 Source Inspector's Checklist

# Prepare

[ ] Establish the date/time/location of the inspection with your point of contact at the supplier

[ ] Dress appropriately, considering personal safety, work environment, and professionalism

[ ] Review the purchase order requirements (obtain a copy of the PO from the supplier while on-site)

[ ] Review the drawing while at the supplier facility to understand the requirements

[ ] Review the Inspection Plan to understand each characteristic (the inspection plan is viewed in P2P)

[ ] Double Check the inspection lot queue prior to arrival. DO NOT take direction from the supplier if they call to inform you that material is ready for inspection. The Lot MUST be in your queue.

[ ] Reject the inspection lot in P2P if the supplier is not ready for the inspection on the planned date

# Conduct Inspection

[ ] Inspect ONLY the lots that are in your source inspection queue

[ ] Inspect every characteristic outlined in the Inspection Plan

[ ] Did the supplier provide all documentation including CoC, Material Certifications, Special Process Certification, Test Data, etc.?

[ ] Did you check for common defects? Damage, Marking (misidentification, serial number, IUID), Revision

# First Article Inspection (FAI)

[ ] Check for evidence that a First Article Inspection was previously done and does not require update. The PO text-key "CTFIRST" outlines the FAI requirements.

[ ] For new FAI report, conduct a thorough review of the FAI, verifying all dimensions, features, drawing notes, and specifications are verified

[ ] Verify that all supporting documentation is included

[ ] Measure select dimensions or witness the supplier's measurements if required in the inspection plan

# Conclude

[ ] Complete lot usage (accept/reject) in P2P within the same day as the inspection

[ ] Process rejections for all nonconformances including configuration, documentation, or FAI error. The entire lot should be rejected if one part is non-conforming, even if the defect is a “quick-fix”



Direct all questions to RMS Supplier Quality Services:

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