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MIL-I-45208 Inspection System

Revisions					Rev:	Orig	
Letter	E.O. Number - Description				Date		
Used On	Contract#:		Your Company				
Prepared By:							
President:							
Quality:			INSPECTION SYSTEM				
			Size:	A	CAGE:		Form Rev: Orig 1 of 13

Your Logo

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APPLICATION NOTES (delete prior to release):

This inspection system is based upon MIL-I-45208 and is subject to Customer evaluation and verification.^{3.13}

The paragraph numbers in this quality manual do not correspond to the paragraph numbers in the MIL-I standard. This quality manual displays superscript numbers to establish the relationship between the standard and content in this quality manual. Superscript numbers correspond to paragraph numbers from MIL-I-45208A.

Paragraph numbers 1 and 2 and 4 through 6 in MIL-I-45208A only provide guidance (except 2.1) and do not require reference in the quality manual.

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1.0 SCOPE^{3.1}

It is a policy of the Company to perform all activities in a manner that reflects a total commitment to quality. This means maintaining the highest standards of quality in all products and services and a dedication to the principle of maintaining the highest levels of quality and integrity in communicating with people inside and outside of the Company. It is also a policy of the Company to prevent production and distribution of products that would pose unreasonable risks to health, safety, or the environment. It is a goal of the Company to encourage all employees to strive for individual excellence in their work and in their association with other people inside and outside of the workplace. The Company strives to motivate employees to achieve this excellence by providing leadership, training, proper materials, facilities, and a cooperative environment.

Managers are responsible for developing organizations and systems that accommodate the goal of achieving Customer satisfaction. Managers must recognize and support employees charged with the responsibility of interacting with Customers. Employees who are authorized to work with Customers are responsible for carefully listening and fully understanding their requirements and expectations. These employees should be as responsive as possible to those needs within the province and spirit of good business practices. Managers must monitor Customer satisfaction on a continuing basis, making appropriate adjustments and corrections if problems occur. This Quality Manual is produced to provide guidance to achieve the policies and goals of the Company. This manual of policies and procedures are subject to review by the Customer. The Company's Mission is to continually improve products and services.

2.0 ORGANIZATION

2.1 Quality Responsibility and Authority^{3.2.3}

The quality manager has the responsibility and authority to resolve matters relative to quality in products, processes, and services from internal and external sources. Quality may suspend internal and external processes and services that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis. In addition, Quality may withhold internal and external shipments of products that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis. The quality manager reports directly to the President. Quality supervisors, inspectors, and auditors report directly to the quality manager.

2.1.1 Problem Resolution

Quality problems resulting from a variance to a program requirement are resolved by the organizational Group assigned the specific responsibility. Decisions affecting Quality, Cost, or Schedule are recorded using documented correspondence. Company correspondence is distributed and retained. Each organizational Group has the authority, responsibility, and freedom to initiate, recommend or provide solutions for programmatic problems; however, each Group is expected to fulfill this inspection system at all levels and protect the quality effort of other Groups upon which they have an influence.

2.2 Initial Quality Planning^{3.11.1, 3.11.2}

The Quality Group is responsible for review of new and pending work based on the receipt of a Request for Proposal (RFP), the receipt of a new contract or potential contract or the activation

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2.4.2 Record Verification

Records are examined for [REDACTED]

2.4.3 Record Maintenance

A Document Control Center can be used to maintain records as directed by the contract or for seven (7) years if not specified by the contract. To the extent practicable, records are [REDACTED]

2.4.4 Active Records

Records for active contracts are maintained in the quality area handling the inspection system. Records are removed [REDACTED]

2.4.4.1 Objective Evidence

Records are collected or produced to the extent necessary to [REDACTED]

2.5 Corrective Action^{3.2.3}

2.5.1 Internal Corrective Action Requests

A Corrective Action Request (CAR) or a Request for Corrective Action (RFCA) is initiated as promptly as practicable to [REDACTED]

2.5.2 Corrective Action Implementation by the MRB

The MRB forwards the CAR or RFCA to [REDACTED]

2.5.2.1 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections and the monitoring of the effectiveness of actions taken are [REDACTED]

2.5.3 Supplier Corrective Action

A Supplier corrective action is initiated by the MRB, Purchasing Group or a Customer. A Corrective Action Request (CAR or RFCA) form is completed as specified by the Customer, the MRB or by the Quality Group. The CAR/RFCA form is [REDACTED]

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Acceptable Supplier responses are forwarded to [REDACTED]

2.5.4 Customer Request for Corrective Action

A Customer request for corrective action may be communicated verbally or by letter or by formal corrective action request. These requests may [REDACTED]

