



FORM - Product Review (Hardware)
MCI-800-100.a

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INTRODUCTION

The product review process is performed in a professional and orderly manner. All steps are recorded with a date and time stamp, including the initials of the person performing the step utilizing this form.

Prior to beginning the evaluation process read in its entirety and follow all steps as outlined in the Procedure – Product Review, MCI-800-100.a.

Section 1. Preliminary information prior to Product Review

1. Name of reviewer:

Date and time Product Review initiated

Date/Time Field

Time:

2. Name of Manufacturer/Developer:

3. Manufacturer/Developer primary (headquarters) Address:

Name

Address

City State Zip Code

Country

4. Web-Site Address of Manufacturer/Developer:

5. Primary contact Person:

a. Phone Number:

b. Email Address:

6. Other Contact person

a. Phone Number:

b. Email Address:



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14. Product assembly requirements (check mark answer)

YES

NO

15. Software requirements (name software items):

16. Identify FS versions are supported by this product:

17. Interface(s)

a. Identify requirements:

b. Terms of acquisition of interface(s) per manufacturer instruction (If MyCockpit, Inc. does not have in possession the required interface(s), manufacturer supplies interface):



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Section 2 Product Review

When asked if an item functions, the question can be answered in several ways: i.e. “it seems and made to function with (name interface)” or “could not be tested or designed to work with (name interface).” If the examiner is not sure of the appropriate answer contact your manager.

1. Date Product shipped:

2. Name of courier and Tracking Number:

3. Date Product received:

From this point forward photos are required of each step.

4. Describe type of container product was shipped (take picture of the container – all sides):

5. Describe condition of container when received:

6. Describe how the container was sealed (put together):



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7. Describe method to open container:

8. Upon opening the container describe how the contents fit into or how it was packed inside the container:

9. Before removing product(s) from container does the product(s) look damaged (check mark answer):

YES

NO

10. Note possible improvements for manufacturer to shipping/packaging:

11. Describe the process, step by step, of removing the product from its shipping container:



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12. Give an overview of how the product was packed, rate this step

1. Very Bad	RATING Step 2.12 <div style="background-color: #cccccc; width: 50px; height: 15px; margin: 5px auto;"></div>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

13. Remove item(s) from packing container

14. Is there a product packing/inventory list (check mark answer):

YES

NO (go to 16)

15. Check items against inventory list; make sure all items are received. Did included packing/inventory list match what was received (check mark answer):

YES

NO (if NO contact manager)

16. List additional items included in the container other than the product(s) to be reviewed:

17. Assign a MyCockpit Inventory Sticker/Number to each separate piece of the product with reviewer's initials and date tagged

18. Did the container include installation or setup instructions (check mark answer)

YES

NO

19. Does this product require assembly (check mark answer)

YES

NO (proceed to step 21)



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20. List product items received for assembly and their condition:

21. Inspect the product(s) for damage which may have occurred during the shipping process:

22. Is there evidence of damage do to shipping? (check mark answer)

YES

NO (continue to step 25)

23. If there is evidence of damage do to shipping describe the damage (take pictures):

24. If there is evidence of damage, stop Product Review process and contact your manager and then the manufacturer regarding whether to proceed with the product review. Describe your conversation and decision made:



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25. Describe the overall condition of the product(s)

26. Describe overall perception of product, quality, like actual aircraft part, if you can't do an actual comparison to a real aircraft part, does it give you the perception of a real aircraft part? (check mark answer)

YES

NO (explain in detail why)

27. Rate your impression based on step 26

1. Very Bad	RATING Step 2.27 <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

28. Is the product designed to function as if it was a real aircraft part (switch(es)/levers function)(check mark answer)

YES

NO (explain in detail)

29. Rate your impression based on step 28

1. Very Bad	RATING Step 2.29 <hr style="width: 50px; margin: 0 auto;"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

Section 3 Switches or Levers Mounted

1. Does the product have switches or levers (check mark answer)

YES

NO (proceed to step 6)

2. Do all switch(es) function (check mark answer)

YES

NO (explain in detail)

3. Do the switches feel like sturdy working device(s) (check mark answer)Rate this step

YES

NO

1. Very Bad	RATING Step 3.3 <hr style="width: 50px; margin: 0 auto;"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

4. Do all lever(s) function (check mark answer)

YES

NO

5. Do the levers feel like sturdy working device(s) (check mark answer) Rate this step

YES

NO

1. Very Bad	RATING Step 3.5 <hr style="width: 50px; margin: 0 auto;"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

6. Confirm that all movable components move in a clean unrestricted manor without rattles or excessive noise. Rate this step

1. Very Bad	RATING Step 3.6 <hr style="width: 50px; margin: 0 auto;"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	



Section 4 **Installation of Product**

Follow explicate installation instruction provided by the manufacturer of the hardware. Read all documentation prior to installation of the product.

