

Process Manual

# BAE Systems Maritime Australia Supplier Quality Assurance Manual

**Quality is: Right First Time Every Time**



Document Issue: 5  
Issue Date: 14 March 2025

ASC Shipbuilding Pty Ltd (trading as BAE Systems Maritime Australia)  
Registered Office: Building 01, Level 2, 640 Mersey Road North, Osborne SA 5017  
Registered in Australia No: 051 899 864  
Tel: + 61 8 8480 8888  
Fax: + 61 8 8480 8800  
ACN: 051 899 864  
ABN: 15 051 899 864

This document contains information proprietary to ASC Shipbuilding Pty Limited (trading as BAE SYSTEMS Maritime Australia) or to another party to which ASC Shipbuilding Pty Limited may have a legal obligation to protect such information from unauthorised disclosure. Subject to the express terms of any Contract between ASC Shipbuilding Pty Limited and the party to which this document is revealed, any disclosure, use or duplication of this document or of any of the information contained herein for other than the specific purpose for which it was disclosed is expressly forbidden, except as ASC Shipbuilding Pty Limited may otherwise agree in writing.

This constitutes Hunter Class IP [and RSD IP] further to the RSD IP Licence Deed in Annex M to Attachment I of Contract CASG/SHIPS/CON7398/2

## DISTRIBUTION

Users should be aware that the electronic copy of this document is subject to change. The latest version will be made available at the BAE SYSTEMS Australia website. It is the Suppliers responsibility to ensure they have the latest version.

## CONTENTS

1. PURPOSE .....	4
2. SCOPE .....	4
3. APPLICABLE DOCUMENTS .....	4
4. ACRONYMS AND ABBREVIATIONS .....	4
5. DEFINITIONS .....	5
6. RESPONSIBILITIES .....	8
6.1 BAESMA SUPPLIER QUALITY ASSURANCE & SUPPLY CHAIN FUNCTION.....	8
6.2 BAESMA SECURITY FUNCTION .....	8
7. GENERAL GUIDANCE INSTRUCTIONS.....	8
7.1 GENERAL EXPECTATIONS OF OUR SUPPLIERS .....	8
7.2 PO AND CONTRACT REQUIREMENTS REVIEW (TECHNICAL, QUALITY, COMMERCIAL) .....	8
7.3 INWARDS, OUTWARDS AND IN-PROCESS GOODS ASSURANCE/CONTROLS .....	8
7.4 CONTROL OF SUB-TIER SUPPLIERS/MANUFACTURERS.....	9
7.5 PURCHASE ORDER NOMINATED CTCL ITEMS - ANNEX E.....	9
7.6 INSPECTION AND TESTING PLANNING (ITP) APPLICABILITY/CONTROLS.....	9
7.7 ISO 9001:2015 SECTION 8.5 PRODUCTION AND SERVICE PROVISION (RECORDS).....	10
7.8 ISO 9001:2015 SECTION 7.1.5 MONITORING AND MEASURING RESOURCES .....	10
7.9 MUTUAL RECOGNITION FOR TEST LABORATORY AND SUPPLIER FACILITY .....	10
7.10 PRODUCT MARKING/TRACEABILITY/ PACKAGING AND PRESERVATION.....	10
7.11 HAZARDOUS MATERIALS .....	11
7.12 HAZARDOUS SUBSTANCES.....	11
7.13 ENVIRONMENTAL SUSTAINABILITY .....	11
7.14 SUPPLIER PRODUCT APPLICATION AWARENESS.....	12
7.15 COUNTERFEIT PRODUCTS (SAFETY/SECURITY) - RISK MITIGATION AND PREVENTION .....	12
7.16 CONTROLLED MATERIAL/TECHNOLOGY.....	13
7.17 HANDLING OF BAESMA SUPPLIED MATERIALS .....	14
7.18 SUPPLIER QUALIFICATION (EVALUATION AND APPROVAL) .....	14
7.19 BAESMA APPROVED SUPPLIER'S LIST (ASL).....	14
7.20 SUPPLIER QUALITY PERFORMANCE REVIEW (SQPR).....	14
7.21 OQE REQUIREMENTS/ OQE ATTRIBUTES DEFINITION/ OQE DELIVERY .....	15
NOTES ON OQE DELIVERY .....	15
7.22 OQE REQUIREMENTS FOR REFURBISHMENTS .....	15
7.23 BAESMA QUALITY REQUIREMENTS FOR FASTENERS.....	16
7.24 BAESMA SPECIFIED CRITICAL (CTCL) THREADED FASTENERS: .....	16
7.25 BAESMA QUALITY REQUIREMENTS FOR SHELF LIFE PRODUCTS .....	16
7.26 SUPPLIER CORRECTIVE ACTION REQUEST (SCAR/MAJOR NC) .....	17
7.27 WORK HEALTH SAFETY (WHS) AND ENVIRONMENTAL (WHS&E) .....	18
7.28 MANAGEMENT OF SUPPLIER AND SUB-TIER SUPPLIER CHANGES .....	18
7.29 CONFIGURATION MANAGEMENT.....	19
7.30 CERTIFICATE OF CONFORMANCE (COC) .....	19

7.31 BAESMA/SUPPLIER RELATIONSHIP AND FEEDBACK..... 19

8. ANNEXES ..... 20

8.1 ANNEX A - SUPPLIER CORRECTIVE ACTION REQUEST SCAR FORM..... 20

8.2 ANNEX B - SUPPLIER SCAR ACTION PLAN FORM..... 21

8.3 ANNEX C – BAESMA COUNTERFEIT PARTS RISK ASSESSMENT MATRIX ..... 22

8.4 ANNEX D - INSPECTION AND TEST PLAN (ITP) TEMPLATE EXAMPLE ..... 23

8.5 ANNEX E - RULES FOR THE APPROVAL OF SUPPLIERS OF CRITICAL (CONTRACT DEFINED CRITICAL PARTS, COMPONENTS, MATERIALS.)(CTCL)..... 24

8.6 ANNEX F - CONTRACT REQUIREMENTS REVIEW TEMPLATE (EXAMPLE ONLY)..... 25

8.7 ANNEX G – CERTIFICATE OF CONFORMANCE (COC EXAMPLE ONLY) ..... 26

## 1. PURPOSE

The purpose of this manual is to assist Suppliers in understanding ASC Shipbuilding Pty Limited trading as BAE SYSTEMS - Maritime Australia (BAESMA) Quality/Defence requirements, compliance and expectations. This manual has been designed to provide information and guidance to aid Suppliers when providing goods and services to all BAESMA projects.

## 2. SCOPE

This manual is applicable to the purchase of goods and services pursuant to BAESMA's contracts with Suppliers, and BAESMA purchase order requirements, including terms and conditions collectively "Contracts:").

If there is any inconsistency between parts of this Supplier Quality Assurance Manual (SQAM), the Contract shall prevail.

