



NSA/CSS CSDSR Vendor Documentation Review Form



Product: _____

Reviewed Initials: _____

Vendor: _____

Verified Initials: _____

NSA/CSS Evaluation Submittal Form			
Category	Criteria	Satisfactory	Verified
General Info	Company Address is a U.S. based facility.	Y / N	<input type="checkbox"/>
	Product name/Model is not already present on the appropriate EPL.	Y / N	<input type="checkbox"/>
	EPL Categories selected by the Vendor are accurate for the product in question.	Y / N	<input type="checkbox"/>
	Accepted Materials match the information provided in the Product Manual and other advertising materials.	Y / N	<input type="checkbox"/>
	Product boundaries are accurate and inclusive.	Y / N	<input type="checkbox"/>
Admin.	Any question with a "no" response has a reasonable justification.	Y / N	<input type="checkbox"/>
	All information provided matches the other documents/advertising.	Y / N	<input type="checkbox"/>
Power	Any question with a "no" response has a reasonable justification.	Y / N	<input type="checkbox"/>
	All information provided matches the other documents/advertising.	Y / N	<input type="checkbox"/>
Safety	Any question with a "no" response has a reasonable justification.	Y / N	<input type="checkbox"/>
	All information provided matches the other documents/advertising.	Y / N	<input type="checkbox"/>
Mech.	Any question with a "no" response has a reasonable justification.	Y / N	<input type="checkbox"/>
	All information provided matches the other documents/advertising.	Y / N	<input type="checkbox"/>
Product Specific	All relevant category sections stated in 1.3 are completed.	Y / N	<input type="checkbox"/>
	Any question with a "no" response in any relevant section has a reasonable justification.	Y / N	<input type="checkbox"/>
	Information provided in product specific sections do not conflict.	Y / N	<input type="checkbox"/>



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Owner/User Manual			
Category	Criteria	Satisfactory	Verified
Admin-Info	All manuals for included equipment have been provided.	Y / N	<input type="checkbox"/>
	Product name/Model is clearly illustrated on the cover.	Y / N	<input type="checkbox"/>
	Accurate table of contents is provided for manuals with 10+ pages.	Y / N	<input type="checkbox"/>
	Manual includes Set up/installation, Operation, Maintenance, Troubleshooting, and Safety info in any reasonable, vendor determined format/layout.	Y / N	<input type="checkbox"/>
	If applicable, product manual includes warranty information.	Y / N	<input type="checkbox"/>
	Product specifications are provided and are compliant with requirements.	Y / N	<input type="checkbox"/>
	Product manual is free of major errors and grammatical problems which may confuse the owner/operator.	Y / N	<input type="checkbox"/>
	Product manual includes clear product diagrams/photos.	Y / N	<input type="checkbox"/>
	Links to important digital information are accessible within classified space. All digital content should be supplemental and not replace any required section.	Y / N	<input type="checkbox"/>
	No portion of manual conflicts with CSDSR-Vendor MOU and does not misuse NSA or other Federal logos/iconography.	Y / N	<input type="checkbox"/>
Set-up	Accurate set up/installation procedure is provided and covers all options/features the machine may ship with.	Y / N	<input type="checkbox"/>
	Procedure, as written, will take less than 45 minutes.	Y / N	<input type="checkbox"/>
	Manual states all components/tools included in the box.	Y / N	<input type="checkbox"/>



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Owner/User Manual			
Category	Criteria	Satisfactory	Verified
Set-up	Products over 50lbs include safe lifting/carrying warnings and instructions.	Y / N	<input type="checkbox"/>
	If applicable, includes configuration settings. All combinations must meet destruction requirements.	Y / N	<input type="checkbox"/>
	Complex procedures are accompanied by diagrams or photos.	Y / N	<input type="checkbox"/>
Operation	Manual discusses all buttons, switches, levers, and controls.	Y / N	<input type="checkbox"/>
	Manual includes visual diagrams/photos of user interface.	Y / N	<input type="checkbox"/>
	All warning lights/symbols are shown and described.	Y / N	<input type="checkbox"/>
	Unjamming procedure is accurately described.	Y / N	<input type="checkbox"/>
	All functions/features are discussed.	Y / N	<input type="checkbox"/>
	Manual includes list of acceptable/unacceptable materials.	Y / N	<input type="checkbox"/>
	Manual describes emptying procedure.	Y / N	<input type="checkbox"/>
	Manual makes note of any special tools required for unjamming.	Y / N	<input type="checkbox"/>
Maintenance	Manual describes basic procedures for replacing consumables.	Y / N	<input type="checkbox"/>
	If applicable, manual discusses consumables/ spare parts and ordering.	Y / N	<input type="checkbox"/>
	If product requires periodic service, manual includes schedule. Ambiguous terms are avoided.	Y / N	<input type="checkbox"/>
	Service/Maintenance schedule must be reasonable and include frequency/timelines for service intervals.	Y / N	<input type="checkbox"/>
	If applicable, manual makes mention of a service manual.	Y / N	<input type="checkbox"/>



