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GENERAL DYNAMICS

Land Systems–Australia

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Supplier Assurance

Manual

Revision 18

Responsible Department: Quality Assurance

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Approved by	Signature	Date
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REVISION STATUS & CHANGE LOG

Rev	Description	Authorised By	Date
NR	Original Release	Andrew Jarvis	18/11/2004
A	Review Forms, Additional clarification on tracking Ballistic Steel	Demelza Kurylowicz	14/07/2006
B	Updated Delegated vs Non-delegated PPAP requirements	Demelza Kurylowicz	18/01/2007
C	Remove 'Controlled shipping' & all appendices Update 'Supplier rating', 'PPAP requirements', & 'Purchase order clauses', 'Packaging'	Adela Ghita	18/11/2007
D	Never Released		
E	Revised Forms, Update 'Quality Clauses', Revised documentation	Mark Whelan	1/01/2010
F	Revised Manual, Quality Clauses, forms and supporting documents by QA Department	Craig Ottaway	30/5/2012
8	Revised Manual, Manual QMS reference number, Quality Clauses, forms and supporting documents by QA Department	Craig Ottaway	26/4/2013
9	Revised Manual, Quality Clauses, forms and supporting documents by QA Department	Craig Ottaway	24/6/2014
10	Right hand side change bars denoted changes to paragraphs; Extension to PPAP submission periodicity to 18 months plus flow chart; APAS/CARC Paint Forms to be included with MAR and COCs; Quality Clauses updated and added - Annex A; Forms and supporting documents by QA Department	Craig Ottaway	19/2/2015
11	Minor changes throughout annotated with right hand side change bars. Increase PPAP periodicity to 24months for delegated suppliers. Amendments to ITAR section and the addition of a Finance Section.	Craig Ottaway	18/12/2015
12	Addition of WHS/OHS and Environmental statement Section 1.4 Minor changes identified with RHS Change Bars	Craig Ottaway	29/12/2016
13	RHS Change Bars removed – full review required. Amended content Table 2. Addition Section 21 Control and Management of GFE & GFM. Addition Para 24.8 Trade Compliance Australian Export Regulations.	Craig Ottaway	19/3/2019
14	Section 2 Acronyms Section 4 – added quality audit process and determination Amendment to Section 6 SCM – New Supplier Kit Minor and typographic changes through denoted by RHS Change bar	Craig Ottaway	20/9/19
15	Amendment reference to the Supplier Assessment form no longer used by SCM. Ref removed from Table 2 Minor amendments identified with RHS Change bars	Craig Ottaway	30/4/20
16	Change in title from TLS Manager to Maintenance Manager. Amendments to Supplier Scorecard. Addition of CUI Compliance req. Minor amendments identified with RHS Change bars	Shane Leaney, Craig Ottaway	21/6/23
17	Addition of DISP membership and Compliance req. Minor amendments identified with RHS Change bars	Craig Ottaway	17/7/24

18	Addition of required articles Section 6.5	Shane Leaney	04/09/24
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1 OBJECTIVES OVERVIEW

- 1.1 This Manual is designed to enhance Suppliers in their understanding of GDLS-A's special requirements when supplying services, materials and materiel and its supporting documentation and compliance with their management system standard. The Manual outlines methods for compliance to GDLS-A's procurement model and Supplier Manual and Subcontracting Manual and critical interface information, however it is intended as a guideline, and all Contract documentation takes precedence.
- 1.2 This Manual is produced by GDLS-A to support GDLS-A's Supply Chain Management (SCM) strategy to ensure that Suppliers deliver materiel in full, on time and with accuracy to the requirements defined by Purchase Orders and accompanying documentation. Requirements defined are not limited to quality requirements.
- 1.3 GDLS-A and in particular the Quality Assurance (QA) Department staff, will work with our Suppliers to achieve 100% compliance to requirements with the aim that they achieve and maintain Delegated Supplier Status.
- 1.4 Legal Requirements for Work Health and Safety (WHS) and Environmental Management are managed and as such materiel and supplies provided as part of a Purchase Order or Contract are produced in a safe working environment and in an environmentally responsible manner controlled by management systems which comply with legislation.
 - 1.4.1 As per the GDLS-A's Prime Contract with the Commonwealth of Australia, there is a flow down requirement that GDLS-A retain a copy of the WHS Policy for all GDLS-A suppliers and subcontractors performing outsourced processes.
 - 1.4.2 Upon becoming a preferred supplier, GDLS-A will require a copy of the supplier's current WHS policy.
 - 1.4.3 The supplier must also provide a current copy every 12 months as and when changes are made, or as requested by GDLS-A. Suppliers must confirm that they and their employees are appropriately licensed and/or qualified to carry out works at their workplace.
- 1.5 As evidence of the Supplier's commitment to providing GDLS-A with a quality product, GDLS-A requires that the Supplier provides the GDLS-A QA Department with a Manufacturing Data Report in the AIAG PPAP standard format submission package tailored to GDLS-A's unique needs for the relevant Purchase Order. Note: ALL documentation must be completed for any submission level and evidence of conformance of the supplies is retained by the Supplier. GDLS-A expects that all documentation provided is exact and represents materiel as built to print unless otherwise approved. Submissions for deviation are via the SCM Buyer and noting Export Control requirements are fully achieved when transferring data and materiel.
- 1.6 As evidence that our Suppliers are checking critical part characteristics on an ongoing basis, GDLS-A may require periodic certification of critical characteristics or materials as described on the print. The determination as to when certifications are required is dependent on the component part makeup and criticality. A request for material certification may be issued as part of the submission request. It will specify characteristics requiring certification as well as frequency of certification. GDLS-A

and the Supplier will determine the level of certification required and the format of the certification.

- 1.7 Supplier's are responsible to ensure goods are received at the required location on the date/time, labelled and packaged as specified on GDLS-A's Purchase Orders. GDLS-A expects 100% on time delivery performance. Suppliers may be required to provide corrective action plans whenever this requirement is not being met.
- 1.8 Standards Alignment - Non-Destructive Testing Standards equivalent or exceeding the North American Standards identified in the Quality Clauses may be applied and noted on the quality records.
- 1.9 GDLS-A strives for on time deliveries of products to its Customers. Late deliveries from Suppliers have the potential to cause financial penalties and damage our reputation with our Customers. SCM will review each late delivery and the Supplier may be penalised accordingly.
- 1.10 It is the Supplier's responsibility to immediately inform GDLS-A's SCM personnel of any potential difficulties in meeting quality, cost or shipping release requirements. Alternative plans may be available which would avoid downtime and the corresponding costs.
- 1.11 GDLS-A's expectation is that all shipping releases will be adhered to (including during holiday or other supplier shutdown periods), unless prior written arrangements are made.
- 1.12 GFE or GFM is managed by GDLS-A's Suppliers in a controlled and positive manner.

GDLS-Australia requests that new Suppliers remain patient because the qualification processes can be long. There are always going to be extra requirements for Defence materiel suppliers in terms of quality, security, Trade Compliance and dissemination controls for Controlled Unclassified Information (CUI) the products themselves and so on, and those requirements are even more demanding in a lot of cases due to the complexity of the platforms we support.

Be ready to invest the time that is required through the qualification process, and maintain engagement with GDLS-Australia.

GDLS-Australia provides long-term opportunities because it begins with the qualification process, then the sustainment which allows you to maintain a revenue line, and also evidence that a Supplier's level of capability is good enough to be part of one of the Defence programs in Australia.

2 ACRONYMS

Acronyms used throughout this Manual are defined in Table 1.

Table 1 – Acronyms used within this Manual.

