

ISS PRE-SHIPMENT AND ACCEPTANCE REVIEW CHECKLIST AND GUIDELINES FOR DELIVERY OF HARDWARE ACCEPTANCE DATA PACKAGE (ADP)

Date:	Item Name:	CI Number:
Part Number:	CAGE Code:	Serial Number: (or Lot Number / Other trace data)
Model number:	Contract Number:	
Contractor/Supplier:		

Note: Data/documentation included in an ADP that is not specifically required by SSP30695 to be included in the ADP is considered informational only, and is not reviewed for accuracy/compliance with requirements, and is not a cause for rejection of the ADP.

General: In most cases (check PO requirements) if parts are serialized they require one ADP per each serialized part being delivered. Any exceptions to be approved by program quality at the site that issued the PO.

CAGE Codes: Per SSP30695, the CAGE Code to be used for the end item is the highest level assembly being delivered, regardless of the originator of the design. Detail part/material CAGE Codes in section VIII should reflect the true manufacturer of the detail part or material listed.

All requirements in sections A through V are per SSP30695, with the exception of Items A2, A3 (part of), A4, C1 (part of), D4, D5 and U4 which are Boeing, NASA contract and/or FAR requirements.

A. TITLE PAGE:

#	QUESTION	YES	NO	N/A	GUIDELINES
A1	Does the title page appropriately identify the item being delivered?				Title page shall indicate item name, configuration item number, part number, CAGE Code*, serial number (or other trace data – lot, date, batch, heat), model number, contract number and contractor/supplier name.
A2	Is ADP marked with the required Export Control Marking? Boeing Requirement				Supplier Hardware: The Boeing Contract/PO (Terms and Conditions) and/or Statement of Work (SOW) contains requirements for Export Control Requirements. All ADPs require an export control marking. Note that the marking requirement applies to all technical data and is independent of intent to export. Marking must indicate whether the item is regulated under EAR or ITAR. The marking per the supplier's determination (or Boeing's determination for build to Boeing design contracts) shall be on the ADP Title page, and subsequent pages marked in the footer: "Export Controlled – EAR" or "Export Controlled – ITAR". If the Boeing determination is EAR/9E002, supplier should mark all following pages: "Export Controlled – EAR/9E002" <i>Note: This is not a SSP30695 requirement; it is a Boeing PRO/BPI flowdown.</i>

#	QUESTION	YES	NO	N/A	GUIDELINES
A3	<p>Is the ADP free from any Supplier Proprietary Markings?</p> <p>Markings on technical data and computer software provided by the Seller to Boeing for provision to NASA must be in accordance with FAR 52.227-14 and NFS 1852.227-14. Per the clause, article (2)(b)(1), NASA expects to receive Unlimited Rights in technical data and computer software first produced in performance of this contract. Boeing and FAR Requirements.</p>				<p>Ensure supplier ADP does not have any Proprietary markings on/in the ADP.</p> <p>For assistance contact Boeing Program Quality, who will work with Boeing Export Control representative.</p>
A4	<p>In addition to Proprietary items (Ref A3 above) – Is the ADP free from any marking that limits distribution rights, such as: “Distribution Limited To ..”, “Distribution Restricted To..” “PRIVATE”, or “CONFIDENTIAL”.</p> <p>Boeing and FAR Requirements</p>				<p>If any such markings are in the ADP, program quality will coordinate with the Boeing Export Control representative, for a definitive determination on whether the marking needs to be removed by the supplier.</p> <p>For assistance contact Boeing Program Quality.</p>
A5	<p>Are any engineering drawings included in the ADP?</p> <p>Boeing Requirement</p>				<p>Suppliers should not insert either their own drawings or Boeing drawings in the ADP.</p>

B. INDEX PAGE:

#	QUESTION	YES	NO	N/A	GUIDELINES
B1	Does the index page appropriately identify the type of hardware and associated data?				This section shall indicate the item name, part number, serial number (or other trace data – lot, date, batch, heat), and the fidelity (flight or ground).
B2	Does the index page appropriately reflect the applicable data elements contained in the ADP?				Applicable data elements shall be appropriately identified (Included, None, Reference—see SSP 30695 for format).
B3	Does the index page contain the appropriate approval signatures, organization, and dates?				The ADP shall be approved and dated by the contractor/supplier’s QA representative, Boeing Supplier Quality (SQR), and a NASA QA representative (when GSI is required on the contract). [Note: If DCR was used on the contract, the DCR approval is not on the Index Page – approval is evidenced by a DCR certification added to ADP Section XVI.]

