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| **Date:** |  |
| **Purchase Order or Subcontract Number:** |  |
| **Quality Assurance Evaluator:** |  |

**Purpose**

This document provides the minimum clauses used to define SAIC’s Quality Assurance (QA) requirements specified to suppliers and subcontractors of a *Plastic Goods*. These clauses should be reviewed by Quality Assurance and supplemented to meet the specific project’s needs.

**Scope**

The requirements defined herein, and as supplimented by QA, are to be included as contractual requirements, in addition to any Purchasing and/or Engineering requirements, and must be complied with as referenced on a supplier’s Purchase Order (PO) or Subcontract. For those parts being supplied to SAIC the supplier accepting a PO or Subcontract shall enforce the same specified requirements on their sub-tier suppliers or vendors.

*Note: This document is intended only for the procurement of detailed parts of the commodity specified. For parts that include multiple commodity types and all assemblies Quality Assurance should develop a specific list of applicable clauses using document QA-13P.*

**Reference Documents**

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| **Document Number** | **Title** |
| ISO 9001 | Quality Management Systems — Requirements |
| MIL-STD-129 | Military Marking for Shipment and Storage |

**1 General Quality Assurance Clauses**

**1.1 🗹 Documentation**

Copies of all SAIC documentation are available through the SAIC Purchasing Department. All other non-SAIC documents, standards, or specifications shall be obtained by the supplier through other sources. The latest revision(s) in effect on the date of order shall apply unless otherwise specified by SAIC.

**1.3 🗹 Quality System**

The supplier shall have and maintain, throughout the life of the PO or subcontract, a quality system adequate to ensure compliance with all P.O./Contract requirements. This does not relieve the supplier of their ultimate responsibility to furnish compliant products and/or services to SAIC, regardless of their particular quality system. Upon request, the supplier shall permit a SAIC Quality Representatives to audit the supplier’s quality system, which may include the review of previous audit reports from third party auditors.

**1.5 🗹 Supplier Nonconformances**

Acceptance of product that is in any way nonconforming is the prerogative of SAIC. The supplier shall notify SAIC of nonconforming products prior to shipment, using the Supplier’s nonconformance documentation. The nonconforming material documentation shall include a detailed description of the nonconformance, the supplier’s recommended disposition, and a statement indicating the corrective action taken to preclude or minimize recurrence of this condition (including effectivity). Suitable analysis (structural, thermal, stress, etc.) must be included justifying the integrity of the part in question. This documentation shall be submitted to the SAIC Buyer for Material Review Board disposition. If the recommended disposition is approved by SAIC, the supplier shall reference their nonconformance record number on the paperwork accompanying the product and including a copy with its delivery. In some cases it may be necessary for the supplier to provide one or more product samples to SAIC for evaluation before a final disposition can be made.

**1.6 🗹 Records/Reports**

Records and/or reports containing qualification, inspection and test results must be maintained on file at the supplier’s facility throughout the life of the contract and for a period of \_3\_ years after delivery. These shall be made available for review by SAIC representatives and/or representatives of the prime contracting agency upon request.

**1.7 🗹 Initial Acceptance**

Initial acceptance of product by SAIC may be determined through source inspection, certification, sample or 100% inspection and/or test. SAIC reserves the right to return, at the supplier’s expense, any or all nonconforming product determined to be the supplier’s responsibility. SAIC's initial acceptance does not relieve the supplier of the responsibility for correcting nonconformance’s detected subsequent to SAIC’s initial receipt and inspection.

**1.8 🗹 Repaired or Reworked Products**

Products resubmitted by the supplier, following previous SAIC rejection, must be segregated and shown as separate products on the supplier’s shipping documents and certifications. The supplier’s shipping documents and certifications must identify these products as "REPAIRED" or "REWORKED" products, and must reference the SAIC Nonconforming Product Report (NPR) number from which they were originally rejected and returned.

**1.9 🗹 Corrective Action**

Prompt action shall be taken by the supplier to detect and correct unacceptable conditions that have resulted, or could result, in the production of nonconforming products. The supplier's corrective action system shall cover all phases of manufacturing activities from material procurement through delivery of products to SAIC, including corrective action with sub-tier suppliers (when required). Such requests require timely responses and should include the following information: Analysis of the root cause of the problem, statement of the action taken to correct the condition and prevent or significantly reduce recurrence, and the effectivity of the corrective action taken (date or serial number). When corrective action is required for Government Source inspected products, the supplier shall coordinate such action with the Government Quality Assurance Representative assigned to this plant. All SAIC requested corrective action requires final approval by SAIC.

**1.13 🗹 Mold/Die Life Traceability**

For parts produced from a molding process (injection molding, casting, etc.), the supplier must provide the expected mold-life estimate to SAIC when quoting the part requirement. The supplier shall maintain a cycle count of the number of parts made from each mold and notify the SAIC Buyer when this count achieves 80% of the expected mold life.