1. Does this product require software installation (check mark answer)

YES

NO

2. How is this product interfaced with the FS

3. What FS versions are supported by this product

4. What FS version(s) will be used to review this product

5. Note the connection method to the computer/hardware

6. Ensure your computer is not running any additional software that may hamper the testing process

7. Follow the detailed instructions from the manufacturer on setting up the unit



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8. Describe in detail how easy or hard the instructions are to follow, rate the instructions

1. Very Bad	RATING Step 4.8 <div style="background-color: #cccccc; width: 50px; height: 15px; margin: 5px auto;"></div>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

9. Take note of every action and indication that the computer does during the installation process

10. Use the product as per the manufacturer's instructions. Use the product with treatment that you would normally use a product. Do not attempt to baby the product, this will not provide accurate feedback

11. Does the unit perform as described (check mark answer) rate this step

YES

NO (describe in detail)

1. Very Bad	RATING Step 4.11 <div style="background-color: #cccccc; width: 50px; height: 15px; margin: 5px auto;"></div>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

12. Describe any inconsistencies or abnormalities



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12. Continue to review this product using different configurations when possible and report the performance of the product in detail

13. Provide a complete and comprehensive report stating only your facts regarding your above review. Do not use "I guess", or "Maybe's", facts are essential

14. What do you like or dislike of this product



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Section 5 Examining Product for Durability

NOTE: The results of this part of the Product Review (Hardware) become part of the “MyCockpit Seal of Approval” process.

This part of the review is to determine the durability of the product. To determine the durability of the product, the evaluator will examine what type parts are used and how the overall product has been assembled.

After the examination of the product, it will be the opinion of the reviewer, the overall durability of the product by totaling all scores, then dividing it by the number of items rated.

1. Is this product made from one piece of material? (check mark answer)

YES (go to step 7)

NO

2. Can this product be disassembled? (check mark answer)

YES

NO (explain and go to step 7)

3. What assembly method is used for this product (screws, nails, glue, rivets, etc.)

4. In general, describe the overall assembly of the product (i.e. three plastic plates and a metal plate screwed together. Three LED's glued in positioned in various locations)



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5. Is it possible to determine without disassembling what parts are used to make the product?
(check mark answer)

YES (go to step 7)

NO

6. Disassemble the product without damaging

7. If there are electrical/electronic components, describe what they are (i.e. LED, 10 pin connector, multiple wires soldered to components, servos, electric motor, rotary encoder, potentiometer, rotary switch, interfacing, etc.)

8. Rate the quality of each component listed in step 7 separately using the 1 to 5 scale

Item #	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	8.10
Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Score	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. If there are soldered connections, rate the connection

1. Very Bad	RATING Step 5.9 <input type="text"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

10. Rate how secure all the components are to the main body of the product

1. Very Bad	RATING Step 5.10 <input type="text"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

11. If there are Rotary Switches, rate how secure the knobs are connected to the switch

1. Very Bad	RATING Step 5.11 <input style="width: 50px; height: 20px;" type="text"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

12. If there are Levers on the panel, rate how secure the levers are connected to the mechanism

1. Very Bad	RATING Step 5.12 <input style="width: 50px; height: 20px;" type="text"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

13. If there are connectors to the components, rate how secure the connectors are connected

1. Very Bad	RATING Step 5.13 <input style="width: 50px; height: 20px;" type="text"/>
2. Bad	
3. Acceptable	
4. Good	
5. Very Good	

14. List any items not mentioned above that are included on the product, rate each item individually for durability

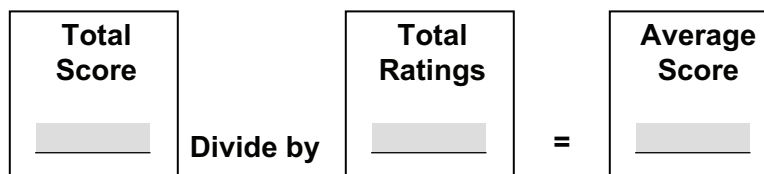
Item #	14.1	14.2	14.3	14.4	14.5	14.6	14.7	14.8	14.9	14.10
Description	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
Score	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

15. Additional remarks that could not fit in the above spaces and additional remarks regarding this review: Attach a separate document with Name of Vendor/Manufacturer, Product name, Name of Examiner and date. Include and identify the Section and Step number of each additional remark that could not fit in the above spaces.

Section 5 Reassemble and Store Product

1. Reassemble all the parts of the product to the condition it arrived
2. Repack product back into its original packing container, include a copy of this report inside the container
3. Mark container with manufacture name, date, time, inventory number and reviewer's name
4. Store product in the inventory area

Section 6 Totaling Scores



If the process of the review finds the product to be grossly dissatisfactory with a overall score of less then 3, the manufacturer is advised and given the opportunity to correct the deficiency or deficiencies with a replacement product and provide an explanation of the deficiency or deficiencies. Once the deficiency or deficiencies are corrected the review process will be redone in its entirety.

Section 7 Writing the Review

See Procedure Manual

Section 8 Conclusion

Submit original report and "Product Review Article" to your manager for final review. No contents of this report shall be published or discussed with any other person(s) other then those approved to be involved in the MyCockpit Product Review and MyCockpit Seal of Approval process.