

March 22, 2021

## **Supplier Quality Notice**

### **095870 Supplier Quality Assurance Manual Rev 12**

This is to notify you of changes to BAE Systems' Supplier Quality Assurance Manual. Please see the following additions/changes/deletions:

Legend:

- Addition
- Changed
- Deletion
- Moved

Added the following acronyms:

- SPS: Standard Process Specification
- VIR: Vendor Information Request

### **3.1 Business 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, **pandemics**, 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.

### **3.3 Notification Responsibilities**

The Supplier shall notify their APR in writing **using VIR 089725** 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 to the manufacturing process (**Note: Applicable to all Tiers of suppliers**)
- Change to Quality Management System registration, including issuance of a new registration certificate
- Break in production of 24 months or more
- **All** Drawing changes **whether** received from BAE Systems or any supplier

## 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 (Note: may include notes attached to the purchase order and/or configuration notes on the CQR, etc.)
- Contracts 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, SPS, etc.)
- Specifications cited on the Drawing
- Documents cited within Specifications

Control of the TDP applies to all documents the supplier provides to their sub-tier suppliers. The supplier to BAE Systems, CMS, is fully responsible for the work performed by sub-tier suppliers. (Note: this includes suppliers directed by BAE Systems, suppliers that may be listed on the BAE Approved Supplier List, or suppliers selected by the supplier).

## 5.2 Requests for Information/Change/Material Disposition

All requests for information/clarification, requests for change, and requests for disposition of nonconforming material **should be directed to the legacy **Weapon Systems APR. 097908 Vendor Information Request (VIR)** is required to formally request the information/change/material disposition and will be available through the Purchasing website. The Supplier is not authorized to incorporate any changes until formal approval is received via a change to the purchasing agreement.**

All requests for information/clarification, requests for change, and requests for disposition of nonconforming material **shall follow the embedded link in the form. 089725 Vendor Information Request (VIR)** is required to formally request the information/change/material disposition and will be available through the Purchasing website. The Supplier is not authorized to incorporate any changes until formal approval is received via a change to the purchasing agreement.

## 6.1 Sub-tier Management

The Supplier assumes all responsibility for the end-item deliverables and any associated documentation. In the event that a sub-tier supplier 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 **suppliers approved by BAE Systems Combat Missions Systems or by an accredited third party, such as NADCAP,** are used for special processes
- flow down the requirements of this manual and all relevant/directed 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 regarding an open purchase order item without first notifying the Supplier.

## 6.6 Traceability of Specialty Metals

All specialty metals used to produce parts for BAE Systems, [Combat Missions Systems, \(CMS\)](#) and sold to the US Government shall be traceable to their country of origin. Objective evidence verifying the country of origin, i.e., Material Certificate of Analysis, shall be presented upon request by BAE Systems or the US Government.

Refer directly to DFARS 252.225-7008 and 252.225-7009 for the definitions of specialty metals and the permitted countries of origin.

## 6.7 Counterfeit Parts Prevention Plan **Deleted all reference of Electronic from this section**

A Counterfeit Part is a Part that is: (1) an unauthorized copy or substitute that has been identified, marked, and/or altered by a source other than the Original Component Manufacturer (OCM) or Authorized Distribution Chain and has been misrepresented to be an OCM's authorized Part; and/or (2) previously used Parts that are misrepresented as being "new" when provided. The Supplier is responsible to prevent counterfeit materials from being provided to BAE Systems. To that end, the Supplier shall:

- Obtain parts only from the OCM or their Authorized Distribution Chain.
- [Obtain other parts or materials when CDR 086 is applied, only from the OCM or their Authorized Distribution Chain.](#)
- Obtain written authorization from BAE Systems prior to purchasing parts from any source other than the OCM or their Authorized Distribution Chain (i.e. Independent Distributors).
- Verify parts obtained from Independent Distributors through in-house or third-party testing/inspection or through supplied certificates of authenticity/origin to determine authenticity; documentation must be retained on file and provided upon request to BAE Systems.
- Confine all suspect/identified Counterfeit Parts to ensure that they cannot reenter the market; **do not return counterfeit/suspect counterfeit parts to the supplier.**
- Notify the BAE Systems APR in writing in the event that Counterfeit/Suspect Counterfeit Parts are found.
- Supplier must have processes for maintaining part traceability [for all parts or material with CDR 086 requirement assigned](#) (e.g., item unique identification) that enable tracking of the Supply Chain back to the original manufacturer, whether the parts are supplied as discrete parts or are contained in assemblies. This traceability process shall include certification and traceability documentation developed by manufacturers in accordance with Government and industry standards; clear identification of the name and location of supply chain intermediaries from the manufacturer to the direct source of the product for the seller; and, where available, the manufacturer's batch identification for the part(s), such as date codes, lot codes, or serial numbers. If IUID marking is selected as a traceability mechanism, its usage shall comply with the item marking requirements of DFAR 252.211-7003, Item Unique Identification and Valuation.

