

Supplier Quality Assurance Manual

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Preface

“BAE Systems is committed to providing its customers with products and services which demonstrate safety, quality, reliability, and innovation. It is our objective to meet all customer requirements with the aim of exceeding their expectations and enhancing customer satisfaction. We monitor our process performance, review our quality objectives, and maintain compliance to the Quality Management System and applicable regulatory requirements. BAE Systems strives to continually improve our products and processes from design to delivery, including employee safety, waste reduction, and pollution prevention to ensure the sustainability of our company”.

We strive to continually improve our process performance by meeting quality objectives, and maintain compliance to the applicable regulatory requirements of our work environment. It is imperative that our business partners operate with the goal of zero defects and 100% on-time delivery and strive to maintain a quality system that ensures continual improvement in the quality and delivery of the product/service. Emphasis should be on defect prevention and the reduction of variation and waste in the supply chain, with the ultimate goal of providing the best product, on-time, and at the best cost in support of the war fighter.

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1.0 Acronyms

ADCN:	Advance Drawing Change Notification
ANSI:	American National Standards Institute
APR:	Authorized Purchasing Representative
AQL:	Acceptance Quality Level
CARC:	Chemical Agent Resistant Coating
CDR:	Contract Deliverable Requirement
DCMA:	Defense Contracts Management Agency
DFAR:	Defense Federal Acquisition Regulations
DOT:	Department of Transportation
FAI:	First Article inspection
FAR:	Federal Acquisition Regulations
FAT:	First Article Test
FPI:	First Piece Inspection
ISO:	International Organization for Standardization
ISIR:	Initial Sample Inspection Report
ITAR:	International Traffic in Arms Regulations
IWO:	Interdivisional Work Order
NDE:	Non-destructive Examination
NOR:	Notification of Revision
OSHA:	Occupational Safety and Health Administration
PO:	Purchase Order
PPAP:	Production Part Approval Process
QAP:	Quality Assurance Provisions
QAR:	Quality Assurance Requirements
SAE:	Society of Automotive Engineers
SQAP:	Supplier Quality Assurance Provisions
TDP:	Technical Data Package
UN:	United Nations

2.0 Introduction

This manual is applicable to all PO, Contracts, Subcontracts, and IWO in which it is referenced; these documents shall be collectively referred to as “Purchasing Agreements” in this manual. The applicable revision of this manual shall be identified in the body of the Purchasing Agreement. This manual defines the expectations and requirements with which suppliers and their sub-tier suppliers must comply when providing material and/or services under this purchasing agreement. **Acceptance of any Purchasing Agreement which references this manual constitutes acceptance of all requirements contained herein.**

Some sections of this manual may only apply to specific commodities or situations and will be identified as such.

All communications relative to the requirements of this purchasing agreement, its associated technical data package, or this manual shall be directed to the appropriate BAE Systems APR.

As used in this manual, the terms “Supplier”, “Seller”, “Vendor”, and “Subcontractor” shall have the same meaning and may be used interchangeably.

3.0 Contracts

3.1 Continuity Planning

Because of BAE Systems’ relationship with its Customer and our sense of responsibility to the war fighter, it is imperative that we deliver quality products in accordance with our customer’s schedule. Unforeseen events are a part of our daily life, but our goal is to be as prepared as possible when unforeseen events occur. To this end, BAE Systems requires its suppliers to maintain, and provide upon request, a business continuity plan which will mitigate the risks from events such as floods, fires, earthquakes, and acts of terrorism and permit the Supplier to fulfill their commitments to both BAE Systems and to those who work to protect our freedom.

3.2 E-business Capabilities

The Supplier shall have email, internet access, and document scanning capabilities sufficient to communicate electronically and provide/receive documentation in electronic format. Documentation includes, but is not limited to, inspection reports, test reports, material certifications, and process certifications. It is the Supplier’s responsibility to ensure that documentation converted from paper to electronic format is legible and complete.

