REPAIR/REMANUFACTURE QUALIFICATION REQUIREMENTS FOR COMMODITY CRITICAL SAFETY AND CRITICAL APPLICATION ITEMS

1. APPLICATION

1.1. This Class Repair/Remanufacture Qualification Requirement (RQR) applies to Air Force Sustainment Center (AFSC) commodity items managed by the 848th Supply Chain Management Group listed in the Master Item List.

1.2. The intent of this RQR is to meet the requirements of Operational Safety, Suitability, and Effectiveness (OSS&E) while complying with AFMCI 23-113, *Pre-Award Qualification of New or Additional Parts Sources and the use of the Source Approval Request (SAR)*. These resources are to be used in conjunction with the *Joint Aeronautical Commander's Group Aviation Sources Approval and Management (SAM) Handbook* and *Joint Aeronautical Logistics Commanders' Aviation Critical Safety Item Management Handbook*.

2. SCOPE

2.1. This RQR establishes the minimum technical requirements in accordance with FAR 9.200 which potential sources must satisfy in order to obtain Engineering Support Activity (ESA) source approval to repair or remanufacture commodity items for the specific application. The level of effort (e.g. repair or remanufacture) will be specified by the applicable technical data and contract documents. The term "repair" will be utilized throughout this document to represent a generic level of effort.

2.2. The potential source must submit a Source Approval Request (SAR) package. SAR package requirements are found in Section 6.

2.3. Upon completion of the SAR evaluation, the potential source may be required to demonstrate repair competency and capability via a Pre-Award Survey, Initial Production Evaluation, or other production verification process as stipulated in the contract. Product verification requirements may include testing of applicable significant processes from Appendix D as determined by the ESA.

2.4. Loss of approval as a repair source is possible as described in Section 8.

3. POTENTIAL SOURCE RESPONSIBILITIES

3.1. The potential source must submit a complete SAR package and a product verification process as stipulated in the applicable contract (see 2.3). All submittals must be made in English.

3.2. Approved sources shall submit written notification on company letterhead to the appropriate ESA notifying them of changes to ownership; address; process sequence; process parameters; Sub-Tier Suppliers (STS); and/or quality deficiencies affecting form, fit, or function.

3.2.1. Significant changes or unresolved quality deficiencies may result in additional testing or revocation of source approval status depending on the nature and extent of the changes and/or quality deficiencies.

3.3. General standards as specified in FAR 9.104-1 apply.

3.4. Special standards as specified in FAR 9.104-2 apply.

3.5. Certification Regarding Responsibility Matters as specified in FAR 9.104-5 apply.

3.6. Qualification Requirements as specified in FAR 9.2 apply.

3.7. Higher-Level Contract Quality Requirements as specified in DFAR 246.202-4 apply.

4. USE OF PROPRIETARY DATA IN SAR's

4.1. Potential sources are not to utilize intellectual property (IP) of any third party without appropriate authorization of the IP owner. Potential sources are cautioned that no part of the government RQR is intended to endorse or encourage the improper use of IP developed by the Original Equipment Manufacturer (OEM) or any other third party.

5. SAR SUBMITTAL AND GENERAL REQUIREMENTS

5.1. SAR packages shall be submitted for evaluation as follows:

NOTE: Pursuant to FAR 9.202(e), the contracting officer is not required to delay a proposed award to provide a potential offeror an opportunity to demonstrate its ability to meet the standards specified for qualification.

5.1.1. All submissions shall be submitted to the AFSC Small Business Office (SBO). Contact information is provided in Appendix F.

5.1.2. Additionally, for item with an active solicitation, the potential source shall identify the solicitation number, Procurement Contracting Officer (PCO), and office symbol within their SAR cover letter. The potential source shall also notify the appropriate PCO listed in the solicitation, via email, that a SAR package has been submitted to the SBO.

5.2. SARs may be submitted in one of three ways:

5.2.1. Physical Submission. The package may be submitted in a 3-ring binder (or similar product) with physical copies of all the elements. Tabbed dividers shall be used to distinguish between each of the elements.

5.2.2. Electronic Submission. The package can be submitted on a read-only compact disc (CD) or Digital Versatile Disc (DVD) in .pdf file format. The package can be a single .pdf file with bookmarks to each element or a series of files and/or folders for each element. If the latter option is selected, the file/folder names shall correspond with the element identifier. All CD/DVD's shall be scanned for viruses prior to submittal.

5.2.3. Combination Submission. The package may be submitted as a combination of physical and CD/DVD submissions with .pdf files. If this option is selected, the physical package shall identify the elements that are included electronically.

5.3. All financial data must be redacted from all documents submitted.

5.4. Each package must contain all of the elements (see Section 6 for requirements) following the order listed. If an element is not applicable to the submitted package (i.e. it is not required for the particular submission category), the potential source shall state the element does not apply. A table of contents is required for all packages.

5.5. It is advised that the potential source retain a copy of the SAR package submitted to the government for their permanent records.

6. SAR REQUIREMENTS

6.1. Potential sources shall submit their SAR package as CATEGORY I, II, or III. Category IV (ALTERNATE ITEM) SARs will not be accepted.

