



## Acceptance Data Package Requirements

### 1.0 Purpose

The purpose of this document is to specify the requirements for information, documentation, and format to be included in all Acceptance Data Packages (ADPs).

### 2.0 Scope

The requirements specified herein apply to suppliers when this document is imposed on the Purchase Order (PO).

### 3.0 References

None

### 4.0 Definitions

Requirements - An ADP, as defined in this document, shall be prepared for each applicable hardware item. The ADP shall reflect the status of the hardware at the time of acceptance and shall be delivered concurrent with the hardware unless otherwise specified by contract or PO.

### 5.0 Deliverable Data

5.1 The ADP shall consist of data items/sections required in paragraph 5.6, and shall be accumulated during the fabrication and testing of each deliverable end item (EI). The data pack shall be placed in a container and/or attached to the EI shipping container prior to shipment unless otherwise specified by contract. Pyrotechnic hardware data packs shall be in accordance with the component's specification.

5.2 The forms, format, or methods of recording (i.e., manual, computer) to be included in the ADP are optional unless otherwise specified by the PO or Statement of Work (SOW).

5.3 The supplier's formats are acceptable if the required data content is submitted. Attached forms (see the appendices) are for reference only. However, they may be used if the supplier so desires.

5.4 The ADP index page shall identify all the data items/sections. When a submittal is included check "yes" on ADP index page next to that item. When the data item/section has no submittal or is not applicable check "none" on ADP index page.

#### 5.5 ADP Format and Structure

A. Title page.

B. Index of data provided in ADP.

C. Shipping Document. Material Inspection and Receiving Report, Requisition and Invoice/Shipping Document, as applicable on the purchase order.

D. Applicable data items, paragraphs 5.6.1 through 5.6.19.

#### 5.6 Required Data Items

5.6.1 Waiver/Deviation Listings - Approved waivers and deviations to the contract authorizing hardware delivery with existing variations, as applicable to the physical or functional parameters of the item being delivered (i.e., form fit, function).

A. Deliverable item part number (P/N) and serial number (S/N).

B. Waiver or deviation number and, if applicable, affected hardware P/N and S/N, if serialized.

C. A copy of actual waiver or deviation document with detail description and contract authority.

5.6.2 Shortages - Identification of physical hardware shortage existing at the time of delivery.

A. Deliverable item P/N and S/N.

B. P/N and name of shortage item.

C. Quantity short.

D. Affected next higher assembly P/N and S/N.

E. Inspection and test or retest requirements per appropriate documentation upon installation of missing parts.

5.6.3 Open Work - Unaccomplished fabrication, test, inspection, or installation activities remaining to be completed at time of delivery including open material review actions, open non-conformances and other open actions relating to unresolved work, applicable to the hardware being delivered.

A. Deliverable item P/N and S/N, if serialized.

B. Affected P/N or specification.

C. Description of open work including a list of open or unincorporated modification kits and engineering orders which should have been accomplished prior to delivery.

