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IN REPLY REFER TO DSPO

MAY 15 2007

MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: Policy Memo 07-3, Rewrite of Appendix 2 to DoD 4120.24-M

Attached is the rewritten Appendix 2 to DoD 4120.24-M on "Qualification," and changes to some of the definitions in Appendix 1 related to qualification. The major reason for the attached changes is the transition from a document form of Qualified Products List (QPL) and Qualified Manufacturers List (QML) to a Qualified Products Database (QPD), which will be more current and be of greater value both to our customers and to the Qualifying Activities.

While most of the policies for establishing a qualification requirement and the process for developing and maintaining a QPL/QML remain unchanged in this rewrite, the most significant change is the elimination of the format requirements and the figure examples of what a paper QPL/QML should look like. This is because future QPL/QML information will not be formatted into a document, but will be entered by designated personnel at Qualifying Activities into the data fields of the QPD, which may be accessed through the ASSIST database at http://assist.daps.dla.mil.

Another significant change is the requirement that all suppliers listed on a QPL/QML must have a Commercial and Government Entity (CAGE) code for the plant location where the product was qualified. Most QPL/QML already have CAGE codes listed. The reason for now requiring all QPL/QML to identify the CAGE code for qualified suppliers is that the QPD pulls address and other data from the Government's Central Contractor Registration (CCR) database. The CCR has procedures that require registrants to maintain their address and other information. By using CAGE code data from the CCR database, the QPD will help ensure the currency of the supplier's plant location address and eliminate the need for the Qualifying Activity to monitor and update such information. Since there is a process for contractors who sell to the government to obtain a CAGE code, the same process can be extended to QPL/QML sources with minimal burden. In the event that a supplier does not have a CAGE code, it is easily obtained without charge by following the procedures at www.ccr.gov.

The attached qualification policies and procedures are effective August 1, 2007. After this date, all new, revised, and validated QPL/QML must comply with this policy memo and the data entered into the QPD. PDF versions of QPL/QML will no longer be accepted in ASSIST.

After we gain experience with the QPD, a date will be set when all existing QPL/QML must be validated or updated by the Qualifying Activity for currency, and action taken to either enter the data into the QPD or cancel the QPL/QML and update the governing specification to

remove the qualification requirement. If you have QPL/QML, you must begin this transition effort now. We will be working with your Departmental Standardization Offices (DepSOs) to track progress quarterly.

Personnel from all Qualifying Activities should have received the QPD training by the end of July 2007. If you have any questions training or these policy changes, please direct them to Ms. Donna McMurry at (703) 767-6874 or email donna.mcmurry@dla.mil.

GREGORY E. SAUNDERS
Director
Defense Standardization Program Office

Attachment

The following definitions related to qualification from Appendix 1 of DoD 4120.24-M are changed or added:

1. Add the following new definition:

"Qualified Products Database (QPD). This database consists of the officially approved electronic QPLs and QMLs, and may be accessed through the Acquisition Streamlining and Standardization Information System (ASSIST) at http://assist.daps.dla.mil. Only those electronic QPLs and QMLs in the QPD are the official source for qualified products and manufacturers."

2. Delete and substitute the following definitions:

"AP1.74. Qualification. A process in advance of, and independent of, an acquisition by which a manufacturer's capabilities or a manufacturer's or distributor's products are examined, tested, and approved to be in conformance with specification requirements, and subsequent approval for inclusion of products in an electronic qualified products list (QPL) or manufacturers in an electronic qualified manufacturers list (QML), which are part of the QPD."

"AP1.75. Qualified Manufacturers List (QML). An electronic listing in the QPD of manufacturers' qualified processes and materials at each facility that have been successfully subjected to a defined set of qualification and periodic tests using processes, worst case designs or materials, to verify the end product's design, performance, quality, and reliability meet all the applicable specification requirements."

"AP1.76. Qualified Product. A product that has been examined, tested, and approved for inclusion in the applicable electronic QPL in the QPD."

"AP1.77. Qualified Products List (QPL). An electronic listing in the QPD of products or families of products that have successfully completed the formal qualification process (including all specified periodic tests) that examines, tests, and verifies that a specific product design meets all the applicable specification requirements."

"AP1.78. Qualifying Activity. The activity that has been given responsibility to develop, implement and maintain the qualification program as specified in the applicable specification, and authorized by its cognizant Departmental Standardization Office (DepSO) to input information into the QPD."

AP2. APPENDIX 2

QUALIFICATION

AP2.1. GENERAL

This Appendix provides procedures for the establishment and maintenance of the qualification program, and the associated electronic QPLs and QMLs that are part of the Qualified Products Database (QPD). The DoD is in the process of transitioning from hardcopy QPLs and QMLs to electronic QPLs and QMLs that are derived from data entered by Qualifying Activities into the QPD. As hardcopy QPL/QML are updated, the Qualifying Activities shall convert them to electronic QPL/QML. This Appendix implements 10 U.S.C. 2319 (reference (u)). It must be applied consistent with that statute and with subpart 9.2 of the FAR (reference (j)). Figure AP2-F1. shows the general DoD qualification process.

AP2.1.1. Responsibility for Qualification. The Preparing Activity for a specification is the Qualifying Activity and is responsible for qualification. The Preparing Activity can have an agent maintain the specification, administer the qualification program, or perform other essential requirements. For products designated as aviation or ship critical safety items (CSIs), the Qualifying Activity shall coordinate and obtain concurrence from the Design Control Activity (DCA) prior to adding a source to the QPL/QML, or when a supplier on an existing QPL/QML has identified changes to design or manufacturing processes, methods, or controls. Once an item is identified as CSI, the Integrated Material Manager shall contact the Qualifying Activity and DCA to facilitate a coordination plan for source approval and change approval processes to be used for that item. The requirement for qualification shall be specified in the applicable Federal or defense specification or an adopted NGS. Adopted non-Government standards (NGSs) are assigned to an Adopting Activity, and hereinafter, the term "Preparing Activity" shall also mean the "Adopting Activity."

AP2.1.2. Purpose of Qualification. The purpose of qualification is to ensure continued product performance, quality, and reliability and provide for the completion of long or highly complex evaluations and tests prior to and independent of any acquisition or contract. Qualification comprises the entire process by which a manufacturer's products (as shown on electronic QPLs) or processes and materials (as shown on electronic QMLs) are proven to be in conformance with the requirements set forth in the governing specification. As evidence that products or processes and materials meet the specification requirements, they shall be entered in the QPD as electronic QPLs or QMLs. The intent of electronic QPLs and QMLs is to:

AP2.1.2.1. Obtain products of requisite performance quality and reliability by applying special techniques including testing of actual products or representative sample specimens using specific technology processes and materials that will be used in subsequent products or applying special criteria including testing of a product for compliance with the specification.