**Note:** This document is to be read in conjunction with the BAESMA Inspection and Assurance Codes Definitions (IACD) document available on the BAESA website. The IACD document contains the Objective Quality Evidence (OQE) definitions and notes as specified in the Contract.

## 3. APPLICABLE DOCUMENTS

Document Number	Title
AS/NZS 45001	Occupational Health and Safety Management Systems
AS/NZS ISO9001:2015	Quality Management Systems Requirements (latest revision)
DEF STAN 05-57	Configuration Management of Defence Materiel
DISP	Defence Industry Security Program ( <a href="http://www.defence.gov.au">www.defence.gov.au</a> )
IACD	Inspection and Assurance Codes Definitions
ISO 14001	Environmental Management Systems
ISO 45001	Occupational Health and Safety (Supersedes AS/NZS 4801)

## 4. ACRONYMS AND ABBREVIATIONS

Acronym/Abbreviation	Meaning
A2LA	American Association of Laboratory Accreditation
AD	Authorised Distributors
AOM	Approval of Manufacturer
ASC Shipbuilding	ASC Shipbuilding Pty Limited (trading as BAE SYSTEMS Maritime Australia)
BAESA	BAE Systems Australia Limited
BAESMA	ASC Shipbuilding Pty Limited trading as BAE SYSTEMS Maritime Australia (BAESMA)
CA	Corrective Action
CAPA	Corrective And Preventive Action
CASG	Capability Acquisition and Sustainment Group
CCS	Cleanliness Certification Statement
CDRL	Contract Data Requirement List
CM	Certified Manufacturer
CoA	Commonwealth of Australia
COC	Certificate of Conformance
CTCL	Critical PO defined critical parts, components, materials, and products
DID	Data Item Description
DIFOTIS	Delivered in Full On-time In Specification

Acronym/Abbreviation	Meaning
DoD	Department of Defence
DISP	Defence Industry Security Program
EAR	Export Administration Regulations
FD	Franchised Distributors
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFM	Government Furnished Material
i.a.w	In accordance with
ILAC	International Laboratory Accreditation Co-operation
IMTE	Inspection Measuring and Testing Equipment
ISM	Information Security Manual
ITAR	International Traffic in Arms Regulations
ITP	Inspection and Test Plan
MSDS	Material Safety Data Sheet
NATA	National Association of Testing Authorities
NC	Non-conformance
OCM	Original Component Manufacturer
OEM	Original Equipment Manufacturer
OQE	Objective Quality Evidence
PDVI	Pre-Delivery Verification Inspection
PO	BAESMA purchase order and/or contract terms and conditions.
PQMP	Project Quality Management Plan
RAN	Royal Australian Navy
RCA	Root Cause Analysis
RFE&T	Request for Evaluation & Test
SC	Supply Chain
SCAR	Supplier Corrective Action Request
SCR	Supply Chain Representative (Procurement Professional)
SDRL	Supplier/Subcontractor Data Requirement List
SQAM	Supplier Quality Assurance Manual
SQAR	Supplier Quality Assurance Representative
T&Cs	Terms and Conditions
UAT	User Acceptance Testing

## 5. DEFINITIONS

Term	Definition
Action Plan	This is the action plan provided by the Supplier to the BAESMA SQAR and BAESMA SC. The Action Plan must: <ul style="list-style-type: none"> <li>(a) be provided within 3 Working Days of SCAR receipt;</li> <li>(b) and include the Suppliers intended CA and timeframe for completing the SCAR.</li> </ul>
Action to Prevent Recurrence	The Action to Prevent Recurrence is used to identify similar potential non-conformances to ensure they do not occur. The action taken by the Supplier must be notified to BAESMA and confirmed effective to BAESMA's satisfaction before the SCAR is able to be closed.
Containment Action	Action taken by BAESMA or Supplier to contain the initial non-conformance.

Term	Definition
Contract	BAESMA contract terms and conditions with Supplier for the purchase of goods and services and includes the PO.
Corrective Action	CA is the action taken by the Supplier to eliminate or mitigate the root causes and prevent recurrence of an existing detected non-conformance, or other undesirable conditions or situations.
Deficiency	Process, product or service that is ineffective and requires investigation and improvement.
Disposition Action	Re-work, repair, return to /Supplier, leave as is or regrade.
Major Non-conformance or Major NC	The absence of, or total breakdown of a product, service, quality management system element, contractual requirement or any non-conformity where BAESMA determines the effect is detrimental to: <ul style="list-style-type: none"> <li>a. the integrity of the product or service provided;</li> <li>b. The Contract; or</li> <li>c. BAESMA's reputation.</li> </ul>
Minor Non-conformance	The non-fulfilment of a product, service, quality management system element, or contractual requirement where BAESMA determines the effect is not detrimental to the integrity of the product or service provided.
Non-conformance (NC)	Non-fulfilment of a process, standard, drawing, Contract requirement, safety or legislative requirement.
Preventive Action	Action taken to eliminate the cause of a potential non-compliance or other undesirable potential situation.
Records	Records of completed SCAR and OQE as applicable.
Remedial Action	Action taken to remedy the identified deficiency/non-conformance.
Root Cause Analysis	Activity undertaken to investigate and identify the contributing factors that led to a Non-Conformance, or other undesirable event occurring. Some of the tools used to identify superficial or underlying root cause/s are: ICAM, FMEA, 8D, 5W2H, Mind Maps, Fishbone Diagrams, TapRoot® etc.
Software	means a collection of computer code comprising a set of instructions or statements used directly or indirectly by a computer to bring about a certain result in relation to the Supplies, (including using a computer programming language to control a computer or its peripheral devices) and includes computer programs, firmware and applications, but is not limited to: <ul style="list-style-type: none"> <li>a. all forms of electronically executed algorithm(s) and associated data (such as configuration data, digital maps, lookup tables);</li> <li>b. bespoke software including both embedded and computer platform type elements;</li> <li>c. databases, spreadsheets and other data;</li> <li>d. firmware including all forms of programmable logic and associated data;</li> <li>e. Field Programmable Gate Arrays (FPGAs) and Programmable Array Logic (PALs);</li> <li>f. Application Specific Integrated Circuits (ASICs); and</li> </ul> COTS software and other legacy software elements that would fall into one of the above categories if they were being developed as part of the project but excludes Source Code.
Source Code	means the expression of Software in human readable form which is necessary to understand, maintain, modify, correct and enhance that Software.

