**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: | | | | |

**A. 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:   1. item name 2. configuration item number 3. part number 4. CAGE code 5. Serial number 6. model number 7. contract number 8. contractor/supplier name.   Additional Guidelines:  It is vital that this page contains all eight (8) items listed above. If for some reason an item is not applicable then simply add “N/A” to that item in lieu of leaving blank.  You can verify the CAGE code on the link listed below:  <http://www.dlis.dla.mil/> |

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:   1. item name 2. part number 3. serial number 4. type (flight or ground)   Additional Guidelines:  It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| 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).  Additional Guidelines:  It is vital that items all applicable elements are identified. If the Supplier has any questions in relation to the applicability of an item, the Supplier can contact Program Quality directly to address any concerns in a timely manner by emailing the ISS Program Quality group at the email address listed below:  [programquality@exchange.boeing.com](mailto:programquality@exchange.boeing.com) |
| 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.  Additional Guidelines:  Please be sure that the ADP once approved by the Supplier has the QA Representative signature (typically the QA manager) and the appropriate space for the Boeing Source Representative signature/stamp. |

1. **SECTION I: COPY OF SHIPPING/DELIVERY DOCUMENT** (Form DD 1149, DD 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.  Additional Guidelines:  Please be sure that a copy of the shipper (commercial, DD1149, or DD250) is included. If not sure how to obtain a copy of the DD1149 or DD250. Please contact Program Quality directly to address any concerns in a timely manner by emailing the ISS Program Quality group at the email address listed below:  [programquality@exchange.boeing.com](mailto:programquality@exchange.boeing.com) |

1. **SECTION II: HISTORICAL LOG/NOTES/COMMENTS** (This element of the ADP is used for documenting events in chronological order (excludes rework, testing, etc., normally conducted prior to Acceptance Test). 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.) Changes made after initial ADP approval/delivery are also documented in this section.

| **#** | **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).  Additional Guidelines:  It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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. Additional Guidelines:  The expectation is that a historical log is being kept by the supplier independent of this requirement. Therefore, the supplier would simply add the latest copy to the ADP and provided any deltas from what was submitted if there are additional historical log/notes to incorporate in the ADP. |
| 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.  Additional Guidelines:  The expectation is that list of MRBs should be comprehensive and that as an AS9100C, Section 8.3, Control of Nonconforming Product, the supplier effectively controls nonconforming product. Note: Section III below will require for the supplier to include the “actual” nonconformance record as part of the ADP. This section is only asking for a tabulated list of MRBs for quick reference. |
| 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.  Additional Guidelines:  It is recommended that all of the items above are listed and if not applicable then should be preceded by “N/A” |

1. E. 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.  Additional Guidelines:  It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines:  You can request a copy of SSP 41170, Configuration Management Requirements, to ensure that any and all waivers and deviations to the contract are identify in this section.  Please contact Program Quality directly to address any concerns in a timely manner by emailing the ISS Program Quality group at the email address listed below:  [programquality@exchange.boeing.com](mailto:programquality@exchange.boeing.com) |
| 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.  Additional Guidelines:  If after reviewing and understanding what is a waiver and/or deviation and none have been submitted, then simply check the “N/A” box. If a waiver and/or deviation were submitted, please contact the Buyer and/or assigned Boeing Project Manager for a copy of this document. |
| E4 | Are copies of MRB documents, if listed in Section II, included? |  |  |  | Review MRB documents for completeness, approvals – including any approvals noted to be on attachment(s).(Exception: UA MR documents go in Section IV)  Additional Guidelines:If the supplier did not process any nonconformance records through the Material Review Board (MRB) as listed in Section II, then simply check the “N/A” box. If MRBs were processed then include a copy of the record in its entirety on this section. |

**F. 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.  Additional Guidelines:  It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines:  UA (Unexplained Anomalies) are those nonconformances recorded for which the supplier could not determine the root cause and corrective action. This is rarely used since most of the nonconformance records submitted by supplier have a defined root cause and corrective action as compiled during the record disposition.  Supplier Statement of Work (SSOW) defines the requirements for failure investigation and submittal via Supplier Data Requirements List (SDRL). |
| 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.  Additional Guidelines:  If applicable, include a copy of the Unexplained Anomaly (UA) report in this section in its entirety. |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| 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.  Additional Guidelines: This is not very common. However, in the case where a “ship short” condition exists the contract representative from the supplier and Boeing should obtain the appropriate contract letter from NASA authorizing the “ship short” condition. |
| 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.  Additional Guidelines:  If a “ship short” condition exists, a copy of that NASA contract letter should be 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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines: This is not very common. However, this is typically coordinated prior to ADP build and hence the documentation defining the “open work” should be included in this section and a copy attached. |
| 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.  Additional Guidelines: See above. |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines: This is not very common. However, this is typically coordinated prior to ADP build and hence the documentation defining the “Pre-planned/Assigned Work” should be included in this section and a copy attached. |
| 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.  Additional Guidelines: See above. |
| 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.  Additional Guidelines: See above. |

