

## **INSTRUCTIONS FOR SELLER'S PREPARATION OF SUBMITTALS**

1. "Request for Engineering Change (REC)," Form 73848-NRF
2. "Request for Approval of Degradation of Specification Requirements (DSR)," Forms 73854-NRF and 73786 (Continuation Sheet)
3. "Repair Approval Request (RAR)" and "Approval Request (AR)," Form 73649-NRF







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**GENERAL INSTRUCTIONS FOR PREPARING "REQUEST FOR ENGINEERING  
CHANGE"FORM 73848-NRF**

1.0 INTRODUCTION

It is BMPC – NRF policy to procure products in strict accordance with contract and purchase order requirements. However, BMPC - NRF will consider Seller requests for changes to contract technical requirements if acceptance of the REC is of sufficient benefit to BMPC - NRF to expend the level of effort involved in evaluating the change.

2.0 SCOPE

These instructions establish definitions and courses of action available to the Seller for requesting approval of proposed changes to, or interpretation of, contract technical requirements.

3.0 DEFINITIONS

3.1 (REC) Request for Engineering Change is a form initiated by the Seller which transmits a recommended change to contract technical requirements for the purpose of correcting a conflict or an error in the requirement or improving the equipment or methods of its manufacture. However, a REC is not required for correcting a design conflict or drawing error when the Seller has not accepted responsibility for the design or drawing involved; such conflicts and errors shall be corrected using an Approval Request (AR), Change Notice, or some other appropriate contractual procedure. A REC shall be used to request a drawing change associated with preferable or improved manufacturing schemes even if the change is identified during the drawing review period. Changes to procedures, physical standards, documents, and drawings prepared by the Seller which do not change technical requirements contained in the contract shall not be submitted as RECs but shall be submitted for approval in the same manner (via Approval Requests) as the original submittal.

COMMON TO ALL FORMS

- 3.2 Contract Technical Requirements refer to technical ordering data, specifications, drawings, and standards or other technical requirements invoked by the contract or purchase order, and Seller-originated documents incorporated into the purchase order.
- 3.3 Conditional Approval is the term applied to submittals which are dispositioned and returned to the Seller as approved subject to compliance with certain further requirements, and resubmittal of the form for full approval is required when the additional requirements have been met.
- 3.4 Effectivity is the identification by date, serial number, lot number, etc., as appropriate, of the components/materials to which the changed technical requirements apply.
- 3.5 BMPC – NRF is an acronym defining the operating contractor (i.e., Bechtel Marine Propulsion Corporation.)

3.6 Product is purchased raw materials, assemblies, components, equipment, or services.

3.7 Non-conforming Product(s) is any product that does not meet contract technical requirements.

3.8 Technical Ordering Data (TOD) is a document approved by BMPC-NRF Engineering and ready for insertion into the purchase order. The TOD will include the following:

- 3.8.1 Accurate description of the material or service procured
- 3.8.2 Clearly define any material being furnished by BMPC – NRF
- 3.8.3 Contract Quality Requirements and Quality Level
- 3.8.4 Inspection and testing Requirements
- 3.8.5 Certificate of Compliance, if applicable
- 3.8.6 Inspection and/or Test Reports
- 3.8.7 Any other requirements that ensure receipt of correct and satisfactory material and/or service relative to its intended use.

#### 4.0 CONTENT

REC shall contain the following information:

4.1 Identification of the specification document and the technical requirement which is proposed to be changed.

4.2 Specific wording or drawing change proposed.

4.3 Detailed engineering basis or explanation of the proposed change which shall include a review of previous DSRs/RARs/RECs on the affected part or component to determine if there are any compounding effects of accepting the proposed change.

4.4 Identification of the benefit to accepting the proposed change. This may include submittals for the purpose of standardizing practices for several contracts to minimize the potential for malpractice.

4.5 Identification of any effect on price and/or delivery.

#### 5.0 BMPC - NRF ACTIONS

5.1 If the REC has been properly prepared and is satisfactory with respect to the aforementioned content requirements, BMPC – NRF will evaluate the REC to determine whether it is of sufficient benefit to BMPC – NRF to approve the REC. RECs are disapproved and returned to the Seller without further engineering evaluation if it is determined there is insufficient or no benefit to BMPC-NRF, with reason(s) for return indicated.

