

DOC-001, Rev -
Written by: Emma Ployee
Reviewed by: R. Stamp

Inspect Incoming Parts
Applies to Incoming Parts to produce Inspected Parts
3 named resources are identified to perform this process

Inspect Incoming Parts

DOC-001
Revision -

Written by:	Reviewed by:
Emma Ployee	R. Stamp

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Revision Table for DOC-001 "Inspect Incoming Parts"

Rev	Description of Change
(current) -	***First formal release***

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Requirements Table for DOC-001 "Inspect Incoming Parts"

Successful execution of this procedure produces evidence of verification for the requirements listed in the table below. Therefore, this procedure's execution is particularly important for us to achieve our goal. When you see procedure call-outs in this style of box, that step is what produces this critical evidence. Take the time to understand how these requirements will be verified prior to starting this procedure, and consult this procedure's author (Emma Ployee) if necessary.

RID	Text of Requirement	Verif. Method	Step
R001	The cube shall have beveled edges	Inspection	Step 1.2



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DOC-001, Rev - "Inspect Incoming Parts"

- Section 1: Hello World! This will render as the text for Section 1.
  - Step 1.1: Hello World! This will render as the text for Step 1.1.
  - Step 1.2: Since this step follows, it will be Step 1.2
- Section 2: Tables!
  - Step 2.1: Embedded CSV data in the EBML file
  - Step 2.2: External CSV files can be imported as tables
- Section 3: Clean up
  - Step 3.1: Document everything we just did
  - Step 3.2: Notify the team

⚠ Electrostatic Discharge (ESD) Risk: Observe precautions for handling electrostatic sensitive devices.

⚠ This procedure is executed on flight hardware in a cleanroom environment. All factory cleanroom policies apply, including 'top-down' application of head and body garments to maintain the certified cleanliness levels of the work area(s). All personnel intending to touch flight hardware must wear gloves.

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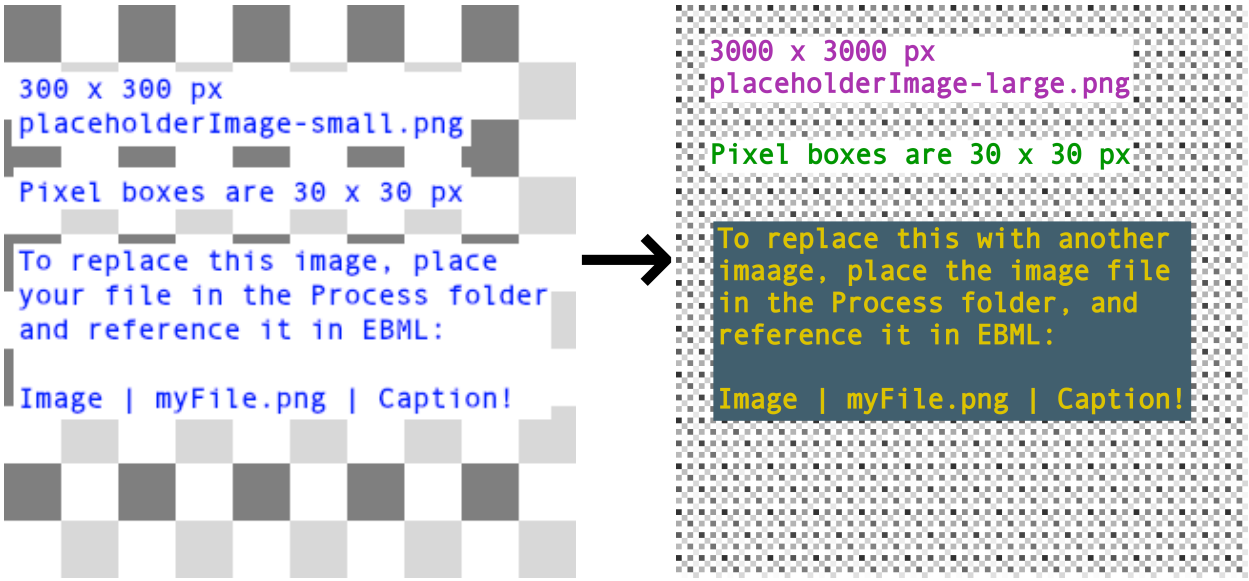
This process has 2 stated objectives:

