

1.0 Scope & Purpose

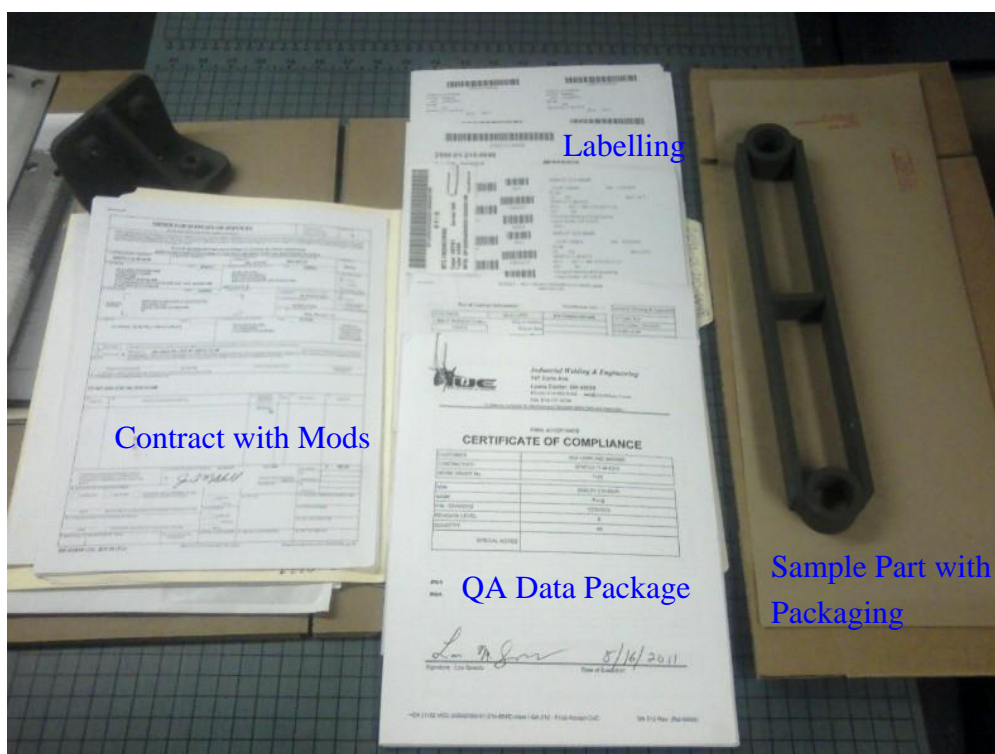
This Work Instruction (WI) briefly defines the basic documentation and a suggested presentation layout when preparing for government source inspection.

2.0 Required Documentation and Support Items

Prior to calling for Government Source Inspection (GSI), make sure the following key elements are available for the Quality Assurance Representative (QAR) to review once they arrive:

- Master Job folder with a copy of the contract and all contract modifications.
- All related quality elements including inspection data sheet(s), PO's with certs for all items from raw material to finishing, etc. NOTE: With respect to the internet, many items are now purchased on-line with a credit card. In cases of on-line orders, a physical PO may not be available and the only traceable form may be an on-line email. In this case, note the cert as an on-line/credit card purchase. i.e. "CC purchase, 06/15/2012, Conf # 16585" noted on the cert header.
- Drawings and specification information relative to the manufacturing process. NOTE: Do not print all documents complete, only required-specific pages. The original document file can be resident on-line. HINT: Many of our MIL-STDs, BAC, etc. specs and procedures are co-located in an on-line library with ready access made available to the QAR if required.
- Any tools required to perform the inspection task.
- Packaging requirement documentation and, in some cases, if required, a packaged sample part.

Shown below is an example of a typical QAR presentation layout. (NOTE: Inspection tools not shown.)



Here are some detail documents of the QAR presentation:

ORDER FOR SUPPLIES OR SERVICES

2590-01-215-6648

Contract with Mods

C of C-QA Data Package

CERTIFICATE OF COMPLIANCE

2590-01-215-6648

Industrial Welding & Engineering

747 Cate Ave.

Lewis Center, OH 43035

Phone: 614-853-4108 • www.columbus.ie.com

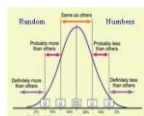
Fax: 614-737-4020

Not shown, but appropriate inspection equipment should also be set out and available for the QAR's use.

If the quantity is such that the complete lot can be displayed as a group, advise the QAR of secondary location and make as accessible as possible.

Additionally, if a sample lot is required, use the Z1.4 Random Sample Generator Program or the Zero Based Chart, QA Form QA111 as referenced in the QA Manual and available as one of the tabs in the QA Data File.

Using the program will allow you to print a sorted list of sample numbers to check as well as doing the same if items are serialized and do not start at "1" as shown at the top on the next page.



This is the Program Icon.

It can be downloaded off the www.mtcengco.com website.

As noted on the following screen print, the random samples were pulled from serial numbers 25 through 90. The sample size was 15 units.