5.2 A copy of the submittal indicating disposition of the REC will be returned to the Seller. The signature of a member of BMPC - NRF Acquisition Management on the REC will constitute contractual authorization for disposition of the REC. The signature of BMPC-NRF Acquisition Management does not authorize a change in the contract price or delay in delivery.

- 5.3 When a submitted REC is approved and the approval of the REC will require a change or modification to the TOD requirements (e.g., Seller submittals or objective quality evidence) the approved REC shall be returned to the Contract Administrator with a revised Requisitioner's Worksheet and revised TOD. Under internal comments on the REC the Requisitioner shall reference any additional attachments including the revised Requisitioner's Worksheet and revised TOD.

## 6.0 PREPARATION OF THE REC

- 6.1 The following instructions have been prepared for the guidance of Sellers in completing the REC. All questions relative to the completion of this form should be referred to the BMPC – NRF Contract Administrator.
- 6.2 Enter the last six digits of the Purchase Order number plus a sequentially assigned numeric suffix. Example: The first Request for Engineering Change issued on purchase order 2166407 would be 2166407-1; the second REC would be 2166407-2, etc. A resubmission of 216407-2 would be identified as 2166407-2A.

## INSTRUCTIONS FOR SUBMITTING REC

- 7.0 DETAILED DESCRIPTION OF ABOVE CHANGE: Describe the present and proposed technical requirement(s). Attach additional sheets, supplemental drawings, or sketches, if required; each shall be clearly identified as applicable to the particular Request. State the proposed change(s) in concise and definitive language to facilitate revision of applicable contract technical documents. State clearly the existing contract technical requirement.
- 8.0 JUSTIFICATION AND BENEFIT TO ACCEPTING THE PROPOSED CHANGE: Attach additional sheets as required to provide complete justification for change as noted below:
- 8.1 Describe in detail the engineering basis for the change. Define completely the problem (such as repetitive non-conforming condition, failure or malfunction), or cost factors, or needed product improvement, the proposed change is intended to effect. Include calculations, fit-up of mating parts, effect on strength or other properties, and changes in operating characteristics, etc., as applicable. When the REC is directed toward providing a new capability, the improvements shall be described in specific numerical terms. A summary of any testing accomplished prior to the submission of the REC shall be included.
- 8.2 Benefit to BMPC – NRF. Clearly describe a sufficient benefit to BMPC –NRF for accepting the proposed change(s). This shall set forth, in detail, the effect on cost, delivery, or quality, ease of manufacture of product improvement or the proposed changes with sufficient supporting information to justify the conclusions.
- 9.0 ORIGINATOR'S SIGNATURE: RECs and any subsequent information submitted by the Seller must be signed by a person in the Seller's management who has direct responsibility for manufacturing, engineering, and quality control for the non-

conforming product.

- 10.0 CHECKLIST REFERRAL: Attachment 1 is a specific checklist of requirements to be included with each DSR submitted. Lack of this information will be cause for “rejection” of submittal.

**GENERAL INSTRUCTIONS FOR SELLER'S SUBMITTAL OF "DEGRADATION OF SPECIFICATION REQUIREMENTS", FORMS 73854-NRF AND 73786 (CONTINUATION SHEET)**

1.0 INTRODUCTION

It is BMPC – NRF policy to obtain products in strict accordance with contract and purchase order requirements. However, BMPC – NRF will consider Seller requests for BMPC – NRF acceptance of nonconforming product(s) if acceptance of the DSR is determined to be of sufficient benefit to BMPC – NRF to expend the level of effort involved in evaluating the technical acceptability of the nonconforming condition.

2.0 SCOPE

This instruction (1) defines the Seller's required action to provide information necessary for BMPC – NRF review of non-conforming product(s) and (2) specifies instructions relative to the preparation and transmittal of a Request for Approval of Degradation of Specification Requirements (DSR).

3.0 DEFINITIONS

3.1 See "Common To All Forms" under Request for Engineering Change, Section 3.0 "Definitions".

3.2 Contract Technical Requirements include technical ordering data, specifications, standards, and drawings (except for dimensions described in 3.2.4 below) or other technical requirements contained in the contract or purchase order and all the following Seller-originated documents when approval is required by the contract or purchase order.

3.2.1 Welding procedures

3.2.2 Quality Assurance Procedures

3.2.3 Process procedures

3.2.4 Drawings, except for dimensions which:

- (1) Are measured at an intermediate stage of manufacture, and
- (2) Will be changed by the manufacturer during subsequent operations, and
- (3) Will not result in a violation of final product dimensions.

3.3 (DSR) Degradation of Specification Requirements is a form initiated by the Seller to describe a non-conforming condition and to request acceptance of an item, which does not conform to contract technical requirements. DSRs are divided into two classes based upon their significance to the performance of the equipment and may also be provisional or repair DSRs as follows:

3.3.1 Class I DSRs are those which impair the performance, life, safety, interchangeability, maintainability, or reliability of the equipment. The following are examples of Class I DSR conditions:

- (1) Performance is impaired if the non-conforming condition degrades component performance below the minimum design specifications or approved relaxations to minimum design specifications.
- (2) Interchangeability is impaired if the as-delivered component is not suitable for installation in all the locations in which it could be installed if the deviation did not exist. This applies even when BMPC – NRF intends to have the delivered component installed in an acceptable location.
- (3) Interchangeability is impaired if the delivered component would not be repairable using replacement parts which conform to the applicable component drawings.

3.3.5 Class II DSRs are those which do not impair the performance, life, safety, interchangeability, maintainability, or reliability of the equipment.

3.3.6 Provisional DSR identifies a deviated component which cannot be practicably repaired but which can be improved by special provisions such as alteration of a mating component or a selective placement of the non-conforming part in an assembly.

3.3.7 Repair DSR identifies a deviated component which can be repaired to improve the component but will not result in a component that will be in full conformance with all contract technical requirements.

3.4 Non-conforming Product(s) is any product that does not meet contract technical requirements.

3.5 See "Technical Ordering Data (TOD)" under REC "Definitions".

#### 4.0 CONTENT

4.1 All DSRs shall contain the following information:

4.1.1 Identification of the non-conforming item (by serial number, if applicable), description of the non-conforming condition and the date the non-conforming condition was discovered. The description shall ensure that dimension deviations and repaired areas are precisely located relative to permanent features on the component (axes, etc.) so as to ensure complete traceability after component delivery. Identification of the contract technical requirement violated and a list of previous DSRs submitted for the same non-conforming condition on other items in the same contract as well as other current contracts for the same type of equipment.

4.1.2 Seller's engineering basis for acceptance, including basis for determining the class of the DSR. This shall include:

- (1) The complete technical justification for acceptability of the non-conforming condition

- (2) Specific discussion documenting the results of a review of previous DSRs and RARs on the affected part or component or subcomponent
- (3) Determine if there are any compounding effects of accepting deviated conditions.
- (4) If the engineering justification which can be provided incomplete due to lack of access to design information, this should be explained.
- (5) The Seller shall identify the effects, if any, of the DSR on subsequent manufacturing steps.
- (6) Attach any pertinent drawing sketch or data necessary as supporting information.

4.1.3 Cause of the non-conforming condition, and corrective action taken or that will be taken by the Seller to prevent recurrence. Corrective action related to operator error shall identify the number of similar deviations that this operator has been responsible for, on this or other orders, within the past six month period. If the corrective action has not yet been completed, a date should be identified for completion of the corrective action.

4.1.4 Identification of the overriding benefit for acceptance of the non-conforming item rather than requiring repair or replacement to achieve conformance with contract requirements.

4.1.5 Statement regarding whether a change to contract technical requirements will be recommended to prevent recurrence. Any recommended change shall be submitted in the appropriate form (e.g., as a REC) with the necessary technical support.

4.2 The Seller must make a determination whether the DSR is Class I or Class II using his best judgment based on the information available to him.

## 5.0 SELLER SUBMITTAL ACTIONS

5.1 DSRs are to be submitted within fifteen calendar days after the non-conforming condition is discovered (exceptions: within thirty calendar days on subcontracted materials or within ten calendar days when resubmittal is required in accordance with subparagraph 5.4.2) or an explanation is to be submitted with the DSR explaining the circumstances which caused the delay. BMPC – NRF shall be formally notified of any DSR condition that exists which will not be submitted prior to expiration of the contractual submittal dates (15, 30, or 10 days). When a quantity of deviated material or parts have been fabricated before the deviation is first detected, a DSR should be submitted on the first component(s) discovered, and addenda submitted as additional components are determined to be nonconforming for the same cause. In the original DSR the Seller shall identify the maximum quantity of product affected by the cause. When it is uncertain under which existing contract a specific component or subcomponent will be delivered, the Seller may submit a DSR for the specific component against any or all existing contracts for the same type of equipment. In such a case, the Seller shall identify all the contracts for

which approval is requested and shall identify the specific contract requirements violated on each contract.

