I. GENERAL

This document establishes the definitions and instructions for Supplier preparation of submittals used for FMP engineering and scientific procurements.

A. SUBMITTAL TYPES

The following provides a description of the types of submittals and when they shall be used.

Note: The forms listed below should be completed as Microsoft Word (.docx) documents whenever possible. The forms use content controls and are designed to use Microsoft Word 2013 or newer. If necessary, the forms may be printed and completed manually.

Form P-335 Approval Request (AR) - A form initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures, inspection plans, manufacturing schedules), as specified in the purchase order, for FMP approval or information.

Form P-336 Request For Information (RFI) - A form initiated by the Supplier for the purpose of requesting a contract clarification, missing information or an editorial change.

Form P-337 Request for Engineering Change (REC) - A form initiated by the Supplier which transmits a recommended change to contract technical requirements for the purpose of improving the product or methods of manufacture. All changes to FMP approved drawings on build-to-print contracts which change FMP generated technical requirements invoked on the purchase order require submittal as a REC with the following exceptions; (1) editorial corrections, (2) format changes, and (3) changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements. Changes to these documents shall be submitted for approval or information in the same manner as the original submittal using the same type of submittal form or using a Form P-336 RFI, as appropriate.

Form P-338 Repair Approval Request (RAR) - A form initiated by the Supplier which describes a non-conforming condition and requests approval to repair the item to be in full conformance to contract technical requirements using a proposed repair that is of a different kind or is more extensive than is allowed by contract technical requirements.

Form P-339 Degradation of Specification Requirements (DSR) - A form initiated by the Supplier to describe a non-conforming condition and to request acceptance of an item which does not conform to contract technical requirements. The three types of DSRs are identified below:

General DSR - Identifies a deviated product but does not propose any repairs to correct the nonconformance.

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

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

B. DEFINITIONS

Products - Products, as used herein, include materials, parts, intermediate assemblies, final assemblies, equipment, components and services.

Non-conforming Products - Products that do not meet contract technical requirements.

Technical Requirements - Technical requirements include specifications, standards, drawings, other technical requirements invoked by the purchase order and Supplier originated/FMP approved drawings and procedures. Technical requirements do not include the following;

a. Requirements of procedures that are within Supplier's right to change without FMP approval and submit for information in accordance with the applicable specification or standard are not included as technical requirements.

b. Requirements of Supplier generated internal procedures, documents and drawings which are more restrictive than the specifications, standards and other technical requirements invoked by the contract are not included as technical requirements.

c. Dimensions and other characteristics which are measured at an intermediate stage of manufacturing which change during subsequent operations so as not to violate final product requirements, unless the intermediate dimensions or other characteristics were based on specific requirements in applicable specifications or standards.

II. FORM P-335 APPROVAL REQUEST (AR) SUBMITTAL INSTRUCTIONS

A Form P-335 AR is initiated by the Supplier to submit technical contract documents (e.g., drawings, specifications, procedures, inspection plans, manufacturing schedules), as specified in the purchase order, for FMP approval or information. ARs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 1 for a copy of Form P-335 marked with numbered blocks which correspond with the block numbers in Table 1.

Table 1: Form P-335 Approval Request (AR)

Block	Information to be Provided
1	**To:** Enter the FMP facility the AR is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	**Attention:** Enter the FMP Contracts Professional's name.
3	**Purchase Order No:** Enter the *Purchase Order No.* from the purchase order face sheet.
4	**Release No:** If this is a release order placed against a master or blanket agreement, enter the *Release No.* listed on the purchase order face sheet. If not applicable, enter N/A.
5	**Submittal ID:** Enter in the following format: *AR-(sequence of AR)(revision letter if applicable)* ARs shall be numbered sequentially, starting with one (1). Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "A". For example, the first revision to the third AR shall be: "AR-3A".
6	**Project Name:** Enter the general title of the project work being completed.
7	**Request Type:** Check appropriate box as required by the technical requirements.
8	**Description:** Enter a brief description of the information provided (e.g., procedure for welding, test procedure, drawing for review). Typically only one document should be submitted via each AR to enable more expeditious processing.
9	**Attachments:** Indicate if there are attachments to the AR and the number of pages.
10	**Contract Requirement / Reason Requested:** State the reason for this AR (e.g., provide the contract specification requirement, drawings or procedures). Enter the specification, procedure, drawing number and revision associated with the AR, if applicable.
11	**Supplier Name, Address and Phone Number:** Enter the full company name, address and contact phone number.
12	**Name, Title, Signature, and Date:** Enter the name, job title and signature of the person submitting the AR and the date the AR is submitted to FMP.
13	**Disposition:** FMP will provide disposition of ARs within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of the Supplier actions required for each disposition: • Approved - Information provided by the Supplier is approved for use in this contract. • Conditionally Approved - If Supplier concurs with the FMP conditions, Supplier shall revise the AR to comply with the FMP comments and resubmit the revised AR for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised AR shall be submitted within thirty (30) business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. Pending approval of the revised submittal, the Supplier may proceed with the work involved providing the Supplier complies with all FMP comments. If Supplier does not concur with all of the FMP conditions, Supplier shall notify FMP within five (5) business days after FMP response so that resolution can be pursued. • Disapproved - Supplier shall revise disapproved items and resubmit the revised AR for FMP approval. The Supplier shall not perform work affected by this disapproval until FMP approval is obtained. • Receipt Acknowledged - Used when the AR is provided to FMP for information only. FMP disposition of Receipt Acknowledged documents completion of required Supplier action.

