REPAIR QUALIFICATION REQUIREMENTS (RQR) FOR PROPULSION CRITICAL SAFETY ITEMS (CSI) & CRITICAL APPLICATION ITEMS (CAI)

1. APPLICATION

1.1. This RQR applies to CSI and CAI with a Repair Method Suffix Code (RMSC) of C, D, K, M, N, P, Q, R, S, V, and Z within the Propulsion Sustainment Division. This RQR does not apply to items with an RMSC of G, A, B, H, L, U, and Y. Codes as defined in DFARS PGI 217.75 ACQUISITION OF REPLENISHMENT PARTS.

1.2. This RQR establishes technical requirements, which Potential Sources (PS) must satisfy in order to obtain Engineering Support Activity (ESA) approval to repair propulsion items for the specific applications. This RQR may have two phases, depending on ESA determination. The first phase is SAR submittal and evaluation; the second phase is the Source Demonstration (SD) and evaluation.

2. SCOPE

2.1. The PS should have a valid Company Profile on record with the ESA in order to gain source approval status. If one does not exist the PS must submit one. Company Profile requirements are described in section 7.

2.2. In order to gain source approval status, the PS must submit a SAR. The SAR requirements are described in section 8.

2.3. The Company Profile and SAR will be reviewed by the ESA and the PS will either be made an approved source, or denied source approval. Source Demonstration (SD) may be required for qualification approval. See section 10.

2.4. Source approval status expires after three (3) years for CSI, and seven (7) years for CAI. Sources that deliver parts on government contract, maintain source approval status. See section 12.

2.5. Approved sources shall submit a Source Resubstantiation Request (SRR) prior to expiration of the current approval period (recommended 90 days) in order to renew the approval status duration. See section 13.

2.6. Any time a change to the SAR documentation occurs, the approved source must submit a Process Change Request (PCR) for review by the ESA. See section 14.

2.7. The ESA may revoke the approval status of a PS at any time per FAR 9.207.

3. SUBMITTAL CONSIDERATION

3.1. The PS should consider submitting a SAR for evaluation after determining that the USAF may potentially have need of the subject item. This can be done by considering the following:

3.1.1. Has the United States Air Force (USAF) listed a requirement in the System for Award Management (SAM) at https://beta.sam.gov.

3.1.2. Has the repair history for the item been researched and determined to be active?

3.1.3. Is the subject item listed in the Requirement Projection on the Web (RPOW)/Target List?

3.1.3.1. The RPOW/Target List can be found on the Strategic Alternative Sourcing Program Office (SASPO) website: www.tinker.af.mil/Home/429SCMSSASPO/.

3.1.3.2. The forecasts contained on the RPOW may or may not generate due to variability in customer demands and priorities. The forecast data is for planning purposes only and does not constitute an invitation for bid or request for proposal and is not a commitment by the government to purchase the described items.

3.2. Any questions regarding SAR submission or the RPOW should be directed to either the Air Force Small Business Office (SBO) or SASPO.

4. TECHNICAL DATA REQUEST

4.1. Requests related to any repair announcement should be submitted to the Point of Contact as directed in the announcement.

4.2. If no repair announcement exists, requests should be submitted to the Tinker Technical Orders Sales Office at the following address/email:

AFLCMC/LZPTP
Technical Orders Sales
7851 Arnold Ave. Bldg. 3, Rm. 205
Tinker AFB, OK 73145
Email: aflcmc.ezgtp.pubsale@us.af.mil

4.3. Requests should identify the specific technical documentation being requested, along with the solicitation information (if a repair announcement exists).

4.4. Requests should be made on company letterhead along with an approved DD Form 2345 or Export Control License.

5. FORMAT FOR ALL SUBMITTED DOCUMENTATION

5.1. All financial data must be redacted from submitted documentation.

5.2. Packages should be submitted on a Compact Disk-Recordable (CD-R), Digital Versatile Disc Recordable (DVD-R), or through an approved government file transfer system, in a .pdf file format.

5.2.1. The package can be a single .pdf file with indexes linked to each element, or a series of files/folders for each element.

5.2.2. If the PS is submitting Company Profile documents at the same time as a SAR package, the Company Profile documents should be provided in a separate .pdf file and/or in a separate and clearly identified folder.

5.2.3. All documents should be scanned for viruses prior to submission.

5.2.4. If the CD-R is encrypted or password protected, provide a point of contact that can give access to the documentation. Zip files cannot be encrypted.

5.3. Packages submitted on a Compact Disk-Rewritable (CD-RW), Digital Versatile Disc Rewritable (DVD-RW), or flash drive will not be accepted.

5.4. Company Profile and SAR packages must follow the order called out in Tables 1 and 2.

5.5. For all Company Profile and SAR submissions, a table of contents is expected.

5.6. Certain elements may not be required depending on the circumstances of the submittal. If an element is not applicable, the PS must provide a statement explaining why this is the case. Do not leave any element blank.

