

## **REPORTS**

DD Form 1714, Product Verification Record

- I. PURPOSE AND SCOPE.** This Subsection details the procedure for using the Product Verification Record (DD Form 1714) as a record of product examination and comparability determination of subsistence items. It is applicable to veterinary/medical food quality assurance personnel performing verification inspections, audit inspections and special uses for field applications, when no other record/report is specified.
- II. ASSESSING DEFECTS.**
- A.** Quality Assurance Provisions (QAP) of a contract are usually contained in Section 4 of the product specification. QAPs contain tabulations of defects for various required examinations. These defects are classified Critical, Major, Minor, or grouped without a specific class title and have an Acceptable Quality Level (AQL) assigned to each class within each table.
- B.** Defects which are health hazards, or which are otherwise so critical that a single occurrence is set forth in the QAPs as cause for rejection of the lot, shall be reported expeditiously to personnel performing the contract quality assurance function (DLA Troop Support-FTW, DLA Troop Support-FT/FTSA, DLA Troop Support-LQ or DLA Troop Support Pacific as directed by Subsections 209.1 and 209.3. \*
- C.** Discovery of a serious defect which is prohibited or restricted by the requirements for the product or the packaging, packing, labeling, or marking, but to which no AQL has been assigned or no acceptance criteria listed in the QAPs, shall be reported without delay to the appropriate personnel performing the contract quality assurance function with a request for guidance. "Presence of foreign material" is an example of such a defect. The personnel performing the contract quality assurance function shall inform DLA Troop Support-FTW/FTSA of the defect lacking acceptance criteria so action can be taken to correct the situation.<sup>1</sup>

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<sup>1</sup> This Subsection supersedes Subsection 213.1, May 2010

\* Denotes Changes

**D.** QAPs normally are specific as to how defects are to be scored. In some instances, only one defect is scored for a sample unit if the unit exhibits one or more instances of a prohibited condition, e.g., tear, hole, or opening in bag causing contents to sift out. A sample unit (bag) with one hole or ten holes has only one defect scored for that unit. In other instances, a defect cannot be scored for a sample unit unless the sample unit exhibits more than one instance of a prohibited condition, e.g., less than five pieces retained on 1/4 inch sieve.

**E.** If QAPs are not specific as to how defects are to be scored, the following applies:

- 1) Score each defect of the same type once for each occurrence if the defects are unquestionably independent, i.e., each defect is obviously attributable to a different cause or operation. To illustrate, if a piece of meat has three discolorations, one due to an unsmoked or uncured area, a second due to a putrid or bruised area, and the third due to a dirty or grease-streaked area, score one defect for each discoloration. An obvious example of independently caused defects is a can having a side seam dent and nomenclature omitted from the labeling information.
- 2) If two types of defects are detected in the unit and one defect is unquestionably caused by the other only the more significant defect shall be scored. For example, a shipping container packed with too many units (one type of defect) which causes the container to bulge (another type of defect), is scored with only one defect, improper number of units.
- 3) In instances of uncertainty regarding independent causes of defects of the same type and instances when it is known that more than one defect of the same type is attributable to the same cause or operation, score the defects as only one defect. For example, two major dent defects may be caused by the same circumstances or each may have occurred independently. If it is not known for certain which was the case, only one defect should be scored. An example of known dependence of defects is found in the presence of black seed in sliced bacon. One such seed may extend one inch on a bacon slab and may be evident on every slice in a pound package, however, only one defect shall be scored.

### **III. RECORDING EXAMINATION RESULTS BASED ON UNIT PROPERTIES.**

**A.** AQL expressed in Defects Per Hundred Units (DRUs).

- 1) Acceptability of an inspection lot is based on the number of defects found when AQLs are expressed in DHUs. It is important that all defects be counted and recorded during the examination. Each defect found shall receive a tally mark (e.g., Defect 204 "1").
- 2) Upon completion of the examination, count the number of defects found for each class (indicated by the tally marks, e.g., "1") to determine the acceptability of the lot for each class.

