

Supplier: _____					Supplier Code: _____	
City/State: _____					Date: _____	
Surveyor/Auditor: _____						
Checklist No.: _____ MCL-01 Rev. E						
LEGEND Y = ACCEPTABLE I/A = INADEQUATE N = NOT ACCEPTABLE						
NO.	REQUIREMENT	PARA.	Y	I/A	N	COMMENTS
FUNCTION: <u>A - ADMINISTRATIVE</u>						
1.	DOES THE SUPPLIER HAVE A DOCUMENTED AND ESTABLISHED INSPECTION SYSTEM?	3.1				
2.	DOES THE SUPPLIER MAINTAIN A SINGLE STANDARD-QUALITY SYSTEM? (IF MORE THAN ONE SYSTEM IS IN EFFECT, CLARIFY IN THE COMMENTS SECTION.)	INFO ONLY				
3.	DOES THE DOCUMENTED QUALITY SYSTEM REQUIRE THE PREPARATION AND USE OF INSPECTION AND/OR TEST INSTRUCTIONS FOR THE INSPECTION AND/OR TEST OF MATERIALS, WORK IN-PROCESS AND COMPLETED ARTICLES ?	3.2.1				

4.	DO INSPECTION AND/OR TEST INSTRUCTIONS PROVIDE CRITERIA FOR APPROVAL AND/OR REJECTION OF THE PRODUCT/SERVICE?	3.2.1				
5.	ARE INSPECTION/TEST INSTRUCTIONS CONTROLLED TO ASSURE THE LATEST APPLICABLE REVISIONS ARE IN USE?	3.2.4				
6.	WHEN INSPECTION STAMPS ARE USED, ARE THEY OF A DESIGN THAT IS DISTINCTIVELY DIFFERENT FROM GOVERNMENT/CUSTOMER INSPECTION STAMPS?	3.5				
7.	ARE STAMP CONTROLS ESTABLISHED WHICH PREVENT UNAUTHORIZED USE?	3.5				
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FUNCTION: <u>B - DRAWING AND CHANGE CONTROL</u>						
1.	ARE CONTROLS ESTABLISHED TO ASSURE THAT ONLY THE LATEST APPLICABLE DRAWINGS, SPECIFICATIONS, AND					

<p>INSTRUCTIONS ARE USED FOR FABRICATION, INSPECTION TEST ?</p>	<p>3.2.4</p>				
<p>FUNCTION: <u>C -PROCUREMENT CONTROL</u></p>					
<p>1. DOES THE CONTRACTORS SYSTEM ASSURE THAT ALL PURCHASE ORDERS INCLUDE:</p>	<p>3.1</p>				
<p>A. COMPLETE DESCRIPTION OF SUPPLIES, PARTS AND MATERIALS ORDERED?</p>					
<p>B. ALL REQUIREMENTS FOR MANUFACTURING INSPECTION, QUALITY SYSTEM QUALIFICATIONS OR APPROVAL?</p>					
<p>C. UNIQUE CUSTOMER REQUIREMENTS?</p>					
<p>2. DOES THE SUPPLIER CONTROL THE SPECIAL PROCESS SUPPLIERS IN ACCORDANCE WITH THE CONTRACT OR UTILIZE ONLY SUPPLIERS SPECIFICALLY REQUIRED BY CONTRACT?</p>	<p>3.1</p>				
<p>FUNCTION: <u>D - RECEIVING CONTROL</u></p>					
<p>1. ARE PROCEDURES IN EFFECT, AND FOLLOWED, WHICH PROVIDE FOR INSPECTION UPON RECEIPT TO ASSURE</p>	<p>3.8,</p>				

