

**MPR 8730.1  
REVISION K**

**EFFECTIVE DATE: December 15, 2020  
EXPIRATION DATE: December 15, 2025**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

## **QD01**

# **INSPECTION AND TESTING**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P10.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files. Remove NASA meatball and MSFC address; change reference document in last sentence of paragraph 4.1.2 from MSFC-P13.1 to MM 4000.1, update footer.
Revision	A	8/23/99	OPR reorganization change from CR01 to QS01; update applicability, par P.2; update P.3 & P.4 with new document numbers; update P.6; add definition for final acceptance, par 1.3; update definition for final inspection, par 1.4; update definition title to change from testing to test monitoring, par 1.5; change MA to MR, par 1.7; update definition for quality and non-quality sensitive, par 1.9 & 1.12; update process operator par 1.10; add definition for S&MA par 1.14; add definition for test organization acronym (TO), par 1.16; add definition for test readiness reviews, par 1.17; add definition for -900, par 1.20; update for reorganizational changes, Property Management Group, par 2.1; update S&MA detail requirements and reference documents, par 2.3; update program office requirements, par 2.4; add testing organization requirements, par 2.5; update detail and reference document requirements and reference documents, par 3.0.
Revision	B	3/2/00	P1 & P2, update for scope requirements; P4, add AD01 MWI's, remove MM 4000.1 and update quality records reference document; P6, update cancellation; Section 1, Definitions, delete reference to Chief Engineer acronym, 1.1 and add acronym for Systems Engineer, 1.14; 1.4 add testing; 1.8, update definition for non-quality sensitive; 1.11, update definition for quality sensitive; 1.13, update definition for S&MA acronym, clarify 1.17 to include management; update 2.1.1, 2.1.2 for documentation changes: updated 2.1.5, 2.2.3, 2.3.1, 2.3.6, 2.4.1 to add project to program; update 2.4.4 to delete scope statement; update 2.4.2 to identify Departments/Issuance's; update 2.4.2, 2.5.3, 3.1.1, 3.1.2, 3.1.4, 3.1.5, 3.1.7 to replace MM 4000.1 requirements; 2.6, add Facilities Engineering Department responsibilities; 3.1.1, 3.2.1, 3.3.1, add Facilities Engineering Department reference; 3.1.7, 3.2.3, updated to reflect use of MSFC-TAG-6, for recall; 3.2.3, add acronym SE; update 3.3.2 to clarify use of Discrepancy Record; update 4.0 for new quality records reference document.
Revision	C	5/15/01	Section P4 corrected title for P.4i; Section P.4p, P.4q, P.4r, P.4s, pars 2.3.2, 2.3.3, 2.3.5, 3.1.2, 3.2.1, to remove reference documents and subsequent references with the noted paragraphs due to the update of MWI 7120.1 which has been updated to meet ISO 9001:2000; update P.6 for document cancellation; update par. 2.3.2 to correct the update the references; update par 2.4.2 to update references to issuances and delete the example; update header for revision and page numbers.
Revision	D	4/24/03	Update the footer to correct MIDL web address; update P.2 to note First Article Inspection process as not applicable within the Center; Remove P.4a & P.4i; update P.6; revise 1.15 to remove element of inspection; revise 2.3.5 to detail inspection documentation; add paragraph 2.3.7 to address raw material validation testing; revise 2.5.2 to address monitoring and unplanned events; update paragraph 3.1.2 to assure validation testing; remove reference to QA OI document.