AP2.1.2.2. Establish and standardize the requirements for evidence of manufacturer's capability in advance of acquisition.

AP2.1.2.3. Reduce acquisition lead time.

AP2.1.2.4. Reduce test costs by eliminating the need for repetitive first article testing, and minimizing redundant, long, expensive test requirements and tests.

AP2.1.2.5. Provide an additional tool for optimizing the relationship between engineering risk and quality assurance cost.

AP2.1.2.6. Improve readiness through ensured continuous availability of quality and reliable products from viable suppliers.

AP2.1.2.7. Establish a long-term relationship with the supplier to ensure continuous conformance to requirements and continuous product quality improvements.

AP2.1.3 Difference Between QPL and QML. The SD-20, "The DoD Qualification Program (How to Use It)," provides detailed guidance on the differences between a QPL and a QML and which may be the better qualification approach for a product or family of products. The fundamental differences between a QPL and QML are as follows:

AP2.1.3.1. QPL. A QPL focuses on qualifying individual products or families of products. As evidence that those products meet the established qualification requirements, the products shall be included on an electronic QPL in the QPD. A QPL will normally be appropriate for items of supply that are stable and will be continually available for an extended period of time, thereby making it practicable to qualify individual products without incurring prohibitive testing costs.

AP2.1.3.2. QML. A QML focuses on qualifying an envelope of materials and processes rather than individual products. That envelope is qualified by carefully selecting representative worst case test vehicles or representative samples from production that contain all potential combinations of materials and processes that may be subsequently used during production. As evidence that those processes and materials meet the established qualification requirements, the envelope of processes and materials shall be included on an electronic QML in the QPD. A QML will normally be appropriate for items of supply that have very rapid technological advancement or a myriad of variations or custom designs that make individual product qualification impractical or excessively expensive.

AP2.1.4. Significance of QPL/QML. A QPL or QML indicates those products or manufacturers that have successfully met qualification requirements and tests identified in the associated specification. However, inclusion of a product or manufacturer on a QPL or QML:

AP2.1.3.1. Does not in any way relieve the supplier of its contractual obligation to deliver items meeting all specification requirements.

AP2.1.3.2. Does not guarantee acceptability under a contract since the items must conform to all contractually specified requirements.

AP2.1.3.3. Does not constitute a waiver of any requirements for either in-process or other inspection or for the maintenance of quality control measures satisfactory to the Government.

AP2.1.3.4. Does not in any way relieve the original equipment manufacturer of its contractual obligations to ensure that delivered items comply with all specification requirements.

AP2.2. DETERMINE THE NEED FOR QUALIFICATION

AP2.2.1. Justification. Prior to inclusion in the applicable specification, the Preparing Activity shall justify in writing the necessity for establishing a requirement for qualification and must specify why the qualification requirement must be demonstrated before contract award. The following situations are the only ones that shall be used to justify the qualification requirement:

AP2.2.1.1. The time required to conduct those tests identified in the applicable specification as exclusive to qualification exceeds 30 days (720 hours). It must be demonstrated that such extensive testing would delay delivery to the Government. The inclusion of those same tests in quality conformance inspection normally conducted during the production process is evidence that this justification is not applicable. List the tests, which if required for product acceptance, would delay product delivery. Show time required to perform each test. Do not list any tests that individually do not require sufficient time under ideal conditions to cause undue delay, unless such tests comprise a required sequence of several tests.

AP2.2.1.2. Qualification tests require special equipment not commonly available. "Not commonly available" must be supported by a statement such as "equipment required is available only at a Government facility located at _____." List the specific test equipment not commonly available and describe briefly why not commonly available.

AP2.2.1.3. Qualification tests for survival or emergency life-saving equipment. The justification must include the hazardous consequence or potential life threat of not performing tests as qualification tests.

AP2.2.1.4. The item is designated as safety critical in the Federal Logistics Information System.

AP2.2.1.5. A requirement to qualify an item can be established to ensure the performance, quality, and reliability of an item to substantially reduce risk of failure that could be catastrophic to mission, equipment, safety, or life. Justification for qualification must address these issues.

AP2.2.2. Restrictions. The Preparing Activity shall not include qualification in a specification:

AP2.2.2.1. For a system or subsystem.

AP2.2.2.2. When only one manufacturer has expressed an interest in qualification.

AP2.2.2.3. When test facilities and resources are not available.

AP2.2.2.4. When the previous editions of a specification did not include a qualification requirement. The Preparing Activity shall submit requests for deviations from this restriction to their DepSO for approval. If the DepSO agrees, the DepSO shall send a copy of their approval along with the specification and supporting justification to DSPO.

AP2.2.2.5. To encourage development of an item.

AP2.2.2.6. To discourage possible sources of supply.

AP2.2.2.7. When the estimated cost of test and evaluation cannot be documented.

AP2.3. APPROVAL OF QUALIFICATION REQUIREMENT IN SPECIFICATION

Before coordination, the Preparing Activity shall submit requests for the inclusion of qualification in new specifications or the addition of qualification as a new requirement to an existing specification to its DepSO for approval. If the DepSO agrees, the DepSO shall send a copy of their approval along with the specification and supporting justification to DSPO. As a minimum, the requests for qualification shall include the following:

AP2.3.1. Intended use of product.

AP2.3.2. Applicable justification from subsection AP2.2.1., above.

AP2.3.3. The following test data information:

AP2.3.3.1. Availability of test facilities.

AP2.3.3.2. The names and locations of testing facilities (if Government facilities).

AP2.3.3.3. Time required to complete tests (barring sample failures).

AP2.3.3.4. Who will pay for qualification tests.

AP2.3.3.5. Proposed charges to supplier when testing is to be done at a Government facility or contract laboratory.

AP2.3.3.6. Estimated cost of test if testing is to be done at a laboratory not Government-owned or contracted for.

AP2.3.3.7. Estimated cost to supplier for preparing and submitting sample.

AP2.3.3.8. Proposed date for entering approved sources in the QPD.

AP2.3.4. The names and addresses of possible suppliers interested in submitting samples for testing.

AP2.3.5. Name of activity or activities that will have inventory control and procurement responsibilities.

AP2.3.6. Estimate of items purchased annually.

AP2.3.7. Necessary resources to establish and continuously monitor a qualification program that will support the qualification requirement in the specification.