CONFORMANCE TO ALL CONTRACTUAL REQUIREMENTS (INCLUDING OPL ITEMS)?	3.8 & 3.1					
2. ARE INSPECTION/TEST INSTRUCTIONS AVAILABLE AND UTILIZED?	3.2.1					
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FUNCTION: D (cont'd)						
3. ARE RECORDS OF RECEIVING INSPECTION ACTIVITIES AVAILABLE WHICH INDICATE THE NATURE AND NUMBER OF OBSERVATIONS MADE, ACCEPTANCE AND/OR REJECTION STATUS, NUMBER AND TYPES OF DEFICIENCIES FOUND AND CORRECTIVE ACTION TAKEN (WHEN APPLICABLE)?	3.1, 3.8 & 3.1					
4. ARE CERTIFICATIONS OF MATERIALS RECEIVED AND AVAILABLE TO PROVIDE OBJECTIVE EVIDENCE THAT RAW MATERIALS CONFORM TO APPLICABLE CHEMICAL AND PHYSICAL REQUIREMENTS AND IS LABORATORY TESTING PERFORMED (WHEN NECESSARY) TO VALIDATE COMPLIANCE?	3.1					

5. ARE MATERIALS AWAITING INSPECTION AND/OR TEST, IDENTIFIED AND SEGREGATED FROM MATERIALS WHICH HAVE BEEN ACCEPTED OR REJECTED?	3.5 & 3.7				
6. ARE PROCEDURES IN EFFECT, AND FOLLOWED, FOR THE IDENTIFICATION, STORAGE AND CONTROL OF AGE CONTROLLED/SHELF LIFE LIMITED MATERIALS (INCLUDING ENVIRONMENTAL CONTROLS WHERE APPLICABLE)?	3.1				
7. IS REJECTED MATERIAL IDENTIFIED, SEGREGATED AND CONTROLLED IN ACCORDANCE WITH ESTABLISHED PROCEDURES?	3.7				
8. IS ACCEPTED MATERIAL IDENTIFIED TO PROVIDE INDICATION OF INSPECTION STATUS?	3.5				
FUNCTION: <u>E - IN-PROCESS CONTROL</u>					
1. ARE INSPECTION MEASUREMENTS AND TESTS PERFORMED ON PRODUCT DURING IN-PROCESS OPERATIONS (AS APPLICABLE) TO ASSURE CONFORMANCE?	3.1 & 3.2.1				
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NO. REQUIREMENT	PARA.	Y	I/A	N	COMMENTS
FUNCTION: E (cont'd) 2. ARE INSPECTION/TEST INSTRUCTIONS AVAILABLE AND UTILIZED?	3.2.1				
3. IS CRITERIA PROVIDED FOR APPROVAL OR REJECTION OF THE PRODUCT FOR ALL INSPECTION AND MONITORING ACTIVITIES?	3.1 & 3.2.1				
4. IS PROCESS MONITORING PERFORMED AND IS OBJECTIVE EVIDENCE MAINTAINED TO VERIFY PROCESS MONITORING (WHEN REQUIRED BY CONTRACT??)	3.4 & 3.2.1				
5. ARE RECORDS OF IN-PROCESS INSPECTIONS AND/OR TESTS MAINTAINED AND AVAILABLE?	3.2.2				
6. IS REJECTED MATERIAL IDENTIFIED, SEGREGATED AND CONTROLLED IN ACCORDANCE WITH ESTABLISHED PROCEDURES?	3.7				
7. IS ACCEPTED MATERIAL IDENTIFIED TO PROVIDE					

INDICATION OF INSPECTION STATUS?		3.5				
8.	WHEN SPECIAL PROCESSES ARE USED DURING THE MANUFACTURE AND PROCESSING OF ITEMS, DOES THE CONTRACTORS SYSTEM ASSURE MAINTENANCE OF PROCESS CONTROLS, CERTIFICATION, AUTHORIZATION OR OTHER UNIQUE REQUIREMENTS, REQUIRED FOR EQUIPMENT, MATERIALS AND/OR PERSONNEL FOR THE PROCESS ?	3.4				
FUNCTION: <u>F - COMPLETED ITEM INSPECTION AND TEST</u>						
1.	DOES THE SUPPLIERS SYSTEM PROVIDE FOR FINAL INSPECTION (AND TEST AS APPLICABLE) OF COMPLETED PRODUCTS?	3.1 & 3.2.1				
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NO.	REQUIREMENT	PARA.	Y	I/A	N	COMMENTS
FUNCTION: F (cont'd)						
2.	ARE INSPECTION/TEST INSTRUCTIONS AVAILABLE AND UTILIZED?	3.2.1				