6.1.1. CATEGORY I – ACTUAL ITEM

This category covers potential sources who repair the exact item (using OEM technical data) for the prime contractor, OEM, another service, civil agencies, foreign governments, or for the civil sector under the Federal Aviation Administration (FAA). The potential source shall have delivered the exact item within the previous three years for CSI and within 7 years for CAI of the date of SAR submission. The item will be repaired and evaluated against ESA approved technical data.

6.1.2. CATEGORY II – SIMILAR ITEM

This category covers potential sources who have not previously repaired the subject item, but have repaired other items similar in complexity, design, criticality, industrial processes, materials, and application for the prime contractor, OEM, another service, civil agency, foreign government, or the civil sector under the FAA. The item will be repaired and evaluated against ESA approved technical data.

6.1.3. CATEGORY III – NEW REPAIR/REMANUFACTURE OF AN ITEM

This category covers potential sources who do not meet Category I or II criteria, but have the data rights to the OEM's technical data or other ESA approved technical data required to repair the item.

6.2. Required SAR elements are listed by category in Table 1 and described in detail in Appendix E.

6.3. If multiple SAR packages are to be submitted within a three month period, the potential source may not be required to submit full SAR packages for each item. While at least one complete SAR package will be required, the ESA may determine only a sub-set of the elements contained within the full package may be required for each subsequent submission. The potential source is recommended to contact the SBO identifying their intent to submit multiple SAR packages within a three month period. The SBO will contact the ESA and provide guidance to the potential source regarding subsequent submission requirements.

Table 1. Source Approval Request Package Requirements

ELEMENT	ELEMENT TITLE	CAT I	CAT II	CAT III
A	COVER LETTER	■	■	■
B	TECHNICAL DATA RIGHTS CERTIFICATION STATEMENT	■	■	■
C	BROCHURE & CORRESPONDENCE	■	■	■
D	QUALITY ASSURANCE DOCUMENTATION	■	■	■
E	SUBJECT ITEM TECHNICAL DATA	■	■	■
F	SUBJECT ITEM SPECIFICATIONS	-	-	-
G	SUB-TIER SUPPLIER LIST	■	■	■
H	QUALITY HISTORY	■	■	■
I	SIMILAR ITEM TECHNICAL DATA	-	■	-
J	SIMILARITIES/DIFFERENCES OF SUBJECT/SIMILAR ITEM	-	■	-
K	PURCHASE ORDERS & SHIPPING DOCUMENTS	■	■	-
L	TRAVELERS & PROCESS/OPERATIONS SHEETS (POS)	■	■	■
M	REPAIR PROCESS SHEETS AND/OR INSPECTION METHOD SHEETS (IMS)	■	■	■
N	PRIME CONTRACTOR'S QUALITY RATING SYSTEM REPORT	■	■	■
O	LICENSEE AGREEMENT	■	■	■
P	VALUE ADDED (BY PRIME OR OEM)	■	■	■
Q	GOVERNMENT/PRIME CONTRACTOR SURVEY REPORT	■	■	■
R	PRE-QUALIFICATION TEST PLANS	-	-	-
S	TEST RESULTS	-	-	-

T	MASTER TOOLING CERTIFICATIONS	■	■	■
U	GOVERNMENT QUALITY ASSURANCE COMPLIANCE	■	■	■

7. SAR EVALUATION

7.1. The ESA, or SAR evaluation technician, will identify any issues, missing data, or discrepancies found during the evaluation of the approval request package to the POC listed on the Cover Letter of the package.

7.1.1. The potential source will be given 5 working days to either provide the data required to eliminate the issues identified or provide a date when the data will be submitted. If the date when potential source will provide the missing/discrepant data is more than 15 working days, the ESA may elect to disapprove the package rather than allow the package to remain in abeyance.

7.1.2. If the potential source provides the required data, the ESA will complete the evaluation. If the issues were not resolved, the ESA will document the issues in the disposition letter provided to the SBO.

7.2. If the ESA evaluation determines that the submitted package met the requirements established and sufficient technical proficiency for the work specified, then the ESA will approve the potential source and update the approved source list documented on the Contract Repair Screening Analysis Worksheet (AFMC Form 762). The decision to approve the potential source will be documented in a disposition letter to the SBO. The SBO will coordinate and submit the disposition letter to the potential source. If the subject item is under active solicitation, and the solicitation was held pending the SAR evaluation (see Paragraph 5.1), the PCO will receive a copy of the approval letter so the potential source will be eligible to bid on the solicitation.

7.3. If the ESA evaluation determines that the submitted package did not meet the requirements established or show sufficient technical proficiency for the work specified, then the reasons for disapproving the potential source will be documented in a disposition letter to the SBO. The potential source may correct the deficiencies and re-submit their package for evaluation. If the subject item is under active solicitation, and the solicitation was held pending the SAR evaluation (see Paragraph 5.1), the PCO will receive a copy of the disapproval letter. The PCO will determine the course of action regarding the solicitation.

8. LOSS OF QUALIFICATION APPROVAL

8.1. The potential source should be aware that qualification approval may be lost per the conditions specified in FAR Part 9.207. Two common issues are:

8.1.1. For repair efforts, two failures (one initial and one after corrective action) of the IPE are grounds for removal as an approved source pursuant to FAR 9.207(a)(1) and (2).

