

AAI PROCESS REVIEW CHECKLIST

Supplier:		Performed by:	
Location:		Date:	
Supplier Contact Name:		Supplier Email Address:	

Part Numbers:		Part Numbers:	
Description:		Description:	
Rev. & Date:		Rev. & Date:	
Serial Numbers:		Serial Numbers:	
PO and Line(s):		PO and Line(s):	
Project No:		Project No:	

Methodology / Approach:
General Comments:

MANPOWER			
Element	Yes	No	Remarks
Does the supplier have the right people with the right skills to perform the tasks? (e.g. training records instructor credentials)			
Are personnel performing work the same as the last review?			
Are there any Special Certification/training requirements (i.e. Workmanship requirements, NDT certifications, welding certification, etc.)? Consider special processes for these parts			
Have the operators performing the tasks been trained?			
Does the supplier have documented evidence of this training completion and is it accessible?			
Is training current?			
MATERIAL			
Element	Yes	No	Remarks
Does the supplier utilize the correct material (Are there material certifications, test reports, etc. as required)?			
Are the right materials identified on the Work Instruction and / or Technical Directives?			
Are any shelf life materials (e.g., paint, sealants, epoxy, glues, tapes etc.) used, properly controlled, documented and recorded as necessary?			
Are non conforming materials properly identified and controlled?			

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METHODS/APPLICATION			
Element	Yes	No	Remarks
Are contractual (PO) requirements thoroughly reviewed and flowed down into the supplier's documentation package (e.g., work instructions, shipping documentation, test data reports, etc)?			
Does an inspection of the product at selected steps in the process indicate adequate controls to assure a conforming product?			
Does the supplier have documented techniques (e.g. work instructions) to define and perform the process? (Correct revision level of the drawing?)			
Do the supplier's build papers or routing sheets describe the next step in the production flow?			
Were the tasks performed properly during this evaluation?			
Are documentation requirements (e.g. heat treat charts, job sheets, operations traveler records), adequate and complete?			
Were the tasks and inspections properly documented after completion?			
Does the supplier perform a first piece inspection to verify dimensional and note requirements on each production run?			
Does the supplier have the capability to produce UID label and meet verification requirements under PO code "UIDS" and MIL-STD-130?			
Is there a packaging and shipping process in place to ensure that product is packaged to prevent damage?			
Is there objective evidence of permanent corrective action from previous audit findings or SCARs?			
MACHINERY			
Element	Yes	No	Remarks
Does the supplier have the right tools, fixtures, measuring equipment to monitor the process output?			
Are the equipment/tools required identified on the Work Instructions, if necessary?			
Is the equipment calibrated to ensure continued accuracy?			
Do the equipment/tools operate as specified/required after proper set up?			
Are the equipment and tools maintained in accordance with a maintenance program?			
ENVIRONMENT			
Element	Yes	No	Remarks
Does the supplier have the right environmental controls and are they accurately measured? (i.e., Temperature, lighting, humidity gages calibrated?)			
Are there specialized safety requirements, (i.e., ESD, hazardous materials, fall protection, confined space, etc.)? Are proper safety practices followed? Is safety equipment required (i.e., hard hat, shoes, safety glasses, etc)?			

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Summary:

	Yes	No	Remarks / Explanation
Process Defects Found:			
Corrective Action Generated:			
Follow-Up Action Required:			
Follow-up Date (if required):			
Future process review frequency:	Select frequency		

Supplier Feedback:

	Yes	No	Remarks
Can the supplier show you their supplier rating?			
Does the supplier want a copy of the completed process review?			

Closing Comments / Conclusions / Recommendations: