


**LETTERKENNY ARMY DEPOT**

**DPA GU 21-03**

**QUALITY CLAUSES**




Letterkenny Army Depot  
Chambersburg, PA 17201  
14 APRIL 2022

	<b>TITLE:</b> <b>QUALITY CLAUSES</b>	<b>PROPONENT:</b> <b>DPA</b>	<b>DOCUMENT NUMBER:</b> <b>DPA GU 21-03</b>
		<b>BUSINESS PROCESS:</b> <b>QUALITY</b>	<b>DATE:</b> <b>14/APR/2022</b>

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## 1. PURPOSE

To identify key quality requirements which are to be flowed to Letterkenny Army Depot's (LEAD) suppliers which will ensure the product provided to LEAD meets all applicable requirements. This document supports the LEAD Business System Manual, and was prepared, implemented and maintained in accordance with the requirements of AS9100/AS9110.

## 2. SCOPE

The content of this document applies to all LEAD suppliers. The LEAD Directorate of Product Assurance (DPA) is the proponent of this document. All concerns, questions and process change requests must coordinate through the Process Authority.

## 3. PROCEDURE


### 3-1. General

- a. Suppliers are responsible for compliance to all mandatory flowdown requirements in Section 3-2. Requirements shall be adhered to each time work is awarded. Suppliers shall ensure requirements are flowed down to their sub-tier suppliers. It is the supplier's responsibility to ensure that all sub-tier suppliers used throughout the entire manufacturing process meet LEAD requirements and provide applicable documentation upon request.
- b. Suppliers are responsible for compliance to all identified optional flowdown requirements in Section 3-3 and ensuring they are passed down to their sub-tier suppliers. Requirements shall be identified in the Request For Quote (RFQ), Purchase Order (PO) and/or Contract. It is the supplier's responsibility to ensure that all sub-tier suppliers used throughout the entire manufacturing process meet LEAD requirements and provide applicable documentation upon request.
- c. Changes, additions, or deletions to the referenced Quality Clauses must be made by PO and/or Contract revision. All changes must be in writing; no verbal communication is accepted. Shipments will not be considered complete and invoices will not be honored until all requirements are fulfilled.

### 3-2. Mandatory Flowdown Requirements

#### a. Quality Control System

- (1). Although encouraged, LEAD will not require our suppliers to seek certification/registration for ISO9001 or AS9100/AS9110. Suppliers not certified to ISO9001 and/or AS9100/AS9110 will be subject to a quality system assessment by LEAD. LEAD believes this model represents a core management control system that brings structure, coordination, and consistency of business processes required to fulfill our quality policy.
- (2). Third party registration by an accredited register is preferred. Suppliers declaring compliance to the requirement with no formal accredited registration may require review. Not understanding the provisions of this clause, the supplier is in no way relieved of the final responsibility to furnish the supplies or services specified herein. The supplier's quality control system is subject to review and approval at all times by LEAD.
- (3). Suppliers meeting these criteria will be included into the LEAD Approved Supplier List (ASL) and the supplier may be utilized.

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**b. Record Retention**

- (1). Suppliers are required to maintain on file all records pertaining to the completion of an order for a minimum of ten (10) years. The supplier may elect to send a copy of these records to LEAD.

**c. Purchase Order (PO) Conflicts**

- (1). In the event of any inconsistency or conflict between or among the provisions of a PO, please contact LEAD for resolution.

**d. Authorization to Ship Early**

- (1). Suppliers are authorized to ship the product referenced on a PO line as early as possible. LEAD encourages full shipments when possible unless otherwise stated in a PO.

**e. No Over Shipment Allowed**

- (1). Excess quantity shipments against a PO are expressly prohibited. If the supplier wants to ship extra components (more than the number required), contact LEAD for authorization prior to shipment.

**f. Supplier Deviations/Waivers**

- (1). Suppliers must notify LEAD of non-conforming processes, products or services and obtain disposition approval from LEAD purchasing agent.

**g. Notification of Changes**

- (1). Suppliers must notify LEAD of changes to processes, products or services, including changes of their external providers or location of manufacture, and obtain approval from LEAD purchasing agent.

**h. Right of Access**


- (1). LEAD (the buyer), LEAD's Customer, and/or representatives of the Government or any Regulatory Agency reserves the right to review or inspect your quality control and/or manufacturing systems or processes during the performance of a PO. By accepting a PO you (the supplier) agree to allow entry to representatives of LEAD (the buyer), LEAD's Customer, and/or representatives of the Government or any Regulatory Agency to perform this review.