3.3 Notification Responsibilities

The Supplier shall notify their APR in writing in the event that any one of the following occurs:

- Change to/relocation of supplier’s facility
- Change in quality systems or operations management
- Any change affecting a PPAP, FAT, FPI, ISIR, or FAI
- Change to Quality Management System registration, including issuance of a new registration certificate

Failure to notify BAE Systems in a timely manner may result in the following:

- On-site inspection by BAE Systems or their representative at the supplier’s expense

- Audit of the Supplier's facility at the Supplier's expense
- Withholding of new business opportunities

3.4 Confidentiality

When the Supplier has been given access to BAE Systems proprietary information, the Supplier shall take such steps as are necessary to minimize the exposure of that information within its facility and to prevent said information from unintended exposure to third-parties.

In the event that a Non-disclosure Agreement (NDA) is entered into between the Supplier and BAE Systems, the Supplier shall contact BAE Systems prior to passing proprietary information to a sub-tier supplier to determine if a separate NDA is required between BAE Systems and the sub-tier supplier.

3.5 Control of BAE Systems-furnished Property

For any property furnished to the Supplier by BAE Systems (materials, tooling, product, etc.) the Supplier shall perform the following actions:

- Maintain a system to ensure the adequate control and protection of all furnished property
- Plainly mark or otherwise adequately identify furnished property as the property of BAE Systems
- Safely store all furnished property separately and apart from the Supplier's property
- Keep all furnished property in the supplier's possession and/or control in good and serviceable condition (including the performance of calibration and preventative maintenance) and free of liens and encumbrances
- Unless the property is modified as part of the Supplier's normal manufacturing process, property should be returned in the same condition as originally received by the Supplier, reasonable wear and tear excepted.

BAE Systems reserves the right to audit the Supplier's Customer-furnished Property management system as necessary to ensure compliance to this requirement.

4.0 Order of Precedence

In the event of a conflict between the requirements contained within this purchasing agreement, the following order of precedence shall apply:

- Authorized changes to the purchasing agreement
- Purchasing Agreement
- Contract Deliverable Requirements (CDR)
- Supplier Quality Assurance Manual (SQAM)

- Authorized Changes to the Drawing(s) (i.e. ADCN, NOR, etc.)
- Drawing(s)
- Applicable Acceptance and Quality Specifications (Performance Specification, QAP, SQAP, QAR, etc.)
- Specifications cited on the Drawing
- Documents cited within Specifications

5.0 Engineering

5.1 Revision Levels

Unless the Purchasing Agreement specifies usage of an earlier version, the latest revision of specifications/standards referenced in the technical data package applies.

5.2 Requests for Information/Request for Change

All requests for information/clarification and requests for change should be directed to the APR and respective Supplier Quality representative. VIR, form number UA-111/097908, is required to formally request the information/change and will be available through the APR. The Supplier is not authorized to incorporate any changes until formal approval is received via a change to the purchasing agreement.

5.3 Technical Documents/Configuration Control

The Supplier shall have available all design records (drawings, specifications, etc.) for the products manufactured including components or details of assemblies and technical standards noted on the drawings. For parts identified as catalog parts, this may consist of functional specifications or a reference to a recognized industry standard. Documents are to indicate the date of the design record and the change level and shall include any authorized engineering change documents used in conjunction with the part drawings.

Those suppliers with design control over their own products shall have configuration management processes in place to manage design changes. Configuration disciplines required include configuration identification, configuration control, configuration status accounting, and configuration audits. These practices shall be subject to audit by BAE Systems. Suppliers not having design control will be required to safeguard our design, ensure the use of the required revision, and return proprietary information upon request.

Specifications and standards referenced in the technical data package may be used to satisfy requirements even after the referenced documents are canceled. Replacement specifications and standards may also be used to satisfy TDP requirements in lieu of the canceled document, but must be noted within the supporting documentation.

Acceptance of the replacement specification or standard will be at the discretion of the BAE Systems Quality representative.

Technical data packages may include ITAR-controlled drawings, which are subject to export control laws.

6.0 Purchasing

6.1 Sub-tier Management

The Supplier assumes all responsibility for the end-item deliverables and any associated documentation. In the event that a third party is used in the execution of this purchasing agreement, the Supplier is responsible to:

- manage that sub-tier supplier
- ensure that, where required by paragraph 7.1 and its subparagraphs, that only approved suppliers are used for special processes
- flow down the requirements of this manual and all relevant purchasing agreement requirements
- provide sub-tier documentation upon request by BAE Systems
- ensure timely response from the sub-tier supplier if corrective action becomes necessary

At no time will BAE Systems actively engage a sub-tier supplier without first notifying the Supplier.