AIAG	Automotive Industry Action Group
APAS	Australian Painting Accreditation Scheme
AS	Australian Standard
ASL	Approved Supplier List
ASTM	American Society for Testing & Materials
AWS	American Welding Society
C of A	Certificate of Analysis
CoC	Certificate of Conformance/Compliance
CAPA	Corrective & Preventive Action
CARC	Chemical Agent Resistant Coating
CoA	Commonwealth of Australia
COTS	Commercial Off The Shelf
CSI	Critical Safety Item
CUI	Controlled Unclassified Information
CWI	Certified Welding Inspector
DMT	Discrepant Material Tag
EAR	Export Administration Regulation
ECO	Engineering Change Order
ESDS	Electro Static Discharge Sensitive Device
FAA	First Article Approval
FAI	First Article Inspection
FAIR	First Article Inspection Report
FAT	First Article Test
FMECA	Failure Modes Effects and Criticality Analysis
FPI	First Production Part Inspection
GD&T	Geometric Dimension and Tolerances (ANSI Y.14.5)
GDLS-A	General Dynamics Land System – Australia Pty Ltd.
GDLS-C	General Dynamics Land System – Canada Corporation
GFE	Government Furnished Equipment
GFM	Government Furnished Materiel/Material
GQA	Government Quality Assurance
GSI	Government Source Inspection
GST	Goods and Services Tax (Australia)
HSF	High Strength Fasteners
IAW	in accordance with
ID	Inspection Delegation
IP	Intellectual Property
ISO	International Organization of Standardization
ITAR	International Traffic in Arms Regulations
MAR	Material Acceptance Report
MOTS	Military Off The Shelf
MRB	Material Review Board
PO	Purchase Order
PPAP	Production Part Approval Process
PQR	Procedure Qualification Record
PSW	Part Submission Warrant
QA	Quality Assurance
QAR	Government Quality Assurance Representative.
QMS	Quality Management System
RCA	Root Cause Analysis
RFQR	Request For Quotation Response
SAE	Society of Automotive Engineers
SCM	Supply Chain Management
SNCR	Supplier Non-Conformance Report
SPC	Statistical Process Control
SQA	GDLS-A Supplier Quality Assurance Representative
TDP	Technical Data Package
TS	Technical Standard
WPS	Weld Procedure Specification

3 REFERENCE FORMS AND SUPPORTING DOCUMENTS

- 3.1 References to supporting documents are applicable throughout this Manual. Access to GDLS Forms and GDLS Documents can be provided via the SCM Representative.
- 3.2 GDLS-A offers management system IP for limited use by all Suppliers in an uncontrolled and non-branded format intended to establish minimum requirements of GDLS-A as well as develop consistency and standard practices and common look between our Suppliers. The use of this IP is restricted to supporting Suppliers' submissions for deliverables to GDLS-A and may not be transferred for use with other Customers.
- 3.3 IP branded with the GDLS-A logo and controls may be changed upon request to and approval by GDLS-A's Maintenance Manager. Access to and management of configuration of Standards and Guidelines are the responsibility of the Supplier.

Table 2 – Applicable Process Forms

09-002-01 Clauses	Quality Clauses
NR	PPAP Template including PSW, DIM Results, MAR, APAS/CARC etc.
09-120-14 FRM	Supplier Non-Conformance Report
04-100-11 FRM	Supplier Request for Deviation / Waiver
09-111-01 FRM	Inspection Delegate Record

Notes:

The Forms listed in Table 2 contain GDLS Intellectual Property and may only be used for guidance, reference or establishing the requirements within the Supplier's Quality System.

Forms with the GDLS-A logo may be used by Suppliers following written permission from the SCM Department and if left unchanged.

Forms listed above are under a separate revision control outside of this Manual. Latest revisions of GDLS Forms are available through the SCM or Quality Assurance Representative.

4 QUALITY SYSTEMS

- 4.1 GDLS-A prefers that its qualified Suppliers are certified by a 3rd Party Certification Accreditation Body to a management systems standard, but as a minimum must comply with ISO 9001 and its intent or an equivalent quality management system standard, for example AS9100, ISO17025, TS16949.
- Note:** ISO 14001 and ISO 45001 management systems standards are not deemed as suitable equivalents.
- 4.2 Suppliers must advise the GDLS-A SQA Representative of any change to their ISO or AS Quality Management System Certification via email gdlsa_ppap@gdls.com or via letter addressed to the GDLS-A Maintenance Manager.
- 4.3 Suppliers who are not 3rd Party Certified may be subjected to additional rigor depending on their risk profile. GDLS-A may choose to conduct an initial Supplier Audit of a new Supplier's implemented quality system as part of their qualification. Suppliers who are not 3rd Party Certified are strongly encouraged to engage a service supplier for regular Internal Audits of their system. GDLS-A will accept reputable Auditor Reports by agreement.
- 4.4 ISO 9001 third party certification or an equivalent third party certification is recommended, but only mandatory when suppliers are delegated. Refer to Section 18 or specified by relevant Quality Clause.
- 4.5 A supplier Desktop Audit will be performed for all new suppliers to GDLS-A. The Audit will assess the response to the SCM Department in the areas of Supplier details, Quality Assurance, WHS & Environmental commitment, financial, warehouse & transport security, trade compliance aspects.
- 4.6 The outcomes of the Desktop Audit may require the new supplier to:
- i. submit a "Supplier Self Assessment" prior to a follow-up or site audit or the first quote to GDLS-A. The intent of the survey is to demonstrate that the potential Supplier's quality system complies with GDLS-A's requirements and expectations.
 - ii. submit relevant information about ISO Certification and/or significant third party evaluations including Certification Body Audit Reports.
- 4.7 The results of the Supplier Self Assessment and any subsequent Survey Forms or site audit submitted to the GDLS-A Supply Chain Representative. The GDLS-A SQA Representative in consultation with the Maintenance Manager will determine if an initial onsite Supplier Audit of the Supplier's quality management system is warranted to support the type of product or service being provided.

5 PURCHASE ORDER QUALITY CLAUSES

- 5.1 Purchase Orders for fabricated Parts raised by GDLS-Australia will have Quality Clauses associated with the order
- 5.2 Purchase Orders may identify Quality Clauses. These Clauses take precedence over other reference documents. Annex A contains a description of Clauses. In the event that a Clause is amended, Suppliers will be advised in writing.
- 5.3 Clauses are individually identified alphanumerically. Clauses containing a decimal style identification refer to the revision status only, eg QY10.1 where QY 10 is the primary clause definition identifier and .1 is the revision status.

6 SUPPLIER EVALUATIONS

- 6.1 GDLS-A aims to work with Suppliers to ensure a fair and unbiased Supplier Evaluation process.
- 6.2 The GDLS-A Supplier Manual must be read in conjunction with this Supplier Assurance Manual to ensure all GDLS-A requirements are understood and met.
- 6.3 GDLS-A expects that all Suppliers will monitor and be responsible for the operations performed by their sub-contractor(s).
- 6.4 GDLS-A expects that the requirements of this Supplier Assurance Manual, the SCM Supplier Manual, Engineering, Technical, Health and Safety and Quality directives are implemented.
- 6.5 Required articles from the Supplier
- 3rd Party ISO9001 or equivalent MS Certificate
 - A list of NCs and Corrective Actions from your last 3rd Party Audit
 - Quality Policy
 - WHS Policy
 - Quality Manual
 - Calibration Procedure
 - Internal Audit Schedule
 - Process for managing GDLS-A issued data
 - Process for managing Shelf Lived items
 - Process for managing NCs arising post release to the Customer
 - Outgoing Inspection Procedure
 - Copy of the Quality ITP
 - ITAR TAA NDA
 - CUI NDA (if the information to be shared is US or marked CUI)