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Owner/User Manual			
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Maintenance	Manual must describe any tools required for general maintenance/service.	Y / N	<input type="checkbox"/>
	Manual includes torque, tension, and clearance specifications for critical component reassembly <i>unless covered within a supplied service manual.</i>	Y / N	<input type="checkbox"/>
	If vendor/manufacturer servicing is required, service department contact information is included.	Y / N	<input type="checkbox"/>
Troubleshooting	Manual describes the most common troubleshooting problems <i>unless procedures are listed directly on the product or within a service manual.</i>	Y / N	<input type="checkbox"/>
	Troubleshooting information includes: Description of problem, Common symptoms/cause, and Expected solution.	Y / N	<input type="checkbox"/>
	Troubleshooting procedures are safe to perform and require no specialized training.	Y / N	<input type="checkbox"/>
	Manual states all tools required, if any, for troubleshooting.	Y / N	<input type="checkbox"/>
	If applicable, service/help phone numbers are provided.	Y / N	<input type="checkbox"/>
	If the machine has warning lights, these are resolved by provided troubleshooting information.	Y / N	<input type="checkbox"/>
Safety	Manual describes all safety features and controls present in the product.	Y / N	<input type="checkbox"/>
	Manual includes relevant safety warnings for user operation such as improper attire, electrical safety, dangerous operation, etc.	Y / N	<input type="checkbox"/>
	If the product has lifting points, manual should identify and provide max lift capacity.	Y / N	<input type="checkbox"/>
	If the product needs to be secured to the ground, anchoring information is provided and accurate.	Y / N	<input type="checkbox"/>
	If applicable, manual states any procedures which should only be performed by highly qualified personnel.	Y / N	<input type="checkbox"/>
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Advertising Pamphlet/Product Webpage			
Category	Criteria	Satisfactory	Verified
Specs	Specifications listed on all advertising materials do not conflict with manual or CSDSR requirements.	Y / N	<input type="checkbox"/>
	Features discussed on the website match features presented within the manual.	Y / N	<input type="checkbox"/>
	Product advertising does not include unapproved attachments, unless attachments explicitly state that they are unapproved.	Y / N	<input type="checkbox"/>
Legal	Product advertising does not include any NSA logos or other federal iconography.	Y / N	<input type="checkbox"/>
	Advertising information does not pre-emptively state product EPL approval or NSA approved/compliant.	Y / N	<input type="checkbox"/>
	Product advertising does not imply any NSA endorsement.	Y / N	<input type="checkbox"/>
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Service Manual (Supplementary)			
Category	Criteria	Satisfactory	Verified
Admin-info	Product name/Model is clearly illustrated on the cover.	Y / N	<input type="checkbox"/>
	Accurate table of contents is provided for manuals with 10+ pages	Y / N	<input type="checkbox"/>
	Product specifications are provided and are compliant with requirements.	Y / N	<input type="checkbox"/>
	Product manual is free of major errors and grammatical problems which may confuse the owner/operator.	Y / N	<input type="checkbox"/>
	Product manual includes clear product diagrams/photos.	Y / N	<input type="checkbox"/>
	Links to important digital information are accessible within classified space. All digital content should be supplemental and not replace any required section.	Y / N	<input type="checkbox"/>
	No portion of manual conflicts with CSDSR-Vendor MOU and has no misuse of NSA or other Federal logos/iconography.	Y / N	<input type="checkbox"/>
	Manual Provides detailed servicing instructions for all major components of the product with detailed, labelled pictures/diagrams where appropriate.	Y / N	<input type="checkbox"/>



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Service Manual (Supplementary)			
Category	Criteria	Satisfactory	Verified
Technical Info	Manual makes note of any special tools required for service.	Y / N	<input type="checkbox"/>
	Manual includes torque, tension, and clearance specifications for critical component reassembly	Y / N	<input type="checkbox"/>
	Replacement part information is provided, including required minimum grade for critical components.	Y / N	<input type="checkbox"/>
	All procedures documented must be safe, unless appropriate safety warnings and mitigation strategies are provided.	Y / N	<input type="checkbox"/>
	Manual makes note of any specialty procedures which require trained, qualified, personnel.	Y / N	<input type="checkbox"/>
	If recalibration is required after service, manual provides instructions.	Y / N	<input type="checkbox"/>
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Document Review Feedback		
#	Document	Comment
1		
2		
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4		
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8		
<i>Reviewed initials:</i>		

Review Initials: _____

Date: _____

Verification Initials: _____

Date: _____