<b>Term</b>	<b>Definition</b>
Supplier	BAESMA suppliers, sub-tier suppliers, vendors, contractors and subcontractors.
Supplier NC/Deficiency	Failure to comply with a Contract specification, process, specified material/product standard or legislative requirement. An unusable product with potentially significant impact to product or personnel safety.
Technical Data	means technical or scientific data, know-how or information reduced to a material form (whether stored electronically or otherwise) in relation to the Supplies, and includes data, databases, manuals, guides, handbooks, designs, standards and specifications, design documentation, reports, writings, models, sketches, plans, drawings, calculations, simulations, notes, instructions, Training Materials and test results, and includes Source Code.
Training Materials	means materials necessary for a suitably qualified instructor to effectively and efficiently provide training to a body of students who meet the defined entry requirements. This material includes training specifications, course curricula, Competency standards, lesson plans, assessment instruments (including recording/tracking tools), student workbooks, précis and other publications (excluding publications developed for non-Training purposes), exams, Training aids including presentation, image, audio and video files, and, if applicable, computer-based training content, software and manuals.
Working Day	means in relation to the doing of an action in a place, means any day in that place other than: <ul style="list-style-type: none"> <li>a. a Saturday, Sunday or public holiday; and</li> <li>b. any day within the two-week period that starts on: <ul style="list-style-type: none"> <li>(i) the Saturday before Christmas Day; or</li> <li>(ii) If Christmas Day falls on a Saturday.</li> </ul> </li> </ul>

## 6. RESPONSIBILITIES

### 6.1 BAESMA Supplier Quality Assurance & Supply Chain Function

The BAESMA Supplier Quality Assurance function and the BAESMA Supply Chain function are to ensure the SQAM is communicated to Suppliers during and after the Supplier engagement phase.

### 6.2 BAESMA Security Function

All Suppliers when engaging with or supplying goods and services to BAE Systems Australia, should ensure that all security contract obligations are met. If the Supplier is also a Defence Industry Security Program Member (DISP), they shall ensure their obligations to both the Commonwealth and the business are met.

## 7. GENERAL GUIDANCE INSTRUCTIONS

### 7.1 General Expectations of our Suppliers

We expect our Suppliers to share our commitment in meeting the standards required by CASG and the RAN of quality, technical performance and on-time delivery, i.e. Delivery in Full, on Time, in Specification (DIFOTIS). This is achieved through flexibility in assisting BAESMA to meet its end goal by implementing continuous improvement initiatives and business continuity plans.

All Suppliers are responsible for ensuring compliance to the requirements contained in this manual and are responsible for the quality, timeliness and integrity of delivered goods and services including those provided by their sub-tier suppliers or manufacturers.

All delivered products and services must comply fully with BAESMA Quality requirements including the provision of appropriate OQE documentation as agreed in any corresponding BAESMA PO.

All OQE for new and refurbished items must comply fully with the Contract by way of individual OQE attributes or DIDs (CDRL/SDRL).

### 7.2 PO and Contract Requirements Review (Technical, Quality, Commercial)

The Supplier is expected to carry out requirements reviews in accordance with the latest revision of ISO9001, e.g. ISO9001: 2015 Section 8.2.3 Review of the Requirements for Product and Services.

Unless otherwise agreed in writing by BAESMA, Suppliers must have in place a Contract or PO Requirements Review (RR) procedure or process (preferably a Requirements Review Matrix).

A typical PO Requirements Review Matrix must address/indicate compliance or otherwise against requirements as defined in the PO/ Contract (including technical specification, quality, commercial and T&Cs). Refer to **Annex F** for a Contract RR Template example.

**Note:** *If a Supplier is uncertain about any aspect of what BAESMA has ordered, the Supplier must immediately contact the BAESMA Supply Chain function and resolve this uncertainty prior to incurring any costs and committing to supply any goods or services.*

### 7.3 Inwards, Outwards and In-process Goods Assurance/Controls

Suppliers to BAESMA are expected to have in place adequate procedures for the management of goods inwards, goods outwards and in-process quality assurance/inspection activities.

Suppliers must ensure that goods undergo an adequate level of checks and balances, e.g. visual inspections, traceability checks, sample dimensional inspections etc. as applicable during production and prior to delivery to BAESMA.

## 7.4 Control of Sub-tier Suppliers/Manufacturers

It is a requirement that all Suppliers engaged directly by BAESMA maintain effective control over their sub-tier suppliers (including manufacturers), considering:

- Suppliers engaged directly by BAESMA must (on request) provide to BAESMA the necessary OQE to confirm that their sub-tier suppliers have undergone due diligence and evaluation to meet BAESMA Quality requirements, and any other requirements, as specified in the contract.
- the Supplier must flow down (as required) all Contract requirements e.g. technical and quality OQE traceability requirements to their sub-tier Suppliers manufacturers.

## 7.5 Purchase Order Nominated CTCL Items - Annex E

When supplying Critical (CTCL) specified items, Suppliers are expected to:

- source items from BAESMA authorised manufacturers only; or
- propose manufacturers for BAESMA approval by providing evidence that the manufacturers/mills have 'Material Manufacturer' approval or Approval of Manufacturer (AOM) certified by independent certification bodies e.g. Bureau Veritas, Lloyds Register, SGS, DNV-GL, ABS Group, or provide evidence to BAESMA of detailed review and approval by the direct Supplier e.g. audit reports, visit reports, inspection reports, test reports; or
- ensure that items are independently sample tested by a NATA or equivalent testing house i.a.w criteria defined by BAESMA, with test reports (OQE) provided to BAESMA.
- Note: This approach will qualify individual batch deliveries only, not the sub-tier supplier/manufacturer.
- BAESMA may also consider undertaking a quality audit/review of the Supplier, sub-tier supplier, manufacturer or fabrication processes on a case-by-case basis.

**ANNEX E** – Rules for approval of Suppliers of Contract specified CTCL items.

## 7.6 Inspection and Testing Planning (ITP) Applicability/Controls

Where a PO/ Contract requires the Supplier to submit an ITP, the Supplier's ITP will be subject to BAESMA's approval and must be submitted to and approved by BAESMA prior to commencement of work.

As part of BAESMA's approval of the Supplier's ITP, BAESMA may add 'Hold' and 'Witness' points at its discretion, and:

- Where hold and witness points have been allocated the Supplier must inform BAESMA of the upcoming event with appropriate notice, i.e. at least 10 Working Days, or as otherwise agreed in writing with the BAESMA Supply Chain Representative.
- **Hold points** are not to be conducted without a BAESMA representative present unless the hold point has been formally waived by BAESMA.
- **Witness points** may be conducted without BAESMA's presence as long as appropriate notice, i.e. at least 10 Working Days has been provided, or as otherwise agreed.
- The Supplier's ITP must contain sufficient information to identify what inspection and/or testing will be carried out to meet Contract requirements.

**Annex D:** BAESMA Template/Example of a Supplier Inspection and Test Plan (ITP). Note: an ITP template in MS Word can be provided to the Supplier if required.

## 7.7 ISO 9001:2015 Section 8.5 Production and Service Provision (Records)

Suppliers must be able to identify outputs when it is necessary to ensure the conformity of products and services to BAESMA requirements.

Unless otherwise stated in the Contract, records must be retained for a minimum commercial period specified under the Australian Product Liability law.

