



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 4520.2H
EFFECTIVE DATE: July 10, 2015
EXPIRATION DATE: July 10, 2020

APPROVED BY Signature: Original Signed By
NAME: Raymond J. Rubilotta
TITLE: Director, Management Operations Directorate

COMPLIANCE IS MANDATORY

Responsible Office: 270/Information and Logistics Management Division

Title: Receiving Inspection and Test

PREFACE

P.1 PURPOSE

This directive describes the verification process that will be used to ensure incoming products meet GSFC requirements. The directive describes the performance of and documentation requirements for receiving inspection and test of products delivered to Goddard Space Flight Center (GSFC).

P.2 APPLICABILITY

This directive shall apply to all incoming products including those products covered by the scope of the GSFC Management System (MS). This GPR isn't applicable to software covered by GPR 7150.2 or in-process, final inspections and tests described in GPR 5330.1.

P.3 AUTHORITIES

[NPD 1280.1](#), NASA Integrated Management System Policy

P.4 APPLICABLE DOCUMENTS

- a. [NPR 4200.1](#), Equipment Management Procedural Requirements
- b. GPR 1280.1, The GSFC Quality Manual
- c. GPR 4100.1, Management of Shelf-Life for Critical End-Use Items
- d. GPR 4520.3, Control of Customer-Supplied Product
- e. GPR 5340.4, Problem Reporting and Problem Failure Reporting
- f. GPR 7150.2, In-House Development and Maintenance of Software
- g. 300-PG-8730.6, GSFC Electrostatic Discharge (ESD) Control Plan
- h. 500-PG-4520.2, Electrical, Electronic and Electromechanical (EEE) Counterfeit Parts Avoidance Plan (CPAP)
- i. 541-PG-8072.1, Goddard Space Flight Center Fastener Integrity Requirements
- j. GSFC Form 4-33, Non-conformance Tag
- k. GSFC Form 20-2, Receiving Inspection & Test Form (RITF)
- l. 270-Form-0068, Receiving Discrepancy Form

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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- m. Materiel inspection and receiving documentation (e.g., DD Form 250 Materiel Inspection and Receiving Report or Advanced Materiels Management System (AMMS) Receipt Traveler, SAP Receipt Documentation)

P.5 CANCELLATION

GPR 4520.2F, Receiving Inspection and Test

P.6 SAFETY

Any special requirements for support or safety considerations (e.g., warning statements or notes, support equipment, or qualifications/licenses) associated with performing the receiving inspection and test events shall be determined by the organization performing the incoming receiving inspection and test.

P.7 TRAINING

Specific training requirements for Information and Logistics Management Division Receiving shall be identified in the applicable work instruction. Other organizations receiving MS products should determine applicable organization training requirements.

P.8 RECORDS

Record Title	Record Custodian	Retention
GSFC Form 20-2 Receiving Inspection & Test Form or equivalent	Supply Team Lead or Receiving Organization	*NRRS 8/101 - Cut off records at close of program/project or in 3-year blocks for long term programs/projects. Transfer to national archives 7years after cutoff.
Materiel inspection and receiving documentation (e.g., DD Form 250, SAP receipt documentation and AMMS Receipt Traveler)	Supply Team Lead or Receiving Organization	*NRRS 8/101 - Cut off records at close of program/project or in 3-year blocks for long term programs/projects.
Problem Reporting/Problem Failure Reporting (PR/PFR) database	Institutional Support Office, Code 302	*NRRS 5/30A - Retire to FRC 2 years after contract final payment. 5 years after final payment.

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*NRRS - NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 MEASUREMENT/VERIFICATION

Internal, external, and third-party audits and evaluations shall be used to assess the effectiveness of this procedure.

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive materiel by “is.”

1. OVERVIEW

All deliveries of incoming products covered by the scope of the GSFC Management System (MS) should be processed through GSFC’s (Greenbelt and Wallops) Central Receiving area to ensure appropriate receiving and inspection processes are completed.