6.2 Source Controlled Drawings/Vendor Item Drawings

Drawings identified as “Source Controlled” contain a list of approved source(s) of supply. The Supplier is required to purchase these items from an approved source.

Drawings identified as “Vendor Item” contain a list of recommended source(s) of supply. The Supplier is required to purchase these items from the recommended source.

Where the approved/recommended supplier cannot be used, written authorization from BAE Systems is required prior to purchasing material from an unapproved source.

6.3 Qualified Products List

Any items supplied against this purchasing agreement applicable to a Government Qualified Products List/Database as defined by the specification(s), such as paint products, pre-treatment chemicals, electrical connectors, etc., must be manufactured by and traceable to a Government-approved source.

6.4 Prohibition on Acquisition of Materials from China

It is mandatory that the Supplier adhere to the following DFAR requirement. The most recent revision of the DFAR clause is stated below however the Supplier shall adhere to the latest revision as of the issuance of their Purchasing Agreement.

DFAR 252.225-7007 Prohibition on Acquisition of United States Munitions List Items from Communist Chinese Military Companies.

As prescribed in 225.1103(4), use the following clause:

PROHIBITION ON ACQUISITION OF UNITED STATES MUNITIONS LIST ITEMS FROM COMMUNIST CHINESE MILITARY COMPANIES (SEP 2006)

(a) Definitions. As used in this clause-

"Communist Chinese military company" means any entity that is:

- (1) A part of the commercial or defense industrial base of the People's Republic of China; or
- (2) Owned or controlled by, or affiliated with, an element of the Government or armed forces of the People's Republic of China. "United States Munitions List" means the munitions list of the International Traffic in Arms Regulation in 22 CFR Part 121.

(b) Any supplies or services covered by the United States Munitions List that are delivered under this contract may not be acquired, directly or indirectly, from a Communist Chinese military company.

(c) The Contractor shall insert the substance of this clause, including this paragraph in all subcontracts for items covered by the United States Munitions List.

(End of Clause)

6.5 Bearings

The Supplier shall adhere to the requirements of DFAR 252.225-7016 for all ball and roller bearings supplied under this Purchasing Agreement. The most recent revision of the DFAR clause is stated below however the Supplier shall adhere to the latest revision as of the issuance of their Purchasing Agreement.

For bearing assemblies requiring the application of grease, the Supplier shall submit a certificate stating the type of grease used and affirming that the grease was applied.

DFAR 252.225-7016 Restriction on Acquisition of Ball and Roller Bearings

As prescribed in 225.7009-5, use the following clause:

RESTRICTION ON ACQUISITION OF BALL AND ROLLER BEARINGS (MAR 2006)

(a) Definitions. As used in this clause

- (1) "Bearing components" means the bearing element, retainer, inner race, or outer race.
- (2) "Component," other than bearing components, means any item supplied to the Government as part of an end product or of another component.
- (3) "End product" means supplies delivered under a line item of this contract.

(b) Except as provided in paragraph (c) of this clause, all ball and roller bearings and ball and roller bearing components delivered under this contract, either as end items or components of end items, shall be wholly manufactured in the United States, its outlying areas, or Canada. Unless otherwise specified in this contract, raw materials, such as preformed bar, tube, or rod stock and lubricants, need not be mined or produced in the United States, its outlying areas, or Canada.

(c) The restriction in paragraph (b) of this clause does not apply to ball or roller bearings that are acquired as-

- (1) Commercial components of a noncommercial end product; or
- (2) Commercial or noncommercial components of a commercial component of a noncommercial end product.

(d) The restriction in paragraph (b) of this clause may be waived upon request from the Contractor in accordance with subsection 225.7009-4 of the Defense Federal Acquisition Regulation Supplement.

(e) The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts, except those for

- (1) Commercial items; or
- (2) Items that do not contain ball or roller bearings.

