

UNCLASSIFIED

**DOC-001, Rev -**Written by: Emma Ployee  
Reviewed by: R. Stamp**Inspect Incoming Parts**Applies to Incoming Parts to produce Inspected Parts  
3 named resources are identified to perform this process

# Inspect Incoming Parts

## DOC-001 Revision -

Written by:  
Emma PloyeeReviewed by:  
R. Stamp

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|  |  |
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NO-AI: This certifies that this document has been created without the use of generative Artificial Intelligence (AI). This statement removes any doubt: this process was written by a human. All sections and steps in this process are the original thoughts of a team of humans, including the Author and Reviewer named in the signature block above.

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**Revision Table for DOC-001 "Inspect Incoming Parts"**

| Rev                | Description of Change              |
|--------------------|------------------------------------|
| <b>(current) -</b> | <b><i>First formal release</i></b> |

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**Requirements Table for DOC-001 "Inspect Incoming Parts"**

Successful execution of this procedure produces evidence of verification for the requirements listed in the table below. Therefore, this procedure's execution is particularly important for us to achieve our goal. When you see procedure call-outs in this style of box, that step is what produces this critical evidence. Take the time to understand how these requirements will be verified prior to starting this procedure, and consult this procedure's author (Emma Ployee) if necessary.

| RID  | Text of Requirement               | Verif. Method | Step     |
|------|-----------------------------------|---------------|----------|
| R001 | The cube shall have beveled edges | Inspection    | Step 1.2 |

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**DOC-001, Rev - "Inspect Incoming Parts"**

- [Section 1](#): Hello World! This will render as the text for Section 1.
  - [Step 1.1](#): Hello World! This will render as the text for Step 1.1.
  - [Step 1.2](#): Since this step follows, it will be Step 1.2
- [Section 2](#): Tables!
  - [Step 2.1](#): Embedded CSV data in the EBML file
  - [Step 2.2](#): External CSV files can be imported as tables
- [Section 3](#): Clean up
  - [Step 3.1](#): Document everything we just did
  - [Step 3.2](#): Notify the team

**⚠ Electrostatic Discharge (ESD) Risk: Observe precautions for handling electrostatic sensitive devices.**

**⚠ This procedure is executed on flight hardware in a cleanroom environment. All factory cleanroom policies apply, including 'top-down' application of head and body garments to maintain the certified cleanliness levels of the work area(s). All personnel intending to touch flight hardware must wear gloves.**

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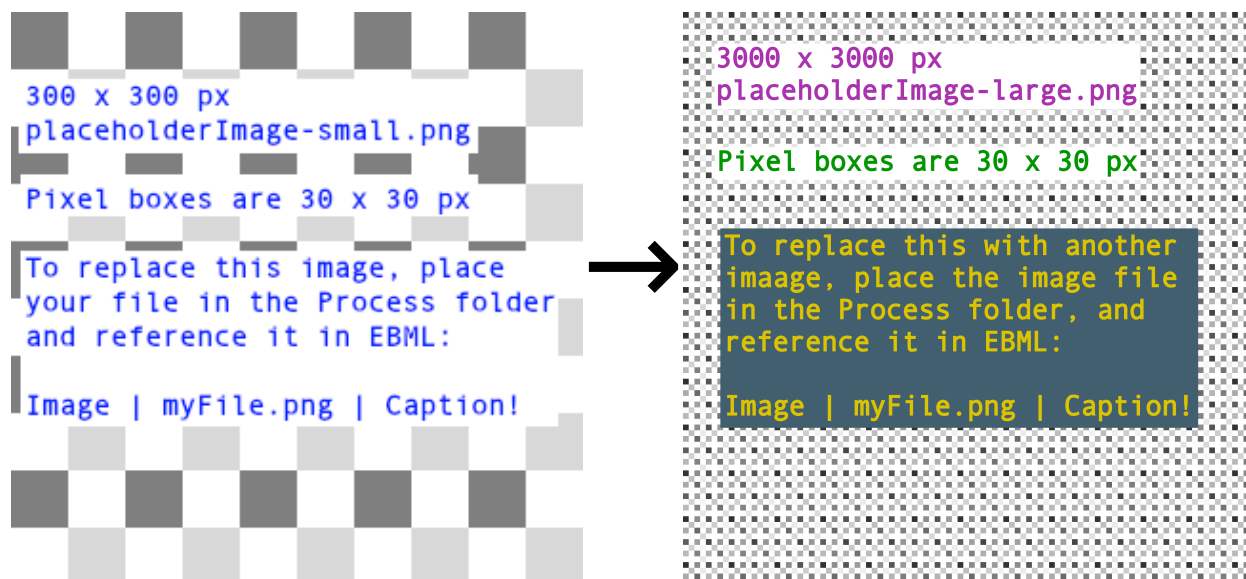
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**This process has 2 stated objectives:**

1. Have clean hands (Step 3.1)
2. Keep a complete log in the lab of all activities, including this one (Step 3.1)

**This process has 3 *Out Of Scope* declarations:**

- ⊕ This process uses only one computer to perform these tasks. For parallel quantum computing, see the other department's procedure. (Step 1.2)
- ⊕ Do not perform additional testing to verify the requirement above. Inspection of the results is the only thing we're being paid for here, per contract clause 18.9.3.4(a).10.XV(g). Violators must pray to the charge number gods to receive an overhead number when re-submitting your timesheet in triplicate! OBEY! (Step 1.2)
- ⊕ This procedure does not do all of your company emailing for you. It only instructs you to send this one email. (Step 3.2)

**"Inspect Incoming Parts" applies to *Incoming Parts* to produce *Inspected Parts*****3 named resources are identified to perform this process:****Step 1.1**

Screwdriver, Phillips  
Head #2

**Step 1.1**

Laptop with WiFi  
disabled in BIOS by  
Security Team

**Step 1.2**

Computer

**Equipment Calibration Status**

| Equipment                     | Model Number | Serial | Last Cal Date | Valid Until |
|-------------------------------|--------------|--------|---------------|-------------|
| Screwdriver, Phillips Head #2 |              |        |               |             |

If any equipment is within 30 days of needing recalibration, notify your QA rep.

