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**Massachusetts Institute of Technology**  
**Kavli Institute for Astrophysics and Space**  
**Research (MKI)**

**Procurement**

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## **Preface**

Revision A was the Initial Release of 99-02008 written by Brian Klatt 04/30/14 and issued 07/16/14.

## **1.0 Purpose**

This procedure provides specific guidance for review, imposition of required flowdown, and control of Kavli Institute for Astrophysics and Space Research (MKI) originated purchase orders.

## **2.0 Scope**

This procedure applies to all parts, materials, subassemblies, assemblies, and hardware used by MKI for flight equipment.

## **3.0 Applicable Documents**

None.

## **4.0 General**

All purchase order requests for parts, materials, subassemblies, assemblies, and hardware used by MKI for flight equipment, shall be reviewed by Mission Assurance. This review shall include accuracy, completeness, appropriate flowdown requirements, applicable specifications and drawings, appropriate manufacturer and/or distributor.

## **5.0 Procurement**

In addition to the items listed in paragraph 3.0 above, the following are procurement clauses which should be considered for addition to purchase order requests for space flight items:

- MKI shall at all times, and upon reasonable notice to seller, be allowed access to sellers' facility for the purpose of inspection, progress evaluation, witnessing of fabrication, tests, packaging, etc.
- The supplier shall furnish a certificate of compliance (C of C) with the items procured under this purchase order.
- The supplier shall furnish the results of nondestructive, chemical and physical tests (raw materials and fasteners).
- MKI source inspection is required. Please notify MKI two (2) weeks before items are ready for inspection. (Hybrid Microcircuits).
- All parts supplied for this purchase order shall have a lot date code, which is no older than five (5) years.
- Each line item shall be supplied from a single lot date code.
- "For use in space flight" materials, manufacturing, and workmanship of the highest quality standards are essential to safety and reliability. If you are unable to supply the desired item with a higher quality than requested, you are requested to bring this fact to the immediate attention of the purchaser.
- Only manufacturers listed on the NASA list of approved fastener manufacturers may fabricate fasteners supplied to this purchase order.