**Instructions for Completing UTAS FRM-0034 for Supplier-to-Supplier Shipments**

**FINAL PRODUCT REVIEW AND ACCEPTANCE RECORD**

**PART NUMBER:** *Enter the part number from your customer purchase order (PO)*

**PART NAME:** *Enter the part name as shown on the drawing or the part name on the customer PO*

**DRAWING/PART REVISION:**  *Enter both the drawing and part revision with a slash separating them. Note: the part and drawing revisions are not always the same.*

**P.O. NUMBER:** *Enter the purchase order number from your customer*

**P.O. LINE NO:** *Enter the line number from your customer PO. If none, enter N/A.*

**LOT/BATCH/SERIAL NO:** *As a minimum, enter your manufacturing lot/traveler number for traceability. If batch numbers, lot date codes or serial numbers are applicable, enter this information in this field as well. It is acceptable to enter a range if there are a large number of entries.*

**QTY:** *This is the quantity being shipped on this supplier-to-supplier shipment.*

**SUPPLIER NAME:**  *The name of your facility*

**SUPPLIER CODE:** *This should be your new UTAS vendor code if known.*

**UTAS/DELEGATED 3RD PARTY NAME***: Name of UTAS approved DQR or CQAR completing the inspection.*

**DATE:** *The date this form is being completed.*

**P.O. Review**

**Does the part number & engineering revision on the P.O. match the product being inspected?**

*Verify the part revision matches what is on the purchase order. This must match.*

**Review P.O. and special notes for compliance:** *Review the customer PO for any special requirements and verify compliance*

**When UPPAP is noted on the P.O., is an approved UPPAP Approval form on file.** *If UPPAP is being flowed down on the purchase order from your customer, Form 1 UPPAP approval must be on file prior to shipping.*

**Data Package**

**Review material and process requirements.** *DQR will verify that material and special process conform to the drawing or specification requirements and all operations on router have been completed and accepted*

**Manufacturing plans as required have been approved by UTAS and/or customer.** *The supplier is to provide objective evidence to the DQR of UTAS approval.*

**Certifications are available and list correct part number and revision?** *Verify correct part number and revision letter are listed on the certifications.*

**Verify the correct material used per Engineering requirements.** *Verify material as specified on the drawing or specification and the certifications have unbroken traceability back to the original source (i.e. Mill). When required, verify the material supplier is listed as an approved source (ASL).*

**Verify approved First Article Inspection Report and any Partial FAIR’s for details and assemblies.** *Verify FAIR to revision being manufactured is on file. If UTAS approval is required by purchase order, verify Form 1 is signed by UTAS authorized representative.*

**Verify inspection records clearly indicate that all characteristics have been accepted by the supplier’s quality system.** *All characteristics inspected must be within tolerance.*

**Review and verify key characteristic data and the actual measurement obtained.** *If a key characteristic is called out on the drawing, assure that measurements are being taken and the process is in control.*

**All outstanding corrective action and MRB dispositions have been addressed for this part.** *Verify there are not any open corrective actions associated with this part. All MRB dispositions must be closed and any rework/identification completed.*

**Calibrated inspection equipment must be used for product verification.** *Assure that the inspection equipment being used is within the calibration interval.*

**Part Inspection**

**Verify all fit, form, and functional critical characteristics. Attention to detail to insure proper surface finish requirements, no sharp edges, proper chrome run-out, paint application, etc.**  *DQR shall verify parts are inspected 100% for workmanship and the requirements specified in ASQR-20.1.*

**Verify correct sample plan used.** *In-process and final inspection records shall be completed by a separate inspector than the DQR and must meet the sampling requirements in ASQR-20.1*

**Per business unit, DQR inspection requirements, record dimensional information in this box.** *DQR’s for UTAS must dimensionally over inspect a minimum of 3 pcs and 5 characteristics and record the following information in this field. Consideration should be given to close tolerance, functional/performance and interface characteristics.*

1. *Characteristic Designator (i.e. Major, Critical, Minor, Flight Safety, Key, etc.)*
2. *Dimensional requirement include the dimension and the tolerance*
3. *Measurement results for each of the 3 pcs inspected*
4. *Type of dimension (i.e. ID, OD, Thread, True Position, etc.)*

**Identification**

**Identification of the parts is correct per engineering drawing, specification requirements and clearly legible after all finishes.** *DQR’s shall verify part marking is complete 100%.*

**Special Process Approval**

**If special processes have been performed, verify approved Special Processes sources were used for a specific process performed by UTAS/SBU approved list.** *If special processes are called out on the UTAS drawing, specification or PO/SA’s, verify that the approved source is on UTAS Report 80/85 (if applicable, check HSM-17 for Guidance)*

**Special process certifications clearly state part number, part revision, quantity and the process specification and its revision level.** *Part number and revision letter must match the customer purchase order. The process specification on the certification must exactly match what is called out on the drawing, including applicable type and class, and include the specification revision letter. Verify the special process certification lists the quantity of accepted/rejected parts and must also be signed and dated by the special process supplier.*

**Packaging**

**Review all products to ensure the absence of Foreign Object Debris (FOD) and packaging and handling requirements.** *Product must be free of FOD. Assure that any special handling and cleaning requirements on the drawing or customer flow down are being met.*

**Acknowledgement of Product Review and Acceptance**

**Signature and Apply Stamp assigned by SBU:** *Print name of DQR or CQAR accepting product*

**Signature:** *DQR or CQAR Signature*

**Stamp:** *Physical inspection stamp or DQR electronic stamp number (Optional)*