

### Section I - General

1. Is the Quality Assurance Dept. adequately organized and staffed to exercise its responsibilities?	Y	M	N	C
2. Is a Quality Assurance manual or similar set of procedures available and utilized?	Y	M	N	C
3. Is there an established set of workmanship standards available and utilized?	Y	M	N	C
4. Are adequate material handling and protection techniques practiced throughout all activities?	Y	M	N	C
5. Is there an established industrial safety program in effect?	Y	M	N	C
6. Is there an established housekeeping program in effect?	Y	M	N	C
7. Is there a system in place to provide for statistical process control & capability studies?	Y	M	N	C
8. Is there an expert available to perform these studies?	Y	M	N	C
9. Are you currently using statistical process control in your operations?	Y	M	N	C
10. Do you have a long-term improvement program?	Y	M	N	C

### Section II - Vendor Quality Surveillance

1. Are there adequate procedures in use to define vendor quality surveillance requirements?	Y	M	N	C
2. Are vendor capabilities evaluated and documented prior to placing orders?	Y	M	N	C
3. Is vendor performance history information utilized on vendor selection?	Y	M	N	C
4. Are purchase orders reviewed & approved by Quality Assurance for all applicable quality requirements?	Y	M	N	C
5. Are purchase orders reviewed for the approval status on the intended vendor?	Y	M	N	C
6. Is source inspection performed when necessary to assure the quality level of the purchased material?	Y	M	N	C

### Section III - Inspection of Incoming Material

1. Are there adequate procedures in use to define incoming material inspection activities?	Y	M	N	C
2. Is the incoming inspection area sufficiently protected to prevent unauthorized removal of material?	Y	M	N	C
3. Are inspection and test equipment adequate for the type of incoming inspection performed?	Y	M	N	C
4. Are there provisions for 100% and/or approved sampling plan inspection to drawing and specification requirements?	Y	M	N	C
5. Are copies of purchase orders, drawings, and specification available for use in performing incoming inspections?	Y	M	N	C
6. Are written instructions used for incoming inspections of specific items?	Y	M	N	C
7. Is raw material properly identified and traceable to original certifications?	Y	M	N	C
8. Is the degree of incoming inspection based on past performance and history?	Y	M	N	C
9. Is non-conforming material properly identified and segregated to prevent unauthorized use?	Y	M	N	C
10. Are corrective action reports initiated when non-conforming material is discovered?	Y	M	N	C

**Y = YES    M = MARGINAL    N = NO    C = SEE COMMENTS**

#### Section IV - Stock Control

1. Is there an adequate procedure in place for stock control?	Y	M	N	C
2. Are materials handled and stored in such a manner as to prevent damage?	Y	M	N	C
3. Is the stock area sufficiently restricted so as to prevent unauthorized withdrawal of materials?	Y	M	N	C
4. Do materials in the stock area reflect proper identification and inspection status?	Y	M	N	C
5. Are storage facilities adequate for the type of materials sorted?	Y	M	N	C
6. Are the materials stored as to facilitate first-in first-out issuance?	Y	M	N	C
7. Are records maintained showing to what job contract or customer materials are issued?	Y	M	N	C
8. Is raw material identifiable to original certifications?	Y	M	N	C
9. Is identification maintained by both "cut-off" and remaining stock raw materials?	Y	M	N	C
10. Is material having service life properly dated, stored, and rotated in stock for control of shelf life?			N/A	
11. Are corrosive, toxic or flammable materials properly stored and segregated?	Y	M	N	C
12. Are obsolete items purged from the stock area periodically?	Y	M	N	C

#### Section V - In-Process Inspection

1. Are production facilities adequate for the type of fabrication being performed?	Y	M	N	C
2. Are written instructions used for sequence and control of in-process operations?	Y	M	N	C
3. Do in-process documents reflect drawings and/or specification requirements and change levels?	Y	M	N	C
4. Are inspection points adequately specified and sequenced on in-process documents?	Y	M	N	C
5. Are written procedures used in addition to drawings and specifications for in-process inspection?	Y	M	N	C
6. Is adequate inspection and test equipment available for in-process inspection?	Y	M	N	C
7. Is first piece inspection approval required prior to full production runs?	Y	M	N	C