AP2.4. WAIVER OF QUALIFICATION

Only the Preparing Activity, or in the case of aviation or ship CSIs, the DCA, may waive the qualification requirement. Further, the Preparing Activity, or DCA for aviation or ship CSIs, can only waive the qualification requirement without rejustification when it determines there are unusual or compelling circumstances (e.g., life or mission threatening, production stoppage, etc.). If the Preparing Activity waives the qualification requirement, it shall send a letter to its DepSO with a copy to DSPO describing that emergency situation. If the Preparing Activity waives qualification for any other reason, it shall rejustify the qualification requirement and submit the request to its DepSO for approval. If the DepSO agrees, the DepSO shall send a copy of their approval to the DSPO. Otherwise, the specification must be changed to delete qualification.

AP2.5. ESTABLISHING AN ELECTRONIC QPL OR QML

AP2.5.1. Seeking Sources. The Qualifying Activity shall urge suppliers to submit for qualification those products that can meet specification requirements, so an electronic QPL or QML can be established after the issuance of a new specification, or when a revision of the existing specification requires requalification. As a minimum, the Qualifying Activity shall:

AP2.5.1.1. Send a notice to the *Federal Business Opportunities* at www.fedbizopps.gov. The notice shall be clearly marked "Qualification Test Information" and shall contain the name or type of product(s); the applicable specification; and the name and address of the activity to be contacted for complete information on qualification under the specification.

AP2.5.1.2. Contact companies known to be interested in submitting products for qualification under the applicable specification and companies known to supply the desired type of product.

AP2.5.1.3. Contact related trade associations to promote widespread publicity.

AP2.5.1.4. Send notices to commercial journals and trade publications of the industry concerned, and to all firms or individuals considered to be potential suppliers. The following text for the notice is recommended:

"The (service, agency, or command) has announced the intention to establish a QPL (or a QML) for (product under specification). Companies that have a product meeting the requirements of this specification are urged to contact (name and address of Qualifying Activity) for an opportunity to test their products for qualification, since future acquisition awards will be made only for such products that have been tested and approved for inclusion in the QPL (or the QML). The cutoff date for applying to have products tested for inclusion in the initial issue of the QPL (or the QML) is (date)."

AP2.5.2. Request for Qualification by Manufacturers. The Qualifying Activity shall furnish the applicant all necessary information as soon as possible after the request for qualification has been received. That information shall include the following:

AP2.5.2.1. A reference to the Acquisition Streamlining and Standardization Information System (ASSIST) at www.assistdocs.com or http://assist.daps.dla.mil for an electronic copy of the latest issue of the specification.

AP2.5.2.2. A reference to ASSIST at www.assistdocs.com or http://assist.daps.dla.mil for an electronic copy of the SD-6 with a specific request for the information and certification, as contained therein.

AP2.5.2.3. A schedule of charges for qualification testing, if applicable.

AP2.5.2.4. Facilities survey requirements, when applicable (see subsection AP2.5.4., below).

AP2.5.2.5. A statement that no qualification testing shall be authorized until the applicant has been notified in writing that the information required by AP2.5.2.1., AP2.5.2.2., and AP2.5.2.3., above, has been received and determined to be satisfactory.

AP2.5.2.6. Any other information, such as reports.

AP2.5.3 Authorized Distributors on an Electronic QPL/QML. An authorized distributor may be included on an electronic QPL/QML. Inclusion of an authorized distributor on an electronic QPL/QML is only required when the product is rebranded with the brand designation of the authorized distributor. If the authorized distributor plans to offer a product carrying the same brand designation as a qualified manufacturer on the electronic QPL/QML, the authorized distributor does not have to be on the electronic QPL/QML and shall follow the procedures in AP2.5.3.1. If the authorized distributor plans to offer a product that carries its own brand designation versus the manufacturer's brand designation, then the authorized distributor must be on the electronic QPL/QML and shall follow the procedures in AP2.5.3.2.

AP2.5.3.1 Authorized Distributors Furnishing Products Not Requiring Inclusion on Electronic QPL/QML. To be eligible for award of a contract to furnish a qualified product marked with the brand designation of the qualified manufacturer, an authorized distributor must state in its bid the name of the actual manufacturer, the Commercial and Government Entity (CAGE) code of the plant where the product was manufactured, the brand designation, and the

qualification test reference. Additionally, the authorized distributor must certify that the product being offered to the Government has not been added to or changed in any way by the distributor, and is the product of the manufacturer that is on the electronic QPL/QML.

AP2.5.3.2 Qualification of Rebranded Products by an Authorized Distributor. When an authorized distributor wishes to qualify a product carrying its own brand designations, the distributor shall request the manufacturer to certify that the distributor is authorized to rebrand and distribute the product with the distributor's own brand designation. When the authorized distributor is certified to rebrand the part, the original part manufacturer's identification shall be included on the part. If there is not enough space on the part for the authorized distributor's rebrand and the original manufacturer's identification, a code symbol for the original manufacturer shall be used. The original manufacturer's identification or the original manufacturer's code symbol shall allow traceability to the original manufacturer for failure analysis, corrective action, and lot identification. When the authorized distributor furnishes such certification, a sample of the rebranded product shall be requested from the distributor for qualification. The authorized distributor shall not perform qualification examination and testing until the certification requirements stated in the SD-6 (reference (v)) have been met. The Qualifying Activity may extend qualification approval to the rebranded product of the authorized distributor without further test, on certification by the original manufacturer that the rebranded product is the same as the product previously qualified under the original manufacturer's designation. The authorized distributor shall submit to the Qualifying Activity its own brand designation, its name and CAGE code, the name and CAGE code of the actual manufacturer, and the CAGE code of the original plant at which the product was manufactured. Authorization for a distributor to rebrand applies only to products on a valid electronic QPL at the time of the rebrand request.

AP2.5.4. Manufacturing Facilities (Plant) Audit (Survey). Facilities audits for product(s) shall be conducted in accordance with the specification and as necessary to establish and maintain the qualification. Audit requirements may include survey of inspection systems, quality and reliability assurance programs, test facilities, processes, materials, production facilities, test capability, incoming inspection, training, and product traceability. After the initial audit, the Qualifying Activity may adjust the audit cycle for each facility, as necessary, to ensure that the manufacturer provides compliant product(s). The Qualifying Activity may use documented procedures, test data, audit findings, feedback data, and other documentation to adjust the audit cycles as necessary, based on the health and stability of the qualified products and processes. The audit shall verify that the manufacturer has an effective self-audit program. If the audit includes access to proprietary products, processes, or information, that portion of the audit must be performed by employees of the Government as defined by 5 U.S.C. 2105 who have a need to know the information, unless such access is agreed to by the manufacturer. The Government shall handle all proprietary data in a controlled and secure manner to ensure that no unauthorized dissemination occurs. The Government shall maintain qualification data and reports for its records. Proprietary information, commercially sensitive data, or matters relating to national security should be appropriately identified in the report as "restricted for release." Such identification notifies the Government of information requiring protection from release to other sources. Any request for such information by non-Government sources shall not be accommodated, unless the Government determines that such information was either incorrectly

restricted by the contractor or is already available to the public. The Government shall not release data as restricted by the manufacturer until the manufacturer furnishing the information is notified and has the opportunity to object to the release. If the manufacturer objects, the qualification data will only be released as required by the Freedom of Information Act, 5 U.S.C. 552 (reference (w)).

