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Massachusetts Institute of Technology
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Procedure for Control of Metallic Raw Materials

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Preface

1.0 Purpose

This procedure establishes specific instructions to be used in controlling metallic raw materials (sheets, rods, bars, etc.) used in the fabrication of flight hardware

1.1 Scope

The scope of this control includes procurement, receipt at CSR, bonded stock, and delivery to outside machine shops for fabrication

2.0 References

The document listed below forms a part of this procedure, to the extent specified herein.

MIT	
64-02017.3002	Receiving Inspection

3.0 Procedure

3.1 Procurement

3.1.1 Purchase Orders

Purchase order requests for metallic raw materials which may be used in flight hardware shall require that a certificate of compliance (C of C) be provided with the material.

3.1.2 Purchase Order Approval

Purchase order requests for metallic raw materials which may be used in flight hardware shall be signed by the Performance Assurance Manager.

3.2 Receiving

3.2.1 Receipt

Upon receipt of metallic raw materials at CSR, Incoming Inspection shall be notified with C of C, and suppliers documentation. General receiving inspection procedures specified in 64-02017.3002 shall be followed.

3.2.2 Material for Structural Application

If the material is to be used for flight hardware which has a structural application, chemical and physical tests must be performed on the material. If such testing has not been performed by the manufacturer or supplier, the material shall be segregated and a sample must be sent to a test laboratory for analysis and testing.

3.2.3 Acceptance

After review of the documentation, and when satisfied that the material received is the material ordered, Incoming Inspection shall affix an acceptance stamp to the

material. If tests and analysis are required, acceptance stamping shall await the results.

3.2.4 Documentation

All vendor documentation, analysis and test results, and C of C's shall be retained in the bonded stock files

3.3 Stock Issuance

3.3.1 MIT Usage

If the material is to be machined, fabricated, or assembled by MIT personnel, it may be withdrawn from bonded stock for immediate use. If a part of the raw stock is needed, the residual stock shall contain the Incoming Inspection Acceptance Stamp. If necessary, contact Incoming Inspection personnel to re-stamp residual material

3.3.2 Outside Usage

If the material is to be machined, fabricated, or assembled by some organization outside of MIT, the procedures in 3.3.1 above shall be followed. In addition, the piece of raw stock provided to the outside vendor shall be marked with an acceptance stamp. If necessary, contact Incoming Inspection personnel to stamp MIT supplied material. Obliteration of the acceptance stamp mark through machining or other fabrication processing is acceptable.