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Revision	E	01/14/2004	Revised P.1 and P.2 to limit the scope to flight hardware, flight software, flight-associated ground support equipment, and other quality sensitive products. Minor editorial corrections to 1.2, 1.6, 1.8, 1.11, 2.1, 2.2, and 2.5.2.
Revision	F	9/30/2004	Generic changes made to remove ambiguity regarding requirements within the document, updated S&MA Directorate identification both within the text and header; P.4j/2.3.2 updated due to name change; update to clarify 2.3.3
Revision	G	9/18/2009	Revised 2. Applicability statement. Minor editing. [On 11/22/10 at the request of the OPRD, administrative changes made at P.4, 2.5.1, 2.5.2, and 3.3.3 to delete MPR 8060.1 and add MPR 7123.1.]
Revision	H	11/30/2012	Revised to change authority document, and update MPD 1280.1 references to MPR 1280.10. Removed unnecessary "shall" statements. Updated to latest format. Made minor wording changes to clarify responsibilities. Separated out all "shall" statements into separate paragraphs.
Change	1	6/16/2014	On 6/16/14, at the request of the OPRD, an administrative change was made to remove references to MPR 8040.1, "Configuration Management, MSFC Programs/Projects," which has been Cancelled. See MPR 7123.1 for MSFC configuration management requirements.
Change	2	8/18/2015	On 8/18/15, at the request of the OPRD, administrative changes were made to update document titles listed at P.4.
Revision	I	5/5/2016	Updated applicable documents and forms. Added MWI 5113.1. Made editorial corrections and updated from table format to the current directives text format. Updated the definition for Contracting Officer. Updated references in 1.3.2, 2.1.7, 2.1.8 and 1.6.1. Clarified 2.3.6. Added start and end blocks to flow diagram.
Revision	J	9/29/2017	Revised 1.3.7 to conform with requirements of AS9100D:2016 and actual program/project practices. Added 1.7, Process Operator (PO) responsibilities.
Revision	K	12/15/2020	Replaced references to MWI 5113.1 (cancelled) with MPR 1280.10. Changed responsibilities from Systems Engineering to Project Chief Engineer. Added section to discuss inspection and testing unique to the ES20 Mechanical Fabrication Contractor.

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## **PREFACE**

### **P.1 PURPOSE**

To establish Center-specific requirements for receiving inspection, in-process inspection, and final processing of flight hardware, associated flight support equipment, and other quality sensitive products as required by NPD 8730.5 and MPR 1280.10.

### **P.2 APPLICABILITY**

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR does not apply to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR applies to all offices, departments, and organizations that fabricate, assemble, test, or perform other processes (i.e., any process performed between MSFC's receipt of articles and materials and the transfer of products to the customer, inclusive) on flight hardware, flight software, associated ground support equipment (GSE) interfacing with flight hardware and software, and other quality sensitive products. First Article inspection is not included in this MPR. (See MPR 1280.10.)
- f. This MPR applies to organizations performing internal quality assurance functions in support of the ES20 Mechanical Fabrication Contractor.

### **P.3 AUTHORITY**

NPD 8730.5, NASA Quality Assurance Program Policy

MPR 1280.10, Marshall Quality Management System

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#### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. NRRS 1441.1, NASA Records Retention Schedules
- b. MPR 1440.2, MSFC Records Management Program
- c. MPR 4000.2, Property Management
- d. MPR 5000.1, Purchasing
- e. MPR 7120.1, MSFC Engineering and Program/Project Management Requirements
- f. MPR 7123.1, MSFC Systems Engineering Processes and Requirements
- g. MPR 8730.3, Control of Nonconforming Product
- h. MWI 4530.1, Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services
- i. MWI 5100.1, Initiating Procurement Requisitions
- j. MWI 8730.1, Equipment Logs/Records
- k. MWI 8730.2, Temporarily-Installed Hardware Control
- l. ES20-09-003, Mechanical Fabrication Work Instructions
- m. QD-QA-004, Quality Assurance Plan For In-House Manufacturing and Test
- n. QD-QE-017, Program/Project Quality Plan Development
- o. MSFC Tag-6, Squawk Tag
- p. MSFC Form 460-3, Squawk Report

#### **P.5 MEASUREMENT/VERIFICATION**

None.

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## **P.6 CANCELLATION**

MPR 8730.1J, Inspection and Testing, dated September 29, 2017.

*Electronically approved by*

Steven C. Miley for  
Jody Singer  
Director

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## **CHAPTER 1. RESPONSIBILITIES**

1.1 The Property Management (PM) Group is responsible for the following:

1.1.1 Performing initial receiving inspection of items for count and condition. (Ref. MPR 4000.2.)

1.1.2 Initiating receiving inspection and acceptance documentation. (Ref. MPR 4000.2, and MWI 4530.1.)

1.1.3 Administrative routing and processing of documentation of nonconforming items.

1.1.4 Transporting items to NASA Safety and Mission Assurance (SMA) Directorate quality receiving inspection area, the user, or the storage facilities as applicable.