2. ROLES AND RESPONSIBILITIES

2.1 The Information and Logistics Management Division (ILMD), Supply and Equipment Branch Supply Team Lead is responsible for the overall operation of Receiving at GSFC Greenbelt and Wallops locations.

2.2 ILMD Receiving Personnel shall:

- a. Record all receipts on appropriate receiving log to reflect the date received, purchase order number, number of pieces, delivering carrier, vendor and legible name and signature of the person in receiving taking custody of the packages.
- b. X-ray, inspect and document kind, count, and condition inspection for all incoming materiel designated for stock or issue to customer. Use GSFC Form 20-2, Receiving Inspection and Test to document receiving inspection and test events for products within the scope of the GSFC Management System (MS), as defined in GPR 1280.1. Test Electrical, Electronic and Electromechanical (EEE) parts purchased by ILMD in accordance with 500-PG-4520.2. Fasteners designated by the requesting organization as controlled or critical and purchased by ILMD shall be tested in accordance with 541-PG-8072.1.2. Process static sensitive materiel in accordance with 300-PG-8730.6 and any applicable WIs.
- c. Conduct a visual inspection of Customer Supplied Product (CSP) in addition to performing a kind, count and condition inspection in accordance with GPR 4520.3. Document incoming receiving inspection on a GSFC Form 20-2, Receiving Inspection and Test. Segregate damaged and nonconforming CSP and obtain disposition instructions from Product Design Lead (PDL) or receiving organization.

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- d. Stage incoming property for delivery or storage.
- e. Document materiel not under the MS as a supply discrepancy on a 270-Form-0068, Receiving Discrepancy Form. Reject and segregate discrepant or damaged materiel and work with procurement buyer or contracting officer to resolve supply discrepancies for products not governed by the MS.
- f. Products that fall under the MS (including CSP) that do not meet the purchase order, shipping documentation or contract specifications shall be designated as nonconforming. Tag MS products deemed nonconforming with a GSFC 4-33 Nonconforming Product Tag in addition to segregating the materiel. Document MS nonconforming products in the PR/PFR database in accordance with GPR 5340.4. The resulting PR/PFR number shall be entered on the appropriate GSFC Form 20-2 block associated with the event. Work with the customer and cognizant procurement buyer/Contracting Officer to determine disposition of nonconforming products. Customers who waive the incoming inspection process performed by ILMD Receiving shall do so in writing. Customers that waive the incoming receiving process shall be responsible for completing the nonconformance process for MS products identified as a nonconformance.
- g. Ensure hazardous materials are processed on a spill containment pallet; Safety Data Sheets are available with the product. Store and prohibit access to hazardous materiel by unauthorized personnel. Storage containers or cabinets housing hazardous materiel shall be secured and housed in appropriate cabinets to prevent disbursement, or accidental spills until product is delivered to intended customer or designated warehouse location.
- h. Ensure controlled equipment is tagged with property tag if practicable. Prepare a load sheet for equipment tagged in Central Receiving. If incoming controlled equipment items are not tagged in Central Receiving, then receiving personnel shall notify Equipment Management that the item wasn't tagged in receiving and Equipment Management shall be responsible for tagging the item.
- i. Ensure all materiel in the custody of Receiving is secured from theft. Submit Reports of Survey when incoming government property is lost, damaged or stolen in accordance with NPR 4200. 1.
- j. Obtain a quarterly list of personnel who are authorized to use/receive or transport explosives, weapons, ammunition and radioactive materials in the performance of their duties from GSFC Protective Services Division. The list will include individuals' names, organization codes, phone numbers, types of explosives to be used, location, name of mission(s) supported, and storage locations of explosives. Verify by checking the listing against the receiving individuals identification the person signing for the explosives, weapons, ammunition or radioactive materiel is authorized.
- k. Inspect incoming materiel's shelf-life to ensure the age on delivery is in accordance with GPR 4100.1.
- l. Document receipt for conforming product dispositioned in SAP, AMMS or on a DD Form 250 as applicable.

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- m. Ensure incoming bids are stamped with time and date of receipt. Secure bids until delivered or picked up by procurement. Ensure bids are accessed only by personnel designated by Code 210 Procurement.

