# CHECKLIST FOR CONNECTORS MANUFACTURER AND LINE SURVEY

## ESCC Basic Specification No. 2023400

| | |
|---|---|
| **Manufacturer:** | . |
| **Location:** | . |
| **Survey Team Leader:** | . |
| **Date of Survey** | . |
| **Connector Types:** | . |


| | |
|---|---|
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| DCR No. | CHANGE DESCRIPTION |
|---|---|
| 826 | Specification upissued to incorporate editorial changes per DCR. |

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## 1 INTRODUCTION

This checklist is intended for use during the initial survey of a Manufacturer's ability to produce high quality articles, his management organisation, production facilities, test facilities and technical know-how. When completed, this checklist should enable the party interested in procurement of the subject components to assess the ability of the Manufacturer concerned to successfully execute a contract for the supply of high reliability space hardware.

## 2 SURVEY CHECKLIST

### 2.1 INTERVIEW ON ARRIVAL OF SURVEY TEAM

(a) Introductory Remarks by Team Leader (Explanation of purpose of survey, procedures to be followed, time limitations, etc.):-

(b) Notes (Atmosphere during reception, willingness to co-operate, interest shown, comments on personnel, general remarks):-

### 2.2 MANUFACTURER AND SURVEY TEAM INFORMATION

(a)

| | |
|---|---|
| Survey requested by: | |
| Survey Team Leader: | |
| Team Members: | |

(b) Key personnel of Manufacturer interviewed:-

| | Name | Function | Tlph. Ext |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

(c) Type of Company (Private company, limited company, etc.)

Affiliated with any other company? If so, which:

No. of employees:

- Total number:
- Production:
- Quality Assurance:
- Q.A. Inspection:
- Prod. Engineering:
- Design Engineering:
- Reliability Control:
- Other:

(d) Number of shifts:

(e) Plant area:

(f) General Production line:

1. Device types manufactured:

2. Will flow diagrams of steps to produce connectors be available to Survey Team?

YES ☐ NO ☐

Are specifications, if any, referenced in the flow diagrams?

YES ☐ NO ☐

(g) Principal Government and industrial customers:

1.
2.
3.
4.
5.

(h) The Manufacturer's Quality System is organised in accordance with:

Comments:

(i) Manufacturer's Government Service Inspection:

DCAS Inspector, resident/non-resident

(j) National Inspectorate:

(k) Is the Manufacturer's connector production

| | | | | | |
|---|---|---|---|---|---|
| (1) | Continuous? | YES | ☐ | NO | ☐ |
| (2) | Pilot production? | YES | ☐ | NO | ☐ |
| (3) | Advanced R&D, limited? | YES | ☐ | NO | ☐ |

(l) The Manufacturer has adequate experience in the production of the following hi-rel parts:

2.3 MANAGEMENT ORGANISATION

(a) What is general policy/attitude of the Management regarding quality/reliability programme?

(b) Which level of Management participates actively in orientating policy towards space component production?

(c) Which organisation, if any, reviews and monitors all work involved in space component production?

(d) Is work related to space components (contracts) regarded as "normal business" or as belonging to the "unique order" category?

(e) What is the general policy concerning proprietary rights?

(f) Has the "Reliability" department the same authority from Management as the "Engineering" and "Production" departments? Does this mean direct responsibility for reliability of products in the line?

(g) Has the Q.A. Manager direct authority for implementation of quality policy and actions related to the line?

(h) Does a system exist for the regular supply of quality report summaries to Management?

Does this system lead to (corrective) actions being taken in respect of the production line?

(i) Are key management staff notified of persistent out-of-control conditions?

(j) What is length of service and experience of key management personnel (Q.A., Reliability, Production, Engineering Design)?

(k) How would contract for space components be organised?

(l) How can original requirements from Orderer (Space Agency or end-user) be assumed to be correctly translated into internal instructions?

(m) How can information necessary to the Orderer (corrective actions, deviations, notification of inspections and/or problem areas) be assumed to be issued and channelled to the Orderer?

