

Summary of Changes

095870 Supplier Quality Assurance Manual (SQAM)

Rev 14

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

1.0 Acronyms

COTS	Commercial Off The Shelf
CQR	Contract Quality Requirements
GFE	Government Furnished Equipment
GFM	Government Furnished Material
NADCAP	National Aerospace and Defense Contractors Accreditation Program
ROM	Rough Order of Magnitude
WPS:	Weld Procedure Specification

3.3 Notification Responsibilities

The Supplier shall notify their APR in writing using VIR 089725, as set forth in Section 5.2 below, 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
- Supplier Name change

Failure to notify BAE Systems in a timely manner prior to shipping product 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

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- 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
- Rejection of any product shipped

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 095870, Rev 13

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 (TDP) 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.

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

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.

6.6 Traceability of Specialty Metals

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

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
 - 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 with ASNT TC1A or NAS410) Note personnel shall have a Level 2 or better certification.

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

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 - Chemical Agent Reactive Coating (CARC) Painting does not require NADCAP, but requires BAE Process Audit Approval
 - Soldering
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- The following special processes are required to be approved by NADCAP when the specific **CDR 030C** 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 with ASNT TC1A or NAS410) Note personnel shall have a Level 2 or **higher** certification.

7.1.2 Chemical Agent Resistant Coating (CARC)

Processing of CARC-finished parts/assemblies shall **only** be performed by a BAE Systems approved Supplier. Parts received which are not finished by an approved Supplier will be rejected and may be subject to rework by an approved Supplier at the Supplier's expense. For the approved CARC Paint supplier list, please see the Platform & Services Purchasing Website (<https://pns-purchasing.us.baesystems.com/index.shtm>) "Approved Painter List".

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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 Welding/Brazing

The welding/brazing of BAE Systems part(s) and/or assemblies **SHALL** only be performed by **Suppliers/Sub-Tier Suppliers whose procedure(s) have been approved by BAE Systems. It is the responsibility of all Tier-1 Suppliers to flow down these requirements to all Sub-Tier Suppliers.** Parts received, which were not welded/brazed in accordance with these requirements **SHALL** be rejected and may be subject to rework as directed by BAE Systems 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.

7.1.3.1 Weld Process Audit

The Weld/Braze Supplier meeting the following criteria **SHALL** be approved to utilize BAE Systems Qualified Weld Procedures for CDR007; Welding-Combat Vehicles:

- Suppliers completing a successful Weld/Braze Process Audit confirming that the Supplier has adequate weld/braze systems in place **prior** to performing any welding/brazing for BAE Systems.
 - Have an approved weld/braze audit on file at BAE Systems
 - Completed a BAE Systems Supplier Weld Procedure Training Program
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7.1.3.2 Supplier Weld Procedures

The BAE Systems Approved Weld Supplier shall submit all Weld Procedure(s) (WPS's) for **BAE Systems' parts** **prior** to the start of fabrication.

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The BAE Systems [Weld/Braze](#) Supplier **SHALL** submit and gain approval on all Weld/Braze Procedure(s) **PRIOR** to the start of fabrication.

7.1.3.3 Base Material Cleanliness

PRIOR to welding/brazing, base material **SHALL** be cleaned in accordance with the following requirements and methods:

Steel

All areas a minimum of 2 inches (where applicable) beyond the weld joint must be free of all foreign materials such as oil, oxide, slag, silicon deposits, paint, grease, moisture and millscale. The weld area shall be cleaned by one or more of the following methods **PRIOR** to joint fitup:

- a. Steam cleaning (removal of grease and oil)
- b. Solvent cleaning (removal of grease, oil and moisture)
- c. Grinding (removal of oxide, slag, silicon deposits and millscale)

***Note:** Only grinding discs and wheels approved for ferrous and stainless materials **SHALL** be utilized.*

- d. Blasting (removal of oxide, slag, silicon deposits and millscale)

The joint **SHALL** be cleaned a minimum of 2 inches (where applicable) beyond the weld joint with a wire brush immediately **PRIOR** welding.

***Note:** For stainless steel base material only stainless steel wire brushes **SHALL** be utilized.*

Aluminum

All surfaces to be welded **SHALL** be free from aluminum oxide, paint, grease, cutting fluids and moisture. Aluminum weld surfaces **SHALL** be cleaned using the following options:

Option A: Localized Cleaning

Step 1: Degreasing- Degrease the surface a minimum of 4 inches (when applicable) beyond the weld joint. This shall be obtained by one of the following methods:

- A. Steam Cleaning
- B. Degreaser
 - LPS ZeroTri
- C. Isopropyl Alcohol (99% minimum)

Step 2: Oxide removal -Sand the oxide layer with a non-woven aluminum oxide pad (Scotch Brite) and/or ceramic alumina disc (Norton) a minimum of 4 inches (where applicable) beyond the weld joint.