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**B. AQLs expressed in Percent Defective.**

Since the acceptability of the lot is based on the number of defective units found for each class when AQLs are expressed in Percent Defective, a defective unit must be counted only once for each class of defects found. To assist the Quality Assurance Representative (QAR) in counting the actual number of units which are defective, the following procedures shall be adopted:

- a) When AQLs are expressed separately for each class of defects (that is, when there are separate AQLs for Major, Minors, or Major As and Major Bs), the first defect of each class should receive a tally mark (e.g., Minors 204-"1"); thereafter, defects of the same class in the same unit should receive a tally "0" to indicate that they are not to be included in the final summations (e.g., Minors 204-"1", "0"; 205-"0").
- b) When AQLs are expressed in terms of one class of defects, only one defect, the one which is most significant, shall be tallied as a "1" for any given unit.

- 2) Upon completion of the examination, only defects indicated by "1" are to be counted in determining acceptability of the lot for each class.

**IV. RECORDING EXAMINATION RESULTS BASED ON AN AVERAGE PROPERTY.**

Results of an examination, based on an average property, are to be recorded on the face side of the Product Verification Record form, if space is available, otherwise use the reverse side. The QAR shall list both the sample average and the individual determination numerical results on the face side of the record form.

**V. PREPARATION OF DD FORM 1714, PRODUCT VERIFICATION RECORD.**

**A.** The entries for blocks 1 through 24 may be made according to the availability of the requisite information, before, during, or after the product examinations are performed. The entries for Block 25, Results, should be made during the actual examination. A worksheet may be used during the actual examinations and the report prepared in final form after completion of the inspection. DD Forms 1714 shall be numbered consecutively for each verification within a contract, e.g., 1/Final; 1, 2, 3/Final. The number shall be entered next to Product Verification Record, on top of form.

**B. Instructions.**

- 1) Contract Number. Entry of "DLA" is unnecessary since DLA Troop Support contracts are DLA contracts. If only one contract is applicable, enter the entire number followed by the respective contract line item number(s) separated by hyphens. No item number needs to be entered if the contract is for only one item. If more than one contract is applicable to the inspection lot and all are from the same acquisition office, enter as much of the contract number as is common to all applicable contracts, and enter "See Block 28". In Block 28, enter the remainder of each applicable contract number. Contract number composition, using SPO300-00-D-Z104 as an example is:

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CONTRACTING	LAST 2 DIGITS OF	TYPE OF PURCHASE	
CONTRACT SERIAL			
<u>OFFICE 1/</u>	<u>FISCAL YEAR</u>	<u>INSTRUMENT 2/</u>	<u>LETTERS AND</u>
<u>NUMBERS</u>			

300	08	D	Z104
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<u>1/ CONTRACTING OFFICE</u>	<u>CONTRACTING OFFICE SYMBOL</u>	
DLA Troop Support, Philadelphia, PA	300	
DLA Troop Support (Pacific)	302	*
DLA Troop Support (Europe & Africa))	303	*

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2/ Type of Purchase Instrument:

- A and L: Agreements, e.g., blanket purchase agreement, except L used only for lease agreements.
- B: Invitation for Bid.
- C, D or S: Contracts. D used only for indefinite delivery type contracts.  
S used only for sales contracts.
- F: Delivery orders placed with other Government agencies against contracts placed by such agencies (e.g., blind-made supplies).
- M or W, and P or V: Purchase orders, manual (M/W) and automated (P/V).
- N: Notice of intent to purchase.
- Q, T or U: Request for quotation, manual (Q) and automated (T/U).
- R: Request for proposal.