7 SUPPLIER PERFORMANCE AND MONITORING

- 7.1 Our approach is to prevent problems before they become obstacles to success. Suppliers are encouraged to undertake a risk assessment to identify potential problems and develop treatment strategies to avoid the problems arising IAW with the requirements of ISO9001. If problems arise, we will strive to resolve them by working with our Suppliers to find the appropriate solutions.
- 7.2 A Suppliers performance is monitored to ensure GDLS-A's expectations are being met. Compliance to the requirements of Purchase Orders, SCM issued requirements and this manual will be monitored and are considered an important part of GDLS-A's in partnership with our Supplier management strategy. GDLS-A reserves the right to perform on-site Audit of a Supplier's quality system to verify compliance with the appropriate standard.
- 7.3 GDLS-A will not routinely audit registered Suppliers but may elect to do so if it is deemed appropriate. A Supplier's quality system may be audited administratively and/or physically at any time and during scheduled audits. Suppliers are expected to make the necessary commitments to achieve and maintain a 100% acceptance rate for supporting paperwork and materiel submitted to GDLS-A.
- 7.4 GDLS-A's QA Department maintains an ongoing performance review. This report is an internal GDLS-A Supplier Report Card and reflects delivery and quality performance.
- 7.5 The Supplier Report Card highlights a Supplier's performance rating outlined in Table 3 and documents recent PPAP rejections and SNCRs. Suppliers who fail to maintain an aggregate annual acceptance percentage of 85% may be subject to suspension from GDLS-A's ASL.
- 7.6 In the event of failing to maintain a minimum receiving acceptance rate of 85%, GDLS-A may elect to terminate the Supplier's delegation privileges and recall or suspend the inspection delegate stamps. Refer to Section 18 for more information on "Delegated" and "Non-Delegated" Suppliers.

Table 3: Supplier Rating Reference

Performance Rating	Score	Description	Comments
A	95 - 100	Benchmark	Supplier continually meets/ all GDLS-A requirements for performance. Responses to issues is typically within 9 days. Supplier takes a proactive approach to improvements and is consistent with high level of products and services.
B	80 – <95	Good	Supplier usually meets all GDLS-A requirements: Responses to issues within 24 days and improvements required in performance areas are implemented.
C	70 – <80	Marginal	Supplier occasionally meets GDLS-A requirements. Deficiencies exist in quality performance and or quality systems requiring a Corrective Action Plan be developed and implemented Supplier is directly managed.

D	0 – <70	Poor	Major deficiencies exist in supplier's performance and or quality systems.
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8 PRODUCTION PART APPROVAL PROCESS (PPAP)

8.1 PPAP Submission requirements

- 8.1.1 A PPAP is required to be raised for a first off part and submitted and approved prior to the part being dispatched from the Supplier. This is to ensure that the Supplier is compliant with engineering design specifications and has a process that is capable of delivering materiel to the specification.
- 8.1.2 GDLS-A requires one PPAP and / or one MAR per PART for multi-line Purchase Orders on individual emails with the Subject referencing the GDLS-A Part Number first.
- 8.1.3 A PPAP submission is required upon initial supply of a Part. The PPAP will remain active within the stipulated period (24mo for Delegated & 18mo for Non Delegated Suppliers) in (Figure1) without further parts being supplied or deviation to the original PPAP for subsequent Parts supplied. See Figure 1.
- 8.1.4 Following the initial PPAP submission, a CoC (plus a MAR for Delegated Suppliers) is required to be submitted for each Part unless otherwise stated on the PO. A CoC (plus a MAR for Delegated Suppliers) may then be submitted for each PO requirement where parts are re-ordered in the same configuration within 18 months. Refer to Table 4.
- 8.1.5 Where Parts are not submitted for a period exceeding the stipulated period, the previous PPAP will be deemed as expired. Parts submitted after this period will require a new PPAP submission. See Figure 1.
- 8.1.6 Where GDLS-A SQA or the Commonwealth QAR requires an onsite witness or hold point inspection of materiel, this does not absolve the Supplier of providing a conforming PPAP.
- 8.1.7 The PO defines the appropriate PPAP submission level under Quality Clause (QY11). The details of the clauses specify the information and materials that:
- a) must be included in the PPAP submission; and
 - b) must be retained by the supplier
- 8.1.8 PPAP Documentation is to be submitted in pdf format and pages of the document in the following structure:
- Cover Page
 - PSW
 - Deviations (if applicable) including Technical Memos, SG002s and Supplier MRB minutes
 - Initial Drawing
 - Dimensional result to initial drawing
 - Supporting evidence
 - APAS / CARC Painting results (if applicable)
 - Subsequence Drawing (if applicable)
 - Subsequence Dimensional & Supporting Evidence (if applicable)
 - MAR (for Delegated Suppliers)
 - CoC (as applicable for Quality Clauses)**

** GDLS-A has reviewed the requirement to provide a CoC with all PPAPs and whilst only mandating this requirement through the PO Part Quality Clauses, considers that the preparation and submission of a CoC with the PPAP enables subsequent PO documentation within the 18 month period for non-Delegated Suppliers and 24 month for Delegated Suppliers to be prepared by revision with increased efficiency and accuracy.

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PPAP Timing Reset Process

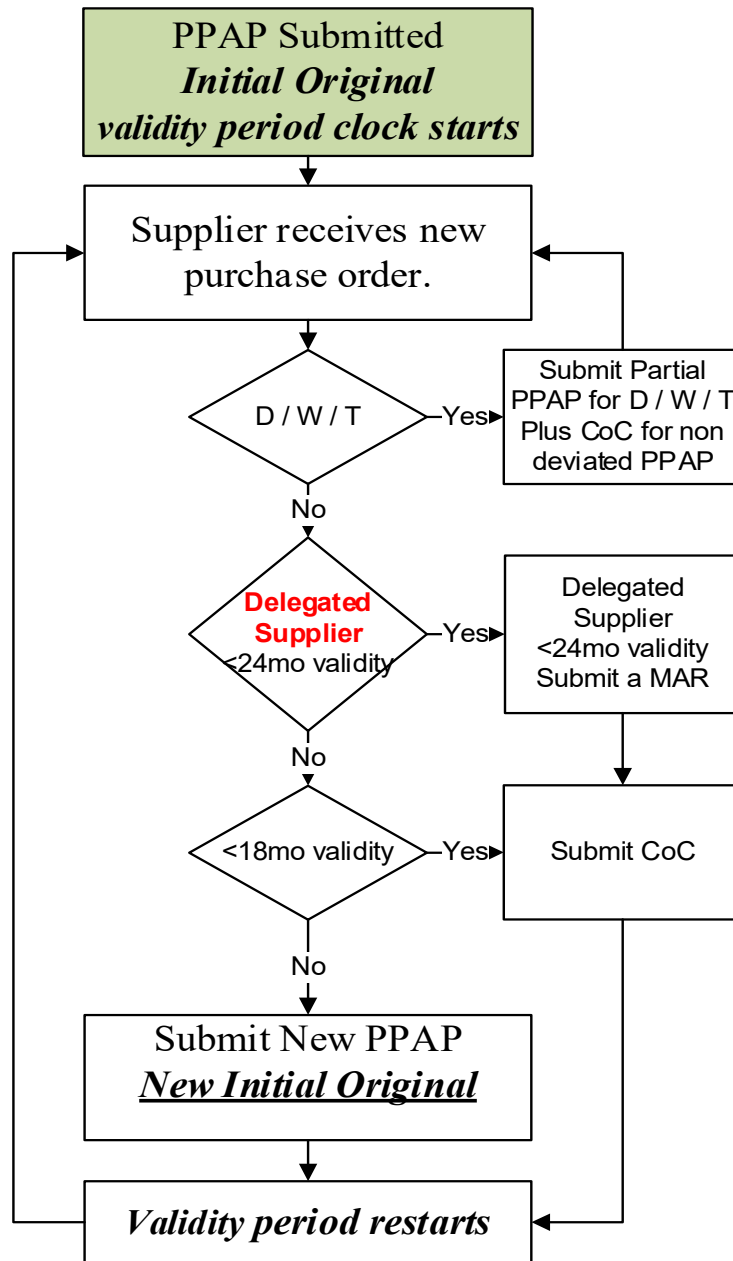


Figure 1 – PPAP Revision/Submission flow.