AP2.5.5. Testing. The testing of products and inclusion of qualified products or processes on an electronic QPL/QML shall be done on an equitable basis so as to achieve economy for the Government and fair treatment for all manufacturers with the capability to meet the performance, quality, and reliability requirements in the specification.

AP2.5.5.1. The Qualifying Activity shall not authorize qualification examination and testing until an approved and dated specification is available.

AP2.5.5.2. The Qualifying Activity shall not use data derived previously from first article inspection. However, qualification test data generated by the prospective QPL/QML applicant for internal product or process qualifications or for commercial or industrial products or process qualifications may be used by the Qualifying Activity as a basis for qualification approval under the following conditions:

AP2.5.5.2.1. The Qualifying Activity must determine that satisfactory objective data exists which clearly shows that the products will meet all aspects of qualification as determined in the applicable military specification requirements.

AP2.5.5.2.2. The Qualifying Activity shall review all data to assure the data meets or exceeds all qualification requirements and that all specified performance, quality, reliability and testing requirements will be met or exceeded.

AP2.5.6. Extension of Qualification. Except as provided herein, qualification shall apply only to the product, process, or material that is manufactured at the plant that produced, examined, and tested the sample. The Qualifying Activity may extend qualification to the same product or family of products produced by the same or other plants of the manufacturer, when the following conditions exist:

AP2.5.6.1. Examination or test of the product of other manufacturing plants shows that the product is at least equal in all aspects to the initial qualified product test sample.

AP2.5.6.2. That the quality control and processing at the other manufacturing plants are such that the products produced there are at least equal in all aspects to the qualified product. Ordinarily, this determination will be based on inspection of the plant, quality control system, and processing procedures. If a facility or product line, or both, come under new ownership and management, the Qualifying Activity must evaluate the equivalence of the product or process and quality control systems to ensure that the product or process is unchanged and that the new ownership and management have the expertise and capability to provide products of requisite quality, reliability, and safety. The Qualifying Activity shall document the evaluation and retain it in the permanent file.

AP2.5.7. Notification of Test Results. The Qualifying Activity shall notify the manufacturer about the results of the evaluation of the tests of its products or sample test specimen, and whether the product or process qualify under the requirements of the applicable specification. The Qualifying Activity shall promptly notify the manufacturer when a product or process fails qualification and furnish specific reasons why the product or process was not approved. When a product is qualified, a letter of notification shall be sent to the manufacturer; to the authorized distributor, if they are the applicant; and to the General Services Administration (GSA), if a Federal specification is involved. As a minimum, the letter of notification shall include:

AP2.5.7.1. Government designation under which the product qualified (type, class, or other designation, as shown on the specification).

AP2.5.7.2. The applicant's brand designation for the specific product, family of products, or processes.

AP2.5.7.3. The test or qualification reference (test report number) assigned to the products or sample test specimen.

AP2.5.7.4. The CAGE code and address associated with the supplier to which correspondence is sent.

AP2.5.7.5. The CAGE code and address associated with each plant that manufactured the product, family of products, or test specimen, submitted for test.

AP2.5.7.6. The following conditions:

AP2.5.7.6.1. Inclusion on the electronic QPL/QML does not guarantee acceptance of the product in any future purchase.

AP2.5.7.6.2. Inclusion on the electronic QPL/QML does not constitute a waiver of any requirements of the specification or of the provisions of any contract.

AP2.5.7.6.3. Publicity, advertising, or sales shall not state or imply that the product or the process is the only one of that type so qualified, or that the Government in any way recommends or endorses the manufacturer's product in preference to other qualified products. Violation is cause for removal of the product or the process from the electronic QPL/QML.

AP2.5.7.6.4. The electronic QPL/QML applies only to products or processes produced in the plant specified in the letter of notification and is effective at 8:00 a.m. (local time of the Qualifying Activity) as of the date of the letter of notification.

AP2.5.7.6.5. The electronic QPL/QML applies to amendments or revisions of the specification, unless otherwise notified.

AP2.5.7.6.6. The electronic QPL/QML applies only to products or processes identical to those qualified or to products defined in the family of products granted qualification

coverage. The supplier must inform the Qualifying Activity in advance of any intended change to the product or processes and must be provided with a complete description of the change. Failure to notify the Qualifying Activity of any change is cause for removal from the electronic QPL/QML regardless of the extent of the change.

AP2.5.7.6.7. Manufacturers must comply with a requirement for retention of qualification to remain on the electronic QPL/QML. Failure to comply shall be sufficient cause for removal from the electronic QPL/QML.

AP2.6. DEVELOPMENT OF AN ELECTRONIC QPL OR QML

AP2.6.1. General. An approved and dated defense or Federal specification or an adopted NGS for which inclusion of qualification requirements has been approved must exist to establish an electronic QPL or QML in the QPD. The Preparing Activity for the defense or Federal specifications or Adopting Activity for the NGS shall prepare, maintain, and cancel the associated electronic QPL or QML, as required. There shall only be one listing of qualified products or manufacturers for a specification requiring qualification, and the only approved listing shall be the electronic QPL or QML in the QPD.

AP2.6.2. Publication. The Qualifying Activity shall publish an electronic QPL or QML in the QPD as soon as practicable after approval of a specification. Not more than 30 days may elapse between the determination that a supplier's product has successfully passed all qualification tests and the publication or update of the electronic QPL or QML in the QPD.

AP2.6.3. Product Coverage. When a specification with qualification provisions describes more than one type, class, grade, process, material, or other designations, all products or processes qualifying shall be on a single electronic QPL or QML. Separate electronic QPLs or QMLs shall not be established based on specification sheets or detailed specifications that are associated with a general specification. The electronic QPL or QML shall identify the qualified products by type, class, grade, process, material, or other designation shown in the specification.

AP2.7. MAINTENANCE OF AN ELECTRONIC QPL OR QML

The Qualifying Activity shall maintain the electronic QPL or QML in the QPD on a continuing basis to keep the information current.