(End of clause)

7.0 Production

7.1 Special Processes

Special processes include, but may not be limited to, any of the following:

- Bonding
- Casting
- Destructive/Non-destructive Testing
- Heat Treating
- Painting/Coating
- Plating
- Soldering
- Welding/Brazing

7.1.1 General Special Process Requirements

For suppliers providing items which require special processing, the Supplier shall:

- Notify the BAE Systems' APR prior to the start of a new special process to determine if auditing/prior approval is required. Where prior approval is required through either a CDR or through the TDP, the Supplier shall not start processing

parts until written authorization has been received. This applies to both processes performed in-house and by sub-tier suppliers.

- Maintain training/certification documentation for operators and inspectors in support of the special process being performed and make those records available to BAE Systems upon request. Operators/Inspectors performing NDE, soldering, and/or welding/brazing shall be certified to the proper level as identified in the specifications called out in the TDP of the purchase agreement.
- Maintain special process procedures/work instructions with revision control
- Maintain objective evidence of product compliance to the relevant specification(s) governing that special process

Additional requirements for certain special processes may be applicable through the purchasing agreement.

7.1.2 Chemical Agent Resistant Coating (CARC) Processing

Processing of CARC-finished parts/assemblies shall be performed only by a BAE Systems approved supplier. The list of approved CARC Finishers can be found at <http://www.gsd-purchasing.udlp.com>. Parts received which are not finished by an approved supplier will be rejected and reworked by an approved supplier at the supplier's expense.

7.2 Part Identification Marking

The Supplier shall assure that Items are legibly marked in accordance with drawing requirements and the requirements of the Purchasing Agreement. Marking shall be legible after all finishing processes are completed.

8.0 Quality

8.1 Supplier Monitoring and Rating

BAE Systems rates and monitors the performance of its suppliers. A supplier's rating is based upon:

- Part quality rating
- On time delivery
- Supplier's responsiveness to issues
- Corrective action responses

Suppliers who fall below a determined level of performance may be subject to various activities including, but not limited to, audit by BAE Systems, request for a corrective action plan, and/or prohibiting the supplier from receiving new business.

8.2 Quality Management System

The Supplier shall develop, document, implement and maintain a quality system which ensures compliance to all purchasing agreement requirements. The quality system shall be compliant with ISO 9001-2008 (or latest version), AS 9100, TS 16949, or another auditable quality system approved by BAE Systems. Certification to ISO 9001/AS9100/TS 16949 by a registered third party is preferred. Objective evidence shall be on file verifying that such a system exists, is being maintained, and is compliant with the standard requirements. Procedures and records shall be made available for examination by authorized BAE Systems representatives upon request. BAE Systems reserves the right to audit the Supplier at any time with prior notice.

8.3 Inspection and Sampling Plans

The Supplier will inspect the first piece manufactured for this Purchasing Agreement to all drawing characteristics, drawing notes and Purchasing Agreement requirements and will maintain on file a report which includes the following elements:

- Supplier's name and the manufacturing address
- Purchasing agreement number and line number
- Item number, description, and revision as they appear on the purchasing agreement
- Lot quantity
- Certificate of compliance for the delivered item (as defined by paragraph 8.5)
- Material certificates/ballistic firing records (where applicable)
- Special process certifications (where applicable)
- First Article Test reports (where applicable)
- Production test reports (where applicable)
- Date of last control test and next control test, and, if a control test was performed on the current lot, a copy of the control test report (where applicable)
- Verification of all drawing notes, dimensions, and associated QAP/QAR/SQAP/Specification requirements, with requirements and measured values recorded. **Variable data shall be recorded with actual values measured for each sample.** The supplier shall provide traceability from the measured value to the drawing characteristic (Ex. ballooned drawing (all characteristics, including drawing notes, numbered))
- For assemblies, verification of all component-level drawing notes, dimensions, and associated QAP/QAR/SQAP/Specification requirements, with requirements and measured values recorded. **Variable data shall be recorded with actual values measured for each sample**
- Inspector's name, signature, and date

This First Piece/First Article Inspection report will be submitted to BAE Systems upon request or as required by this Purchasing Agreement

Following the First Piece/First Article Inspection, the Supplier shall have a process in place which assures that all supplied product is compliant to all Purchasing Agreement requirements. This process may consist of the below C=0 sampling plan, SPC, or any other method which assures that the final shipped product is compliant.