D. Inspection and test or retest requirements per appropriate document to complete open work.

- 5.6.4 Deferred Operations - Description of planned deferred manufacturing and test operations authorized for accomplishment after delivery.
- Deliverable item P/N and S/N.
  - Authorizing document identification (ID).
  - Description of deferred operation or planning document.
  - Inspection and verification requirements per approved documentation to complete deferred operation.
- 5.6.5 Identification As-built Configuration - An indented parts list of hardware being delivered. The configuration listing specifically consists of the following:
- USA or vendor drawings.
  - Specification control drawing items which require traceability.
- NOTE: Standard hardware such as nuts, bolts, shims, etc. not controlled by USA or NASA drawings are excluded from ID requirements.
- Deliverable EI P/N.
  - Revision level.
  - Engineering parts list and revision.
  - Engineering Orders (EOs).
  - Nomenclature.
  - Serial or lot number.
  - Quantity.
  - Next higher assembly number.
- 5.6.6 Operating Time/Cycle/Flight - Status at time of delivery of accumulated operating time or cycle of parts designated as time or cycle critical.
- Deliverable item P/N and S/N.
  - Time or cycle part name, P/N, and S/N.
  - Allowable (specification requirement) and remaining operating time or cycles, or both, from point of delivery.
- 5.6.7 Age Sensitive/Time Action Items - Limited life items having a maximum life limit which are subject to replacement when specified limit is reached or exceeded. Included are time action control items having a minimum periodic functional operating limit which are subject to replacement when one or more specified limits are exceeded.
- Deliverable item P/N and S/N.
- 5.6.8 Nonstandard Calibration Record - When nonstandard equipment is used, provide type of measurement equipment, instrumentation, components, or systems having nonstandard calibration curves at time of delivery.
- Deliverable item P/N and S/N.
  - Component, transducer, signal conditioner, gauge or meter, P/N, and S/N.
  - Measurement number from master measurement list.
  - Range (engineering units), excitation volts, unit stimulus (engineering units) and output volts, or resistance.
  - Temperature environment, calibration date, stimuli values versus output expressed in units or percent of full range.
  - Linear and nonlinear characteristics which lend themselves to computer processing of a facsimile curve shall have a minimum of six tabulated steps (data points) up from zero to full scale input and ten tabulated steps down from full scale to zero input.
  - Characteristics exhibiting a step function shall have a discrete calibration for each step.
  - In addition to these data elements, the actual calibration curves will be required at time of delivery.
- 5.6.9 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), then 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.
- Deliverable item P/N and S/N.
  - Type of repair (i.e., bent pins, brazed joints, etc.).
  - The source of the requirement (i.e., specification, etc.).
  - ID method (i.e., painted, tagged, charted, etc.).
  - P/N, serial or lot number of the affected item.
  - Physical location of affected item.
- 5.6.10 Pressure Vessel Data Log - A log of each pressure vessel's exposure to materials and pressures shall be provided at time of delivery. (Ground Support Equipment [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 Edition, 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. Requirements are specified on ASME Form U-1.)

- A. Deliverable item P/N and S/N.
- B. Pressure vessel's part name, P/N, and S/N.
- C. Limited life requirements.
- D. Chronological test and checkout history.
  - 1. Proof pressure data and certification
  - 2. Leak test data
  - 3. Cycling data
  - 4. Magnitude of pressure
  - 5. Total number of pressure cycles
  - 6. Type of pressurant (test media)

5.6.11 Pyrotechnic Certification - Documented evidence that a representative of USA has reviewed and accepted the described pyrotechnic devices on the basis of applicable customer specification and requirements. This documentation consists of the lot certificate, which includes the certification statement and marriage records. The lot certificate reflects the current status of the device lot at time of acceptance and shall be provided with each device lot.

5.6.12 Non flight Hardware/Temporary Installations - A listing of installed hardware which is not part of the deliverable item configuration and must be removed prior to subsequent operations or flight shall be provided.

- A. Deliverable item P/N and S/N.
- B. ID method (tag or streamer, or both, S/N).
- C. The temporarily installed part name, P/N and S/N.
- D. Physical location of the temporarily installed part and identification of when item is to be removed (i.e., prior to test, prior to flight, etc.).

5.6.13 Notes/Comments - Used for documenting details of any unusual phenomenon, occurrence, difficulty, or questionable condition during fabrication and testing. May also be used for referencing any potential hazards to personnel or equipment. In addition, this section may be used for other data which may be beneficial at this using site (e.g., cleanliness requirements and verification data, alignment data, proof pressure certification of flex hoses, etc.).

- A. Deliverable item P/N and S/N.
- B. Notes and comments as applicable.

