

GSFC Receiving Inspection and Test System (RITS) Checklist

RITS is used for the following products: flight products (spacecraft, instruments, balloons, and sounding rockets), components, piece parts, and material; any item that directly interfaces with flight products, including software; ground support equipment; ground stations; and inspection, measuring, and test equipment. RITS is not used for services, documentation, administrative supplies or general tools.

Question No.	GPG 4520.2B Reference	Question	Yes	No	Comments
1		Please provide point of contact: a. Name and Phone Number			
		b. Organization Code and Location			
		c. Email Address			
2		Does your organization receive products within the scope of the GSFC Quality Management System?			If no, please stop questions here.
3	Para 1a	What methods are used to acquire products?	n/a	n/a	
4		Where are incoming products received?	n/a	n/a	
5		Is there a documented process for incoming inspection/test and for using RITS in your organization?			
6		Do personnel have sufficient training and access to RITS?			
7	Para 2.2, 2.8	Is RITS used to create WOAs, accept delivery of products, and updated with supplier performance data?			
8	Para 2.3, 2.4	Are WOAs travelling with the product and completed as inspections/tests are performed?			
9	Para 2.4	Is an NCR created for products released for processing prior to completion of all inspections/tests?			
10	Para 2.6	Are NCRs created for nonconformances identified during the incoming inspection/test process?			
11	Para 2.8	Are WOAs readily available as quality records?			

Auditor: _____

Org. Code: _____

Audit Date: _____