BAE Systems reserves the right to request copies of First Piece/First Article and In-process inspection records at any time. Requests for records shall be fulfilled within five (5) business days.

Parts for which the design is proprietary to the Supplier, or their sub-tier supplier, and which are ordered to the Supplier/Sub-tier Supplier's part number shall only require a certificate of conformance from the manufacturer.

The Supplier shall maintain records documenting product compliance to all applicable purchasing agreements, drawings, specifications, and standards for a period of seven (7) years after order completion. At the end of this period, the Supplier shall contact BAE Systems and request disposition instructions, which may include authorization to destroy the records or instructions to forward the records to a BAE Systems facility.

Table 1 shall be used to determine lot sample size:

Lot Size	AQL						
	.65	1.0	1.5	2.5	4.0	6.5	10
2-8	*	*	*	5	3	2	2
9-15	*	13	8	5	3	2	2
16-25	20	13	8	5	3	3	2
26-50	20	13	8	5	5	5	3
51-90	20	13	8	7	6	5	4
91-150	20	13	12	11	7	6	5
151-280	20	20	19	13	10	7	6
281-500	47	29	21	16	11	9	7
501-1200	47	34	27	19	15	11	8
1201-3200	53	42	35	23	18	13	9
3201-10000	68	50	38	29	22	15	9
10001-35000	77	60	46	35	29	15	9
35001-150000	96	74	56	40	29	15	9
150001-500000	119	90	64	40	29	15	9
>500000	143	102	64	40	29	15	9

Table 1: Lot Sample Size Based on AQL Level

* indicates 100% inspection

Accept on 0 rejects, reject on 1 or more rejections

Use AQL 4.0 as a minimum for all characteristics that are used to validate the control of the process and other characteristics, unless another method of control is identified and approved. Use the VIR system to request approval of alternate methods of control.

The following situations shall not utilize this C=0 Plan:

- Visual weld inspection shall be 100% or per applicable specification requirements
- Verification/validation of finishing processes shall be performed on each manufacturing lot unless a higher frequency is required by the relevant specification
- Non-Destructive Evaluation (NDE) / Non-Destructive Testing (NDT)
- Frequency-based testing such as sample/quantity or sample/time period
- Fastener quality assurance requirements

8.4 Measuring and Test Equipment

The Supplier shall establish and maintain a documented calibration system to verify conformity of all measuring and test equipment (M&TE) such as gages, tools, jigs, fixtures and dies used to verify conformity to requirements. This system shall comply, at a minimum, to the requirements of ISO9001:2008. Outside calibration and inspection/test services used shall maintain a system in accordance with a recognized standard such as ISO 10012, ANSI/NCCL Z540, or ISO 17025 and shall address the criteria described in the selected standard.

Additional calibration system requirements imposed by applicable specifications must be included in the Supplier's calibration system.

8.5 Certificate of Compliance

The Supplier shall generate and provide as required by the purchasing agreement, a Certificate of Compliance stating that the product/service meets all of the requirements of the purchasing agreement and its technical data package at the prescribed revision level. The instructions for submitting the Certificate of Compliance shall be as defined by CDR. This certificate, signed by an authorized representative, shall contain the following information:

- Supplier's name and address
- BAE Systems' purchasing agreement number and line number
- BAE Systems' item number, description, and revision as specified on the purchasing agreement
- Quantity
- Material and test specifications and their revisions (as applicable)
- Raw material heat/lot number (as applicable)
- Reference to raw material test reports, traceable by heat/lot number (as applicable)
- Exceptions, including waivers and deviations (as applicable)
- Signature, printed name, and title of signer

- Date

BAE Systems reserves the right to request a Certificate of Compliance be generated for any specified item(s) regardless of whether a requirement for the certificate is included in the purchasing agreement.