8.1.2. Failure to provide the information required in 3.2 is grounds for removal as an approved source pursuant to FAR 9.207(a)(3).

9. GOVERNMENT FURNISHED TECHNICAL DATA REQUESTS

9.1. Requests for Government furnished technical data shall be made as follows:

9.1.1. Requests for technical data with an active solicitation shall be submitted to the appropriate Procurement Contracting Officer (PCO) listed in the solicitation. The request shall be made on company letterhead and shall include the solicitation number, the specific technical order(s) (TO) being requested, and an approved, valid DD Form 2345.

9.1.2. Requests for technical data without an active solicitation (e.g. in response to a sources sought synopsis) shall be submitted to the TO Public Sales Office. The request shall be made on company letterhead and shall include a reference to the specific announcement (e.g. FedBizOpps announcement title or national stock number (NSN)), the specific TO(s) being requested, and an approved, valid DD Form 2345. Contact information is provided in Appendix F.

9.1.2.1. If the specific TO is not known, and the item has been identified as having Government provided technical data, contact the Strategic Alternate Sourcing Program Office (SASPO). Contact information is provided in Appendix F.

9.1.3. Requests for the Repair Data List (RDL) shall be submitted to the Strategic Alternate Sourcing Program Office (SASPO).

9.1.4. Requests for information regarding the SAR process may be directed to the SBO. Contact information is provided in Appendix F.

APPENDIX A

GLOSSERY OF ACRONYMS

CD – Compact disc

CAI – Critical Application Item

CSI – Critical Safety Item

DVD – Digital Versatile Disc

ESA – Engineering Support Activity

ERRC – Expendability, Recoverability, Reparability Category

FAA – Federal Aviation Administration

IMS – Inspection Method Sheets

IP – Intellectual Property

NSN – National Stock Number

NDI – Non-Destructive Inspection

OSS&E – Operational Safety, Suitability, and Effectiveness

OEM – Original Equipment Manufacturer

P/N – Part Number

POS – Process/Operations Sheets

PCO – Procurement Contracting Officer

PO – Purchase Orders

RQR – Remanufacture Qualification Requirements

RDL – Repair Data List

RMSC – Repair Method Suffix Codes

QR – Qualification Requirement

QAS – Quality Assurance System

QDR – Quality Deficiency Report

SBO – Small Business Office

SAR – Source Approval Request

SASPO – Strategic Alternate Sourcing Program Office

STS – Sub-Tier Suppliers

APPENDIX B

KEY TERM DEFINITIONS

Critical Application Item: An item that is essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services. (Ref. JACG Critical Safety Item Handbook)

Critical Characteristics: Any feature throughout the lifecycle of a Critical Item (Critical Application or Critical Safety Item), such as dimension, tolerance, finish, material or assembly, manufacturing or inspection process, operation, field maintenance, or depot overhaul requirement that if non-conforming, missing, or degraded may cause the failure or malfunction of the Critical Item. (Ref. JACG Critical Safety Item Handbook)

Critical Safety Item: A part, assembly, installation equipment, launch equipment, recovery equipment, or support equipment for an aircraft or aviation weapons system that contains a characteristic any failure, malfunction, or absence of which could cause a catastrophic or critical failure resulting in the loss or serious damage to the aircraft or weapons system, an unacceptable risk of personal injury or loss of life, or an uncommanded engine shutdown that jeopardizes safety. Damage is considered serious or substantial when it would be sufficient to cause a "Class A" accident or a mishap of severity category I. The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence would occur. (Ref. JACG Critical Safety Item Handbook)

Engineering Support Activity (ESA): The Military Service organization assigned responsibility and authority to perform and approve engineering and quality assurance actions. During the operational phase, it includes any engineering activity resulting in the alteration of an item's operational capabilities or design attributes of performance, reliability, maintainability, and parts interchangeability. For the USAF, the ESA is synonymous with the Design Control Activity and the Cognizant Engineering Authority (CEA).

Expendability, Recoverability, Reparability Category (ERRC): An alpha character places in the sixth position of a Source Maintenance and Recoverability code that designates the reparability of an item.

Inspection Method Sheets (IMS): The document used to describe the steps involved in executing an inspection or series of inspections to include tooling, gages, fixtures, dimensions, and other parameters necessary to execute the required inspection(s). Sheets must be certified by an authorized representative empowered to comply with the inspection process.

Intellectual Property: An item, work, or process that is the result of creativity, such as a manuscript or a design, to which one may have exclusive legal rights and for which one may apply for a patent, copyright, trademark, etc.

Material: A general term referring to goods, tooling, machinery, supplies, etc. at any stage in the manufacture process.

Material Deficiency Reports (MDR): Recorded event in which a material (end item, assembly, or sub assembly) does not meet the repair/remanufacture inspection requirements.

Material Review Board (MRB): Entity with designated authority to review and disposition any MDR subject material. The purpose of this review is to determine appropriate corrective actions.

National Aerospace and Defense Contractors Accreditation Program (NADCAP): Accreditation awarded to subcontractors and sub-tier suppliers by the Performance Review Institute (PRI) based on aerospace and defense industry consensus standards.