Unique acronyms in flow chart

- D Deviation (SG2 CoA)
- W Waiver (Quality)
- T Technical memo (Engineering)
- Mo Month

8.2 Submission and retention requirements

- 8.2.1 GDLS-A places the onus of compliance on the Supplier delivering the Part.
- 8.2.2 The AIAG PPAP Manual Version 4 lists general requirements submission and retention. Only the submission and retention requirements that are listed in the applicable Quality Clauses are required for GDLS-A PPAP submissions via email gdlas_ppap@gdls.com.
- 8.2.3 Electronic submission of documentation before the shipment of parts is now considered mandatory via email gdlas_ppap@gdls.com. Suppliers without electronic submission capabilities may request a variation to this requirement.
- 8.2.4 PPAP, CoC, MAR and other Quality documents must be submitted in a Portable Document Format (.pdf) AND one Part submission per email referencing the GDLS-A Part Number in the first part of the email subject line. Eg 105XXXXX Part name PO YYYYYY
- 8.2.5 ITAR, EAR & CUI controlled data/documentation must be handled and submitted to GDLS-A IAW the legal obligations defined in the applicable ITAR & EAR handling requirements.

8.3 GDLS-A PPAP submission and revision

- 8.3.1 On occasion, only subsections of a PPAP are required.
- 8.3.2 A partial PPAP submission is required when a drawing or process change occurs including Concessions (SG2), Technical Memos and Supplier Non-Conformances. A PSW & documents applicable to the change must be submitted. Drawing revision level changes that do not affect the product supplied require a PSW to acknowledge receipt of the change documentation and to confirm that the product is still compliant.

8.4 GDLS-A PPAP submission exemptions

- 8.4.1 On occasions, an exemption may be granted upon request to the GDLS-A QA Officer.
- 8.4.2 Suppliers of COTS or MOTS that are typically ordered to “Vendor Item” or “Specification Control” drawings may not be able to provide material certification or performance testing. In this event, suppliers shall submit catalogue pages or technical data sheets that validate the requirements of the drawing have been satisfied. Glues, Loctite, inks/hardeners etc which has a specific shelf life must have the Expiry Date and the Batch Codes provided also. This excludes Aluminium / steel materials that require a Mill Certification certificate.
- 8.4.3 Any further modification made to a COTS / MOTS product requires the submission of a PPAP and where, Delegated a MAR for the work performed.
- 8.4.4 Suppliers of standard items (eg: MS) or from Source of Supply shall submit a CoC for the manufacturer of parts via email gdlas_ppap@gdls.com .
- 8.4.5 Table 4 details the requirements for supplying supporting documentation and paperwork. Variations from these requirements (for example, extension of PPAP validity) will be considered by the SQA Representative upon application prior to PPAP submission.
- 8.4.6 Submission periodicity for PPAP Table 4 (X months):
Delegated supplier X = 24mo
Non-Delegated supplier X = 18m
- 8.4.7 Deviations or exceptions to requirements are to be requested at the time of quotation. Authorising documentation (Approved CoA SG2 Concessions & Waivers and GDLS-A Technical Memos) must be submitted with the PPAP and referenced on subsequent associated PSWs and MARs as applicable.

Table 4 – Supporting Documentation

	Delegated Supplier	Non-delegated Supplier	
		Manufacturer	Distributor
			Standard / Vendor items OR “Off the shelf” items
Initial Supply	PPAP, CoC MAR	PPAP	CoC Copy of the Catalogue page /or/ Technical sheet
Subsequent Supply Less than X months from the initial supply and NO engineering, process, sub- supplier or material source change	MAR, CoC only (retain certificates on site)	CoC	CoC Copy of the Catalogue page /or/ Technical sheet
Subsequent Supply Part was inactive for more than X months from the previous supply	PPAP, CoC MAR	PPAP	CoC Copy of the Catalogue page /or/ Technical sheet
APAS/CARC Painted Parts	Paint Record	Paint Record	

8.5 Structure and contents of PPAP Submissions

- 8.5.1 A Suppliers PPAP is to be constructed as requested in our Supplier Assurance Manual.
- 8.5.2 PPAP, CoC and MAR documentation must be submitted electronically and in pdf. CARC and APAS process records must be submitted with COC and MAR documents.
- 8.5.3 The structure of the GDLS-A PPAP and has been determined based on the needs of GDLS-A and flow down requirements from Customers against the best practices of GDLS-A’s Benchmark Suppliers. The GDLS-A PPAP Template is the only accepted PPAP format and is available from GDLS-A QA.
- 8.5.4 Part Naming Convention is critical to ensuring that GDLS-A are receiving and managing supplies appropriately to the end Customer. All Suppliers shall describe Parts on all Quality Documentation submitted to GDLS-A using the Part Naming Convention displayed on the Drawing Title Block. References to the PO naming convention of Parts will not be accepted on PPAP/MAR & CoC documentation and will be rejected for correction impacting the Suppliers scorecard.
- 8.5.5 ITAR and EAR licence reference and QA Clauses are required to be annotated on the front cover of a PPAP.

8.6 Part Submission Warrant (PSW)

- 8.6.1 The PSW forms part of the standard PPAP Template. The PSW is to be completed in accordance with the template instructions.

8.7 Dimensional results

- 8.7.1 Dimensional results provide GDLS-A with evidence of conformance.
- 8.7.2 Record dimensional results using a dimensional report in conjunction with a marked up supplied drawing.

- 8.7.3 Supplier inspection records may be used, but the forms must follow the PPAP format.
- 8.7.4 Dimensional inspection must show actual measurements taken for the sample parts submitted:
- 8.7.4.1 All dimensional features and notes must be documented on the Dimensional Results report to within the required decimal places to demonstrate accuracy of the measurements taken. Welds, radii, holes and other design components require dimensional status.
- 8.7.4.2 The drawing will be marked with numbers in balloons for all dimensional features and notes.
- 8.7.4.3 Record the ballooned number, the drawing dimension plus tolerance and the notes onto the Dimensional Report. Then record the actual dimensional results next to the corresponding item number.
- 8.7.4.4 Recorded tolerances are to be documented in accordance to their requirements. An example of recording is in Table 5.

Table 5 – Example of record tolerance

Dimension Specification	Tolerance
Dimensions	+/- etc (as per specification)
Geometric Tolerances	AS STATED
Reference Dimensions	REF
Basic Dimensions	BASIC
Threads	AS STATED

- 8.7.4.5 Weights are to be recorded where included on drawings.
- 8.7.4.6 Blanket statements of conformity or similar are unacceptable for any results. Actual results must be documented.
- 8.7.4.7 Ensure Geometric Dimensioning and Tolerancing (GD&T) blocks are recorded on the report and have been calculated to the “worst case” conditions.
- 8.7.4.8 Inspection Samples must be identified.
- 8.7.4.9 Each note on the drawing shall be supported by objective evidence of compliance.
- 8.7.4.10 Test Reports are required for all processing or design requirements listed on the drawing.
- 8.7.4.11 Pressures.
- 8.7.4.12 Test results must be submitted for raw materials using an appropriate Material Test Results form or test certificate. The certificate should state the chemical composition and the material standard the product satisfies. Any variation from the material stated on the Drawing requires an approved Concession/Deviation/Waiver. See Section 19.
- 8.7.4.13 CARC and / or APAS Certificates as applicable are to be submitted with CoC and MAR documentation.
- 8.7.4.14 Part Identification and markings inclusive of heights of characters and the colour of characters including clear coverings, ink / hardener shelf life expiry dates.
- 8.7.4.15 Suggested source of supply.
- 8.7.4.16 Welding symbols are copied or described and references of conformity provided.
- 8.7.4.17 Heat Numbers are to be transferred from source material to the PPAP. Where a COC is submitted, Heat Numbers are to be annotated on a representative drawing and submitted to QA with a copy of the CoC via the PPAP email address gdlsa_ppap@gdls.com

- 8.7.4.18 CoCs specific to a process may be accepted in cases where it is not reasonable to submit all the applicable supporting test reports (for example Plating, Painting, Soldering etc.) with agreement from the SQA Representative.