2.5.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other Company organizations as needed, [REDACTED]

2.5.4.2 Corrective Action Progress

Progress of the corrective action is monitored by the Quality Group to [REDACTED]

3.0 FACILITIES AND STANDARDS

3.1 Drawings, Documentation and Changes^{3.2.4}

The Quality Group verifies that the latest revisions of documents that are specified by contract are [REDACTED]

3.2 Change Control^{3.2.4}

Changes to contractual requirements are documented using an Engineering Order, Request for Waiver / Deviation or an Engineering Change Proposals according to [REDACTED]

3.3 Measuring and Test Equipment^{2.1, 3.3}

All measuring and test equipment instruments and devices used to determine a deliverable item's conformance to specified requirements are [REDACTED]

[REDACTED]

Tools that are used for inspection purposes are calibrated prior to use. The environment where measuring and test equipment instruments and devices are both calibrated and used is controlled to the extent necessary to assure required accuracy, with consideration given to temperature, humidity, vibration, cleanliness and other controllable factors.

3.4 Use of Contractor's Inspection Equipment^{3.3}

3.4.1 Availability

Company owned gauges, inspection devices and test equipment are made available for use by Customers when [REDACTED]

[REDACTED]

3.5 Control of Purchases^{3.11, 3.11.1, 3.11.2, 3.11.3}

3.5.1 Procurement Document Requirements Review

The Quality Group reviews procurement documents to [REDACTED]

[REDACTED]

The Supplier is directed to provide some or all of the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

3.6 Materials and Material Control^{3.9, 3.12}

3.6.1 Receiving Inspection

All materials are evaluated by receiving inspection to the extent necessary to [REDACTED]

[REDACTED]

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Three levels of inspection sampling can be used:

Sampling to permit defects is not permitted.

When an item drawing is revised and/or when an item is purchased to a revision level that differs from parts in stores, the early revision parts

Parts that have been sent out for special processing are

The acceptable material from a lot subjected to 100% inspection may be released to production upon completion of appropriate documentation.

Receiving inspection personnel observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

- 1.
- 2.
- 3.
- 4.
- 5.

The Company's specifications do not take precedence

3.6.2 Raw Material Inspection

The Purchasing Group specifies physical and/or chemical characteristics and properties on purchase orders for raw materials. The purchase order requires the Supplier to provide

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[REDACTED]

When tests or analyses are complete the test report is returned to receiving inspection for compliance verification.

[REDACTED]

3.6.3 Control of Special Materials

[REDACTED]

3.7 Production Processing and Fabrication^{3.2.1}

3.7.1 In-process Inspection

The Quality Group is responsible [REDACTED]

[REDACTED]

These inspections are performed as defined by [REDACTED]

[REDACTED]

3.7.2 Inspection Methods^{3.4}

Inspection methods may include, but are not limited to: [REDACTED]

[REDACTED]

The inspection includes verification of compliance to:

- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

When physical inspection of processed supplies is impossible or disadvantageous, indirect control of product quality is accomplished by [REDACTED]

3.7.2.1 Calculated Risk Release

In the event materials, components or assemblies are needed prior to receipt of Certified Test Data, Certificate of Compliance or Analysis, approved Request for Deviation or Waiver or other limited risk condition, cognizant MRB members of the Products and Quality Group may release the articles on a Calculated Risk. [REDACTED]

An open CRR prevents delivery of supplies unless waived by the Customer.

3.7.3 Identification^{3.5}

Parts or assemblies found to be in compliance with inspection requirements are identified as [REDACTED]

3.7.4 Failure Reporting

A Material Report is initiated by process or inspection personnel for each failure detected, including those discovered during [REDACTED]

3.7.5 Tooling Inspection^{3.3}

All production tools such as jigs, fixtures and templates used for producing deliverable supplies are [REDACTED]

3.8 Completed Item Inspection and Testing^{3.2.1, 3.5}

3.8.1 Final Physical and Visual Inspection

All finished goods are inspected as specified on the applicable inspection instruction or Traveler or as specified by the Quality Group. Parts and assemblies are processed only after all operations specified on applicable process documentation are identified as complete and accepted. Inspections are made using [REDACTED]

3.8.2 Final Acceptance Testing

Supplies are approved for acceptance testing after a determination has been made that the supply is

3.8.3 Final Acceptance Processing

After successful completion of final inspection and test, completed supplies are examined for the following:

-
-
-
-
-
-
-
-
-

Documentation attesting to the acceptance of the supply is annotated upon completion of the final inspection and test.