C. SECTION I: COPY OF SHIPPING/DELIVERY DOCUMENT (DD Form 1149, DD Form 250, or equivalent – e.g. commercial shipper.)

#	QUESTION	YES	NO	N/A	GUIDELINES
C1	<p>Is the shipping/delivery document complete and does it indicate all required information (i.e., open work, ship shorts, etc.) including proper identification of the shipped unit?</p> <p>Note: If Parts Tag(s) are being used, the review and approval of the shipper by BSI is still required.</p> <p>Boeing Requirement: All shippers require CAGE Code of the supplier.</p> <p>Boeing Requirement: All shippers require hardware fidelity. For example: “Hardware Fidelity: Flight”.</p> <p>Boeing Requirement: Add “Acceptance Data Package” for all contracts where ADP is imposed on the line item. Note: An approved Parts Tag per SSP30695 also meets the ADP requirement.</p> <p>Boeing ISS Requirement: Any special handling/packaging required to be included on the shipping document.</p>				<p>Verify shipping/delivery document properly identifies unit being shipped. If unit has any shortages, the document shall itemize the shortages and a Contracts letter authorizing shipment with open items/ shortages shall be included in this section.</p>

D. SECTION II: HISTORICAL LOG/NOTES/COMMENTS (This element of the ADP is used for documenting events in chronological order. This section is also used for documenting any unusual phenomenon, occurrence, difficulty, etc., that may be of importance during the user’s end item processing. Special handling/storage instructions, including shipping and receiving environments, should also be noted in this section of the ADP.)

#	QUESTION	YES	NO	N/A	GUIDELINES
D1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, serial number (or other trace data – lot, date, batch, heat) and type (flight or ground).
D2	Are all items numbered and/or arranged in an orderly and easy-to-follow format?				Verify the historical log/notes/ specifies the date and location of each historical event.
D3	If applicable, does this section contain any special handling/storage instructions?				Any special handling/storage instructions including shipping/receiving/processing/storage environment, ESD requirements, cleanliness requirements, packing

#	QUESTION	YES	NO	N/A	GUIDELINES
					requirements, etc., shall be included in the Historical Log, as appropriate.
D4	<p>If applicable, do hardware Maintenance and Repairs for non-deliverable items have the activity listed and approvals obtained/documentated on the Historical Log?</p> <p>Ref. NASA ISS Contract Requirement, Section E.</p>				Hardware Maintenance and Repairs for non-deliverable items requires BSI and Govt QA approvals adjacent to the Historical log entry for that activity.
D5	<p>If applicable, do Test, Teardown & Evaluation (TT&E) or Periodic Maintenance (PM) on post-DD250 hardware have the activity listed and approvals obtained/documentated on the Historical Log?</p> <p>Boeing Requirement. Imposed by an MOU on the contract.</p>				TT&E or Periodic Maintenance on post-DD250 hardware, being returned to stores at the subcontractor requires BSI and Govt QA approvals adjacent to the Historical log entry for that activity.

E. SECTION III: WAIVER/DEVIATION RECORD

#	QUESTION	YES	NO	N/A	GUIDELINES
E1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code and serial number (or other trace data – lot, date, batch, heat).
E2	Does this section contain a list of approved waivers and deviations to the contract and/or other requirements? Does this section contain a list of approved waivers and deviations and Material Review (MR) or equivalent documents to the contract and/or other requirements authorizing hardware use or variations as applicable to the physical/ functional parameters of the item being delivered (i.e., form, fit, function)?				The waiver/deviation list shall indicate Waiver/Deviation number, affected item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
E3	Is a copy of the actual Waiver/Deviation including detailed description and approval present?				A copy of the waiver/deviation shall be included in this section with a detailed description and contract authority.