2.4 QUALITY ASSURANCE SYSTEM AND ORGANISATION

(a) To whom does Q.A Manager report?

| | YES | NO |
|---|---|---|
| (b) Does the company reflect a positive attitude towards Quality Assurance?<br>Comments: | ☐ | ☐ |
| (c) Has the Q.A. group sufficient authority in relation to its position within the company's organisation (see organigram)?<br>Comments | ☐ | ☐ |
| (d) Are areas of responsibility within the Q.A. group clearly defined?<br>Comments | ☐ | ☐ |
| (e) Are corrective actions to which Q.A. management is committed delegated to responsible staff or does Q.A. management have direct authority regarding the line?<br>Which? | ☐ | ☐ |
| (f) Is there a periodic and comprehensive quality data reporting system which covers all operational phases?<br>Comments | ☐ | ☐ |
| (g) What is the relationship between Q.A. and Reliability? | | |
| (h) Is a Q.A. manual or equivalent document supplied to all levels of appropriate supervisory personnel? | ☐ | ☐ |
| Is such document kept updated?<br>Comments | ☐ | ☐ |
| (i) Are written procedures available for identification and positive control of accepted/rejected materials?<br>Comments | ☐ | ☐ |
| (j) What is ratio Q.A. inspectors : personnel directly involved in production? | | |

(k) Is inspection (acceptance sampling or sorting) performed by Q.A. personnel: ☐ ☐

| | | | | | | |
|---|---|---|---|---|---|---|
| On receipt? | Sampling | ☐ | Sorting | ☐ | None | ☐ |
| During processing? | Sampling | ☐ | Sorting | ☐ | None | ☐ |
| During final testing? | Sampling | ☐ | Sorting | ☐ | None | ☐ |

Comments

| | YES | NO |
|---|---|---|
| (l) Are written procedures kept and used in areas for: | | |
| - Receiving inspection? | ☐ | ☐ |
| - In-process inspection? | ☐ | ☐ |
| - Fabrication processing? | ☐ | ☐ |
| - Final testing? | ☐ | ☐ |

Comments

(m) Does Q.A. maintain a system of written procedures for statistic controls (control chart, lot plot, etc.) in any of the following areas?

| | | |
|---|---|---|
| In-process inspection? | ☐ | ☐ |
| Fabrication processing? | ☐ | ☐ |
| Final inspection? | ☐ | ☐ |

Comments

(n) Is Q.A. responsible for determination of need for, and the conducting of, quality training? ☐ ☐

Comments

(o) Are training programmes provided for special process personnel? ☐ ☐

Comments

| | | YES | NO |
|---|---|---|---|
| (p) | Do employees have to pass tests: | | |
| | After training? | ☐ | ☐ |
| | Periodically? | ☐ | ☐ |
| | Comments | | |
| (q) | Are production operators provided with visual aids and working instructions? | ☐ | ☐ |
| | Comments | | |

2.5 CALIBRATION

| | | YES | NO |
|---|---|---|---|
| (a) | Does Manufacturer maintain calibration facilities and standards? | ☐ | ☐ |
| | Is this service purchased? If so, from whom? | ☐ | ☐ |
| (b) | Do calibration personnel have written procedures for control and a time schedule for measurement frequency? | ☐ | ☐ |
| | Comments | | |
| (c) | Is there an effective calibration record control system? | ☐ | ☐ |
| (d) | Are calibration procedures adhered to and up-to-date? | ☐ | ☐ |
| | Comments | | |
| (e) | Are decals used for equipment identification to show that units have been calibrated; when next calibration date is due and calibrator identification? | ☐ | ☐ |
| | Are decals up-to-date? | ☐ | ☐ |
| (f) | Are adjustments of calibrated equipment required to be sealed and tamper-proof? | ☐ | ☐ |
| (g) | Who is in charge of initiating calibration steps? | | |
| | - User | ☐ | ☐ |
| | - Calibration personnel | ☐ | ☐ |
| | - Q.A. | ☐ | ☐ |

| | | YES | NO |
|---|---|---|---|
| (h) | Do calibration procedures provide for removal of any equipment not maintained or calibrated according to established schedules?<br>Comments | ☐ | ☐ |
| (i) | Have calibrating personnel up-to-date certification records reflecting date, traceability to NBS and identification of calibrator? | ☐ | ☐ |
| | (1) Mechanical Standard? | ☐ | ☐ |
| | (2) Electrical Standard? | ☐ | ☐ |
| (j) | Is modified and/or repaired equipment calibrated prior to release? | ☐ | ☐ |

