PROCESS REVIEW PACKAGE

FOR MANUFACTURING PROCESSES

(***Processes that Manufacture or Touch-Labor Processes to include Packaging, Marking, Inspection and Test***)

SUPPLIER: _____ _____

PROCESS: _____

Contractual Requirement(s) for this process (*Process Inputs*):

_____
_____
_____
_____

Supplier Procedure Number(s), Title(s) & Revision Level(s)/Date(s) (*Process Inputs*):

_____
_____
_____
_____

SECTIONS:

1. **GUIDELIST AND NOTES/COMMENTS**.
2. **PRODUCT EXAMINATION SUMMARY/DATA COLLECTED/SPC CHARTS**.
3. **RESULTS AND DETERMINATION OF CONTINUING PRODUCT ASSURANCE METHODS & TECHNIQUES**.
4. **FLOW CHART(S)**.

Prepared By: _____

Date Process Review Completed: _____

1. GUIDELIST AND NOTES/COMMENTS:

a. **METHODS:**

(1) Are manufacturing, inspection and test methodologies adequate to produce conforming supplies?

_____
_____
_____
_____

(2) Are work instructions, test procedures, travelers/built sheets/Manufacturing Outlines, etc., used adequate, clear, concise and up to date (latest revision) to allow only contractually conforming supplies to be delivered to the Government? ***What instructions (identifying number) were reviewed?***

_____
_____
_____
_____

(3) Are personnel following the above mentioned documents?

(4) Are changes to methods (instructions) controlled and translated adequately and timely to affected personnel?

(5) Is there supplier data available for analysis that can substantiate the effectiveness of this process? ***If so, what is the status of this process?***

b. **MANPOWER:**

(1) Are the people performing the manufacturing, engineering, purchasing, testing and quality assurance functions of the appropriate skill/experience level and/or properly training/certified to produce conforming product? ***What are the requirements?***

(2) What type of training/certification is required? Is anyone's certification expired and are they still working in the process?

(3) Are training records available (review sample) and are they accurate and complete?

(4) Are the credentials of the training/certification official in accordance with specification requirements? ***What are the requirements?***

(5) Is there a system in place for remedial training when errors occur?

c. **MATERIALS:**

(1) Does the material(s) used in producing the item(s) comply with contract/specification and/or supplier-imposed technical requirements? ***What were the materials reviewed?***

(2) Are materials traceable/identified, as required and within shelf life, if applicable?

(3) Was the material's integrity compromised by further process and/or practices? ***If so, how?***

(4) Are there controls to ensure conforming material is consistently used in the process?

d. **EQUIPMENT:**

(1) Is manufacturing equipment (tooling, fixtures, jigs, and measuring/test equipment) adequate to produce/assess conforming supplies in compliance with contractual specifications and drawing(s)?

(2) Is measuring and testing equipment of the required adequacy, accuracy and precision (type & condition) to assure supplies produced comply with specifications and drawings? ***What Items of equipment/tools/instruments/jigs/fixtures/etc., were sampled and were they within the calibration/check cycle?***

(3) Is measuring and testing equipment included in the supplier's calibration program? ***What equipment was sampled?***

(4) Does equipment (to include fixtures, jigs, and software [ATE]), requiring qualification or certification approval, have contractual approval for use?

(5) Is software used in running manufacturing, measuring and testing equipment (ATE) adequate to assure product complies with specifications and drawing? ***What program(s) and revision level(s)/date(s) was reviewed?***

(6) Is Government owned equipment adequately protected / maintained in accordance with a documented process?

e. **ENVIRONMENT:**

(1) Is the process conducted under controlled environmental conditions (clean room, humidity/temperature, etc.) as required by contractual and/or supplier-imposed technical requirements? ***What are the environmental conditions and are they monitored (charts, gages, etc., within calibration)?***

(2) Does the supplier observe ESD practices, if applicable?

(3) Is safety equipment available and in use, if needed? ***What are the safety requirements for this process?***

f. **NOTES/COMMENTS:**

PRODUCT EXAMINATION NOTES (*Process Outputs*):

Date(s) Conducted: _____

Contract Number(s): _____

Part Number(s) / Serial number (s) (If Applicable):

Part Nomenclature(s) (If Applicable): _____

Person(s) Contacted: _____

COMMENTS:

CORRECTIVE ACTION GENERATED: Y N CAR NO: _____

IS ANY FOLLOW-UP ACTION REQUIRED? _____

PERSON PERFORMING PRODUCT/PROCESS EXAMINATION: _____

2. PRODUCT EXAMINATION SUMMARY/DATA COLLECTED/SPC CHARTS (*Process Outputs*):

3. RESULTS AND DETERMINATION OF CONTINUING PRODUCT ASSURANCE METHODS & TECHNIQUES:

a. Are continuing Product Assurance Methods & Techniques (product examinations, process reviews, etc.) required? ***What are they and what will be the level of effort/interval?***

b. Other Comments:

4. FLOW CHART(S) (can be enclosed):