

# RECEIVING INSPECTION

## 1.0 PURPOSE

This procedure provides specific instructions for performing receiving inspection of purchased materials or parts, including fabricated parts and assemblies and processes performed outside of MIT.

## 2.0 SCOPE

This procedure applies to all purchased parts, materials, processes, and assemblies used in the fabrication of flight hardware.

## 3.0 REFERENCE DOCUMENTS

<u>MIT DOCUMENT</u>	<u>TITLE</u>
99-02001	Inspection and Documentation
99-02004	Nonconforming Material and Nonconforming
Material Reports	

## 3.0 GENERAL

3.1 All purchase requisitions for parts, materials, processes, and assemblies used in the fabrication of flight hardware must be signed by the Performance Assurance Manager. Each of these signed requisitions will be copied and filed in the receiving area for reference during receiving inspection.

3.2 Items are statistically sampled or 10% inspected in accordance with the criteria detailed in table 8-2 of the Performance Assurance Implementation Plan. Inspection methods and acceptance criteria are listed in the attached checklists for each unique item.

- 3.3** Purchased items are held in receiving inspection and not released into bonded stock until all inspections and/or test operations are complete and acceptable and required certification or test reports have been reviewed and accepted.
- 3.3.1** Items on hold for any reason (e.g., it needs certifications, test reports, data, etc.) must be identified and segregated from other items in receiving inspection.
- 3.3.2** Items which are not accepted must be segregated for material review. A reject tag is prepared and attached to the material for identification. The reject tag is specified in "Inspection and Documentation", MIT document 99-01003, paragraph 1.1.6. Instructions for its use are in section 4.0 of that document.
- 3.3.3** Items which are accepted require an Inspection Status Tag which is specified in "Inspection and Documentation", MIT document 99-01003, paragraph 1.1.5. Instructions for its use are in section 3.0 of that document.
- 3.4** Limited life items require a Shelf Life Tag which is specified in "Inspection and Documentation", MIT document 99-01003, paragraph 1.1.9.
- 3.5** The result of all incoming inspection activity is recorded on the incoming Inspection Report which is specified in "Inspection and Documentation", MIT document 99-01003, paragraph 1.1.4. Instructions for its use are in section 2.0 of that document.
- 3.6** Records of inspections and tests are filed by MIT part number in the Receiving Inspection files. Certificates of Compliance (C of C), test data, and all vendor documentation shall be included in this file.

## **4.0 PROCEDURE**

### **4.1 RECEIVING INSPECTOR**

- a. Obtains copies of applicable drawings, purchase order requests, specifications, inspection checklists, etc..

### **4.1 RECEIVING INSPECTOR (continued)**

- b. Obtains necessary equipment required such as tools, microscope, and test equipment.
- c. Checks the packing list against the items received and the purchase order request.
- d. Performs required inspections and tests.

- e. Reviews vendor documentation and test data for completeness and compliance with procurement documents.
- f. Prepares all required receiving inspection documentation in accordance with MIT document 99-01003.
- g. Prepares the shelf life tag if applicable.
- h. Returns drawings, specifications, test equipment, etc. obtained in a. and b. above.
- i. Files all receiving documentation in receiving inspection files.
- j. Moves completed items to appropriate area; i.e. "Hold", "Bonded Stock", or "Material Review".
- k. Refers questionable or disputed matters to the Performance Assurance Manager.

#### **4.2 PERFORMANCE ASSURANCE MANAGER**

- a. Initiates training classes, as necessary, to support inspection or test methods and inspection criteria.
- b. Initiates Material Review Board (MRB) action on nonconforming material in accordance with MIT document 99-01003, Nonconforming Material and Nonconforming Material Reports
- c. Approves decisions on items initially dispositioned to "scrap" or "RTV".

#### **4.2 PERFORMANCE ASSURANCE MANAGER (continued)**

- d. Establishes criteria for items not covered herein.

#### **5.0 CHECKLISTS**

The following checklists are used in receiving inspection and are attached for information:

Capacitor, Ceramic - CKR05/CKRO6  
 Capacitor, Ceramic - CDR/CWR  
 Capacitor, Tantalum, Nonsolid - CLR79  
 Capacitor, Tantalum, Solid - CSR13  
 Capacitor, Metalized Plastic - CRH05  
 Resistor, Wirewound, Accurate - RBR XX

Resistor, Wirewound - RWR  
Resistor, Composition - RCR05/RCRO7  
Resistor, Film RLR05/RLR07  
Resistor, Film, Hermetic - RNR55/RNR60/RNR65/RNR70  
Resistor, Film - D/M  
Resistor, Variable - RQ XXX  
Transistor, Military - JANTX2N--/JANTXV2N  
Diode, Military - JANTX1N--/JANTXV1N--  
Microcircuit, Military, 54ACxxx/54HCxxx  
Microcircuit, GFE  
Microcircuit, Nonstandard, 54ACxxx/54HCxxx  
Microcircuit, Nonstandard, Other  
Relays, Standard  
Connectors, Military  
Connectors, GFE  
Printed Circuit Boards  
Mechanical Parts  
Fasteners  
Fabricated Mechanical Parts  
Fabricated Assemblies  
Metallic Raw Materials  
Nonmetallic Raw Materials  
Adhesives