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Created By: L. Moreland	**KAVLICO**	**WI064**
Department: Engineering		
Revision: B	14401 Princeton Avenue	Code Identification No. 22863
Revision Date: 11/27/12	Moorpark, CA 93021	Page 1 of 1
	Work Instruction	
Title:	DATA LIST INSTRUCTIONS	

INSTRUCTIONS:

1.　　When specifically requested by a customer, a Kavlico Data List shall be created. The Data List shall include the following information:

    a.　　All part numbers used in the top level part number
    b.　　All Kavlico Process Specifications or Work Instructions used in the process
    c.　　Acceptance Test Procedure and Test Data Sheet

2.　　Each item listed on the Data List will show the title and revision of that item.

3.　　To create a Data List, perform the following steps:

    a.　　Enter the Data List number in the Item Master. Example: DL-GMXXXX.
    b.　　Create a product structure with the "DL" as the parent item. Enter the unit number, process specification or work instruction numbers and ATP/TD numbers under the parent item.
    c.　　For detailed data entry procedures see **WI061**.

4.　　The Data List shall then be released as a controlled document and shall be submitted to the customer in accordance with **AP0405**.

5.　　Any change in revision to any item on an active data list shall cause the revision of the active Data List to change and the latest revision shall be submitted to the customer in accordance with **AP0405**. Note: only the process owner (Document Control) signature is required on the ECR/ECO.