AP2.7.1. Manufacturer's Obligations. The manufacturer shall:

AP2.7.1.1. Maintain adequate process and quality control procedures to ensure that the items continually comply with all specification requirements.

AP2.7.1.2. Report immediately any discrepancies disclosed during testing, periodic reexamination of its product and production process and controls to the Qualifying Activity and the Government-Industry Data Exchange Program (GIDEP).

AP2.7.1.3. Ensure that delivered items conform to all requirements including performance, quality, reliability, and all other specified product characteristics.

AP2.7.1.4. Ensure that all products are manufactured and tested in a manner that was approved under the original specification. This includes the manufacturing process and plant location, test sequences, test methods, and test procedures used. Any change or deviations shall be immediately reported to the Qualifying Activity to determine extent of requalification.

AP2.7.1.5. Obtain and maintain a CAGE code for each manufacturing facility. A CAGE code may be obtained without charge from the Central Contractor Registration at www.ccr.gov.

AP2.7.2. Manufacturer's Advertising. A manufacturer may advertise that a qualified product has received DoD qualification, if the manufacturer does not state or imply in its advertisement that the product is the only one of that type so qualified or that the DoD in any way recommends or endorses the manufacturer's product in preference to the other qualified products. A manufacturer cannot advertise or imply that its products are qualified or meet a specification that requires qualification unless they are in fact qualified and either listed or approved for inclusion on the applicable electronic QPL or QML. Violation shall be cause for removal of the product or the manufacturer from the applicable electronic QPL/QML by the Qualifying Activity and possible suspension, debarment, or referral for criminal investigation.

AP2.7.3. User Obligations. Users of the electronic QPL/QML shall take necessary measures (other than initial or periodic requalification) to ensure that the qualified products comply with the applicable specification requirements. In support of the qualification program, the buying activity for a qualified product is required to, and users of the electronic QPL/QML are encouraged to:

AP2.7.3.1. Promptly report to the Qualifying Activity, to the manufacturer, and GIDEP any known or suspected nonconformance of qualified products.

AP2.7.3.2. Voluntarily submit to the Qualifying Activity periodic summaries of receiving inspection and in-plant quality control monitoring results that reveal adverse quality and reliability trends of qualified products.

AP2.7.3.3. Provide feedback data to the Qualifying Activity and to the manufacturer to support the total quality management concept for continuous improvement of the process based on field information.

AP2.7.4. Government Obligations. Government surveillance conducted by the Qualifying Activity or the Government quality assurance representatives does not relieve the manufacturer, authorized distributor, or users of the responsibility to exercise adequate process and product quality control procedures. The Qualifying Activity shall serve as the DoD focal point to consolidate findings and recommend corrective action for qualification problems. While the following will expedite problem resolution through the use of a technical focal point, the Government shall not knowingly accept material that contains suspected nonconforming parts. Depending on the gravity of the problem, contract administration activities may withhold

acceptance of suspected end items pending problem resolution or verification of the contractor's compliance of material, products, and services to contract requirements. Use the detailed procedure in subsection AP2.7.5., below, for reporting nonconformance. The Qualifying Activity shall:

AP2.7.4.1. Notify Agencies responsible for acceptance of end item equipment that may contain possible nonconforming parts. Advise them of the nature and degree of risk and urgency in the situation, and if necessary, call a meeting to discuss the problem.

AP2.7.4.2. Indicate the action taken with the supplier or determine the action required.

AP2.7.4.3. Disseminate information immediately including potential operation problems if items are built into equipment.

AP2.7.4.4. If necessary, establish a task force to investigate the problem and develop a recommended solution; and disseminate the knowledge gained to the appropriate Government and industry parties affected by the action. Recommendations should include sufficient engineering data so that decisions can be made concerning the identity and possible use of nonconforming items, for example, disposition of equipment containing potentially defective items.

AP2.7.5. Government Obligations for Nonconforming Items. The following actions shall occur when the possibility of nonconforming items is suspected regarding a qualified part:

AP2.7.5.1. The activity that discovers or receives a report of a potential problem will notify the Qualifying Activity.

AP2.7.5.2. The Qualifying Activity shall conduct a preliminary evaluation and risk assessment of the problem, and impose a stop shipment on all suspect products if necessary to limit the magnitude of the problem while determination and corrective actions are being made.

AP2.7.5.3. The Qualifying Activity shall notify the DSPO, the appropriate quality and procurement offices, the DepSOs, the other Government agencies, and the industry associations about the possible nonconformance (technical problem or specific violation) affecting field usage.

AP2.7.5.4. The Qualifying Activity shall initiate a product stop shipment order or corrective action plan (as applicable) and initiate removal of parts or manufacturers from the electronic QPL or the QML, in accordance with subsection AP2.8.1., below.

AP2.7.5.5. The Qualifying Activity shall instruct manufacturers to prepare and coordinate issuance of a GIDEP ALERT or Problem Advisory. The Qualifying Activity should prepare and issue the GIDEP ALERT or Problem Advisory when the manufacturer is reluctant or slow in doing so. The Qualifying Activity should use GIDEP actions or Agency notices to notify part users of the problem.

AP2.7.5.6. The Qualifying Activity shall have the manufacturer conduct a self-audit to identify the problem areas and shall have the manufacturer prepare a corrective action plan.

AP2.7.5.7. The Qualifying Activity shall gather independent testing information and prepare verification action.

AP2.7.6. Government's Obligations on Availability of Data. Except as required by the Freedom of Information Act, 5 U.S.C. 552 (reference (w)), the Government shall not distribute qualification data unless the Qualifying Activity obtains the consent of the manufacturer, determines that the release is in the best interest of the Government, and follows the current security policies. Once release is approved, the Qualifying Activity may:

AP2.7.6.1. Supply the data to other activities of the Government.

AP2.7.6.2. Supply the data to foreign Governments that are purchasing, operating, or maintaining supplies that involve products covered by specifications requiring qualification. Such release shall be made with the condition that the information will not be further distributed, but will be used only for furnishing supplies and services to that Government.

AP2.7.6.3. Authorize the supplier to furnish qualification information for qualified products sold to foreign Governments after clearance with the appropriate export control authority.

AP2.7.7. Validation of Qualification Requirement. The Preparing Activity shall review specifications having the requirement for qualification every 5 years as part of the overage document review (see C5.9.2.) to validate the need to continue the qualification requirement. For specifications with specific retention of qualification requirements specified, the retention of qualification data may be used to determine the need to continue the qualification requirement. In this review, the Preparing Activity shall consider whether more definitive requirements for the product, advances in manufacturing techniques and quality control methods, or improvements in testing apparatus and techniques may have eliminated the need for qualification (see subsection AP2.2.1.).

