

REDACTED

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Search for the word “your” throughout doc and replace as required

Material Review Program

Mo/Yr

Revisions			Rev:	
Letter	E.O. Number	Description	Date	
Used On	Contract#:	Your Co		
Prepared By:				
Your Dept:				
Your Dept:		POLICIES AND PROCEDURES		
Your Dept:		Your #		
Your Dept:		Size: A	CAGE:	Form Rev: Orig 1 of 13

Your Logo

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1.0 SCOPE

These policies and procedures define the actions taken, and the documentation used when suspect material is detected in supplies produced for or manufactured by (Your Co).

2.0 APPLICABILITY

The following documents will serve as guidelines. This document will take precedence should a conflict arise concerning Material Review Procedure.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3.0 MATERIAL CONTROL

When a deliverable supply is suspected of noncompliance to applicable drawings, specifications, or other requirements, it is identified and segregated to the extent practicable, and held for review action.

3.1 Documentation

The Material Report (MR), (Your #), is used to document [REDACTED]

3.1.1 Material Report (MR)

(Your Co)'s reporting document for suspect material is provided to all necessary personnel. This document provides: [REDACTED]

3.1.2 Request for Corrective Action, (Your #)

This document, as well as the MR form, is used to request corrective [REDACTED]

3.1.3 Material Report, Purpose

The MRB checks a box at the top of the Material Report to identify the purpose of the MR.

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[Redacted]

3.1.4 Material Report, Change Implementation

"Conditional Acceptance" recommendations are

[Redacted]

3.2 Remedial and Preventive Action

The following MRB functions may be performed, but are not limited to:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted];
- f) [Redacted];
- g) [Redacted];
- h) [Redacted];
- i) [Redacted];

3.3 Material Review Dispositions

3.3.1 Initial Review

An Initial Review of the prepared MR is conducted by QA to determine the adequacy and completeness of the record. Immediate action may include, but is not limited to:

- a) [Redacted];
- b) [Redacted]

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c) [Redacted]

A Material Report may not be voided by the Initial Review procedure since the MR may act as a [Redacted].

3.3.2 Submit to MRB

Three qualified MRB signatures are required to implement MRB dispositions. Dispositions may include, but are not limited to: [Redacted]

[Redacted]

3.3.3 Return to Vendor (Receiving Inspection)

Receiving inspection initiates an MR for suspect material. After review of production schedules and contractual commitments, QA may request Receiving Inspection personnel to conduct a 100% inspection of the material to screen out all suspect material in order to obtain enough conforming material to maintain the production schedules.

Returned supplies are accompanied by an MR or Discrepancy Notice, or other suitable documentation in the event that the supplies are obviously unfit for use. If a (Your Co) Corrective Action is requested, the supplier is provided [Redacted]

[Redacted]

Corrective action may be requested based on the following criteria:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]

3.4 Material Review Board (MRB)

(Your Co) Material Review is conducted by a delegated board comprised of
one (1) [Redacted] one (1) [Redacted] one [Redacted]

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(1) [Redacted]

Material Review Board members may consult with other (Your Co) Groups and personnel as required to arrive at optimum decisions. MRB decisions shall be determined by [Redacted]

[Redacted]

3.4.1 Responsibility

The Material Review Board:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted] n;
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]

At least two members of the (Your Co) Configuration Control Board (CCB) must [Redacted]

3.4.2 Applicable Dispositions

MRB dispositions may include, but are not limited to:

[Redacted]

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[REDACTED]

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Scrap

If the article or material is unfit for use it is dispositioned as Scrap. The MRB completes the Material Report. Imposed corrective action or comments are indicated on the Material Report. The material is tagged as "Reject" and segregated from the production flow.

The Material report is returned to the Quality Group for processing. This MRB disposition is not subject to [REDACTED]

3.4.2.1 Applicable Classifications

Major:

[REDACTED]

Minor:

[REDACTED]

None:

[REDACTED]

3.4.2.2 Customer Disposition Authority

Major:

[REDACTED]

Minor:

[REDACTED]

None:

[REDACTED]

3.4.3 Customer MRB Review

An incomplete MR is not subject to Customer review.

3.4.4 MRB Qualification

A Material Review Board member must:

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED] nd

3.5 Definitions

The following definitions apply:

a) Anomaly

A condition that is discovered during routine manufacturing or testing that is not specifically

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prohibited, previously documented or practiced, but could affect product or process safety, reliability, durability, performance, interchangeability, or the basic objectives of a contract.

b) Continuous Improvement Opportunity

A tool to document conditions that do not conceivably affect product or process safety, reliability, durability, performance, interchangeability, safety, or the basic objectives of a contract. A metric for the Continuous Improvement Program.

c) Major Nonconformance

Any nonconformance that, after execution of the MRB disposition, will result in hazardous or unsafe conditions for individuals using or maintaining the affected product or process, or that may adversely affect safety, reliability, durability, performance, interchangeability of parts or assemblies, weight, or the basic objectives of the contract.

d) Minor Nonconformance

Any nonconformance that, after execution of the MRB disposition, will **not** result in hazardous or unsafe conditions for individuals using or maintaining the affected product, and will **not** adversely affect safety, reliability, durability, performance, interchangeability of parts or assemblies, weight, or the basic objectives of the contract.

e) None

Any nonconformance or condition that, after execution of the MRB disposition, will result in complete compliance with contractual requirements.

f) Repair

Any additional work performed to bring the supply to a condition that departs from one or more characteristics of the drawing, specification, or purchase order.