## 7.1 Special Processes

All special processes identified below and utilized on a BAE Systems' PurchasE Agreement require certification by NADCAP or approval by BAE Systems. Special process requirements identified below shall be flowed down to all sub-tier Suppliers. The Supplier shall provide a current Certificate of Conformance (C of C) certifying compliance for all special processes identified below and performed as required by the TDP. All special process Suppliers or their sub-tier Suppliers utilized on the Purchasing Agreement shall have a current accreditation by NADCAP or approved by BAE Systems. The Certificate of Compliance shall define and document all processes used in satisfying the TDP/Purchasing Agreement requirements and the date of the last audit. Special processes will be as defined below in our SQAM, AS9100 and by NADCAP. All costs associated with NADCAP accreditation shall be borne by the special process Supplier.

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

- The following special processes are required to be approved by BAE Systems
  - Bonding
  - Casting
  - Chemical Agent Reactive Coating (CARC) Painting does not require NADCAP, but requires BAE Process Audit Approval
  - Soldering
  - Welding/Brazing requires BAE Systems Weld Process Audit Approval and Weld Procedure Approval **prior** to welding
- The following special processes are required to be approved by NADCAP when the specific CDR is applied to the contract
  - Heat Treating
  - Painting (Non CARC Painting)/Coating
  - Plating
- The following special processes are required to be certified to the identified standards.
  - Destructive/Non-destructive Testing (shall comply to ASNT TC1A or NAS410) Note personnel shall have a certification of Level 2 or above.

### 7.1.3 Welding/Brazing

- Welding/brazing of BAE Systems part(s) and/or assemblies shall only be performed by a BAE Systems Approved Weld Supplier. Parts received which are not welded by an Approved Weld Supplier shall be rejected and may be subject to rework by an Approved Weld Supplier or scrapped at the Supplier's expense.
- 7.1.3.1 Weld Process Audit
- The Supplier shall be deemed a BAE Systems Approved Weld Supplier following a successful Weld Process Audit confirming that the supplier has adequate weld systems in place **prior** to performing any welding for BAE Systems.
- 7.1.3.2 Supplier Weld Procedures
- The BAE Systems Approved Weld Supplier shall submit any and all Weld Procedure(s) (WPS's) for BAE Systems' parts **prior** to the start of fabrication.

## 7.2 Part Identification Marking

Identify all parts using the criteria listed below:

- All commercial parts will be identified as defined on the commercial TDP.
- Outside Special Processes, (OSP) will be marked per the Statement of Work, (SOW).
- All other parts are to be marked with the following criteria:
  - Part Number as defined on the purchase order line item for the part.
  - Cage Code as defined on the drawing as applicable.
  - Cage Code of the producing Supplier/vendor.
- The method will be as defined on the drawing:
  - If no method is defined use MIL-STD-130 as a guide for determining the marking/identification method.
  - The marking method cannot affect form, fit, or function of the part.
- The location will be as defined on the drawing:
  - If no location is defined, the Supplier is to determine the best marking location.
  - The marking location cannot affect form, fit, or function of the part.

If there are any questions, please submit a VIR for clarification.

The Supplier shall ensure that parts are legibly marked in accordance with these requirements. (If this identification is no longer visible, after all finishing processes have been completed the info must be reapplied with the identification method to be determined by the Supplier, the identification process cannot affect form, fit or function of the part). Objective evidence must be made available upon request to support the original marking methods used.

## 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 9001-2015 (or latest version), AS 9100, TS 16949, or a quality system approved by a [Third Party Registrar](#). Certification to ISO 9001/AS9100/TS 16949 by a registered third party is **required unless otherwise stipulated within the contract (Purchase Order)**. 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

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)
- Inspection Report
- Balloon Drawing
- First Article Test/Inspection 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/SPS/ Specification requirements, with the requirement 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 (those components identified on the top-level drawing or are identified in the BOM listed on the top level drawing) drawing notes, dimensions, and associated QAP/QAR/SQAP/SPS/ Specification requirements, with the requirement and measured values recorded. **Variable data shall be recorded with actual values measured for each sample**
- Inspector's name, signature, and date (electronic or digital signatures are acceptable)

The First Piece/First Article Inspection report will be submitted to BAE Systems as required by the Purchasing Agreement. BAE Systems reserves the right to request additional 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.