Random Sample Set

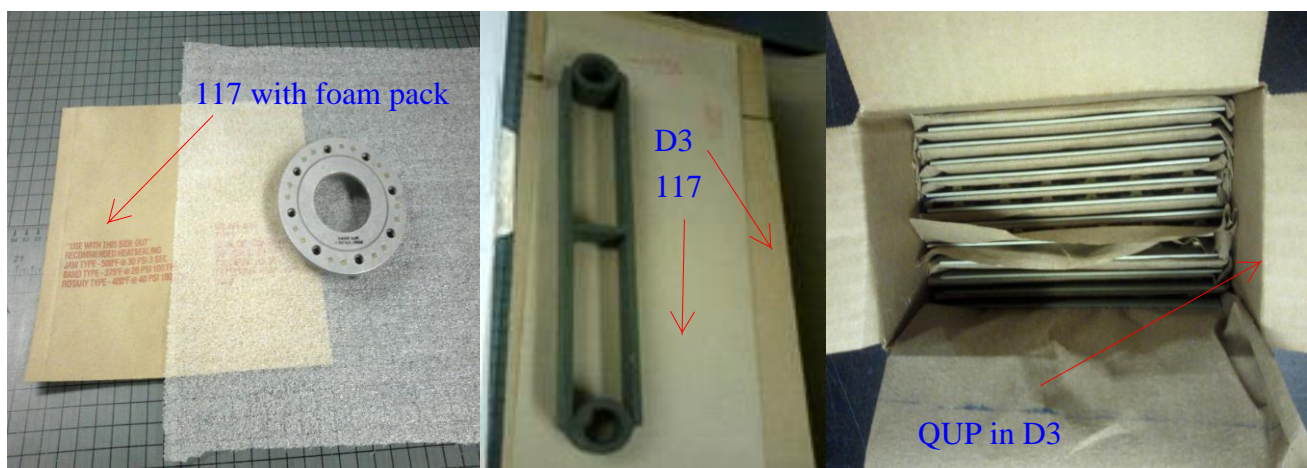
Sample Size

3.0 Sample Packaging Documentation and Support Items

Based on the preservation method defined by the contract and applicable MIL-STD, a sample packaged-prepped item should be made available for the QAR to review.

One note: This is 100% the QARs call as some QARS prefer to return to review the completed packaging. Most prefer a one-stop type of presentation

Here are a couple samples prepped for presentation:



The packaging method will be noted in the contract and on the input sheet of the on-line QA Data File as shown below.

Microsoft Excel - ~QA 0864 (1680-01-290-6817) - Microsoft Excel

Customer: DLA AVIATION

Part & Contract Information

CUSTOMER: DLA AVIATION
 v-Blk #7 DoDACC Code: S3605A
 DoDACC Good
 GOV CONTRACT #: SPM4A7-10-M-J529
 Blk #6 PCO (Name): Cynthia Beightol
 Contract Issue Date: September 8, 2010
 Criticality (Priority) Code: C
 NSN: 1680-01-290-6817
 PART NAME: Drum Assy, Dampner
 (Drawing) Part Number: A1022A212
 REV (or NC for No Chg): B
 FSCM (Design Cage): 85941
 WO (Job Number): 0864
 QTY (Total parts to Ship): 5

Manufacturer Info: --> Industrial Welding & Engineering Company
 747 Carle Ave.
 Lewis Center, OH 43035
 614-883-6109
 614-737-9320
 www.columbus-ir.com
 www.hwecbio.com
 3NBK9

Table of Content

Show Destination Sheets
 Show Source Sheets
 Show Commercial Sheets
 Show FAT Report Sheets
 Show TDP Data Sheets
 Show QDR/CAR Data

Admin Use Only

Show Programming
 DO NOT USE - For Programmer use only to Break Links

FAT DUE DATE
 FAT Cost: <<----
DELIVERY DUE DATE
 April 6, 2011 <<----
 Unit Cost: \$425.05
 Fast Pay? >-->

Unit Wt: 0.15

Qty in Each Pack: 1
 Packs in each Box: 5
 Boxes / Shipment: 1
 Ship-to Code: SW3211

Oklahoma City, OK
 #N/A
 #N/A
 #N/A
 #N/A

PACKAGE METHOD M10
 INSPECTION POINT: S
 ACCEPTANCE POINT: S
 FOB (Origin/Dest): D

Job Master Schedule Summary

Activity: Date
 Inspector's Name: Tony Casillas
 FAI Review: April 4, 2011
 (Production) Inspection Start: June 27, 2011

MRB Action (If required)

QDR Issue Date:
 QDR #:
 Rwk Date:
 QDR Closed Date:

Corrective Action Summary (CAR)

CAR Sequence or #:
 CAR Issued:
 CAR Closed:

Final Acceptance: June 27, 2011
 Ship Date: June 27, 2011

Data Input Tab Table of Content Barcode Labels - Each Barcode Labels - Package DD250 DD1222 QA 011 - Packing List QA 012 - Final Accept-CoC QA 012-1 - Spe

Ready

Packaging Method
 (This code is linked to the Packaging Instruction Sheet)

The packaging requirements information is continued on the Packaging Instructions sheet in the QA Data File as shown below: (Reference WI-1.0 Master Job Folder Setup)

The screenshot shows an Excel spreadsheet with the following tabs: Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Add-Ins, Acrobat, and Te...