6. USE OF PROPRIETARY DATA

6.1. The PS is not to utilize intellectual property (IP) of any third parties without appropriate authorization of the IP owner. The PS is 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.

7. COMPANY PROFILE

Note: Initial submission of a Company Profile should include all of the requirements listed in Table 1 and described in Elements 1-9. Company Profiles can be submitted at any time, standalone or in conjunction with a SAR. All information provided in the Company Profile may be kept by the ESA for use in future SAR reviews. A Company Profile is required for each unique CAGE code.

Company Profile Requirements	
ELEMENT 1. Company Brochure/Website	
ELEMENT 2. Quality Assurance Certificate (QAC)	
ELEMENT 3. Self-Assessment Checklist (SAC)	
ELEMENT 4. Quality Assurance System (QAS) Manual	
ELEMENT 5. Equipment List	
ELEMENT 6. DD Form 2345 or Export Control License	
ELEMENT 7. Quality History	
ELEMENT 8. Significant Industrial Process (SIP) Certifications	
ELEMENT 9. Sub-Tier Supplier Info.	1. List of all Sub-Tier Suppliers (STS)
	2. All STS Quality Assurance Certifications
	3. Any STS Significant Industrial Process Certifications

Table 1. Company Profile Requirements

7.1. Element 1, COMPANY BROCHURE/WEBSITE

7.1.1. Provide a company brochure and/or website.

7.2. Element 2, QUALITY ASSURANCE CERTIFICATE (QAC)

7.2.1. Provide one of the following QAC with a valid expiration date: ISO 9001, AS9100, AS9110, or NATO AQAP-2070.

7.3. Element 3, SELF-ASSESSMENT CHECKLIST (SAC)

7.3.1. The PS must complete and submit a SAC (Appendix A).

7.3.2. The SAC must be signed by an authorized binding company official (i.e. President, Owner, or Facility General Manager).

7.3.3. If artifacts are used to support any of the items on the checklist, they can be attached to the checklist. However, not all items require artifacts.

7.4. Element 4, QUALITY ASSURANCE SYSTEM (QAS) MANUAL

7.4.1. Provide a copy of the PS's QAS manual and all supporting/referenced documentation.

7.5. Element 5, EQUIPMENT LIST

7.5.1. Provide a complete list of all equipment owned and used for the manufacturing and repair of parts by the PS.

7.6. Element 6, DD FORM 2345 OR EXPORT CONTROL LICENSE

7.6.1. If located within the United States or Canada, provide a copy of the PS's DD Form 2345 with a valid expiration date.

7.6.2. If not located within the United States or Canada, provide a copy of the PS's Export Control License with a valid expiration date.

7.7. Element 7, QUALITY HISTORY

Note: Nonconformance is not necessarily perceived as an increase in risk when considering source approval. Identification of nonconformance can illustrate a successful quality assurance program.

7.7.1. Provide a PS quality history summary of Deficiency Reports (DR) experienced for the last 36 months including but not limited to: internal deficiencies, commercial deficiencies, FAA Service Bulletins, Maintenance Review Board (MRB) actions, Quality Deficiency Reports (QDR), Laboratory Quality Review Orders (LQRO), Offeror Report of Nonconformance (ORON), Supplier Reports of Non-conformance (SRON), Material Deficiency Reports (MDR), statistical reports of nonconformance and nonconforming material rejection reports. If the PS facilities have not experienced any quality deficiencies within the last 36 months, provide a document stating as such.

7.7.1.1. If government source inspections were conducted, the Government Quality Assurance Representative will coordinate on the summary. Otherwise, an authorized binding company official (i.e. President, Facility General Manager, or Quality Assurance Manager) must coordinate on the summary.

7.7.1.2. The summary will include the following data: part number, nomenclature, feature, deficiency, quantity, date, and corrective action.

7.7.2. Provide an example corrective action request and corrective action plan or resolution for an identified deficiency, if one exists.

Note: Elements 8 and 9 may be reviewed during the SAR, SRR, and PCR evaluation processes. If the PS claims the use of a SIP or STS in any of these requests, the referenced SIP or STS must be included in, or added to the Company Profile at that time.

7.8. Element 8, SIGNIFICANT INDUSTRIAL PROCESS (SIP) CERTIFICATIONS

7.8.1. Provide any SIP certifications possessed by the PS with a valid expiration date.

7.8.2. SIP certification is required for those processes denoted by grey highlight in Appendix B. Methods of certification include:

7.8.2.1. National Aerospace & Defense Contractors Accreditation Program (NADCAP) certification.

7.8.2.2. OEM Certification and/or audit.

7.8.2.3. Department of Defense (Air Force, DCMA, Navy, or Army) certification and/or audit.

7.8.2.4. Other external audit and/or certification.

7.8.2.4.1. Requires the submission of documents showing the process and procedure used for certification to be reviewed by the ESA in order to determine acceptability of alternative certification.