#### Section VI - Final Test and Acceptance

1. Are written test procedures used which define required inspection and test?	Y	M	N	C
2. Does Quality review and approve test procedures for compatibility with specification requirements?	Y	M	N	C
3. Does the test procedure specify inspection/test equipment to be used?	Y	M	N	C
4. Is available inspection/test equipment adequate for the type of testing required?	Y	M	N	C
5. Are inspection/test data sheets used to record results?	Y	M	N	C
6. Are inspection/test data sheets retained? If yes, how long? <u>(7)</u> years.	Y	M	N	C

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Section VII - Document Control

- |  |          |   |   |   |
|--|----------|---|---|---|
| 1. Does the system assure availability of correct revision level of "Prints, Processes, etc." at the point of use? | <b>Y</b> | M | N | C |
| 2. Does the system assure removal of all obsolete prints, processes, etc. to prevent their use?                    | <b>Y</b> | M | N | C |
| 3. Does Quality Assurance participate in the approval of drawings, specifications and change thereto?              | <b>Y</b> | M | N | C |
| 4. Does the system assure customer participation in the approval cycle when required?                              | <b>Y</b> | M | N | C |
| 5. Does the system provide for controlled recording of all changes, revision, etc?                                 | <b>Y</b> | M | N | C |
| 6. Are adequate records of inspection and tests maintained and controlled by Quality Assurance?                    | <b>Y</b> | M | N | C |

Section VIII - Non-Conforming Material Control

- |  |          |   |   |   |
|--|----------|---|---|---|
| 1. Is there an adequate procedure in use for the control of non-conforming material?               | <b>Y</b> | M | N | C |
| 2. Is there a standard form used to document non-conforming material/corrective action processing? | <b>Y</b> | M | N | C |
| 3. Are adequate records of actions maintained?   | <b>Y</b> | M | N | C |
| 4. Is non-conforming material identified in such a manner as to prevent its use?                   | <b>Y</b> | M | N | C |
| 5. Is non-conforming material adequately controlled and isolated to prevent its use?               | <b>Y</b> | M | N | C |
| 6. Are there procedures and provisions for convening a material review board when required?        | <b>Y</b> | M | N | C |
| 7. Is there a follow-up system to assure expedient response to corrective action requested?        | <b>Y</b> | M | N | C |
| 8. Is effectiveness of resolution and implementation of corrective action verified?                | <b>Y</b> | M | N | C |

Section IX - Calibration of Inspection & Test Equipment

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|---|----------|---|---|---|
| 1. Is there adequate procedures in use for control of equipment calibration?<br>If (Y)es, does it conform to MIL-STD-45662? | <b>Y</b> | M | N | C |
| 2. Is there a record system that shows evidence of adherence to established calibration schedules?                          | <b>Y</b> | M | N | C |
| 3. Is there an acceptable method of identifying the calibration status of each piece of equipment?                          | <b>Y</b> | M | N | C |
| 4. Does the system assure removal from service of equipment that has exceeded calibration period?                           | <b>Y</b> | M | N | C |
| 5. Are current certifications on file reflecting standards calibration that is traceable to NIST?                           | <b>Y</b> | M | N | C |
| 6. Are equipment and standards properly handled and protected?  | <b>Y</b> | M | N | C |
| 7. Is personal owned inspection and test equipment adequately controlled?   | <b>Y</b> | M | N | C |

<u>Section</u>	<u>Question</u>	<u>Comments</u>
III	8	Each shipment is inspected per the order requirements.
V	7	Due to type of batch manufacturing, first piece approval is not required.
VI	6	7 years, unless otherwise requested by the customer order, up to 20 years. 50 years Nuclear.

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SPECIAL PROCESSES THAT ITI CAN PERFORM OR HAS PERFORMED:

- The following special processes and/or NDT techniques are considered applicable to this facility, to MIL-STD-2132, MIL-STD-271, NTR 1, MIL-STD-1083:

- \* Liquid Penetrant
- \* Fluorescent Penetrant
- \* Nital Etch
- \* Eddy Current Inspection

- In addition, the following special processes and/or NDT techniques are employed on a vended bases by ITI:

- \* X-Ray
- \* Plating
- \* Special Castings
- \* Heat Treatment
- \* Any other process as dictated by the customer needs and/or order

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