2.6 DRAWING AND CHANGE CONTROL

| | | YES | NO |
|---|---|---|---|
| (a) | Has Manufacturer adequate written procedures for control of specification and contract changes?<br>Comments | ☐ | ☐ |
| (b) | Does Manufacturer's system provide for documented change control guaranteeing availability of required drawing at relevant manufacturing or inspection step? | ☐ | ☐ |
| | Do flow documents show current revisions?<br>Comments | ☐ | ☐ |
| (c) | Are drawings furnished by ESTEC and contract changes adequately controlled?<br>Comments | ☐ | ☐ |
| (d) | Does Q.A. review all drawings and changes therein prior to their becoming effective?<br>Comments | ☐ | ☐ |
| (e) | Has Manufacturer established a procedure for notifying his Supplier of changes in drawings?<br>Comments | ☐ | ☐ |
| (f) | Are current specification revisions shown on prints of drawings? | ☐ | ☐ |

2.7 RELIABILITY

| | | YES | NO |
|---|---|---|---|
| (a) | Is structure of Reliability organisation clearly defined? | ☐ | ☐ |
| | Has Reliability same authority in respect of the line as Production or Engineering management? | ☐ | ☐ |
| | Comments | | |
| (b) | Is there a direct feed-back of information between Reliability, Design Engineering and Q.A. groups to ensure timely notification of all relevant data? | ☐ | ☐ |
| | Comments | | |
| (c) | Does Reliability respond promptly and efficiently to unexpected and/or newly detected failure modes? | ☐ | ☐ |
| | Comments | | |
| (d) | Are line failures (types and causes) analysed and reported to those responsible for corrective actions? | ☐ | ☐ |
| (e) | Are corrective actions resulting from failure analysis agreed with the Q.A. group involved or Reliability if parts or process changes must be made? | | |
| | Q.A. Group | ☐ | ☐ |
| | Reliability | ☐ | ☐ |
| | Comments | | |
| (f) | Has Reliability right to approve test specifications, data tabulation, parts or process changes? | ☐ | ☐ |
| (g) | Is there a system for in-process failure analysis? | ☐ | ☐ |
| | End-item failure? | ☐ | ☐ |
| | Reporting? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (h) | Are following items submitted to failure analysis as a matter of routine? | | |
| | Production line rejects | ☐ | ☐ |
| | Lots with a high rejection rate | ☐ | ☐ |
| | Define: | | |
| | Items returned by Orderer | ☐ | ☐ |
| | Items returned by Orderer with special request for failure analysis | ☐ | ☐ |
| (i) | Has Manufacturer a failure analysis laboratory or an equivalent facility? | ☐ | ☐ |
| | Comments | | |
| (j) | Are failure analysis procedures: | | |
| | (1) Available? | ☐ | ☐ |
| | (2) In use? | ☐ | ☐ |
| | (3) Adequate? | ☐ | ☐ |
| | Comments | | |
| (k) | Is failure analysis equipment: | | |
| | (1) Available? | ☐ | ☐ |
| | (2) In use? | ☐ | ☐ |
| | (3) Adequate? | ☐ | ☐ |
| | Comments | | |
| (l) | Are there special personnel for failure analysis? | ☐ | ☐ |
| | Comments | | |
| (m) | Are failure analysis reports | | |
| | (1) Available? | ☐ | ☐ |
| | (2) Adequate? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (n) | Has Reliability a programme to ensure reliability of connector device designs prior to release thereof?<br>comments | ☐ | ☐ |
| (o) | Has Reliability access to all pertinent development and production data of connectors for analysis purposes?<br>Comments | ☐ | ☐ |
| (p) | Is reliability data available of connectors from the line(s) which the Manufacturer wishes to be approved?<br>Comments | ☐ | ☐ |
| (q) | Has Manufacturer an evaluation laboratory for determination of product characteristics? | ☐ | ☐ |
| (r) | If Manufacturer has an evaluation laboratory: | | |
| | Does it operate according to an established programme? or | ☐ | ☐ |
| | According to special requests?<br>Comments | ☐ | ☐ |
| (s) | Give examples of problems investigated by evaluation laboratory | | |
| (t) | Are laboratory results available on request? | ☐ | ☐ |
| (u) | Are data sheets based on these results? | ☐ | ☐ |

