



Langley Research Center Safety Alert

National Aeronautics and
Space Administration

SA-04-97

Date: June 11, 1997

TO: All LaRC Employees

FROM: 429/Head, Office of Safety and Facility Assurance, OSEMA
421/Head, Office of Mission Assurance, OSEMA

SUBJECT: Receipt Inspection for Mechanical Parts

This is a reminder to all employees about the requirement to have Mechanical Parts tested by the Receipt Inspection Quality Assurance Laboratory (RIQAL). Subsequent to the last Safety Alert issued in March, there has been a modest increase in the number of tests performed. However, numerous Mechanical Parts continue to be purchased and installed in facilities without this required testing.

NASA Management Instruction (NMI) 5320.7 "Basic Policy for Mechanical Parts Control" established the basic policy for controlling the selection, acquisition, testing, and traceability of all mechanical parts. Mechanical Parts are described as, "Parts acquired as vendor-supplied items, normally used in the assembly of systems and/or subsystems instead of being maintained as end items. The parts are normally manufactured by production processes from a variety of materials, in lots much larger than single units. The function of the parts are generally to enable or enhance the assembly or the operation of the systems or subsystems. As a minimum, the following part types are considered under the provisions of this Instruction:

Bearings	Studs	Threaded Fastening Devices:
Washers	Pins	- Screws
Rivets	Valves (unpowered)	- Bolts
Rings, Shims, and Spacers	Springs:	- Nuts, etc.
	- Coil	
	- Flat	

When Mechanical Parts are received through Purchase Requests (PR s) or Credit Cards it is the responsibility of the requester to contact the RIQAL for receipt inspection. There is no charge for the receipt inspection which is accomplished in 2 or 3 days. A quicker turn around may be achieved upon request.

Failure to perform testing is a violation of LaRC Safety Policy and appropriate action will be pursued. Periodic audits will be performed to monitor compliance to this policy. If you receive a Mechanical Part, through a PR or Credit Card order, you are requested to contact Dave Rabon, RIQAL Manager (46890) or Art Hayhurst, RIQAL Point of Contact (43352).

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**THIS NOTICE TO BE POSTED ON FACILITY BULLETIN BOARDS FOR
A MINIMUM OF 30 DAYS**