- 2) Lot Number. Enter inspection lot code. Each lot code must be different from every other lot code/number used by the contractor for the item during the year. When the Julian Date is used and two shifts' productions on the same day are formed respectively into two inspection lots, letter or number suffixes shall be used for differentiation. When a multi-category item (Beef, Fabricated; Veal, Fabricated; etc.) is tendered for inspection, the multi-category lot number is entered in Block 2 and the subplot of the category is entered after the category description for the applicable contract in Block 25B, space permitting, or in Block 28. If the subplot completes the category for the contract, enter a solid slanted line and the letter "F" or the word "Final" following the subplot number.
- 3) Date of Verification. Enter the date of inspection (date, first three letters of the month, and year).
- 4) Prime Contractor. Enter name, city, state (two letter abbreviation) and zip code of prime contractor or assembler. For audit inspections, include the establishment number.
- 5) Lot Size. Enter lot size expressed in all applicable terms, e.g., 64 plts (pallets); 36,684 mls (meals); 3,072 cs (cases). For multi-category items, enter "See Block 25B or 28" in addition to the overall item lot size in all applicable terms. In Block 25B or 28, enter the category description followed by the size of the lot of the category expressed in applicable terms. If more than one contract is applicable, make category entries opposite the contracts to which they apply with the lot size corresponding to the amount of the category applicable to the respective
- 6) Verification of. For operational ration assembly points, enter an "x" in the box before "Contractor" for all verifications except lot-lot comparability determinations when a contractor disputes a routine verification indicating nonconformance and non-comparability. The "QCR" block is checked when such lot-lot determinations are made because these lot-lot determinations are verifications of the QAR's findings, not the contractor's findings.

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- 7) Plant Location. Enter the plant name, city, two letter abbreviations for the state, and the zip code, if any of these items differ from the prime contractor listed. If no difference exists, enter "Same".
- 8) Drawn From. Enter as "x" in the box before the appropriate identification.
- 9) Defects Based On. Enter an "x" in the box before the appropriate identification. If both bases apply, enter "x" in both boxes and indicate in Block 25B or 28 which table(s) applies to DHU or Percentage Defective.
- 10) Item Description. Enter end item nomenclature, including type, class, etc., and the National Stock Number associated with the item nomenclature in the contract.
- 11) Type of Verification. For audit inspections, enter audit site, city and state. For verification inspections, enter appropriate identification as follows:
  - a) 1A for type A, lot 1 of 3 lots.
  - b) 2A for type A, lot 2 of 3 lots.
  - c) 3A for type A, lot 3 of 3 lots.
  - d) B-1.
  - e) B-2.

Follow such with "LL" when reporting a lot-lot comparability determination. If certain tables or paragraph examinations are on a type of verification different from the rest, add a parenthetical entry of the excepted table or paragraph numbers and the type of verification, e.g., B2 (II, 4.2.4.1; B1).

- 12) Result of Verification. Enter "x" in "Comparable" box if all examination results are comparable on initial or authorized subsequent verification results. Enter "x" in "Non-Comparable" box if any examination results are non-comparable on initial verification or if all examination results are non-comparable on authorized subsequent verification. Enter "x" in "Comparable" box and place the word "doubtful" after it when the number of defects is equal to or greater than the Upper Warning Limit and equal to or less than the Upper Control Limit, or the number of defects is less than the Lower Warning Limit. Enter "x" in both boxes if one or more, but not all, examination results on authorized subsequent verification are non-comparable.
- 13) Specification Number and Date. The first entry shall be for the item described in Block 10. For amended specification, enter the specification number followed immediately by parentheses enclosing the amendment number, and the date of the amendment. Specification dates are not entered for specifications that are amended. Enter the corresponding information for the applicable packaging, labeling, packing, palletizing, and unit load specifications. Documents, other than the end item product specifications should be preceded by asterisks to help facilitate subsequent references. The end item product specification must be listed on each sheet of a multi-sheet verification record. Only such other examination documents need to be listed on subsequent sheets, which cannot be

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completely accommodated on previous sheets regarding applicable sampling plan data for Block 16.