**Today's Date:**

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**Log of Non-Conformances during this execution:**

| Time | Step | Record | Brief Summary of Observation(s) that Deviated from Documented Expectations |
|------|------|--------|----------------------------------------------------------------------------|
|      |      |        |                                                                            |
|      |      |        |                                                                            |
|      |      |        |                                                                            |
|      |      |        |                                                                            |
|      |      |        |                                                                            |

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## Section 1: Hello World! This will render as the text for Section 1.

### ☐ Step 1.1: Hello World! This will render as the text for Step 1.1.

2 named resources are identified to perform this step:

Screwdriver, Phillips  
Head #2

Laptop with WiFi  
disabled in BIOS by  
Security Team

**⚠ You should replace these placeholders with process information!**



| Action to perform   | Expected                 | Result | Done                     | TPV                      |
|---------------------|--------------------------|--------|--------------------------|--------------------------|
| Do this             | Expect this              |        | <input type="checkbox"/> | <input type="checkbox"/> |
| Do this other thing | Expect this other result |        | <input type="checkbox"/> | N/A                      |



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☐ **Step 1.2: Since this step follows, it will be Step 1.2**

**1 named resources are identified to perform this step:**

**Computer**

**⚠ Out-of-Scope Caution:** This process uses only one computer to perform these tasks. For parallel quantum computing, see the other department's procedure.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur sagittis tellus id arcu molestie mollis. Sed pretium aliquam odio, sed sagittis velit hendrerit ut. Donec vel feugiat nulla, ut laoreet lectus. In lobortis, libero a maximus venenatis, libero neque rutrum nisl, nec consequat arcu enim in dui. Cras tortor sapien, aliquet eu metus in, mattis consectetur magna. Praesent at congue mauris. Donec aliquam nisi in ex efficitur, et varius urna suscipit. Donec quis leo odio. Pellentesque sit amet ex at lorem sagittis posuere.

| Action to perform                            | Expected                | Result | Done                     | TPV |
|----------------------------------------------|-------------------------|--------|--------------------------|-----|
| Use the computer to issue the commands below | The cube now has bevels |        | <input type="checkbox"/> | N/A |

```
> cd /etc
> ./cubestuff --bevel cube.stp
```

This step produces the evidence of verification for this requirement:

**R001: "The cube shall have beveled edges" (Verify by Inspection)**

Please ensure the evidence produced passes the requirement before proceeding. This might require consulting this procedure's author, Emma Ployee.

**⚠ Out-of-Scope Caution:** Do not perform additional testing to verify the requirement above. Inspection of the results is the only thing we're being paid for here, per contract clause 18.9.3.4(a).10.XV(g). Violators must pray to the charge number gods to receive an overhead number when re-submitting your timesheet in triplicate! OBEY!

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3000 x 3000 px  
placeholderImage-large.png

Pixel boxes are 30 x 30 px

To replace this with another  
image, place the image file  
in the Process folder, and  
reference it in EBML:

Image | myFile.png | Caption!

*This is what it should look like at the end of this step*

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## Section 2: Tables!

☐ **Step 2.1: Embedded CSV data in the EBML file**

*This is the table caption*

| Header Column 1  | Header Column 2  |
|------------------|------------------|
| Data Row 1 Col 1 | Data Row 1 Col 2 |
| Data Row 2 Col 1 | Data Row 1 Col 2 |

☐ **Step 2.2: External CSV files can be imported as tables**

The "CSV File" line below is commented out in the EBML file, because it's referencing a CSV file that (presumably) doesn't exist.



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## Section 3: Clean up

### ☐ Step 3.1: Document everything we just did

| Action to perform | Expected                                                                      | Result | Done                     | TPV |
|-------------------|-------------------------------------------------------------------------------|--------|--------------------------|-----|
| Sign the log      | Log is signed, with additional room for more signatures from future operators |        | <input type="checkbox"/> | N/A |
| Wash your hands   | TPV                                                                           |        | <input type="checkbox"/> | N/A |

★**Objective Achieved:** Have clean hands

★**Objective Achieved:** Keep a complete log in the lab of all activities, including this one

### ☐ Step 3.2: Notify the team

| Action to perform                                            | Expected                       | Result | Done                     | TPV |
|--------------------------------------------------------------|--------------------------------|--------|--------------------------|-----|
| Email distribution@company.com with subject "PROCEDURE DONE" | Email goes from Outbox to Sent |        | <input type="checkbox"/> | N/A |
| Do the workflow thing in Slack or whatever                   | Slack gives confirmation       |        | <input type="checkbox"/> | N/A |

⚠ **Out-of-Scope Caution:** This procedure does not do all of your company emailing for you. It only instructs you to send this one email.