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| **Job #** |  | | **PO #** | |  | | | **Description of Change** |  | | | **Initial** |  | **Date** |  | |
| *\*Individual checkboxes do not have to be checked; the initials and dates on the Contract Review form is record of each task being completed.* | | | | | | | | | | | | | | | | |
| **QUALITY:** | | | | ***APPROVAL:*** | | |  | | | | | | | | | |
| € Verify current blueprint, EO or ADCN (if applicable) and all supplemental instructions are in Q-Pulse (verify revisions to PO, including subassemblies) | | | | | | | | | | | | | | | |
| € Verify all specifications required for job are in Q-Pulse and that the revisions are current | | | | | | | | | | | | | | | |
| € Verify purchase order flow down of customer sampling plan & identify on master inspection report, including AQL and feature classification, as applicable | | | | | | | | | | | | | | | |
| € Verify blueprint detail is legible throughout & create master inspection report and bubble print, if new part number or revision | | | | | | | | | | | | | | | |
| **€**  Provide serial number list for customer-supplied material and request serial numbers from customers (e.g., Rolls-Royce), as applicable | | | | | | | | | | | | | | | |
| **€**  Identify if FAIR and/or PPAP is required…is it required? **Y or N** | | | | | | | | | | | | | | | |
| **PLANNING:** | | ***ME APPROVAL:*** | | | |  | | | | ***QE APPROVAL:*** |  | | | | | |
| **€ € Verify revision of blueprint to PO, including all subassemblies (note that revision N/R isn’t interchangeable with N/C); verify blueprint revisions match Predator PDM** | | | | | | | | | | | | | | | | |
| **€ € Verify revision of all supplemental instructions to PO (including FCDs, MQIs, PSDs [flowed down on MQIs & 9U9646], VQRs, customer travelers and sketches, etc.); verify current revision of MQI, FCD or VQR is documented at the top of the route revision section of the traveler, as applicable** | | | | | | | | | | | | | | | | |
| **€ € Review blueprint, PO and all supplemental instructions to verify requirements are covered (including quality clauses)** | | | | | | | | | | | | | | | | |
| **€ € For new parts, compare the PO & supplemental instructions against the Quote Risk Analysis in SharePoint; notify Supervisor of any differences or cost-reduction ideas** | | | | | | | | | | | | | | | |
| **€ € Verify shelf-stock conforms to current drawing and specification revisions (if job will be filled with shelf-stock)…does it conform? Y or N or N/A** | | | | | | | | | | | | | | | |
| **€ € If shelf-stock doesn’t conform, notify Customer Service to obtain customer approval to ship parts in this condition or initiate rework traveler to modify stock parts** | | | | | | | | | | | | | | | |
| **€ € If parts sent to stock before 12/1/12, then review dimensional inspection results and marking are complete with Inspection Supervisor; if parts have been in stock more than 6 months, then visual inspection is required. Inspection Supervisor (or delegate) to initial & date when completed. Initial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | |
| **€ € Verify the effectivity of a blueprint change (for in-process revision changes only) and initiate rework travelers (including marking requirements), as applicable** | | | | | | | | | | | | | | | | |
| **€ € Create new template (for new part number only), or new route revision to detail drawing changes and/or any manufacturing changes made to planning, as required; verify dimensional changes are clearly identified in both the route revision and affected operations** | | | | | | | | | | | | | | | | |
| **€ € Verify route revision and fixed process number matches in JobBoss (check the ‘Custom’ tab and the ‘Internal Notes’)** | | | | | | | | | | | | | | | | |
| **€ € Verify time standards, setup times and supplier lead times are included in the JobBoss job and template** | | | | | | | | | | | | | | | | |
| **€ € Notify Applications Engineers (lathe, mill and gear) of new part so that tooling can be procured** | | | | | | | | | | | | | | | | |
| **€ € Review corrective e and preventive actions within uniPoint to determine if any issues need to be addressed and/or planning changes are required** | | | | | | | | | | | | | | | | |
| **€ € Verify FPA, VSE and any substantiation requirements are incorporated and assign responsibilities, as applicable** | | | | | | | | | | | | | | | | |