Repairs are accomplished with MRB and/or Customer approved procedures.

g) Rework

Correction of nonconforming supplies that results in complete compliance with contractual requirements.

h) Scrap

Obviously unfit for use. MRB is not required for Vendor supplied items that are obviously unfit for use as determined by the Purchasing Group.

i) Suspect

Any condition that deviates from standard practice or any alleged nonconformance

j) Technical Documents

Engineering Specifications, Purchase Orders, Procedures, Standards, Written Requirements, Material Notes, Bulletins, Contract Requirements, and Environmental, Health and Safety Directives

3.6 Corrective Action Board (CAB)

The CAB insures that causes of nonconformances are determined according to the "Applicable Classifications" paragraph herein, and responsible managers take appropriate corrective action.

This function is performed by [REDACTED]

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[Redacted]

3.6.1 CAB Authority and Responsibilities:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]

3.6.2 SPC Data Review (Optional)

When process control techniques are used, and analysis of cumulative data for a targeted condition reveals that the established standards (yield requirements, etc.) are not being met, the CAB may [Redacted]

[Redacted]

3.6.2.1 Process Control (SPC is Optional)

When corrective action is required due to inadequate SPC process control, and until such time as it has been demonstrated that the corrective action has been effective, the CAB may request that the subject process include:

- a) Monitoring:
 - 1) [Redacted]
 - 2) [Redacted]
 - 3) [Redacted]
 - 4) [Redacted]

b) [Redacted]

3.6.3 Monitoring Effectivity

The CAB insures that reviews of MRB decisions are conducted periodically to determine that the MRB actions are effective and [Redacted].

3.7 Disposition of Material

3.7.1 All Material Reports are disposed of by an MRB decision:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]
- g) [Redacted]

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- h)
- j)
- i)
- k)
- l)
- m)

[Redacted]

3.7.2 Reprocessing

Instructions for reprocessing material after repair are included in Standard Repair Procedures or other repair documentation. The instructions include

[Redacted]

3.7.3 Customer Repair/Rework Approval

Proposed repair/rework methods are submitted to the MRB and the Customer for review and approval prior to and/or during the repair/rework action. The act of approving the repair/rework method does not

[Redacted]

3.7.4 Repair Inspection

Material that has been satisfactorily repaired is subject to

[Redacted]

3.7.5 Scrap Identity

Scrapped material is conspicuously identified and controlled to preclude its subsequent use as other than scrap.

3.8 Material Report Documentation

3.8.1 Summary

The system maintains records of suspect material, dispositions, assignable causes, corrective actions, and effectiveness of corrective actions. The cycle time between Material Report (MR) preparation and completion is targeted at no more than

[Redacted]

Records are organized to permit efficient retrieval for:

- a)
 - b)
 - c)
- 3.8.2 MR Preparation
- a)
 - b)
 - c)
 - d)

[Redacted]

(Your Co) documents all suspect conditions. The Material Report includes:

[Redacted]

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- e) [Redacted]
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- i) [Redacted]

3.8.3 MR Completion

The MRB adds the following information to the documentation:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]

Upon signature approval by all MRB members the MR is [Redacted]

3.8.4 Request for Corrective Action [RFCA]

If the MRB requires corrective action according to the "Applicable Classification" paragraph herein, the following information is recorded on the MR or RFCA as appropriate to internal or external activities:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]

3.8.5 Analysis of Trends (Optional)

If corrective action is not warranted according to the "Applicable Classifications" paragraph herein, but corrective action is elected by the MRB, the CAB insures [Redacted]

3.8.6 Costs (Optional)

Data for costs associated with material reporting is collected to the extent specified by the CAB. A system using actual costs, relative cost constants, estimates by qualified personnel, or any combination thereof is used. [Redacted] The cost data may include, but is not limited to the following:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted]
- f) [Redacted]

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- g) [Redacted]
- h) [Redacted]
- j) [Redacted]

3.9 Summary Report (Optional)

A Summary Report may include, but is not limited to:

- a) [Redacted]
- b) [Redacted]
- c) [Redacted]
- d) [Redacted]
- e) [Redacted] on
- f) [Redacted]
- g) [Redacted]
- h) [Redacted]
- i) [Redacted]
- j) [Redacted]
- k) [Redacted]

3.9.1 Data Availability (Optional)

This data is available for on-site review by the Customer unless it is defined as [Redacted]

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