1.1.5 Maintaining PM records required by the program/project plan.

1.2 The Procurement Office/Contracting Officer (CO) is responsible for the following:

1.2.1 Ensuring receiving inspection and testing requirements are specified on all procurement documents. (Ref. MPR 5000.1 and MWI 5100.1.)

1.2.2 Dispositioning all contractual nonconforming items.

1.2.3 Maintaining procurement records required by the program/project plan.

1.3 The SMA Directorate is responsible for the following:

1.3.1 Generating a quality plan to provide the inspection and test verification requirements based upon the program/project plan for items processed at MSFC or other subcontract facilities. (Ref. QD-QD-017 for quality plans, and MPR 7120.1 for program/project plans.)

1.3.2 Documenting the receiving inspection and test monitoring requirements as part of the procurement documentation process to the requirements of MWI 5100.1 and MPR 1280.10 for additional requirements applicable to purchase card purchases of flight hardware or critical ground support equipment.

1.3.3 Performing the Mandatory Requirements (MRs) for receiving, in-process inspection, test monitoring, final inspection, and final acceptance as specified in the procurement quality and/or quality planning requirements.

1.3.4 Processing nonconformance documentation generated during receiving, in-process, and final inspection and test activities. (Ref. MPR 8730.3.)

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1.3.5 Initiating inspection documentation measurement requirements that shall include criteria for acceptance and/or rejection, where in the sequence measurement and testing operations are performed, record the measurement results, and type of measurement instruments required and any specific instructions associated with their use (associated with inspection reports, log books, or temporary installations, etc.), as required by program requirements, specifications, and/or procedures. (Ref. MWI 8730.1 and MWI 8730.2.)

1.3.6 Maintaining inspection and test records for flight hardware, flight software, associated GSE interfacing with flight hardware and software, and other quality sensitive products, as required by the program/project plan subject to future transfer or disposition agreements.

1.3.7 As specified in the program/project quality plan, performing raw material verification testing and monitoring to validate the chemical and physical test reports of raw materials procured and received at MSFC by NASA or their responsible subcontractors.

*NOTE: Types of raw materials to be verified are raw materials that have readily available industry standards, where the chemical and physical requirements are clearly specified. Generally these materials are of the metallic type such as aluminum and steel. Exotic materials where the chemical and physical characteristics are not easily available and/or proprietary will not require retesting unless otherwise specified by the user. The user determines the requirements for validation of test reports based on the identification of the raw material as a significant operational risk.*

1.3.8 Records of test validation shall be maintained as part of the receiving inspection records data package.

1.3.9 Performing internal quality assurance in accordance with section 2.4 for hardware produced by the ES20 Mechanical Fabrication Contractor.

1.4 Program/Project Office is responsible for the following:

1.4.1 Providing a program/project plan (Ref. MPR 7120.1) that will generate baseline documentation necessary to perform all required inspection and testing.

1.4.2 Facilitating the receiving inspection process, which includes: providing coordination for any receiving inspection testing requirements performed outside of the receiving inspection areas and ensuring definition and inclusion of applicable requirements for in-house testing as part of either the procurement request or the quality requirements.

*Note: The failure to include in-house testing requirements can result in a nonconformance during the receiving inspection process by the SMA Directorate and/or the responsible testing activity.*

1.4.3 Ensuring Engineering Directorate Departments (e.g., Space Systems Department, Materials and Process Laboratory, and Test Laboratory) test request and test procedure

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organizational work issuances are referenced as applicable. (Ref. MPR 5000.1, MWI 4530.1, and QD-QE-017.)

1.4.4 Supporting all offices in the disposition of nonconforming items during all inspection and testing activities.

1.4.5 Supporting the procurement office in the documentation of receiving inspection and testing requirements for non-quality sensitive articles and materials.

