

CMM Inspection Report Checklist

22 Points to Verify Before Accepting Any CMM Report

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HEADER VERIFICATION

- ☐ 1. Part number on report matches the drawing being reviewed
- ☐ 2. Part revision on report matches the drawing revision under evaluation
- ☐ 3. Serial or lot number is populated and traceable to the shipped part
- ☐ 4. Inspection date is within the acceptance window for this program
- ☐ 5. Inspector name is present (not left blank)

ALIGNMENT VERIFICATION

- ☐ 6. Datum reference frame on report matches the drawing's datum callouts
- ☐ 7. Alignment sequence is documented (Plane-Line-Point or equivalent)
- ☐ 8. Origin point is defined and matches drawing intent
- ☐ 9. No override of the drawing's datum scheme without documented authorization

FEATURE DATA VERIFICATION

- ☐ 10. Every characteristic on the drawing appears in the feature list
- ☐ 11. No feature is missing from the report
- ☐ 12. Nominal values on the report match the drawing values
- ☐ 13. Tolerance limits on the report match the drawing tolerances
- ☐ 14. Deviation column is populated (not left blank)
- ☐ 15. No OUTTOL features are marked as passing
- ☐ 16. All GD&T callouts from the drawing appear in the GD&T results section

CMM Inspection Report Checklist (continued)

TRACEABILITY VERIFICATION

- ☐ 17. CMM calibration date is within its calibration interval
 - ☐ 18. Certificate of Conformance is attached or referenced
 - ☐ 19. Material certification is attached or referenced
 - ☐ 20. Any special processes (heat treat, coating, passivation) are documented
 - ☐ 21. Inspector signature or electronic sign-off is present
 - ☐ 22. Report is dated within the required program timeline
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COMMON ISSUES REFERENCE

1. Missing datum reference frame documentation - treat as a suspect report.
2. Feature count on report is less than characteristic count on drawing - request corrected report.
3. Nominal values on report differ from drawing - verify drawing revision match.
4. OUTTOL feature marked as passing - reject the report and escalate to the supplier's quality manager.
5. Position tolerance reported in Cartesian XY instead of diametric - request re-analysis.
6. Temperature not documented - CMM data outside 68F +/- 4F environmental spec can be non-compliant.
7. Probe compensation not applied - measurements will read undersized by the probe stylus radius.
8. CMM calibration expired - dimensional data is not traceable and the report should not be accepted.