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REVISION HISTORY			
REV	Description of Change	Author	Effective Date
0	Initial Release	R. Navarro	5/27/98
1	Clarifications based on 7/98 DNV Audit and 6/98 Internal Audit (see DCR 98-023). Major rewrite.	M. Hines	9/16/98
2	Administrative change (DCR 98-051)	R. Serrano	12/18/98

REFERENCE DOCUMENTS	
Document Number	Document Title
53.ARC.0000	Ames Research Center Quality Manual, Section 4.12
53.ARC.0010	Inspection and Testing
53.ARC.0013	Control of Nonconforming Product

Documents referenced in this procedure are applicable to the extent specified herein.

1. Purpose

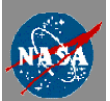
This procedure defines suitable means to identify the inspection and test status of materials and products in accordance with the Ames Research Center (ARC) Quality Manual.

2. Scope

This procedure applies to organizations performing the receiving inspections and testing of material to be incorporated into ARC products, or performing in-process, and final inspections or tests on ARC products.

3. Definitions and Acronyms

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|-----|----------|--|
| 3.1 | Material | Hardware, software media, raw materials, or sub-assemblies that will be incorporated into or used in the development or testing of ARC products |
| 3.2 | Receiver | Person performing the initial receiving inspection on materials to be incorporated into ARC products. This inspection includes count, identity, and condition of the material. |

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| 3.3 | Responsible Manager | Person having the responsibility and authority to accomplish/implement a specific activity or process (includes organizational line managers, project managers, etc.) |
| 3.4 | User | Person performing the acceptance testing (if required) of received materials to be incorporated into ARC products |

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

- 5.1 **Responsible Manager** shall:
- ? define suitable means of identifying the status of received material, in-process product, or final product,
 - ? ensure materials or products are labeled or segregated by status (i.e. tested/untested, conforming/nonconforming), and
 - ? disposition all materials and products failing inspection or testing in accordance with 53.ARC.0013.

6. Procedure


Tested and inspected material or product shall be clearly labeled or segregated to differentiate it from untested or uninspected material or product at all times.

Material or product that has passed inspection or testing shall be clearly labeled or segregated from material or product that has failed inspection or testing.

Receiving, in-process, and final inspections and tests are defined in procedures written in accordance with 53.ARC.0010.

6.1 Receiving Inspection and Test Status

- 6.1.1 The Responsible Manager for the Receiver shall designate suitable means to identify the status of inspected material. The Responsible Manager for the User shall designate suitable means to identify the status of tested material. A tag, label, traveler, checklist, log, or other appropriate method may be used to document the status.
- 6.1.2 Materials to be incorporated into ARC products that are found to be nonconforming to specifications must be clearly marked by the Receiver or User as nonconforming and segregated, if practical, in a specified area clearly labeled as a staging area for nonconforming material.
- 6.1.3 Received material that does not pass receiving inspection or testing shall

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not be released for further use until dispositioned in accordance with 53.ARC.0013.

6.2 In-process Inspection and Test Status

- 6.2.1 The inspection or test status of ARC products during development and integration shall be tracked by the Responsible Manager for the function.
- 6.2.2 The Responsible Manager shall designate suitable means to identify the status of inspected or tested product. A tag, label, traveler, checklist, log, or other appropriate method may be used to document the status.
- 6.2.3 In-process product that does not pass inspection or testing shall not be released for further use until dispositioned in accordance with 53.ARC.0013.

6.3 Final Inspection and Test Status

- 6.3.1 The inspection and test status of ARC products undergoing final acceptance testing shall be kept by the Responsible Manager for the acceptance testing.
- 6.3.2 The Responsible Manager shall designate suitable means to identify the inspection or test status of final product. A tag, label, traveler, checklist, log, or other appropriate method may be used to document the status.
- 6.3.3 Final product that does not pass acceptance inspection or testing shall not be released to the customer until dispositioned in accordance with 53.ARC.0013.

7. Metrics

There are no metrics required for this document.

8. Quality Records

There are no Quality Records required for this document.

9. Form(s)

There are no forms required for this document.