1.4.6 Approving the further processing of items that have not completed the required inspection and tests.

1.4.7 Determining or concurring for application of specifically requested quality assurance functions performed while processing for non-flight and non-quality sensitive hardware.

1.5 Testing Organizations (TO) are responsible for the following in-house testing processes:

1.5.1 Procurement receiving inspection testing as specified in project/quality plans and subsequent approved and/or released test requests, procedures, plans, or organizational work instructions. (Ref. MPR 7120.1 and MPR 7123.1.)

1.5.2 Performing Test Readiness Reviews (TRR) as specified by the project plan and controlled and baselined as required by configuration management plans (Ref. MPR 7120.1 and MPR 7123.1).

1.5.2.1 SMA test surveillance and monitoring, as well as unplanned events, shall be clearly defined as part of the TRR process and documented as required in the test procedure.

1.5.3 Performing testing to documented requirements specified by the project plan and controlled and baselined as required by configuration management plans. (Ref. MPR 7120.1 and MPR 7123.1.)

1.5.4 Documenting and supporting all nonconformances processed during all testing activities. (Ref. MPR 8730.3 and MWI 4530.1.)

1.5.5 Updating testing activities and data as specified by engineering documentation in MSFC log books. (Ref. MWI 8730.1.)

1.6 Project Chief Engineer (CE) is responsible for the following:

1.6.1 Approving disposition of nonconformances prior to further processing in accordance with MPR 8730.3.

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1.7 The Process Operator (PO) is responsible for the following:

1.7.1 Initiating/performing the MRs for receiving, in-process inspection, test monitoring, final inspection, and final acceptance as specified in the procurement quality and/or quality planning requirements.

1.7.2 Initiating/documenting/supporting nonconformances generated during process activities. (Ref. MPR 8730.3.)

1.7.3 Facilitating the maintenance of quality records required by the program/project plan.

1.8 The ES20 Mechanical Fabrication personnel are responsible for the following:

1.8.1 Defining processes in organizational instructions for the receiving, inspection, rejection, or acceptance of hardware procured by the ES20 Mechanical Fabrication Contractor.

1.8.2 Working with the PO and SMA to determine when quality assurance functions are appropriate for hardware that is non-flight and does not otherwise meet the definition of quality sensitive.

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## **CHAPTER 2. PROCEDURES**

### 2.1 Receiving Inspection and Testing.

2.1.1 PM shall perform initial receiving inspection to the requirements of MPR 4000.2.

2.1.1.1 PM shall process nonconformances in accordance with MPR 4000.2, MWI 4530.1, and MPR 8730.3, as applicable.

2.1.2 PM shall transfer to the SMA Directorate or User all articles and materials that require further receiving inspection processing.

2.1.3 SMA/PO/TO shall perform receiving inspection and testing for all articles and materials to the requirements of the project quality plan in accordance with QD-QA-004.

2.1.4 SMA/PO/TO shall assure raw material testing to the requirements of paragraph 1.3.7.

2.1.5 SMA/PO/TO shall process nonconformances in accordance with MPR 4000.2, MWI 4530.1, MPR 8730.3, and QD-QD-004.

2.1.6 SMA/PO/TO shall initiate inspection documentation (i.e., inspection reports, log books, or temporary installations) as required by program requirements, specifications and/or procedures. (Ref. MWI 8730.1, and MWI 8730.2.)

2.1.7 The CO shall disposition contractual nonconforming items prior to further processing in accordance with MWI 5100.1. (See also MPR 4000.2 and MWI 4530.1, as applicable.)

2.1.8 The CO shall approve the release of any item(s) prior to completion of receiving inspection in accordance with MWI 5100.1. (See also MPR 4000.2 and MWI 4530.1, as applicable.)

2.1.9 SMA/PO shall process as a nonconformance any item accepted as a contractual nonconformance in accordance with MPR 8730.3.

2.1.10 PM/SMA/CO/PO shall process as a nonconformance (Squawk, MSFC Form 460-3), with CO approval, any item(s) released prior to completion of receiving inspection and testing to provide immediate recall of the item in the event of nonconformity to specified requirements.