3.9 Handling, Storage and Delivery

3.9.1 Protecting Product Quality

The Quality Group specifies, where required and according to contractual directives, instructions for

The following routines apply:

-
-

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[REDACTED]

- [REDACTED]

3.10 Nonconforming Material^{3.7}

3.10.1 Material Review Board

The primary responsibility of the Material Review Board is to [REDACTED]

[REDACTED]

3.10.2 Material Review Processing

- [REDACTED]
- [REDACTED]

3.11 Indication of Inspection Status^{3.5}

3.11.1 Inspection Stamps

The Quality Group controls inspection stamps. The primary acceptance stamp is [REDACTED]

[REDACTED]

3.11.2 Identification Media

The inspection status of supplies is recorded on accompanying paperwork with a rubber stamp and in some instances with notations and signatures. Rubber stamps are of a design distinctly different from Government inspection stamps. The inspector completes a Good Material Tag, following its format, upon completion of final inspection when specified by the Inspection Instruction. When a condition exists that requires temporary suspension of inspection or processing activities, the inspector completes [REDACTED]

[REDACTED]

3.12 Government Inspection at Subcontractor or Vendor Facilities^{3.8, 3.11, 3.11.1, 3.11.2}

When the Customer wishes to conduct Source Inspections at Supplier facilities, the following statement is normally included in the Customer's purchase agreement: [REDACTED]

[REDACTED]

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Government and Customer property is controlled according to contractual requirements and applicable property and/or facility agreements, including, but not limited to:

- [illegible]

Bailed property is controlled according to contractual requirements and applicable property and/or facility agreements.

ASTM D 3951 – Commercial Preservation, Packaging, Packing and Marking

ASTM D 3951 – Commercial Preservation, Packaging, Packing and Marking
 QC-101 – Inspection Instruction Form
 QC-102 – Request for Corrective Action
 QC-103 – Material Report Form
 QC-104 – Calculated Risk Release Form
 QC-105 – Good Material Tag
 QC-106 – Withhold Tag
 QC-107 – Routing Ticket
 QC-108 – R&I Inspection Record
 QC-109 – Engineering Order
 QC-110 – Request for Waiver / Deviation
 QC-110-1 – Mil-Std-973 Request for Waiver / Deviation
 QC-111 – Mil-Std-481 Engineering Change Proposal
 QC-112 – Inspection Record
 QC-113 – Bad Material Tag
 QC-114 – R&I Inspection Instructions
 QC-115 – Property Control
 QC-116 – Calibration System and Forms
 QC-117 – Supplier Quality Requirements
 QC-118 – Basic Contract Review
 QC-119 – Traveler
 QC-120 – Purchase Order
 QC-121 – Purchase Order Review Instructions
 QC-122 – Dimensional Analysis Record
 QC-123 – Data List
 QC-124 – Inspection System Survey

SUPPLIER SURVEY**SUPPLIER INFORMATION:**

CAGE CODE: _____

Supplier Name: _____

Supplier Code: _____

Address: _____
(Street) (City) (State) (Zip)

Quality Manager: _____ Phone: _____ Fax: _____

SURVEY BACKGROUND INFORMATION:Reason for Survey: New Supplier ☐ Recertification ☐ Corrective Action Follow-Up ☐

Survey Date: _____ Approval Date: _____

Approval Method: Survey ☐ History ☐(If History, attach summary) History summary attached: Yes ☐ No ☐

Special Process Codes (if known) _____

SUPPLIER BACKGROUND INFORMATION:Housekeeping is adequate ☐ Yes ☐ NoFloor Space is adequate ☐ Yes ☐ NoGovernment Source Inspection is on Site ☐ Yes ☐ NoGSI is Itinerant ☐ Yes ☐ NoNumber of shifts ☐ 1 ☐ 2 ☐ 3

Number of Employees _____ Number in Quality _____ Years in Business _____

Delegated active Material Review Board ☐ Yes ☐ No Delegated by _____

% Government Business _____

SURVEY RESULTS:**APPROVAL STATUS: (A, C, or D)** _____

A = Approved

C = Conditional

D = Disapproved

Survey Expiration Date (if required by applicable specification) _____

Survey Follow-Up Required: Yes ☐ No ☐ Additional Comments are attached: Yes ☐ No ☐

This survey was performed by _____.

