

DATA ITEM DESCRIPTION

Title: Process/Operations Sheet

Number: DI-SAFT-81934

Approval Date: 20130827

AMSC Number: N9419

Limitation: N/A

DTIC Applicable: N/A

GIDEP Applicable: N/A

Office of Primary Responsibility: AS/AIR 4.8.8.8

Applicable Forms: N/A

Use/relationship: Process/Operations Sheets contain a detailed step-by-step account of the procedures necessary in the proper sequence to manufacture an item. These sheets are required for each Critical Safety Item (CSI).

This DID contains the format, content, and intended use information for the data product resulting from the work task described in the contract SOW.

Requirements:

1. Format. Contractor's format acceptable.

1.1. Page size. The report shall be delivered electronically on 8 ½ by 11 inch (metric A4) page size.

2. Content.

2.1. Title Page, containing the following:

- a. Title/identification of the system/component/program/project.
- b. Title of CDRL and CDRL number
- c. Contract number.
- d. Preparing activity or contractor's title.
- e. Security classification, when required.
- f. Distribution Statement.

2.2. Table of Contents

2.3. Process/Operations Sheets shall be provided by any contractor, sub-contractor or vendor that manufactures or processes a CSI. Process/Operations Sheets shall contain the following:

2.3.1. A detailed step-by-step procedure in the proper sequence necessary to manufacture and inspect the item from raw material to finished product.

2.3.2. The header of each page shall include the following:

- a. Part number
- b. Revision
- c. Nomenclature
- d. Lot size
- e. Serial number(s)

2.3.3. For each step (operation), the sheet must list the following:

- a. Operation number
- b. Work center
- c. Description of operation
- d. Attribute to be produced (specification)
- e. Tolerance
- f. Equipment used in operation (make, model, and serial number)
- g. When applicable identify inspection hold points
- h. When applicable identify government source inspection (GSI) hold points
- i. Identify the GSI agent for each GSI hold point
- j. In-process operator signature/stamp off
- k. When applicable QA inspector signature/stamp & date
- l. Equipment used, to include manufacturer, model, and serial number.
- m. Signature/Stamp of in-process operator
- n. Signature/Stamp of QA inspector (for all inspection hold points)

3. End of DI-SAFT-81934.