documented?	Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have Tooling Requirements been identified?	Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are any ESA submittals (PWA-370) required for this PO?	Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is DCS-178 part of quality requirements for this part? (Flight Safety Part)	Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is first article layout / acceptance required prior to production / delivery?	Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is procurement of special gaging required?	Gage Rm.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the part require customer generated Serial Number?	Quality		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is UPPAP ASQR 09.2 required?	Quality Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any special Packaging and / or Shipping requirements?	Quality Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any special Marking Methods or Package Labeling? (including Safety Warnings)	Inspection		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any FOD prevention / detection concerns to be addressed?	Quality Eng.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If sub-tiers are required, are they approved on the Budney Supplier Register?	Production		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do sub tiers need to be notified of flow down requirements?	Quality Mgr		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have Source Qualifications, per PWA367, been verified?	Quality Mgr		
Yes	No		The following stakeholders reviewed the Schedule Agreement:			
<input type="checkbox"/>	<input type="checkbox"/>		Sales Manager - Signature required:	_____		
<input type="checkbox"/>	<input type="checkbox"/>		Engineering Manager - Signature required:	_____		
<input type="checkbox"/>	<input type="checkbox"/>		Production Manager - Signature required:	_____		
<input type="checkbox"/>	<input type="checkbox"/>		Continual Improvement Manager - Signature required:	_____		

Quality Manager Pre Planning Process Checklist Verification

Signature: \_\_\_\_\_

Note:

Sales Director to notify by email the following additional personnel for review: 

Quality Manager

Chief Inspector

Note:

If any of the above conditions may cause production problems, contact the General Manager and the Quality Manager for customer resolution