- 14) Number of Lots Verified to Date.** Leave blank.
- 15) Disposition.** Enter an "x" in the appropriate box.
- 16) Examination.** Enter the proper number of asterisks, as applicable, to identify the examination performed with the appropriate examination document; the examination, table or paragraph number; an abbreviation of the key word(s) of the title of the examination if needed for clarity, and an abbreviation of the sample unit if needed for clarity.
- 17) Insp. Level.** Enter the inspection level designated for the examination.
- 18) AQL.** Enter the AQL or SQL for the respective class of defects.
- 19) Class of Defect.** Enter the respective defect classification (e.g., Critical, Major A, Minor, Total, Unclas if not classified, etc.) in the left portion of the column for all types of verification examinations. For comparability determinations, including lot-lot comparability involving skip-lot procedures only, enter "CPA" (abbreviation for Contractor's Process Average) in the lower right corner of the column heading. Enter the CPA value, calculated for each respective class of defects in the right portion of the column beneath the box-head entry.
- 20) CONTP.** Enter "N" or "T" for contractor employed normal or lightened severity of examination, respectively.
- a) **CONTR.** enter "N" or "T" for contractor employed normal or tightened severity of examination, as applicable.
  - b) **OCR.** Enter "N", "T", or "R" for QAR normal, tightened, or reduced severity of verification inspection, as applicable.
  - c) If different levels of inspection severity are being used within a contract, they should be so indicated by "T" or "N" in Block 20.A or "T", "N", or "R" in Block 23.A corresponding to the appropriate Table of Examination.
  - d) **A.-Sample Size.** Sample sizes are extracted from MIL-STD-105 based on entries in blocks 5, 17, 18 and 20.

VERIFICATION TYPE

ENTRY

In-process examination of ingredients (regardless of type below)

The sum of all batch sample sizes shall be entered as the sample size of the end item lot. Each batch shall be sampled in accordance with the sampling plan criteria listed for the in-process examination.

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VERIFICATION TYPE

ENTRY

1A, Lot 1 of 3

Number of sample units reported by contractor for lot presented.

2A, Lot 2 of 3

In left portion of column A, enter the number of sample units reported by contractor for lot presented. In right portion of column A, enter cumulative number of sample units for current lot and previous lot reported by contractor.

3A, Lot 3 of 3

In left portion of column A, enter the number of sample units reported by contractor for lot presented. In right portion of column A, enter cumulative number of sample units for current lot and previous two lots reported by contractor.

B-1

In left portion of column A, enter the number of sample units reported by contractor for lot presented. In right portion of column A, enter cumulative number of sample units if lot being verified is second of two lots reported since last verification.

B-2

In left portion of column A, enter the number of sample units reported by contractor for lot presented. In right portion of column A, enter cumulative number of sample units if lot being verified is second, third, or fourth of four lots reported since last verification.

VERIFICATION TYPE

ENTRY

Lot-Lot Comparability

Number of sample units examined by QAR in initial verification of lot in question when a second verification is authorized by the Contracting Officer, or, number of sample units reported by contractor for nonconforming lot presented for Contracting Officer approved verification.



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e) No. of Defects.

- (1) For net weight determinations (see Subsection 218.7), enter the sum of contractor's marked weights for the sample.
- (2) For fat content examination of Diced Beef, enter the value of the contractor's result of the determination on the composite sample.
- (3) For attribute (unit) determinations, proceed with Entries as listed below, based on "DHU". When "%" defective is basis of examination, read "Defective Units" for word "Defects" of contractor reported nonconforming lot.

VERIFICATION TYPE

ENTRY

1A, Lot 1 of 3

Sum of number of defects reported by contractor as found in the sample units entered in Block 20A.

2A, Lot 2 of 3;  
 3A, Lot 3 of 3;  
 B-1, B-2

In left portion of column B, enter the sum of number of defects reported by contractor for sample size in column 20A, corresponding entry. In right portion of column B, enter cumulative number of defects reported for the corresponding cumulative sample size in column 20A.

Lot-Lot Comparability

Sum of the number of defects reported by QAR as found in the sample units entered in 20A for a previous verification; or, sum of the number of defects reported by contractor as found in the sample units entered in 20A.

VERIFICATION TYPE

ENTRY

In-process examination of ingredients

Sum of the number of defects reported by contractor as found in the sample entered in 20A.

**21) Acceptance Number.**

- a) For variables (average) packing net weight determinations when shortages exist (actual minus marked differences are negative), enter the numerically greatest negative value difference, otherwise enter a dash.
- b) For attributes, other than in-process examination, enter in the left portion of the column the ANSI/ASQC Z1.4 acceptance number associated with the involved single lot sample size (Block 20A); inspection severity (Block 20, "Contr.") (except in case of lot-lot comparability determination (Block 20,

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"QCR" is used)), and AQL (Block 18). Enter in the right portion of the column the ANSI/ASQC Z1.4 acceptance number associated with the involved single lot sample size (Block 23A); inspection severity (Block 20, "QCR"), and AQL (Block 18). When both entries are the same, the value need be entered only once.