3. DO INSPECTION/TEST INSTRUCTIONS PROVIDE ACCEPT/REJECT CRITERIA?	3.2.1				
4. WHEN MODIFICATIONS, REPAIRS, OR REPLACEMENTS ARE PERFORMED AFTER FINAL INSPECTION OR TESTING, IS REINSPECTION OR RETEST OF ALL CHARACTERISTICS AFFECTED ACCOMPLISHED?	3.2 & 3.2.1				
5. ARE RECORDS OF COMPLETED ITEM INSPECTION AND/OR TEST MAINTAINED AND AVAILABLE?	3.2.2				
6. IS REJECTED MATERIAL IDENTIFIED, SEGREGATED, AND CONTROLLED IN ACCORDANCE WITH ESTABLISHED PROCEDURES?	3.7				
7. IS ACCEPTED MATERIAL IDENTIFIED TO PROVIDE INDICATION OF INSPECTION STATUS?	3.5				
FUNCTION: <u>G - HANDLING, STORAGE, AND DELIVERY</u>					
1. ARE CONTROLS ESTABLISHED WHICH ASSURE SEGREGATION OF AND PREVENTS THE USE OF NON-CERTIFIED MATERIALS FROM BEING USED WHERE CERTIFIED MATERIAL IS REQUIRED?	3.1				

2.	IS MATERIAL IDENTIFIED/MAINTAINED UNTIL SUCH TIME AS IT IS OBLITERATED BY FURTHER PROCESSING?	3.1 & 3.2.1				
3.	WHEN AGE CONTROL OR CRITICAL ENVIRONMENTS APPLY, DOES THE SUPPLIER'S SYSTEM ASSURE THAT THESE ARE MONITORED OR MAINTAINED?	3.1				
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NO.	REQUIREMENT	PARA.	Y	I/A	N	COMMENTS
FUNCTION: <u>H - SAMPLING</u>						
1.	DOES THE SUPPLIER PERFORM SAMPLING INSPECTION? _____	3.9				
(IF THE RESPONSE IS YES, COMPLETE THE REMAINING REQUIRED QUESTIONS OF THIS SECTION OF THE CHECKLIST)						
2.	IS THE SAMPLING PLAN IN ACCORDANCE WITH EXISTING MILITARY/GOVERNMENT STANDARDS OR CUSTOMER APPROVED SAMPLING PLANS?	3.9				
INDICATE THE SPECIFICATION UPON WHICH THE SAMPLING INSPECTION PLAN/PROGRAM IS BASED: MIL-STD-105						

MIL-STD-414					
OTHER					
3. ARE INSTRUCTIONS FOR THE SAMPLING PLANS BEING USED AVAILABLE TO THE INSPECTION PERSONNEL AND AND ARE THEY BEING COMPLIED WITH?	3.9				
4. DO INSPECTION RECORDS PROVIDE LOT IDENTITY, LOT SIZE, SAMPLE SIZES, AQL's AND ACCEPT/REJECT INFORMATION?	3.9 & 3.4				
5. ARE DEFECTIVE SAMPLE UNITS REJECTED AND SEGREGATED FROM THE ACCEPTABLE PROTION OF THE SAMPLE LOT?	3.7				
6. DO SAMPLING INSPECTION INSTRUCTIONS HAVE PROVISIONS FOR ADJUSTMENT OF THE SAMPLING PLANS WHEN WARRANTED BY INSPECTION RESULTS (E.G. MIL-STD-105, SECTION 8, SWITCHING PROCEDURES)?	3.1 & 3.9				