8.8 Quality Clause QY11 PPAP Submission Requirements

- 8.8.1 PPAPs Submitted to GDLS-A must contain the elements described below.
- 8.8.2 The following is a simplified illustration of the modified retention and submission requirements. Further retention or submission requirements will appear on the PO as additional clauses or written requirements are determined.
- 8.8.3 PPAP Level 1 Submission – Quality Clause QY11

Submit	Retain
PSW	Engineering Changes Dimensional Results etc

8.8.4 PPAP Level 2 Submission – Quality Clause QY11

Submit	Retain
PSW Appearance Approval Report Engineering Change Documentation Drawing Dimensional Results Material Test Results	Process Flow Charts (or Routings)
Clause QP44 High strength fastener documentation Clause QL46 GDLS-A Forms 09-130-16 FRM CARC or 09-130-17 FRM APAS Clause QX118 Weld Process Control Documentation Clause QX24 Weld Inspector Certification	Clause QY10 SPC data

8.8.5 PPAP Level 3 Submission – Quality Clause QY11

Submit	Retain
Warrant Sample parts Engineering Change Documentation Drawing Dimensional Results Material Test Results Process Flow Charts (or Routings)	Dimensional Results Material Test Results Process Flow Charts (or Routings)
Clause QP44 High strength fastener documentation Clause QL46 GDLS-A Forms 09-130-16 FRM CARC or 09-130-17 FRM APAS Clause QX118 Weld Process Control Documentation Clause QX24 Weld Inspector Certification	Clause QY10 SPC data

8.8.6 PPAP Level 4 Submission – Quality Clause QY11 same as Level 3 without PARTS.

8.8.7 PPAP Level 5 Submission – Quality Clause QY11 (30, 31, 33 & 34)

- 8.8.7.1 The Supplier shall notify GDLS-A QA 10 working days prior of the availability to view the PPAP/PARTS at the suppliers facility. The supplier shall make available the Part Submission Warrant, Sample parts, Engineering Change Documentation Results, Material Test Results, and Process flow documentation.
- 8.8.7.2 GDLS-A may request PPAP data to be submitted to the QA Inbox prior to any onsite inspection.

Submit	Retain
Warrant Sample parts Engineering Change Documentation Drawing Dimensional Results Material Test Results Process Flow Charts (or Routings)	Dimensional Results Material Test Results Process Flow Charts (or Routings)
Clause QP44 High strength fastener documentation Clause QY10 FME(C)A and SPC data Clause QL46 GDLS-A Forms 09-130-15 FRM CARC or 09-130-16 FRM APAS Clause QX118 Weld Process Control Documentation Clause QX24 Weld Inspector Certification	All data

8.9 Modification to Submission Requirements

8.9.1 Fastener Clause QP44.

- 8.9.1.1 High strength fasteners require special PPAP submission requirements. Copies of these forms are available from GDLS-A's Supply Chain Management Representative.

8.9.2 Failure modes and Effects Analysis (FMEA) – Clause QY10.

- 8.9.2.1 Items designated as Critical components require submission of the Process FMECA, this is indicated by clause QY10 on the Purchase Order. The FMECA is a tool used to identify potential failures and reduce the probability of occurrence by installing preventive actions.

8.9.3 Reference manuals and standards for FMEA processes include:

- 8.9.3.1 TS16949 Failures Modes Effects and Criticality Analysis.
- 8.9.3.2 SAE J1739 Potential Failure Mode and Effects Analysis in Manufacturing and Assembly Processes.
- 8.9.3.3 MIL-STD-1629A Military Standard Procedures for Performing A Failure Mode, Effects And Criticality Analysis.
- 8.9.3.4 The FMECA should be generated prior to PPAP and revised throughout the manufacturing life of the critical component. If the supplier receives notification of a defect the supplier should check that this is on the FMECA. An FMECA is considered part of the PPAP, though it may not be required for submission.

8.9.4 Flowchart/Control Plan and SPC Data Clause QY10

- 8.9.4.1 SPC is applicable to parts supplied in high volume, or that have critical performance requirements. Additional Submission and Retention Requirements are as follows:
- 8.9.4.2 Control Plan;
- 8.9.4.3 Process Capability Studies; and
- 8.9.4.4 Measurement System Studies.
- 8.9.4.5 Submit these documents on a Level 3 (Clause QY11) PPAP. Retain these documents on all other PPAP submission levels (Clause QY11).

8.9.5 CARC & APAS Certification. Clause QL46.

- 8.9.5.1 CARC and APAS Process Certification is required to be submitted with the PPAP when clause QL46 appears on the purchase order.

8.9.6 Ballistic Welding, Clause QX23.

- 8.9.6.1 Processes related to Welding of ballistic steel components shall be validated by GDLS prior to welding production parts. See Form GDLS-C 5536 for detailed requirements. WPS & PQR documentation shall be submitted with PPAP.

8.9.7 Weld Process Control Documentation, Clause QX118

- 8.9.7.1 Compliance to the Quality Clause as stated
- 8.9.7.2 Welder, Welding Operator, or Tack Welder Qualification Test Records are to be maintained and presented on request by GDLS-A.
- 8.9.7.3 See AWS D1.1 for steel and AWS D1.2 for aluminium.

8.9.8 Welding Inspector certification, Clause QX24

- 8.9.8.1 When clause QX 24 is present on the purchase order, the following documents shall be included in the PPAP submission:
- 8.9.8.2 Copies of the Welding Inspectors certification to AWS Certified Welding Inspectors (CWI) per AWS QCI Standard and Guide for Qualification.
- 8.9.8.3 Certification of Welding Inspectors or Level 2 Certified Welding Inspector per CSA Standard W178.2 Certification of Welding Inspectors.

8.9.9 Documentation Non – Conformities

- 8.9.9.1 Documentation which is nonconforming to requirements will be rejected and reflected in the Supplier's Supplier Performance Rating.
- 8.9.9.2 When PPAP, MAR and CoC documentation is found to be non-compliant with requirement, an email describing the problems will be sent. A follow-up phone call will be made by the GDLS-A SQA to confirm this notification had been received. The Supplier's Score Card will be reviewed and points will be deducted from the Supplier's quality performance indicator IAW Table 6.
- 8.9.9.3 The Supplier is expected to respond to the initial notification of the non-conformity from the GDLS-A SQA with an action plan and then within a period of 10 working days with a formalised plan. Failure to respond with an acceptable remedial action to correct the nonconformity will result in further points being deducted from the Supplier's quality performance indicator IAW Table 6.

Table 6 - Points deducted relating to Documentation Non-Conformities

Non-conformity type	Immediate points loss	Greater than 10 days response
Administrative	1 point	5 points
Results	5 points	10 points
Exclusion	10 points	10 points

8.9.10 Certificate of Conformance

- 8.9.10.1 Suppliers are required to submit a Certificate of Conformance as part of the supporting documentation, the Certificate will identify as a minimum: GDLS-A Purchase Order number, Purchase Order Line number, Part number & rev., Part Description, Drawing number & rev, Export Controls such as ITAR/EAR/CUI references found on the PO, Deviation/Wavier/ Tech memo, date last supplied and Quantity.
- 8.9.10.2 GDLS-A will assume that the Certificate of Conformance is for the total number of Parts for that Purchase Order or Purchase Order Line.
- 8.9.10.3 Where a supplier negotiates with the SCM Buyer to deliver only part of the total number of Parts for that Purchase Order or Purchase Order Line, the Certificate of Conformance will represent the number supplied of the number ordered and the number to deliver outstanding.
- 8.9.10.4 Example: a supplier negotiates to deliver 50 Parts in an even split delivery.
Part Number; Part Name; 25 of 50 Outstanding 25.

