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**Massachusetts Institute of Technology
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 Research (MKI)**

Receiving Inspection

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Preface

Revision A was the Initial Release of 99-02006 written by Brian Klatt 01/23/92 and checked by W.F. Mayer on 03/02/92.

Revision B issued a general editorial update and changes to incorporate 99-02008, to change reference from 64# to 99#, and a new format on 07/16/14.

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

MIT Document	Title
99-02001	Inspection and Documentation
99-02004	Nonconforming Material and Nonconforming Material Reports

4.0 General

4.1 Purchase Requisitions

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.

4.2 Statistical Sampling

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.

4.3 Purchased Items

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.

4.4 Items on Hold

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.

4.5 Not Accepted Items

Items that 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 99-02001, paragraph 1.1.6. Instructions for its use are in section 4.0 of that document.

4.6 Accepted Items

Items that are accepted require an Inspection Status Tag which is specified in “Inspection and Documentation”, MIT document 99-02001, paragraph 1.1.5. Instructions for its use are in section 3.0 of that document.

4.7 Limited Life Items

Limited Life items require a Shelf Life Tag that is specified in “Inspection and Documentation”, MIT document 99-02001, paragraph 1.1.9.

4.8 Incoming Inspection Activity

The result of all incoming inspection activity is recorded on the Incoming Inspection Report that is specified in “Inspection and Documentation”, MIT 99-02001, paragraph 1.1.4. Instructions for its use are in section 2.0 of that document.

4.9 Receiving Inspection Files

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.

5.0 Procedure

5.1 Receiving Inspector

- a. Obtains copies of applicable drawings, purchase order requests, specifications, inspection checklists, etc.
- 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 99-02001.
- 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.

5.2 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 99-02004, Nonconforming Material and Nonconforming Material Reports.
- c. Approves decisions on items initially dispositioned to “scrap” or “RTV”.
- d. Establishes criteria for items not covered herein.

6.0 Checklists

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

Capacitor, Ceramic - CKR05/CKR06
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/RCR07
Resistor, Film - D/M
Resistor, Variable - RQ XXX
Transistor, Military - JANTX2N--/JANTXV2N
Diode, Military - JANTX1N--/JANTX1VN--
Microcircuit, Military SMD
Microcircuit, GFE
Microcircuit, Nonstandard
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

Capacitor, Ceramic - CKR05/CKR06 - MIL-C-39014/01 or /02

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Capacitor, Metalized Plastic - CRH01 - CRH05 - MIL-C-83421/01

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Resistor, Wirewound, Accurate - RBR XX - MIL-R-39005/XX

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING								
										VISUAL INSPECTION						TEST		

Resistor, Wirewound, RWR

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Resistor, Film - RLR05 and RLR07 - MIL-R-39017/05 and /01

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Resistor, Variable - RQXXX - MIL-R-39023/XX

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	
																MIN. RES. Ω	MAX. RES. Ω

Transistor, Military - JANTX2N--/JANTXV2N-- - MIL-S-19500

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING								
										VISUAL INSPECTION						TEST		

Diode, Military - JANTX1N--/JANTXV1N-- - MIL-S-19500

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Microcircuits, Military - SMD

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING								

Microcircuits, GFE - GSFC SCD

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST DATA	
										YES	NO						

Microcircuits, Nonstandard -MIT SCD

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						SOURCE INSPECT.	

Connectors, GFE - GSFC SCD

Date	Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST DATA	
								YES	NO								

Printed Circuit Boards

Date	Part Number/ Drawing Number	Purchase Order Number	Manufacturer							100 % RECEIVING							
																TEST	

Mechanical Parts

Date	Part Name and Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION (specify additional items)						DATA	

Fasteners

Date	Part Number or Size	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							

Fabricated Mechanical Parts

Date	Part Name and Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION (Specify additional items)						DATA	

Fabricated Assemblies

Date	Assembly Name and Assembly Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						TEST	

Metallic Raw Materials

Date	Material Name and Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION							

Nonmetallic Raw Materials

Date	Material Name and Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION						Limited Life Item	

Adhesives

Date	Adhesive Name and Part Number	Purchase Order Number	Manufacturer and Distributor							100 % RECEIVING							
										VISUAL INSPECTION (specify additional items)						Limited Life Item	