

NAVSEA
STANDARD ITEM

FY-05

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| ITEM NO: | 009-04 | |
| DATE: | 29 AUG 2003 | |
| CATEGORY: | I | |

1. SCOPE:

1.1 Title: Quality Management System; provide

2. REFERENCES:

2.1 ANSI/ISO/ASQ Q9001-2000, Quality Management Systems - Requirements

2.2 ANSI/NCSL Z540-1, General Requirements for Calibration Laboratories and Measuring and Test Equipment

3. REQUIREMENTS:

3.1 Establish, document, implement, and maintain a Quality Management System as a means of ensuring that product conforms to specified requirements. The system shall, as a minimum, comply with the requirements of 2.1 and all additional contract requirements. The documented Quality Management System shall be submitted to the SUPERVISOR for an adequacy review and acceptance. The contractor shall have an acceptable documented Quality Management System, in accordance with this Standard Item, in place to receive an award of a Job Order. The Quality Management System shall be subject to periodic compliance audits by the SUPERVISOR throughout the contract.

3.2 Include the following additional documented procedures:

3.2.1 Management Responsibility: Address all areas of Paragraphs 5.1 through 5.6.3, 6.1, 6.2.1, 6.2.2, and 8.5.1 of 2.1.

3.2.2 Customer Related Processes: Address all areas of Paragraphs 7.2.1 through 7.2.3 of 2.1.

3.2.3 Purchasing: Address all areas of Paragraphs 7.4.1 through 7.4.3 of 2.1.

3.2.3.1 Verification of Purchased Product: Identify, in the purchasing documents, verification arrangements at the subcontractor or vendors location/premises. Purchasing documents shall contain the following statement when the SUPERVISOR requests government inspection: "Government Inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify and furnish a copy to the government

representative who normally services your plant so that appropriate planning for government inspection can be accomplished. In the event the government representative or office cannot be located, our purchasing agent shall be notified immediately."

3.2.3.2 Receipt Inspection of contractor furnished materials shall be based on supplier performance history and one or more of the following: certificate of compliance, vendor material test certification data, or testing using sampling techniques. Use of black-oxide coated brass threaded fasteners (BOCBTF) is not authorized in the accomplishment of any work under this contract.

3.2.4 Production and Service Provision: Address all areas of Paragraphs 7.5.1 - 7.5.5 of 2.1.

3.2.5 Monitoring and Measurement of Product: Address all areas of Paragraph 8.2.4 of 2.1.

3.2.6 Control of Monitoring and Measuring Devices: Address all areas of Paragraph 7.6 of 2.1, and 2.2.

3.2.7 Measurement, Analysis, and Improvement: Address all areas of Paragraphs 8.2.1, 8.4, and 8.5.1 of 2.1.

3.3 The corrective and preventive action program shall require that a copy of the written responses to contractor generated corrective actions will be provided to the SUPERVISOR when requested.

3.4 A Test and Inspection Plan shall be developed incorporating each Work Item in the job order. Submit an initial copy of the Test and Inspection Plan to the SUPERVISOR no later than 5 days prior to the start of the availability (for availabilities 30 days or longer). Submit subsequent updated copies of the Test and Inspection plan at the 50 and 100 percent points of the availability.

3.4.1 A Test and Inspection Plan shall:

3.4.1.1 Be revised prior to the start of productive work and updated as work proceeds on each work item. It shall be available upon request by the SUPERVISOR. Supporting data for tests and inspections requiring government notification (G), including accept/reject criteria, shall be available at the location of each test and inspection. Include provisions for documenting the date, time, and identification of the SUPERVISOR's representative notified and government representative attending each (G) Point on the Test and Inspection Plan.

3.4.1.2 Identify by paragraph and appropriate symbol(s) (see 3.7 and 3.8), each test and inspection required by the Work Item and the contractor to substantiate product conformance. Tests and inspections required by the Work Item that provide a report of conditions found are not

required to be included in the Test and Inspection Plan unless specifically required by the Work Item.

3.4.1.3 Provide identification of the item to be inspected by name, number, and location (e.g., number 3 main feed pump, 5-180-0-E).

3.4.1.4 Provide identification of each characteristic of the items to be inspected and provide the criteria for acceptance for each characteristic (e.g., air test; two PSIG for 10 minutes; no drop).

3.5 Test and Inspection records shall:

3.5.1 Include the ship's name and hull number, Job Order and Work Item numbers, date, and signature of the contractor's authorized representative who witnessed or performed the test or inspection.

3.5.2 Be maintained at a contractor location accessible to the site of the work required by the Job Order.

3.5.3 Be documented within 24 hours of accomplishment or prior to the subsequent tests or inspections, whichever is less. Records shall be incorporated into the Test and Inspection Plan within 72 hours after completion of each test or inspection.

3.5.3.1 A copy of the documented test or inspection involving (G) Points shall be provided to the SUPERVISOR upon acceptance or rejection or within 24 hours.

