**ISS PRE-SHIPMENT AND ACCEPTANCE REVIEW CHECKLIST AND GUIDELINES FOR**

**DELIVERY OF HARDWARE ACCEPTANCE DATA PACKAGE (ADP)**

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| Date: | Item Name: | | | CI Number: |
| Part Number: | | CAGE Code: | Serial Number: | |
| Model number: | | | Contract Number: | |
| Contractor/Supplier: | | | | |

1. **TITLE PAGE:**

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| A1 | Does the title page appropriately identify the item being delivered? |  |  |  | Title page shall indicate item name, configuration item number, part number, CAGE code, Serial number, model number, contract number and contractor/supplier name. |
| A2 | Is ADP marked with the required Export Control Marking? |  |  |  | Supplier Hardware: The Boeing Contract/PO (Terms and Conditions) and/or Statement of Work (SOW) contains requirements for Export Control.  All ADPs require an export control marking. Note that the marking requirement applies to all technical data and is independent of intent to export. Marking must indicate whether the item is regulated under EAR or ITAR. The marking per the supplier’s determination shall be on the ADP cover page, and subsequent pages marked in the footer: “Export Controlled – EAR” or “Export Controlled – ITAR”. *Note: This is not a SSP30695 requirement; it is a Boeing PRO/BPI flowdown.* |

1. INDEX PAGE:

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| B1 | Does the index page appropriately identify the type of hardware and associated data? |  |  |  | This section shall indicate the item name, part number, serial number, and the type (flight or ground). |
| B2 | Does the index page appropriately reflect the applicable data elements contained in the ADP? |  |  |  | Applicable data elements shall be appropriately identified (Included, None, Reference—see SSP 30695 for format). |
| B3 | Does the index page contain the appropriate approval signatures, organization, and dates? |  |  |  | The ADP shall be approved and dated by the contractor/supplier’s QA representative and a NASA QA representative. |

1. **SECTION I: COPY OF SHIPPING/DELIVERY DOCUMENT** (DD Form 1149, DD Form 250, or equivalent)

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| C1 | Is the shipping/delivery document complete and does it indicate all required information (i.e., open work, ship shorts, etc.) including proper identification of the shipped unit? |  |  |  | Verify shipping/delivery document properly identifies unit being shipped. If unit has any shortages, the document shall itemize the shortages and a Contracts letter authorizing shipment with open items/ shortages shall be included in this section. |

1. **SECTION II: HISTORICAL LOG/NOTES/COMMENTS** (This element of the ADP is used for documenting events in chronological order. This section is also used for documenting any unusual phenomenon, occurrence, difficulty, etc., that may be of importance during the user’s end item processing. Special handling/storage instructions, including shipping and receiving environments, should also be noted in this section of the ADP.)

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| D1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, serial number and type (flight or ground). |
| D2 | Are all items numbered and/or arranged in an orderly and easy-to-follow format? |  |  |  | A computer printout may be used. Verify the historical log/notes/ specifies the date and location of each historical event. |
| D3 | If applicable, does this section contain a list of MRB activity and standard repair? |  |  |  | A list of MRBs (and standard repairs) shall be placed in this section of the ADP indicating the MR number, part name, part number, status, and disposition. |
| D4 | If applicable, does this section contain any special handling/storage instructions? |  |  |  | Any special handling/storage instructions including shipping/receiving/processing/storage environment, ESD requirements, cleanliness requirements, packing requirements, etc., shall be included in the Historical Log, as appropriate. |

1. SECTION III: WAIVER/DEVIATION RECORD

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| E1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code and serial number. |
| E2 | Does this section contain a list of approved waivers and deviations to the contract and/or other requirements? |  |  |  | The waiver/deviation list shall indicate Waiver/Deviation number, affected item name, part number, CAGE code, and serial number.  A copy of associated MR forms |
| E3 | Is a copy of the actual Waiver/Deviation including detailed description and approval present? |  |  |  | A copy of the waiver/deviation shall be included in this section with a detailed description and contract authority. |

1. SECTION IV: UNEXPLAINED ANOMALY (UA) RECORD (An unexplained anomaly is any failure that cannot be repeated and/or a cause for the failure cannot be determined.)