#	QUESTION	YES	NO	N/A	GUIDELINES
E4	Is a copy of the associated MR form (or optional summary, as applicable) present?				<p>Any of the following (in preferential order) *:</p> <p>A copy of associated MR forms,</p> <p>OR</p> <ul style="list-style-type: none"> - A list of the associated MRs that are housed in a Program recognized, configuration controlled government system (e.g. HRS, PART, EDMS, etc.), including status and disposition, <p>OR</p> <ul style="list-style-type: none"> - A summary of each MR, including, at minimum, the following information: <ul style="list-style-type: none"> -Nonconformance/MR Document Number - Discrepancy/Item Number - Item/Part Name - Part Number - Serial/Lot/Batch Number - CAGE Code - Description of the Nonconformance - Investigation Details - MR Disposition - Engineering Rationale - Root Cause - Corrective Action
E5	Is a copy of any special exemption for government regulations included?				

F. SECTION IV: UNEXPLAINED ANOMALY (UA) RECORD (An unexplained anomaly is any failure that cannot be repeated and/or a cause for the failure cannot be determined.)

#	QUESTION	YES	NO	N/A	GUIDELINES
F1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate deliverable item name, part number, CAGE code and serial number (or other trace data – lot, date, batch, heat).
F2	Is there a Nonconformance Report index for UAs included in this section?				The nonconformance report index shall indicate nonconformance number, nonconformance item name, affected part number, and serial number (or other trace data – lot, date, batch, heat).

#	QUESTION	YES	NO	N/A	GUIDELINES
F3	Does this section contain a copy of each UA Nonconformance Report?				A copy of each UA Nonconformance Report shall be contained in the ADP with detailed description, troubleshooting, acceptance rationale, and authority.

G. SECTION V: SHORTAGES (Identification of physical hardware shortages existing at the time of delivery, i.e., kit parts, spares, missing parts where waiver approval has not been received, etc., with no work required after delivery.)

#	QUESTION	YES	NO	N/A	GUIDELINES
G1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate the deliverable item name, part number, and serial number (or other trace data – lot, date, batch, heat).
G2	Is specific shortage appropriately identified?				Shortage item shall be identified by part name, part number, CAGE code, quantity short, and affected next-higher assembly part number and serial number (or other trace data – lot, date, batch, heat).
G3	If test/retest is required upon shortage installation, is appropriate documentation included?				This section shall include test procedure(s) and requirement paragraph number.

H. SECTION VI: UNPLANNED/DEFERRED WORK

(Unaccomplished fabrication, test, inspection, or installation activities remaining to be completed at time of acceptance and delivery because of parts shortages, lack of schedule time, etc., including open Material Review actions, open nonconformance reports, open recurrence control actions, unincorporated engineering changes, mod kits, and other open work applicable to the hardware being delivered and copy of inspection and test/retest requirements per appropriate documentation to complete Unplanned/Deferred Work.)

#	QUESTION	YES	NO	N/A	GUIDELINES
H1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
H2	Is the affected part or specification appropriately identified?				The affected item shall be identified by part number or specification number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
H3	If inspection or test is required upon completion of open work, is appropriate documentation included?				If applicable, verify inspection and test documentation and requirement paragraph number(s) are included in this section.
H4	Does this section contain a list and a copy of the unplanned/deferred work?				Verify a complete list and a copy of the open work is provided in this section of the ADP.

J. SECTION VII: PRE-PLANNED/ASSIGNED WORK

#	QUESTION	YES	NO	N/A	GUIDELINES
J1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate deliverable item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
J2	Is the authorizing work document identified?				Work documents required to complete the pre-planned/assigned work (i.e., IRSO, A/O, F/O, Test Procedure, etc.) will be identified in this section and show coordination approval from the site where the work will be completed.
J3	Does this section contain a list and description of pre-planned/assigned work?				Verify a complete list and description of the open work is provided in this section of the ADP.
J4	If inspection or test is required upon completion of open work, is appropriate documentation included?				If applicable, verify inspection and test documentation and requirement paragraph number(s) are included in this section.

