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# CHECKLIST FOR RESISTORS MANUFACTURER AND LINE SURVEY

## **ESCC Basic Specification No. 2024000**

Manufacturer:	
Location:	
Survey Team Leader:	
Date of Survey	
Resistor Type(s):	

Issue 3	February 2014	



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DCR No.	CHANGE DESCRIPTION
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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	CLIDVEY	CHECKI	ICT
_	SURVEY	CHECKL	.131

			.ee eapp., eg		
2	SUF	RVEY	CHECKLIST		
				f numose of survey procedures to be	
	(α)		owed, time limitations,		i purpose of survey, procedures to be
	(b)	Not on p	es (Atmosphere duri personnel, general ren		o-operate, interest shown, comments
2.2	<u>MAN</u>	NUFA	ACTURER AND SUR	/EY TEAM INFORMATION	
	(a)	Su	rvey requested by:		
		Su	rvey Team Leader:		
		Te	am Members:		
	(b)	Ke	y personnel of Manufa	acturer interviewed:-	
			Name	Function	Tlph. Ext
		1			
		2			
		3			
		4			
		5			

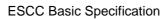
c)	Type of Company (Private company, limited company, etc.)			
	Affiliated with any other company? If so, which:			



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	No. of employees:						
	- Tot	al number:					
	- Pro	oduction:					
	- Qu	ality Assurance:					
	- Q.A	A. Inspection:					
	- Pro	od. Engineering:					
	- De	sign Engineering:					
	- Re	liability Control:					
	- Oth	ner					
(d)	Num	ber of shifts:					
(e)	Plan	t area:					
(f)	Gen	eral Production line:					
	Device types manufactured:						
	2.	Will flow diagrams of	of steps to prod	uce resistors	s be available	o Survey Tea	m?
				YES		NO	
		Are specifications, it	f any, reference	ed in the flow	v diagrams?		
				YES		NO	
(g)	) Principal Government and industrial customers:						
	1.						
	2.						
	3.						
	4.						
	5.						



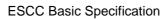
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2.3

(h)	(h) The Manufacturer's Quality System is organised in accordance with:								
	Comn	nents:							
(i)	Manu	facturer's Government Service Inspection:							
	DCAS	Inspector, resident/non-resident							
(j)	Nation	nal Inspectorate:							
(k)	Is the	Manufacturer's resistor production							
	(1)	Continuous?	YES		NO				
	(2)	Pilot production?	YES		NO				
	(3)	Advanced R&D, limited?	YES		NO				
(I)	The M	lanufacturer has adequate experience in the	production	n of the follo	wing hi-rel	oarts:			
		AFNIT ODG ANIIGATION							
(a)		<u>MENT ORGANISATION</u> is general policy/attitude of the Management	regarding	quality/relia	bility progra	mme?			
(b)		n level of Management participates actively in	orientating	g policy tow	ards space				
	comp	onent production?							
(c)		n organisation, if any, reviews and monitors a	ll work invo	olved in spa	ce compone	ent			
	produ	production?							
(d)		k related to space components (contracts) re	garded as	"normal bu	siness" or a	as			
	beion	ging to the "unique order" category?							
(e)	What	is the general policy concerning proprietary r	ights?						





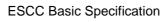
(f)	Has the "Reliability" department the same authority from Management as the "Engineering" and "Production" departments? Does this mean direct responsibility for reliability of products in the line?
(g)	Has the Q.A. Manager direct authority for implementation of quality policy and actions related to 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?
(I)	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? Comments:		
(c)	Has the Q.A. group sufficient authority in relation to its position within the company's organisation (see organigram)? Comments		
(d)	Are areas of responsibility within the Q.A. group clearly defined? 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? Which?		
(f)	Is there a periodic and comprehensive quality data reporting system which covers all operational phases?  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? Comments		
(i)	Are written procedures available for identification and positive control of accepted/rejected materials?  Comments		
(j)	What is ratio Q.A. inspectors : personnel directly involved in production?		



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(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							
					YE	s	NO	
(I)	Are written proce	dures kept and ι	used in area	s for:			110	
	- Receiving inspe	ction?						
	- In-process inspe	ection?						
	- Fabrication prod	essing?						
	- Final testing?							
	Comments							
(m)	Does Q.A. mainta controls (control careas?				tistic			
	In-process inspec	ction?						
	Fabrication processing?							
	Final inspection?							
	Comments							
					YE	S	NO	
(n)	Is Q.A. responsib conducting of, qu Comments		tion of need	for, and the				
(o)	Are training programmes provided for special process personnel?  Comments							



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(p) Do employees have to pass tests: After training? Periodically? П П 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. 