9 SUPPLIER NON-CONFORMANCE REPORT (SNCR)

9.1 SNCRs are raised by GDLS-A to initiate permanent corrective actions by Suppliers.

- 9.1.1 GDLS-A expects 100% materiel conformity from its suppliers and 100% conformity to the supplied PPAP, MAR and CoC documentation, as applicable.
- 9.1.2 A SNCR will be raised where materiel deficiencies are detected either on incoming inspection, identified in production or identified at the GDLS-A's Customers' premises.
- 9.1.3 The purpose of the SNCR is to highlight to the Supplier that a quality escape has occurred and has been identified by their Customer. The SNCR is a communication and action tool to:
 - 9.1.3.1 notify the Supplier of nonconforming materiel;
 - 9.1.3.2 identify containment of the problem; and
 - 9.1.3.3 initiate permanent corrective action.
- 9.1.4 The GDLS-A SQA Representative will phone the Supplier prior to raising a SNCR.
- 9.1.5 The Supplier is required to respond to SNCR notifications with their investigation results and analysis. If the Supplier is at fault, positive corrective action must be implemented and documented as outlined in this Section.

9.2 Supplier Action upon receiving a SNCR

- 9.2.1 Upon receiving a SNCR, the Supplier must treat this document as a customer complaint in its Corrective and Preventive Action System and:
 - 9.2.1.1 determine what is required by way of return to vendor of nonconforming materiel;
 - 9.2.1.2 provide an initial response to GDLS-A QA email gdlsa_ppap@gdls.com within 24 hours of notification of the SNCR e-mail;
 - 9.2.1.3 understand and evaluate the problem;
 - 9.2.1.4 contain the non-compliant material including, product at the Suppliers premises of subcontractors premises, that which is en-route to GDLS-A or materiel previously released to GDLS-A which may be impacted; and
 - 9.2.1.5 notify GDLS-A SCM Department of the expected delivery date of compliant material.

9.3 Initial response to a SNCR

- 9.3.1 The Supplier must ensure that it takes all necessary steps to ensure GDLS-A or its Customers are not subjected to the affects of non-conforming products previously released.
- 9.3.2 This communication is normally done via email. The initial response shall at a minimum:
 - 9.3.2.1 detail the actions taken to contain the problem;
 - 9.3.2.2 report when conforming product will be shipped;
 - 9.3.2.3 report the disposition of any non-conforming material already shipped; and
 - 9.3.2.4 Part identification when returning rework or replacement parts etc.

9.4 Final response to a SNCR

- 9.4.1 The GDLS-A QA Team can only close out SNCRs following the receipt of a Suppliers response. If a Supplier does not close out a SNCR they will continue to lose points from their scorecard.
- 9.4.2 The Supplier shall provide a final response to GDLS-A QA within 24 calendar days of notification of the SNCR.
- 9.4.3 The Supplier must complete the SNCR Form in the final response section fully and must at a minimum:
 - 9.4.3.1 determine the root cause of the problem;
 - 9.4.3.2 report the corrective action taken to prevent re-occurrence of the problem;
 - 9.4.3.3 report the date the corrective action was implemented including materiel rework and all supporting quality documentation and evidence of the rework in lieu of a resubmission of a partial PPAP. The SQA Representative will file this evidence with alongside the original PPAP to establish final conformity of the submitted materiel; and
 - 9.4.3.4 provide verification that implementation of quality system changes identified from the RCA have been institutionalised and / or provide evidence of verified implementation where that activity falls outside the 24 day period, eg. Audit results.
- 9.4.4 The Supplier must contact the GDLS-A SQA Representative where it is not possible to respond within the 24 day requirement. If agreed, the SQA Representative can then establish an alternate response date.
- 9.4.5 Suppliers are encouraged to attach process routings or their own internal non-conforming material documentation. The emphasis should be on process changes that provide better reliability and repeatability. This will enable the GDLS-A TLS Operations Manager to assess whether the Supplier requires additional support in its RCA and CAPA activities.

9.5 Impact on the Supplier Scorecard

- 9.5.1 Receipt of NC materiel into GDLS-A is not an efficient use of time and resources.
- 9.5.2 When Materiel is found to be non-compliant to requirements, the Supplier's Score Card will be reviewed and 5 points will be deducted from the Supplier's quality performance indicator.
- 9.5.3 The Supplier is expected to finalise the SNCR from the GDLS-A SQA Representative within a period of 24 calendar days. Failure to respond with an acceptable action to correct the nonconformity will result in a further 10 points being deducted from the Supplier's quality performance indicator and a further 10 points deducted for each 20 days (or part thereof) outstanding thereafter until the SNCR is resolved.

10 GOVERNMENT SOURCE INSPECTION / GOVERNMENT QUALITY ASSURANCE

- 10.1 On occasion the Government's SQA Representative may wish to visit for a witness of the Materiel. GDLS-A will attend also.
- 10.2 Clause QJ8 is applied to part numbers that may be subject to Government Quality Assurance (GQA). The requirement may be contract or end-user specific. GDLS-A will amend the purchase order text to reflect the applicability of the Government jurisdiction if it becomes appropriate. Purchase orders with clause QJ8 and no detailed text instructions should be regarded as subject to change to clause QJ7H at some future date.
- 10.3 When GQA is required, Quality Clause QJ7H or written instructions will be shown on the PO Release. It is the Supplier's responsibility to contact GDLS-A's SQA Representative (gdlsa_ppap@gdls.com) two weeks prior to the scheduled inspection to arrange the inspection on part numbers that are subject to government quality inspection.

11 PAINTING PROCESS REQUIREMENTS

- 11.1 CARC and APAS processes are unique to military products. There are several qualifications and documentation requirements that limit the application to specialised facilities.
- 11.2 The Supplier's material certification for primer and paint must also accompany the CARC or APAS process certification for PPAP submission.
- 11.3 Suppliers must be capable of providing objective evidence for the following items at PPAP submission or upon request:
- numbered test panel;
 - solvent wipe testing;
 - dry film thickness measurement;
 - adhesion testing;
 - gloss level; and
 - corrosion resistance testing. (GDLS-A Engineering Task – Technical Memo requires validation of a painter's process including Salt Spray Testing to the relevant MIL STD.).

12 HIGH STRENGTH FASTENERS

- 12.1 High Strength Fasteners (HSF) are externally threaded fasteners of grade 5 (property class 8.8 metric) or higher. Externally Threaded Steel Fasteners Form applies specific controls to suppliers of HSF and parts that contain HSF.
- 12.2 A supplier must:
- maintain batch or lot control to provide traceability to the fastener manufacturer;
 - validate manufacturer's registered head marking;
 - assure compliance to hardness, tensile strength and plating specifications;
 - when clause QP44 is shown on the PO the supplier is to submit a Certificate of Analysis (C of A) for Chemical Composition, Tensile Strength, and Hardness, and a CoC for the plating process for each shipment; and
 - when clause QP44 is shown on a PO, PPAP submissions must contain the applicable Certificate from the Externally Threaded Steel Fasteners Form.

13 WELDABLE APPURTENANCES

- 13.1 Quality Clause QX22 is normally applied to mild steel parts that are not painted. The object is to limit the types of rust inhibitors used by suppliers to materials that are compatible with GDLS-A's welding processes. Parts meeting this requirement:
- 13.1.1 must be oil and grease free;
 - 13.1.2 must have no rust blisters or pitting;
 - 13.1.3 must have no more than 5% of the surface as mill scale;
 - 13.1.4 Weldable Appurtenances Requirements Form lists a group of suitable products that will provide rust inhibition without leaving an oil or grease finish;
 - 13.1.5 Hot rolled steel will require blasting or de-scaling;
 - 13.1.6 Cold rolled steel is often the preferable option.