Surveyor's Office Phone Number: _____ Survey was requested by: _____

Signature: _____ Date: _____

SUPPLIER SURVEY

MIL-I-45208A Inspection System

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
1.0 Scope 1.1 Scope (Not applicable) 1.2 Applicability (Not applicable) 1.2.2 Relation to other contract requirements (Not applicable) 1.2.3 Options (Not applicable) 2.0 Applicable Documents (Self explanatory) 2.1 General (Self explanatory) 2.2 Amendments and revisions (Self explanatory) 2.3 Ordering Government Documents (Self explanatory) 3. Requirements 3.1 Contractor Responsibilities			
1. (1)	Does the inspection system cover all supplies and services offered to the Government for acceptance?		
2. (2)	Does the inspection system cover all supplies and services procured from subcontractors or vendors?		
3. (3)	Does the inspection system assure that all supplies and services submitted to the Government for acceptance conform to contract requirements?		
4. (4)	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]		
3.2 Documentation, Records and Corrective Action			
9. (1)	Are all inspection instructions clear, complete and up to date?		
10. (2)	Are all required instructions available and current?		
11. (3)	[REDACTED]		
[REDACTED]	[REDACTED]		
3.2.2 Records			
13. (1)	Does the contractor maintain adequate records of all examinations and tests?		
14. (2)	Do the records indicate the nature and number of observations made?		
15. (3)	[REDACTED]		
[REDACTED]	[REDACTED]		

SUPPLIER SURVEY

MIL-I-45208A Inspection System

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
17. (5)			
3.2.3 Corrective Action			
18. (1)	Is action taken promptly to correct all conditions that cause defects to be submitted for Government acceptance?		
19. (2)			
3.2.4 Drawings and Changes			
21. (1)	Does the contractor's inspection system provide procedures that assure that only the latest applicable drawings, specifications and instructions, including all approved changes, are used for fabrication, examination and testing?		
22. (2)			
3.3 Measuring and Test Equipment			
23. (1)	Are the gauges, testing and measuring equipment that are necessary to assure that products meet technical requirements available and are procedures established for their use?		
24. (2)	Is the test and measuring equipment properly maintained?		
25. (3)			
32. (10)	Does the contractor make inspection equipment and facilities available to the Government representative for verification of the contractor's results where required?		
33. (11)			

SUPPLIER SURVEY

MIL-I-45208A Inspection System

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	<p>In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable.</p> <p>Under comments enter statement describing nature of nonconformance for each 'N' entry.</p> <p>Comments are mandatory for all objective evidence observed.</p>
3.4 Process Controls			
34. (1)	Are there contract or specification requirements for control of any specific manufacturing processes or operations?		
35. (2)			
3.5 Indication of Inspection Status			
36. (1)	Does the contractor have an effective system for identifying the inspection status of products?		
37. (2)			
3.6 Government Furnished Material			
3.6.1 Damaged Government Furnished Material (GFM)			
38. (1)	Does the contractor examine GFM upon receipt for damage, quantity, completeness and type?		
39. (2)			
42. (5)	Does the contractor record and report to the Government any damage, malfunction or deterioration of GRM prior to, during and after installation?		
43. (6)			
3.7 Nonconforming Material			
44. (1)	Does the contractor have an effective system for controlling nonconforming material?		
45. (2)			
3.8 Qualified Products (Not applicable)			
3.9 Sampling Inspection			

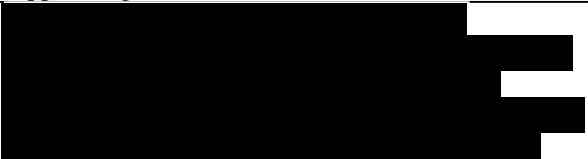
SUPPLIER SURVEY

MIL-I-45208A Inspection System

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
49. (1)	Do required sampling procedures conform to the applicable specification or other procurement documents?		
50. (2)			
3.10 Inspection Provisions			
51. (1)	Has the contractor elected to use any inspection equipment or procedures other than those specified or referenced in the contract?		
52. (2)			
3.11 Government Inspection at Subcontractor or Vendor Facilities 3.11.1 Government Inspection Requirements 3.11.2 Purchasing Documents 3.11.3 Referenced Data			
56. (1)	Do contractor purchasing documents require Government source inspection of supplies only when the Government so requested?		
57. (2)			
3.12 Receiving Inspection			
59. (1)	Is all received material inspected as necessary to assure conformance with contractual requirements?		
60. (2)	Is the Government representative notified of all defects found in material subjected to Government procurement quality assurance actions at source?		
61. (3)			
3.13 Government Evaluation			
62. (1)	Does the contractor permit the Government representative to evaluate the inspection system and the		

SUPPLIER SURVEY

MIL-I-45208A Inspection System

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. Comments are mandatory for all objective evidence observed.
	supplies it generates?		
63. (2)			

NOTES

Surveyed by: _____
 Survey Date(s): _____
 Site: _____
 Telephone No. _____

Title: _____
 City: _____ State: _____

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