7.9. Element 9, SUB-TIER SUPPLIER (STS) INFORMATION

7.9.1. Provide a complete list of all STS that the PS is currently using for government contracts, or may use in future source approval requests. List must include the STS company name and CAGE code.

7.9.2. For each STS, provide one of the following QAC with a valid expiration date: ISO 9001, AS9100, AS9110, NATO AQAP-2070, or Aerospace Quality System (AQS) NADCAP.

7.9.3. Provide any SIP certifications possessed by each STS listed, with a valid expiration date. See Section 7.8.2 for requirements.

7.10. COMPANY PROFILE EVALUATION

Note: The Company Profile does not have an inherent expiration date. However, elements within the profile do expire and must be updated to maintain a valid Company Profile.

7.10.1. The initial review of the Company Profile includes the examination of all elements described in sections 7.1-7.7.

7.10.2. During the review of any future SAR, SRR, or PCR submitted by the PS, the Company Profile will be reviewed in order to determine if the following requirements are met:

7.10.2.1. All certificates must not be expired.

7.10.2.1.1. Elements 2 and 6 have inherent expiration dates that, if expired, must be renewed before source approval status can be granted.

7.10.2.1.2. If a SIP requiring certification is identified in the request, a valid certificate must be included in either Elements 8 or 9.

7.10.2.2. Any STS identified in the request must be included in Element 9 with a valid QAC provided.

7.10.3. If any deficiency in the Company Profile is identified at the time of review, the PS may be issued a conditional approval letter pending resolution of these issues. See section 10 for details on corrective actions.

7.11. COMPANY PROFILE AMENDMENTS

Note: It is encouraged for the PS to maintain a valid and up to date Company Profile at all times in order to expedite the SAR evaluation process.

7.11.1. At any time, the PS may submit amendments or updates to the Company Profile.

7.11.1.1. Common updates include: Replacing expired certificates (QAC, SIP, DD Form 2345), adding a new STS, or notification of a significant change to any element of the Company Profile.

7.11.2. Company Profile amendments can be submitted per section 9.

7.11.3. If the PS is bought or sold the PS must submit a novation letter detailing the specifics of this change in company makeup/structure.

8. SOURCE APPROVAL REQUEST (SAR)

Note: Any PS seeking source approval should have a valid Company Profile on record with the ESA. If one does not exist, the PS cannot be awarded source approval. See section 7 for details.

8.1. SAR Categories Determination

8.1.1. CATEGORY I (Actual Item)

8.1.1.1. This category covers PS who repair the exact subject item, using OEM technical data, for the prime contractor, OEM, DOD, civil agency, foreign government, or the civil sector under Federal Aviation Administration (FAA).

8.1.2. CATEGORY II (Similar Item)

8.1.2.1. This category covers PS who have not previously repaired the exact subject item, but have repaired other items similar in material, coatings, design features, industrial processes, etc. for the prime contractor, OEM, DOD, civil agency, foreign government, or the civil sector under FAA. Multiple similar items may be used to demonstrate relevant experience. Similarity is not limited to aerospace applications.

8.1.3. CATEGORY IV (Pre-Developed Repair)

8.1.3.1. This category covers unsolicited SAR submittals by PSs who have a previously developed repair that has: been fully validated and verified, successfully performed on regular production parts, and those parts that have undergone the repair have had sufficient operational experience, including either AMT (Accelerated Mission Testing) or field operational use. This category will require all elements of a SAR Package and any additional information as determined by the ESA.

8.1.4. CATEGORY V (Developing Repair)

8.1.4.1. This category covers the PSs who have a repair, or could develop a repair, that will satisfy the need of the USAF in accordance with an advertised requirement. PS approval of a Category V SAR may still require repair verification, validation, and testing prior to complete approval of PS as an approved source. This category will require all elements of a SAR Package and any additional information as determined by the ESA.

Note: Category III (No Experience) SARs as defined by the AFMCI 21-112 are not covered by this QR document. Category III SARs submitted under this QR will not be evaluated.

8.2. A SAR consists of two (2) packages of information:

8.2.1. SUBJECT ITEM PACKAGE (Elements A-I)

8.2.1.1. Includes all of the required engineering data, proposed repair plan, and other legal documents required to repair the subject item.

8.2.2. DEMONSTRATION PACKAGE (Elements J-M)

8.2.2.1. Demonstrates that the PS has recently repaired and delivered either the subject item, or part(s) of similar complexity compared to the subject item.

8.2.2.1.1. For Category II SARs, if more than one similar item is required to demonstrate relevant experience, the PS must submit a demonstration package for each unique similar item.

8.3. ASSEMBLY SAR REQUIREMENTS

8.3.1. Any SAR package submitted for an assembly, module, or whole engine must meet all of the additional requirements called out in Appendix D. Submit the source of supply matrix in Element A along with the cover letter.

8.4. SAR WAIVERS

8.4.1. The ESA may decide to waive certain requirements in special circumstances. If the PS has a letter from the ESA waiving them of certain SAR requirements, provide this letter in place of said requirements.

