

**Budney Industries Inc. Purchase Order Contract Review / Pre-production Planning Checklist**  
**BII F# 0722-4 Rev 5**

Part#: [		mer: [		New	<input type="checkbox"/> Repeat
PO#: [		[			
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 to ensure material certs meet requirements of the material spec. Objective evidence of review is required.	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"/>			[	[
<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"/>			[	[
<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"/>			[	[
<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"/>			[	[
<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"/>			[	[
<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: _____

<b>Quality Manager Pre Planning Process Checklist Verification</b>	
Signature: _____	
<b>Note:</b> Sales Director to notify by email the following additional personnel for review:	<u>Quality Manager</u> <u>Chief Inspector</u>
<b>Note:</b> If any of the above conditions may cause production problems, contact the General Manager and the Quality Manager for customer resolution	