2.3 GSFC Greenbelt and Wallops Organizations shall:

- a. Inspect and document kind, count, condition and traceability for incoming materiel that bypasses ILMD Receiving. Organizations and projects who receive deliverable products through task order contracts or any other method may document their incoming inspection on a GSFC Form 20-2 or develop their own organizational process for documenting incoming inspection for products that fall under the GSFC Management System (MS). Customers who choose to accept nonconforming, damaged or discrepant materiel are responsible for any actions regarding the materiel after issue.
- b. Waive the incoming inspection process performed by ILMD Receiving in writing or via email using the process specified in 500-PG-4520.2 for EEE parts.
- c. Use internal nonconformance process for MS items not processed through ILMD Receiving.

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APPENDIX A - DEFINITIONS

A.1 Acquisition – The activity of acquiring products. This activity includes, but is not limited to, the following methods of obtaining products: contracts, purchase orders, credit card buys, blanket purchase agreements, memorandums of agreement, property transfers from organizations outside GSFC, and Customer Supplied Product (CSP).

A.2 AMMS – The Advanced Materiel Management System. A government database used by the Information and Logistics Management Division support contractor to purchase, receive, and inventory ILMD purchased materiel. Central Receiving personnel have access to the Receiving module of AMMS in order to document the receipt of incoming materiel.

A.3 Controlled Equipment – All equipment with an acquisition cost of \$5,000 or more, that has an estimated service life of 2 years or more, which will not be consumed or expended in an experiment, and selected items of equipment with an acquisition cost less than \$5,000 that are designated as sensitive by the Center Supply and Equipment Management Officer. (See NPR 4200.1)

A.4 Customer-Supplied Product (CSP) – Any hardware, materiel, components, or equipment supplied by a customer external to GSFC, for which GSFC personnel accept custody and responsibility for purposes of fabrication; testing; storage; Electrical, Electronic, and Electromagnetic (EEE) parts screening; analysis; and/or refurbishment, that is provided to GSFC for use or incorporation into the product, or is to be returned to the customer upon completion of services at GSFC. Also, CSP may be any item that is to be placed under the control of an onsite GSFC contractor or civil servant (other than the customer/owner) for the purpose of receiving a service (e.g., testing, analysis, and refurbishment) and/or that requires a GSFC certification or acceptance document.

Note 1: CSP may also include personal data or intellectual property.

Note 2: Products that arrive accompanied by and totally controlled by customer/owner personnel (e.g., technical or quality assurance personnel) while they are using GSFC facilities are not CSP.

A.5 Kind, count, and condition inspection – Describes the basic inspection that is performed by Central Receiving personnel on all incoming GSFC and ILMD purchased materiel. These terms have the following meaning:

- a. Kind – ensures that the part number and description match what was purchased.
- b. Count – confirms that the quantity received matches the quantity purchased in the purchasing documentation.
- c. Condition – visual inspection to determine if materiel damage is present.

A.6 Receipt Documentation – The paperwork generated by SAP and AMMS for Government and Contractor purchased materiel, respectively. This documentation contains at a minimum the item name, quantity, supplier name, purchase order number, and deliver to address for the materiel purchased and received.

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A.7 Receiving Inspection – The inspection performed on a product during initial receipt after it has been acquired to verify that specified requirements for the product have been met. As a minimum, a kind, count, and condition inspection shall be performed (see definition A.4). Additional inspections and tests (e.g., dimensional testing) may also be performed as part of the receiving inspection process if requested by the acquisition initiator/customer/owning organization upon submittal of the purchase request. These additional inspection/acceptance requirements shall be placed on a GSFC FORM 20-2. Receiving inspection is not required for subsequent receipts of the product when it has been performed previously. For example, receiving inspection is not required for returning products that were temporarily located at off-site locations.

A.8 Receiving Inspection Instructions – Documented instructions describing who performs receiving inspection and test activities, what these activities shall be, where they shall be performed, and what shall be considered acceptable. The instructions shall include any special handling or storage requirements applicable to the product. Receiving inspection instructions shall be documented (or referenced) on GSFC Form 20-2, or equivalent for application to software products.