Original Equipment Manufacturer (OEM): Individual, activity, or organization that performs the physical fabrication processes that produce the deliverable item or other items of supply for the prime contractor. The OEM must produce the item in-house. The OEM may or may not have been granted design responsibility by the prime contractor for preparation and technical currency of technical data.

Potential Source: Any offeror seeking approval as a repair source for specific NSN's. The offeror would be required to meet prequalification requirements outlined in the RQR prior to being eligible for a contract award. Offeror may be subjected to production inspections or surveillance if a contract is received.

Prime Contractor: A contractor having responsibility for design and/or delivery of a system, subsystem, or equipment such as aircraft, engines, ships, tanks, vehicles, guns/missiles, or ground communications.

Process/Operation Sheets: Sheets used in repair/remanufacture to reflect the step-by-step process and operation used to repair/remanufacture the complete item.

Procurement Contracting Officer (PCO): The individual authorized to enter into contracts for supplies and services on behalf of the government by sealed bids or negotiations, and who is responsible for overall procurement under the contract.

Raw Material: Ingot, bar, billet, or sheet stock used directly in the repair, remanufacture, casting, or forging of the item.

Remanufacture: Major overhaul of an item resulting in an item that is returned to its original life expectancy, or nearly so, through complete disassembly and rehabilitation or replacement of worn components. (Ref. FAR 22.1003-6(a)(1))

Repair: Restoring an item to a serviceable condition. Tolerances, materials, and components may show evidence of use, yet still be installed on the restored item.

Repair Method Code (RMC)/Repair Method Suffix Code (RMSC): Three character code (ex R3/C) used to determine, justify, and obtain the most appropriate, timely, and high quality workmanship required for an item repair. (Ref. AFMCI 21-149)

Significant Industrial Process: A repair process capable of producing alterations in the material structure of an item which cannot normally be evaluated without destructive testing and which can compromise the mechanical properties and/or reliability of the item.

Similar Item: An item that has approximately the same form, fit, and function as the subject item.

Special Tooling: Special tooling refers to all specialized jigs, dies, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids and replacements designed for a specific project and cannot be used otherwise without substantial modification or alteration. (Ref. AFMCI 20-102)

Special Test Equipment (STE): STE consists of interconnected/interdependent items or equipment assemblies, including standard or general purpose items or components, brought together to become a new functional entity for special test purposes. They are single or multipurpose integrated test units engineered, designed, fabricated, or modified to accomplish special purpose testing in the direct performance of contract maintenance. It does not include consumable property, special tooling, buildings, materiel, special test facilities (except foundations and similar improvements necessary for installing special test equipment, plant equipment items, or similar capital items used for general plant testing purposes). (Ref. AFMCI 20-102)

Subject Item: Repaired item for which source approval is sought.

Sub-Tier Supplier (Sub-Vendor) (STS): A source supplying material, products and/or services to the potential source as required in the performance of the contract.

Technical Data: Intellectual property required for the accomplishment of logistics and engineering processes in support of the item repair/remanufacture. It includes drawings, instructions, provisioning information, specifications, inspection/test procedures, etc required to guide personnel in the performance of operation and support tasks.

Technical Order: A technical manual published by the Air Force containing (in this case) technical information required to develop inspection methods and repair/remanufacture procedures.

Value Added By OEM: Any action, manufacture or inspection process, data, instructions, or equipment that is essential to the manufacture of the part, but is not documented in the data package. Examples of value added are the use of OEM qualification of sources for forgings, castings and raw materials; the use of OEM tooling, fixtures, gages or inspection master hardware; the use of OEM MPS, IMS, or other process related data not referenced on the part drawing(s); quality assurance of sub-vendors of significant processes all as related to the performance of manufacture.

APPENDIX C

TECHNICAL DATA RIGHTS CERTIFICATION LETTER

I am an officer and employee of the above name legal entity with the responsibility for investigating the facts upon which this certification is made. To the best of my knowledge and information obtained from my recent investigation I certify that:

1. All technical data submitted as part of my company's request for repair source approval were obtained by legal means by my company, without breach of any contractual or confidential relations.

2. Neither my company nor its employees (current or separated) obtained or received any technical data marked with a company's proprietary rights legend or a Government limited rights legend other than as described herein. Furthermore, no such technical data used in the preparation of this request was sent from any unauthorized U.S. Government agency, U.S. Government employee, or other third party entity.

3. My company has the legal right to use said technical data to repair the below identified part(s) for the United States Government. Documents attached hereto form the basis for claiming the clear legal right to use said technical data marked with a company's proprietary rights legend, a Government limited rights legend, or are otherwise believed to be or have been proprietary data of another company.

This certification applies to:

STOCK NUMBER	PART NUMBER	NOUN

NOTE: If the SAR package is for multiple NSNs, all NSNs, P/Ns, and Nouns must be listed. The list can be attached to the letter.

CAUTION: THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

SIGNATURE BLOCK

This document must be signed by a binding company official.

