

MIL-Q-9858A/MIL-STD-45662A
Quality System/Calibration Checklist

Supplier: _____ Supplier Code: _____
 City: _____ St. _____ Date: _____
 Surveyor/Auditor: _____
 Checklist No. MCL-02 Rev. D

Legend: Y = Acceptable I/A = Inadequate N = Not Acceptable

No.	Requirement	MIL-Q-9858 Para.			Comments
		Y	I/A	N	

FUNCTION: A - ADMINISTRATIVE

1.	Does the Supplier have an established and documented Quality program and supporting procedures?	1.2 & 3.1				
2.	Is the documented Quality program approved by upper level company management?					
3.	Does the Supplier maintain a single standard Quality system? (If more than one system is in effect, clarify in the comments section.)	Info Only				
4.	Is the authority and responsibility of the personnel responsible for the Quality functions clearly defined? (Attach a copy of the organization chart if available.)	1.3 & 3.1				
5.	Does the Supplier maintain and use Quality cost data as a management element of the Quality program?	1.3 & 3.6				
	A. Do the procedures identify the specific cost data to be maintained?					
	B. Is this data being collected and reported?					
	C. Are costs for prevention, detection and correction of defects identified (e.g., scrap, rework, repair, supplier control, etc.)?					

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	D. Is this data distributed to and subject to review by designated management personnel?					
6.	Does the Quality program monitor (audit) the compliance with and maintenance of work instructions and the documented Quality program?	3.1 & 3.3				
	A. Are periodic audits accomplished within established schedules?					
	B. Are audit reports issued and acted upon?					
7.	Do the documented procedures require a review of the customer's contract (purchase order), drawings and specifications to assure compliance to contract/purchase order requirements?	3.2				
8.	Is objective evidence of contract review/initial Quality planning available?	3.2				
9.	Does initial Quality planning include provisions for advanced metrology requirements and notification to the customer (when applicable)?	3.2				
10.	Does the documented Quality program require the preparation and use of work instructions for all work that would affect the quality of the product?	3.3				
11.	Does the documented Quality program address methods to be used to provide positive identification of inspection status of product?	6.7				

CHANGE NO. 2 EFFECTIVE DATE: 03/13/98

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12.	When inspection stamps are used are they of a design that is distinctively different from government/customer inspection stamps?	6.7				
13.	Are stamp controls established which prevent unauthorized use?	6.7				
FUNCTION: B - DRAWING AND CHANGE CONTROL						
1.	Are procedures available and maintained that address the adequacy and currentness of drawings and control of changes in design?	4.1				
2.	Do the procedures address methods of assuring that effectivity points are met and are records of implementation of effectivity points available?	4.1				
3.	Do the procedures require, and are obsolete drawings and changes removed from all points of issue and use?	4.1				
4.	Are procedures in effect, and followed, to provide for a review of the Engineering, Quality and Product adequacy relative to proposed changes?	4.1				
5.	Are procedures in effect, and followed, for the review of supplemental specifications (e.g., Process Instructions, Production Engineering Instructions, Industrial Engineering Instructions, Work Instructions, etc.) for adequacy, currentness and completeness?	4.1				

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6.	Are procedures in effect, and followed, to assure compliance with contract requirements for the processing of design change proposals (e.g., Submittal for Concurrence, Approval, etc.)?	4.1				
7.	Are change control requirements flowed down to sub-tier vendors and subcontractors when applicable?	4.1				
8.	Are procedures in effect, and followed, to assure the delivery of correct drawings and change information to customers in accordance with contract requirements?	4.1				
FUNCTION: C - PROCUREMENT CONTROL						
1.	Are procedures in effect, and followed, for the selection of qualified Suppliers/Sources?	5.1				
	A. Are methods of initial approval documented and available for review?					
	B. Is a current listing of approved sources available and being utilized?					
	C. Is continuation of a Supplier's approval status based upon evaluation and/or audits at established intervals?					
	D. Are there provisions for the removal of a Supplier from the approved status when conditions warrant?					
2.	Are procedures in effect, and followed, requiring the assessment of the effectiveness and integrity of the control of quality by Suppliers?	5.1				

