

## INSTRUCTION GUIDE FOR NCAMP FORM 168-1 INSPECTION VERIFICATION RECORD

### PURPOSE

This form should be completed and signed by the company or laboratory performing the tasks (e.g. panel fabrication and specimen fabrication) and an NCAMP AIR under the following circumstances:

1. Inspection and inspection verification on test panels created for a material qualification and/or equivalency program utilizing a material which could be used on an aircraft. The company (typically an aerospace company fabricating test panels) will state that the test panels have been fabricated in accordance with applicable requirements of test plan and material & process specifications. The NCAMP AIR will conduct inspection verification in accordance with the instructions that accompany NCAMP Form 168-10 Request for Inspection Verification. The company and/or NCAMP AIR will document the deviations, if any, in NCAMP Form 168-1. The NCAMP AIR will sign and return NCAMP Form 168-1 to NCAMP.
2. Inspection and inspection verification on test specimens (including fastener torque verification when necessary) for a material qualification and/or equivalency which could be utilized on an aircraft. The laboratory will state that the test specimens are in accordance with applicable requirements of test plans. The NCAMP AIR will conduct inspection verification in accordance with the instructions that accompany NCAMP Form 168-10 Request for Inspection Verification. The company and/or NCAMP AIR will document the deviations, if any, in NCAMP Form 168-1. The NCAMP AIR will sign and return NCAMP Form 168-1 to NCAMP.

If certain inspection tasks have been performed by qualified personnel and records of the inspection are available for verification, the AIR may elect to perform verification on the inspection record and need not repeat the entire inspection tasks again, at the sole discretion of the AIR.

### INSTRUCTIONS

1. List the NCAMP assigned project number along with date of the Request for Inspection Verification, as applicable.
2. List the company or test laboratory performing the tasks.
3. List the date the inspection began.
4. List the date the inspection ended.
5. Assign consecutive numbers for each item inspected.
6. List the technical name i.e., test panel name, test specimen number, etc..
7. List the name or description of the test plan, material and process specifications, and corresponding table reference and test standard.
8. List the revision level and date of the test plan or specification described in Block 8.
9. List the number of items that were determined satisfactory or unsatisfactory. Do not record individual characteristics. **NOTE:** (An item is a single article or unit containing one or more dimensional characteristics or features.)

10. Enter comments in this block that will support any information given in Blocks 8 through 12. i.e., unsatisfactory conditions, corrective actions taken, reference to other item numbers listed, specimen name, type of inspection accomplished, comments, etc...

**NOTE:** Unsatisfactory conditions are corrected in one of two ways:

**Method 1:** If action is presented to correct or justify an unsatisfactory condition, the action will be documented in the record as a signature of an Authorized Engineering Representative (after consultation with participating MAB members, if needed). Typically this action will be to use the item as-is or after satisfactory rework. NCAMP keeps an electronic copy of the form for its record and it is included in the NCAMP final report.

**Method 2:** If the items are not capable of being used as-is, the items deemed unsatisfactory will not be tested and if possible, reworked or new specimens will be used in their place after inspection.