## 7.8 ISO 9001:2015 Section 7.1.5 Monitoring and Measuring Resources

Suppliers are required to maintain fully calibrated Inspection Measuring and Testing Equipment (IMTE) used to ascertain compliance with Contract requirements e.g. pressure gauges, micrometres, Vernier callipers, scales, jigs, fixtures, tools, dies, tape measure etc. The Supplier calibration system must be fully compliant with the requirements of ISO 9001:2015.

- IMTE calibration must be performed by NATA accredited laboratories or equivalent and certificates must be NATA (or equivalent) endorsed.
- The Supplier's/subcontractor's IMTE calibration system/procedures must ensure that an assessment of the validity of previous measuring results is undertaken when an IMTE is found to be defective or out of calibration. BAESMA must be notified immediately in the event of potential non-conforming products and services delivered as a result of an out of calibration IMTE.

## 7.9 Mutual Recognition for Test Laboratory and Supplier Facility

BAESMA requires all testing (mechanical, chemical, non-destructive or calibration testing) to be performed by and to be traceable back to a suitable laboratory accredited to ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories. Acceptable national certification bodies will be expected to be members of the International Laboratory Accreditation Co-operation (ILAC). The approved Australian certification body is NATA, which is a member of ILAC. All International testing laboratories shall be affiliated with ILAC.

## 7.10 Product Marking/Traceability/ Packaging and Preservation

Where required in the Contract, each delivered item must be identified with the following information (where applicable) as agreed with BAESMA SCR;

- Purchase Order and Revision Number;
- PO Line/Item Number;
- Material Certificate Number;
- Heat Number;
- Item Description;
- BAESMA Part Number (NATO Stock Number or BAESMA catalogue/part Number);
- Quantity;
- Manufacturer's part number, including identification of the original equipment manufacturer and country of origin;
- Controlled Material/Technology (as defined in clause 7.18 below) identification;
- Serial Number;
- Batch Number;
- Rubber Hardness;
- Rubber Cure Date;

- Use By/Shelf Life;
- Date Of Manufacture;
- Expiry Date;
- Software Version Number;
- Cleanliness Certification Statement;
- Weight Certification Statement; and
- Supply of Hazardous Materials and Hazardous Substance.

**Note:** When a hazardous material or substance is to be delivered to BAESMA, the Supplier must provide 'Material Specification' and/or Material or Substance Safety Data Sheet (MSDS) or Safety Data Sheet (SDS).

### 7.11 Hazardous materials

Suppliers are required to immediately notify BAESMA in the event of hazardous materials being used. These materials due to their chemical, biochemical, microbiological or radiological properties, or temperature or state of compression, could in sufficient concentration cause:

- harm to human health and safety or personal injury.
- property damage; and
- environmental harm or environmental nuisance.

These include, but are not limited to hazardous substances, dangerous goods and scheduled poisons.

[Scheduling basics of medicines and chemicals in Australia | Therapeutic Goods Administration \(TGA\)](#)

**Note:** When a hazardous material or substance is to be delivered to BAESMA, the Supplier must provide 'Material Specification' and/or Material or Substance Safety Data Sheet (MSDS).

### 7.12 Hazardous Substances

Suppliers are required to immediately notify BAESMA in the event of hazardous substances being used.

Hazardous substances are listed on the Safe Work Australia Hazardous Substances Information System (HSIS) or determined to be a hazardous substance by the manufacturer or importer of the substance.

**Note:** Hazardous Materials/Substances shall be accompanied with Safety Data Sheets (SDS) when delivered to BAESMA.

### 7.13 Environmental Sustainability

BAESMA's vision of sustainability is to successfully carry out operations to minimise our environmental footprint and positively influence social, workforce and business outcomes.

As such, BAESMA values consideration of environmental, societal and cost impacts across the full lifecycle of products and services supplied to BAESMA. Where applicable, the Supplier will be required to provide BAESMA with sustainability information for their operations.

### 7.14 Supplier Product Application Awareness

The intended application for the delivered products or services are as specified in the Contract, and may include products or services being sourced by BAESMA that are intended for 'static' or 'dynamic' environments that may be subject to:

- Corrosion;
- Shock;
- Noise;
- Vibration;
- Pitch and roll, etc.

**Note:** If the intended product/service application is not clear in the Contract, this is to be identified, clarified and resolved with the Supplier prior to commitment to supply to BAESMA.

### 7.15 Counterfeit Products (Safety/Security) - Risk Mitigation and Prevention

All materials, hardware, mechanical items, electronic parts, assemblies and products as well as any test equipment or device used to qualify or test these items must be certified by the methods required by BAESMA, which may include the following:

- Ensuring use of Suppliers and sub-tier Suppliers/manufacturers with expert knowledge and use of sources of genuine material or their authorised distributors e.g. OEM, OCM, AD or FD.
- Use of Certificate of Conformance (COC) obtained from the OEM or Supplier to the effect that the supplied item has been subject to due diligence and contains no counterfeit material; or,
- Obtaining an independent assessment by a recognised authority or institution to the effect that the item does not contain any counterfeit material.
- Utilising BAESMA Supply Chain and Inventory Management where possible to establish traceability controls to ensure that only non-counterfeit supplies are sourced and used.
- For counterfeit prevention measures, the Supplier shall reference: ISO 22383:2020 Security and resilience — Authenticity, integrity and trust for products and documents — Guidelines for the selection and performance evaluation of authentication solutions for material goods.

#### Counterfeit Parts Risk Assessment Matrix (Matrix) (Refer to Annex C)

This Matrix is to be considered when sourcing and purchasing parts to ensure that:

- Consideration is given as to the intended use of the parts and the pedigree of the source. This information is to be used to determine the level of risk.
- The risk level is then used to determine the level of traceability and verification required prior to use of the parts.
- The BAESMA HCF Design Authority in addition to Project Manager (PM) prior written approval is required to use a supply source for safety critical products that are prohibited, or equipment with Level 4 requirements being applicable as defined in the Matrix at

#### **Annex C.**

**Note :** *In the event of counterfeit or suspected counterfeit items or parts detected, these shall be immediately reported to BAESMA Supply Chain and Quality management for further investigation, including Containment, Disposition, Root Cause Analysis (RCA) or Corrective and Preventive Action (CAPA).*

## 7.16 Controlled Material/Technology

As a Defence contractor, BAESMA may enter into various agreements and licenses covering an extensive range of data, software, goods and services. Some of which may be regulated by the ITAR, EAR or other laws or regulations of other jurisdictions relating to import or export controls (Controlled Material/Technology) to allow for the imports, exports, transfers in country and use by BAESMA.

