

SUPPLIER COMMERCIAL DRAWING CHECKLIST

No.	QUESTION	YES	NO	N/A
G1	Does the commercial drawing(s) contain a sectional assembly showing the following information and data per procurement Appendix D, Para IV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G2	A list of material giving the following for each item:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• The name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Material specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G3	Overall dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4	Size and location of pipe and electrical connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G5	Wiring diagrams, voltage, & Frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G6	Sufficient detail of valve hand wheels, ends, stems and stem nuts to enable NNS to fit label plates under the stem nuts or to fit extension stems or other remote operating gear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G7	Overall dimensions given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G8	Dimensions located outside of figure, where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G9	Dimension lines end in arrows at related extension lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G10	Words properly spelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G11	Title block, revision block, reference drawing block, and other required block data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PURCHASE ORDER COMPLIANCE				
P1	Review drawing(s) for compliance with any specific requirements referenced in the material number ordering data of the Purchase Order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete and comprehensive general notes for information such as the following:				
N1	Note addressing Shock and/or Vibration approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N2	If welding or brazing is performed in the manufacturing of the item, has the following been included in the notes or on the drawing addressing welding/brazing:			
	a. Fabrication document and revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. A note stating that all welding on this item is in accordance with the listed fabrication document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Contractor's and sub-contractor's procedure number and revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Approval for the welding or brazing procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Welding/Brazing/NDT markings/notes indicated on the drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N3	Material identification listed (e.g.; Level 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N4	Cleaning requirements listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N5	Notes for special fabrication are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N6	Provision of safety precautions and notes (relief valve, pressure switch, temperature switch, interlocks, locking device, fuse, overload trip, speed governor, thermal overloads, etc.) When specified in the PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N7	Rating and/or setting of safety device is included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N8	Provision of safety precautions and notes are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N9	Provisions of warning plate When specified in the PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N10	Provision of hand rails, grab rods, etc. When specified in the PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N11	Notes addressing order of operation are included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N12	Model number is noted on the drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist was developed to help NNS suppliers achieve FTQ software submittals. It's not the intention of this checklist to be all inclusive, and you need to ensure all invoked P.O. requirements and specifications are met. The checklist is a list of frequently missed items by suppliers, and this is our attempt to identify these items to eliminate the costly rework and delays. We suggest you incorporate this checklist with your internal processes to be more efficient