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| F1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code and serial number. |
| F2 | Is there a Nonconformance Report index for UAs included in this section? |  |  |  | The nonconformance report index shall indicate nonconformance number, nonconformance item name, affected part number, and serial number. |
| F3 | Does this section contain a copy of each UA Nonconformance Report? |  |  |  | A copy of each UA Noncon­formance Report shall be con­tained in the ADP with detailed description, troubleshooting, acceptance rationale, and authority. |

1. SECTION V: SHORTAGES (Identification of physical hardware shortages existing at the time of delivery, i.e., kit parts, spares, missing parts where waiver approval has not been received, etc., with no work required after delivery.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| G1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, and serial number. |
| G2 | Is specific shortage appropriately identified? |  |  |  | Shortage item shall be identified by part name, part number, CAGE code, quantity short, and next-higher assembly part number and serial number. |
| G3 | If test/retest is required upon shortage installation, is appropriate documentation included? |  |  |  | If applicable, verify test procedure(s) and requirement paragraph number are included in this section. |

1. SECTION VI: UNPLANNED/DEFERRED WORK (SECTION VI)

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| H1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| H2 | Is the affected part or specification appropriately identified? |  |  |  | The affected item shall be identified by part number or specification number, CAGE code, and serial number. |
| H3 | If inspection or test is required upon completion of open work, is appropriate documentation included? |  |  |  | If applicable, verify inspection and test documentation and requirement paragraph number(s) are included in this section. |
| H4 | Does this section contain a list and a copy of the unplanned/deferred work? |  |  |  | Verify a complete list and a copy of the open work is provided in this section of the ADP. |

1. SECTION VII: PRE-PLANNED/ASSIGNED WORK

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| J1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| J2 | Is the authorizing work document identified? |  |  |  | Work documents required to complete the pre-planned/assigned work (i.e., IRSO, A/O, F/O, Test Procedure, etc.) will be identified in this section and show coordination approval from the site where the work will be completed. |
| J3 | Does this section contain a list and description of pre-planned/assigned work? |  |  |  | Verify a complete list and description of the open work is provided in this section of the ADP. |
| J4 | If inspection or test is required upon completion of open work, is appropriate documentation included? |  |  |  | If applicable, verify inspection and test documentation and requirement paragraph number(s) are included in this section. |

1. SECTION VIII: IDENTIFICATION -- AS-DESIGNED/AS-BUILT LISTING (An indentured parts list shall be provided. The configuration listing consists specifically of the following: subsystem, assembly, and subassembly hardware (traceable and non-traceable); parts procured to a Source Control Drawing (traceable and non-traceable); and parts procured to a Specification Control Drawing (traceable only). The as-designed/as-built configuration excludes specification control drawing parts and standard usage hardware (e.g., nuts, bolts, washers, shims, pins) unless fracture critical, safety, environmental, limited life, etc., requirements are imposed on those parts. Note: Separate as-built and as-designed listings may be used as long as a “Comparison” listing is also included in the ADP indicating that all deltas between the as-built and the as-designed listings are identified, reconciled, and described. If no deltas exist, an endorsement to this fact shall be provided in this section of the ADP.