These agreements and licenses:

- Impose strict conditions on BAESMA's use of any Controlled Material/Technology it procures.
- Have the potential to expose BAESMA and its employees, contractors, Suppliers etc. to severe penalties for non-compliance, including multi-million-dollar fines, lengthy prison terms and bans from accessing the technology BAESMA needs to complete its contracts.
- As part of the contract with BAESMA, the Supplier may be provided with Commercial-in-Confidence Technical Data and other Technical Data (or components/materials) that are be subject to Controlled Material/Technology export control restrictions and Controlled Material/Technology handling procedures.
- All Technical Data must be handled strictly in accordance with stipulated restrictions and signed confidentiality agreements.
- Controlled Material/Technology must be clearly identified as Controlled Material/Technology. Controlled Material/Technology cannot be disclosed to any unauthorised persons or commercial parties including employees, subcontractors, consultants, Suppliers or sub-tier Suppliers/manufacturers.
- Controlled Material/Technology and other technical information provided by BAESMA may only be used by the recipient in accordance with the terms of the contract between BAESMA and the recipient, or, in the absence of a contract, it may only be used strictly for the purposes for which it was provided. The unauthorised disclosure, reproduction or use of such Controlled Material/Technology and other technical information is prohibited by law, to which severe may penalties apply.
- On completion of the contracted activities, the original information/technical data and any copies must be returned to BAESMA on request.

**WARNING!** BAESMA expects its employees, and Suppliers' employees, officers and agents, Supplier's subcontractors, and subcontractor's employees, officers and agents to comply at all times with BAESMA requirements for protecting Controlled Material/Technology from loss and unauthorised use and transfer.

### **7.17 Handling of BAESMA supplied Materials**

BAESMA supplied materials must undergo the same level of 'Inwards Goods Assurance Inspection' and traceability controls as that of any other materials purchased by the Supplier, and where required, must include sample dimensional inspection, visual inspection and marking/traceability checks (validated against the delivered certification/OQE). Material traceability must be maintained up until the point of use in production. Any unused material (including off cuts/remnants) must be marked and remain fully traceable up until the point of use in the Supplier's production or return to BAESMA on request.

### **7.18 Supplier Qualification (Evaluation and Approval)**

BAESMA maintains an Approved Suppliers List (ASL), which is linked to specific items, goods and services, commodities and equipment that Suppliers are approved to supply.

The Supplier ASL consists of companies that have been assessed as having the capability, willingness and minimum standard of approved security arrangements to work together with BAESMA to fulfil BAESMA requirements and business needs.

As part of the Supplier Approval Process, all new BAESMA Suppliers must complete a Supplier Qualification Questionnaire, which must be submitted together with supporting OQE. The Supplier submitted information will be assessed in accordance with internal BAESMA Quality and Supply Chain processes.

### **7.19 BAESMA Approved Supplier's List (ASL)**

To be considered for the BAESMA ASL, Suppliers will undergo systematic levels of reviews and checks which may also include on-site qualification quality audits/reviews by Supplier Quality Assurance (SQA) and Supply Chain Functions as required.

Once Suppliers have been approved to supply, BAESMA Supplier Quality Assurance (SQA) and Supply Chain Functions (SC) may conduct regular quality audits/Supplier visits to ensure the Supplier can consistently meet BAESMA DIFOT expectations.

Suppliers will remain on the BAESMA ASL so long as they continually supply compliant quality goods and services in a timely manner.

### **7.20 Supplier Quality Performance Review (SQPR)**

BAESMA Quality and Supply Chain Functions conduct regular Supplier Quality Performance Reviews (SQPR) which are aimed at continuously improving the quality and timely delivered of products, services and OQE documentation i.e. Deliver in Full on Time in Specification (DIFOTIS).

The SQPR involves reviews of DIFOTIS data obtained from the BAESMA Aveva ERP software system. The reviews also consider other available information e.g. 'BAESMA-Supplier' relationships, responsiveness to requests, Supplier Corrective Action Requests (SCAR) resolution times/delinquency rates, etc. This combined data is analysed by the BAESMA Supply Chain and Quality functions to determine Supplier performance.

The SQPR is complemented by a proactive Supplier audit schedule which is developed based on Supplier and product risks.

If a Supplier's quality performance rating falls to an unacceptable level, the Quality and Supply Chain Functions will determine what additional steps can be taken. Key factors such as a Supplier's overall performance, product, type and extent of issues the Supplier is experiencing will be considered when determining necessary next steps.

The BAESMA SQAR/SCR will advise the Supplier of any non-conformances or deficiencies detected including SCAR's and will request suitable RCA/CAPA as deemed necessary on a case by case basis. Where required, a BAESMA SQAR/SCR can provide guidance to the Supplier in developing suitable RCA/CAPA actions.

As a result of the Supplier Quality Performance Review (SQPR) and/or SCAR reviews, the Suppliers will be classified as:

- Good Performing Suppliers - Ongoing SQAR/SCR Supplier monitoring
- Improving Suppliers - Supplier improvement action plan required
- Restricted Suppliers - Supplier restriction rules shall apply
- De-listed Suppliers - Suppliers will be removed from BAESMA ASL

**Note:** Detailed actions for each category will be determined and communicated to the Supplier as required.

Restriction rules are defined in accordance with BAESMA SCAR Procedure and will be communicated to Suppliers by BAESMA Procurement Professional or Contract Administrator as required.

## 7.21 OQE Requirements/ OQE Attributes Definition/ OQE Delivery

OQE forms a critical path in ensuring the items/services delivered meet BAESMA technical, quality and contractual requirements. OQE requirements for individual items are specified in the Contract DIDs (SDRL/CDRL) unless otherwise stated.

The list of OQE attributes/definitions for goods and services, is supplied with the PO. BAESMA OQE attributes are defined in the PO.

### Notes on OQE Delivery

The method for the delivery of OQE is to be specified in the PO and may include delivery through electronic file transfer protocol (eFTP) or email. PDF files must be delivered directly to the BAESMA Representative, and/or delivered with the goods, unless otherwise agreed by the parties.

Where a Pre delivery Verification Inspection (PDVI) has been listed as a requirement on the PO, more time in advance may be required.

The Subject line of the E-mail is to be the BAESMA PO number and Line item.

It is advisable for all OQE to be checked for completeness/compliance by an independent co-worker prior to submitting to BAESMA.

## 7.22 OQE Requirements for Refurbishments

Contracts for the refurbishment of BAESMA plant and equipment will require an opening and closing report to be provided as part of the delivered OQE. This report is to include (where required) photos that clearly capture the condition of plant and equipment as received, a clear list of parts required to refurbish the plant and equipment and photos of the refurbished item prior to dispatch to BAESMA. The OQE requirement for refurbishments is to be specified for each type of item to be refurbished.

BAESMA is to provide an OQE applicability matrix for refurbishments. This matrix lists the OQE that needs to be considered by the Supplier at the time of quotation. The Supplier is required to complete this document and provide it to BAESMA for approval prior to commitment to supply. The Supplier must annotate the PO number and revision Number on this matrix document.