**i. Counterfeit Control**

- (1). The supplier shall plan, implement, and control processes necessary for the prevention of counterfeit or suspect counterfeit parts and materials provided. Prevention of counterfeit parts and material controls shall be established in accordance with AS5553 for electronic parts and AS6174 for raw material.

**j. Personnel Awareness**

- (1). The supplier shall ensure that all personnel doing work under its control are aware of:
  - (a). their contribution to product or service conformity;
  - (b). their contribution to product safety;

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(c). the important of ethical behavior.

**k. Packaging**

- (1). Suppliers are responsible for packaging to ensure product integrity, protection and preservation during shipping and handling. All goods shall be packaged by the supplier in accordance with good commercial practice, unless referenced otherwise on the PO, in a manner sufficient to ensure arrival in a condition free of damage and deterioration.
- (2). Packaging/containers must be free of debris, foreign materials, and fluids when they are received at LEAD. In addition, suppliers are responsible to identify and communicate any packaging changes/improvements. LEAD reserves the right to reject and/or refuse delivery of goods damaged in transit as a result of improper packaging or being improperly segregated. In such cases, product will be returned to the suppliers at the supplier's expense.

**l. Calibration**

- (1). When measurement traceability is required, the supplier must establish and maintain a calibration program. Calibration records/certifications shall state, as a minimum, that all standards used are traceable to the National Institute of Standards and Technology, date of calibration, date of expiration, list those standards used and the technician's signature.

**m. Foreign Object Debris/Damage Prevention Requirements**

- (1). If applicable, the supplier shall develop, document, and implement a Foreign Object Debris (FOD)/Damage (FOD) Prevention Program based upon NAS-412 Foreign Object Damage (FOD) Prevention Guidance Document, to include FOD area designations and adequate controls.


**n. Approved Source**

- (1). If applicable, the supplier shall use only those sources of goods or services that have been approved by LEAD.

**o. Parts Obsolescence Program**

- (1). The supplier represents that it had procured or will maintain during the performance of an order sufficient components and material necessary to perform the order including obtaining commitments from its suppliers required to meet all option requirements.
- (2). The supplier represents that it has or will make aware this requirement with its suppliers to ensure they can meet supplier's obligations.
- (3). For a period of twenty-four (24) months after completion of an order supplier agrees to maintain an obsolescence procedure adequate to ensure that the supplier and its suppliers can provide LEAD adequate notice that components and material necessary to supply additional new order quantities of the articles furnished here under can be purchased through the supplier on order within ninety (90) days of receiving said notice. Notification of Nonconforming Products, Processes or Services

**p. Suppliers are required to notify LEAD of nonconforming processes, products or services which have been identified. This notification shall take place immediately upon determining that LEAD was supplied nonconforming products, processes or services.**

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**q. Supplier Flowdown Requirements**

- (1). Suppliers shall flowdown all LEAD requirements and quality clauses to their sub-tier external providers which will provide products, processes or services in support of LEAD.

**3-3. Optional Flowdown Requirements**

**a. Electronics**

(1). Electrostatic Discharge (ESD)

- (a). Electronically sensitive parts, components or assemblies must be packed in Electrostatic Discharge (ESD) protective packaging and handled according to the supplier's documented ESD procedures. Refer to LEAD SOP 21-14, Control of Electrostatic Discharge Program for additional information.

**b. Manufacturing/Processing**

(1). Inspection/Test Reports

- (a). When applicable, each shipment must be accompanied by a legible and reproducible copy of reports of actual results identifiable with inspection/test parameters and products submitted. These reports must contain the signature and title of the authorized representative of the agency performing the test and must assure conformance to specified requirements. The inspection/test reports must also be traceable to the PO and/or the product referenced.

(2). Traceability Identification

- (a). The supplier shall identify all materials with the appropriate lot traceability numbers.

(3). Lot Control- Mixed Lots


- (a). The supplier may furnish material from different heats, lots or batches, as applicable. Where shipments contain parts with different cure dates or are from different heats, lots or batches, sub-lot separation with a separate certification for each sub-lot is required.

(4). Lot Control- Same Lot

- (a). All products on a PO are to be from the same manufacturing/processing lot and shall bare the same Lot code identity. The supplier shall state that the products are from the same lot on the Certification of Conformance (CoC).