A.9 SAP – Software product capable of integrating multiple business applications, with each application representing a specific business area. SAP is categorized into three core functional areas: Logistics, Finance, and Human Resources.

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Appendix B - Acronyms

AMMS	Advanced Materials Management System
CSP	Customer Supplied Product
EEE	Electrical, Electronic and Electromechanical
GDMS	Goddard Directives Management System
GSFC	Goddard Space Flight Center
ILMD	Information and Logistics Management Division
MS	Management System
PDL	Product Design Lead
PR/PFR	Problem Reporting/Problem Failure Reporting
WIs	Work Instructions

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/12/98	Initial Release
A	10/6/98	<ul style="list-style-type: none"> • Header and footer format changes. • P.8 – Identified maintenance responsibility for quality records. • 2.10 – Included requirement for further processing after receiving.
B	05/07/99	<ul style="list-style-type: none"> • General revision to incorporate RITS. • Incorporated format changes to comply with GPG 1410.1.
C	08/05/02	<ul style="list-style-type: none"> • Changed directive title. • General revision to replace references to RITS GSFC FORM 20-2 with GSFC Form 4-30 to reflect the new process which does not make RITS mandatory for creating GSFC FORM 20-2 s for receiving inspection and test activities. • Incorporated format changes to comply with GPG 1410.1 (P.6 – Safety, P.7 – Training, and P.9 – Metrics). • P.8 – Added the “Inspection and Receiving Acceptance Document” as a record and changed the retention period for the “RITS database supplier performance records.” • P.9 – Added “percent of products accepted” and “percent of products delivered on time” as metrics. • P.10 – Added definitions for “controlled equipment” and “receiving inspection.” • 1.1 – Stated that all products covered by the scope of the GSFC QMS are required to be processed through GSFC’s Central Receiving operation. • 1.2 – Stated that inspection and test requirements for software products are determined in accordance with GPG 8700.5. • 1.3 – Stated that using RITS is not required for subsequent receipts of the product. • 2.1 – Included information on how to obtain a GSFC Form 20-2. • 2.5 – Stated that processing of incoming product will be delayed in Central Receiving if the GSFC FORM 20-2 is not available and needs to be created. • 2.10 – Stated that receipt and acceptance for products shall also be documented with the appropriate Inspection and Receiving Acceptance Document in accordance with GPG 5100.1.

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E	03/31/05	<ul style="list-style-type: none"> • General revision to update directive names/numbers. • General revision to clarify requirements and remove ambiguity as part of the “GSFC Internal Rules Review.” • General revision to remove references to NCR’s and the NCR/CAS system. • P.9 – Included metrics. • P.10b – Updated controlled equipment threshold from \$1,000 to \$5,000. • P.10d, 2.1, 2.2a, 2.3 – Included requirements for customer-supplied product. • 2.1d – Added option for using locally generated GSFC FORM 20-2 s.
F	03/05/10	<ul style="list-style-type: none"> • Administrative change: Change Code 230 Logistics Management Division to Code 270 Information and Logistics Management Division. • Administratively extended for 1 year from original expiration date.
F	03/08/11	<ul style="list-style-type: none"> • Administratively extended for 1 year.
G	12/13/11	<ul style="list-style-type: none"> • Change all references from the Quality Management System to the Management System. • General update to all references and applicable documents. • Identifies roles and responsibilities. • Assigns responsibility for notifying Central Receiving personnel that incoming product requires a GSFC FORM 20-2.
H	07/10/15	<ul style="list-style-type: none"> • Changed applicability and noted exceptions. • General update to all references and applicable documents. • Identified and redefined roles and responsibilities. • Deleted references to WOA and RITS System • Added requirement to use GSFC Form 20-2 to document incoming receiving inspection. • Allowed organizations receiving MS products to determine own method of documenting incoming inspection or give option to use GSFC FORM 20-2. • Defined process for Receiving processing of non-conformances • Deleted flow chart. • P.9 – Removed metrics.