8.6 Non-conforming Material

The Supplier is responsible for establishing controls to ensure that products not conforming to the Purchasing Agreement are identified, segregated, dispositioned and controlled to prevent inadvertent use. All costs associated with non-conforming material, including freight, handling, material replacement, inspection, rework, etc, may be charged back to the Supplier.

When non-conforming items are to be returned to the Supplier, the Supplier shall provide a Return Material Authorization (RMA) number within 24 hours of notification. Failure to provide the RMA number within the specified time authorizes BAE Systems to return the items at its discretion.

In the event that the Supplier identifies a non-conformance which they are not authorized to correct (i.e. repair or use as-is dispositions), the Supplier shall provide written notification to the appropriate BAE Systems APR within 24 hours of discovery and provide complete traceability information for all known or suspect nonconforming product shipped, including but not limited to identification of batch/lot number, purchase order, part identification, and dates of shipment. The non-conforming items shall be quarantined at all BAE Systems/Supplier's facility until BAE Systems provides disposition instructions.

Where non-conforming items pose a risk to BAE Systems' production schedule, BAE Systems reserves the right to request the Supplier provide on-site support to screen for and/or correct the issue. Upon request, the Supplier shall arrange for on-site support within 24 hours of receipt of the request. Failure to provide on-site support authorizes BAE Systems to contract third-party support at the Supplier's expense.

8.7 Preliminary Material Review (PMR)

The Supplier is authorized to rework, scrap, or return to their sub-tier supplier items which are non-conforming, where these dispositions are subject to the following definitions:

- Rework: the correction of a non-conformance resulting in full compliance to the TDP requirements
- Scrap: disposal/destruction of the non-conforming item(s)

- Return to sub-tier supplier: returning the item/component to its supplier/manufacturer

8.8 Material Review Board (MRB)

The supplier may not repair non-conforming items or determine that the item may be used as-is unless written authorization is incorporated into the purchasing agreement. These dispositions are defined as follows:

- Repair: correction of the non-conformance resulting in a functional item, but where the item does not meet all of the requirements of the TDP
- Use As-is: the determination that the non-conformance does not impact the function of the item even though it does not meet all of the requirements of the TDP

8.9 Corrective Action

The Supplier is responsible for implementing systems capable of resolving problems adversely affecting quality. The Supplier shall:

- Contain all discrepant parts whether they are completed, in-process, in inventory, in-transit, previously shipped or in the field.
- Determine root cause of the issue, why it wasn't detected in their system and what systemically failed to allow the deficiency.
- Identify impacts to similar items that use the same process/material/equipment and which may be affected by this discrepancy
- Implement corrective action to correct the deficiencies
- Implement preventative actions to preclude future occurrences of the issue(s)

Records which document the above actions shall be maintained and made available to BAE Systems upon request; these records may be in the Supplier's format as long as they address all requirements specified in this document.

In the event that a non-conformance is discovered by BAE Systems, BAE Systems may issue either a notification of nonconformance or a Supplier Corrective Action Request (SCAR).

A notification of nonconformance informs the Supplier that a non-conformance was identified but does not require a formal response from the Supplier. The Supplier is still responsible and shall correct the identified non-conformance in their process and document the actions taken in accordance with their internal corrective action procedures.

A SCAR requires that the Supplier provide formal written analysis of the root cause and documented corrective and preventative actions. The formal response from the Supplier must be received on or before the response due date or the Supplier's performance and/or risk rating may be impacted. BAE Systems will, based on the supplied SCAR

response, determine what follow up actions are required, if any, and completion of the follow up actions will be required before the SCAR can be closed.

8.10 Written Corrective Action Requests (WCAR)

In the event that the Supplier receives a WCAR related to or similar to product or processes provided to BAE Systems from the Defense Contract Management Agency (DCMA), the Supplier is required to notify BAE Systems Supplier Quality Assurance of the WCAR record and the scope of the issue, regardless of the perceived impact to parts or services supplied to BAE Systems.

8.11 Right of Access

BAE Systems and its Customer reserve the right to perform inspection of product, witness testing, and/or review manufacturing and inspection processes/procedures at the Supplier's facility or their sub-tier supplier's facility at any point during the execution of this purchasing agreement at no additional cost.