APPENDIX D

SIGNIFICANT INDUSTRIAL PROCESSES

The following examples are typical processes considered significant in that they are capable of producing alterations to material structures, mechanical properties, and item reliability if performed improperly. Evaluation of these processes is accomplished via destructive testing.

#		SIGNIFICANT INDUSTRIAL PROCESSES	NADCAP
1		Casting Processes	NA
2		Forging Processes	NA
3		Other Forming Processes	NA
4		Disassembly Procedures	NA
5		Blending/Reworking	NA
6		Heat Treatment and Surface Hardening Processes	7102
7		Brazing	7102
8		Chemical Processes: Chemical Cleaning, Anodizing, Conversion/Phosphate Coatings, Paint/Dry Film Coatings, Stripping, Chemical Milling, Surface Treatment/Passivation and Etching (Nital/Pre-Penetrant/Temper/Macrostructure/Blue Etch Anodize)	7108
9		Metal Electroplating (Plating) Processes	7108
10		Coating Processes:	7109
	10a	Plasma Spray	7109
	10b	Wire Spray	7109
	10c	HVOF	7109
	10d	Diffusion Coatings	7109
11		Welding/Fusion	7110
12		Non-Destructive Inspections:	7114
	12a	Visual Inspection	7130
	12b	Fluorescent Penetrant	7114
	12c	Magnetic Particle	7114
	12d	Eddy Current	7114
	12e	Ultrasonic	7114
	12f	Radiography	7114
	12g	Laser Holography	NA
13		Electrochemical Machining Processes (Cavity Sinking, Drilling, Grinding, etc.)	7116
14		Electro-Discharge Machining	7116
15		Electro-Stream Drilling	7116
16		Laser Beam Metal Removal Processes	7116
17		Electron Beam Processes	7116
18		Blasting Processes:	7117
	18a	Aluminum Oxide	7117
	18b	Silicon Carbide	7117
	18c	Plastic Bead	7117

	18d	Glass Bead	7117
19		Peening Processes	7117
20		Soldering	7120
21		Broaching	7126
22		Grinding	7126
23		Drilling, Reaming and Boring	7126
24		Milling	7126
25		Finish Turning	7126
26		Surface Finishing Processes:	7126
	26a	Honing	7126
	26b	Sutton Barrel	7126
27		Dimensional Inspection/Tolerances	NA
28		Water-Jet Stripping	NA
29		Assembly Procedures	NA

APPENDIX E

SAR ELEMENT DESCRIPTORS

A1. ELEMENT A – COVER LETTER

A1.1. Cover letter shall include all of the following information:

a. National Stock Number(s), Part Number(s), Nomenclature, and ERRC Code
b. QR Designation and Revision (i.e. RQR-848, Rev 1)
c. SAR Submittal Category
d. SAR Package Inventory (Docs, CD/DVD's, or Sample Parts)
e. Proprietary Statement (if applicable)
f. Company Name, Address, and CAGE Code
g. Point(s) of Contact (Name, Phone Number, and E-Mail)
h. Company Size (Large or Small)
i. Type (Repair or Distributor)
j. Solicitation Number (if applicable)
k. Procurement Contracting Officer and office symbol (if applicable)
l. A statement that the potential source is willing to provide a technical briefing on the package to the procuring activity or ESA, if requested.
m. A disposal statement directing the package be destroyed (shredded) or returned.

NOTE: If the package is to be returned, the potential source shall provide a pre-paid shipping label. Omission of a disposal statement will result in the package being destroyed after evaluation.

A2. ELEMENT B – TECHNICAL DATA RIGHTS CERTIFICATION STATEMENT

A2.1. The potential sources must provide a certification of rights to use technical data following the format in Appendix C. This document must be signed on company letterhead by an authorized binding company official (e.g. President, Owner, or Facility GM). This certificate states the data was obtained by legal means and the company has the rights to use the data supplied in the package for repair purposes.

A3. ELEMENT C – BROCHURE AND CORRESPONDENCE

A3.1. Provide a company brochure and a synopsis outlining the potential source's pertinent equipment, capabilities, experience, and facilities as they are currently represented. Equipment information should include the accuracy, size, capacity, and precision of each machine/item and should be updated as the facilities and/or facility operations change.

A4. ELEMENT D – QUALITY ASSURANCE DOCUMENTATION

A4.1. Provide a synopsis of the potential source's Quality Assurance System (QAS) capabilities, reporting system, and its certifications.

A4.2. If applicable, provide a statement citing a current (i.e. not expired) DoD site survey approval letter. The approval letter will be placed in ELEMENT Q – GOVERNMENT/PRIME CONTRACTOR SURVEYS. If a DoD site survey approval letter is not available, provide a copy of the potential source's QAS manual and all supporting/referenced documentation. A copy of this documentation may be kept by the ESA for future reference.

A4.3. The potential source's QAS must comply with the requirements as described in this document and meet one of the following: AS9100, ISO 9001:2008, NATO AQAP-2070, or equivalent. Provide a copy of the QAS certification with a valid expiration date.

A4.4. OEM, DoD, or NADCAP approval/certification is required for all significant industrial processes (see Appendix D). Provide a copy of special industrial processes approvals and certifications for those that require third party certification as denoted by the NADCAP checklist indication in Appendix D.