Section		Element	Title
Subject Item Package		A	Cover Letter
	Engineering Data	B	Subject Item Technical Data
	Repair Plan	C	Proposed Production Documents
		D	Sub-Tier Supplier (STS) List
		E	Significant Industrial Processes (SIP)
		F	Calibrated Equipment List
	Licensing/Legal Documents	G	Technical Data Rights Certification Statement
		H	License Agreements
		I	Government Quality Assurance Compliance
Demonstration Package		J	Similarities/Differences Summary*
		K	Similar Item Technical Data*
		L	Demonstration Production Documents
		M	Purchase Orders and Shipping Documents

Table 2. SAR Requirements Outline *N/A for Category I SARs

8.5. Element A, COVER LETTER

8.5.1. Provide a cover letter (Appendix C).

8.5.2. For assemblies, modules or whole engine SAR packages provide the Source of Supply Matrix (Appendix D).

8.6. Element B, SUBJECT ITEM TECHNICAL DATA

8.6.1. Provide the subject item Repair Data List (RDL).

8.6.1.1. The RDL is the complete list of all technical data required to repair an item. This may include Technical Orders (T.O.), specifications, parts lists, etc.

8.6.2. Provide the latest legible revision of all technical data listed on the RDL.

8.6.2.1. For specifications, only the title page is required.

8.6.2.2. Proprietary technical data may be redacted to only reveal the T.O./ specification number, title, revision, and proprietary statement.

8.6.3. Validation/Verification Testing (for Category IV and V SARs only)

8.6.3.1. Provide proposed repair technical data.

8.6.3.2. Provide all available usage history for repaired subject item parts.

8.6.3.3. Submit all part specific qualification and validation/verification test results for the subject item to include: analysis, bench, and/or accelerated mission testing results.

8.7. Element C, PROPOSED PRODUCTION DOCUMENTS

Note: Proposed Production Documents consist of Travelers, Process Operation Sheets (POS) and Inspection Method Sheets (IMS). Together, these documents must demonstrate that the PS has an adequate repair plan and that traceability of the work being performed is achieved.

8.7.1. All Proposed Production Documents must meet the following requirements:

8.7.1.1. Must be created and owned by the PS.

8.7.1.2. Must include any and all proprietary production documents.

8.7.1.2.1. The process description may be redacted for proprietary processes.

8.7.1.3. Must establish traceability.

8.7.1.3.1. Proper traceability connects the work being performed to the facility, performing operator, specific part, and the date that the work is being performed.

8.7.1.3.2. An example of adequate traceability is the use of page numbers along with a unique document number that is present on each page. On the first page of the document, the date, company name, cage code is present, and the travelers have stamp blocks that allow the operator to indicate the work that is accomplished by the specific operator.

8.7.1.4. Any sub-vended process listed must identify the STS by name and CAGE at each applicable operational step with clearly identified process or procedure.

8.7.1.4.1. Any STS referenced in the production documents must be included in Element D, and the PS Company Profile.

8.7.2. TRAVELERS

8.7.2.1. Travelers are a detailed step-by-step account of the proper sequenced procedures necessary to repair the subject item.

8.7.2.2. Must include the following:

8.7.2.2.1. The operation number, process description, location, software data file name, etc. necessary to control the repair operations.

8.7.2.2.2. Signature blocks for in-process operator and/or inspector signing or stamping.

8.7.2.2.3. Tracked disposition of all parts during the entire repair operation to include rejects and laboratory samples.

8.7.2.2.4. References to specific IMS or POS in applicable steps.

Note: Travelers enclosed in this section are not to be considered a replacement for detailed Process Operation Sheets (POS). Lack of detailed POS pertaining to repair may be cause for disapproval of the PS's SAR.

8.7.3. PROCESS OPERATION SHEETS (POS)

8.7.3.1. POS are a detailed description of the process being performed.

8.7.3.2. POS should include an identification of the equipment/tooling used in the process, material handling procedures, set-up procedures, necessary safety precautions, any process specific drawings/graphics and a description of the in-process parameters used (i.e. speed and feed rates).

8.7.4. INSPECTION METHOD SHEETS (IMS)

8.7.4.1. IMS are a detailed step-by-step account of the proper sequenced procedures necessary to inspect the subject item.

8.7.4.2. Must include part number(s), exact dimensions and proper units.

8.7.4.3. Pass/Fail dimensions are not acceptable, except when using a part specific "go-no-go" gauge. This type of gauge must be included in Element F.

8.7.4.4. If a sampling plan is used, provide the sampling plan to be reviewed.

8.8. Element D, SUB-TIER SUPPLIER (STS) LIST

Note: All STS identified in this section must be included in the PS Company Profile, or the SAR will not be approved until the issue is resolved. If a new STS must be added to the PS Company Profile, submit a Company Profile amendment per sections 7.9 and 7.11 of this document.