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	A. Is a Supplier rating system in effect, where Suppliers are rated at established intervals and the ratings are evaluated to determine actions to be taken?					
	B. Is objective evidence of the rating system and the evaluations available?					
3.	Are procedures in effect, and followed, requiring the flow down of Quality requirements to sub-tier Suppliers/Subcontractors?	5.2				
	A. Are Quality requirements specified on the purchase order or within reference specifications/documents?					
4.	Are procedures in effect, and followed, to assure that purchase orders to Suppliers include a complete description of the supplies or services being ordered (e.g., Requirements for Manufacturing, Test, Inspection Packaging, etc.)?	5.2				
	A. Does QA review purchase orders (or purchase requisitions) to verify the necessary information is included?					
FUNCTION: D - RECEIVING CONTROL						
1.	Are procedures in effect, and followed, which provide for inspection upon receipt to assure conformance to all contractual requirements (including QPL items)?	6.1 & 5.1				
2.	Are Receiving Inspection work instructions available and in use?	3.3				

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3.	Are records of Receiving Inspection activities available which indicate nature and number of observations made, acceptance and/or rejection status, number and types of deficiencies found and corrective action taken (when appropriate)?	3.4				
4.	Are procedures in effect, and followed, which assure that certification of materials are received to provide objective evidence that raw materials conform to applicable chemical and physical requirements and laboratory testing is performed (when necessary) to validate compliance.	6.1				
5.	Are materials awaiting inspection and/or test, identified and segregated from materials which have been inspected, accepted or rejected?	6.1				
6.	Are procedures in effect, and followed, for the identification and control of materials released to production prior to completion of inspection/test acceptance?	6.1				
7.	Are procedures in effect, and followed, to assure that materials, products, processes and/or services are procured from approved sources?	5.1				
8.	Are procedures in effect, and followed, for the control and identification of age controlled/shelf life limited materials (including environmental controls where applicable)?	6.4				

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9.	Is rejected material adequately identified, segregated and controlled and submitted for disposition in accordance with established procedures?	6.5				
10.	Is accepted material adequately identified to provide indication of inspection status (until such time as it is obliterated by further processing or assembly)?	6.1				
FUNCTION: E - IN-PROCESS CONTROL						
1.	Are procedures in effect, and followed, requiring documented instructions for all processing and fabrication operations?	3.3 & 6.2				
2.	Are procedures in effect, and followed, requiring the Quality program to monitor the issuance and compliance with all work instructions?	6.2				
3.	Do work instructions provide clear and complete criteria for the task/function to be performed, including requirements for tooling/equipment, reference to specifications and drawings and environmental conditions (when applicable)?	6.2				
4.	Do work instructions provide criteria for acceptable or unacceptable workmanship?	6.2				
5.	Is criteria for approval or rejection provided for all inspection/testing and monitoring activities?	6.2				
6.	Are detailed instructions or specifications available and used for special processes?	6.2				
7.	When special processes are performed does the Quality program assure the following:	6.2				

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	A. Process controls are monitored at established intervals?					
	B. Certification of personnel and/or equipment is performed in accordance with applicable requirements?					
	C. Authorization for the process and/or personnel has been obtained in accordance with contract requirements?					
8.	Is the inspection status of material maintained?	6.7				
9.	Is rejected material identified, segregated and controlled and submitted for disposition in accordance with established procedures?	6.5				
10.	Are records of inspection/tests maintained which indicate nature and number of observations made and number and type of deficiencies found?	3.4				
FUNCTION: F - COMPLETED ITEM INSPECTION AND TEST						
1.	Does the Quality system provide for the final inspection and test of completed products?	6.3				
2.	Do inspection and test instructions provide criteria to assure compliance to drawing and specification requirements?	6.3				
3.	When modification, repair or replacement is required after final inspection or test is reinspection or retesting of all affected characteristics accomplished?	6.3				

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4.	Does the Quality system provide for the reporting of unusual difficulties, deficiencies or questionable conditions to the design authority?	6.3				
5.	Is the inspection status of material maintained?	6.7				
6.	Is rejected material identified, segregated and controlled, and submitted for disposition in accordance with established procedures?	6.5				
7.	Are records of inspections/tests maintained which indicate nature and number of observations made and number and type of deficiencies found?	3.4				
FUNCTION: G - HANDLING, STORAGE AND DELIVERY						
1.	Are work instructions for material handling and storage available and in use to assure adequate protection of the product during handling and storage to prevent loss, damage, deterioration, degradation and/or substitution?	6.4				
2.	Are periodic inspections performed to assure compliance to work instructions for handling and storage?	6.4				
3.	Are shelf life, age sensitive and/or environmentally sensitive materials identified, controlled and stored?	6.4				
4.	Are work instructions for preservation, packing, packaging and shipping available and in use?	6.4				

