

1. Policy & Scope

This procedure covers the **Material Review Board (MRB)** authority, limits and defines the disposition of MRB material to include identifying corrective action to prevent future discrepancies when required. This procedure is not intended to supersede customer and/or government requirements for formal documentation and/or pre-approval requirements as noted per contract/purchase order. This MRB internal process is based in part on MIL-STD-1520C and is to be used to supplement formal contract/ ISO 9001:2008 product/process review procedures in an effort to reduce and support the 1980 Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*) and the DoD Directive Number 7740.1 by authorizing the MRB to proceed with manufacturing by using the contractor's internal engineering expertise to disposition minor deviations which do not effect fit, form or function and are obvious non-relevant elements. Under no circumstance, will items classified as critical safety and/or critical application items or structural in nature be considered for internal MRB review without concurrence and/or customer representation and/or customer engineering sanction by means of formal representation or formal submittal request for a formal review via appropriate documentation as prescribed per contract.

2. Purpose & Limitations of Authority

The **Material Review Board (MRB)** shall consist of the following representatives at a minimum:

- Engineering
- Quality
- Manufacturing
- Purchasing, when required
- Customer representative, if required
- Government Source Representative/QAR, if required

Only the **Material Review Board (MRB)** shall disposition material that does not meet full inspection requirements with actions as follows:

- Accept material/product with minor deviations
- Rework assemblies and/or details to print.
- Approve MRB material to be held as acceptable/sellable inventory as is
- Authorize the return of purchased items to the supplier (including customer-supplied production material)
- Scrap material

Customer-supplied production material **CANNOT** be scrapped until the customer is first given the option to have the material returned.

Materials requiring rework must be reworked and inspected before it can be placed in stock or subsequent processing. Rework will be documented as prescribed per the QA Manual subsections.

Approvals for "use as is" once dispositioned and drawings red lined, shall be moved directly to stock or subsequent processing. All deviations shall be recorded and if required, an internal CAR shall be initiated per QA Manual subsections.

3. Procedural Guidelines

MRB meetings are held on an as need basis to determine the disposition of all discrepant material.

Inspected material that does not conform to all inspection specifications shall be transferred to the MRB staging area to preclude accidental use and/or contamination of accepted like product. Additionally, defective material shall be conspicuously identified by marking or tagging of components.

Inspection and test status shall be clearly marked on all identified MRB material.

Material to be reworked shall only be release for rework as noted on a Shop Order Planning (SOP) sheet and must conform to the following guidelines:

- An SOP is required for all material moved from the quality inspection or receiving inspection area if places in rework
- Must describes the nature of any material defects or discrepancies
- Shall indicate the current inspection and test status
- Shall indicate the originating job number and Project Manager
- Shall remain attached to the material for identification purposes
- Upon completion of rework, re-inspection is required and documentation shall be filed in the appropriate job folder as a permanent record.

Purchase items found discrepant on receipt

- Applies to all incoming purchased item (or lot), including customer-supplied material and outside processing items
- Shall indicate the purchase order number including job number
- Packing list shall remain with the purchased material or item
- Shall be transferred to the MRB staging area as noted above
- All discrepant material shall be placed in a clearly labeled and restricted area.
- Discrepant assemblies rejected from the shop floor that cannot be moved are required to be conspicuously identified by marking or tagging of components.

Return to Vendor (RTV) discrepant items

- All RTV items are to be return to the original supplier as soon as possible or
- If RTV item is customer owned, return to the customer after customer-supplied material has been reviewed and dispositioned by the customer.
- In some cases, item may be returned on consignment to an external rework supplier, if customer requested.

Material dispositioned as scrap

- All material dispositioned to be scrapped shall be immediately disposed of and mutilated in such a manner as to render said item un-usable.
- Purchasing shall be notified to initiate a new production run.

- If scrapped is of a nature other than machine malfunction or acts of nature, a CAR may be required and shall be processed per QA Manual subsection.

4. Responsibility

The Material Review Board (MRB) is responsible for deciding the disposition of all discrepant material. Members required actions are as noted below. Engineering or Quality may chair and call for MRB activity.