14 LASER / PLASMA / WATER CUTTING USING “NC” CONTROLLED MACHINES.

- 14.1 When a PPAP is supplied with a .DXF file, the recording of data in the dimensional results page can be represented as:
 - 14.1.1 Suppliers Measurement Results are to be recorded as “ref DXF” (this applies only to dimensions used to construct the DXF file)
 - 14.1.2 Additions inspection point, tolerance and results are to be added to reflect your verification points representing manufacturing to size.
 - 14.1.3 Heat Numbers are to be transferred from source material to the PPAP. Where a COC is submitted, Heat Numbers are to be annotated on a representative drawing and submitted to QA with a copy of the COC via the GDLS-A QA PPAP email address.

15 SHIPPING HOLDS

- 15.1 There are several scenarios that may require a supplier to hold a shipment. Parts that arrive at GDLS-A without the appropriate documentation will be rejected and held in a quarantine area.
- 15.2 The Supplier must make arrangements with the designated jurisdictions for inspection if one of the following conditions applies:
 - 15.2.1 Source Inspection is required when clause EQD2A appears on the purchase order. Notify GDLS-A 10 days prior to shipment.
 - 15.2.2 Government Quality Assurance (GQA) and Government Source Inspection (GSI) is required when clause QJ7H appears, or similar text, on the purchase order. Notify GDLS-A 20 days prior to shipping.
 - 15.2.3 Level 5 PPAP inspections are required when Clause QY11 appears on the Purchase Order. Notify GDLS-A 10 days prior to shipment.

16 PACKAGING

- 16.1 The following conditions require specific packaging requirements:
- 16.1.1 Electro Static Discharge (ESD) designated material is identified by the Purchase Order, Drawing or Contract Terms. The parts must be labelled and packaged in compliance with MIL STD 1686 Class 1.
 - 16.1.2 The PO, the drawing, or a letter from the buyer may designate a part with unique packaging requirements.
 - 16.1.3 All packaging must be able to withstand transporting.
 - 16.1.4 Weights of stock must not exceed crate or pallet capabilities.
 - 16.1.5 Stock must not be loose and should be protected from movement during transit.
 - 16.1.6 Packaged as per PO requirements.
 - 16.1.7 Crates and pallets must not be damaged.
 - 16.1.8 All documents attached are to be secured enough to withstand transportation.
 - 16.1.9 Where appropriate, the Supplier will use recycled packaging and arrange for collection packaging for recycling.

17 DOCUMENTATION SUBMITTED ON EACH SHIPMENT

17.1 When Materiel is delivered without an approved submission warrant, A SNCR will be raised. The Supplier's Score Card will be reviewed and points will be deducted from the Supplier's quality performance indicator IAW Table 7.

17.2 Table 7 Points deducted relating to Materiel Non-Conformities

Table 7 - Points deducted relating to materiel Non-Conformities

Non-conformity type	Immediate points loss	Greater than 24 days closure additional points lost
Materiel submitted prior to approved paperwork; eg. PPAP, CoC, PSW	5 point	10 points
Materiel not to specification	10 points	10 points

18 DELEGATED SUPPLIERS

A Supplier may be considered for Delegation status only after demonstrating a Supplier score of greater than 95% for a period not less than 12 months and where the QA Coordinator is satisfied that supply risks are appropriately managed by the Supplier.

18.1 Delegated companies

- 18.1.1 An approved MAR must be supplied with shipment of components. Parts received without an approved MAR will be quarantined and until an approved MAR is received. The Suppliers Quality Score will be affected.
- 18.1.2 Inspection Delegation (ID) is a GDLS-A certified supplier program.
- 18.1.3 Suppliers that qualify for the program will have nominated employees issued a GDLS-A stamp uniquely identified and traceable to an individual in the supplier's organisation.
- 18.1.4 Material received from a Delegated Supplier along with shipping documents affixed with the stamp will be transported directly to on-hand stock without further evaluation.
- 18.1.5 All supporting inspection data, certificates and other evidence of product conformance must be maintained on file at the supplier's facility as per contract requirements and is available for GDLS-A and/or government review at any time at our request.
- 18.1.6 The periodicity for resubmission of PPAP documentation is 24 months.

18.2 Delegation of inspection activities

- 18.2.1 The GDLS-A approved supplier delegate shall conduct the inspections identified in the purchase order and technical data. The individual delegate is responsible for the adequacy and accuracy of inspection.
- 18.2.2 Delegation inspection does not limit GDLS-A's rights to recover damages from the supplier for defective goods.
- 18.2.3 A Supplier's privileges under the ID program are subject to termination with short notice for reasons such as supply of poor quality parts.

18.3 Delegate Inspector Qualification

- 18.3.1 The Supplier shall identify a qualified delegate(s) to perform acceptance activities at their facility. The delegate(s) must have a Quality Assurance responsibility and be assigned to GDLS-A or directly related programs. The delegate(s) selection must be based upon the following:
 - Technical competence;
 - Quality Assurance background and experience;
 - Unrestricted access to GDLS-A Quality Assurance Management; and
 - Ability to exercise the responsibility of the position as defined within this document.
- 18.3.2 A copy of the Inspection Delegates Application must be submitted for review and a personal training session and interview conducted by GDLS-A.

18.4 Delegate Inspector Responsibilities

- 18.4.1 A GDLS-A Inspection Stamp will be assigned to the approved delegate(s). This individual is responsible for ensuring proper usage and maintenance. If the stamp is lost or damaged, the inspector must immediately notify the GDLS-A Quality Department in writing. No other form of acceptance on the QA Paperwork is allowed without prior agreement.
- 18.4.2 The Inspection Delegate is responsible for assuring all requirements of the purchase order are satisfied. This includes the following:
- the issued stamp is only used by the delegated inspector. No other person is authorised to use another inspectors stamp;
 - process and Final Inspection including all Quality Assurance Requirements;
 - process monitoring such as verification of settings on weld machines, proper bath temperatures for chemical coatings, etc.;
 - other inspection as defined in the Supplier's Quality Manual; and
 - verification of weld sample approval, material certifications, First Article Test approval, Control Test approval and other Technical Data Package (TDP) required approvals prior to shipment of hardware.
- 18.4.3 Objective evidence of the aforementioned shall be made available for General Dynamics Land System - Australia's representatives upon request.
- 18.4.4 Non-conforming material must not be shipped. Acceptance of non-conforming material by GDLS-A may be considered through the prior acceptance of a SG2 Deviation / Waiver approved by the CoA.

18.5 Documentation Retention

- 18.5.1 All specified documents referenced in the PO (i.e. certifications, test reports, etc.) are not to be shipped with the product unless otherwise directed by the Inspection Delegation clause in the PO. These records are to be maintained at the Supplier's facility, under delegate control, and are subject to GDLS-A's verification upon request. The records must be retained for a minimum of 5 years after completion of deliveries and payment of the purchase order.
- 18.5.2 Records maintained for GDLS-A deliverables must be identified on the Supplier's Record Retention Schedule iaw ISO 9001 or an equivalent management system standard.

18.6 Inspector Delegate or Program Termination

- 18.6.1 In the event an individual's position as a delegate is terminated, GDLS-A must be notified immediately in writing. The delegate's inspection stamp is to be returned to GDLS-A immediately and is not to be used by any other person. A replacement delegate may be appointed and is subject to review and approval by GDLS-A. A new stamp will be issued upon approval.
- 18.6.2 The Inspection Delegation program can be terminated for any of the following reasons:
- analysis of a Supplier's quality rating and overall performance;
 - a Supplier fails to provide adequate support of the program; or
 - time between POs and materiel deliveries.

18.7 Product Acceptance

- 18.7.1 It is the delegate's responsibility to assure all requirements of the PO are complied with. The delegate shall affix his/her stamp to the QA release paperwork to attest to the adequate completion and acceptance of the PO and Technical Data Requirements.
- 18.7.2 Upon final acceptance, the QA release paperwork shall be stamped with the assigned GDLS-A stamp by the inspection delegate. Failure to stamp the QA release paperwork may result in the return of material at the Supplier's expense.