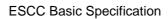


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	YES	NC
?		
ed equipment calibrated prior to		
NTROI		
SITTIOE	YES	NO
•		
ilability of required drawing at relevant		
current revisions?		
y ESTEC and contract changes		
wings and changes therein prior to their		
revisions shown on prints of drawings?		
	s provide for removal of any equipment ted according to established schedules?  sel up-to-date certification records ty to NBS and identification of calibrator?  ed equipment calibrated prior to  ONTROL  ate written procedures for control of the changes?  tem provide for documented change illability of required drawing at relevant ion step?  or current revisions?  by ESTEC and contract changes  wings and changes therein prior to their ished a procedure for notifying his rawings?  revisions shown on prints of drawings?	s provide for removal of any equipment ted according to established schedules?  del up-to-date certification records ty to NBS and identification of calibrator?  ded equipment calibrated prior to  DNTROL  YES  ate written procedures for control of the changes illability of required drawing at relevant ion step?  description of the contract changes  by ESTEC and contract changes  wings and changes therein prior to their  dished a procedure for notifying his rawings?





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#### 2.7 <u>RELIABILITY</u>

		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		



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		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		
/I\	Are there enough percental for foilure englysis?		
(I)	Are there special personnel for failure analysis?  Comments		
(m)	Are failure analysis reports		
	(1) Available?		
	(2) Adequate? Comments		
(n)	Has Reliability a programme to ensure reliability of resistor designs prior to release thereof?		



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		YES	NO
	Comments		
(o)	Has Reliability access to all pertinent development and production data of resistors for analysis purposes?  Comments		
(p)	Is reliability data available of resistors from the line(s) which the Manufacturer wishes to be approved? 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? 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?		



2.9

<b>20</b>	CONTDOI		CULIDATE
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?	П	
	Comments		
	NTROL OF INCOMING MATERIALS (PERFORMED IN SITU)	YES	NO
			NO
	NTROL OF INCOMING MATERIALS (PERFORMED IN SITU)  Are Manufacturer's written standard inspection procedures adequate for control of incoming materials and services	YES	
(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	YES	
(a) (b)	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  Are materials received in a controlled area from which removal prior to inspection is impossible?	YES	
(a) (b)	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  Are materials received in a controlled area from which removal prior to inspection is impossible?  Comments  Are materials properly handled and protected during the receiving process?	YES	
(a) (b)	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  Are materials received in a controlled area from which removal prior to inspection is impossible?  Comments  Are materials properly handled and protected during the receiving process?	YES	



		YES	NO
(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		
(1.)			
(h)	Which materials are subject to limited shelf life limitations?		
	Comments		
<b>/:</b> \	Are abold life and sure data restorials preparely identified and		
(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		
(I)	Are suitable inspections and tests, including physical and chemical tests, performed on raw materials?  Comments		
(m)	Are such tests performed: In-house?		
	At other locations? Comments		



	YES	NO
<ul><li>(n) Are storage containers, racks, bins, etc. adequate for type of material stored?</li><li>Comments</li></ul>		
(o) Is lot traceability maintained?  Comments		
(p) Is "first in/first out" method applied?		
2.10 <u>IN-PROCESS INSPECTIONS AND TESTS</u>		
	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?		
(g) Does the manufacturer maintain and document standard screening tests as part of their own in-process controls?		
<ul> <li>(h) Does the manufacturer review the in-process control tests results against the screening tests requirements defined in the relevant Generic Specification?</li> </ul>		



		YES	NO
(i)	Is type and quantity of available inspection equipment adequate for type of work being accomplished?  Comments		
(j)	Are documentation 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?	_	_
(14)	Comments		
/I\	Do in process O.A. inapactors summariae quality experience on		
(I)	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		
(q)	Are there documents describing in-process inspections?		
	Do inspectors know how and when to use them? Comments		



		YES	NO
(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		
/\	Are records reciptained of training and compatence of an evotors		
(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		

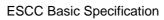
#### 2.11 SURVEY OF MANUFACTURING LINE

This review shall be performed in 2 phases:-

- 1. Identification of the various steps listed in the flow chart to define the corresponding operations and collect all relevant information.
- 2. Actual line survey (indicate if inspection was performed).

If different technologies are applied, the inspection results shall be supplied on separate sheets

	ir air	ferent technologies are applied, the inspection results shall be supplied on separate sheets.
2.11.1	Lead	d <u>s</u>
	(a)	Which lead material and plating is used?
	(b)	Which body material and plating is used for lead/body junction?
	(c)	Lead/body type of junction.
	(d)	How are parameters controlled?
	(e)	How is quality controlled?
2.11.2	Resi	istor Element
	(a)	Which technology is used?
	(b)	Description
	(c)	Materials used
	(d)	Which assembly method is used?
	(u)	Which assembly method is asea.
	(e)	How is process controlled?
	(f)	How is position of elements defined?





- Final coatings?