- c) For attributes in-process examination, enter "See Block 25" and in block referenced, space permitting (otherwise enter "See Block 28"), enter a statement indicating the number of units examined per batch or subplot, the number of batches/sublots comprising the end item lot, the number of batches rejected, and the disposition of the rejected batches.

**22) Rejection Number.**

- a) For net weight determinations when shortages exist (actual minus marked differences are negative), enter the numerically greatest positive value difference, or numerically least negative value if there are no positive values. Enter a dash when no shortage exists.
- b) For attributes, enter the MIL-STD-105 rejection numbers accompanying the corresponding entries of column 21, except for in-process exam, entry of column 21 is extended to include column 22.

**23) Verification Sample.**

- a) A. Sample Size. End item sample sizes are for the involved single lot and are extracted from MIL-STD-105 based on entries of Blocks 5, 17, 18 and the severity of inspection indicated in Block 20 by the QAR's history record of his/her own findings. For in-process examination of ingredients, enter the sum of all batch sample sizes. Each batch shall be sampled in accordance with the sampling plan criteria listed for the in-process examination.
- b) B. No. of Defects.

(1) For net weight determinations, enter sum of QAR determined actual net weights for the sample.

(2) For fat content examination of Diced Beef, enter the value of the QAR's result of the determination on the composite sample.

(3) For attributes (units) determinations, enter the number of defects or defective units (according to basis of examination) found by the QAR in the sample size entered in Block 23.A.

(4) For attributes in-process exam of ingredients, enter the sum of the number of defects found in all batch sample sizes verified.

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**24) Action Number.**

- a) For variables (average), enter "C" if QAR's results for marked packed average net weight conforms to the actual packed average net weight, or for Diced Beef Fat content comparison result + 2%. Enter "NC" if the averages are nonconforming.
- b) For attributes (unit) determinations proceed as follows:

<u>VERIFICATION TYPE</u>	<u>ENTRY</u>
1A, Lot 1 of 3; 2A, Lot 2 of 3	Leave blank.
3A, Lot 3 of 3	Delete box heading and substitute "AL" (abbreviation for Allowance) and enter the appropriate values from Table A, Subsection 225.3, for the respective defect classes.
B1; B2	Delete box heading and substitute "SLL" (abbreviation for Skip-Lot Limits) and enter the appropriate limit values from Table B, Subsection 225.3 for the respective defect classes. Place parentheses around the upper warning limit to separate the three limits.
Lot-Lot Comparability of any type	Delete box heading and substitute "AR" (abbreviation for Acceptability Range) and enter the appropriate values, calculated in accordance with procedures for attributes reinspection of unreworkeed lots, for the respective defect classes.

<u>VERIFICATION TYPE</u>	<u>ENTRY</u>
In-process exam of ingredients	The same as for end item lot entry except that lot-lot comparability of any type results in no entry, i.e., a blank. (Once the end item is made, the components examined in process are lost for reinspection purposes.)

**25) Results.**

- a) Examination. Enter the examination number/specification paragraph identification as in entry 16.

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b) Defects. Enter the number, nomenclature, and a short description of the defect found in verification examination of the applicable QAPs list and number the defects.

c) Tally.

(1) MAJOR: Enter "B" in heading, and enter a tally mark for each such defect found.

(2) MINOR: Enter a tally mark for each such defect found. If the examination lists both "MINOR A" and "MINOR B" defects, enter the appropriate identifying letter before the tally marks. The letter is entered only once if more than one of that defect listed on the line concerned is found, e.g., "A 111", "B 1111".

(3) BLANK: Enter "MAJOR A" or "CRITICAL" in heading when the applicable QAP lists that defect class. Enter a tally mark for each such defect found. Alternatively, enter "UNCLAS" in heading when the applicable QAP lists defects without classification. Enter a tally mark for each such defect found. Unclassified defects are usually found in packaging or packing material subsidiary specifications.

