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Signatures maintained on controlled copy in CAD QA office.

1.0 Purpose

To outline an incoming inspection process (which may include testing) for purchased and subcontracted items.

2.0 Scope

The requirements of this document apply to supplies, components, assemblies, subsystems, and systems purchased for use in the AGS. Exceptions are development and maintenance materials which will be inspected only when specifically required by the procurement documentation.

3.0 Policy

3.1 The assessment of the effectiveness of a suppliers ability to deliver conforming material is the responsibility of Division Management and is implemented through their designated representatives.

3.2 As a minimum, received items/material shall be verified against procurement documentation. At the discretion of the cognizant engineer or scientist (CE/CS), inspections/tests of items received in the AGS Department shall be performed to determine acceptability for their intended use.

4.0 References

AGS-QAP-404, Retention of QA Records.

5.0 Procedure

5.1 Incoming inspection will be performed, when applicable, in accordance with documented instructions or procedures. These documents shall be the responsibility of the CE/CS.

5.2 The CE/CS will utilize the latest revision of applicable drawings and/or specifications to prepare an item specific inspection procedure, generic inspection procedure data sheet, or Inspection/Test Record (I/TR), BQF-003. The inspection procedure may be contained within the item/material specification.

5.3 Instructions for incoming inspection should include, as appropriate, the following items:

5.3.1 First Article Verification (reference para. 7.0 for guidance).

5.3.2 Parameters to be inspected and whether data is to be recorded for each parameter.

5.3.3 Parameters to be accepted on the basis of a review of supplier test data and/or inspection results.

5.3.4 Parameters to be sampled or inspected 100%.

- 5.3.5 Requirements for special tools, fixtures, gages, set-ups, etc..
- 5.3.6 Special instructions relative to handling & storage of the material, e.g. age sensitive material.
- 5.3.7 Additional criteria, not specified on the drawings, specifications or purchase documents.
- 5.4 Completed I/TR or inspection data sheets which contain nonconformances should be reviewed by the CE/CS to verify that required inspections were performed satisfactorily, and that all nonconformances have been recorded and dispositioned.
- 5.5 CE/CS requisitioning general use items from the Supply and Material Division, shall determine whether the items must be inspected and/or tested prior to use. The determination should be based upon an evaluation of the specific application of each item. It is recommended that general use items be checked, as a minimum, upon receipt for identification and damage.
- 5.6 Information about defective purchased items and quality problems shall be transmitted to the Division of Contracts and Procurement (DCP) for appropriate corrective action.
- 5.7 Purchased items awaiting inspection should be stored separately from items that have been inspected.
- 5.8 Nonconforming items that are awaiting disposition and defective items that are waiting to be reworked, returned, scrapped, or have been reworked and awaiting reinspection/test shall be uniquely identified, and/or segregated from acceptable items or items awaiting inspection.
- 5.9 Incoming Inspection data shall be maintained per the requirements of AGS-QAP-404, Retention of QA Records.

6.0 Selection Of Samples

Sample sizes shall be determined using the sample plans outlined in MIL-STD-105, Sampling Procedures and Tables for Inspection by Attributes, or as specified by the CE/CS. Samples shall be traceable to a defined period of manufacturing.

7.0 First Article Verification

- 7.1 In order to ensure that production quantities of nonconforming material are not produced by BNL vendors, it is recommended that a First Article Verification be performed whenever:
 - 7.1.1 A BNL vendor supplies first run product to BNL.

- 7.1.2 A BNL vendor supplies a product not previously produced by that vendor.
- 7.2 This process is intended to assess new designs and the process/documentation utilized to produce the subject part. It is not intended to be invoked each time an existing design changes via an Engineering Change Notice (ECN), unless that ECN radically alters the form, fit, or function of the subject part.
- 7.3 The depth and extent of First Article Verification shall be defined by the CE/CS.
- 7.4 Incoming inspection personnel will perform First Article Verification in accordance with procedures supplied by the CE/CS.