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NO. REQUIREMENT	PARA.	Y	I/A	N	COMMENTS
FUNCTION: <u>I - NONCONFORMING MATERIAL CONTROL</u>					
1. IS NONCONFORMING MATERIAL IDENTIFIED AND SEGREGATED FROM OTHER MATERIAL TO PREVENT INADVERTENT USE OR DELIVERY?	3.7				
2. ARE METHODS OF IDENTIFICATION, SEGREGATION, CONTROL AND DISPOSITION OF NONCONFORMING MATERIAL DOCUMENTED AND FOLLOWED?	3.7				
3. IS MATERIAL DISPOSITIONED AS SCRAP POSITIVELY IDENTIFIED AND CONTROLLED (i.e. PAINTED, MUTILATED, PERMANENTLY MARKED, ETC.)?	3.7				
4. DO SUPPLIER'S PROCEDURES AND PRACTICES COMPLY WITH SPECIFIC REQUIREMENTS FOR SUBMITTAL OF NON-CONFORMANCES FOR CUSTOMER MATERIAL REVIEW BOARD CONSIDERATION? (SEE APPROPRIATE DIVISION REQUIREMENTS) (NOT APPLICABLE TO A PRE-AWARD SURVEY, HOWEVER, A COMMITMENT FOR COMPLIANCE MUST BE OBTAINED.)	3.1				
FUNCTION: <u>J - CORRECTIVE ACTION</u>					
1. DOES THE SUPPLIER HAVE A CORRECTIVE ACTION SYSTEM WHICH PROVIDES FOR PROMPT DETECTION AND CORREC-					

	TION OF ASSIGNABLE CONDITIONS ADVERSE TO QUALITY?	3.2.3				
2.	DOES THE CORRECTIVE ACTION PROGRAM EXTEND TO ALL AREAS OF ACTIVITY WITHIN THE SUPPLIERS ORGANIZATION (e.g. DESIGN, PURCHASING, MANUFACTURING, ETC.)?	3.1 & 3.2.3				
3.	IS A METHOD OF TRACKING CORRECTIVE ACTION REQUESTS (INTERNALLY, TO SUPPLIERS AND FROM CUSTOMERS) FOR TIMELINESS OF RESPONSE IN EFFECT?	3.2.3				
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FUNCTION J (cont'd):						
4.	DOES THE CORRECTIVE ACTION PROGRAM ADDRESS AND PROVIDE RESPONSE TO CUSTOMER/USER COMPLAINTS, DATA OR RETURNS?	3.2.3				
5.	ARE CORRECTIVE ACTION REQUESTS FORMALLY DOCUMENTED?	3.2.2 & 3.2.3				
FUNCTION: <u>K - RECORDS</u>						

<p>1. ARE ADEQUATE RECORDS OF INSPECTIONS AND TESTS MAINTAINED?</p>	<p>3.2.2</p>				
<p>2. DO INSPECTION AND TESTING RECORDS AS A MINIMUM CONTAIN THE FOLLOWING:</p> <p>A. NATURE OF THE OBSERVATION?</p> <p>B. NUMBER OF OBSERVATIONS MADE?</p> <p>C. NUMBER OF DISCREPANCIES?</p> <p>D. TYPE OF DISCREPANCIES?</p> <p>E. QUANTITY ACCEPTED?</p> <p>F. QUANTITY REJECTED?</p> <p>G. CORRECTIVE ACTION TAKEN (AS APPROPRIATE)?</p>	<p>3.2.2</p>				
<p>3. IS RECORD RETENTION IN ACCORDANCE WITH SPECIFIC CONTRACT REQUIREMENTS?</p> <p>(SEE APPROPRIATE DIVISION REQUIREMENTS.)</p> <p>(NOT APPLICABLE TO PRE-AWARD SURVEYS, HOWEVER, A COMMITMENT FOR COMPLIANCE MUST BE OBTAINED) RECORD THE RETENTION PERIOD IN THE COMMENTS SECTION.</p>					