2.8 CONTROL OF PROCUREMENT SOURCES

| | YES | NO |
|---|---|---|
| (a) Has Manufacturer adequate written procedures for purchase control of materials, components and services? | ☐ | ☐ |
| Comments | | |
| (b) Has Manufacturer an effective vendor rating system? | ☐ | ☐ |
| Comments | | |
| (c) Does rating system provide for effectiveness of written corrective actions received from Suppliers? | ☐ | ☐ |
| Comments | | |
| (d) Do purchase documents require delivery of test reports if such reports are specified in the relevant ESA contract? | ☐ | ☐ |
| Comments | | |
| (e) Is there a means of channelling information when specification changes require modification of current purchase orders? | ☐ | ☐ |
| Is "Receiving Inspection" notified of changes in purchase orders? | ☐ | ☐ |
| Comments | | |

2.9 CONTROL OF INCOMING MATERIALS (PERFORMED IN SITU)

| | YES | NO |
|---|---|---|
| (a) Are Manufacturer's written standard inspection procedures adequate for control of incoming materials and services received? | ☐ | ☐ |
| Do inspectors know how and when to apply these procedures? | ☐ | ☐ |
| Comments | | |
| (b) Are materials received in a controlled area from which removal prior to inspection is impossible? | ☐ | ☐ |
| Comments | | |
| (c) Are materials properly handled and protected during the receiving process? | ☐ | ☐ |
| Comments | | |

| | | YES | NO |
|---|---|---|---|
| (d) | Does Receiving Inspection use drawings and purchase orders? | ☐ | ☐ |
| | If so, do these documents show Quality Control review? | ☐ | ☐ |
| | Comments | | |
| (e) | Are test reports from Suppliers being reviewed? | ☐ | ☐ |
| | Comments | | |
| (f) | Are accepted materials adequately identified? | ☐ | ☐ |
| | Do documents show evidence of acceptance? | ☐ | ☐ |
| | Comments | | |
| (g) | Are rejected materials adequately identified and segregated? | ☐ | ☐ |
| | Comments | | |
| (h) | Which materials are subject to limited shelf life limitations? | | |
| | Comments | | |
| (i) | Are shelf life and cure date materials properly identified and controlled? | ☐ | ☐ |
| | Comments | | |
| (j) | Do records indicate traceability of units, lots and sublots to applicable documents (specification, revision letter - if any - and inspection record)? | ☐ | ☐ |
| | Comments | | |
| (k) | Are materials stored in a controlled area under the responsibility of an authorised Custodian? | ☐ | ☐ |
| | Comments | | |
| (l) | Are suitable inspections and tests, including physical and chemical tests, performed on raw materials? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (m) | Are such tests performed:<br>In-house? | ☐ | ☐ |
| | At other locations? | ☐ | ☐ |
| | Comments | | |
| (n) | Are storage containers, racks, bins, etc. adequate for type of material stored? | ☐ | ☐ |
| | Comments | | |
| (o) | Is lot traceability maintained? | ☐ | ☐ |
| | Comments | | |
| (p) | Is "first in/first out" method applied? | ☐ | ☐ |

2.10 IN-PROCESS INSPECTIONS AND TESTS

| | | YES | NO |
|---|---|---|---|
| (a) | To whom does In-process Q.A. Inspection report? | | |
| (b) | Are inspection and/or operation travellers used sequential to performance and control of all operations and processes? | ☐ | ☐ |
| | Comments | | |
| (c) | Do travellers refer to inspection procedures? | ☐ | ☐ |
| | Do inspectors know how and when to use them? | ☐ | ☐ |
| | Comments | | |
| (d) | Do travellers refer to controlled specifications? | ☐ | ☐ |
| | Do specifications show current revision status? | ☐ | ☐ |
| | Comments | | |
| (e) | Does Q.A. have written in-process procedures to control acceptance of products? | ☐ | ☐ |
| | Comments | | |
| (f) | Does the manufacturer test for early failures as part of in-process controls? | ☐ | ☐ |

| | | YES | NO |
|---|---|---|---|
| (g) | Does the manufacturer maintain and document standard screening tests as part of their own in-process controls? | ☐ | ☐ |
| (h) | Does the manufacturer review the in-process control tests results against the screening tests requirements defined in the relevant Generic Specification? | ☐ | ☐ |
| (i) | Is type and quantity of available inspection equipment adequate for type of work being accomplished? | ☐ | ☐ |
| | Comments | | |
| (j) | Are gauges and instruments used by inspectors subject to calibration control? | ☐ | ☐ |
| | Is calibration evident and up-to-date? | ☐ | ☐ |
| | Comments | | |
| (k) | Is there a specific material review procedure? | ☐ | ☐ |
| | Comments | | |
| (l) | Do in-process Q.A. inspectors summarise quality experience on the basis of specific process stages? | ☐ | ☐ |
| | Do they issue quality reports on a regular basis? | ☐ | ☐ |
| | Do reports result in assistance and/or action? | ☐ | ☐ |
| | Comments | | |
| (m) | Are requests for corrective action issued in writing? | ☐ | ☐ |
| | Are such requests answered? | ☐ | ☐ |
| | Does corrective action ensue? | ☐ | ☐ |
| | Comments | | |
| (n) | Does Q.A. maintain any statistic controls (X&R, etc.) in the in-process area? | ☐ | ☐ |
| | Are these controls up-to-date and at individual process stations? | ☐ | ☐ |
| | Comments | | |
| (o) | Is lot identification maintained throughout processing? | ☐ | ☐ |
| | Comments | | |
| (p) | Are there documents describing in-process manufacturing procedures and controls? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (q) | Are there documents describing in-process inspections? | ☐ | ☐ |
| | Do inspectors know how and when to use them? | ☐ | ☐ |
| | Comments | | |
| (r) | Are there specific standards for handling, cleanliness and care of materials, parts and equipment? | ☐ | ☐ |
| | Comments | | |
| (s) | Are calibrations evidenced and up-to-date? | ☐ | ☐ |
| (t) | Has Q.A. authority to stop production flow in case of out-of-control conditions? | ☐ | ☐ |
| | Is a written material review procedure in use? | ☐ | ☐ |
| | Comments | | |
| (u) | Are records maintained of training and competence of operators for welding, soldering, radiography, radiflo and plating? | ☐ | ☐ |
| | Comments | | |
| (v) | Are certified operators identifiable by means of a card or badge on their clothing? | ☐ | ☐ |
| | Comments | | |