**3 Inspection/Surveillance**

**3.1 🗹 Source Inspection**

SAIC reserves the right to perform inspection and/or test of products at the supplier’s facility prior to each shipment. The supplier shall notify the SAIC Buyer and/or assigned SAIC Source Inspector, a minimum of 72 hours prior to the completion of deliverable product. If required by SAIC, the supplier shall furnish access to all product-related documentation, and the necessary resources to perform source inspection. Final product acceptance by SAIC shall be based on either sampling or 100% inspection IAW SAIC’s inspection/test checklists. SAIC reserves the right to reject a “Lot” based on SAIC-established sampling plans. Any discrepancies found shall be noted on the supplier’s Nonconforming Material Report and dispositioned IAW the Supplier’s procedures for Scrap and Rework, or submitted to SAIC Buyer for Material Review Board (MRB) approval of Repair or Use-As-Is dispositions.

The supplier shall include a copy of SAIC’s Source Inspection Report along with the Shipment to SAIC.

**3.2 🗹 Source Surveillance**

All design and manufacturing processes, products, and documentation related to this order shall be subject to source surveillance (audit) by SAIC and a SAIC customer quality representative upon request. The supplier shall (at no additional charge) supply data, records, and when required by SAIC, perform under surveillance of the SAIC representative, selected inspections and tests defined in the applicable drawings, specifications, procedures or work instructions.

**3.6 🗹 Supplier Initiated Changes-Approval Required**

The supplier shall notify the SAIC buyer and obtain written approval prior to the incorporation of any changes in the materials, manufacturing processes, performance or configuration of their deliverable product.

**3.9 🗹 Notification of Facility Move**

The supplier shall not move the production of products for SAIC to another facility during the performance of the PO, without promptly notifying the SAIC buyer and affording SAIC an opportunity to approve said facility, prior to the move.

**3.13 🗹 Material Review Board Authorization**

The supplier is not authorized to perform or disposition any type of Repair or Use-As-Is disposition without written SAIC Material Review Board (MRB) approval. Repair is defined as any deviation from the requirements of the applicable drawings or specifications. Suppliers desiring MRB authority shall petition in writing to the SAIC Buyer.

**3.19 🗹 Defect Tracking and Reporting System**

The supplier, and its major subcontractors (those providing build-to-print parts), shall maintain an in-house defect tracking and reporting system to measure ongoing product quality performance during the manufacturing, inspection and test processes. The supplier and its major subcontractors

shall be able to demonstrate timely root cause analysis and corrective action that is commensurate with the type or magnitude of any defect(s) when detected. The information stated above shall be made available to SAIC upon request.

**4 Certification**

**4.1 🗹 Compliance With Purchase Order Requirements**

The supplier shall certify that the product shipped to SAIC complies with all requirements of the PO (including all referenced documents). The certificate of conformance (CoC) shall reference SAIC's PO number, quantity, product description, product number, and revision, including all serial numbers (when applicable). The certification shall be signed and dated by an authorized company representative.

**4.4 🗹 Special Processes**

A special process is defined as any process that cannot be readily verified by subsequent inspections or tests. The supplier shall certify that special processes such as, but not limited to, soldering, radiography, welding, heat-treating, cleaning, electroplating, anodizing, chemical films, etc., were performed IAW specification requirements. The certificate shall identify the products processed, the SAIC purchase order number, and the applicable specifications (including revision letters or numbers) to which the processes conform and the date and the name of the agency that performed the process if other than the supplier.

**5 Records/Reports**

**5.1 🗹 Inspection**

Results from final inspections must be recorded. Records of these activities shall be collected, signed by an authorized company representative and provided to SAIC along with the product. They shall contain the following information:

1. Part number and description of the product.
2. Lot size and quantity Inspected.
3. Quantity of defective parts and defect description(s).

**5.3 🗹 Chemical/Physical**

Actual results of chemical or physical tests conducted on materials submitted must be provided. Reports shall identify material specification and revision, tests conducted and results, and material lot identifier. Technical property reports are satisfactory, provided they are endorsed by an authorized supplier representative and are positively identifiable to the lot furnished.

**7 Packaging For Shipment**

**7.1 🗹 Packaging For Shipment**

Products require protection from physical and mechanical damage. Protection shall be by wrapping, cushioning, product compartmentalization, cartonizing, or other means to mitigate shock and vibration during handling and shipment.

**7.2 🗹 Painted Product Surfaces**

Painted product surfaces must be suitably protected from damage during transit and storage.

# REVISION SUMMARY:

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| **Effective Date** | **Description of Change** |
| October 07, 2016 | Initial issue of document. |
| July 28, 2017 | Removed references to QA-13 and QA-08 from within document. |
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