A5. ELEMENT E – SUBJECT ITEM TECHNICAL DATA

A5.1. The subject item technical data may include technical orders, materials, mandatory inspections, inspection intervals, processes, specifications, and drawings.

A5.2. Government identified or furnished technical data

A5.2.1. If located within the United States or Canada, provide the potential source's DD form 2345 with a valid expiration date, the Repair Data List (RDL) for the subject item, and the title page of the latest revision of all technical data required to repair the subject item. This technical data will include, but not be limited to, the data identified on the RDL. Alternatively, the potential source may submit a copy of the sales receipt detailing the data purchase in lieu of the title page itself.

A5.2.2. If not located within the United States or Canada, data submission requirements are the same as above except a copy of the potential source's export control license will be provided in lieu of a DD for 2345.

NOTE: Before proprietary data is submitted, the potential source should determine if Government Purpose rights data is available (see Section 9). If so, it should be submitted in place of proprietary data. Otherwise, a license agreement or ownership statement will be required in ELEMENT O – LICENSEE AGREEMENT.

A5.3. Additional or proprietary technical data

A5.3.1. Additional technical data is data not identified by the RDL and is not commonly available to the public. This situation is most common when the potential source is utilizing OEM or locally developed data to perform the repair requirement. Proprietary data shall not be submitted if Government Purpose rights data is available.

A5.3.2. If additional technical data is required or utilized by the potential vendor in the repair of the subject item, the potential source will provide all of the data (not just the title page) and provide a statement regarding its use during the repair process.

A5.3.3. If the package contains data that the potential source does not want disclosed outside the Government, the potential source shall ensure the cover letter identifies the inclusion of proprietary information by stating the following:

This Source Approval Request includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this request. This restriction does not limit the Government's right to use information contained within this package if it is obtained from another source without restriction.

A5.3.4. Additionally, each sheet of proprietary data shall be marked with the following:

Use or disclosure of data contained on this sheet is subject to the restriction on the Cover Letter of this package.

A5.3.5. If proprietary data cannot be provided due to distribution restrictions, submit a statement identifying the circumstances that prohibit submission and that the licensing agreement or ownership statement ensures the most current data will be used to perform the required work.

A5.4. Provide a list of all special tooling and/or test equipment required to accomplish the repair of the subject item. Detail the tooling/testing equipment availability, ownership, and usage rights (if applicable). State whether the special tooling and/or test equipment will be leased, purchased, or manufactured.

A6. ELEMENT F – SUBJECT ITEM SPECIFICATIONS. Not applicable.

A7. ELEMENT G – SUB-TIER SUPPLIER (STS) INFORMATION

Certification is required for those significant industrial processes denoted by the NADCAP checklist indication in Appendix D. ISO 9001:2008 or AS9100 Rev C certification or equivalent is required for all STS's used to perform work on CSI or CAI. Provide a matrix similar to that shown in

A7.1. Table 2. List every STS separately and identify all certifications or approvals that apply.

Table 2. Sub-Tier Supplier Qualification Data

G. SUB-TIER SUPPLIER (STS) (SUB-VENDOR) INFORMATION:			Yes	No	NA		
1. Are STS used for manufacture or repair?			☐	☐	☐		
2. If STS are used for manufacture or repair, enter data below: (Select all that apply)			Certifications or Approval (Expiration Date)				
CAGE	STS Name	Specification/Process	Prime/ OEM	DoD	NADCAP	AS9100	ISO 9001 :2008+

A7.2. For suppliers of raw material, only provide the CAGE, STS Name, and material specification/process.

A7.3. For STS(s) of castings or forgings, substantiate that the source(s) are currently OEM or DoD approved. If not approved by the OEM or DoD, provide a rationale justifying to the ESA that the casting or forging source is capable of repairing/remanufacturing the item to the established OEM or DoD quality standards.

A7.4. If an approval/certification does not have a defined expiration date, enter IND for indefinite.

A7.5. Provide a copy of Non-Destructive Inspection (NDI) Level III certificate for all NDI Methods for the potential source and/or STS.

A7.6. For assemblies, identify all sub-assembly component sources. All sub-components must only be supplied by government approved suppliers.

A7.7. For STS's providing proprietary industrial process support, provide a letter of support, capability, and an expiration date.

A8. ELEMENT H – QUALITY HISTORY

Note: Nonconformance is not necessarily perceived as an increase in risk when considering alternate source qualification. In fact, identification of nonconformance can illustrate a successful quality assurance program.

A8.1. Provide a summary of Deficiency Reports experienced by the potential source (limited to the potential source's submission CAGE) for all items (including the subject/similar item) over the past 36 months. Additionally, provide a summary of Deficiency Reports experienced for the subject/similar item for all proposed sub-tier suppliers over the same time period. These summaries include, but are not limited to, internal deficiencies, commercial deficiencies, FAA Service Bulletins, Material

Review Board (MRB) items, statistical reports of non-conformances, nonconforming material rejection reports, and scrap rates.

A8.2. The Company President, Facility General Manager or the Quality Assurance Manager must coordinate on the summary. If government source inspections were conducted, the Government Quality Assurance Representative will coordinate on the summary.

