



This guide may 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:** _____

SELF CHECK GUIDELINES FOR FROZEN PROCESS CONTROL PLAN	Y/N/NA
Vendor name appears on documentation.	
Customer name appears on documentation (Sargent Aerospace & Defense).	
Frozen plan no change statement, "Frozen Planning. No changes without Sargent Approval" or something to that effect.	
Sargent Item number is listed.	
Sargent Item revision is 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. Acceptance/verification operation is optional.	
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 recoded 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.	
Listing a specific sub-tier special processor and location is optional but can be easily verified using www.eauditnet.com during the review process. *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 is required should be listed as part of description of operation.	
All special process list the correct specification requirements per print including ADCNs.	
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.	
Indication that FAI is to be done as needed.	
If specified on the purchase order, the use of AS9102 format for the FAIR should be listed.	

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