The active tab is 'Packaging', which contains the following data:

| Packaging | | | |
|---|----|-------------------------|-----|
| Quantity Per Unit Pack: | 1 | Method of Preservation: | M10 |
| Cleaning and Drying: | 1 | Preservation Material: | 00 |
| Wrapping Material: | XX | Cushioning Material: | XX |
| Cushioning Thickness: | X | Unit Container: | D3 |
| OPI: | 0 | Intermediate Container: | |
| Intermediate Cont. Qty.: | | Packing Code: | U |
| Packing Level: | | Special Markings: | 00 |
| Supplemental Packaging and Marking Requirements | | | |

The 'Packaging Data' section is highlighted with a red circle. The 'Comments' column contains the following text:

- ☒ MIL-STD-2073
- ☐ ASTM 3951
- ☐ Palletization Rest's
- ☐ UID
- ☒ RFID

The 'MIL-STD-2073-1D Packaging Requirements' tab is also visible, showing a table with the following data:

| MIL-STD-2073-1D Packaging Requirements | |
|--|---|
| Quantity Per Unit Pack: | 1 |
| Method of Preservation: | M10 Physical protection |
| Cleaning and Drying: | 1 Any suitable process that is not injurious to the item. |
| Preservation Material: | 00 No requirement |
| Wrapping Material: | XX See Method of Preservation code for this requirement |
| Cushioning Material: | XX See Method of Preservation code for this requirement |
| Cushioning Thickness: | X As required to protect the item or elements of the package |
| Unit Container: | D3 PPP-B-566, A-A-2807, PPP-B-676, or ASTM-D5118, folding, metal edged, setup or fiberboard box. |
| OPI: | 0 Options can be exercised as to specific method of preservation or DoD approved packaging materials to be used. However, basic preservation method shall be retained, supplemental data shall be compiled with, and unit package dimensions shall not be increased by more than one inch. Equal or better protection shall be given the item and there shall be no increase in the package cost. |
| Intermediate Container: | |
| Intermediate Cont. Qty.: | |
| Packing Code: | U Items or packages that require packing for acceptance by the carrier shall be packed in exterior type shipping containers in a manner that will ensure safe transportation at the lowest rate to the point of delivery and shall meet, as a minimum, the requirements of the following rules and regulations, as applicable to the mode(s) of transportation to be utilized: (a) Postal Regulations (b) Department of Transportation Regulations (c) Civil Air Regulations (d) Uniform Freight Classification Rules (e) National Motor Freight Classification Rules (f) American Truckers' Association Rules (g) Other applicable carriers' rules (h) Military Air Regulations for dangerous materials Dangerous goods shall be prepared for shipment according to applicable Department of Transportation (DOT) regulations and international regulations in effect at time of shipment. Shipments by parcel post must comply with Postal Regulations. |
| Unit Container Level: | |
| Special Markings: | 00 No special marking |
| Supplemental Packaging and Marking Requirements: | |

A red arrow points from the 'Pack Codes with Definitions' section in the 'MIL-STD-2073-1D Packaging Requirements' tab to the 'Packaging Data' section in the 'Packaging' tab.

4.0 DPMS/VSM and WAWF Documentation

As a general rule of thumb, most QAR prefer that the WAWF data entries be accomplished AFTER final acceptance.

With the new WAWF “Save Draft” feature, the WAWF data entries can be completely entered and once the QAR accepts the product for shipment, the CLIN(s) can be submitted directly from the save draft folder.

NOTE: As WAWF 5.2 now automatically emails the accepted receiving reports to the destination location, you are no longer required to attach a copy of the accepted Receiving Report to the packing list with DD250 items being the exception. Only the VSM Packing List; WAWF RFID tracer and in some cases for Foreign Military Sales (FMS), the DD250, are required to be placed in the Packing Slip.

The DPMS/VSM Shipping instructions should be available with the QAR Presentation package for review as it is not unusual to find errors in the VSM downloaded packaging shipment labels/data.

See WI-5.0 Work Instructions for DPMSVSM for further details and as shown below.

(DPMS/VSM) Distribution Planning and Management System/Vendor Shipment Module



5.0 Reference Documentation

QAM

WI-1.0 Master Job Folder Setup

WI-5.0 Work Instructions for DPMSVSM

WI-6.0 WAWF Email Notification, WI for

Packing List with
RFID tracker and/or
DD250, if required.
(See: DLA website @
<https://vsm.distribution.dla.mil/net/>)