A8.3. The summary will include the following data: P/N, Nomenclature, feature, deficiency, quantity, date and corrective action.

A8.4. If the potential source and STS facilities have not experienced any quality deficiencies within the last 36 months, state as such.

A9. ELEMENT I – SIMILAR ITEM TECHNICAL DATA

A9.1. The similar item technical data may include technical orders, materials, mandatory inspections, inspection intervals, processes, specifications, and drawings.

A9.2. Government identified or furnished technical data

A9.2.1. If located within the United States or Canada, provide the potential source's DD form 2345 with a valid expiration date, the RDL for the similar item, and the title page of the latest revision of all technical data required to repair the similar item. This technical data will include, but not be limited to, the data identified on the RDL. Alternatively, the potential source may submit a copy of the sales receipt detailing the data purchase in lieu of the title page itself.

A9.2.2. If not located within the United States or Canada, data submission requirements are the same as above except a copy of the potential source's export control license will be provided in lieu of a DD for 2345.

NOTE: Before proprietary data is submitted, the potential source should determine if Government Purpose rights data is available (see Section 9). If so, it should be submitted in place of proprietary data. Otherwise, a license agreement or ownership statement will be required in ELEMENT O – LICENSEE AGREEMENT.

A9.3. Additional or proprietary technical data

A9.3.1. This situation is most common when the potential source is utilizing OEM data to perform the repair requirement. Proprietary data shall not be submitted if Government Purpose data is available.

A9.3.2. If additional technical data is required or utilized by the potential vendor in the repair of the similar item, the potential source will provide all of the data (not just the title page) and provide a statement regarding its use during the repair process.

A9.3.3. If proprietary data cannot be provided due to distribution restrictions, submit a statement identifying the circumstances that prohibit submission. The potential source should be prepared to discuss this data to the maximum extent possible if their similarity analysis relies heavily upon the processes defined by the proprietary data.

A9.4. Provide a list of all special tooling and/or test equipment required to accomplish the repair of the similar item. Detail the tooling/testing equipment availability, ownership, and usage rights (if applicable). State whether the special tooling and/or test equipment will be leased, purchased, or manufactured. If special tooling and/or test equipment will be developed or manufactured, the potential source shall provide information detailing their experience developing or manufacturing similar tooling/equipment.

A10. ELEMENT J – SIMILARITIES AND DIFFERENCES BETWEEN SUBJECT AND SIMILAR ITEMS

A10.1. Provide a comparison matrix identifying the specific similarities and differences in materials, coatings, design features, industrial processes, operating environment, etc. between the subject and similar item. Multiple similar items can be used to illustrate the capability necessary to perform work on the subject item.

A11. ELEMENT K – PURCHASE ORDERS (PO) AND SHIPPING DOCUMENTS

A11.1. The potential source shall provide the following articles for the subject and similar item(s) (if applicable):

- Copies of at least one purchase order
- All amendments and shipping documents to the Prime/OEM, DoD, foreign government, or other commercial customers

A11.2. The contract performance documentation provided for CSI shall be within three (3) years and within seven (7) years for CAI. The threshold should apply on the date the SAR is received by the Small Business Office. All financial information must be redacted, else the SAR may be returned. The data provided in this section should be from the same contract(s) as those provided in SAR ELEMENT L - TRAVELERS AND REPAIR PROCESS/OPERATIONS SHEETS (POS) and ELEMENT M – INSPECTION METHOD SHEETS (IMS).

A11.3. If no repair has taken place, state as such.

A11.4. If a contract was terminated, state the reason for the termination.

A12. ELEMENT L - TRAVELERS AND REPAIR PROCESS/OPERATIONS SHEETS (POS)

A12.1. The data provided in this section pertaining to the repair history should be from the same contract(s) as those provided in SAR ELEMENT K – PURCHASE ORDERS (PO) AND SHIPPING DOCUMENTS and ELEMENT M –INSPECTION METHOD SHEETS (IMS).

Note: Travelers that may be enclosed in this section are not to be considered a replacement for detailed POS. Lack of detailed POS(s) pertaining to repair is cause for disapproval of the potential source's SAR package.

A12.2. The subject item travelers and/or POS must be from the actual repair provider and have the following:

A12.2.1. Name, Address and CAGE for the potential source on the top of every page.

A12.2.2. All part numbers that are covered by the production documentation.

A12.2.3. A detailed, step-by-step account of the properly sequenced procedures necessary for repair.

A12.2.4. Any sub-vended process listed in the traveler must identify the STS by name and CAGE at each applicable operational step with clearly identified process or procedure; repair software data file name, etc. necessary to control the repair operations must be signed or stamped off by an in-process operator and/or inspector. For proprietary travelers and POS, the process description may be redacted.

A12.2.5. Track the disposition of all parts during the entire repair operation to include rejects and laboratory samples.

A12.3. For CAT I, provide copies of the actual (i.e. production) documents used to repair the subject item.

A12.4. For CAT II, provide copies of the actual (i.e. production) documents used to repair the similar item. Additionally, provide detailed copies of the proposed subject item traveler and POS.

A12.5. For CAT III, provide detailed copies of the proposed subject item repair traveler and POS.