2.1.11 PM/CO/SMA/PO shall generate and process an inspection rejection report, as specified in the PM procedure MWI 4530.1, for contract replacement of the nonconforming item if it has been contractually accepted.

2.1.12 PM/SMA shall transfer all receiving inspection and testing documentation generated to the applicable records center.

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## 2.2 In-Process Inspection and Testing.

2.2.1 SMA/PO shall determine and document in the project/quality plans the in-process inspection and test requirements. (Ref. MPR 7120.1 and QD-QE-017.)

2.2.2 SMA/PO/TO shall perform in-process inspection and testing as specified in approved documentation and record results.

2.2.3 SMA/PO/TO shall process nonconformances in accordance with MPR 8730.3.

2.2.4 SMA/PO/CE shall process as a nonconformance (Squawk, MSFC Form 460-3) any item released prior to completion of all in-process inspection and testing in accordance with MPR 8730.3 to provide immediate recall of the item in the event of nonconformity to specified requirements.

2.2.5 CE shall approve the disposition of the nonconformance prior to further processing.

2.2.6 SMA/TO shall verify that all documentation associated with the in-process inspection and testing has been completed and approved prior to forwarding the item to final inspection and testing.

2.2.7 SMA/PO/TO shall transfer all in-process inspection and testing documentation generated to the applicable records center.

## 2.3 Final Inspection and Testing.

2.3.1 SMA/PO shall perform required final inspection and testing as specified in approved documentation and record results.

2.3.2 SMA/PO shall process nonconformances in accordance with MPR 8730.3.

2.3.3 SMA/PO/Project Office Management shall process as a nonconformance, using a Discrepancy Record, any item to be released prior to the completion of all final inspection and testing in accordance with MPR 8730.3 unless otherwise specified in the project plan (i.e., ship short, open work, -900).

2.3.4 Project Office Management shall approve the nonconformance disposition prior to shipment.

2.3.5 SMA shall, at the time of shipment, close and transfer the nonconformance report to the receiving facility for the completion of final inspection and testing.

2.3.6 SMA/PO shall verify that all documentation associated with the final inspection and testing has been completed and approved (released). (Reference MPR 7123.1.)

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2.3.6.1 SMA/PO shall ensure that any open items are documented (and ready to forward, such as nonconformances) and approved by the project office prior to forwarding the articles or materials to shipping and/or the customer.

2.3.7 SMA/PO shall perform and document final acceptance when there are no open items.

2.3.8 SMA/PO/TO shall transfer all final inspection, final acceptance, and testing documentation generated to the applicable records center.

#### 2.4 Internal Quality Assurance for ES20 Mechanical Fabrication Contractor

2.4.1 Engineering/SMA shall define and perform inspections/tests for non-flight and non-quality-sensitive hardware in accordance with customer requirements, and ES20-09-003.

2.4.2 SMA shall define and perform inspections/tests necessary to monitor/ensure process control of fabrication operations.

2.4.3 Data collected, including any pass/fail determinations, as part of internal quality assurance functions will be documented and delivered in agreed-upon formats (e.g., notations in work orders or on drawings, emails, etc.)

2.4.4 Any data collected as part of internal quality assurance functions shall not be subjected to MPR 8730.3. MSFC Tag-6 may be used.

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## **APPENDIX A. Definitions**

Contracting Officer (CO). A person, appointed in accordance with the FAR/NFS, with the authority to enter into, administer, change, and/or terminate government contracts and make related determinations and findings within the limits of their warrants

Final Acceptance. A process performed to ensure all articles and materials meet the specified program/project quality requirements as documented and released through the approved program configuration management plan. This process includes the closure of all applicable nonconformance reports and approval of all deviations and waivers.

Final Inspection. A process performed to verify conformance of the product to the specified requirement by inspection and/or test. The process assesses whether all specified inspections and tests have been carried out and that the results meet specified program/project quality requirements. It ensures that all open work and/or nonconformances to be forwarded with the articles and materials to our customer are properly documented and approved by the Project Office.

In-process Inspection and Test Monitoring. A process performed to verify characteristics of an item defined by the program/project quality requirements and/or documented procedures during the manufacturing, assembly, and test operations.