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| K1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| K2 | Does this section contain a complete indentured parts list? Note: Where multiple batch, lot or serial numbers were used in manufacture of the same part, all applicable numbers must be listed on the as-built configuration listing for identification of traceability. |  |  |  | The indentured parts list shall specifically identify: the part indenture level (by indention or listing indenture level number); part number; CAGE code (or, if not available, other information to identify the true manufacturer of the part); part serial or lot number, (including GFE, when applicable); quantity; drawing number; drawing revision. |
| K3 | Is there an adequate reconciliation of the as-built/as-designed configuration of the item being delivered? |  |  |  | Any differences between the as-built and the as-designed configurations shall be identified, reconciled and described. (Any missing or additional parts or other parts not in accordance with specification or drawing requirements shall be listed on the as-built configuration listing, the authorizing document, i.e., approved waiver, approved exception, etc., shall be referenced, and a copy of the authorizing document shall be included in the Waiver/Deviation section of the ADP.) |

1. SECTION IX: OPERATING TIME/CYCLE (Status at time of delivery--includes maintenance activities which are required based on operating time/cycle.)

| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
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| L1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| L2 | Is the time/cycle part appropriately identified? |  |  |  | Time/cycle part shall be identified by part name, part number, CAGE code, and serial number. |
| L3 | Is allowable time/cycle appropriately identified? |  |  |  | This section shall indicate the allowable and remaining operating time and/or cycles from point of delivery (specification requirement)? |

1. SECTION X: AGE SENSITIVE/TIME ACTION ITEMS (Limited-life items--includes maintenance activities which are required based on Age-Sensitive/Time Actions.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| M1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| M2 | Are age-sensitive/time-action items properly identified? |  |  |  | Limited life/age-sensitive/time action items shall be identified by part name, part number, CAGE code, serial number, birth date, expiration date, (action due date), and type of action required (i.e., replace, service, inspect, etc.). For time action items only, the last operation and/or servicing date and next operation and/or servicing due date shall be identified. |

1. SECTION XI: NON-STANDARD CALIBRATION

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| N1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| N2 | Is component/transducer/signal conditioner/gage or meter with nonstandard calibration properly identified? |  |  |  | The item and equipment having nonstandard calibration shall be identified by: part name; part number; serial number; measurement number; range (engineering units), excitation volts (+/-), units stimulus (engineering units), and output volts or resistance; temperature environment; calibration dates; stimuli values versus output expressed in engineering units or percent of full range. |
| N6 | Are the actual calibration tabulated data points and/or calibration curves available for delivery? |  |  |  | Actual data, as specified in the sensor/signal conditioner component procurement documents, shall be included in this section of the ADP. |

1. SECTION XII: REPAIR LIMITATIONS (When repair limitations are imposed by the design agency, i.e., limits the number of times a specific hardware type can be repaired, a status of these limited repair items which have had prior repair activity but have or have not reached the specific repair limit shall be identified at time of delivery and in this section.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| P1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| P2 | Are limited repair items appropriately identified? |  |  |  | Affected item(s) shall be identified by part name, part number, CAGE code, serial and/or lot number. |
| P3 | Are repair limitations adequately described? |  |  |  | The following information shall be documented in this section of the ADP: physical location of affected item; type of repair (i.e., bent pins, brazed joints, etc.); repair limitation requirement (i.e., specification); identification method (i.e., painted, tagged, charted, etc.); the number of prior repairs. |

1. **SECTION XIII: PRESSURE VESSEL DATA** (GSE exclusion-–American society of Mechanical engineers (ASME) Code for Unfired Pressure Vessels. All GSE pressure Vessels which have been designed, fabricated, and tested to the requirements of the ASME Code for Unfired Pressure Vessels, Section Viii, 1971 Ed., are excluded from the log requirements. However, an ASME Form U-1, prepared in accordance with the ASME code, shall be provided at time of delivery. The requirements are specified on ASME form U-1.).