(Note: If product under this purchasing agreement has been in continuous production and has not been changed since the last order, an additional first piece requirement is not required. Continuous production is defined as no break in production or process in excess of twenty-four (24) months, unless otherwise directed)

Following the First Piece/First Article Inspection, the Supplier shall have a process in place, which ensures that all supplied product is compliant to all Purchasing Agreement requirements. This process shall consist of a C=0 sampling plan, SPC, or any other method which ensures that the final shipped product is compliant. If required by contract the supplier may be required to submit a plan to BAE Systems for approval. Record of the plan approval shall be kept on file with the first piece acceptance documentation. If the first piece fails to meet the functional, dimensional or TDP requirements, a new first pc must be generated, tested and measured. Likewise, if the manufacturing process or design of the part changes, new parts must be obtained that represents this new process/design and a delta First Piece/First Article inspection is permissible with prior approval.

Inspection requirements for certain special processes, testing, and fasteners:

- 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) as required by specification/contract.
- Frequency-based testing such as sample/quantity or sample/time period shall be followed, **unless a higher frequency is required by the relevant specification.**

- Documented/specified fastener quality assurance requirements shall be followed.
- All visual inspection and NDT on armor and low alloy steel (100KSI tensile strength or greater) shall be completed no earlier than 48 hours after completion of welding.

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 ten (10) years for Phoenix orders and seven (7) years for all other sites after order completion. At the end of this period, if the Supplier desires to dispose/destroy the records, 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.



## 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).
- **Verify and validate all corrective/preventative actions for effectiveness.**

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 (Level I Corrective Action) or a Supplier Corrective Action Request (SCAR, Level II Corrective Action).

A notification of nonconformance, Level I Corrective Action 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 all 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), **and/or other customers**, the Supplier is required to notify their BAE Systems APR of the WCAR record and the scope of the issue, regardless of the perceived impact to parts or services supplied to BAE Systems.

## 8.12 Data Submission Instructions

All data submissions, unless otherwise specified, shall be submitted electronically. The email subject line should include the relevant Purchasing Agreement number and part number. Paperwork should not be shipped with the product. The supplier is required to use either an encrypted email system (setup between BAE Systems and the supplier) or Secure File Transfer System (SFTS) for any and all technical data being submitted, drawings, performance and test data, etc. are considered technical data and need to be protected at all times. All documentation submittals shall include a (092245) source inspection / CDR paperwork submission form.

**Note:** If the submissions are for **Anniston Forge, Anniston Spares, Phoenix, Aberdeen, Louisville, or Minneapolis** and the parts are not certified or source inspected, the data packages **and form 092245 are not**



required to be submitted in advance for an acceptance signature. For these locations, the data package are to be sent with the parts. If you are unsure of the parts your company is certified for, contact your purchasing representative.

All data submissions for the following ship-to addresses should be submitted to [sgasterlinghts.pands@baesystems.com](mailto:sgasterlinghts.pands@baesystems.com):

**1805 Coleman Road, Anniston, Alabama 36207**

**6331 San Ignacio Ave, San Jose, California 95119**

**200 Industrial Drive, Elgin, Oklahoma 73538**

**1100 Bairs Road, York, Pennsylvania 17405**

**15 Windham Blvd, Aiken, South Carolina, 29805**

**34201 Van Dyke Ave, Sterling Heights, Michigan 48312**

**1100 North Boundary Patrol Rd, New Boston, Texas 75570**

All data submissions for the following ship-to addresses should be submitted to: [sqa.anniston@baesystems.com](mailto:sqa.anniston@baesystems.com)

**104 National Drive, Anniston, Alabama 36207**

**2101 West 10th St, Anniston, Alabama 36201**

All data submissions for the following ship-to addresses should be submitted to: [receivinginspectionaz@baesystems.com](mailto:receivinginspectionaz@baesystems.com):

**7822 South 46th St, Phoenix, Arizona 85044**

All data submissions for the following ship-to addresses should be submitted to: [sqa-admin.minneapolis@baesystems.com](mailto:sqa-admin.minneapolis@baesystems.com):

**1650 Industrial Blvd., Land and Armaments, Chula Vista California 91911**

**163 Rochester Drive, Louisville, Kentucky 40214**

**4800 East River Road, Minneapolis, Minnesota 55421**

**3317 8<sup>th</sup> Ave, Aberdeen, South Dakota 57401**

**915 Pearl Street, Norfolk, VA 23523**

**11655 Central Pkwy, Suite 308, Jacksonville FL 32224**