| **€ € Verify Round Robin testing requirements per FSD-D-MFG-005 are met, as applicable** | | | | | | | | | | | | | | | | |
| **€ € Procure depth gages for gundrill and BTA, spline gages, thread gages, and other gaging, as needed** | | | | | | | | | | | | | | | | |
| **€ € Identify if tooling or inspection equipment is required for outside machining suppliers** | | | | | | | | | | | | | | | | |
| **€ € Verify in-process/final source inspection requirements are covered and note if FAIR and/or PPAP is required in final inspection operation (as identified above by Quality); add FAIR operation to planning for Argo-Tech, Parker HSD, Rolls-Royce, UTAS & Wencor, as required. Add PPAP operation to planning as required.** | | | | | | | | | | | | | | | | |
| **€ € Verify SPC requirements and key characteristics are identified in the final inspection operation, for new part number or revision** | | | | | | | | | | | | | | | | |
| **€ € Identify job number, PO or heat lot number if using material bought on another job (traceability MUST be established by Planning)** | | | | | | | | | | | | | | | | |
| **€ € Verify material type, condition (as flowed down by the applicable material or heat treat specification), size and saw length (including material bought on another job)** | | | | | | | | | | | | | | | | |
| **€ € Identify if DFAR or domestic material is required (Q320) or if foreign material is acceptable** | | | | | | | | | | | | | | | | |
| **€ € Verify planning for machining and tech sheets are correct and coincide with manufacturing sketch sheets; revise tech sheets as needed** | | | | | | | | | | | | | | | | |
| **€ €** Identify NADCAP mandated conventional machining processes (including P11TF12 & P11TF15 requirements) and verify associated tech sheets are complete and in Predator PDM, as applicable. Verify that tools listed on approved tech sheets are current and available. | | | | | | | | | | | | | | | | |
| **€ €** Verify special process and masking sketch sheets are complete and in Q-Pulse, as applicable | | | | | | | | | | | | | | | | |
| **€ €** Verify suppliers and ATI are customer-approved for special processes (as applicable) and the specifications listed in planning are current, including cutting fluid suppliers as required for conventional machining as a special process | | | | | | | | | | | | | | | | |
| **€ €** Verify applicable PSDs and program are identified for Boeing BAC and BSS specs | | | | | | | | | | | | | | | | |
| **€ €** Verify special process and outside machining operations reference the material and hardness of the parts | | | | | | | | | | | | | | | | |
| **€ €** Verify special process operations state if GEAE is the end user or if S-1000, RRES 90000, SABRe or BPS 4000 applies | | | | | | | | | | | | | | | | |
| **€ €** Verify marking requirements are fully defined (including text to be marked, method and specification) | | | | | | | | | | | | | | | | |
| **€ €** Verify traceability requirements…are serial numbers required on NDT certifications (e.g., Q380)? | | | | | | | | | | | | | | | | |
| **€ €** Verify serial numbers are assigned to correct lots per customer requirements and lists were provided by Quality Assurance for customer-supplied material | | | | | | | | | | | | | | | | |
| **€ €** Verify cleaning, preservation and packaging requirements (including BPS 4108 and inspection operation for marking, preservation and packaging) | | | | | | | | | | | | | | | | |
| **€ €** Verify MPI requirements are fully defined, including spec revisions, procure tech sheet for internal MPI and submit to the Level III Inspector for approval; submit tech sheet to customer for approval if required (e.g., Q390, etc.) | | | | | | | | | | | | | | | | |
| **€ €** Verify shot peen requirements are fully defined and procure tech sheet, as needed | | | | | | | | | | | | | | | | |
| **€ €** Verify EDM requirements are fully defined; procure EDM schedule and verify it is approved by the customer (as applicable) | | | | | | | | | | | | | | | | |
| **€ €** Verify EDM metallurgical lab has been performed within the last 2 years (as applicable). If lab is required, add operation and requirements to the traveler. | | | | | | | | | | | | | | | | |
| **€ €** Verify all assembly and subassembly planning has been reviewed | | | | | | | | | | | | | | | | |
| **€ €** Notify sub-tier suppliers and production floor and verify template and ALL active jobs have been updated in JobBoss (for in-process revision changes only) | | | | | | | | | | | | | | | | |