Step 3: Post Oxide removal- Remove all dust and debris off plate **PRIOR** to fit up. Re-wipe a minimum of 4 inches (when applicable) beyond the weld joint with isopropyl alcohol and/or ZeroTri, using a lint free paper towel, until clean.

Step 4: Stainless steel wire brushing* **SHALL** be utilized as follows:

- A. Wire brush a minimum of 2 inches (where applicable) beyond the tacked weld joint to remove loose debris and light oxide.
- B. Wire brush welds between all subsequent passes to remove smut, debris, etc.
- C. Wire brushing **SHALL** be done within 24 hours **PRIOR** to welding.

Option B: Chemical Dip

Step 1: Chemical dip per local procedure and/or manufacturer recommendation.

Step 2: Stainless steel wire brushing* **SHALL** be used as follows:

- A. Wire brush a minimum of 2 inches (where applicable) beyond the tacked weld joint to remove loose debris and light oxide.
- B. Wire brush welds between all subsequent passes to remove smut, debris, etc.
- C. Wire brushing shall be done within 24 hours prior to welding.

Note: Wire brushing may be accomplished with a hand brush or rotary tool and must be kept clean.

7.3 CARC Paint Marking

All parts large enough to be individually marked shall be marked with the name or logo of the painter and the date or lot identification on which the parts were painted. If the Supplier paints the parts, only the date on which the parts are painted is required. Marking shall be ink stamped in a contrasting color with the size and font at the discretion of the Supplier. Items too small to be individually marked shall have this information marked on the packaging.

This is not applicable to the Anniston Spares Program.

Example:

ABC Finishing Company

1/1/2012

7.3 CARC Paint Marking

All **CARC painted** parts and **CARC painted sub-components** large enough to be individually marked shall be marked with the name or logo of the painter and the date or lot identification on which the parts were painted. If the Supplier **CARC** paints the parts, only the date on which the parts are painted is required. Marking shall be ink stamped in a contrasting color with the size and font at the discretion of the Supplier. Items too small to be individually marked shall have this information marked on the packaging. **Wherever possible, separate part marking and CARC paint marking for clarity.**

This is not applicable to the Anniston Spares Program **or any TDP requiring paint other than CARC Paint.**

Example:

ABC Finishing Company

1/1/2012

8.1 Supplier Monitoring and Rating

BAE Systems, Combat Mission Systems rates and monitors the performance of its Suppliers. A Supplier's rating is based upon:

- o Quality Rating

- % Acceptance
 - 1 - Total Defectives / Total Receipts

Suppliers who fall below a determined quality level (98% Quality Rating) of performance may be subject to various activities including, but not limited to, audit by BAE Systems, request for a corrective action improvement plan, prohibiting the Supplier from receiving new business and/or placed on Containment Level I or II.

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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, IATF 16949, NADCAP, ISO/IEC 17025 or a quality system approved by an Accredited Third Party Registrar. Certification to ISO 9001/AS9100/TS 16949/IATF 16949/NADCAP/ISO/IEC 17025 by an accredited 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. Authorized BAE Systems representatives, upon request, shall make procedures and records available for examination. BAE Systems reserves the right to audit the Supplier at any time with prior notice.

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8.3 Inspection

The Supplier will inspect the first piece (First Article Inspection - FAI) 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.

8.3 Inspection

The Supplier will inspect the First Piece (FP) / First Article Inspection - FAI 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/**Part 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
- **Picture of identification marking**
- 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; e.g. 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 **are to** be obtained that represents this new process/design and a delta First Piece/First Article inspection **is required**.

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

- Visual weld inspection sample 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.

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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.

8.5 Certificate of Compliance

The Supplier, when required by the purchasing agreement or upon request by BAE Systems, shall generate and provide a Certificate of Compliance. 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
- A statement that the product/service meets all of the requirements of the purchasing agreement and its technical data package at the prescribed revision level.
- Exceptions, including waivers and deviations (as applicable)
- Signature, printed name, and title of signer (electronic or digital signatures are acceptable)
- Date

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- 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
 - Unique Item Identifier, i.e. date codes, lot codes, heat codes, serializations, unique item identifiers, or batch identifications as applicable
 - Quantity
 - A statement that the product/service meets all of the requirements of the purchasing agreement and its technical data package at the prescribed revision level.
 - Exceptions, including waivers and deviations (as applicable)
 - Signature, printed name, and title of signer (electronic or digital signatures are acceptable)
 - Date
-

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 **sqasterlinghts.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**:

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:

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:

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

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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 **sqasterlinghts.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**:

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**:

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**:

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

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.