AP2.7.8. Retention of Qualification. To retain qualification approval of products, one of the following actions is required:

AP2.7.8.1. Certification by the manufacturer (see AP2.7.9.).

AP2.7.8.2. Periodic submission of retention of qualification data as may be required in the specification.

AP2.7.8.3. Complete requalification testing, as may be required in the specification or by the Qualifying Activity.

AP2.7.9. Manufacturer Certification of Qualification Status. Every 2 years, the Qualifying Activity shall send a DD Form 1718, "Certification of Qualified Products," or equivalent

questionnaire, to a manufacturer when the applicable specification does not contain a retention of qualification requirement and request that the manufacturer complete the form. The manufacturer's products will be removed from the electronic QPL/QML if the certification is not returned after due notice. The Qualifying Activity shall update the electronic QPL or QML in the QPD on completion of the certification review showing the date of validation. A responsible official of management must sign the form. The form requests information such as whether:

AP2.7.9.1. The listed product is still manufactured at the plant shown on the electronic QPL/QML.

AP2.7.9.2. The plant is still under the same management.

AP2.7.9.3. The product is being manufactured under the same conditions as originally qualified, with the same process, materials, construction, design, and manufacturer's part number or designation.

AP2.7.9.4. The product meets the requirements and tests of the latest issue of the specification.

AP2.7.9.5. Any product change was made after the date the product was qualified. Unapproved product changes require justification and supporting data as to why the change will not affect the qualification status of the product.

AP2.7.10. Reexamination and Retest. The Qualifying Activity shall determine, based on the extent of specification or product changes and other available data, whether products need to be removed from the electronic QPL or QML until retested, or whether such action can be delayed pending the outcome of the tests or receipt of additional data. If the Qualifying Activity determines that the product should remain on the electronic QPL or the QML, the Qualifying Activity shall establish a maximum time limit for submission of the samples or test data before removal. The Qualifying Activity shall require the reexamination of a qualified product under any of the following conditions:

AP2.7.10.1. The manufacturer has modified the product or changed the material or processing so that the validity of previous qualification is questionable.

AP2.7.10.2. The requirements in the specification have been revised to affect the characteristics of the product.

AP2.7.10.3. When, as a result of questionable performance reports, it is deemed necessary to determine that the product continues to meet all the specification requirements.

AP2.7.10.4. When required in the specification for retention of qualification.

AP2.7.11. Failure to Establish Electronic QPLs or QMLs and Zero Source Conditions. The Qualifying Activity shall take appropriate action to establish an electronic QPL or QML once a specification (including all applicable specification sheets) containing a qualification

requirement has been approved and to qualify suppliers for an electronic QPL or QML with zero qualified sources. If after 2 years, the Qualifying Activity has either not established an electronic QPL or QML or qualified suppliers to eliminate the zero-source condition, the Preparing Activity shall take one of the following actions:

AP2.7.11.1. Modify the specification requirements to permit the qualification of available products.

AP2.7.11.2. Revise the specification to eliminate the qualification requirement.

AP2.7.11.3. Cancel the specification, if the product is not needed.

AP2.7.12. Single Source Electronic QPLs and QMLs. For electronic QPLs or QMLs that have single-source conditions (that is, a style, class, part number, dash number listed with only one source), the Preparing Activity shall take one of the following actions:

AP2.7.12.1. Modify the specification requirements so as to permit the qualification of available products.

AP2.7.12.2. Revise the specification to eliminate the qualification requirement.

AP2.7.12.3. Provide rationale to explain why the specification should remain as is and the qualification should continue. Also describe the single source situation and indicate those actions already taken and planned to correct the situation. Provide the information to the DSPO with a copy to the applicable LSA and DepSO.

AP2.7.13. Cancellation. The DoD Single Stock Point shall publish a QPL or QML cancellation notice when the associated specification has been canceled or revised to remove qualification.

AP2.7.14. Inactive for New Design. When a specification is declared "Inactive for New Design," the Qualifying Activity shall still actively maintain the electronic QPL or QML in the QPD to keep the information current.

AP2.8. REMOVAL FROM AN ELECTRONIC QPL OR QML

AP2.8.1. Reasons for Removal. When a supplier fails to comply or demonstrates an inability to comply with specification requirements, the Qualifying Activity shall remove the product(s) from the electronic QPL or remove applicable process(es) from the electronic QML. Removal could include a broad range of directly or indirectly affected products, possibly the manufacturer's entire family of qualified products. The Qualifying Activity shall also remove the manufacturer's certification, and may direct the manufacturer to stop shipment, when such action is necessary to ensure that the manufacturer provides compliant products. The Qualifying Activity shall not remove a product, a manufacturer, or a process from an electronic QML/QPL solely on the basis that the Qualifying Activity did not perform a facility (plant) audit within the

planned audit cycle. The following reasons illustrate the circumstances under which adverse actions or removal might be warranted:

AP2.8.1.1. The product or process offered under contract does not meet the requirements of the specification.

AP2.8.1.2. The manufacturer has discontinued manufacture of the product.

AP2.8.1.3. The supplier requests that they or their product or processes be removed.

AP2.8.1.4. One or more of the conditions under which qualification was granted have been violated.

AP2.8.1.5. The requirements of a revised or amended specification differ sufficiently from the previous issue so that existing test data are no longer applicable for determining compliance of the product or processes with the revised or amended specification.

AP2.8.1.6. Failure of a manufacturer to notify the Qualifying Activity of a change in design, material, manufacturing, process (including quality conformance), or plant location.

AP2.8.1.7. The product is that of a contractor, firm or individual whose name appears on "The Consolidated List of Debarred, Suspended, and Ineligible Contractors."

AP2.8.1.8. The manufacturer has not complied with the retention of qualification requirements.

AP2.8.1.9. The manufacturer has publicized that its qualified product or process is the only one of its type so qualified or that the DoD in any way recommends or endorses that manufacturer's product in preference to the other qualified products.

AP2.8.1.10. Quality or reliability problems are detected in a manufacturer's products.

AP2.8.1.11. Failure to comply with an audit or denial of access of authorized personnel to perform such an audit.