8.8.1. Provide a matrix, Table 3, with the CAGE, Company Name, and a short description of any work being performed by STS.

Sub-Tier Suppliers Used to Repair Subject Item		
CAGE:	Company Name:	Description of support:
XXXXX	Example Company #1	Provides raw material
YYYYY	Example Company #2	Performs SIP for the PS (See Element E)
…	…	…

Table 3. Example of Sub-Tier Supplier Matrix

8.9. Element E, SIGNIFICANT INDUSTRIAL PROCESSES (SIP)

Note: Any SIP that requires quality certification, identified in this section, must be included in the PS Company Profile or the SAR will not be approved until the issue is resolved. If a new SIP certification must be added to the PS Company Profile, submit a Company Profile amendment per sections 7.8 and 7.11 of this document.

8.9.1. Provide a matrix (Appendix B) indicating the performing cage code (PS or STS) for any and all SIP performed during the repair of the subject item.

8.10. Element F, CALIBRATED EQUIPMENT LIST

8.10.1. Provide a matrix listing all equipment/tooling requiring calibration to include: part number, serial number, location, and date of calibration and expiration for each item used in the repair of the subject item.

8.10.1.1. This includes any “go-no-go” gauges referenced in section 8.7.4.

8.11. Element G, TECHNICAL DATA RIGHTS CERTIFICATION STATEMENT

8.11.1. The PS must provide a certification of rights to use technical data in the format and wording provided in Appendix E, signed on company letterhead by an authorized binding company official (i.e. President, Owner, or Facility General Manager).

8.11.2. This Certificate states that the technical data was obtained by legal means and the company has the rights to use the data supplied in the SAR for repair purposes.

8.11.3. It is acceptable for the certificate to address multiple PN/NSN on a single certificate.

8.12. Element H, LICENSE AGREEMENTS

8.12.1. For an item where proprietary data is used, or with an RMSC code of V, provide an ownership statement or a copy of the licensee agreement between the PS and the data owner.

8.12.2. If a STS owns a proprietary process, the PS will provide a letter of support from the STS. The letter should state the duration of the proprietary process support, availability and capacity.

8.12.3. MASTER TOOLING CERTIFICATION

8.12.3.1. Provide certification of the right to use, and access the following, as applicable to the latest item technical data and/or drawing(s) required for repair: any required master tooling, special tooling/test equipment, mylars (stable base drawings), glass layout, loft data, and contour data.

8.13. Element I, GOVERNMENT QUALITY ASSURANCE COMPLIANCE

8.13.1. Provide a statement that the PS will comply with all government imposed quality assurance provisions, testing requirements, etc. as identified in the contract for the subject item.

Note: For Category I SAR submittals, Elements J and K are not required.

Note: For Category II SAR submittals, if more than one similar item is required to demonstrate relevant experience, multiple demonstration packages consisting of elements J-M must be submitted.

8.14. Element J, SIMILARITIES AND DIFFERENCES BETWEEN SUBJECT AND SIMILAR ITEM(S)

8.14.1. Provide a comparison matrix (Appendix F) identifying the specific similarities and differences in materials, coatings, design features, industrial processes, etc. between the subject and similar item(s).

8.14.1.1. If more than one similar item is being used to demonstrate relevant experience, the comparison matrix should include a column for each item being compared in a single matrix. Provide a copy of this matrix in each demonstration package submitted.

8.15. Element K, SIMILAR ITEM TECHNICAL DATA

8.15.1. Provide all technical data used in the repair of the similar item.

8.16. Element L, DEMONSTRATION PRODUCTION DOCUMENTS

8.16.1. Provide copies of all demonstration travelers, POS, and IMS used in the repair of the demonstration item. Blank documents do not meet this requirement.

8.17. Element M, PURCHASE ORDERS AND SHIPPING DOCUMENTS

8.17.1. Provide copies of the purchase orders and shipping documents that demonstrate that the PS repaired and delivered the demonstration item.

8.17.1.1. These documents must be from the same contract as the demonstration production documents provided in Element L.

8.17.1.2. Contracts must be with the Prime/OEM, DOD, foreign government, or other commercial customers.

8.17.1.3. These documents must be from a date within three (3) years for CSI, and seven (7) years for CAI, as evidenced by the latest shipping document provided. The threshold will be evaluated against the date that the SBO receives the SAR.

8.17.1.3.1. Highlight the date on all documents in this section.

8.17.1.4. All financial information must be removed, else the SAR may be returned.

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

9. DOCUMENT SUBMITTAL

9.1. If the part is AF managed, documents should be submitted to:

AFSC/SB
Solicitation Number: (If known)
3001 Staff Drive, Suite 1AG85A
Tinker AFB, OK 73145-3009
Email: afsc.sb.workflow@us.af.mil

9.2. If the part is DLA managed, documents should be submitted to:

DLA Aviation Richmond
ATTN: Small Business Office/DU
SAR Program Manager
Solicitation Number: (If known)
8000 Jefferson Davis Highway
Richmond, VA 23297

9.3. All Company Profile documents should be submitted to the SBO per section 9.1.

10. EVALUATION METHODS

10.1. The ESA will evaluate the submitted SAR package using the criteria specified within this requirements document.

10.1.1. If the ESA identifies any issues, missing data, or discrepancies during the evaluation of the submitted package, the ESA will provide the PS with a list of issues that need to be resolved.