- 5.2 Provisional DSRs shall clearly identify the additional action or control, such as identification of the revised technical requirement to be applied to the mating component and a description of the already deviated component. Any DSR submitted within the scope of this requirement shall be identified as a "Provisional DSR". In addition, the Seller is required to establish a system for the control of components and is required to tag affected components. DSRs of this type which are approved shall be used as the basis for acceptance of the components and shall be identified in appropriate records. If, upon completion of the specified provisions by the Seller the material fails to conform to the requirements specified in the original DSR, the Seller shall submit a revision to the original DSR which must (a) reference the original "Provisional DSR" number, (b) identify the as-built condition, and (c) identify the cause and corrective action applicable to the failure to meet the specified provision. Disposition of this DSR determines disposition of the material.
- 5.3 Repair DSRs shall clearly identify (a) the present deviated condition, (b) that a repair is required and specify the detailed proposed repair procedure; and (c) the expected deviated condition with definitive limits that will still be present after completion of the repair procedure and the details of any other provisions intended to be met. Any DSR submitted within the scope of this requirement shall be identified as a "Repair DSR". BMPC – NRF acceptance of the Repair DSR constitutes approval to proceed with the repair, inspection, and disposition of the material. Upon completion of the repair, the following two alternatives exist:
- 5.3.1 If the material meets or is less deviated than the expected condition identified in the original DSR, the DSR shall be resubmitted for information only. The resubmittal need not be the entire DSR but rather consist of notification that and how all conditions have been complied with, including appropriate inspection results. If all conditions have not been complied with, resubmittal of the DSR for action shall be required.
- 5.3.2 If the material fails to meet any of the defined limits upon completion of the repair or if the Seller specified provisions or BMPC – NRF imposed conditions are not fully complied with and the Seller still intends to use the material, the Seller shall submit a revision to the original DSR which must (a) reference the original "Repair DSR" number; (b) identify the defined limit which was to be met following repair, as identified in the original DSR; (c) identify the contract technical requirement violated; (d) identify the as-built condition and (e) identify the cause and corrective action applicable to the failure to meet the specified provision or condition. Disposition of this DSR determines disposition of the material.
- 5.4 In those cases where BMPC – NRF dispositions a DSR "Conditionally Approved," the Seller shall:
- 5.4.1 Establish a control system which includes the use of separate tags for each conditionally approved DSR on any of the affected components. As a part of this control, the Seller shall ensure that:

- (1) Tags are placed on the component itself or on shop processing documents which accompany the affected components,
- (2) The tag remains with the component until the conditions are complied with,
- (3) The tag remains a part of the permanent record of each component,
- (4) A log is maintained, listing the conditions and the status of compliance with the conditions. This log should be continuously updated so that it reflects the current status of each condition. Submit the log, or a list containing the same information, to BMPC – NRF each month.
- (5) An identification system that does not involve tags may be used by the Seller provided that the system is equivalent to the tagging system above (including the requirement that paperwork accompany the component) and is approved by BMPC – NRF.

5.4.2 Resubmit the conditionally approved DSR to BMPC – NRF within ten calendar days after the conditions have been complied with for information or re-approval (when re-approval was identified as a condition of approval). The re-submittal should include appropriate inspection results and when submitted for information, need not consist of the entire DSR but rather consist of notification that and how all conditions have been complied with.

NOTE: Transmittal of DSRs or notification that conditions have been met on a conditionally approved DSR by FAX is authorized when routine processing would otherwise result in critical schedule delays. The Seller shall review all dispositioned documents to insure that no errors have occurred in transmission and transcription of a FAX. The Seller must then submit within three working days a formal DSR stating that and how the deviated conditions on the subject component were complied with.

5.4.3 Identify in the order certification conditionally approved DSRs and repair DSRs. Include a statement both on the resubmitted DSR and in the order certification indicating that and how the conditions were complied with, or a reference to the document which describes how the conditions were met.