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FUNCTION: <u>L - GOVERNMENT/CUSTOMER FURNISHED MATERIAL</u>					
1. ARE PROCEDURES IN EFFECT AND FOLLOWED FOR THE CONTROL OF GOVERNMENT/CUSTOMER FURNISHED MATERIALS WHICH INCLUDE THE FOLLOWING: A. EXAMINATION UPON RECEIPT TO DETECT TRANSIT DAMAGE?	3.6				
B. INSPECTION FOR COMPLETENESS AND PROPER TYPE?					
C. PERIODIC INSPECTION FOR STORAGE, HANDLING AND DETERIORATION?					
D. TESTING (AS REQUIRED BY CONTRACT) TO DETERMINE SATISFACTORY OPERATION?					
E. IDENTIFICATION AND PROTECTION FROM IMPROPER USE OR DISPOSITION?					

F. VERIFICATION OF QUANTITY?						
G. FORMAL NOTIFICATION TO THE GOVERNMENT/CUSTOMER WHEN DAMAGED OR UNSUITABLE MATERIAL IS DETECTED?						
FUNCTION: <u>M - MEASURING AND TEST EQUIPMENT (CALIBRATION)</u>						
1.	DOES THE SUPPLIER HAVE A WRITTEN DESCRIPTION OF THE CALIBRATION SYSTEM?					
2.	IS THE COLLECTIVE UNCERTAINTY OF THE STANDARDS KNOWN AND CONSISTENT WITH REQUIRED ACCURACY?					
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FUNCTION: M (cont'd)						
3.	ARE CALIBRATION INTERVALS ESTABLISHED AND MAINTAINED TO ASSURE ACCEPTABLE ACCURACY AND RELIABILITY?					

<p>Y?</p> <p>A. ARE ITEMS RETURNED FOR CALIBRATION AS SCHEDULED?</p>					
<p>4. ARE HISTORICAL RECORDS OF CALIBRATION MAINTAINED WHICH REFLECT THE FOLLOWING:</p> <p>A. ITEM IDENTITY, NUMBER AND NAME?</p> <hr/>					
<p>B. FREQUENCY (INTERVAL) OF CALIBRATION</p> <hr/>					
<p>C. DATE OF LAST CALIBRATION OR INSPECTION?</p> <hr/>					
<p>D. PERSONNEL PERFORMING THE CALIBRATION/ INSPECTION?</p> <hr/>					
<p>E. IDENTIFICATION/LISTING OF CERTIFICATION OR TEST REPORT NUMBER FOR EQUIPMENT CALIBRATED BY OUTSIDE SOURCES?</p> <hr/>					
<p>F. RESULTS OF CALIBRATION (MEASURED VALUE WHEN POSSIBLE)?</p> <hr/>					
<p>G. ACTION TAKEN?</p> <hr/>					

H. CALIBRATION PROCEDURE?						
5. IS CALIBRATION PERFORMED UTILIZING STANDARDS WHOSE ACCURACY IS CERTIFIED AS TRACEABLE TO U.S. OR INTERNATIONAL STANDARDS?						
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FUNCTION: M (cont'd)						
6.	DO CERTIFICATES OR TEST REPORTS FOR MEASUREMENT STANDARDS INCLUDE:					
	A. IDENTIFICATION OF THE ITEM?					
	B. CALIBRATION SOURCE?					
	C. DATE OF CALIBRATION?					
	D. CALIBRATION ASSIGNED VALUE?					
	E. STATEMENT OF UNCERTAINTY?					