Relative to MRB, Quality is responsible for

- inspecting production material and customer returns
- maintaining quality inspection documentation
- moving inspected material out of MRB and
- ensuring that all MRB documentation is prepared and distributed
- Make sure material is appropriately marked and segregated
- coordinating the daily MRB meeting
- inspecting incoming purchased material
- maintaining receiving inspection documentation
- moving inspected material out of MRB
- Initiate CAR if required and monitor CAR response per QA Manual subsection.

Relative to MRB, Engineering is responsible for

- Product review of discrepancy to determine final disposition of material
- Establish rework sequencing and required action
- Redline drawings as required for possible future action
- Complete and submit customer required documentation as noted per contract
- Coordinate with quality and manufacturing all appropriate actions to be included on SOP
- Issuance of the SOP/rework instructions
- Coordinate final disposition with purchasing, customer, quality and manufacturing for final close out.
- If required, request customer final review.

Relative to MRB, Manufacturing is responsible for

- Review disposition to determine if disposition of material can be accomplished without incurrance of additional discrepancies.
- Approve rework sequencing and required action
- Coordinate with quality and manufacturing all appropriate actions to be included on SOP
- Schedule rework activity

Relative to MRB, Purchasing is responsible for

- Notify supplier or customer of discrepant material
- Notify supplier or customer of planned MRB action
- In cases of RTV, coordinate RTV and replacement or appropriate action

- Schedule and orchestrate RTV and/or replacement
- Follow-up on Quality issued CAR for final response and closure
- Maintain MRB records in job folder

5. Distribution of Documentation

NOTE: Distribution may be by electronic means in lieu of paper copies being printed. Notification of activities may also be via electronic means/email correspondence.

Engineering*
Purchasing*
Quality*
Manufacturing*

*Supplier and customer as required

6. Activity Descriptive

The following responsibility activities descriptive are performed per MRB cycle.

For purchased material rejected from receiving inspection, an Inspection Tag, a purchase order/packing slip, and a copy of the Quality Discrepancy Report (QDR) are attached to the material as noted per QA Manual subsection.

For production material rejected from quality inspection, an Inspection Tag and a copy of the QDR are attached to the material.

For customer returns rejected from quality inspection, an Inspection Tag, a copy of the QDR, and a copy of the Returned Material Authorization (RMA) are attached to the material.

The original QDR is filed in the MRB suspense file.

The job title Material Review Board refers to the following team members:

- Quality Representative (Chair)*
- Engineering Representative (Co-chair)*
- Purchasing Representative
- Supplier/Customer Quality Representative, if required
- * Chair and Co-chair are interchangeable positions

Quality Representative (Chair)

1. Determine whether any MRB material requires disposition.
 - Check on hand quantities for the MRB sub-inventory.
 - Check any WIP Locations.
 - Check for assemblies in the reject intra-operation step.
 - Verify, locate and re-call any potential customer delivered items.
2. Cancel the MRB meeting.
 - Contact the MRB members to inform them that there is no MRB material to disposition today.
3. Pull the MRB/contract documentation.
 - Pull the pending Quality Discrepancy Report (QDR) forms from the MRB suspense file.
 - An original QDR should be on file for each pending MRB item.
 - An RMA form is attached to the QDR if the MRB item is a customer return.
 - Verify that a QDR exists for each MRB item (or lot).
 - The MRB **CANNOT** disposition material without a completed QDR.
 - Obtain any missing QDRs and prior CARs, if they exist, from other Quality Representative.
 - Issue CAR, when required.

The QDR is prepared by the Quality Representative when material fails inspection and is transferred to the MRB receiving hold area or an MRB sub-inventory.

Material Review Board

1. Determine the disposition of the discrepant material.
 - The Quality Representative should bring the original QDR to the meeting.
 - A copy of the QDR and an Inspection Tag should remain attached to the material.
 - For customer returns, an RMA form should also remain attached to the material.
 - For purchased material, a purchase receipt traveler should also remain attached to the material.
2. Discuss potential corrective processes.
3. In all instances except minor-non-critical deviations that **DO NOT** effect Fit, Form or Function, customer sanction/approval is required.
4. Likewise, the customer in all instances has the final right of acceptance.

Engineering Representative (Co-Chair)

1. Record the disposition on the QDR.

When rework is required, the disposition section of the QDR must specify:

- the rework instructions and specifications
- any components required to rework the parent item

When the material is other than rework, the disposition section of the QDR must

- specify the appropriate action required
- Indicate the MRB basis for the material final disposition. i.e. use as is, RTV/customer or requires rework or scrap.

