



## **PRODUCT REVIEW (Hardware)**

Note: This procedure is part of the MyCockpit Seal of Approval process. See Procedure – MyCockpit Seal of Approval for full requirements.

### **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 the Product Review Check List form MCI-F888-100.a.

All items received become the property of MyCockpit, Inc., unless so noted otherwise. All documents including those that are attached to the shipping container are retained in the product inventory.

All items related to the PRODUCT REVIEW are to be retained. All items remain as part of the PRODUCT REVIEW REPORT.

Any mechanism or production assembly techniques are kept in the strictest confidence and not revealed in the review or to anyone that is not related to the review process. Manufacturers' trade secrets are not to be divulged.

When an item is required to be rated, the items are rated on a scale from 1 to 5. The number 1 is the lowest and 5 being the highest rating. All ratings below 3 require a detailed explanation.

1. Very bad
2. Bad
3. Acceptable
4. Good
5. Very Good

If information requested regarding an item is not affixed to the product, mark the answer "N/A".



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**Section 1. Preliminary information prior to Product Review**

1. Name of reviewer, date and time of initiation of Product Review Process
2. Name of Manufacturer/Developer
3. Manufacturer/Developer primary (headquarters) Address
4. Web-Site Address of Manufacturer/Developer
5. Primary contact Person
  - a. Phone Number
  - b. Email Address
6. Other Contact persons
  - a. Phone Number
  - b. Email Address
7. Terms of Agreement of Product Review (Manufacturer Product Review Terms of Agreement Form MCI-A888-100.a) received and approved
8. Name of Product and manufacture item number to be reviewed
9. Product description
10. Product specifications
11. Accessories included
12. Warranty information
13. Aircraft type this product can be used for
14. Product assembly requirements (yes or 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)
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
10. Note possible improvements for manufacturer to shipping/packaging
11. Describe the process, step by step, of removing the product from its shipping container
12. Give an overview of how the product was packed, rate this step
13. Remove item(s) from packing container
14. Is there a product packing/inventory list
15. Check items against inventory list, make sure all items are received, if not 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



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19. If this product requires assembly, proceed with the following steps, otherwise skip to step 21
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 (if “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
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? If the answer is “NO” explain in detail why
27. Rate your impression based on step 26
28. Is the product designed to function as if it was a real aircraft part (switch(es)/levers function)
29. Rate your impression based on step 28

**Section 3 Switches or Levers Mounted**

1. Does the product have switches or levers? (if “NO” proceed to step 6).
2. Do all switch(es) function
3. Does the switches feel like sturdy working device(s). Rate this step
4. Do all lever(s) function
5. Does the levers feel like sturdy working device(s). Rate this step
6. Confirm that all movable components move in a clean unrestricted manor without rattles or excessive noise. Rate this step

**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.



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1. Does this product require software installation
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
8. Describe in detail how easy or hard the instructions are to follow, rate the instructions
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, rate this step
12. Describe any inconsistencies or abnormalities
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

**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.



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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, if “YES” go to step 7
2. Can this product be disassembled, if “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)
5. Is it possible to determine without disassembling what parts are used to make the product (if the answer is “NO” then go to step 6. If “YES” go to step 7.)
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. List all the components in step 7 and in your opinion rate the quality of each one separately
9. If there are soldered connections, rate the connection
10. Rate how secure all the components are to the main body of the product
11. If there are Rotary Switches, rate how secure the knobs are connected to the switch
12. If there are Levers on the panel, rate how secure the levers are connected to the mechanism
13. If there are connectors to the components, rate how secure the connectors are connected
14. List any items not mentioned above that are included on the product, rate each item individually for durability

**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



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4. Store product in the inventory area

**Section 6 Writing the Review**

See Attachment

**Section 7 Conclusion**

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

If the process of the review finds the product to be grossly dissatisfactory overall score of 2 or less, 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.