NOTE: For audit inspections, list all USDA Certificate numbers, the Total Audit Dollar Value and the Total Contract Dollar Value.

**26) Typed Name and Signature of Asst. QCR**. Enter requested information for the Assistant QCR or inspector, when applicable. Include military rank in this entry, when applicable.

**27) Typed Name of Senior QCR or Supervisory QCR and Office Symbol**. Enter requested information for senior/supervisory QCR or inspector, including rank. In lieu of office symbol, enter the four digit inspection activity code designated in the current letter, DASG-VCS, SUBJECT: Location of Military Veterinary Personnel Available For Inspections and Services.

NOTE 1. When space permits legible continuations of other entries, such continuation shall be made in Block 25 of the face side of the form. When continuations cannot be made on the face of the form, Block 28 on the reverse of form shall be used. Additional entries that shall be made in Blocks 25 or 28, or both as needed are:

- a. The individual unit net weights and their resulting average net weight.
- b. Contractor's lot identification if different from Block 2 entry.
- c. In-process examination information regarding sampling, findings, disposition, number of batches (sublots), etc.
- d. A statement of action resulting from the verification examination. Examples of such statements are:

(1) "Exams. IV and VI, C595C, results above Upper Control Limit (UCL), reverting to Type A verification for all examinations".

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(2) "Exam. V, B723E, results above Upper Warning Limit (UWL) but not exceeding UCL, supervisor directs Type B1 verification for Exam. V, other exams remain on Type B2 verification."; "VE-A to B-1"; or "VE- B-2 to A".

NOTE 2. Lot verified must be so identified on DPSC Form 4275, Report of Sampling Inspection (Attributes), by entering in the "Remarks" column for that lot, the type of verification examination performed and the type of verification examination to be conducted on subsequent production, e.g., "VE-A to B-1" or "VE-B-2 to A".

NOTE 3. Nonconformances.

a. To flag quality nonconformances, enter "QUALITY NONCONFORMANCE" in red on the top and bottom margins of the form and circle the nonconforming entries in Blocks 20, 23, or both, as applicable.

b. DD Forms 1714 covering rejected lots that are withdrawn by the contractor without request for waiver shall be annotated "REJECTED, NO WAIVER REQUESTED."

NOTE 4. When a Contracting Officer accepts supplies reported as nonconforming, a record of that action shall be made in Block 25. The face of the form shall be used unless there is insufficient space, then use the reverse side. Record shall include time, date, to whom (name and position or rank) reported, and name and position or rank of person authorizing acceptance if other than one to whom nonconformance was reported. Indicate in Block 25 whether or not inspection charges are being initiated or terminated with the appropriate date. Any other information deemed pertinent by the QAR may be included.

**VI. DISTRIBUTION OF DD FORM 1714.** Form may be handwritten if legible. Copies of the form shall be distributed weekly (by close of business Friday) as follows:

**A.** Original to the personnel performing the quality assurance function of the Subsistence Contracting Element issuing the contract (only in case of nonconformance and only when requested). See Note 3.

**B.** One copy for every verification inspection to:

Commander

U.S. Army Natick Research, Development and Engineering Center

ATTN: RDNS

Kansas Street

Natick, MA 01760-5056

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**C.** One copy to QAR's record file for every verification or audit.

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- D.** When DD Form 1714 is used for reporting quality audit inspections, a copy of the form shall be transmitted by FAX to DLA Troop Support, DSN 444-4115/2988 or Commercial 215-737-4115/2988.

The original copy of the form shall be forwarded on a timely basis to:

Commander  
CenterDLA Troop Support  
ATTN: DLA Troop Support-FT or DLA Troop Support-FTW BLDG 6  
700 Robbins Ave  
Philadelphia, PA 19111-5092

A copy of the report shall be forwarded to:

US Army Veterinary Command  
2050 Worth Road, Suite 5  
Ft. Sam Houston, TX  
78234-6005

A copy of the report shall be retained by the station Inspector of Record.