

Electroimpact Supplier Inspection Checklist

El Job#	El Assy#	Part#
Inspected By:	Inspection Start Date:	Company:
<p>Note: "See Section XX refers to "Inspection documentation" available at https://electroimpact.com/Company/Suppliers.aspx</p> <p>For single boxes, mark when complete or write N/A. For multiple boxes, check all applicable when complete.</p>		

Yes	No	Any special contractual requirements?
		List
		Copy PO
		- check quantity, part number and revision
Yes	No	- special requirements? (inspection, documentation, processes)
		Inspection Drawing - See Section 5
		- check part number and revision
Yes	No	- material certs required?
Yes	No	- heat treat/hardness values required?
Yes	No	- stress relieve document required?
Yes	No	- weld inspection required?
Yes	No	- coat/plate cert required?
		CMM Report- See Section 7 (May replace inspection drawing - see next line)
Yes	No	- Includes "Road Map" to measurement
		- Material, hardness, surface finish and edge break still need to be checked and noted
Yes	No	Can lots be combined? - See Section 17
		- identical part numbers, different job #, same lot
		- same parts, different part numbers, same lot
		- very similar parts made in the same lot (i.e. same part number, different dash numbers or different part numbers which are only different by one or two features) - Must have engineer's consent.
Yes	No	Can lots be sampled? - See Section 4
		Lot Size - note on inspection drawing
		Sample size - note on inspection drawing
		Identify sample parts with with piece number on blue tape
Yes	No	Are actuals required? - See Sections 8 & 9 - If so, record all instances of all affected features
		- Yes for all tolerances less than 0.009" (e.g. +/-0.0045" (0.115mm))
		- (4 decimal places for all tolerances less than 0.004" (e.g. +/-0.002"))
		- Yes if required on drawing
		- Yes if required by specific contract
		- Yes for non-conforming features (must be dispositioned)
Yes	No	Is an Inspection Report required? - See Section 8
		- Yes for actual values which would clutter up inspection drawing (multiple parts)
		- Yes for non-conforming features if disposition would clutter up inspection drawing or CMM report

		Inspect - See Section 8
		- highlight all inspected features - Good = green - Non-conforming = red - Not done = yellow (i.e. coating or operations not required by PO)
		- all features with drawing dimensions
		- Material (even if material certs are not required) (green highlight after verifying)
		- Hardness (if heat treat was performed)
		- surface finish (green highlight after verifying)
		- edge break (green highlight after verifying)
		- All special notes (green highlight after verifying)
Yes	No	Any non-conformances? - See Section 9 - document actual values (on drawing or inspection record) - notify engineer and get disposition - note disposition on drawing or inspection record - include disposition with documentation set
	optional	Close to or on tolerance limit - See Section 12 - note inspection uncertainty (e.g. gage accuracy) - notify engineer that measurement is within uncertainty of tolerance limit - include engineer's instructions with documentation set
	optional	Any un-inspectable features - See Section 11b - Note: Un-inspectable features should be identified before quoting - Note un-inspectable features on inspection drawing - notify engineer that the feature is not inspectable - include engineer's instructions with documentation set
		Assemble document set - See Section 16
Yes	No	PO
Yes	NotReqd	Inspection Drawing
Yes	NotReqd	Inspection Record
Yes	NotReqd	CMM report
Yes	NotReqd	Disposition
Yes	NotReqd	Weld Inspection Record
Yes	NotReqd	Weld Process Documentation
Yes	NotReqd	Heat Treat Certification (Hardness values)
Yes	NotReqd	Stress Relieve Certification (Heat chart)
Yes	NotReqd	Coating/Plating Process Documentation
Yes	NotReqd	Material Cert
Yes	NotReqd	Certificates of Conformance
Yes		Engineer contact (other than disposition)

Submit Document set
- Electronic documents - See Section 15 - attach documents to email to supplier.inspection@electroimpact.com
- Paper documents - See Section 14 and 15 - put documents in envelope and deliver with parts