2.11 CONTROL OF CONNECTOR ASSEMBLING PROCESSES

| | | YES | NO |
|---|---|---|---|
| (a) | Are travellers or route cards available which show the sequence of processes? | | |
| | Do they show inspection and test references? | ☐ | ☐ |
| | Do they verify that inspections have been performed? | ☐ | ☐ |
| | Comments | | |
| (b) | Are documents available which describe manufacturing controls and procedures? | ☐ | ☐ |
| | Comments | | |
| (c) | Are documents available which describe inspections? | ☐ | ☐ |
| | Do the inspectors know how and when to use them | ☐ | ☐ |
| | Comments | | |
| (d) | Are standards for handling, cleanliness and care of materials, parts and quipment specified | ☐ | ☐ |
| | Comments | | |
| (e) | Are calibrations evidenced and maintained up-to-date? | ☐ | ☐ |
| | Comments | | |
| (f) | Does Q.A. have authority to stop production flow in case out-of-control conditions occur? | ☐ | ☐ |
| | Is a material review procedure described and applied? | ☐ | ☐ |
| | Comments | | |
| (g) | Are records maintained on training and competency of personnel for welding, soldering, radiography, radiflo and plating? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (h) | Are certified personnel identified by a card or badge on their clothing? | ☐ | ☐ |
| | Comments | | |
| (i) | Are controls adequately documented and maintained during the following fabrication steps? | | |
| | (1) Preparation of raw insert material | ☐ | ☐ |
| | (2) Storage life of raw material | ☐ | ☐ |
| | (3) Moulding of inserts | ☐ | ☐ |
| | (4) Cure | ☐ | ☐ |
| | (5) Insert subassembly | ☐ | ☐ |
| | Comments | | |
| (j) | Are controls adequately documented and maintained during the following contact fabrication steps? | | |
| | (1) Manufacture of contacts | ☐ | ☐ |
| | (2) Deburring | ☐ | ☐ |
| | (3) Plating | ☐ | ☐ |
| | (4) Assembly (female contacts only) | ☐ | ☐ |
| | Comments | | |
| (k) | Are controls adequately documented and maintained during the following shell fabrication steps? | | |
| | (1) Manufacture of shells | ☐ | ☐ |
| | (2) Deburring | ☐ | ☐ |
| | (3) Plating | ☐ | ☐ |
| | (4) Assembly (plugs only) | ☐ | ☐ |
| | Comments | | |
| (l) | Are controls adequately documented and maintained during the following final assembly steps? | | |
| | (1) Insert positioning in shell | ☐ | ☐ |

| | | YES | NO |
|---|---|---|---|
| | (2) Marking | ☐ | ☐ |
| | (3) Seal test | ☐ | ☐ |
| | Comments | | |
| (m) | Are rejected parts placed in containers for rejected parts? | ☐ | ☐ |
| (n) | Are rejected parts identified as such? | ☐ | ☐ |
| | How? | | |
| (o) | What final disposition is made of rejected parts? | | |

2.12 FINAL TEST AND INSPECTION

| | | YES | NO |
|---|---|---|---|
| (a) | Are written inspection and test procedures for product classes on the line available for the final test (Q.A.)? | ☐ | ☐ |
| (b) | Do inspectors use assigned stamps to indicate inspection status on materials and accompanying documents? | ☐ | ☐ |
| | Comments | | |
| (c) | Are requests for corrective action made in writing? | ☐ | ☐ |
| | Are such requests answered? | ☐ | ☐ |
| | Comments | | |
| (d) | Are rejected devices identified and segregated in a controlled area? | ☐ | ☐ |
| | Comments | | |
| (e) | Are records of accepted and rejected material maintained? | ☐ | ☐ |
| | Are these records identifiable with such materials? | ☐ | ☐ |
| | Comments | | |

| | | YES | NO |
|---|---|---|---|
| (f) | Are device failures analysed? | ☐ | ☐ |
| | Are device failure analyses summarised and reported by final Q.A.? | ☐ | ☐ |
| | Comments | | |
| (g) | Is a summary inspection and test report sent regularly to quality management (lot acceptance, percentage of defectives, types of failure)? | ☐ | ☐ |
| | Do these summary reports result in actions to decrease problem areas? | ☐ | ☐ |
| | Comment | | |
| (h) | Is a testing laboratory or equivalent facility available for quality assurance purposes? | ☐ | ☐ |
| | Which of the following tests are performed in the laboratory or facility? | | |
| | (1) Electrical tests | ☐ | ☐ |
| | (2) Mechanical tests | ☐ | ☐ |
| | (3) Chemical tests | ☐ | ☐ |
| | Comments | | |
| (i) | Is an environmental test facility maintained in-house? If not, state where: | ☐ | ☐ |
| | Are the following tests performed at this facility? | | |
| | (1) Temperature (high, low, cycle) | ☐ | ☐ |
| | (2) Shock (mechanical, thermal) | ☐ | ☐ |
| | (3) Acceleration | ☐ | ☐ |
| | (4) Vibration (fixed, variable, random noise) | ☐ | ☐ |
| | (5) Moisture resistance | ☐ | ☐ |
| | (6) Altitude | ☐ | ☐ |
| | (7) Radiographic | ☐ | ☐ |