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| R1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| R2 | Is the pressure vessel properly identified? |  |  |  | The pressure vessel shall be identified by part name, part number, CAGE code, and serial number, limited-life requirements; threshold pressure (PSID--pounds per square inches displaced at MSL--mean sea level). |
| R3 | Are pressure limitations adequately described? |  |  |  | Pressure limitations shall include threshold pressure, maximum operating pressure and proof pressure. |
| R4 | Are cycle limitations adequately described? |  |  |  | This section shall include cycle limitations for threshold pressure, maximum operating pressure and proof pressure. |
| R5 | Does this section include chronological tests and checkout history? |  |  |  | A chronological list of tests and checkout history shall be included for: proof pressure data/certification; leak test data; cycling data; peak pressure; total number of pressure cycles; type of pressurant (test media); and QC or operator stamp, as required? |

1. **SECTION XIV: PYROTECHNIC DATA** (This section includes documented evidence that representatives of both NASA and the procuring agency have reviewed and accepted the described pyrotechnic devices on the bases of applicable NASA and procuring agency specification and requirements. This document consists of the lot certificate, which includes the certification statement and marriage records. (Lot Certificate: This certification reflects the current status of the device lot at time of acceptance and shall be provided with each device lot.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| S1 | If indicated applicable on Index Page, does the Pyrotechnic Certification indicate all appropriate information? |  |  |  | The certificate shall indicate the current status of the device, the device nomenclature, part number, CAGE code, quantity, lot number, and device expiration date |
| S2 | Does pyrotechnic documentation show evidence that appropriate agencies have reviewed and accepted the devices? |  |  |  | The Pyrotechnic Certification shall be approved and accepted based on the applicable NASA and procuring agency specification and requirements by the Procuring Agency (Design Engineering and Quality Assurance) and NASA (Subsystem Manager and Quality Assurance). |

1. **SECTION XV: NONFLIGHT HARDWARE/TEMPORARY INSTALLATIONS**

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| T1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| T2 | Is the temporary item/part and location appropriately identified? |  |  |  | The temporary item/part shall be identified by: part name; part number; CAGE code; serial number; identification method i.e., painted, tagged, streamered, chartered, etc. (if tagged or streamered, indicate tag or streamer number); physical location of the temporarily installed part. |
| T3 | Are removal requirements identified? |  |  |  | Removal requirements shall be indicated (i.e., prior to test, prior to continued integration, prior to flight, etc). |

1. **SECTION XVI: CERTIFICATIONS** (Supporting documentation, e.g., Verification Completion Notices (VCNs) shall be available for review, as required.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| U1 | Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered? |  |  |  | This section shall indicate item name, part number, CAGE code, and serial number. |
| U2 | Do certifications adequately document evidence that the delivered hardware meets specified requirements? |  |  |  | Certification shall indicate the qualification and acceptance requirements being satisfied (reference document number), acceptance test procedure number, and ATP report number. |
| U3 | Are certifications signed by appropriate officials? |  |  |  | Certifications shall be signed by the supplier’s QA Manager as a minimum. Other signatures (engineering, etc.) are acceptable as required by the contractor. |
| U4 | Was DCR (Designated Customer Representative) used on the contract? |  |  |  | If DCR was used on the contract, a DCR Certificate of Compliance - prepared by the Boeing DCR Administrator - must be added to this section. Required signatures on the C of C are: DCR Administrator and the Prime Project DCR. |

1. **SECTION XVII: MATERIAL SAFETY DATA SHEET (MSDS)** (Reference OSHA 29 CFR 1910.1200(G),Occupational Safety and Health Standards, Hazard Communication, Material Safety Data sheets. Note: one MSDS per type of material/substance is required.)

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| V1 | If indicated applicable on Index Page, does MSDS properly convey information about the potential health and physical hazards of hazardous materials/ substances (that are still in a hazardous state) shipped with or contained within the delivered item? |  |  |  | The MSDS shall identify: the chemical and common name of the material/ substance; the physical properties of the material/substance; the hazards or other risks involved in the use of the material/substance, including fire and explosive potential, corrosivity, reactivity, and any known acute and chronic health effects related to exposure; safe handling practices, necessary personal protective equipment, and other safety precautions; emergency procedures for spill, fire, disposal, and first aid. |