

Self-Check Guidelines for Frozen Process Control Plan

This guide shall be used to self-evaluate the completeness of documented process control plans. When a *Frozen Process Control Plan* is required per PQR (QC27) on the purchase order, using this guide to review frozen planning prior to submittal is required to facilitate approval without the need to make corrections.

Part Number:	Revision:	Date:		
			Y	NA
Supplier's name appears on documentation.				
Customer name appears on documentation (Sargent Aerospace & Defense / Sargent Controls & Aerospace).				
Frozen plan no change statement, "Frozen Planning. No changes without Sargent Approval" or something to that effect.				
Sargent Item number and revision are listed.				
Plan rev / date / letter is identified, otherwise the approval date is used for effectivity.				
If quality clause 39 is flowed down on the PO, DFARs Domestic materials requirement is listed.				
Correct material type per print is identified.				
If the drawing contains KEY Characteristics and/or the purchase order identifies quality clause 16 and 41, the operation where the feature is controlled must be identified.				
There should be indication that the characteristic data is recorded and charted.				
Listing of a specific Machine or program that facilitates control of Key Characteristics is optional but encouraged as a means to variation management.				
If the purchase order identifies quality clause 40, the operation where special processing is performed should specify the NADCAP requirement along with sub-tier's name and address. *NADCAP is not required for processing to Sargent specifications and some proprietary processes.*				
If the purchase order identifies quality clause 30, the operation where customer approved source(s) are required should be listed as part of description of operation.				
All special processes list the correct specification requirements per print including ADCNs.				
Special process technique sheets have been provided for review/approval IAW PO requirements.				
The sequence of operations is applicable and correct to the print requirements.				
Identification of parts and identification method per print is listed.				
If serialization is required, the format used must be listed.				
Final inspection of product is identified.				
Verify the use of AS9102 format for the FAIR is listed.				

Note: An RFI form may be submitted for clarification on drawing requirements if not fully understood.