

## Summary of Changes

# 095870 Supplier Quality Assurance Manual (SQAM)

## Rev 15

This serves as notification that our BAE Systems Supplier Quality Assurance Manual (SQAM) has been updated. Please note that the changes below are listed with the older version first, then the new revision is below it, unless otherwise noted. Please see the following changes/additions/deletions:

Legend:

- Addition
- Change
- Deletion

### 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 packages 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 are to be submitted to [sgasterlinghts.pands@baesystems.com](mailto:sgasterlinghts.pands@baesystems.com):

[1805 Coleman Road, Anniston, Alabama 36207](#)

[1801 Electronics Drive, 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 are to be submitted to [sga.anniston@baesystems.com](mailto:sga.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 are to 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 are to be submitted to [sga-admin.minneapolis@baesystems.com](mailto:sga-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**

**Drop Shipments - When contract requirements provided within the Purchase Order (s) specify shipping locations that differ from the contracting facility. There are two (2) distinct variations of drop shipments. (a) Internal drop shipments are those where the ship to location is an alternate BAE Systems Facility. (b) External drop shipments are those where the ship to location is another company or business entity outside the BAE Systems Group and has no organizational relationship to the BAE Systems Facility that issued the Purchase Order (s).**

#### **1.0 INSTRUCTIONS:**

**Drop shipment CDR Submissions must always be provided to the BAE Systems Facility Email Address that issued the Purchase Order (s) IAW SQAM Clause 8.12. Examples are provided to ensure clarity and avoid confusion.**

**a. Example (a):**

**Purchasing Location: BAE Systems, 2101 West 10th St., Anniston, AL 36207.**

**Ship to Location: BAE Systems, 1100 Bairs Road, York, PA 17408.**

**Data Submissions: sqa.anniston@baesystems.com**

**b. Example (b):**

**Purchasing Location: BAE Systems, 1100 Bairs Road, York, PA 17408.**

**Ship to Location: XYZ Corporation, 2926 Pitkind Parkway, New York, NY 11208.**

**Data Submissions: sqasterlinghts.pands@baesystems.com**

**2.0 IMPORTANT REMINDERS:**

**a. Data Submission Paperwork should never accompany shipments.**

**b. Technical data must be submitted through SFTS or a jointly encrypted email system.**

**c. This notice is provided for clarification of CDR submission requirements where drop shipments are applicable only, and does not change, alter or modify the requirements of SQAM Clause 8.12. In the event of further clarification please contact your Purchasing Representative.**

**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, or Phoenix, 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 packages 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 are to be submitted to [sgasterlinghts.pands@baesystems.com](mailto:sgasterlinghts.pands@baesystems.com):

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

**1801 Electronics Drive, 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 are to 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 are to 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 are to 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 8th Ave, Aberdeen, South Dakota 57401**

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

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

**Drop Shipments - When contract requirements provided within the Purchase Order (s) specify shipping locations that differ from the contracting facility. There are two (2) distinct variations of drop shipments. (a) Internal drop shipments are those where the ship to location is an alternate BAE Systems Facility. (b) External drop shipments are those where the ship to location is another company or business entity outside the BAE Systems Group and has no organizational relationship to the BAE Systems Facility that issued the Purchase Order (s).**

#### **1.0 INSTRUCTIONS:**

**Drop shipment CDR Submissions must always be provided to the BAE Systems Facility Email Address that issued the Purchase Order (s) IAW SQAM Clause 8.12. Examples are provided to ensure clarity and avoid confusion.**

**a. Example (a):**

**Purchasing Location: BAE Systems, 2101 West 10th St., Anniston, AL 36207.**

**Ship to Location: BAE Systems, 1100 Bairs Road, York, PA 17408.**

**Data Submissions: [sqa.anniston@baesystems.com](mailto:sqa.anniston@baesystems.com)**

**b. Example (b):**

**Purchasing Location: BAE Systems, 1100 Bairs Road, York, PA 17408.**

**Ship to Location: XYZ Corporation, 2926 Pitkind Parkway, New York, NY 11208.**

**Data Submissions: [sqasterlinghts.pands@baesystems.com](mailto:sqasterlinghts.pands@baesystems.com)**

#### **2.0 IMPORTANT REMINDERS:**

**a. Data Submission Paperwork should never accompany shipments.**

**b. Technical data must be submitted through SFTS or a jointly encrypted email system.**

**c. This notice is provided for clarification of CDR submission requirements where drop shipments are applicable only, and does not change, alter or modify the requirements of SQAM Clause 8.12. In the event of further clarification please contact your Purchasing Representative.**