5.6.14 Material Review Board Action Listings

5.6.15 Weight Certificate (weight of article shipped within two percent).

5.6.16 Acceptance Test Data including reference to Acceptance Test Procedure number and revision.

5.6.17 Operating/Maintenance/Handling Procedures

5.6.18 Log Book

- A. Section 1 - ID data
- B. Section 2 - Special Instructions
- C. Section 3 - Life history
- D. Section 4 - Test data

5.6.19 Shipping Documents

Appendix 5.5.1

**Acceptance  
Data  
Package**

Part Name	
Part Number	
Serial Number	
Model Number	
PO Number	
Contractor/Supplier	



Appendix 5.5.2

**Acceptance Data Package Index**

**Flight Hardware** \_\_\_\_\_ **Ground Support Equipment** \_\_\_\_\_ **Other** \_\_\_\_\_

<i>Part Name</i>		<i>Part Number</i>	<i>Serial Number</i>	
<u>Section</u>	<u>Contents</u>		<u>Yes</u>	<u>None</u>
1	Waiver/Deviation Listings		<input type="checkbox"/>	<input type="checkbox"/>
2	Shortages		<input type="checkbox"/>	<input type="checkbox"/>
3	Open Work		<input type="checkbox"/>	<input type="checkbox"/>
4	Deferred Operations		<input type="checkbox"/>	<input type="checkbox"/>
5	Identification As-Built Configuration		<input type="checkbox"/>	<input type="checkbox"/>
6	Operating Time/Cycle/Flight		<input type="checkbox"/>	<input type="checkbox"/>
7	Age Sensitive/Time Action Times		<input type="checkbox"/>	<input type="checkbox"/>
8	Non-Standard Calibration Record		<input type="checkbox"/>	<input type="checkbox"/>
9	Repair Limitations		<input type="checkbox"/>	<input type="checkbox"/>
10	Pressure Vessel Data Log		<input type="checkbox"/>	<input type="checkbox"/>
11	Pyrotechnic Certification		<input type="checkbox"/>	<input type="checkbox"/>
12	Nonflight Hardware/Temporary Installations		<input type="checkbox"/>	<input type="checkbox"/>
13	Notes/Comments		<input type="checkbox"/>	<input type="checkbox"/>
14	Material Review Board Action Listings		<input type="checkbox"/>	<input type="checkbox"/>
15	Weight Certificate		<input type="checkbox"/>	<input type="checkbox"/>
16	Acceptance Test Procedures and Data		<input type="checkbox"/>	<input type="checkbox"/>
17	Operating/Maintenance/Handling Procedures		<input type="checkbox"/>	<input type="checkbox"/>
18	Log Book		<input type="checkbox"/>	<input type="checkbox"/>
19	Shipping Documents		<input type="checkbox"/>	<input type="checkbox"/>



Section 2

<b>Acceptance Data Package Shortages</b>					
Part Number			Serial Number		
Item Number	Part Number	Part Name	Qty	Next Assembly	
				Part #	Serial #

Section 3

**Acceptance Data Package  
Open Work**

Acceptance Data Package Open Work		
Part Number		Serial Number
Item Number	Drawing Number or Test Specification	Description of Open/Unaccomplished Work

Page \_\_\_ of \_\_\_

Section 4

<b>Acceptance Data Package Deferred Operations</b>	
Part Number	Serial Number
Authorizing Document	Description of Operation

Section 5

**Acceptance Data Package  
Identification As-Built Configuration**

Part Number		Trace Code			Serial Number	
Part Number	Rev	EOs	Nomenclature	S/N – L/N	Quantity	Next Higher Assembly

Section 6

**Acceptance Data Package  
Operating Time/Cycle/Flight**

\_\_\_\_\_

Part Number

\_\_\_\_\_

Serial Number

Part Name	Part Number	Serial Number	Operating Time						Operating Cycles		Number Flights
			Allowable			Remaining			Allowable	Remaining	
			Hrs	Min	Sec	Hrs	Min	Sec			