10.1.1.1. The PS will be given a Data Submission Date (DSD) of 5 working days to provide the requested data. A longer DSD may be provided upon the PS request, if determined acceptable by the ESA.

10.1.1.1.1. If the DSD is met and the PS provides all missing/required data then the ESA will approve the package per section 10.1.2.

10.1.1.1.2. If the DSD is not met, or the PS cannot provide the required missing data, then the ESA will complete the evaluation and forward a disapproval letter with a list of issues that need to be resolved. The PS will be encouraged to resubmit the request once all identified issues have been resolved.

10.1.2. If the PS provides all of the specified data in the required format, the ESA will issue an approval letter.

10.1.2.1. If the repair requires source demonstration (SD), the letter will state that the approval is conditional and all SD requirements will be provided. The PS will not be added to the approved source list until SD completion and approval. See section 11 for details.

10.1.2.2. If the repair does not require SD, the ESA will add the PS to the approved source list. Approval expiration will be in accordance with section 12.

10.2. All transactions required to evaluate the approval request will be documented. All necessary artifacts will be recorded and retained in an ESA designated information system.

10.3. The PS is responsible for retaining all disposition letters received from the government.

10.4. The ESA retains the right to request an on-site audit of the vendor's facility during Company Profile, SAR, SRR, or PCR evaluation, or at any time during the vendor's approval period.

11. SOURCE DEMONSTRATION (SD)

11.1. The SD phase of the qualification process is used to substantiate specific repairs, processes, procedures, and/or testing requirements.

11.2. SD is not required for all repair qualifications. After SAR approval, a letter will be sent to the PS notifying them of their SAR submission determination and if SD is required.

11.3. If SD is required:

11.3.1. The ESA will notify the PS, within the SAR approval letter, of the specific repairs requiring demonstration, along with the number of assets required, and any testing required for SD qualification.

11.3.2. The PS shall coordinate with the SBO to obtain parts, for the SD, through the Bailment Agreement Process.

11.3.3. The PS will coordinate with the ESA to schedule a time for SD.

11.3.3.1. The ESA will advise the PS, if the ESA will be on site to witness the actual repair procedure(s) or allow for media demonstration of select repairs or the entire repair procedure.

11.3.4. The PS will perform all required repairs/testing and provide the ESA with the SD travelers/IMS, and any required testing results.

11.3.5. The ESA will determine SD acceptance and provide a qualification letter to the PS if applicable.

11.4. SD requirement may be waived by the ESA for the following:

11.4.1. If PS has been approved by the OEM and the PS can present traceable documentation of the certification or approval within three (3) years for CSI and seven (7) years for CAI.

12. APPROVAL DURATION

12.1. ESA source approval expiration is three (3) years for CSI and seven (7) years for CAI. The expiration date will be based off of the date printed on the ESA approval letter.

12.2. Prior to source approval expiration, the approved source must submit an SRR in accordance with section 12 in order to renew their approval status.

12.3. Sources that are delivering the subject item on a government contract maintain their approval status and do not require source resubstantiation until there is a lapse in delivery/contract award of greater than three (3) years for CSI and seven (7) years for CAI.

12.4. The ESA may decide to revoke approval status at any time per FAR 9.207.

13. SOURCE RESUBSTANTIATION REQUEST (SRR)

Note: Only sources that are currently approved to repair the subject item (must have been approved through the USAF SAR process and be listed on the AFMC Form 762) may submit an SRR. Sources that are delivering the subject item on government contract maintain their approval status and do not require source resubstantiation until there is a lapse in delivery/contract award of greater than three (3) years for CSI and seven (7) years for CAI (this does not include sources who were awarded government contracts without going through the USAF SAR process).

13.1. The SRR provides an approved source the opportunity to renew the approval status of a previously approved SAR through the review of any and all changes to the contents of the referenced SAR since the time of approval.

13.2. Provide the SRR (Appendix G).

13.2.1. Describe any and all changes made to the contents of the referenced SAR package since the time of approval.

13.2.2. The original SAR approval letter should be attached to the SRR.

13.2.3. The SRR must be in the format provided in Appendix G and signed on company letterhead by an authorized binding company official (i.e. President, Owner, or Facility General Manager).

13.2.4. Any SAR element identified as “Updated” must be submitted for review.

13.2.4.1. All changes within the submitted documents should be highlighted.

13.3. For sources that previously delivered the subject item on a government contract, submit the quality history, any deficiency reports, and the latest purchase orders and shipping documents from the referenced contract.