### 7.23 BAESMA Quality Requirements for Fasteners

Fastener material specification, dimensional specification and delivery conditions (e.g. surface treatment) must be clearly stated in the PO and must be fully complied with.

Fastener threads must be sampled inspected by the manufacturer/Supplier to ensure conformance to specified Engineering or Standards requirements.

Where specified, fastener surface treatment i.e. plating, galvanising, non-treatment, must be sample inspected by the manufacturer or Supplier to ensure complete coverage and conformance to specified Engineering or Standards requirements.

### 7.24 BAESMA Specified Critical (CTCL) Threaded Fasteners:

Where required, Suppliers are expected to source PO specified CTCL threaded fasteners from manufacturers listed in the DOD MIL-HDBK 57 Listing of Fasteners Manufacturer's Identification Symbols and from CTCL approved Suppliers/manufacturers. Threaded fasteners must be marked i.a.w Standards as specified in the PO, e.g. carbon steel fasteners to ISO 898 -1 & ISO 898 -2, stainless steel fasteners to ISO 3506-1 & 3506-2, unless otherwise specified.

Where marking is required, threaded fasteners must be identified by the manufacturer's marking symbol (including material grade) unless otherwise specified.

**Note:** For guidance, some threaded fasteners manufacturer's marking symbols are listed in the US Department of Defence (DOD) Handbook *MIL-HDBK 57 (latest revision) - Listing of Fasteners Manufacturer's Identification Symbols*.

### 7.25 BAESMA Quality Requirements for Shelf Life Products

Shelf life products must fully comply with BAESMA OQE attributes.

The information supplied on the product COC must (where applicable) contain the following:

- Purchase Order Number/Contract Number and Revision Number;
- Line Number/Item Number;
- Item Description;
- BAESMA Part Number (NATO Stock Number or BAESMA Catalogue Number);
- Quantity;
- Manufacturer's Part Number;
- Lot traceability No. or Batch No;
- Shelf life expiration date/use by date (i.a.w specification); and
- Shelf life products must have a minimum of 85% of shelf life remaining upon receipt by BAESMA, unless agreed otherwise with BAESMA.

Examples of Shelf life products are:

- Synthetic rubber products;
- Epoxies;
- Paints;
- Adhesives;
- Sealants; or
- Fastener locking compounds.

## 7.26 Supplier Corrective Action Request (SCAR/Major NC)

BAESMA Quality and Supply Chain Departments will raise or issue a SCAR to a Supplier where a Major NC has been identified against a supplied product or service.

A SCAR for a Major NC is normally associated to a faulty/defective product, service, quality management system element or contractual non-conformance that adversely affects any of the following:

- BAESMA Schedule or cost;
- Fit, form, function, performance, or interchangeability;
- Health, environment, or safety;
- Reliability, maintainability, or service life;
- Effective use or operation;
- Weight or appearance (when a requirement or factor);
- Direct or indirect conformity to other contractual, regulatory, or legal requirement; or
- Security performance.

Where a SCAR is issued to a Supplier, the Supplier is required to report the following:

- Containment & Remedial Action;
- Root Cause Analysis (RCA);
- Underlying Root Cause(s); and
- Corrective and Preventive Action (CAPA).

### Major SCAR/NC - Response Timeframes:

The initial Supplier response (action plan) and SCAR completion time frames are defined below:

SCAR	Supplier Timeframe to respond/provide an Initial Action Plan (Working Days)	SCAR Completion Timeframe
Major NC	3 Working days	10 Working Days*

\* Completion timeframes that exceed nominated times must be approved in writing by the BAESMA SQAR.

**Note:** A SCAR for a Major NC *'may have'* a significant impact in the 'Approved Supplier Status' within the BAESMA ASL, e.g. the Supplier may be classified as: Good Performing Supplier, Improving Supplier, Restricted Supplier or De-listed Supplier.

**Example refer to Annex A** - BAESMA Supplier Corrective Action Request (SCAR) Form

## 7.27 Work Health Safety (WHS) and Environmental (WHS&E)

Suppliers are responsible for all aspects of WHS&E connected with the goods and services supplied to BAESMA and must at their own cost comply with all Work Health Safety legislation and Environmental legislation (Australian Federal and South Australian legislation, including Acts, Regulations, Codes of Practice and relevant Australian Standards), where appropriate and in any way applicable to the goods and services supplied.

Suppliers who subcontract any supplies to a sub-contractor/sub-tier Supplier must equally apply the same conditions to the sub-contractor, sub-tier Supplier or manufacturer.

Suppliers must demonstrate to BAESMA that they have the necessary knowledge, ability and resources to comply with all applicable WHS&E legislation and, on request, must provide BAESMA with all necessary information to allow BAESMA to properly assess the Supplier's capacity to provide goods/services in accordance with all relevant WHS&E legislation.

Suppliers providing services at BAESMA sites will be required to provide evidence that the following are developed, in use and regularly reviewed:

- WHS Management Plans;
- Environmental Management Plans;
- Competency and licensing of personnel; and
- Risk Registers and Assessments.

Suppliers must notify BAESMA immediately of any incident or event occurring in connection with the supply of goods or services to BAESMA that is in breach of or is notifiable under the relevant WHS&E legislation.

BAESMA requires Suppliers to provide a copy of their WHS&E policies detailing environmental and safety commitments.

In most cases, the Suppliers will be required to maintain compliance with WHS&E standards/processes in line with ISO 14001, ISO45001, AS/NZS 4801 or equivalent certification to demonstrate commitment to WHS&E performance or a system based on those requirements.

## 7.28 Management of Supplier and Sub-tier Supplier Changes

Suppliers are required to formally communicate major changes to existing PO arrangements to the BAESMA Representative.

Below is a list of examples for guidance purposes only. Supplier should refer to Contract details for specific requirements.

- Closure of Australian manufacturing facility in favour of overseas sources or manufacturers;
- Moving to new facilities to not previously audited by BAESMA;
- Change in Supplier name; or
- New production or engineering supervision.

**Note:** Quality and Supply Chain departments may need to conduct a review/audit of the new Supplier or sub-tier Supplier status in order to assess its impact on BAESMA Right First-Time deliveries.

## 7.29 Configuration Management

Where changes to a Supplier product design or system design is carried out, i.e. changing the existing product design drawings, specifications baseline or carrying out a new product system/design baseline, the Supplier shall apply recognised configuration management system processes that comply with Defence Standard *DEF 05-57 Configuration Management of Defence Materiel*.

Where there has been a change to the design of a product or system that has been agreed between the Supplier and BAESMA, the Supplier shall immediately notify BAESMA in writing requesting formal customer deviation approval. This is to ensure that any of these changes will not affect the fit, form and function of the product or the system's design/application.

The Supplier is also expected to have in place processes that will ensure adequate configuration control of Software, Firmware and UAT.

## 7.30 Certificate of Conformance (COC)

See **Annex G** for an example of a COC. Note: An MS Word template can be provided to the Supplier if required.

