**POWER & CONTROLS AND GLOBAL OPERATIONS**

**Inspection Lot (iLot) Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| HSM17 Rev AC Section # | DQR Training Page# | Requirement | Action Completed? |
| 5.6.2.1 | **73-74** | Did you check the purchase order revision?  |[ ]
| 5.6.2.2 | **19-22, 46-47, 73-74** | Does the part revision on the PO match the part revision shown in PLM Engineering Information? |[ ]
| 5.6.2.7, 5.6.4-5 | **26-29, 55, 79** | Did you check for safety or critical to quality characteristics? |[ ]
| 4.8, 5.6.2.12 | **46** | Did you check for PPAP requirements on the PO?If PPAP is an interim or waiver, did you verify the date has not passed? |[ ]
| 5.3.1, 5.6.3.6 | **49-51, 75, 82, 86** | Did you verify if FAI submittal is required?If applicable, is there an approved FAI at the current Rev level?Did you attach FAI Form 1 if iLot is AFAI**- or-** enter the approval date for all other Usage Decisions? | [ ] [ ] [ ]  |
| 4.13, 5.6.2.8 | **42-44, 76** | Did you validate Special Process certs in accordance with HSM17(AC) Section 4.13? |[ ]
| 5.6.2.4 | **24-25, 77, 79** | Did you validate the use of Approved Suppliers? (MPN/ QDL) |[ ]
| 5.6.3.3 | **68, 82** | Did you enter your 3 x 5 inspection results in the i-lot or attach them to the i-lot? |[ ]
| 5.6.3.4-5 | **38-39, 52** | Did you get your part marking approved/ do you have the correct part marking? |[ ]
| 5.6.2.10 | **46, 53, 82** | Did you verify test data sheets were complete and acceptable and attached to I-Lot? |[ ]
| 5.6.7.3d | **68, 82** | Has applicable traceability been added to the iLot? (s/n’s, work order number, etc.) |[ ]
| 5.6.2.6 | **N/A** | Did you review the traveler to ensure all operations are complete and all parts are accounted for? |[ ]
| 5.6.3.4 | **N/A** | Did you verify visual conformance of the part to drawing/specs/industry standards? | [ ]  |
| 5.6.6 | **32-33, 81** | Were there any non-conformances? If yes, is QN complete/ QN number listed in the i-Lot? |[ ]
| 5.6.1.3 | **8, 10, 13, 33, 78, 81** | Did you review quality alerts and supplier circulars?  |[ ]
| 5.6.2.9 | **10, 54** | Did you verify compliance to HSM19 regarding raw materials/ unbroken traceability?  |[ ]
| N/A | **85** | Are all results recorded within the iLot operations and marked as closed? |[ ]

*This checklist is not exhaustive and is an optional/ recommended resource for DQRs and CQARs to self-audit during the iLot process.*

**Please refer to HSM17 and Collins Power & Controls/ Global Ops DQR Training for further guidance.**