AP2.8.2. Procedures for Removal. The procedures below apply to removal of a product, a family of products, process, or supplier from an electronic QPL or QML:

AP2.8.2.1. If the decision to remove a product or process from an electronic QPL/QML is made for the reasons indicated in subsections AP2.8.1.1., AP2.8.1.4., AP2.8.1.6., AP2.8.1.8., or AP2.8.1.9., above, consideration shall be given to the circumstances which gave rise to that action. The product or process should again be included on the electronic QPL/QML once the deficiencies noted have been corrected to the Government's satisfaction. Factors to be considered in making that determination are the seriousness of the deficiencies noted, the circumstances under which those deficiencies came to light (for example, Government audit or

voluntary disclosure), and whether circumstances indicate that such actions were intentional or fraudulently motivated or reflect a repeated or continuing course of conduct.

AP2.8.2.2. When it is decided that a product, family of products, or process is to be removed from an electronic QPL/QML, the supplier of the products or process shall be sent a written notice (registered, with a return receipt requested) of the action taken, the reasons for removal, and an opportunity to respond to that notice. Unless the notice indicates otherwise, removal of a product, family of products, or process from the electronic QPL/QML shall be effective on the date of the notice.

AP2.8.3. Notification of Removal. After the Qualifying Activity determines that a product, family of products, a process, or a supplier will be removed from an electronic QPL/QML, the Qualifying Activity shall send the supplier a notification of removal. The Qualifying Activity shall update the electronic QPL/QML to delete the items without undue delay. If removal is for the reason in AP2.8.1.5., above, the Qualifying Activity shall advise the supplier of the action required to prove product compliance to the amended or revised specification. The Qualifying Activity shall furnish copies of the notification of removal to interested DoD elements and other Government agencies.

AP2.8.4. Publication of Removal. When the Qualifying Activity has taken action to effect the removal of a product from an electronic QPL/QML, the Qualifying Activity shall determine whether it would be in the Government's interest to publish in GIDEP, FedBizOpps, and related trade publications, a notification to Government organizations and contractors that the product has been removed by adverse action. The Qualifying Activity shall publish such notification as soon as practicable. The notification shall include the following information:

AP2.8.4.1. The electronic QPL or QML identification number.

AP2.8.4.2. A statement that "Notification is herewith given that the following product (for QML, process) was removed from QPL-XXXXX (or QML-XXXXX) on (date).

AP2.8.4.3. Name and title of Government Representative.

AP2.8.4.4. Name and address of Qualifying Activity.

AP2.9. DATA FIELDS FOR ELECTRONIC QPL OR QML

The data fields for an electronic QPL or QML are identified in the Qualification Product Database, which can be accessed as part of the ASSIST database at http://assist.daps.dla.mil. Only administrators approved by the Qualifying Activity and authorized by the DoD Single Stock Point can create a new or update an existing electronic QPL/QML in the Qualification Product Database. The following data fields in the QPD are mandatory for the electronic QPL/QML:

AP2.9.1. Identifier. Electronic QPLs or QMLs shall be identified by the symbol "QPL" or "QML" followed by the number of the associated specification. For example: "QPL-17"

identifies the QPL associated with defense specification MIL-DTL-17. "QML-38534" identifies the QML associated with specification MIL-PRF-38534. "QPL-AA-V-2737" identifies the QPL associated with federal specification AA-V-2737. "QPL-AS604" identifies the Government QPL associated with the Society of Automotive Engineers Aerospace Standard AS604.

AP2.9.2 Title. The title of the QPL or QML shall be the same as the title of the general specification. The title field is automatically generated by the QPD.

AP2.9.3. FSC. The FSC of the QPL or QML shall be the same as the associated specification. The FSC field is automatically generated by the QPD.

AP2.9.4 Qualifying Activity. The Qualifying Activity shall include a postal address as well as any other contact information that would be useful such as a phone number and email address.

AP2.9.5. CAGE Code. The CAGE code for the manufacturing facility where the qualified product is made shall be identified. Other CAGE codes for correspondence addresses or authorized distributors may also be identified.

AP2.9.6. Preamble. The Qualifying Activity shall include the following in the preamble data field, tailored as necessary depending on whether it is an electronic QPL/QML:

"This QPL (or QML) has been prepared for use by or for the Government in the acquisition of products covered by the subject specification and inclusion of a product is not intended to and does not connote endorsement of the product by the Department of Defense. All products included herein have been qualified under the requirements for the product as specified in the latest effective issue of the applicable specification. This QPL (or QML) is updated as necessary and is subject to change without notice. Inclusion of a product does not release or otherwise affect the obligation of the manufacturer to comply with the specification requirements."

"The activity responsible for this QPL (or this QML) is (insert name, office symbol, and address of the standardization office of the Preparing Activity)."

Where the Preparing Activity designates another activity to act as its agent, include the statement: "The activity designated as agent for all contacts relative to this QPL (or QML) is (insert name, office symbol, and address of the agent)."

AP2.10. VALIDATION OF ELECTRONIC QPLs AND QMLs. Qualifying Activities must periodically validate the currency and accuracy of the information in their electronic QPLs and QMLs and record the date in the validation data field in the QPD for the applicable electronic QPL/QML. One of the following approaches shall be used to validate an electronic QPL/QML:

AP2.10.1. Retention by certification. When following the certification requirements specified in AP2.7.9 above, the Qualifying Activity shall enter the date in the validation data field that it approved the supplier's DD Form 1718 or equivalent.

AP2.10.2. Retention by submittal of test data. If the governing specification requires periodic submittal of test data for a supplier to retain qualification approval, the Qualifying Activity shall enter the date in the validation data field when it approves the test data.

AP2.10.3. Retention by requalification. If the governing specification requires periodic requalification of suppliers, the Qualifying Activity shall enter the date in the validation data field when it requalifies a supplier.

AP2.11. OPTIONS FOR HANDLING QUALIFICATION IN NGS. The following are the scenarios that exist when a NGS contains qualification requirements:

AP2.11.1. Where a NGS meets both DoD and commercial industry needs, and where an industry-wide qualification activity can adequately assure compliance with the NGS qualification requirements, DoD shall adopt and use both the NGS and the NGS qualification list.

AP2.11.2. Where a NGS includes qualification requirements and no industry qualification activity exists but there is a DoD qualification activity that can assure compliance, DoD should adopt the NGS and use its qualification activity to support DoD acquisition.

AP2.11.3. Where a NGS includes qualification requirements but identifies a DoD activity without the activity's agreement as the designated Qualifying Activity, DoD should not adopt or use the NGS. DoD may establish a Qualifying Activity to support DoD acquisition; however, it should not be mandated by a NGS.

AP2.11.4. Where a NGS does not include qualification requirements but DoD has a justified need for qualification, a military specification may be issued citing the NGS and establishing qualification requirements.