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5.	Does the Quality system monitor the compliance with work instructions for preservation, packing, packaging and shipping?	6.4				
6.	Are there provisions to assure that required documentation, certifications, test reports, etc. are included with the shipments as required by contract?	6.4				
FUNCTION: H - STATISTICAL QUALITY CONTROL						
1.	Does the Supplier perform sampling inspection? (If the response is yes, complete the remaining requirements questions of this section of the checklist.)	6.6				
2.	Is the sampling inspection plan in accordance with existing military/government standards or customer approved sampling plan? 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 plan being used available to the inspection personnel and complied with?	3.3				
4.	Do inspection records provide lot identity, lot size, sample size, AQL and accept/reject information?	3.4				

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5.	Are defective sample units rejected and segregated from the acceptable portion of the lot?	6.5				
6.	Do sampling inspection instructions have provisions for adjustment of the sampling plan when warranted by inspection results (e.g., MIL-STD-105, Section 8, switching procedure)?	3.3				
7.	The following questions are for information only:	3.3				
	A. Does the Supplier employ statistical Quality Control methods? (If yes, complete the next three questions.)					
	B. Are control charts used and maintained to indicate product/process performance?					
	C. Are process averages maintained?					
	D. Are results used to adjust inspection activity?					

FUNCTION: I - NONCONFORMING MATERIAL CONTROL

1.	Are procedures in effect that address the identification, segregation, control, documentation and dispositioning of nonconforming material?	6.5				
2.	Is nonconforming material documented on a rejection document?	3.4 & 6.5				
3.	Is nonconforming material identified and traceable to the applicable rejection document?	6.5				

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4.	Is nonconforming material segregated from other material and placed in a bonded, or otherwise identified hold area, to prevent inadvertent use or delivery?	6.5				
5.	Do procedures identify the authority and responsibility of personnel performing preliminary and/or material review dispositions on nonconforming material?	6.5				
6.	Are rejection documents dispositioned by authorized personnel only?	6.5				
7.	Have "use as is" and/or repair dispositions been submitted to the government/customer for concurrence/approval as required?	6.5				
8.	Is material dispositioned as scrap positively identified and controlled, until disposed of, to prevent inadvertent use?	6.5				
9.	Does the Supplier have the ability to provide cost data for scrap and rework of nonconforming supplies?	6.5				
FUNCTION: J - CORRECTIVE ACTION						
1.	Are procedures in effect for the implementation of a corrective action program which provides for the prompt detection and correction of assignable conditions adverse to Quality?	3.5				
2.	Does the corrective action program extend to all areas of activity within the Supplier's organization (e.g., Design, Manufacturing, Purchasing, etc.)?	3.5				
3.	Does the corrective action program extend to Suppliers?	3.5				

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4.	Does the corrective action program address and provide response to customer/user complaints, data, returns or requests for corrective action?	3.5				
5.	Are corrective action requests formally documented?	3.4 & 3.5				
6.	Is a method of tracking corrective action requests (internally, to Suppliers and externally from Customers) for timeliness of response in effect?	3.5				
7.	Do procedures address action to be taken for delinquent and/or unacceptable corrective action responses?	3.5				
8.	Does the corrective action program require analysis of data and examination of product scrapped or reworked to determine extent and causes?	3.5				
9.	Does the corrective action program require analysis of trends in processes or performance of work to prevent nonconformances?	3.5				
10.	Does the corrective action program require initial review of responses to determine the adequacy of proposed corrective actions?	3.5				
11.	Does the corrective action program require a follow-up to monitor the effectiveness of corrective actions?	3.5				
FUNCTION: K - RECORDS						
1.	Do procedures specify which Quality program information records are to be maintained and where?	3.4				

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2.	Are adequate records of inspections and tests maintained?	3.4				
3.	If alterations/corrections to records are necessary are they in accordance with documented procedures?	3.4				
4.	Is record retention in accordance with contract requirements (see appropriate divisional requirements)? Note: Record the retention period in the comments section.	3.1 & 3.4				
FUNCTION: L - GOVERNMENT/CUSTOMER FURNISHED MATERIAL						
1.	Are procedures in effect and followed for the control of government/customer furnished material which require the following:	7.2				
	A. Examination upon receipt to detect transit damage?					
	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?					

