

Contract Review Checklist

- ☐ Verify PO is to PHT
- Verify customer information:
 - ☐ Verify the correct customer has been selected for the WO
 - ☐ Verify the shipping and billing addresses match the WO
 - ☐ Verify the correct shipping method has been selected
 - ☐ Verify any necessary attributes are selected (e.g. expedite, long certification, ITAR/EAR, etc.)
- Verify part information:
 - ☐ Part number and revision
 - ☐ Part quantity
 - ☐ Part weight
 - ☐ Job or lot number(s) for each line item
 - ☐ Heat/Heat lot numbers (when provided)
 - ☐ Prime (when provided)
 - ☐ Any additional information added should match PO
- Review PO Package
 - ☐ Does PHT have all required approvals for processing to customer and/or specification requirements?
 - ☐ If an engineering drawing is supplied, does the PO information match the drawing?
 - Ex: Revision number, material, process information, etc.
 - ☐ Is a quote from PHT referenced/attached?
 - ☐ Is all required information included with the PO package?
- Review part history
 - ☐ When part history for part/process exists, were there any NCRs, concerns, etc., that need to be addressed for this order?
- Verify process information
 - ☐ Verify correct specification(s) are attached to the work order
 - ☐ Verify correct revision(s) of any attached specification(s)
 - ☐ Verify the correct business unit details have been selected in planning (e.g. "Planning: Endo/ Salt" etc.)
 - ☐ Verify any prime-level planning (e.g. P&W, Rolls Royce, etc) has been included as required
 - ☐ Verify appropriate racking steps are included in processing
 - ☐ When required by prime, verify "approved furnace(s)" operations are included in WO
 - ☐ Review WO for correct processing temperatures
 - ☐ Review WO for correct soak times (per part thickness, specification requirements, etc.)
 - ☐ Review WO for correct furnace class/ uniformity requirements
 - ☐ Review WO for correct quenching requirements (e.g. delay time if applicable, quench media, rate of quench, etc.)
 - ☐ Review WO for correct final inspection requirements (i.e. hardness, quantity of parts to verify, special instructions)
 - ☐ Review WO for correct cleaning method (as applicable)
 - ☐ Review WO for correct preservation requirements (as applicable)
 - ☐ Review WO for packaging/shipping requirements
- Verify quality data information
 - ☐ Verify the correct quality characteristic(s) are selected
 - ☐ Verify the requirements are aligned with PO, specification, customer requirements, etc.
 - ☐ Verify the correct sampling plan has been selected
 - ☐ Verify any special instructions have been added as required