5.5 In instances where the Seller considers the conditions are subject to misinterpretation or does not concur with the conditions, the DSR shall be resubmitted to BMPC – NRF for approval prior to performing any work to comply with the conditions.

## 6.0 BMPC – NRF ACTIONS

6.1 BMPC – NRF shall first evaluate whether acceptance of the DSR is determined to be of sufficient benefit to BMPC – NRF to expend the level of effort involved in evaluating the technical acceptability of the non-conforming condition. DSRs shall be disapproved and returned to the Seller without further engineering evaluation if the benefit to the Government is insufficient. The Seller shall be advised of the reason for disapproval.

- 6.2 If the DSR has not been properly prepared, has not been properly categorized as a Class I or Class II DSR, or does not have thoroughly responsive content, BMPC – NRF will immediately require the Seller to take necessary action to have the DSR completed or corrected. DSRs which require the Seller to submit additional technical justification to support acceptability of the non-conforming condition will not be approved. If the DSR has been properly prepared and is satisfactory with respect to the foregoing, BMPC – NRF will evaluate the DSR in accordance with the following criteria:
- 6.2.1 In instances where BMPC – NRF considers the DSR either acceptable or unacceptable from a technical standpoint, the DSR will be dispositioned accordingly and returned to the Seller for appropriate action.
- 6.2.2 In instances where the BMPC – NRF evaluation indicates the Seller's submittal to require modification before it can be accepted, BMPC – NRF may:
- (1) Disapprove the DSR and advise the Seller that it will be reconsidered for approval with the inclusion of certain additional information and/or actions.
  - (2) Conditionally approve the DSR subject to the Seller's compliance with certain further stated requirements, such as identification of release points through which the affected component may be conditionally released and/or at which release point the component may not be released.
- 6.2.3 In instances where the Seller has identified the DSR as a "Provisional DSR," BMPC – NRF will conditionally approve the initial DSR if it is technically acceptable and of sufficient benefit. Repair DSRs will be dispositioned as conditionally approved or approved. Such approvals will, as a minimum, be subject to acceptable compliance with the Seller's provisions or satisfactory completion of repairs.
- 6.3 A copy of the submittal indicating disposition of the DSR will be returned to the Seller. The signature of a member of BMPC – NRF Acquisition Management on the DSR will constitute contractual authorization for disposition of that DSR. It does not authorize any increase in the contract price or delay in delivery.
- 6.4 When a DSR is submitted and the approval of the DSR will subsequently change or modify the TOD requirements (e.g., Seller submittals or objective quality evidence) the approved DSR shall be returned to the Contract Administrator with a revised Requisitioner's Worksheet and revised TOD. Under internal comments on the DSR the Requisitioner shall reference any additional attachments including the revised Requisitioner's Worksheet and revised TOD.

7.0 PREPARATION OF THE DSR

- 7.1 The following instructions have been prepared for the guidance of Sellers in completing the DSR. All questions relative to the completion of this form should be referred to the BMPC – NRF Contract Administrator.
- 7.2 Enter the last six digits of the Purchase Order number plus a sequentially assigned numeric suffix. Example: The first Degradation of Specification Requirements issued on purchase order 2166407 would be 2166407-1; the second DSR would be 2166407-2, etc. A resubmission of 216407-2 would be identified as 2166407-2A.

INSTRUCTIONS FOR SUBMITTING DSR

8.0 ACTUAL ITEM CONDITION OR DIMENSION: Describe the deviated condition clearly and fully. Use additional attached data and sketches as required presenting a clear description of the deviation. Where defective product results from malfunction or lack of control of an operation or a process, define:

- 8.1 The quantity and identification of product that has been processed through the operation or process subsequent to the inspection of the defective product being submitted for acceptance.
- 8.2 A statement as to the probable quality of the in-process product in 8.1 above and an estimate of when it will be through inspection. If permission to repair is requested within the scope of paragraph 5.0, Seller Submittal Actions, clearly identify the present deviated condition; identify that a repair is required and specify the proposed repair procedure; and identify the deviated condition that will be present after completion of the repair procedure.

9.0 LIMITS OR STANDARDS APPLIED AND FREQUENCY RATIO: Show specific contract technical requirements of the purchase order with which the deviated product fails to conform.