2. Obtain the required approval signatures on each QDR.

3. Document potential corrective processes.

- The corrective processes identified by the MRB may require further evaluation and consensus from a customer/government representative before they are implemented.

4. Forward the QDR to the Project manager.

- Forward the original QDR to the Receiving Quality Representative for MRB material rejected from Receiving.
- Forward the original QDR to the Project Manager/Quality Representative for MRB all rejected material.
- If this is a product return from a Supplier/Customer, a copy of the RTV/Return Packing Slip and/or (RMA) is attached to the QDR.
- Final: A copy of the QDR, Inspection Tag, rework SOP (if applicable), and RMA (if applicable) remain attached to the material being returned.

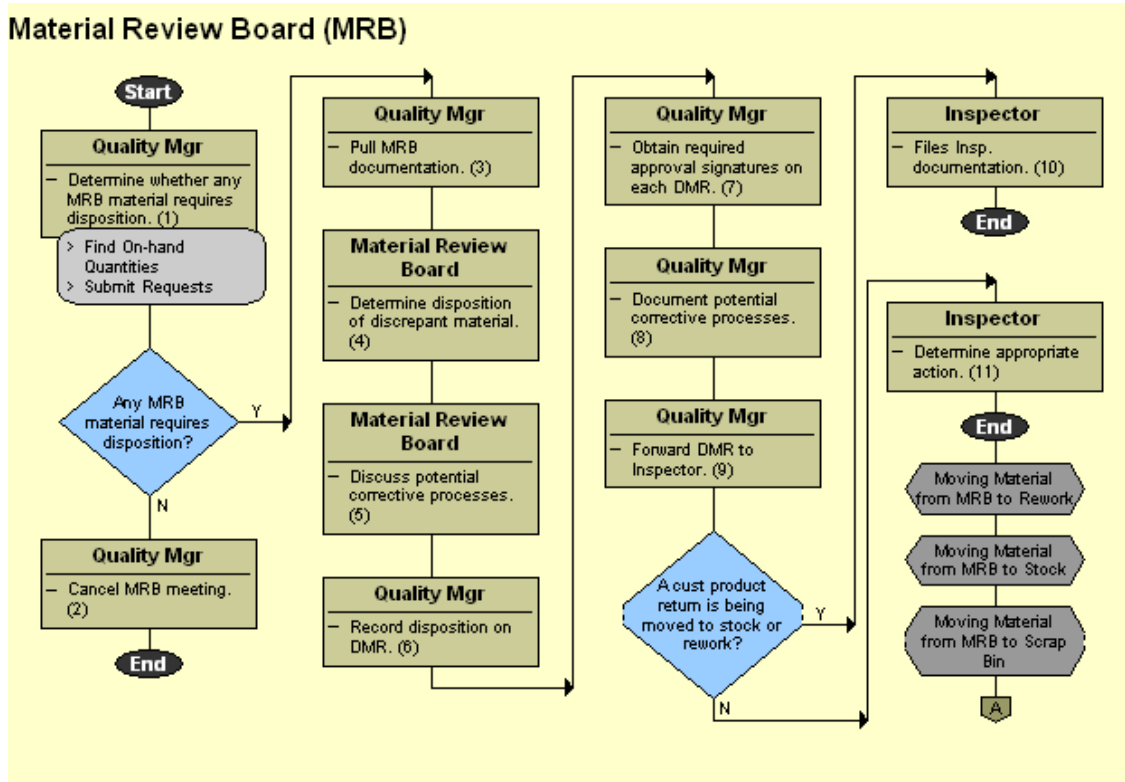
Project Manager

1. Files all Quality/MRB documentation in the appropriate job folder as a permanent record.

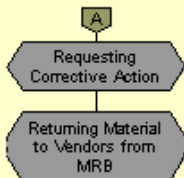
- Filed copies of Quality/MRB documentation shall include at a minimum, the QDR, CAR and all referenced job related documentation in the job history folder and sequenced by item identifier and activity within date-to-date actions.

2. Determine the appropriate action.

- Review the disposition instructions indicated on the QDR by the MRB.
- The Project Manager is responsible for moving material from the MRB hold area or sub-inventories.
- The Project Manager is responsible for orchestrating and managing the MRB disposition required action.



Material Review Board (MRB)



Effective: 01/01/2012