**K. 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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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:   1. the part indenture level (by indention or listing indenture level number) 2. part number 3. CAGE code (or, if not available, other information to identify the true manufacturer of the part) 4. part serial or lot number, (including GFE, when applicable) 5. quantity 6. drawing number 7. drawing revision   Additional guidelines:  It is imperative that the indentured parts list is built concurrently with the hardware built. This section will need to be reviewed by both Boeing CM and Boeing Program Quality and hence a significant amount of coordination will be required. It is recommended that this section be one of the firsts sections that the supplier can send to Program Quality for review.  Please contact Program Quality directly to address any concerns in a timely manner by emailing the ISS Program Quality group at the email address listed below:  [programquality@exchange.boeing.com](mailto:programquality@exchange.boeing.com) |
| 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.)  Additional guidelines:  The reconciliatory efforts can consume a significant amount of time. It is recommended that the supplier build the indentured parts list in a tabulated format so that a column exists to define those items that were reconciled, are reconciled and will require reconciliation on that form.  Please contact Program Quality directly to address any at the email address listed below:  [programquality@exchange.boeing.com](mailto:programquality@exchange.boeing.com) |

**L.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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| L2 | Is the time/cycle part appropriately identified? |  |  |  | Time/cycle part shall be identified by part name, part number, CAGE code, and serial number.  Additional Guidelines: This is not very common. However, if a time/cycle is identified it should be listed on this section. |
| 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)?  Additional Guidelines: Be sure to include rationale for the indicated allowable and remaining operating time and/or cycle from point of delivery. This should include a copy of the latest specification requirement. |

**M.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.  Additional Guidelines: This is not very common. However, if an age sensitive/time action item is identified it should be listed on this section. |
| 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.  Additional Guidelines: Be sure to include rationale for the indicated age-sensitive/time-action items. This should include a copy of the latest specification requirement. |

**N. 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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| 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.  Additional Guidelines: This is not very common. However, if nonstandard calibration is required it should be defined in this section. |
| N3 | 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.  Additional Guidelines: This is not very common. However, if nonstandard calibration is required the tabulated data points and/or calibration curves should be included in this section. |

**P. 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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines: This is not very common. Any limitations on hardware reparability are typically pre-coordinated during the design phase. |
| 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.  Additional Guidelines: See above. |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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).  Additional Guidelines: This is very rare. Unless the supplier is delivering hardware that could be defined as a pressure vessel, this section is “N/A” |
| R3 | Are pressure limitations adequately described? |  |  |  | Pressure limitations shall include threshold pressure, maximum operating pressure and proof pressure.  Additional Guidelines: This is very rare. Unless the supplier is delivering hardware that could be defined as a pressure vessel, this section is “N/A” |
| R4 | Are cycle limitations adequately described? |  |  |  | This section shall include cycle limitations for threshold pressure, maximum operating pressure and proof pressure.  Additional Guidelines: This is very rare. Unless the supplier is delivering hardware that could be defined as a pressure vessel, this section is “N/A” |
| 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?  Additional Guidelines: This is very rare. Unless the supplier is delivering hardware that could be defined as a pressure vessel, this section is “N/A” |

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  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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).  Additional Guidelines: This is very rare. Unless the supplier is delivering hardware that could be defined to be or contained pyrotechnics, this section is “N/A” |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |
| 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.  Additional Guidelines: This includes anything that is temporarily installed on the hardware being delivered that is not part of its indentured parts list (i.e. plugs, rubber bands, etc.) |
| T3 | Are removal requirements identified? |  |  |  | Removal requirements shall be indicated (i.e., prior to test, prior to continued integration, prior to flight, etc).  Additional Guidelines: If any temporary item/part has been identified a simple caution note listed on this section “remove prior to hardware integration” would suffice if no other directions are provided by the supplier to Boeing. |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable. |

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| **#** | **QUESTION** | **YES** | **NO** | **N/A** | **GUIDELINES** |
| 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 (ATP) number, and ATP report number.  Additional Guidelines:  The certification should also make reference to the Boeing purchase contract that the hardware is being delivered under including the latest approved change with the date. |
| 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.  Additional Guidelines: There are several variations to certification. All applicable certifications shall be included and contained the appropriate signature as defined above. Below is a list of variations of certification that have been accepted in accordance with the contractual Q-clauses, which were typically imposed on Boeing ISS purchase contracts. Please click on the link below to ensure that familiarity with the requirements that can satisfy this section:  Doing Business with Boeing Terms and Conditions:  <http://www.boeingsuppliers.com/TaC.htm>  Q091 Manufacturer's Certificate of Conformance  Q093 Certification of Compliance  Q101Certificate of Conformance for Subassembly Details  Q103 Nondestructive Test (NDT) Certification  Q105 High-Strength Fastener Certification  Q133 Seller's EEE Part Certification  Q111 Certification of Conformance, Same As Direct Sales - Deliverable  Q830 Certificate of Compliance (C of C) |

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.  Additional Guidelines: It is vital that items 1 thru 4 are consistent throughout the entire document. Therefore, pay close attention to the naming convention used and be sure to include to both part numbers (Boeing and Supplier) if applicable.  Note: MSDS are governed by OSHA requirements and hence if applicable a copy of the MSDS should be included in this section. |