- 9.1 Also provide the frequency ratio and the number of DSRs previously submitted for each dimension or condition which has not been met.
- 9.2 The frequency ratio is defined as the number of times a specific dimension, condition, standard or any order requirement has been violated by the Seller for a specific component of a given order in proportion to the number of units that have been examined. The frequency ratio is designed not only to provide a convenient method by which the Seller can determine which operations require further refinement, but also establishes the order requirements or design criteria which require review and possible revision.
- 9.3 When specifications apply to more than one material, component, or assembly, the frequency ratio must be based on the specific material, component, or assembly on which the DSR is written. Include reference to effectivity, i.e., identification by date, serial number, lot number, etc., as appropriate of the components/materials to which

the changed technical requirements apply. The following examples are presented to assist the Seller in establishing frequency ratios:

9.3.1 If during final machining of a component, three parts were not machined correctly in the same location out of 10 total parts then the frequency ratio would be 3/10.

9.3.2 After stress relief annealing a load of components, it was determined that the heating rate of the furnace was in excess of heating rate allowed. Two previous lots of components had been acceptably heat treated. The frequency ratio would then be 1/3.

10.0 ORIGINATOR'S SIGNATURE, TITLE, DEPARTMENT AND DATE: DSRs and any subsequent information submitted by the Seller must be signed by a person in the Seller's management who has direct responsibility for manufacturing, engineering, and quality control for the non-conforming product.

11.0 CHECKLIST REFERRAL: Attachment 1 is a specific checklist of requirements to be included with each DSR submitted. Lack of this information will be cause for "rejection" of submittal.

**GENERAL INSTRUCTIONS FOR SELLER'S SUBMITTAL OF "REPAIR APPROVAL REQUESTS" FORM 73649-NRF**

1.0 INTRODUCTION

It is BMPC – NRF policy to obtain products in strict accordance with contract and purchase order requirements. However, under certain conditions, BMPC - NRF will consider Seller requests for BMPC – NRF approval to repair non-conforming product(s).

2.0 SCOPE

This instruction (1) defines the Seller's required action to provide information necessary for BMPC – NRF review of non-conforming product(s) and (2) specifies instructions relative to the preparation and transmittal of Repair Approval Request (RAR) forms.

3.0 DEFINITIONS

3.1 See "Common To All Forms" under Request for Engineering Change, Section 3.0 "Definitions".

3.2 Contract Technical Requirements refer to technical ordering data, specifications, standards, and drawings (except for dimensions described in 3.2.4 below) invoked by the contract or purchase order and all of the following Seller-originated documents when approval is required by the contract or purchase order:

3.2.1 Welding procedures

3.2.2 Quality assurance procedures

3.2.3 Process procedures

3.2.4 Drawings, except for dimensions which:

- (1) Are measured at an intermediate stage of manufacture; and
- (2) Will be changed by the manufacturer during subsequent operations; and
- (3) Will not result in a violation of final product dimensions.

3.3 Repair Approval Request (RAR) is a form initiated by the Seller which describes a non-conforming condition and requests approval to repair the item providing all of the following situations exist:

3.3.1 The non-conforming condition violates a contract technical requirement.

3.3.2 The item can be repaired to be in full conformance with all contract technical requirements.

3.3.3 The proposed repair is of a different kind or is more extensive than allowed by contract technical requirements. A repair is considered of a different kind

than allowed if the contract technical requirements either do not mention the type of repair proposed or specify that the repair is not allowed unless otherwise approved.

#### 4.0 CONTENT

RARs shall contain the following information in an attachment to the RAR, with reference made to the attachment in the form:

- 4.1 Identification of the non-conforming part (by serial number, if applicable), description of the non-conforming condition, date non-conforming condition was discovered, and identification of the contract technical requirement violated.
- 4.2 Proposed method of repair. If the proposed repair involves a welding procedure whose qualification is not specifically covered by the Welding Standard such as half-bead temper repairs, then the RAR should specifically identify how this weld will be qualified.
- 4.3 Detailed engineering basis for proposed repair which shall include a review of previous DSRs/RARs on the affected part or component to determine if there are any compounding effects of accepting the proposed repair.
- 4.4 Cause of the non-conforming condition, and corrective action taken by the Seller to prevent recurrence.