In support of these on-site activities, the Supplier shall make available any area of the facility or any individual relevant to the subject of the on-site visit. The Supplier shall also make available any required inspection equipment, records, drawings/technical data, and/or process documentation.

When Customer Source Surveillance/Inspection and/or Government Source Surveillance/Inspection are required by the purchasing agreement, the Supplier shall notify BAE Systems and/or their local DCMA Quality Assurance Representative prior to shipping product.

- BAE Systems requests a minimum of five (5) days notification of a pending inspection.
- Notification to the local Government representative of pending inspections shall be made in accordance with FAR 52.246-2(i) (2), which can be found at https://www.acquisition.gov/far/current/html/52_246.html. As of this revision, the FAR requires two (2) working days notification for resident representatives and seven (7) working days for all other instances; however the latest revision of the FAR shall apply. In the event the representative or office cannot be located, notify BAE Systems immediately.

Shipment of product requiring Customer or Government Source Surveillance/Inspection shipped without the required inspections being performed are subject to rejection.

9.0 Packaging/Shipping

9.1 Cleanliness and Preservation

The Supplier shall furnish parts/components which are free of mill scale, rust, carbon deposit, weld spatter, or any surface contaminant that would be detrimental appearance or functional performance (i.e. would prevent proper adhesion of coatings). Unless otherwise specified, bare metal surfaces, ferrous and non-ferrous, shall be protected from corrosion for a minimum of sixty (60) days from the date of shipment. Technical information regarding the preservative used shall be maintained on file by the supplier and made available to BAE Systems upon request.

Any openings on components, such as electrical connectors, hydraulic/pneumatic fittings/ports, bare machined holes, and fuel ports, shall be properly plugged or capped to prevent internal contamination.

9.2 Packaging for Electrostatic Discharge (ESD) Sensitive Items

All Class 1, Class 2 and Class 3 parts, assemblies, and equipment, as defined by MIL-STD-1686, are to be packaged in accordance with Paragraph 5.8 of MIL-STD-1686 (MIL-E-17555). External shipping packaging for Class 1, Class 2, and Class 3 devices shall be identified with the ESD symbol. All other components with solderable leads and which are considered non-ESD sensitive per MIL-STD-1686 shall be packaged in material that meets the requirements of MIL-B-81705, Type II or Type III. Bare printed wiring boards are to be packaged in heat-sealed non-static-generating poly bags that meet the requirements of MIL-B-81705 and MIL-HDBK-263.

9.3 Hazardous Material Control

In order to assure the proper storage, handling, use, and disposal of hazardous or potentially hazardous materials, every container shall be clearly marked with the following, as a minimum:

- Product Name
- Manufacturer's Name
- Manufacturer's Part Number
- Manufacturer's Batch Number or Lot Number
- Date of Manufacture
- Expiration Date, per manufacturer's specification
- Federal Hazardous Chemical Label (OSHA 1910, 1200 Compliant)
- BAE Systems Purchasing Agreement Number
- BAE Systems Item Number
- Applicable DOT/UN Placard/Labels

In addition, all products containing Volatile Organic Compounds (VOCs), such as paint, must be labeled by the manufacturer in accordance with applicable state and/or federal codes.

A copy of the Material Safety Data Sheet (MSDS) shall accompany each shipment.

9.4 Age Sensitive Materials

For elastomeric products (such as natural and synthetic rubbers), potting compounds, shrinkable tubing, epoxies, adhesives, sealants, paints, and other like product which have a manufacturer-specified shelf life, the following requirements apply:

- Permanently mark the product (or packaging if marking the product would damage it), in a manner that is not detrimental to its form, fit, or function, with the date of expiration or “best if used by” date and lot traceability information (i.e. lot number, date of manufacture, batch number, etc.) The method of marking is optional unless otherwise specified
- The product must be received by BAE Systems with a minimum of 75% of its shelf life remaining
- For kits containing age-sensitive materials, the outside of the kit’s container shall be marked with “Earliest Expiration Date” and the earliest expiration date of the materials contained in the kit (ex. Earliest Expiration Date 04/2015)

Assemblies containing age sensitive materials, where those materials are fully consumed, shall not be subject to age control marking unless otherwise specified