AP2.12. DISTINCTIVE MARK. When a part is being qualified by a third-party organization and a DoD activity, that part shall have a distinctive mark to indicate whether it was qualified by the third-party organization or the DoD activity.

AP2.13. QUALIFICATION RECIPROCITY BETWEEN THE U.S. AND ANOTHER COUNTRY

AP2.13.1. NATO STANAG 4093. Qualification reciprocity between the U.S. and another NATO country shall be governed by NATO STANAG 4093 (reference (x)). The agreement specifies acceptance of another NATO country's specification and corresponding QPL, and acceptance of another NATO country's qualification approval as basis for listing of a product on a country's own QPL or QML.

AP2.13.2. Reciprocity Between the U.S. and a Non-NATO Country.

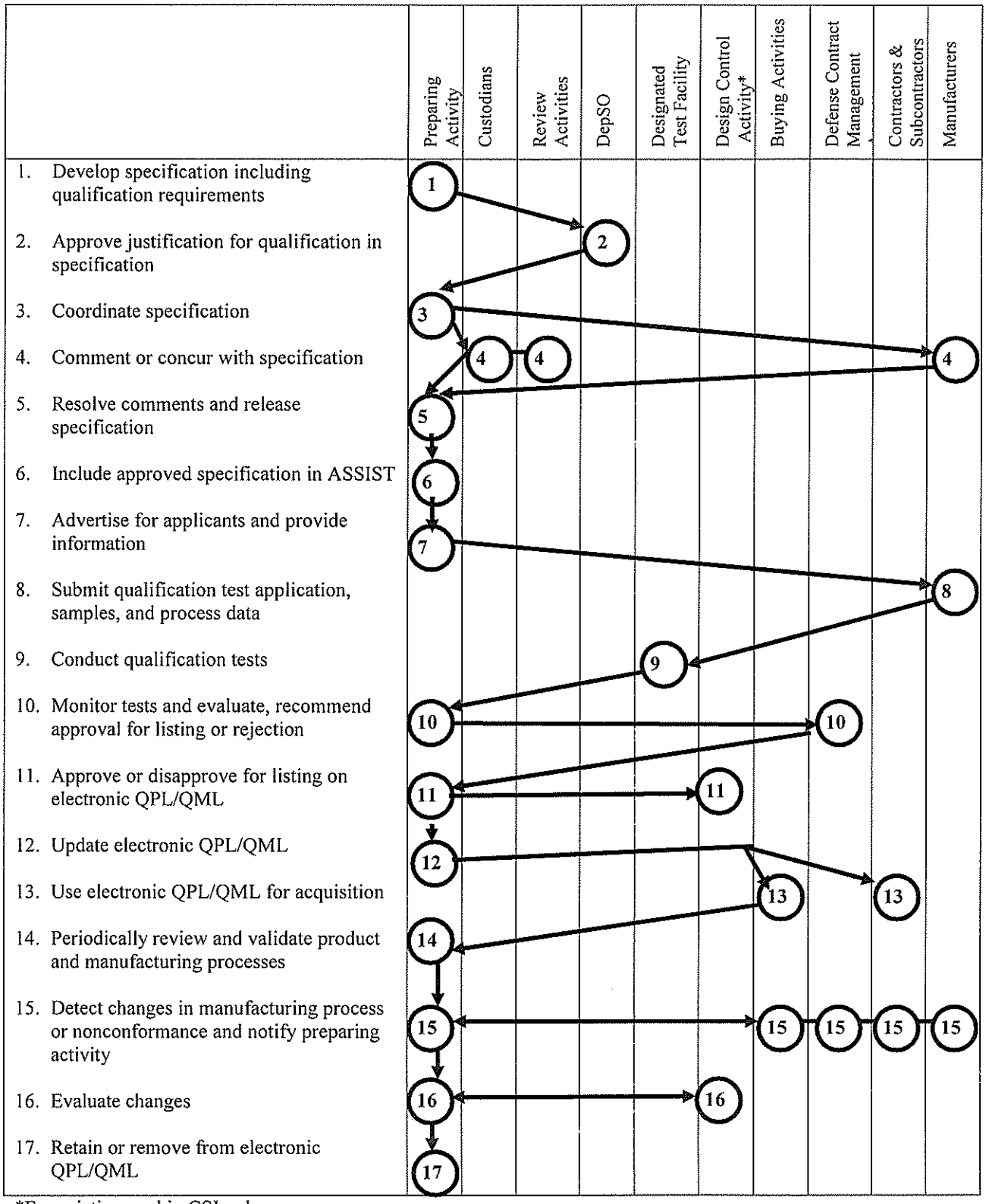
AP2.13.2.1. Except as otherwise covered by an international agreement, when the DoD accepts another country's qualified-product specification for use in DoD acquisitions, the cognizant U.S. National Qualification Authority (NQA) shall determine the extent to which the

U.S. will accept that country's QPL or QML. The NQA responsibility is delegated to the U.S. Preparing Activity for the corresponding U.S. specification. The U.S. NQA shall request a copy of the foreign QPL or QML from that country's NQA. Additional product information may be required, such as a copy of the test data that is the basis for the foreign qualification approval. The data should include descriptions of test procedures, test equipment, methods, dates of calibration and complete test results, computations and analysis, and identification of the testing officials. If review of the data indicates that additional data or testing is necessary to validate compliance with the product specification requirements, the U.S. NQA shall notify the foreign NQA accordingly. The foreign NQA and suppliers listed on the foreign QPL or QML shall be notified that for some use-applications involving critical performance reliability, the DoD reserves the right to require additional tests to be conducted in accordance with U.S. national procedures and regulations. The responsibility for the costs for conducting qualification assessments and additional testing and providing data which exceeds that required in the specification used for the foreign qualification approval shall be a matter for negotiation between the product supplier and the designated U.S. NQA.

AP2.13.2.2. If the U.S. NQA finds cause to remove a manufacturer's product from the country's QPL or QML, the appropriate foreign NQA shall be notified of the action and the reasons for removal.

AP2.13.3. Establishment and Maintenance of Another Country's Qualification Approval by the U.S. Manufacturers and products granted qualification approval by the U.S. under specifications issued by other NATO countries shall be listed on a QPL or QML maintained by the U.S. NQA.

AP2.13.4. Qualification by Foreign Sources. Foreign sources may apply for qualification to U.S. specifications in the same manner as domestic sources. If an ISA exists, the terms of that agreement apply for reciprocity listings. If a NQA exists within the country of the applicant, all matters pertaining to the qualification shall be processed through that NQA.



*For aviation or ship CSI only

Figure AP2-F1. Qualification Process Management