(5). Non-Destructive Test Reports

- (a). A legible and reproducible copy of actual Non-Destructive Test results with acceptance should be provided when specified on a PO. Requirements and material submitted must accompany each shipment. These reports must contain the signature and title of the authorized representative of the agency performing the inspection and must assure conformance to specified requirements.

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(6). Traceability- Part Serial Number

- (a). Each part, component or assembly supplied on a PO shall be identified with a distinct serial number. Serial numbers shall not be duplicated for one part, component or assembly number when manufactured in sequential lots.

(7). First Article Inspection (FAI)

- (a). FAIs shall be performed and documented IAW AS9102 Aerospace First Article Inspection Requirements.

**c. Raw Material**

(1). Raw Material Certification

- (a). The supplier shall submit a CoC from the producing Mill, listing:

1. Part Number (if provided on our PO);
2. Material Specifications and revisions;
3. Material trade name or common name within the industry;
4. Heat Lot #;
5. Laboratory test specifications and results;
6. Chemical and Physical properties;
7. Country where melted.


(2). Limited Shelf Life

- (a). If material has a Limited Life product, the supplier shall ensure that at least 85% of the product's shelf life is remaining upon receipt. The supplier shall ensure that containers are plainly and legibility marked as to the contents, expiration date and any warnings, precautions, instructions and storage conditions. Certification for shelf-life conditions are required to be shipped with this type of order.

**d. Certificate of Conformance (CoC)**

- (1). The supplier shall submit with each shipment, a CoC from the originating manufacturer, stating products/services shipped against a PO are in compliance with the PO Requirements. The certificate shall include as a minimum:

- (a). name and address of the supplier;
- (b). LEAD PO number and revision if applicable;
- (c). date the CoC was issued;
- (d). part number and description;
- (e). LEAD customer part number and revision if referenced on the PO;
- (f). specification, number and revision letter of each process including type, grade, class and acceptance criteria;

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- (g). quantity of parts (to include quantity accepted/rejected/lost);
- (h). signature and title of authorized quality agent of supplier;
- (i). any information referencing any deviations, required by the engineering drawing/model and/or specification must be referenced on the certification;
- (j). lot number, heat number, etc., as applicable;
- (k). when parts are serialized, serial numbers must appear on the certification.

#### 4. ACRONYMS & DEFINITIONS

##### 4-1. Acronyms

**ASL** – Approved Supplier List  
**CoC** – Certificate of Conformance  
**DPA** – Directorate of Product Assurance  
**ESD** – Electrostatic Discharge  
**FAI** – First Article Inspection  
**FOD** – Foreign Object Damage  
**Fod** – Foreign Object Debris  
**LEAD** – Letterkenny Army Depot  
**PO** – Purchase Order  
**RFQ** – Request For Quote


##### 4-2. Definitions

N/A

#### 5. REFERENCES & ASSOCIATED DOCUMENTS

AS5553 Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition  
AS6174 Counterfeit Materiel; Assuring Acquisition of Authentic and Conforming Materiel  
AS9100 Quality Management Systems- Requirements for Aviation, Space and Defense Organizations  
AS9102 Aerospace First Article Inspection Requirements  
AS9110 Quality Management Systems- Requirements for Aviation Maintenance Organizations  
ISO 17025 General Requirements for the Competence of Testing and Calibration Laboratories  
ISO 9001 Quality Management Standard  
LEAD Business System Manual  
LEAD SOP 21-07, Control of Monitoring and Measuring Resources  
LEAD SOP 21-11, Control of External Provisions



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LEAD SOP 21-14, Control of Electrostatic Discharge

LEAD SOP 21-15, Foreign Object Prevention


LEAD-D-4193, LEAD Foreign Object Debris/Damage Prevention Program

LEAD-D-4195, LEAD Electromagnetic Interference/Electrostatic Discharge Program

NAS-412 Foreign Object Damage (FOD) Prevention Guidance Document

#### 6. REVISION/CHANGE/REVIEW HISTORY

DATE	REVISION	CHANGE	REVIEWED ONLY	DESCRIPTION OF CHANGES
4/14/2022	0	3		Removed Distribution Statement from section 7
2/16/2022	0	2		Corrected misspellings in 3-2 and updated document dates.
8/31/2021	0	1		Added General Section 3-1 and relocated CoC to optional flowdown requirements
6/25/2021	0	0		Original document

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## 7. INFORMATION AND APPROVAL

**Proponent.** The proponent of this publication is the Directorate of Product Assurance.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms ([DA Form 2028](#)), to the proponent's Publications Control Officer.

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