A13. ELEMENT M –INSPECTION METHOD SHEETS (IMS)

A13.1. The IMS should include the nomenclature, part number, characteristics inspected, special instructions, zone, tolerances and actual measurements, inspection tooling/method, frequency and inspector's stamp. IMS may be included as an integral part of the POS(s) in ELEMENT L - TRAVELERS AND REPAIR PROCESS/OPERATIONS SHEETS (POS). The data provided in this section should be for the same contract(s) as those provided in ELEMENT K – PURCHASE ORDERS (PO) AND SHIPPING DOCUMENTS and ELEMENT L - TRAVELERS AND REPAIR PROCESS/OPERATIONS SHEETS (POS).

A13.2. The subject item IMS must be from the actual potential source and have the name, address and CAGE for the potential source on top of every page. The following additional requirements must be met.

A13.2.1. The IMS must include part number(s), dimensions and proper units.

A13.2.2. The IMS must include a detailed step-by-step account of the properly sequenced procedures necessary to inspect the subject and/or similar item.

A13.2.3. If a sampling plan is used, provide the sampling plan and the approval letter.

A13.3. For CAT I, provide copies of the actual (i.e. production) documents used to inspect the item.

A13.4. For CAT II, provide copies of the actual (i.e. production) documents used to inspect the similar item. Additionally, provide detailed copies of the proposed subject item IMS.

A13.5. For CAT III, provide detailed copies of the proposed subject item IMS.

A14. ELEMENT N – PRIME/OEM CONTRACTOR'S QUALITY RATING SYSTEM REPORT

A14.1. Provide the potential source’s quality system report or rating from the prime contractor/OEM responsible for the subject/similar item. If no rating is available for the subject/similar item from the prime contractor/OEM, provide an alternate quality ratings from another prime contractor, OEM, or commercial customer.

A14.2. If the company has not repaired the item(s) for a prime contractor/OEM and no quality rating is available, state as such.

A15. ELEMENT O – LICENSEE AGREEMENT

A15.1. For item with a RMSC Code of V or where proprietary data is used, provide an ownership statement or a copy of the licensee agreement between the potential source and the data owner.

A15.2. If an ownership statement or a copy of the entire licensee agreement cannot be provided, the potential source must provide redacted information that shows details regarding MRB authority, data rights, configuration control, source control, or other details that support the potential source's data position.

A15.3. If an STS will be supporting a proprietary process, the potential source will provide a letter of support from the STS. The letter should state the duration of the proprietary process support, available, and capacity.

A15.4. If there are no proprietary data or processes used, state as such.

A16. ELEMENT P – VALUE ADDED (BY PRIME OR OEM)

A16.1. If there is no Prime/OEM value added, state as such.

A16.2. Provide a statement identifying any value added provided by the prime contractor, OEM, or any proprietary industrial process STS in the repair of the subject or similar item(s).

A17. ELEMENT Q – GOVERNMENT/PRIME CONTRACTOR SURVEYS

A17.1. Provide a copy of the latest survey report (survey, findings, and corrective actions) performed by a Government agency or prime contractor/OEM within the past seven years. This may include any available DoD technical evaluations of the potential source's production capability, quality assurance procedures, industrial resources, material purchasing, and sub-tier supplier controls.

A17.2. If there are none, state as such.

A18. ELEMENT R – PRE-QUALIFICATION TEST PLANS. Not Applicable

A19. ELEMENT S – TEST RESULTS. Not Applicable

A20. ELEMENT T – MASTER TOOLING CERTIFICATIONS

A20.1. Provide a certification of access to and the right to use any required master tooling, special tooling/test equipment, mylars (stable base drawings), glass layout, and loft data/contour data as applicable to the latest technical data. Include proof of calibration for all equipment/tooling requiring calibration.

A20.2. If no master tooling is required, state as such.

A21. ELEMENT U – GOVERNMENT QUALITY ASSURANCE COMPLIANCE

A21.1. Provide a statement that the potential source will comply with all government imposed quality assurance provisions, testing requirements, etc. as identified in the solicitation or contract for the subject item.

APPENDIX F

CONTACT INFORMATION

AFSC Small Business Office	
Website:	http://www.afsc.af.mil/Units/SBO.aspx
Email:	AFSC.SB.Workflow@us.af.mil
Phone:	(405) 739-2601
Mailing Address:	AFSC/SB Attn: Source Development Specialist 3001 Staff Drive, Suite 1AG85A Tinker AFB, OK 73145-3009

TO Public Sales Office	
Email:	AFLCMC.ezgtp.PubSale@us.af.mil
Mailing Address:	Technical Order Sales 7851 Arnold Ave. Tinker AFB, OK 73145

448th Strategic Alternate Sourcing Program Office (SASPO)	
Website:	http://www.tinker.af.mil/Home/429SCMSSASPO.aspx
Email:	429SCMS.SASPO.Workflow@us.af.mil
Phone:	(405) 736-5246
Mailing Address:	429 SCMS/GUMD Alternate Sourcing Flight Strategic Alternate Sourcing Program Office (SASPO) 3001 Staff Drive, Suite 2AC194B Tinker AFB, OK 73145-3009