K. SECTION VIII: IDENTIFICATION -- AS-DESIGNED/AS-BUILT LISTING

An indentured parts list shall be provided. The configuration listing consists specifically of the following: subsystem, assembly, and subassembly hardware (traceable and non-traceable); parts procured to a Source Control Drawing (traceable and non-traceable); and parts procured to a Specification Control Drawing (traceable only). The as-designed/as-built configuration excludes specification control drawing parts and standard usage hardware (e.g., nuts, bolts, washers, shims, pins) unless fracture critical, safety, environmental, limited life, etc., requirements are imposed on those parts. Note: Separate as-built and as-designed listings may be used as long as a “Comparison” listing is also included in the ADP indicating that all deltas between the as-built and the as-designed listings are identified, reconciled, and described. If no deltas exist, an endorsement to this fact shall be provided in this section of the ADP.

#	QUESTION	YES	NO	N/A	GUIDELINES
K1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number or other trace data – lot, date, batch, heat lot number. Note: If engineering drawing has specified more than one traceability type, such as Serial Number and Lot Number – ensure both are entered in the section VIII listing.
K2	Does this section contain a complete indentured parts list? Note: Where multiple batch, lot or serial numbers were used in manufacture of the same part, all applicable numbers must be listed on the as-built configuration listing for identification of traceability.				The indentured parts list shall specifically identify: the part indenture level (by indentation or listing indenture level number); part number; CAGE code (or, if not available, other information to identify the true manufacturer of the part); part serial or lot number, (including GFE, when applicable); quantity; drawing number; drawing revision.
K3	Is there an adequate reconciliation of the as-built/as-designed configuration of the item being delivered?				Any differences between the as-built and the as-designed configurations shall be identified, reconciled and described. (Any missing or additional parts or other parts not in accordance with

#	QUESTION	YES	NO	N/A	GUIDELINES
					specification or drawing requirements shall be listed on the as-built configuration listing, the authorizing document, i.e., approved waiver, approved exception, etc., shall be referenced, and a copy of the authorizing document shall be included in the Waiver/Deviation section of the ADP.)

L. SECTION IX: OPERATING TIME/CYCLE (Status at time of delivery--includes maintenance activities which are required based on operating time/cycle.)

#	QUESTION	YES	NO	N/A	GUIDELINES
L1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
L2	Is the time/cycle part appropriately identified?				Time/cycle part shall be identified by part name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
L3	Is allowable time/cycle appropriately identified?				This section shall indicate the allowable and remaining operating time and/or cycles from point of delivery (specification requirement)?

M. SECTION X: AGE SENSITIVE/TIME ACTION ITEMS (Limited-life items--includes maintenance activities which are required based on Age-Sensitive/Time Actions.)

#	QUESTION	YES	NO	N/A	GUIDELINES
M1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
M2	Are age-sensitive/time-action items properly identified?				Limited life/age-sensitive/time action items shall be identified by part name, part number, CAGE code, serial number (or other trace data – lot, date, batch, heat) birth date, expiration date, (action due date), and type of action required (i.e., replace, service, inspect, etc.). For time action items only, the last operation and/or servicing date and next operation and/or servicing due date shall be identified.

N. SECTION XI: NON-STANDARD CALIBRATION

#	QUESTION	YES	NO	N/A	GUIDELINES
N1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
N2	Is component/transducer/signal conditioner/gage or meter with nonstandard calibration properly identified?				The item and equipment having nonstandard calibration shall be identified by: part name; part number; serial number (or other trace data – lot, date, batch, heat); measurement number; range (engineering units), excitation volts (+/-), units stimulus (engineering units), and output volts or resistance; temperature environment; calibration dates; stimuli values versus output expressed in engineering units or percent of full range.
N3	Are the actual calibration tabulated data points and/or calibration curves available for delivery?				Actual data, as specified in the sensor/signal conditioner component procurement documents, shall be included in this section of the ADP.

P. SECTION XII: REPAIR LIMITATIONS (When repair limitations are imposed by the design agency, i.e., limits the number of times a specific hardware type can be repaired, a status of these limited repair items which have had prior repair activity but have or have not reached the specific repair limit shall be identified at time of delivery and in this section.)

#	QUESTION	YES	NO	N/A	GUIDELINES
P1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
P2	Are limited repair items appropriately identified?				Affected item(s) shall be identified by part name, part number, CAGE code, serial number (or other trace data – lot, date, batch, heat) and/or lot number.
P3	Are repair limitations adequately described?				The following information shall be documented in this section of the ADP: physical location of affected item; type of repair (i.e., bent pins, brazed joints, etc.); repair limitation requirement (i.e., specification); identification method (i.e., painted, tagged, charted, etc.); the number of prior repairs.

