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# PRODUCTION READINESS REVIEW

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Abstract:

This document describes the process for performing a production readiness review.

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### REVISION LOG

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### DOCUMENT CHANGE RECORD

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## 1.0 PURPOSE

The purpose of the production readiness review (PRR) is to demonstrate overall production readiness and assure that the items to be produced will meet the requirements of the Statement of Work and engineering drawings. All necessary production plans, travelers, tools, facilities and other resources shall be in place and available to ensure [REDACTED]

## 2.0 SCOPE

2.1 This procedure shall apply to all in-house production and outside subcontractors/suppliers that fabricate and/or assemble deliverable hardware. Production readiness reviews should be identified during the proposal phase of a program and shall be specified in the negotiated contract, purchase order, and Statement of Work (SOW).

2.2 This document addresses issues related only to 'readiness to start production'. In instances where a Supplier is responsible for design and analysis tasks, additional design reviews shall be required. [REDACTED]

## 3.0 APPLICABLE DOCUMENTS

This document is subject to the requirements of the following subcontract documents in descending order of precedence.

- 3.1 [REDACTED]
- 3.2 [REDACTED]
- 3.3 [REDACTED]
- 3.4 [REDACTED]
- 3.5 [REDACTED]

## 4.0 GENERAL

4.1 A production readiness review is required when any of the following conditions exist.

4.1.1 Customer/Contractual Requirement

4.1.2 New Program

4.1.3 New Design: including the case where the original design has been modified significantly to meet new requirements. Significant modifications may be interpreted as [REDACTED]

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4.1.4 New Supplier: the Supplier has not previously fabricated the design or product; the Supplier has changed production process or has newer facilities.

4.1.5 History of problems with a Supplier or a component, i.e., most recent experience shows [REDACTED]

## 5.0 PRR PROCESS, REQUIREMENTS AND RESPONSIBILITIES

### 5.1 GENERAL

5.1.1 [REDACTED] PRR is a formalized process of review and critique conducted jointly by the Customer and the Supplier to assess the overall production readiness of deliverable components, structures, or other equipment per the subcontract document (contract end items) prior to starting the production operations. The objective is [REDACTED]

5.1.2 The review shall be conducted on-site at the Suppliers facility jointly by the Customer Team and a Supplier Team assembled per paragraph 5.2. The End-User may also be present at the PRR Proceedings. At least 10 days in advance of the PRR proceedings, both teams shall [REDACTED]

[REDACTED] Any action items resulting from the review shall be discussed and assigned per paragraph 6.2.

### 5.2 PRR TEAMS

The Customer Team shall consist of [REDACTED]

[REDACTED] Management representatives shall include [REDACTED]

[REDACTED] Additional support may be obtained from [REDACTED]

5.2.1 It will be the responsibility of the Subcontract representative to [REDACTED]

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5.2.2 Similar to the Customer Team, the Supplier Team shall [REDACTED]

**5.3 PRR DATA PACKAGE**

5.3.1 The data package shall include [REDACTED]

5.3.2 It is the responsibility of the respective team leader(s) to [REDACTED]

5.3.2.1 Engineering Drawings and Statement of Work

- \* (a) [REDACTED]
- \* (b) [REDACTED]
- \* (c) [REDACTED]

These would be supplied by the Customer in almost all instances.

**5.3.3 PRODUCTION**

5.3.3.1 The following documentation is to be provided by the Supplier:

- \* (a) [REDACTED]
- \* (b) [REDACTED]
- \* (c) [REDACTED]
- \* (d) [REDACTED]
- \* (e) [REDACTED]
- \* (f) [REDACTED]
- \* (g) [REDACTED]
- \* (h) [REDACTED]
- \* (i) [REDACTED]
- \* (j) [REDACTED]
- \* (k) [REDACTED]
- \* (l) [REDACTED]
- \* (m) [REDACTED]

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\*(n) [REDACTED]

\*(o) [REDACTED]

5.3.4 Materials Procurement and Subtier Suppliers:

5.3.4.1 The following documentation shall be provided by the Supplier:

\*(a) [REDACTED]

\*(b) [REDACTED]

\*(c) [REDACTED]

5.3.5 Program Management

5.3.5.1 The following documentation shall be provided by Supplier:

\*(a) [REDACTED]

\*(b) [REDACTED]

(c) [REDACTED]

(d) [REDACTED]

(e) [REDACTED]

5.3.6 PRR Proceedings Agenda

**5.4 PRR SCHEDULE**

5.4.1 The date of the PRR proceedings shall be set at the time of contract award, if possible, but no later than [REDACTED]

[REDACTED]

5.4.2 A complete data package shall be provided to each of the participants on the two teams at least 10 days prior to the actual PRR proceedings.

**5.5 PRR AGENDA AND PROCEDURES**

5.5.1 The agenda for the PRR Proceedings shall, in general, follow the items listed in para. 5.3 and shall be finalized by the two team leaders. Additional related topics, such as [REDACTED] may be included for review as deemed appropriate.

5.5.2 The PRR proceedings shall be held on-site at the Supplier facility and the Supplier's Team leader, usually the Program Manager, shall act as the Proceedings Chairman. The agenda shall include [REDACTED]

[REDACTED]

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[REDACTED]

5.5.3 It is the responsibility of the respective team leaders to [REDACTED]

**6.0 POST-PRR EVALUATION AND ACTION ITEMS FOLLOW-UP**

**6.1 CUSTOMER FEEDBACK AND READINESS RATING**

6.1.1 Following the PRR proceeding, the Customer Team shall provide a formal feedback to the Supplier and highlight any specific concerns. An overall readiness rating shall be assigned from the following three categories:

> SATISFACTORY

[REDACTED]

> CONDITIONAL

[REDACTED]

> UNSATISFACTORY.

[REDACTED]

**6.2 ACTION ITEMS**

6.2.1 All action items generated through the PRR proceedings and the feedback briefings to the Supplier management shall be documented. Individuals responsible for generating the response and due dates shall be identified. Respective team leaders are responsible for

[REDACTED]

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**Attachment 1**  
**ACTION ITEM**

Date:	Action Item Number:	
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		
[REDACTED]	[REDACTED]	
	[REDACTED]	

[REDACTED]

[REDACTED]

[REDACTED]