8.9 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, there may cause to issue 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.

8.9 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 (Read Across).
- 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, there may be cause to issue a [Level I or a Level II Corrective Action Request](#).

A Level I Corrective Action Request 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 [Level II Supplier Corrective Action Request](#) 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.

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-PRF-81705 and MIL-HDBK-263.

9.2 Packaging for Electrostatic Discharge (ESD) Sensitive Items

All Class 1, Class 2 and Class 3 parts, assemblies, and equipment, as defined by [ANSI/ESD S20.20](#), are to be packaged in accordance with Paragraph 8.4 of [ANSI/ESD S20.20](#). 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 [ANSI/ESD S20.20](#), shall be packaged in material that meets the requirements of MIL-PRF-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-PRF-81705 and [ESD TR20.20](#).

9.4 Supplier Qualification / First Article Testing

Many components or assemblies may require the application of either or both Qualification Testing or First Article Testing prior to delivery. Examples include but are not limited to Electronic Line Replaceable Units (LRUs), Motors, Hydraulic Pumps, Control Assemblies, Seals, Filters, Actuators etc. This testing is described in Technical Data Package (TDP) within Drawing Notes, Performance Specifications and /or Quality Assurance Provisions (QAPs). These tests are performed to validate either the design of product capability to meet design specifications or production process capability to meet design specifications.

Typical reasons components governed by these requirements must be tested include:

- First time ever manufactured by Supplier (Includes non-approved source attempting to provide source controlled parts)
- Change in design, configuration, component or sub component parts whether directed by BAE Systems/PM-AFV or Supplier since initial test
- **Significant** change in manufacturing process (manufacturing line is moved, introduction of a new manufacturing technique, etc.) since initial test
- Change in manufacturing facility location since initial test
- Lapse in production of component greater than 24 months

These are significant tests that may require BAE Systems and or Government witness. Supplier shall submit plans, which include all testing to be performed and associated dates in advance of initiating any testing within 30 days of PO issuance. Supplier shall submit Final Test Report to BAE Systems and obtain approval of same, prior to shipping any representative product.

The Supplier shall, upon receipt of any request for quote (RFQ), review all associated TDP to determine if component has any Qualification and or First Article Testing required within the TDP. Upon determination that components do have Qualification and or First Article Testing required the Supplier shall determine if testing is actually required due to any of the conditions noted above.

The Supplier shall prominently annotate in the response to RFQ the following:

- Whether the component being quoted does or does not have any Qualification and/or First Article Testing required within the TDP

- If component does have Qualification and or First Article Testing required within the TDP do any of the conditions listed above exist that would drive testing and if so annotate which condition applies and final date of last production run for component
- If testing is required provide ROM Pricing for execution of testing required

9.4 Supplier Qualification / First Article Testing

Many components or assemblies may require the application of either or both Qualification Testing / First Article Testing prior to delivery. Examples include but are not limited to Electronic Line Replaceable Units (LRUs), Motors, Hydraulic Pumps, Control Assemblies, Seals, Filters, Actuators etc. This testing is described in Technical Data Package (TDP) within Drawing Notes, Performance Specifications and /or Quality Assurance Provisions (QAPs). These tests are performed to validate either the design of product capability to meet design specifications or production process capability to meet design specifications.

Typical reasons components governed by these requirements must be tested include:

- First time ever manufactured by Supplier (Includes non-approved source attempting to provide source controlled parts)
- Change in design, configuration, component or sub component parts whether directed by BAE Systems/PM-AFV or Supplier since initial test
- Change in manufacturing process (manufacturing line is moved, introduction of a new manufacturing technique, etc.) since initial test
- Change in manufacturing facility location since initial test
- Lapse in production of component greater than 24 months

These are significant tests that may require BAE Systems and or Government witness. Supplier shall submit plans, which include all testing to be performed and associated dates in advance of initiating any testing within 30 days of PO issuance. Supplier shall submit Final Test Report to BAE Systems and obtain approval of same, prior to shipping any representative product.

The Supplier shall, upon receipt of any request for quote (RFQ), review all associated TDP **requirements** to determine if component has any Qualification and or First Article Testing required within the TDP. Upon determination that components do have Qualification and or First Article Testing requirement the Supplier shall determine what testing is actually required due to any of the conditions noted above.

The Supplier shall prominently annotate in the response to the RFQ the following:

- Whether the component being quoted does or does not have any Qualification and/or First Article Testing required within the TDP.
- If component does have Qualification and or First Article Testing required within the TDP do any of the conditions listed above exist that would drive **additional** testing and if so annotate which condition applies and final date of last production run for the component.
- If testing is required **due to BAE Systems required changes** provide ROM Pricing for execution of the testing.