Section 7

**Acceptance Data Package  
Age Sensitive/Time Action Items**

Part Number

Serial Number

Part Name	Part Number	Serial Number	Mfg. Date	Action Due Date	Required Action	Last Operation and/or Servicing Date	Operation and/or Servicing Due Date

Section 8

**Acceptance Data Package  
Non-Standard Calibration Record**

\_\_\_\_\_

Part Number

\_\_\_\_\_

Serial Number

**Component/Transducer/Signal Conditioner/Gage/Meter**

Part Name			Part Number		
Serial Number			Meas. Number		
Range (Eng Units)		Excitation Volts ¥	Units (Eng Units) Stimulus		Output Volts or Resistance
<b>Run Number 1</b>			<b>Run Number 2</b>		
Temp Env		Date	Temp Env		Date
Stimulus	Step No. Units or % Full Scale	Output Volts or Resistance	Stimulus	Step No. Units or % Full Scale	Output Volts or Resistance

Section 9

**Acceptance Data Package  
Repair Limitations**

\_\_\_\_\_

Part Number

\_\_\_\_\_

Serial Number

Type of Repair	Repair Limitation Requirement	Requirement Source
		Identification Method

Part Number	Serial/Lot Number	Physical Location	Times Required

Section 10

**Acceptance Data Package  
Pressure Vessel Data Log**

Part Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Part Number			Part Name						
Serial Number			Limited Life				Date Installed		
Facility	Test Name (Proof Press Leak Test)	Type of Pressurant	Date	Magnitude of Press	Time		Cycle	Cum Totals	
					Hrs	Min		Time	Cycles

This pressure vessel is certified to meet all contract requirements, unless otherwise noted,  
and is acceptable for flight use.

\_\_\_\_\_ Date

\_\_\_\_\_ Contractor/Supplier Signature

Section 11

**Acceptance Data Package**

**Pyrotechnic Certification**

Nomenclature \_\_\_\_\_ Part No. \_\_\_\_\_

Quantity \_\_\_\_\_ Lot No. \_\_\_\_\_

Expiration date (this device) \_\_\_\_\_ (based on oldest explosive component)

These pyrotechnic devices were accepted by representatives of United Space Alliance, LLC and the customer on \_\_\_\_\_, and are certified as being in compliance with the applicable requirements, except as indicated by approved waiver or deviation \_\_\_\_\_.

\_\_\_\_\_  
USA Design Engineering

\_\_\_\_\_  
USA Quality Assurance

\_\_\_\_\_  
Government/Customer Manager

\_\_\_\_\_  
Government/Customer Quality Assurance Division

Section 12

**Acceptance Data Package  
Nonflight Hardware/Temporary Installations**

Part Number		Part Name		Serial Number	
Temporary Installation Tag #	Part Name	Part Number	Serial Number	Physical Location	Removal Event



Section 14

**Acceptance Data Package  
Material Review Board Action Listings**

Part Number		Serial Number	
Material Review Board Action	Affected		
	Part Number	Serial Number	

Section 15

**Acceptance Data Package  
Weight Certificate**

Nomenclature \_\_\_\_\_ Part Number \_\_\_\_\_

Serial Number \_\_\_\_\_ Weight \_\_\_\_\_

The above end item was weighed on \_\_\_\_\_.

The weight of the end item, less attaching hardware, is specified as indicated above.

\_\_\_\_\_  
(Contractor/Supplier)

\_\_\_\_\_  
(Date)

Section 16

**Acceptance Data Package  
Acceptance Test Procedures and Data**

\_\_\_\_\_

Part Number

\_\_\_\_\_

Serial Number

ATP No.	Rev	Release Date	Title	Test Results		Date Run	Remarks
				Pass	Fail		

Section 17

**Acceptance Data Package  
Operating/Maintenance/Handling Procedures**

Part Number				Serial Number		
Procedure Number	Procedure Title	Rev	Release Date	Part Number		Remarks
				Shipped with ADP	Shipped Prior to Hardware Delivery	