F. RELEVANT CONDITIONS OF CALIBRATION INCLUDING ENVIRONMENTAL FACTORS?						
G. STATEMENT OF TRACEABILITY?						
7.	ARE WRITTEN CALIBRATION PROCEDURES AVAILABLE AND USED FOR CALIBRATION OF EQUIPMENT?					
8.	DO CALIBRATION PROCEDURES INCLUDE:					
	A. STANDARDS AND EQUIPMENT?					
	B. REQUIRED PARAMETER?					
	C. RANGE REQUIRED?					
	D. ACCURACY OF MEASUREMENT STANDARD?					
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<p>FUNCTION: M</p> <p>8. (cont'd)</p> <p>E. ACCEPTABLE TOLERANCE OF EACH CHARACTERISTIC?</p> <hr/>					
<p>F. INSTRUCTIONS FOR CALIBRATION?</p>					
<p>9. DO THE STANDARDS IN USE DEMONSTRATE THE CAPABILITIES FOR ACCURACY, STABILITY, RANGE AND RESOLUTION REQUIRED?</p>					
<p>10. IS CALIBRATION PERFORMED IN A CONTROLLED ENVIRONMENT (AS DETERMINED NECESSARY TO ASSURE THE CONTINUED ACCURACY OF THE EQUIPMENT AND STANDARDS)?</p>					
<p>11. IS MEASURING AND TEST EQUIPMENT IDENTIFIED TO REFLECT THE DATE CALIBRATED AND DATE DUE (DAY, MONTH, YEAR)?</p>					
<p>12. ARE TAMPER-PROOF SEALS USED TO PROTECT FROM ACCESS TO ADJUSTMENT FEATURES WHICH COULD AFFECT CALIBRATION?</p>					

13.	IS EQUIPMENT WHICH IS OUT OF TOLERANCE OR PAST DUE FOR CALIBRATION IDENTIFIED TO PREVENT USE?					
14.	ARE ITEMS WHICH ARE NOT CALIBRATED TO THEIR FULL CAPABILITY OR WHICH REQUIRE FUNCTIONAL CHECK ONLY LABELED TO INDICATE THE APPLICABLE CONDITION?					
15.	IS EMPLOYEE-OWNED EQUIPMENT, WHICH IS USED TO DETERMINE PRODUCT ACCEPTANCE, SUBJECT TO CALIBRATION?					
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FUNCTION: M (cont'd)						
16.	IS CUSTOMER FURNISHED MEASURING AND TEST EQUIPMENT SUBJECT TO CALIBRATION AND/OR CONTROLLED PER CONTRACT REQUIREMENTS?					
17.	ARE ADEQUATE STORAGE AND HANDLING FACILITIES AVAILABLE AND IS CLEANLINESS MAINTAINED IN THE CALIBRATION AREA?					

<p>18. ARE PROCEDURES IN EFFECT TO PROVIDE FOR THE EVALUATION OF THE ADEQUACY OF THE CALIBRATION SYSTEM AND TO ENSURE CONTRACT COMPLIANCE?</p>					
<p>19. DOES THE SUPPLIERS' CALIBRATION PROCEDURE DEFINE WHAT CONSTITUTES A "SIGNIFICANT" OUT-OF-TOLERANCE CONDITION?</p>					
<p>20. DOES THE CALIBRATION ACTIVITY PROVIDE WRITTEN NOTIFICATION TO THE USER AND DESIGNATED ORGANIZATION ADVISING OF "SIGNIFICANT" OUT-OF-TOLERANCE CONDITIONS?</p>					
<p>21. ARE NOTIFICATIONS OF SIGNIFICANT OUT-OF-TOLERANCE CONDITIONS EVALUATED AND DETERMINATIONS FOR CORRECTIVE ACTION (RE-INSPECTION OF SUSPECT PRODUCT, NOTIFICATION TO THE CUSTOMER, ETC.) PROVIDED?</p>					
<p>22. DOES THE SUPPLIER EVALUATE SOURCES PROVIDING CALIBRATION SERVICES?</p>					