## 7.31 BAESMA/Supplier Relationship and Feedback

BAESMA is fully committed to maintaining an excellent relationship with all our Suppliers. BAESMA believes that without the assistance and commitment of our Suppliers the requirements specified in this manual cannot be adequately achieved.

Suppliers must immediately contact BAESMA Supply Chain function if any requirement contained in the Contract, or this SQAM document, is not fully understood. This includes but not limited to Technical, Commercial, Quality, WHS&E and Security Requirements.

## 8. ANNEXES

## 8.1 ANNEX A - Supplier Corrective Action Request SCAR Form

SUPPLIER CORRECTIVE ACTION REQUEST (SCAR)			
SECTION 1: BAE SYSTEMS MARITIME AUSTRALIA to Complete			
Supplier Name:		SCAR / NC No.	
		Date SCAR Issued to Supplier:	
Supplier Address:		BAE SYSTEMS MARITIME AUSTRALIA Audit No.	
		SCAR Risk Rating:	
Supplier/ Vendor ID:		Assigned to Supplier/Company Quality Representative (SQR) Name: Email:	
AS/NZS ISO 9001 Accreditation Body:		License No.:	Supplier Last Reviewed by BAE SYSTEMS MARITIME AUSTRALIA date:
Certifying Body required to be Notified:		No	
BAE SYSTEMS MARITIME AUSTRALIA Supplier Quality Assurance Representative (SQAR): Name: Email:		Date Supplier Initially notified by BAE SYSTEMS MARITIME AUSTRALIA :	
NC Description: (Part No./Location/Process/details/Quarantine NC No), etc.			
<i>Note: If necessary, Insert Appendix Page(s) &amp; Attach Photos/Sketches/Additional Information.</i>			
SECTION 2: Supplier to Complete			
Containment and Remedial action:			
<i>Note: SCAR (Major NC) - Initial response (Action Plan) to ASC is due in 3 working days from date notified.</i>			
Completed by (Name): Position:		Date:	Comments:
SECTION 3: Supplier to Complete-BAE SYSTEMS MARITIME AUSTRALIA to Approve			
Root Cause Analysis (RCA) Details/Primary Root Cause(s):			
RCA Tools: ICAM, 8 D, Failure Mode Effect Analysis (FMEA), Process Flow Diagram, 5W2H (who, what, where, when, why, how and how many), Tap Root® etc.			
Underlying Root Cause(s) Details/Secondary Root Cause(s):			
<i>Note: If needed attach working documents</i>			
Root Cause Determined by : Name: Position:		Date:	Comments:
Implemented Corrective action		Completion Date:	
		Comments:	
Implemented Preventive action:		Completion Date:	
		Comments:	
Completed by Supplier Quality Representative Name:		Date:	Comments:
BAESMA Supplier Quality Assurance Representative (SQAR) Closing Comments			
Approved by SQAR Name: <i>Signature:</i>			DATE:

**8.2 ANNEX B - Supplier SCAR Action Plan Form**

*This ACTION PLAN form is applied to address/manage Supplier Major Non-conformances reported as Supplier Corrective Action Request (SCAR)*

<b>SUPPLIER CORRECTIVE ACTION REQUEST(SCAR) ACTION PLAN FORM</b>					
<b>SECTION 1 - BAESMA TO COMPLETE</b>					
<b>SCAR/NC Number:</b>		<b>Audit Number:</b>		<b>Response Due Date:</b>	
<b>BAESMA Task Owner:</b>		<b>Department:</b>		<b>Action Plan Date:</b>	
<b>SCAR/NC Description</b>					
Example Only					
<b>Discovery</b> (Audit, Inspection, Tests, etc):	<b>Source</b>		<b>SCAR/NC</b> (Extreme/High/Medium):	<b>Risk</b>	<b>Rating</b>
<b>SECTION 2 - SUPPLIER TO COMPLETE</b>					
<b>Proposed Action Plan</b>					
<b>Supplier Representative Name:</b>	<b>Quality</b>		<b>Proposed Date:</b>	<b>Completion</b>	
<p><b>Note:</b> The Supplier is required to conduct an initial review the SCAR and advise the intended corrective action plan and the proposed date for completing Sections 2&amp;3 of the SCAR form. The Supplier is required to complete and return this Action Plan form within 3 Working Days of receipt and the SCAR form within 10 Working Days of receipt. If the Supplier is unable to meet this timeframe, the BAESMA Supply Chain/Quality Representative must be contacted to ensure that a mutually acceptable completion date is agreed upon.</p>					

### 8.3 Annex C – BAESMA Counterfeit Parts Risk Assessment Matrix

ASC Shipbuilding Counterfeit Parts Risk Assessment									
LOW Risk ←-----→ HIGH Risk									
LOW Risk ↑ ↓ HIGH Risk	Verify the Pedigree of the Source and the Products Application to determine the Level of Risk	Non-critical Applications	Short Product Life Expectancy/ Non Critical Applications	Product accessible to Field Repair	Application Critical	Alerts on Items	Field Work or Repair Impossible (eg. Satellites, etc.)	Mission Critical	Safety Critical
	Original Component Manufacturer (OCM) or Certified Manufacturer	Level 1	Level 1	Level 1	Level 1	Level 2	Level 2	Level 2	Level 2
	Franchised Distributor	Level 1	Level 1	Level 1	Level 2	Level 2	Level 2	Level 2	Level 2
	Original Equipment Manufacturer (OEM) / Contract Manufacturer	Level 1	Level 1	Level 2	Level 2	Level 2	Level 2	Level 2	Level 3
	Preferred Independent Distributor	Level 1	Level 2	Level 2	Level 2	Level 2	Level 2	Level 3	Level 3
	Non-Preferred Independent Distributor	Level 3	Level 3	Level 3	Level 3	Level 3	Level 3	Level 4	Level 4
	Unknown Source	Level 3	Level 3	Level 3	Level 3	Level 3	Level 3	Level 4	Level 4
	Supplier has Counterfeit Part Notification issued against them	Level 3	Level 3	Level 3	Level 4	Level 4	Level 4	Level 4	Procurement Prohibited

#### Additional Guidance

Additional Purchasing Requirements	Responsibility & Accountability
<p><b>Level 1 – Low Risk</b></p> <ul style="list-style-type: none"> <li>Standard procurement process</li> <li>Supplier Certificate of Conformance (CoC), standard receipt inspection</li> </ul> <p><b>Level 2 – Medium Risk</b></p> <ul style="list-style-type: none"> <li>Standard procurement process</li> <li>OCM/OEM CoC with specialist project inspection via RFE&amp;T</li> </ul> <p><b>Level 3 – High Risk</b></p> <ul style="list-style-type: none"> <li>Standard procurement process with additional Counterfeit Parts Ts&amp;Cs added to Purchase Order (PO)</li> <li>OEM CoC, with specialist project inspection via RFE&amp;T</li> </ul> <p><b>Level 4 - Critical</b></p> <ul style="list-style-type: none"> <li>Standard procurement process with additional Counterfeit Parts Ts&amp;Cs added to PO</li> <li>OEM CoC with specialist project inspection and test procedures selected and authorised by Project Design Authority</li> </ul>	<ul style="list-style-type: none"> <li>Procurement Officer</li> <li>Store person</li> <li>Procurement Officer</li> <li>Project Quality and Engineer perform inspection and test</li> <li>Procurement Officer</li> <li>Project Quality and Engineer perform inspection and test</li> <li>BU Procurement Manager</li> <li>Independent Nata Certified Test House performs inspections and tests.</li> </ul>

