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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job No.** |  | **Initiated By** | | | |  | | | **Date** |  |
| **PO No.** |  | | | | **PO Qty.** | |  | | | |
| **PO Change/Rev.** |  | | | | **PO/Rev. Date** | |  | | | |
| **Description of Change** |  | | | | | | | | | |
|  | | | | | | | | | | |
| (1) What is the status of this job?  **New (not started)  Active (parts in WIP)  Complete (parts in stock)**  (2) Is this a new purchase order?  **Yes  No** (3) Compare the PO from this review side-by-side with the PO from the last review. Have there been any changes related to the manufacturing or quality requirements stated on the PO since the last review?  **Yes  No  N/A** | | | | | | | | | | |
| **Comments** | | | | | | | | | | |
|  | | | | | | | | | | |
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| **Part Number** |  | | | (4) Is this a new part number?  **Yes  No** | | | | | | |
| **Part Number Rev.** |  | | | (5) Has the part number revision changed since the last review?  **Yes  No  N/A** | | | | | | |
| **Drawing Number** |  | | | (6) Is this is a new drawing number?  **Yes  No  N/A** | | | | | | |
| **Drawing Rev.** |  | | | (7) Has the drawing changed since the last review?  **Yes  No** | | | | | | |
| List the subassembly part numbers and revisions (or N/A). *\*Add more rows for additional subassemblies (as required).* (8) Have any of the subassembly drawings changed since the last review?  **Yes**  **No**  **N/A** | | | | | | | | | | |
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| **Subassembly Part Number** | | | **Drawing Rev.** | | | | | **Change?** | | |
|  | | |  | | | | | **Yes  No** | | |
|  | | |  | | | | | **Yes  No** | | |
|  | | |  | | | | | **Yes  No** | | |
|  | | |  | | | | | **Yes  No** | | |
|  | | | | | | | | | | |
| (9) Is International Traffic in Arms Regulations (ITAR) or Arms Export Control Act (AECA) referenced on the purchase order or drawing(s)?  **Yes  No**  *\*If question 9 was answered 'Yes', then identify as ITAR in the JobBoss Material Record.* | | | | | | | | | | |
|  | | | | | | | | | | |
| (10) Is a Contract Review or Release Process required?  **Contract Review  Quick Release  None**  *\*If any of questions 3-8 were answered 'Yes', then a Contract Review is required.*  *\*If any of questions 3-8 were answered ‘No’ and question 1 was answered ‘New’, then the Quick Release process is required.*  *\*If any of questions 3-8 were answered ‘No’ and question 1 was answered ‘Active’ or ‘Complete’, then no further review is required.*  *\*Note: If job is ‘Active’ or ‘Complete’ and needs review, then create JobBoss workflow and send job folder to QA. If job is ‘New’, then send job folder to Planning and do not create workflow.* | | | | | | | | | | |