R. SECTION XIII: PRESSURE VESSEL DATA (GSE exclusion—American society of Mechanical engineers (ASME) Code for Unfired Pressure Vessels. All GSE pressure Vessels which have been designed, fabricated, and tested to the requirements of the ASME Code for Unfired Pressure Vessels, Section VIII, 1971 Ed., are excluded from the log requirements. However, an ASME Form U-1, prepared in accordance with the ASME code, shall be provided at time of delivery. The requirements are specified on ASME form U-1.).

#	QUESTION	YES	NO	N/A	GUIDELINES
R1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (all pressure vessels should be serialized).
R2	Is the pressure vessel properly identified?				The pressure vessel shall be identified by part name, part number, CAGE code, and serial number, limited-life requirements; threshold pressure (PSID--pounds per square inches displaced at MSL--mean sea level).
R3	Are pressure limitations adequately described?				Pressure limitations shall include threshold pressure, maximum operating pressure and proof pressure.
R4	Are cycle limitations adequately described?				This section shall include cycle limitations for threshold pressure, maximum operating pressure and proof pressure.
R5	Does this section include chronological tests and checkout history?				A chronological list of tests and checkout history shall be included for: proof pressure data/certification; leak test data; cycling data; peak pressure; total number of pressure cycles; type of pressurant (test media); and QC or operator stamp, as required?

S. SECTION XIV: PYROTECHNIC DATA (This section includes documented evidence that representatives of both NASA and the procuring agency have reviewed and accepted the described pyrotechnic devices on the bases of applicable NASA and procuring agency specification and requirements. This document consists of the lot certificate, which includes the certification statement and marriage records. (Lot Certificate: This certification reflects the current status of the device lot at time of acceptance and shall be provided with each device lot.)

#	QUESTION	YES	NO	N/A	GUIDELINES
S1	If indicated applicable on Index Page, does the Pyrotechnic Certification indicate all appropriate information?				The certificate shall indicate the current status of the device, the device nomenclature, part number, CAGE code, quantity, lot number, and device expiration date
S2	Does pyrotechnic documentation show evidence that appropriate agencies have reviewed and accepted the devices?				The Pyrotechnic Certification shall be approved and accepted based on the applicable NASA and procuring agency specification and requirements by the Procuring Agency (Design Engineering and Quality Assurance) and NASA (Subsystem Manager and Quality Assurance).

T. SECTION XV: NONFLIGHT HARDWARE/TEMPORARY INSTALLATIONS

#	QUESTION	YES	NO	N/A	GUIDELINES
T1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
T2	Is the temporary item/part and location appropriately identified?				The temporary item/part shall be identified by: part name; part number; CAGE code; serial number (or other trace data – lot, date, batch, heat); identification method i.e., painted, tagged, streamered, chartered, etc. (if tagged or streamered, indicate tag or streamer number); physical location of the temporarily installed part.
T3	Are removal requirements identified?				Removal requirements shall be indicated (i.e., prior to test, prior to continued integration, prior to flight, etc.).

U. SECTION XVI: CERTIFICATIONS (Supporting documentation, e.g., Verification Completion Notices (VCNs) shall be available for review, as required.)

#	QUESTION	YES	NO	N/A	GUIDELINES
U1	Does this section, if indicated applicable on Index Page, appropriately identify the item being delivered?				This section shall indicate item name, part number, CAGE code, and serial number (or other trace data – lot, date, batch, heat).
U2	Do certifications adequately document evidence that the delivered hardware meets specified requirements?				Certification shall indicate the qualification and acceptance requirements being satisfied (reference document number), acceptance test procedure number, and ATP report No.
U3	Are certifications signed by appropriate officials?				Certifications shall be signed by the supplier's QA Manager as a minimum. Other signatures (engineering, etc.) are acceptable as required by the contractor.
U4	Was DCR (Designated Customer Representative) used on the contract? Boeing and NASA contract (Section E) requirement.				If DCR was used on the contract, a DCR Certificate of Compliance - prepared by the Boeing DCR Administrator - must be added to this section. Required signatures on the C of C are: DCR Administrator and the Prime Project DCR.

