

**CHECKLIST FOR  
"VENDOR CERTIFIED REPORTS OF TEST AND INSPECTIONS FOR SPECIAL PURPOSE MATERIAL,  
DATA ITEM DESCRIPTION DI-QCIC-8872 "**

These checklists are intended to be used as guides to ensure that all of the required elements of the Data Item Description DI-QCIC-8872 are included in the test report package.

| <u><b>Contractor's Cover Letter</b></u>                                                                                                                                                                                                                                                                                                                                         |                  |            |           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-----------|
| <b>Requirement:</b>                                                                                                                                                                                                                                                                                                                                                             | <b>Paragraph</b> | <b>Yes</b> | <b>No</b> |
| 1. Is the cover letter printed on the prime contractor's letterhead?                                                                                                                                                                                                                                                                                                            | 10.1.a           |            |           |
| 2. Is the cover letter legible?                                                                                                                                                                                                                                                                                                                                                 | 10.1.b(1)        |            |           |
| 3. Is the cover letter addressed to "Naval Inventory Control Point"?                                                                                                                                                                                                                                                                                                            | 10.1.b(Figure 1) |            |           |
| 4. Is the "Contract Number" included?                                                                                                                                                                                                                                                                                                                                           | 10.1.b(2)(a)     |            |           |
| 5. Is the "National Stock Number" included?                                                                                                                                                                                                                                                                                                                                     | 10.1.b(2)(b)     |            |           |
| 6. Is the "Item Nomenclature" included?                                                                                                                                                                                                                                                                                                                                         | 10.1.b(2)(c)     |            |           |
| 7. Is the "Quantity" of parts that are represented by the package of test reports being submitted included?                                                                                                                                                                                                                                                                     | 10.1.b(2)(d)     |            |           |
| 8. Are the part "Serial Numbers" included, if applicable?                                                                                                                                                                                                                                                                                                                       | 10.1.b(2)(d)     |            |           |
| 9. Are "Material Specifications with Revision Levels" included?                                                                                                                                                                                                                                                                                                                 | 10.1.b(2)(e)     |            |           |
| 10. Are material "Type", "Class", or "Condition" included, as applicable?                                                                                                                                                                                                                                                                                                       | 10.1.b(2)(e)     |            |           |
| 11. Are the applicable unique and traceable "Heat" or "Lot" or "Batch" number(s) included?                                                                                                                                                                                                                                                                                      | 10.1.b(2)(f)     |            |           |
| 12. Is the "Traceability Code(s)" included, if applicable?                                                                                                                                                                                                                                                                                                                      | 10.1.b(2)(f)     |            |           |
| 13. Is the "Manufacturer's Part Number" included, if applicable?                                                                                                                                                                                                                                                                                                                | 10.1.b(2)(g)     |            |           |
| 14. Is the "Drawing Number with Revision Level" included, if applicable?                                                                                                                                                                                                                                                                                                        | 10.1.b(2)(h)     |            |           |
| 15. Is the required "Certification Statement" included & complete?<br>"All items furnished on this contract are in full compliance with all specification and contract requirements. The inspection and test reports provided represent the actual attributes of the items furnished and indicate full compliance with all applicable specification and contract requirements." | 10.1.b(3)        |            |           |
| 16. Is the cover letter dated?                                                                                                                                                                                                                                                                                                                                                  | 10.1.b(4)        |            |           |
| 17. Is the cover letter signed by the Quality Assurance Manager or more senior official?                                                                                                                                                                                                                                                                                        | 10.1.b(4)        |            |           |
| 18. By part/assembly/subassembly (if applicable) and heat/lot number, does the cover letter list each report which is included as part of the test report package?                                                                                                                                                                                                              | 10.1.b(5)        |            |           |
| 19. For each report, is the "Specification and Revision Level" listed?                                                                                                                                                                                                                                                                                                          | 10.1.b(5)        |            |           |
| 20. Are all submittals which are considered "Not Applicable" listed, with an explanation of why they are considered inapplicable?                                                                                                                                                                                                                                               | 10.1.b(6)        |            |           |
| 21. Do all of the elements provided on the cover letter match the reports in the package?                                                                                                                                                                                                                                                                                       |                  |            |           |

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| <u>Individual Reports of Tests and Inspections</u>                                                                      |                        |     |    |
|-------------------------------------------------------------------------------------------------------------------------|------------------------|-----|----|
| Requirement:                                                                                                            | Paragraph              | Yes | No |
| 1. Are all test reports legible?                                                                                        | 10.2.a                 |     |    |
| 2. Are all test reports recorded on the testing agency's letterhead or form?                                            | 10.2.a                 |     |    |
| 3. Do all test reports have the "Signature, Name, and Title" of the testing company's authorized representative?        | 10.2.b                 |     |    |
| 4. Are all test reports "Dated"?                                                                                        | 10.2.j<br>(Figures2-4) |     |    |
| 5. Do all test reports identify the "Heat, Lot, Batch, Serial Number and Traceability Code" as applicable?              | 10.2.c                 |     |    |
| 6. Do all test reports identify the "Amount of material or Number of pieces" inspected?                                 | 10.2.c                 |     |    |
| 7. Are all test reports original copies (not transcribed data) from the testing company?                                | 10.2.d                 |     |    |
| 8. Do all test reports list the applicable governing "Specification and Revision Level"?                                | 10.2.j<br>(Figures2-4) |     |    |
| 9. Do all test reports have justification for any "Changes or Corrections"?                                             | 10.2.e                 |     |    |
| 10. Are test reports provided for material in its starting <u>and</u> final conditions?                                 | 10.2.g                 |     |    |
| 11. Is there a traceable connection between test reports that report the starting and final conditions of the material? | 10.2.h                 |     |    |
| 12. Are all required inspections and tests reported?                                                                    | IRPOD                  |     |    |
| 13. Are the values of all quantitative inspections and tests reported?                                                  | 10.2.i                 |     |    |
| 14. Are the results of all qualitative inspections and test reported?                                                   | 10.2.i                 |     |    |
| 15. Do all reported values conform to specification requirements?                                                       | 10.2.i                 |     |    |