	(g)	How is quality of assembly controlled?			
	(h)	Which criteria are applied to radiographic inspection?			
	(i)	Additional items (if necessary).			
2.11.3	Res	istor Enclosure			
			YES	NO	
	(a)	By which means is the device protected?			
		- Lacquer			
		- Sealing in a plastic case			
		- Sealing in a hermetic enclosure			
		- Pressure moulding			
		- Coating			
		Comments			
	(b)	Is resistor element heated before protection is applied? Comments			
	(c)	How is protection applied? By hand			
		Automatically Comments			
	(d)	If several layers, how are they made?			
	(e)	List parameters of resin controlled during application			
	(f)	Are controls deemed to be adequate?			
	(g)	Which curing and inspection procedures are applied to: - Intermediate coatings?			



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			YES	NO
	(h)	Which solvent is recommended for analysis of devices?		
	(i)	Are records available to check actual curing conditions?		
	(j)	How does Manufacturer control sealing dimensions during process	sing?	
	(k)	How does Manufacturer control dimensions during inspection?		
	(I)	Is such inspection scheduled? Which aspects are inspected?		
	(m)	Who performs the inspection(s)?		
	(n)	Are visual aids and criteria provided for inspection purposes?		
	(o)	Are visual aids and criteria applied to the production line?		
	(p)	Are visual aids and criteria adequate?		
2.11.4	<u>Fina</u>	I Test Area and Screening Facility		
			YES	NO
		Are they separate operations?		
	(b)	Are final production tests (see ESCC specification) performed by personnel under Q.A. monitoring? or		
		Are they performed by Q.A. personnel? Comments		
	(c)	Does the final test have written inspection and test procedures for product classes on the line?		
		Do inspectors know when and how to use them?		
		Comments		

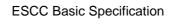


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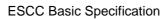
		YES	NO
(d)	Do inspectors use assigned stamps to indicate inspection status on materials and accompanying documents?  Comments		
(e)	Are requests for corrective action made in writing?		
	Are such requests answered? Comments		
(f)	Are rejected devices identified and segregated in a controlled area?  Comments		
(g)	Are records of accepted and rejected material maintained?		
	Are these records identifiable with such materials?  Comments		
(h)	Are device failures analysed?		
	Are device failure analyses summarised and reported by final Q.A.? Comments		
(i)	Is a summary inspection and test report sent regularly to quality management (lot acceptance, percentage of defects, types of failure)?  Comments		
(j)	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	ı	
(k)	Are statistical controls of device parameter distribution maintained?		



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				YES	NO
		hey re ments	eported to Q.A. or Reliability?		
(1)			ronmental test facility maintained in-house? e where:		
	Are t	he fol	lowing tests performed at this facility?		
	(1)	Tem	perature (high, low, cycle)		
	(2)	Shoo	ck (mechanical, thermal)		
	(3)	Acce	eleration		
	(4)	Vibra	ation (fixed, variable)		
	(5)	Mois	sture resistance		
	(6)	Altitu	ude		
	(7)	Rad	iographic		
	(8)	Herr	meticity tests		
		(a)	Fine leak, if applicable		
		(b)	Gross leak or penetrant dye		
	(9)	Lead	d fatigue		
	(10)	Life	tests - operating		
	Com	ments	5		
(m)	Is av	ailabl	e equipment used:		
	- For	prod	uction?		
	- In R	R&D?			
	- For	Qual	ity Control on a sample basis?		
			ening?		
(n)	equip	charts oment ments			





		YES	NO
(o)	Is test equipment adequate for fulfilment of specification requirements?  Comments		
(p)	Is final external visual inspection performed on 100% of the devices?  Comments		
(a)	Are devices stored in a limited access area?	_	_
(4)	Comments		
(r)	Are devices adequately identified to Customer requirements?  Comments		
(s)	Are there provisions for lot identification? Comments		
(t)	How many burn-in positions are available:		
	- At room ambient temperature?		
	- At specified ambient temperature?		
	- At specified case temperature (cooled hot plate)?		
(u)	Does burn-in require soldering of leads? Comments		
(v.)	What prescritions are taken to maintain colderability of lands		
(v)	What precautions are taken to maintain solderability of leads after burn-in?		
(144)	How does Manufacturer ensure that failed devices are separated		
(vv)	from processed lots?		



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YES NO (x) Has Manufacturer all test equipment necessary to perform all qualification tests: Specify equipment and its location: - In-house? - In nearby facility? Specify equipment and its location: - In remote location Specify equipment and its location: 2.12 PRESERVATION, PACKING AND SHIPPING YES NO (a) Are there adequate written procedures for control of shipping? Comments (b) Are materials designated for shipment properly identified, handled and protected? 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? Comments (d) Do Q.A. personnel perform audits of all outgoing lots? Comments (e) Do shipping documents reflect inspection status or evidence of inspection, identification and similar shipping requirements? Comments (f) Does Manufacturer verify conformity of devices and invoices with purchase order? Comments (g) Does Manufacturer implement special packaging methods for hi-rel devices?



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		YES	NO
	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?		



#### 2.13 <u>SUMMARY OF INSPECTION RESULTS</u>

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 = .							
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### 2.14 GENERAL OBSERVATIONS (NOT TO EXCEED 2 PAGES)

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