3.5.4 Required reports resulting from tests or inspections shall include the appropriate design criteria for each attribute or measurement required by the Work Item.

3.6 The SUPERVISOR will consider the Work Item incomplete if the contractor's documentation and records are not complete.

3.7 Accomplish (I) and (V) test/inspection requirements as follows:

3.7.1 (I) inspections require verification and documentation by a separate individual, other than the person who has accomplished the work, who is qualified as an inspector.

3.7.2 (V) inspections require verification and documentation by either the qualified tradesperson, trade supervisor, or inspector.

3.8 Accomplish (G) Point (government notification) as follows:

3.8.1 (G) is a symbol inserted in a Work Item to establish a point in the sequence of accomplishment of work at which time the SUPERVISOR shall be notified to permit observation of a specific test or inspection by the government.

3.8.2 Notify the SUPERVISOR's designated representative via FAX, hard copy, or by electronic method, as agreed to by the SUPERVISOR, during normal day shift working hours. Notification shall be at least four hours, but not more than one working day, prior to commencing the specific requirements in the paragraph annotated with the symbol (G). Notify the SUPERVISOR not later than four hours before the end of the last preceding day shift when tests or inspections following a (G) Point are scheduled after normal day shift working hours, on a weekend, or on a federal holiday. Notify the SUPERVISOR at least 48 hours, but not more than 72 hours, prior to commencing (G) Points at contractor's/subcontractor's plants located in excess of 50 miles by the most direct roadway nearest to the place of performance of the contract. Document the date, time, and identification of the SUPERVISOR's representative notified.

3.8.2.1 For (G) Points scheduled after normal day shift working hours, on a weekend, or a Federal holiday, notify the SUPERVISOR to cancel a scheduled test or inspection as soon as known, but no later than 2 hours prior to the scheduled event.

3.8.3 A qualified contractor representative shall be present to accept or reject tests or inspections annotated with the symbol (G).

3.8.4 When the symbol (G) precedes tests or inspections in a Work Item which are applicable to more than one action, the symbol (G) shall identify the action required, e.g., (G) "HYDROSTATIC TEST". When more than one unit is involved, the (G) notification requirement applies to each unit.

3.8.5 Proceed with the test or inspection if the SUPERVISOR is not present, provided the required advance notice has been furnished to the SUPERVISOR and the contractor has completed and documented the preceding tests and inspections.

3.8.6 A partial test or inspection requiring (G) notification may be accomplished in the event that all work cannot be completed and work progress would be delayed in waiting for total completion of work. Comply with the requirements of 3.8.2 when the incomplete work is completed and ready for the remainder of the test or inspection. Note partial inspections on the test or inspection form.

3.8.7 Invoke (G) notification requirements for tests or inspections involving a subcontractor in purchase orders such that the requirements of 3.8.2 are met.

3.8.7.1 Submit one legible copy, in hard copy or electronic media, of the technical specification portion of those purchase orders, or a report identifying the applicable information, which involve (G) notifications to the SUPERVISOR prior to the start of work by the contractor/subcontractor.

3.8.7.2 Submit one legible copy, in hard copy or electronic media, of those purchase orders for work being accomplished by subcontractors located outside a 50-mile radius of the place of contract performance to the SUPERVISOR prior to shipment of purchase order and equipment. For contractors with facilities outside the 50-mile radius, a report identifying the applicable information may be submitted in lieu of a purchase order.

3.8.8 The qualified contractor's representative shall witness or perform and document all tests and inspections within a 50-mile radius of the contractor's plant nearest to the place of performance of the contract.

3.8.8.1 The authority to witness or perform and document tests and inspections may be delegated to subcontractors who are MSRA or ABR agreement holders and have a current Quality Management System accepted by the SUPERVISOR. However, (G) Point notification requirements shall not be delegated.

3.9 The contractor may delegate responsibility to subcontractors for tests and inspections performed at plants located outside a 50-mile radius of the contractor's plant nearest to the place of performance of the contract. However, the (G) Point notification requirements shall not be delegated.

3.10 Maintain a current list for reference by the SUPERVISOR, designating the contractor's qualified inspectors who witness or perform and sign for symbol (I) inspections, indicating the type of tests and inspections for which each inspector is qualified. When subcontractors are delegated responsibility, the subcontractor's qualified inspectors shall be included on this list.

4. NOTES:

4.1 ANSI/ISO/ASQ Q9001:2000 commercial third party registrar certification is not required.

4.2 Submittal of procedures and Process Control Procedures (NAVSEA Standard Item 009-09) invoked by NAVSEA Standard Items, MIL-STDs, drawings, and specifications, although an integral part of the Quality Management System, are to be submitted and approved by the SUPERVISOR independent of the Quality Management System.

4.3 The recommended Quality Management System structure is the Level A, B, and C hierarchy as described in ANSI/ISO/ASQC Q10013, Guidelines for Developing Quality Manuals.

4.4 The Quality Management System submitted in 3.1, requires a one-time submittal/acceptance unless this NAVSEA Standard Item and/or references change or contractor's status changes.