V. SECTION XVII: MATERIAL SAFETY DATA SHEET (MSDS) (Reference OSHA 29 CFR 1910.1200(G), Occupational Safety and Health Standards, Hazard Communication, Material Safety Data sheets. Note: one MSDS per type of material/substance is required.)

#	QUESTION	YES	NO	N/A	GUIDELINES
V1	If indicated applicable on Index Page, does MSDS properly convey information about the potential health and physical hazards of hazardous materials/ substances (that are still in a hazardous state) shipped with or contained within the delivered item?				The MSDS shall identify: the chemical and common name of the material/ substance; the physical properties of the material/substance; the hazards or other risks involved in the use of the material/substance, including fire and explosive potential, corrosivity, reactivity, and any known acute and chronic health effects related to exposure; safe handling practices, necessary personal protective equipment, and other safety precautions; emergency procedures for spill, fire, disposal, and first aid.

PARTS TAGS

In addition to the paper/full ADP, Parts Tags also meet the ADP requirement, when the hardware meets the criteria specified in SSP30695, Par. 6.0 A determination to use Parts Tags in lieu of a paper ADP must be pre-approved by ISS Program Quality, in Houston or Huntsville, based on which site issued the PO. ISS Parts Tag forms are available on the Supplier Portal, and a copy is shown below.

Approvals: The parts tag requires the supplier's quality signature/stamp/date, and BSI signature/stamp/date. [Boeing Quality when hardware is produced at a Boeing site]. DCMA/GSI approval is only required when specified by LOD from DCMA-Houston to the regional DCMA office, for the supplier and PO in question.

Any documentation required should accompany the hardware and Parts Tag – such as Shipper, Historical Log (unless annotated on the reverse of the Parts tag), and Certificate of Conformance/other required certifications.

From SSP30695 (comments in red added):

A parts tag may be used in lieu of an ADP when:

1. Only:
Section I (Shipping /Delivery Document (DD1149, DD250, or equivalent),
Section II (Historical Log/Notes/Comments),
Section X (Age-Sensitive/Time Action Items), and
Section XVI (Certifications) of Table 4.1-1 are applicable to the deliverable article,

or

2. The deliverable has been considered noncomplex by the appropriate ISS Program board and has either been documented in the board minutes or documented in the Change Directive (CD)/CD attachments,

or

3. Data to support Table 4.1-1 is housed in a Program recognized, configuration controlled government system (e.g. EDMS) and readily available to support acceptance and sustaining activities.

The parts tag must contain the following information:

1. Part name
2. Part number
3. Serial/lot number
4. Quantity
5. Drawing number and revision
6. Incorporated engineering change number
7. The name, signature, and/or stamp of the Program's government representative indicating acceptance of the hardware. *[when required – coordinate with local DCMA, or contact ISS Supplier Quality or Program Quality at the Boeing site that issued the PO].*
8. CAGE Code
9. Purchase Order Number
10. Type of Hardware – Flight or GSE
11. The approval of the supplier's (vendor/manufacturer) quality
12. The approval of Boeing Quality (BSI at suppliers; Boeing QA when internal)

**Note: Items 8-12 are supplemental Boeing requirements for the Parts Tags.*

An ADP or a parts tag shall be required for each article delivered to a using organization, as called out in the task order or deliverable items list or equivalent.

NOTE: Parts Tags are not to be used for software deliveries.

INTERNATIONAL SPACE STATION ADP/PARTS TAG		
PART NAME:	PART NUMBER:	
DRAWING NUMBER:	REV:	
INCORPORATED ENGINEERING CHANGE NUMBERS:		
SERIAL NUMBER/LOT NUMBER:	QTY:	CAGE CODE:
PURCHASE ORDER NUMBER:		
TYPE OF HARDWARE: <input type="checkbox"/> FLIGHT <input type="checkbox"/> GSE		
ACCEPTANCE APPROVAL SIGNATURE STAMP		
VENDOR/MANUFACTURER QUALITY:		
BOEING QUALITY:		
GOVERNMENT QUALITY:		

REV: 2014-July