13.4. Upon review of the SRR, the ESA may request additional information and documentation for review.

13.5. If the changes are determined to be acceptable, the ESA will issue a new approval letter.

14. PROCESS CHANGE REQUEST (PCR)

14.1. The approved source is responsible for submitting a PCR any time a change to the contents of the Subject Item Package occurs.

14.1.1. This may include, but is not limited to: changes to the STS list, using different equipment/tooling, and/or changing the sequence of operations on the travelers.

14.1.2. Failure to provide a formal PCR when a significant change occurs could result in a revocation of the source's approval status.

14.2. Provide the PCR (Appendix G) in accordance with section 12.2.

14.3. Upon review of the PCR, the ESA may request additional information and documentation for review.

14.4. If the changes are determined to be acceptable, the ESA will issue a new approval letter.

This document reviewed and signed by:

Competition Advocate AFSC/PZCAB
Competition Advocate DLA Aviation/AOCA
Head of Contracting DLA Aviation /AO
Head of Contracting AFSC/PZA
Chief Engineer Fighter Engines AFLCMC/LPE
Chief Engineer Tanker/Bomber Engines AFLCMC/LPE
Small Business Office AFSC/SB
SASPO Office AFSC/429 SCMS

Signatures kept on file by AFLCMC/LPE

For a copy of the signatures, please contact AFLCMC.LPE.SourceEvalTeam@us.af.mil.

The authority granted by the signatures for qualification requirement shall not exceed seven (7) years past the signed date. Qualification requirements shall be examined and revalidated if the last signed date is over seven (7) years old per FAR 9.202(f).

APPENDIX A:
SELF-ASSESSMENT CHECKLIST (SAC)

1. Complete the SAC using the checklist below.

    1.1. In the references and artifacts column, identify the location within the PS QAS or other documentation, where the requirement is met.

    1.2. If other documentation is used to cover items on this list, provide the specified document.

Item No.	Review Item	References and Artifacts	Pass
1.	Production Engineering and Planning		
1.1.	Government furnished data		
1.1.1.	Are contractor's procedures adequate to verify currency of depot/Naval Air Systems Command (NAVAIR)/Army Aviation and Missile Command (AMCOM)/Air Force Material Command (AFMC) technical publications, Local Engineering Specifications (LES)/Local Process Specifications (LPS)/Engineering Change Proposals (ECP), Maintenance Engineering Orders (MEO), Manual Change Revisions (MCR), and Engineering Drawings		☐
2.	Production Control		
2.1.	Delivered non-conforming CSIs		
2.1.1.	Is there a procedure for notification to the Administrative and Procuring Contract Officers (ACO & PCO) of any delivered non-conforming as soon as practicable, but no later than 72 hours		☐
2.1.2.	Do procedures require that the contract, part, and serial numbers be identified if non-conforming parts are delivered		☐
2.2.	Purchasing Records		
2.2.1.	Do vendor purchase orders (POs) reference QE-STD-1 and/or other applicable Critical Item program documents		☐
2.2.2.	Are POs available for review by the appropriate Government Official		☐
2.3.	Government Furnished Material (GFM)		
2.3.1.	Do the contractor's procedures include the following	☐ Yes ☐ No	
2.3.1.1.	Examination upon receipt to detect transit damage		☐
2.3.1.2.	Inspection for completeness and proper type		☐
2.3.1.3.	Periodic inspection and precautions to assure adequate storage conditions are maintained, to guard against damage from handling and deterioration during storage, and to segregate it in a secure, controlled area		☐
2.3.1.4.	Functional testing, as required by contract, to determine satisfactory operation		☐

2.3.1.5.	Identification and protection from improper use or disposition		☐
2.3.1.6.	Verification of Quantity		☐
2.3.1.7.	Procedures to report damaged/non-conforming GFM and to segregate it in a secure, controlled area pending disposition instructions		☐
3.	Production Methods and Processes:		
3.1.	List of in-house processes (e.g. MPI, LPI, x-ray, brazing, welding, heat treat, shot peen, metallurgical lab, chemical lab, plating processes (identify), other coating capabilities (identify), etc.)		☐
3.2.	Material Review Board Actions		
3.2.1.	Do you have separate secured MRB storage areas (Gov/Civ)		☐
4.	Facility Test Equipment and Tooling		
4.1.	Tooling		
4.1.1.	Who manufactures your special tools and fixtures?		☐
4.1.2.	Is any tooling within the facility owned by the Government		☐
4.1.2.1.	If yes, how is the tooling stored and segregated?		☐
5.	Configuration Management		
5.1.	Do government and commercial products require segregation?		☐
5.2.	If yes, are government and commercial products segregated		☐
6.	Packing, Storage, and Delivery		
6.1.	Packing		
6.1.1.	Are military packaging tests performed when required by contract and documented		☐
6.1.2.	Are military packaging test results documented		☐
7.	Non-conforming Material and Corrective Action		
7.1.	Material		
7.1.1.	Is action taken to promptly document and correct all conditions of non-conforming materials to the government		☐