#### 5.0 BMPC-NRF ACTIONS

- 5.1 If a RAR is not properly submitted or does not have thoroughly responsive content, BMPC - NRF will require the Seller to take necessary action to have the RAR completed or corrected. If the RAR has been properly submitted and has the proper content as described herein, BMPC - NRF will evaluate the RAR.
- 5.2 A copy of the submittal indicating disposition of the RAR will be returned to the Seller. The signature of a member of NRF Acquisition Management on the RAR will constitute contractual authorization for disposition of that RAR. It does not authorize any increase in contract price or delay in delivery.
- 5.3 When a RAR is submitted and the approval of the REC will subsequently change or modify the TOD requirements (e.g., Seller submittals or objective quality evidence) the approved RAR shall be returned to the Contract Administrator with a revised Requisitioner's Worksheet and revised TOD. Under internal comments on the RAR the Requisitioner shall reference any additional attachments including the revised Requisitioner's Worksheet and revised TOD.

#### 6.0 PREPARATION OF THE RAR

- 6.1 The following instructions have been prepared for the guidance of Sellers in completing the RAR. All questions relative to the completion of this form should be referred to the BMPC – NRF Contract Administrator.

- 6.2 Enter the last six digits of the Purchase Order number plus a sequentially assigned numeric suffix. Example: The first Repair Approval Request issued on purchase order 2166407 would be 2166407-1; the second RAR would be 2166407-2, etc. A resubmission of 216407-2 would be identified as 2166407-2A.
- 6.3 In preparing a RAR consider the following:
- 6.3.1 If the contract technical requirements prohibit the proposed type of repair, appropriate action shall be taken via a DSR.
- 6.3.2 If the contract technical requirements specifically allow the type of repair subject to fulfilling certain conditions, a RAR is not required if those conditions are fulfilled. This applies even if one of the conditions to be fulfilled is that the Seller obtains approval of each specific repair in question prior to proceeding with the repair.
- 6.4 RARs are to be submitted within fifteen calendar days after the non-conforming condition is discovered (within thirty calendar days on subcontracted materials) or an explanation is to be submitted with the RAR explaining circumstances which caused the delay.

#### INSTRUCTIONS FOR SUBMITTING RAR

- 7.0 REFERENCES/REMARKS: Identify the following:
- 7.1 Applicable references, providing sufficient information to identify them.
- 7.2 Indication of the particular contractual requirement that is fulfilled by submittal of the Repair Approval Request.
- 7.3 Effectivity, i.e. identification by date, serial number, lot number, etc. as appropriate, of the components/materials to which the repairs apply. (Note: If the submittal confirms a prior FAX, so state, and indicate in bold type the date and identification of the FAX.)
- 8.0 ORIGINATOR'S SIGNATURE: The RAR and any subsequent information submitted by the Seller must be signed by a person in the Seller's management who has direct responsibility for engineering or manufacturing for the component affected, or one of their superiors. Any subsequent information submitted by the Seller in connection with the RAR must also be signed at this level.
- 9.0 CHECKLIST REFERRAL: Attachment 1 is a specific checklist of requirements to be included with each DSR submitted. Lack of this information will be cause for "rejection" of submittal.

**INSTRUCTIONS FOR SELLER'S SUBMITTAL OF "APPROVAL REQUEST"  
FORM 73649**

1.0 INTRODUCTION

It is BMPC - NRF policy to obtain products in strict accordance with contract and purchase order requirements. All Seller requests to BMPC -NRF for use of drawings, specifications, procedures, quality control documents, etc., as specified in the order, shall be prepared and submitted in accordance with the following instructions.

2.0 SELLER SUBMITTAL ACTIONS

2.1 In instances where "Approval Request" is conditionally approved by NRF subject to specific comments, Seller shall prepare and transmit a new "Approval Request" incorporating resolution of specific comments for NRF review and approval. Such transmittal denotes Seller's concurrence with NRF comments. Pending such transmittal, review and approval, Seller may proceed with the work involved providing he complies with comments. The new AR which incorporates the conditional approval must be submitted within thirty calendar days after the conditional approval is received by the Seller. Failure to do this will automatically cause the conditional approval to revert to disapproval.

2.2 In instances where "Approval Request" is disapproved by NRF, Seller shall revise disapproved items and secure approval by issuance of a revised "Approval Request." Seller shall not perform work affected by this disapproval until NRF approval is secured.