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	H. Maintenance of records for all inspections/tests and maintenance performed on government/customer furnished property?					
FUNCTION: M - MEASURING & TEST EQUIPMENT (CALIBRATION)		MIL-STD-45662A				
	Note: MIL-I-45208A, Para. 3.3, requires the Supplier to implement and maintain a calibration system in accordance with MIL-STD-45662.					
1.	Does the Supplier have a written description of the calibration system?	5.1				
2.	Is the calibration system coordinated with the Quality program/inspection system?	4.1				
3.	Are calibration intervals for measuring and test equipment and measurement standards established and maintained to assure acceptable accuracy and reliability?	5.4				
4.	Does the system provide for the mandatory recall of all items and are items returned for calibration as scheduled?	5.4				
5.	Are historical records of calibration maintained which reflect the following:	5.9				
	A. Item identity, number and name?	5.9				
	B. Frequency (interval) of calibration?	5.9				
	C. Date calibrated/inspected and date due for calibration?	5.9				
	D. Personnel performing the calibration/inspection?	5.9				

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	E. Identification/listing of certification or test report number for equipment calibrated by outside sources?	5.9				
	F. Results of out of tolerance conditions?	5.9				
6.	Is Calibration performed utilizing standards whose accuracy is certified as:					
	A. Traceable to U.S. or international standards? or	5.8				
	B. Obtained from independent reproducible standards (derived from accepted values of natural physical constraints)? or	3.5.2				
	C. Derived from the ratio type of self-calibration techniques? or	3.5.4				
	D. Industry consensus standards, where no suitable standard exists?	3.2				
7.	Are written calibration procedures available and used for calibration of equipment?	5.5				
8.	Do calibration procedures specify the accuracy of the instrument being calibrated and the accuracy of the standards used?	5.5				

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9.	Do calibration procedures include: A. Standards and Equipment? B. Requirement Parameter? C. Range Required? D. Accuracy of Measurement Standard? E. Acceptable tolerance of each characteristic? F. Instructions for Calibration? Note: The Supplier's procedures must specify environmental considerations to be applied.	5.5				
10.	Is calibration performed utilizing standards which have a higher accuracy level than the accuracy requirements of the equipment being calibrated?	5.2				
11.	Do the standards in use demonstrate the capabilities for accuracy, stability, range and resolution required?	5.2				
12.	Is calibration performed in a controlled environment (as determined necessary to assure the continued accuracy of the equipment and standards)?	5.3				
13.	Is measuring and test equipment identified to reflect the date calibrated and date due.	5.10				
14.	Are tamper-proof seals used to protect from access to adjustment features which could affect calibration?	5.10				

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15.	Is equipment which is out of tolerance or past due for calibration identified to prevent use?	5.10				
16.	Are items which are not calibrated to their full capability or which require functional check only labeled to indicate the applicable condition?	5.10				
17.	Are controls in effect to cause production tools and equipment which is used as a media of inspection to be calibrated/inspected at established intervals?	4.1				
18.	Is employee owned equipment which is used to determine product acceptance subject to calibration?	4.1				
19.	Is customer furnished measuring and test equipment subject to calibration and/or controlled per contract requirements?	4.1				
20.	Are adequate storage and handling facilities available and is cleanliness maintained in the calibration area?	5.12				
21.	Are procedures in effect to provide for the evaluation of the adequacy of the calibration system based on out of tolerance calibration data and do they provide for the following:	4.1 & 5.6				
	A. Adjustment of calibration frequency (intervals)?	4.2.3				
	B. Identification and prevention of use of any equipment which does not perform satisfactorily?	4.2.3				

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22.	Does the calibration activity provide written notification to the user (or designated organization) advising of "significant" out of tolerance conditions?	5.6				
23.	Are notifications of significant out of tolerance conditions evaluated and determinations for corrective action (reinspection of suspect product, notification to the customer, etc) provided?	5.6				
24.	Does the Supplier evaluate sources providing calibration services (other than NIST or government laboratories) to assure they are capable of complying with the requirements of MIL-STD-45662?	5.8				
25.	Does the Supplier flow down applicable requirements of MIL-STD-45662 to sub-tier Suppliers and verify that their calibration systems are in compliance?	5.11				