

EB 2678K Compliance Checklist

	Yes	No	N/A
A. GENERAL			
1. Is the supplier aware that materials and workmanship forming part of this or any order, may be inspected and tested at any time and place before, during and after manufacture by Purchaser and/or Government Inspection? (2678K, Para. 8.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the supplier aware of specification effectivity requirements and that the purchase order will denote the applicable specification and drawing revisions, although not necessarily the latest available? (2678K, Para. 3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the supplier aware that any change to the design of the item(s) being procured under this purchase order will require the approval of the Purchaser? (2678K, Para. 4.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the supplier understand that, in all cases, the purchase order takes precedence in conflicts and disputes, including existing specification or drawing requirements? (2678K, Overview)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. APPLICABLE FORMS			
1. Has the supplier been instructed in the proper usage of Vendor Information Requests (VIR, EB Form 84-00-2205) for interpretations, drawings or specification changes, nonconforming acceptance and repair welding authorization? (2678K, Para.1.1(a))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the supplier understand that, when denoted in the purchase order, welding and NDT procedures, special processes and radiographic film require Purchaser approval as documented on a Vendor Procedure Approval Request? (VPAR, EB Form 84-00-2974) (2678K, Para.1.1(b))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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3. Is the supplier aware that timely and effective corrective action responses to Purchaser initiated Supplier Corrective Action Reports (SCAR, EB Form 84-00-4496) are mandatory? (2678K, Para. 1.1(c))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. RECORDS			
1. Is the supplier aware that all Objective Quality Evidence pertaining to supplied material must be retained for a period of 7 years after completion of the purchase order and shall be made available to the Purchaser within 36 hours upon request? (2678K, Para. 2.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the supplier understand that test reports and/or other verification of conformance documents need to be signed and dated by the seller's authorized representative? (2678K, Para.2.2(d))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the supplier aware that erasures or obliterations of information on Quality records is prohibited and that corrections must be made in ink by drawing a single line through the incorrect entry and be dated and initialed by authorized personnel? (2678K, Para.2.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ADDITIONAL CONTROLS:			
1. Are controls in place to prohibit contact with functional mercury for any component supplied to the Purchaser? Is the supplier cognizant of the required documentation that attests this is so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the supplier cognizant that Electric Boat prohibits the usage of seamed pipe for any shipyard component? (2678K, Para. 5.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the supplier understand that he assumes all responsibility when work is performed to unapproved drawings? (2678K, Para. 3.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>4. Is the supplier aware of their responsibility in regards to malpractice prevention? (2678K, Appendix B) (If program is in place, complete section E.) Explain:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Is the supplier aware of their responsibility in regards to security awareness and control of defense sensitive information? (If program is in place, complete E.) How is this controlled?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Do suppliers that manufacture their own fasteners per MIL-S-1222H, comply with System 22 inspection methods? (MIL-S-1222H, FED-STD-H28/20)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Do suppliers that provide MIL-S-1222H fasteners that were manufactured by a sub-tier supplier pass on and verify sub-tier supplier compliance with System 22 inspection methods? (MIL-S-1222H, FED-STD-H28/20)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. <u>MALPRACTICE AND SECURITY AWARENESS</u>			
<p>1. Is there a division or company policy or statement on management's position concerning malpractice? (2678K, Appendix B)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Do division or company rules specifically address malpractice prevention as a condition of employment? (2678K, Appendix B)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Are letters to employees or posters utilized to inform personnel about malpractice and its consequences? (2678K, Appendix B)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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4. Does the division or company have a training program for new employees and a refresher program for existing personnel which addresses the subject of malpractice? (2678K, Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is malpractice addressed in routine meetings similar to safety, security or profitability meetings? (2678K, Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are internal audits conducted during off-shift and weekend activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is there a close monitoring of new hires (of the first several months) until the new employee "stabilizes"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. In your discussions with the first line supervisors, do you feel that they are familiar with management's position on malpractice and understand the consequences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are records documented satisfactorily? Name? Date? In ink? Free of omissions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>F. GENERAL WORKMANSHIP / QUALITY PRACTICES:</u>			
1. Does the supplier practice good workmanship habits with respect to product cleanliness? (i.e.: free from foreign objects, chips, burrs, construction debris, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the supplier maintain cleanliness during assembly, test and packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>3. Does the supplier have a Purchaser approved cleanliness/flushing procedure? <i>If Yes, Procedure #:</i></p> <p>a. Does the supplier comply with sample testing requirements of the approved procedure?</p> <p>b. Is sampling done in-house or performed by an outside agency?</p> <p>Explain:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Does the supplier maintain cleanliness and provide for protection of test equipment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Does the supplier's inspection department verify cleanliness prior to packaging and shipping?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Does the supplier have a documented system for maintaining system/component cleanliness integrity?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>G. MATERIAL CONTROL:</u>			
<p>1. Does the supplier's quality control system provide evidence of inspection status at all times during material processing? (MIL-I-45208, Para. 3.5)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Does the supplier's material control system provide accountability for the number of pieces that are manufactured, tested, scrapped and rejected? (2678K, Appendix A, Para. 5.3(c) and MIL-I-45208 Para. 3.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>3. Does the supplier's material control system document when material is worked or heat treated, resulting in changes to mechanical properties and is it uniquely marked or re-identified to provide traceability to the final condition? (2678K, Para. 5.6 and Appendix A, Para. 5.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>H. AUDITS:</u>			
<p>1. Does the supplier maintain an internal (and when required for Level 1 material, an external) audit program of manufacturing processes? (2678K, Para. 10.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Does the supplier use a preplanned checklist with audit elements, with a review sheet to document the degree of compliance found during audits? (2678K, Para. 10.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Do the supplier's quality control records provide evidence of an internal audit program? Is the evaluation comprehensive and effective? (2678K, Para. 10.1)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Does the supplier maintain records of audits and inspections at subtier facilities? (2678K, Para. 10.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<u>I. LEVEL 1 MATERIAL:</u>			
1. Is the supplier aware of the requirement for an independent quality representative over check of purchase orders to sub-tier suppliers to ensure that all applicable purchaser requirements are included? (2678K, Appendix A, Para. 3.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the supplier's quality system assure that the sub-tier documentation includes original mill and applicable material processor certifications? (2678K, Appendix A, Para. 8.2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the supplier segregate raw materials of different alloys, types and conditions to ensure they do not become commingled? (2678K, Appendix A, Para. 4.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the supplier maintain a positive identification system for material traceability that extends throughout all manufacturing processes including outsourcing? (2678K, Appendix A, Para. 5.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the material identification system require items to be deemed nonconforming when traceability markings are lost? Is a procedure in place for re-establishing traceability, including obtaining Purchaser approval of the procedure used for re-establishing traceability? (2678K, Appendix A, Para. 5.4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the supplier maintain a clear and concise trail of documentation for finished products from parent material through all subsequent process operations? (2678K, Appendix A, Para. 6.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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7. Does the supplier's receiving inspection records denote review of test reports and subtier manufacturing records to assure positive material traceability? (2678K, Appendix A, Para. 3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the supplier retain all records of material processing and testing, for a period of seven years after contract completion, and request Purchaser disposition instructions thereafter? (2678K, Para. 2.4 and 2.5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the supplier aware that when Level 1 Material is supplied by a sub-tier, that there is to be an established and maintained audit program for sub-tier suppliers? (2678K, Appendix A, Section 9.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the sub-tier audit program for Level 1 Material adequate? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the supplier have the capability to perform generic alloy identity testing to assure material is of a specified metallurgical group? (2678K, Appendix A, Para. 8.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the program adequately controlled? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Auditor: _____

Date _____