| | | YES | NO |
|---|---|---|---|
| (8) | Hermeticity tests | | |
| | (a) Fine leak | ☐ | ☐ |
| | (b) Gross leak | ☐ | ☐ |
| (9) | Salty spray | ☐ | ☐ |
| (10) | Life tests - operating | ☐ | ☐ |

Comments

(j) Are charts provided for the monitoring of environmental test equipment? ☐ ☐
Comments

(k) Is test equipment adequate for fulfilment of specification requirements? ☐ ☐
Comments

(l) Is final external visual inspection performed on 100% of the devices? ☐ ☐
Comments

(m) Are devices stored in a limited access area? ☐ ☐
Comments

(n) Are devices adequately identified to Customer requirements? ☐ ☐
Comments

(o) Are there provisions for lot identification? ☐ ☐
Comments

2.13 FACILITIES AND EQUIPMENT

| | | YES | NO |
|---|---|---|---|
| (a) | Is facility adequately lighted? | ☐ | ☐ |
| | Ventilated? | ☐ | ☐ |
| | Temperature-controlled? | ☐ | ☐ |
| | Dust-controlled? | ☐ | ☐ |
| | Comments | | |
| (b) | Is good housekeeping being practised? | ☐ | ☐ |

2.14 PRESERVATION, PACKING AND SHIPPING

| | | YES | NO |
|---|---|---|---|
| (a) | Are there adequate written procedures for control of shipping?<br>Comments | ☐ | ☐ |
| (b) | Are materials designated for shipment properly identified, handled and protected?<br>Comments | ☐ | ☐ |
| (c) | Do copies of Customer's purchase order and evidence of inspection acceptance accompany materials from end of final test up to the time of shipment?<br>Comments | ☐ | ☐ |
| (d) | Do Q.A. personnel perform audits of all outgoing lots?<br>Comments | ☐ | ☐ |
| (e) | Do shipping documents reflect inspection status or evidence of inspection, identification and similar shipping requirements?<br>Comments | ☐ | ☐ |
| (f) | Does Manufacturer verify conformity of devices and invoices with purchase order?<br>Comments | ☐ | ☐ |

| | | YES | NO |
|---|---|---|---|
| (g) | Does Manufacturer implement special packaging methods for hi-rel devices? | ☐ | ☐ |
| | If so, which of following methods is used? | | |
| | - Individual packages | ☐ | ☐ |
| | - Mechanical protection | ☐ | ☐ |
| | - Environmental protection | ☐ | ☐ |
| | - Special warning labels | ☐ | ☐ |
| (h) | Is shipping method designed to allow official inspection by Customs without actual removal of protective material? | ☐ | ☐ |
| | Comments | | |
| (i) | Do instructions prohibit the use of substandard packaging methods for shipment of hi-rel devices? | ☐ | ☐ |

2.15 SUMMARY OF INSPECTION RESULTS

Indicate inspection results per manufacturing and testing area, whereby:

V = Adequate.

O = Insufficient or non-adequate.

- = Not checked or not applicable.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|---|
| Environmental conditions: | | | | | | | |
| Cleanliness | | | | | | | |
| Temperature control | | | | | | | |
| Humidity control | | | | | | | |
| Occupancy | | | | | | | |
| Procedures available: | | | | | | | |
| Travellers | | | | | | | |
| Calibration | | | | | | | |
| Segregation of rejects | | | | | | | |
| Inspection evidence | | | | | | | |

| Area No. | |
|---|---|
| 1 = | . |
| 2 = | . |
| 3 = | . |
| 4 = | . |
| 5 = | . |
| 6 = | . |
| 7 = | . |

2.16 GENERAL OBSERVATIONS (NOT TO EXCEED 2 PAGES)

Click here to enter text.