8.4 Annex D - Inspection and Test Plan (ITP) Template Example

**INSERT Your Company Logo Here**

INSPECTION AND TEST PLAN (ITP) - **TEMPLATE EXAMPLE ONLY**

<b>Company Name/Address:</b>											
<b>Customer Name:</b>		BAE Systems Maritime Australia (BAESMA)				<b>ITP No./Revision No.:</b>					
<b>Address:</b>		640 Mersey Road North, Osborne, SA, 5017						<b>Date:</b>			
<b>Customer Contract /PO /No:</b>		BAESMA PO – XXXX- Rev01		<b>Compiled By:</b>				<b>Company Quality System:</b>			
<b>Customer Work Order/DRG No./Rev:</b>				<b>Checked By:</b>				<b>Accreditation No:</b>			
<b>Description:</b>		Structural Profile Cutting		<b>Drawings:</b>				<b>Legend</b>			
								QC		Quality Control Internal	
								W		Custom Witness Point	
								PD		Production Dep. Supervisor	
								R		OQE Required in Work Order	
<b>Note:</b>		Witness Point activity may proceed in the event of customer non-attendance				H		<b>Customer/Third Party Hold Point (Mandatory Attendance)</b>			
For ITP rules refer to BAESMA Supplier Quality Assurance Manual (SQAM): <a href="https://www.baesystems.com/en-aus/our-company/about-us/our-suppliers">https://www.baesystems.com/en-aus/our-company/about-us/our-suppliers</a>											
Seq. No.	ITP Activity Description	Applicable Internal Procedure/Doc.	Acceptance Criteria	Verifying Document	Company Internal		Customer		Third Party (NCB/LR)		Date
					Activity	Sign/Date	Insp	Sign	Insp	Sign	
1	PO/Drawing Requirements Review				Project Manager /Supervisor	H					
2	Receipt Inspection of IPE Beams				QC/H						
3	Prior to Cutting process activated				QC/W						
4	Straightening process				PD/W		H				
5	Dimensional Inspection verify Post cutting tolerances				PD/H						
6	Marking/Traceability				QC/H						
7	Final Inspection				QC/H		H		H		
8	Packing and dispatch				PD/W						

## 8.5 Annex E - Rules for the Approval of Suppliers of Critical (Contract defined critical parts, components, materials.)(CTCL)

### CONTRACT NOMINATED CTCL

To be approved to supply Contract nominated CTCL to BAESMA, the Supplier is required to comply with at least one of the following criteria:

1. OQE to indicate that the Supplier/Manufacturer has obtained product approval/Approval of Manufacturer (AOM\*) by independent bodies e.g. Lloyds Register, ClassNK, ABS Group, DNV-GL, SGS S.A., Bureau Veritas, TUV Rheinland etc.
2. OQE indicating that the Supplier/manufacturer is an approved Supplier to e.g. UK MoD, BAES, US Navy, US DOD, Electric Boat Corporation (EB), Bath Iron Works (BIW), Northrop Grumman Corporation (NG), New Port News (NN), Shell, BP, etc.
3. OQE indicating that the BAESMA direct Supplier (or other party) has conducted audit(s) of the sub-tier Supplier/manufacturer manufacturing and testing facilities/processes (including independent product testing to verify compliance with the product standards) and with demonstrated OQE indicating satisfactory results.
4. Independent Product testing (certificate) by a NATA or equivalent testing house (e.g. A2LA) i.a.w. BAESMA Engineering Function defined criteria (this is to qualify individual batch deliveries only, not the manufacturer/mill).
5. BAESMA Supplier Quality Assurance (SQA) may also conduct audits of the Sub-tier Supplier/Manufacturer manufacturing and testing facilities/processes (including independent product testing to verify compliance with the product standards) and with demonstrated OQE indicating satisfactory results.

### Note

\*Approval of Manufacturers (AOM) is a qualification scheme for manufacturers of materials. The objective is to verify that the manufacturer can produce specific grades or types of materials that conforms to Ship Classification Society Rules e.g. Lloyds, ABS, DNV-GL, BV, NK, etc. To be approved, the manufacturer must demonstrate and submit documentation to the effect that the necessary manufacturing, testing and inspection facilities are available and supervised by qualified personnel. The Approval of Manufacturer does not concern management systems and has therefore nothing to do with ISO 9001. The scheme is rather a technical product approval, similar to Type Approval, which implies that the design approval is done once, and this approval is made valid for all subsequent components of identical design.



## 8.7 Annex G – Certificate of Conformance (COC Example Only)

Insert Company Logo Design & / Or Company Symbol Here		<b>Certificate of Conformance</b>			
<b>1. Customer Purchase Order (PO) No. &amp; Revision No.</b>	<b>2. Supplier Name (Include Address, Email, etc.):</b>				
<b>3. Contract /Modification No.</b>	<b>4. Approved Deviations and/or Concessions(as applicable):</b>				
<b>5. Delivery Address:</b>	<b>6. Customer Name (Include Address and Email etc.):</b>				
<b>7. Customer PO Line item No. &amp; Part number:</b>	<b>8. Product Description –</b> As per P/order Request Detail/s:	<b>9. Manufacturer Part/Model Number:</b>	<b>10. Quantity Supplied:</b>	<b>11. Shipment Document:</b>	<b>12. Quantity Owing:</b>
<b>13. Traceability Information (As applicable), relates to specific contract item numbers where more than one item supplied.</b>					
a. Sub Contract/ Order Number :					
b. Catalogue/Item Number :					
c. Specification/Drawing Number including issue :					
d. Identification Marks and/or serial number/s :					
e. Material Cast number :					
f. Batch, Heat and/or Lot Number :					
g. Test and/or Inspection Report/s :					
h. Incoming release Note number/Reference :					
<b>14. Other Remarks or Comments: (e.g. Cure date. Shelf life.)</b>					
<b>15. Supplier Statement of Quality :</b>					
It is certified that apart from the approved deviation permits/concessions noted in item 4 above, the products listed above conform in all respects to the contract/purchase order and Technical Specification requirements.					
<b>Date:</b>	<b>Supplier Authorised Representative - Name and Title</b>	<b>Supplier Authorised Representative – Signature</b>			