(Signature) (Date) (Typed or printed name & title)

This document must be signed by the Company President, Owner, or Plant Manager

APPENDIX C:
COVER LETTER REQUIREMENTS

The following information is required for the cover letter:

Solicitation Number (if applicable):
Contracting Officer POC (if applicable):
Engine Type:
Company Name:
Company CAGE:
Company Address:
Primary Company POC: Name, phone, fax and email
Secondary Company POC: Name, phone, fax and email
Company Size: (Large or Small)
Qualification Requirement Designation and Revision: (i.e. RQR-PSD-1, Rev 3)
SAR Category: (i.e. Category II)
Technical Data Proprietary: No, Yes or Partial (Select One)
NSN(s):
PN(s):
Nomenclature:
ERRC Code (if known):
Assembly/Module/Whole Engine SAR: (Yes or No)
Embedded Item SAR: (If Yes, provide PN of Higher Assembly/Module/Whole Engine)
SAR Waiver Included: (Yes or No)
Disposition: (Return to Vendor or Destroy)

Deficiency Report (DR) – The generic term used within the USAF to record, submit, and transmit deficiency data which may include, but is not limited to, a DR involving quality, materiel, software, warranty, or informational data submitted using the SF 368 or equivalent.

Engineering Support Activity (ESA) – The Military Service organization assigned responsibility and authority to perform and approve engineering and quality assurance actions necessary to evolve detail design disclosures for systems, subsystems, equipment and components exhibiting attributes essential for products to meet specific military requirements. During the operational phase, it includes any engineering activity, the results of which would add to or alter the design of equipment in such a manner, or to such an extent, as to change its operational capabilities or its design attributes of performance, reliability, maintainability and parts interchangeability, or to render it capable of alternative or additional use. For the purpose of this QR, the ESA is synonymous with the Designated Air Force Single Manager for the Weapon System, Design Control Activity, the Cognizant Engineering Authority (CEA) and the USAF Propulsion Division Engineering Chief.

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

Material – A general term referring to material at any stage in the manufacture/repair process.

National Aerospace & Defense Contractors Accreditation Program (NADCAP) – The accreditation program through which the Performance Review Institute (an independent, non-profit trade association affiliated with the Society of Automotive Engineers), accredits subcontractors and sub-tier suppliers to aerospace and defense industry consensus standards.

Original Equipment Manufacturer (OEM) –An individual, activity, or organization that performs the physical fabrication processes that produce the deliverable part or other items of supply for the prime contractor and performed the original development of the subject item or assembly. The OEM must produce the part in-house. The OEM may or may not be granted design responsibility by the prime contractor for preparation and technical currency of technical data.

Potential Source – Any potential offeror who wants to be considered as a source for a given part, but who has not yet been approved/disapproved. A source of this type would normally be required to meet prequalification requirements prior to contract award and may also be subjected to production inspection 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 and missiles, ground communications and electronics systems and test equipment.

Process Operation Sheets (POS) – documents used to describe the steps involved in executing an operation or series of operations to include tooling, machinery, dimensions, speeds, feed rates, coolants, cutters, tape numbers and other operating, process and/or set-up parameters necessary to execute the operation. Includes detailed shop sketches. At a minimum, significant processes in Appendix B shall be fully defined.

Repair – Necessary preparation, fault correction, disassembly, inspection, replacement of parts, adjustment, reassembly, calibration, or tests accomplished in restoring items to serviceable status.

RMC/RMSC Code – A single digit alpha code, assigned by a Department of Defense (DOD) activity which provides the Contracting Officer and other Government personnel with engineering, repair, and technical information.

Significant Industrial Process – A process which is capable of producing alterations in the material structure of a part which cannot normally be evaluated without destructive testing and which can compromise the mechanical properties and ultimately the reliability of the part. Examples of processes that are considered to be significant by AFLCMC/LPS are listed in Appendix B.

Similar Part – A part fabricated from the same or a similar material that is equivalent or more difficult than the subject item to form and finish. The similar part must demonstrate the ability of the prospective source, in conjunction with their STS, to perform all requisite significant manufacturing/repair processes applicable per the technical data and sub-tier specifications. Significant processes are defined in Appendix B.

Subject Item – The actual item or assembly that the PS is attempting to be qualified for by submitting a SAR.

Sub-Tier Supplier (Sub-Vendor) (STS) – A source supplying material, products and/or services to the PS as required in the performance of the contract. This term applies to all facilities other than the PS's facility including those of the same company with a separate cage code.

Technical Data – Data required for the accomplishment of logistics and engineering processes in support of the contract end item. Includes drawings, operating and maintenance instructions, provisioning information, specifications, inspection and test procedures, instruction cards and equipment placards, engineering and support analysis data, special purpose computer programs and other forms of audio visual presentation required to guide personnel in the performance of operating and support tasks.