19 SHELF LIFE OF PRODUCTS

- 19.1 Products which are identified as having an expiry date must have the expiring date clearly documented on the supporting documentation and must not be supplied where the life expectancy of the product has surpassed 25% of that shelf life or as stated by Quality Clause QP2.
- 19.2 Depending on planned use, a deviation from Clause QP2 may be granted by the GDLS-A QA Coordinator or Maintenance Manager in consultation with GDLS Engineering through the SCM Buyer.

20 DESIGN DEVIATION / WAIVER

- 20.1 Suppliers unable to meet the terms of an RFQ should respond with a No Bid stating the reason. At the discretion of the SCM Manager, a Supplier may be invited to submit a RFQR with a request for a deviation / wavier from the released design, shall submit their request on a GDLS-A Deviation and Waiver Request Form.
- 20.2 Suppliers are required to supply the following information:
 - 20.2.1 What changes/amendments are being proposed;
 - 20.2.2 All specifications relating to the proposed deviation / waiver for both the as contracted drawing and the alternate proposed materiel / process;
 - 20.2.3 Reason why and a justification for the deviation / wavier is being requested; and
 - 20.2.4 Cost and delivery impact.
- 20.3 Failure to supply all data to GDLS-A's Engineering Department will likely result in the deviation / waiver request being rejected and will impact delivery performance indicators.
- 20.4 GDLS-A's Engineering Manager will only submit the Commonwealth's SG2 Form when the likely expected outcome is an accepted deviation or waiver.

21 CONTROL AND MANAGEMENT OF GFE AND GFM

- 21.1 Suppliers shall provide a copy of the Property Management Plan/Procedures that outline the processes associated with the control, use and care of the Government's property in the supplier's possession. GDLS-A must review and approve the plan/procedures to ensure the Supplier is managing Government Furnished Equipment (GFE) in accordance with the requirements of the GDLS-A Purchase Order and / or Subcontract.

22 PRODUCTION AIDS AND CONTROLS – PART MARKING

- 22.1 Where a Supplier intends to use laser etching or other manufacturing marking on Parts as part of their manufacture and production process, the depth of these features should be in the order of 0.05 mm or less, and NOT visible after final paint is applied.
- 22.2 Due to the unknown or unintended effect of these types of features on the Part they be considered defective and the Part rejected.
- 22.3 If there is any doubt as to the conformity of the Part in such instances, the Supplier should contact the GDLS-A Buyer.

23 FINANCE REQUIREMENTS

Issuing Invoices and Statements:

By Post:

Tenancy 01A Innovation House

50 Mawson Lakes Boulevard

Mawson Lakes S.A. 5095

By Email: acct_pbl@gdls.com

It is requested that supplier's provide us with a monthly statement for reconciliation

Terms of Payment:

GDLS-A standard payment terms are MNS2 (32 days from end of month)

Payments are made on Thursday and will usually appear the next business day

Upon request, a Remittance Advice can be sent by email. Alternatively iSupplier can provide you with the necessary payment information

Updating Your Company Information:

All requests to update supplier information including Name, Address and Bank Details should be made in writing, on company letter head. Alternatively, GDLS-A can provide you with forms to complete, noting that this will require signature by an authorised manager or company representative.

All Invoices Should Reference the Following Information:

The supplier's identity including contact information

The supplier's Australian Business Number (ABN)

The date the invoice was issued

A description of the items sold, including the Purchase Order, Part Number, Release Number (if applicable), Quantity and the Price Per Unit

The GST amount

24 TRADE COMPLIANCE

United States ITAR & EAR Export Regulations

GDLS-A Ts&Cs are populated in the body of the PO.

ITAR – International Traffic in Arms Regulations is managed by the US State Department

www.pmddtc.state.gov

EAR – Export Administration Regulations is managed by US Department of Commerce

www.bis.doc.gov

- 24.1 GDLS-A PO's and drawings reference the ITAR / EAR agreement number. This must be referenced on ALL documents including QA and delivery documents.
- 24.2 Goods which are ITAR controlled will reference a Technical Agreement number; for example (TA0362-11).
- 24.3 Goods EAR controlled will reference a ECCN number; for example (EAR99 or 0A606.y.1).
- 24.4 Suppliers are required to contact the GDLS-A SCM Buyer immediately if variances are identified between PO or drawing.
- 24.5 Goods MUST also be clearly identified as being ITAR and the Agreement number referenced on the packaging.
- 24.6 Suppliers to GDLS-A are required to ensure that their Company's requirements are understood and planned for.
- 24.7 Subcontracting part of or total PO requirements for GDLS-A POs should be discussed with the SCM Buyer to ensure compliance is achieved and compliance obligations are met.

Australian Export Regulations.

- 24.8 Australian Suppliers should be aware of Australian Export Regulations when they intend sending Items or Technical Data to Overseas Companies as Australian Export Licence may be required.

25 CONTROLLED UNCLASSIFIED INFORMATION

United States CUI Regulations

GDLS-A Ts&Cs are currently under development and are to be advised.

CUI – Protecting Controlled Unclassified Information in Non-Federal Systems and Organisations

<http://doi.org/10.6028/NIST.SP.800-171R3>

- 25.1 Controlled Unclassified Information (CUI): A category of unclassified information within the U.S. Federal Government involving types of information that are not classified but that require application of access and distribution controls and protective measures consistent with applicable law, regulation, or government-wide policy.
- 25.2 CUI includes information:
- Designated as CUI (or FOUO*) per the contract Security Classification Guides;
 - Documents marked CUI (or FOUO*) received from the U.S. Government;
 - Information listed at the DoD CUI registry (<https://www.dodcui.mil/Home/DoD-CUI-Registry/>) including but not limited to:
 - Export Controlled
 - Controlled Technical Information
 - Operations Security
 - NATO Restricted
 - NATO Unclassified
 - General Procurement and Acquisition
 - Small Business Research and Technology
 - Source Selection
 - General Proprietary Business Information
 - Contract Specific Technical Data (to be defined);

26 AUSTRALIAN DEFENCE SECURITY AND DISP

The Defence Industry Security Program (DISP) assists in securing Defence capability through strengthened security practices in partnership with industry, and enhances Defence's ability to manage risk in the evolving security environment. DS&VS and DISO manage DISP to support Defence Groups and Services, and defence industry in managing security risks.

The Defence Security Principles Framework (DSPF) is available from the SO and provides information on security requirements which are specific to Defence and DISP members. The DSPF can be found on the DS&VS website, DISP Portal, or on the Defence website here: <https://www1.defence.gov.au/sites/default/files/2020-12/DSPF-OFFICIAL.pdf>

ICT systems may be considered unsecure and classified material may be transmitted over those systems where Defence has provided Level 1 approval or they are certified and accredited by the appropriate authority.

Specific requirements are referred to in the Security Policy and Process Manual and the DISP Framework.

The SQA Team will monitor the Security Posture of Suppliers with respect to:

- 26.1 Australian Defence Security and DISP Membership Levels
- 26.2 Sovereign ICT maintenance and external parties
- 26.3 Official data management
- 26.4 Official: Sensitive data management and protection from release
- 26.5 Protected data security

ANNEX A QUALITY CLAUSES

**Derived and amended from GDLS Quality Clauses.
Amended Clauses or parts thereof are identified in **RED**.**

ANNEX B

PPAP TEMPLATE STRUCTURE AND COVER SHEET

Cover Page

PSW

Deviation (if applicable)

Initial Drawing – Marked Up

Dimensional result to initial drawing

Supporting evidence

Paint – APAS/CARC results (if applicable)

Subsequence Drawing (if applicable)

Subsequence Dimensional (if applicable)

Supporting evidence (if applicable)

MAR (if applicable)

CoC