



SUMMARY

HBC MATERIAL REVIEW BOARD AUDIT

SUPPLIER NAME

ADDRESS

.....

.....

HBQSC APPROVAL NUMBER

QUALITY MGR

DATE OF AUDIT

AUDIT CARRIED OUT BY

POSITION WITHIN COMPANY

SUMMARY OF FINDINGS AND RECOMMENDATIONS -

OVERALL AUDIT RESULT

AUDITOR SIGNATURE:..... DATE:..... MD/CEO SIGNATURE: DATE:.....

HBQSC DECISION (To be completed by HBQSC Personnel only)

*CONTINUE APPROVAL/SUSPEND APPROVAL

SIGNED:..... DATE:

APPROVED BY:..... DATE:

COMMIT TO FILE:..... DATE:

* Delete as appropriate

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1.1 How are Hawker Beechcraft drawings, documents and revisions controlled?

1.2 How long does it take to incorporate revisions and what is your internal procedure to do so?

1.3 Select a minimum of (10) drawings and documents and check for correct revision levels and up to date information.

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NON
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Sample a minimum of (25) MRB actions (include as appendicies)

2.1 Do MRB write-ups adequately describe the discrepancy?

2.2 Do rework/repair instructions make sense when compared to discrepancy write up?

2.3 Are the engineering dispositions technically sound and have the necessary signature approval?

2.4 Do dispositions reference applicable processes?

2.5 How is traceability controlled on a non-conforming part or assembly?



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Sample a minimum of (25) MRB actions (include as appendicies)

2.6 Review planning control and order split procedure.

2.7 Identification of disposition product on the shop floor.

2.8 How are non-conforming parts and assemblies segregated and are adequate controls and procedures in place to prevent unauthorised use?

2.9 Review work areas for control of non-conforming product.

2.10 Review procedures for Bond Room Control.



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2.11 How are MRB actions logged.

2.12 How are MRB actions filed.

2.13 How are MRB actions stored, and what is the suppliers retention policy?

2.14 At what point is the MRB Engineer contacted?

2.15 Does he/she appear to function independently when making MRB decisions.

2.16 Are standard repair procedures used?

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2.17 How are repetitive non-conformances prevented, describe the procedure.

2.18 Is there evidence of MRB authority being extended to supplier's sub-tier?

2.19 Review how Q.A. and Engineering are approved for MRB membership.

2.20 Review sign-off protection procedure.

2.21 How is co-ordination with HBC engineering accomplished?

CONTACT ALL
APPROVED
MRB
PERSONNEL

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3.1 Confirm the MRB Plan is topical and is being correctly maintained iaw QAIS Q5B-010D.

3.2 Confirm HBC approved engineering and Quality Assurance signatories are correct.

3.3 Discuss the following points:

3.3a Concept of continuous quality improvement.

3.3b Importance of the MRB action being an historical record.

3.3c Importance of legibility.

3.3d Cosmetic repair schemes and procedures for HBC approval (See QAIS Q5B-010A)