Inspection. The examination and testing of supplies and services (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether they conform to specified requirements.

Internal Quality Assurance. A term used to identify inspections, tests, and other quality assurance functions performed by SMA to monitor process controls and ensure quality of products resulting from the ES20 Mechanical Fabrication Services Contractor's operations. For work that is non-flight and non-quality sensitive, internal quality assurance represents the minimal level of quality assurance performed. For work designated by the projects as quality sensitive or flight hardware, additional requirements defined by the project's quality engineering supplement internal quality assurance requirements.

Mandatory Requirements (MR). Documented requirements for actions and/or characteristics for inspection, witnessing, verification, or monitoring by the delegated quality assurance element.

Monitoring. Less than 100 percent surveillance of an operation or test. The degree of monitoring has to be specifically documented.

Non-quality Sensitive. A term used to identify equipment, hardware, software, or material not directly related to flight systems (e.g., mock-up, development hardware and software, industrial machinery, and laboratory equipment). Hardware or software procured for development activities is non-quality sensitive unless the data resulting from development activities is to be used in the "justification for qualification" of flight hardware, software, or flight-associated

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hardware. These items are inspected and test verified by the PO or TO, not by the NASA MSFC Safety and Mission Assurance Directorate.

Process Operator (PO). Personnel assigned and/or directed by the project office to support the inspection and test process as required by the project and/or quality plan (i.e., routing, receiving, coordinating, facilitating documentation, performing inspections and/or tests).

Quality Sensitive. A term used to identify inspection and test verification by the SMA Directorate for flight hardware, flight software, and flight-associated ground support equipment; deliverable products that are to be assembled into a launch vehicle and associated equipment for testing, handling, launching, servicing, and maintaining a vehicle in space; qualification and requalification hardware; and hardware or software procured for development activities when the data resulting from development activities will be used in the “justification for qualification” of flight hardware, software, or flight-associated hardware. Hardware to be used in a hazardous operation may also be designated as quality sensitive by the responsible organization when included in the program/project quality planning documentation.

Receiving Inspection and Testing. A process performed to verify an item by inspection and test for proper identification, count, condition, function, and a comparison of results with specified criteria.

Testing. A determination by technical means of the properties or elements of supplies, or components thereof, including functional operation, and involves the application of established scientific principles and procedures.

Test Readiness Reviews (TRR). A pre-test briefing with test participants and/or MSFC management, prior to starting test operations to review test requirements, set-ups, sequences, safety, and emergency shutdown procedures.

Verify. Review of recorded data for conformance to requirements.

Witness. To observe a test or process to verify that correct procedures and processes were followed for a specific action.

-900. Inspection report designator for hardware acceptable in excess of/or less than the engineering requirements specified.

<b>Marshall Procedural Requirements QD01</b>		
<b>Inspection and Testing</b>	<b>MPR 8730.1</b>	<b>Revision: K</b>
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## **APPENDIX B. Acronyms**

CE	Chief Engineer
CO	Contracting Officer
FAR	Federal Acquisition Regulation
GSE	Ground Support Equipment
MR	Mandatory Requirements
NFS	NASA FAR Supplement
PM	Property Management
PO	Process Operator
SMA	Safety and Mission Assurance
TO	Testing Organization
TRR	Test Readiness Review

<b>Marshall Procedural Requirements</b> <b>QD01</b>		
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**APPENDIX C**  
(Reserved for Verification Matrix)

<b>Marshall Procedural Requirements</b>		
<b>QD01</b>		
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## **APPENDIX D. Records**

D.1 Records generated as a result of inspection and testing activities, along with the record retention schedule/disposition and responsible custodian, are defined in the program/project plan and maintained in accordance with NRRS 1441.1 and MPR 1440.2.

D.1.1 Records of quality sensitive inspection and testing activities shall be retained for the life of the project, then retired to a FRC 1 year after end of project and destroyed 10 years after the end of the project in accordance with 8/103.

D.1.2 For quality sensitive hardware inspection reports, test procedures, and test preparation sheets are normally retained by the QRC during the active life of the project but may be transferred to the custody of the project for retention.