2.3 When Seller prefabrication submittal(s) are required they shall be submitted on an AR. Procedure submittals for different special processes (e.g., welding, plating, or heat-treating) or NDT should not be submitted on the same AR or with any other request for approvals. It is acceptable to submit all NDT procedures on one AR. It is acceptable to submit all procedures associated with one special process (e.g. welding) on one AR.

2.4 In the event that a procedure(s) was omitted on the initial AR the omitted procedure(s) shall be submitted on an AR(s) and numbered as a resubmittal of the original AR. In such cases the original AR and any interim AR re-submittals shall be conditionally approved (providing the submitted procedures are acceptable) pending submittal of omitted procedures and the final re-submittal AR shall be approved signifying final procedure(s) acceptance and that all ARs of the original AR number sequence are acceptable.

2.5 When submittals are required as a result of a REC, RAR, DSR, PO change notice, etc. the submittals shall reference the appropriate REC, RAR, DSR, PO change notice, etc.

3.0 DEFINITIONS

3.1 See "Common To All Forms" under Request for Engineering Change, Section 3.0 "Definitions".

3.2 (AR) Approval Request is a form initiated by the Seller that requests NRF approval of any submittal where an REC, DSR, or RAR would be inappropriate (e.g., when required by contract, prefabrication (weld) procedures would be submitted on an AR).

#### 4.0 BMPC – NRF ACTIONS

A copy of the submittal indicating disposition of the AR will be returned to the Seller. The signature of a member of NRF Acquisition Management on the AR will constitute contractual authorization for disposition of that AR. It does not authorize any increase in contract price or delay in delivery.

#### 5.0 PREPARATION OF THE AR

5.1 The following instructions have been prepared for the guidance of Sellers in completing the AR. All questions relative to the completion of this form should be referred to the BMPC – NRF Contract Administrator.

5.2 Enter the last six digits of the Purchase Order number plus a sequentially assigned numeric suffix. Example: The first Approval Request issued on purchase order 2166407 would be 2166407-1; the second AR would be 2166407-2, etc. A resubmission of 216407-2 would be identified as 2166407-2A.

### INSTRUCTIONS FOR SUBMITTING AR

6.0 SUBJECT AND IDENTITY OF ATTACHMENTS: List title(s) of document(s) being transmitted. The name and drawing number, including revision numbers or symbols, of the component(s) covered by the submittal must be indicated. Normally, only one type of document should be submitted via each AR, e.g. drawing and process outline should not be included on the same AR but should be submitted on separate ARs. Such action will enable more expeditious disposition of an AR. Refer to instruction paragraph 2.3 for AR(s).

7.0 REFERENCES/REMARKS: Identify the following:

7.1 Applicable references, providing sufficient information to identify them.

7.2 Indication of the particular contractual requirement that is fulfilled by the submission of the Approval Request.

7.3 Effectivity, i.e. identification by date, serial number, lot number, etc. as appropriate, of the components/materials to which the technical requirements to be approved apply. (Note: If the submittal confirms a prior FAX, so state, and indicate in bold type the date and identification of the FAX.)

8.0 ORIGINATOR'S SIGNATURE: The AR and any subsequent information submitted by the Seller must be signed by a person in the Seller's management who has direct responsibility for engineering or manufacturing for the component affected, or one of their superiors. Any subsequent information submitted by the Seller in connection with the AR must also be signed at this level.

**ATTACHMENT 1  
CHECKLIST FOR CONTENTS OF A REC, DSR, OR RAR SUBMITTAL**

This attachment lists (by the "X" symbol) the information to be provided in REC, DSR, and RAR submittals. The specific requirements are included in appropriate sections of each form.

	DSR	REC	RAR
I. Identification of:			
a. Non-conforming part (by serial number, if applicable)	X		X
b. Date non-conforming condition was discovered	X		X
c. Contract technical requirement violated	X		X
d. Contract technical requirement to be changed, including specific wording or drawing change proposed		X	
e. Cause of the non-conforming condition, and Seller's corrective action to prevent recurrence. If corrective action has not yet been completed, provide a completion date	X		X
f. Number of previous submittals for the same non-conforming condition on other items	X		X
II. Engineering basis for action	X	X	X
III. Name and signature of Seller's representative *	X	X	X

\*NOTE: Any subsequent information submitted by the Seller in connection with these documents also is signed at the indicated levels.