1. Have clean hands (Step 3.1)
2. Keep a complete log in the lab of all activities, including this one (Step 3.1)

This process has 3 *Out Of Scope* declarations:

- ☢ This process uses only one computer to perform these tasks. For parallel quantum computing, see the other department's procedure. (Step 1.2)
- ☢ Do not perform additional testing to verify the requirement above. Inspection of the results is the only thing we're being paid for here, per contract clause 18.9.3.4(a).10.XV(g). Violators must pray to the charge number gods to receive an overhead number when re-submitting your timesheet in triplicate! OBEY! (Step 1.2)
- ☢ This procedure does not do all of your company emailing for you. It only instructs you to send this one email. (Step 3.2)

"Inspect Incoming Parts" applies to *Incoming Parts* to produce *Inspected Parts*



3 named resources are identified to perform this process:

Step 1.1
Screwdriver, Phillips Head #2

Step 1.1
Laptop with WiFi disabled in BIOS by Security Team

Step 1.2
Computer

Equipment Calibration Status

Equipment	Model Number	Serial	Last Cal Date	Valid Until
Screwdriver, Phillips Head #2				

If any equipment is within 30 days of needing recalibration, notify your QA rep.

Today's Date:



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Log of Non-Conformances during this execution:

Time	Step	Record	Brief Summary of Observation(s) that Deviated from Documented Expectations

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Section 1: Hello World! This will render as the text for Section 1.

☐ Step 1.1: Hello World! This will render as the text for Step 1.1.

2 named resources are identified to perform this step:

- **Screwdriver, Phillips Head #2**
- **Laptop with WiFi disabled in BIOS by Security Team**

⚠ You should replace these placeholders with process information!



This is the starting state

Action to perform	Expected	Result	Done	TPV
Do this	Expect this		☐	☐
Do this other thing	Expect this other result		☐	N/A



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☐ Step 1.2: Since this step follows, it will be Step 1.2

1 named resources are identified to perform this step:

Computer

☢ **Out-of-Scope Caution:** This process uses only one computer to perform these tasks. For parallel quantum computing, see the other department's procedure.

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Action to perform	Expected	Result	Done	TPV
Use the computer to issue the commands below	The cube now has bevels		☐	N/A

```
> cd /etc
> ./cubestuff --bevel cube.stp
```

This step produces the evidence of verification for this requirement:

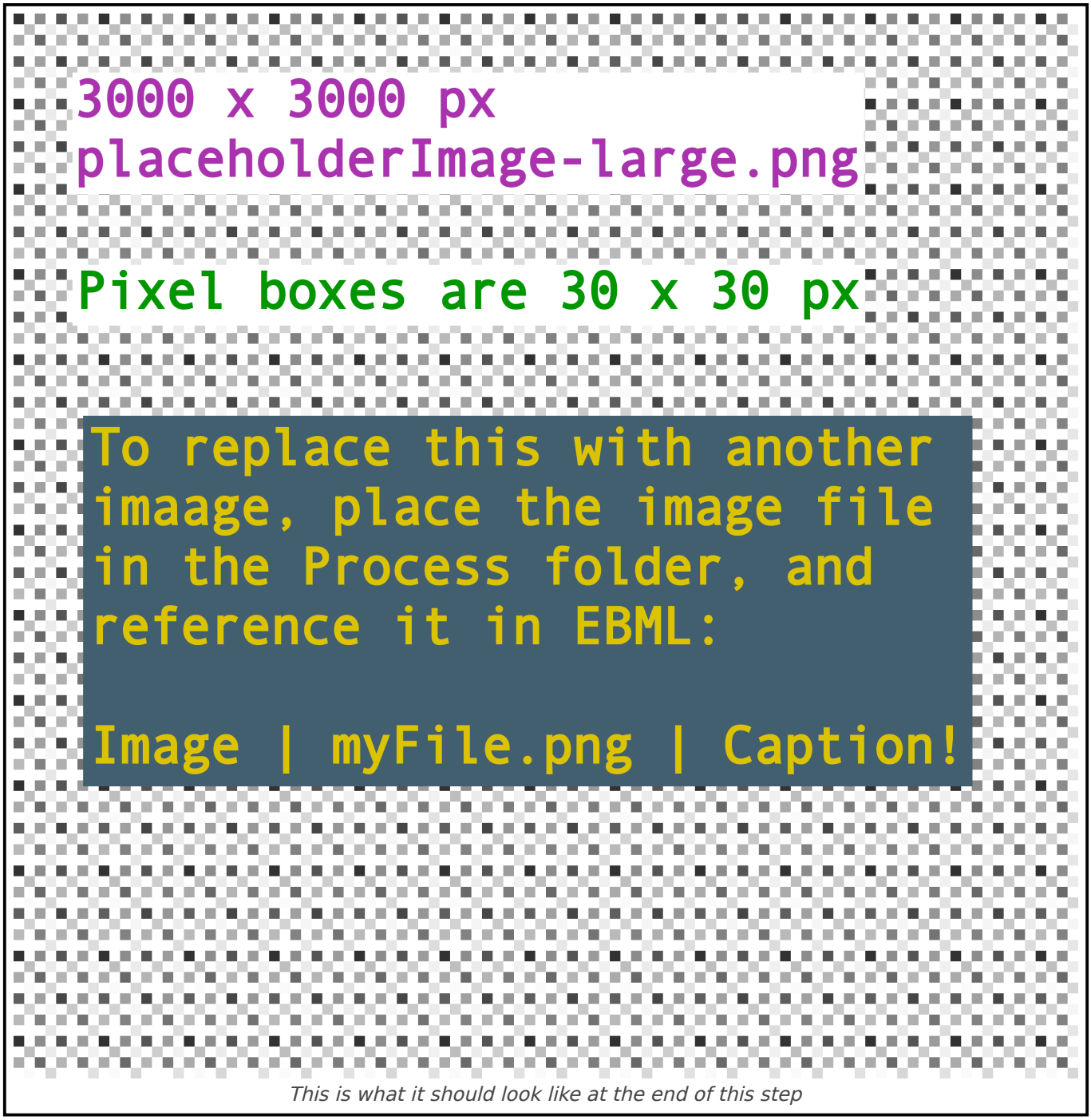
R001: "The cube shall have beveled edges" (Verify by Inspection)

Please ensure the evidence produced passes the requirement before proceding. This might require consulting this procedure's author, Emma Ployee.

☢ **Out-of-Scope Caution:** Do not perform additional testing to verify the requirement above. Inspection of the results is the only thing we're being paid for here, per contract clause 18.9.3.4(a).10.XV(g). Violators must pray to the charge number gods to receive an overhead number when re-submitting your timesheet in triplicate! OBEY!

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This is what it should look like at the end of this step

Section 2: Tables!

☐ Step 2.1: Embedded CSV data in the EBML file

This is the table caption

Header Column 1	Header Column 2
Data Row 1 Col 1	Data Row 1 Col 2
Data Row 2 Col 1	Data ROw 1 Col 2

☐ Step 2.2: External CSV files can be imported as tables

The "CSV File" line below is commented out in the EBML file, because it's referencing a CSV file that (presumably) doesn't exist.

Section 3: Clean up

☐ Step 3.1: Document everything we just did

Action to perform	Expected	Result	Done	TPV
Sign the log	Log is signed, with additional room for more signatures from future operators		☐	N/A
Wash your hands	TPV		☐	N/A

★**Objective Achieved:** Have clean hands

★**Objective Achieved:** Keep a complete log in the lab of all activities, including this one

☐ Step 3.2: Notify the team

Action to perform	Expected	Result	Done	TPV
Email distribution@company.com with subject "PROCEDURE DONE"	Email goes from Outbox to Sent		☐	N/A
Do the workflow thing in Slack or whatever	Slack gives confirmation		☐	N/A

☢ **Out-of-Scope Caution:** This procedure does not do all of your company emailing for you. It only instructs you to send this one email.