Table 1: Form P-335 Approval Request (AR)	
Block	**Information to be Provided**
	• Resubmittal Required - Supplier shall resubmit the AR to FMP for information or approval (as required). • See Attached Comments / Info - FMP comments are attached.
14	**Contracts Professional Name, Signature and Date:** Upon completion of the submittal review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the AR as dispositioned.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the AR, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.
	Classification Markings: If the purchase order involves classified or NOFORN information, NN-801 and/or NN-802 will be listed in the Applicable Documents section of the Requirements Document. *If NN-801 and/or NN-802 are not included in the purchase order, classification markings do not apply.* If NN-801 and/or NN-802 are invoked, each AR shall be classified by the Supplier in accordance with the policies and procedures established therein.

Exhibit 1: Form P-335 Approval Request

Fluor Marine Propulsion, LLC

Approval Request (AR)

P-335
10/2018

SUPPLIER TO COMPLETE THIS SECTION		
To: 1	Attention: 2	
PO No.: 3	Release No.: 4	Submittal ID: 5
Project Name: 6		Request Type: (check one) ☐ For Approval ☐ For Information Only 7
Description: 8		Attachments: 9
Contract Requirement / Reason Requested: 10 (Attach additional sheets if more space is needed)		

Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible. Any change in price and/or delivery will require a formal Amendment to the Purchase Order.

*Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.

Supplier Name and Address: 11	Name: 12	Signature:
	Title:	Date:

FMP TO COMPLETE THIS SECTION		
Disposition:	☐ Approved ☐ Conditionally Approved ☐ Disapproved	13 ☐ Receipt Acknowledged ☐ Resubmittal Required ☐ See Attached Comments / Info
Requestor:	Name	Signature / Date
Requestor Manager:	Name	Signature / Date
Contracts Professional: 14	Name	Signature / Date

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III. FORM P-336 REQUEST FOR INFORMATION (RFI) SUBMITTAL INSTRUCTIONS

A Form P-336 RFI is initiated by the Supplier to request a contract clarification, missing information or an editorial change. RFIs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 2 for a copy of Form P-336 marked with numbered blocks which correspond with the block numbers in Table 2.

Table 2: Form P-336 Request for Information (RFI)

Block	Information to be Provided
1	**To:** Enter the FMP facility the submittal is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	**Attention:** Enter the FMP Contracts Professional's name.
3	**Purchase Order No:** Enter the *Purchase Order No.* from the purchase order face sheet.
4	**Release No:** If this is a release order placed against a master or blanket agreement, enter the *Release No*. listed on the purchase order face sheet. If not applicable, enter N/A.
5	**Submittal ID:** Enter in the following format: *RFI-(sequence of RFI)*. RFIs shall be numbered sequentially, starting with one (1). For example, the third RFI shall be: "RFI-3"
6	**Project Name:** Enter the general title of the project work being completed.
7	**Description:** Enter a brief description of the information requested (e.g., contract clarification, missing information or an editorial change).
8	**Attachments:** Indicate if there are attachments to this RFI and number of pages.
9	**Contract Requirement / Reason Requested:** Enter the specification (procedure), drawing number and revision associated with the submittal, if applicable. State the reason for this RFI (e.g., provide contract clarification, editorial change).
10	**Supplier Name, Address and Phone Number:** Enter the full company name, address and contact phone number.
11	**Name, Title, Signature and Date:** Enter the name, job title and signature of the person submitting the RFI and the date the RFI is submitted to FMP.
12	**Comments / Information to Supplier:** FMP shall provide a response back to the Supplier on all RFIs to provide the requested information or indicate concurrence with Supplier's clarification within twenty (20) business days, unless otherwise mutually agreed upon.
13	**Contracts Professional Name, Signature and Date:** Upon completion of the RFI review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the RFI as dispositioned.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the RFI, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.
	Classification Markings: If the purchase order involves classified or NOFORN information, NN-801 and/or NN-802 will be listed in the Applicable Documents section of the Requirements Document. *If NN-801 and/or NN-802 are not included in the purchase order, classification markings do not apply.* If NN-801 and/or NN-802 are invoked, each RFI shall be classified by the Supplier in accordance with the policies and procedures established therein.

Exhibit 2: Form P-336 Request for Information

Fluor Marine Propulsion, LLC

Request for Information (RFI)

P-336
10/2018

SUPPLIER TO COMPLETE THIS SECTION		
To: 1		Attention: 2
PO No.: 3	Release No.: 4	Submittal ID: 5
Project Name: 6		
Description: 7		Attachments: 8
Contract Requirement / Reason Requested: 9 (Attach additional sheets if more space is needed)		

Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible. Any change in price and/or delivery will require a formal Amendment to the Purchase Order.

*Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.

Supplier Name and Address:	Name: 11	Signature:
10	Title:	Date:

FMP TO COMPLETE THIS SECTION		
Comments / Information to Supplier: 12 (Attach additional sheets if more space is needed)		
Requestor:	Name	Signature	Date
Contracts Professional: 13	Name	Signature	Date

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IV. FORM P-337 REQUEST FOR ENGINEERING CHANGE (REC) SUBMITTAL INSTRUCTIONS

A Form P-337 REC is initiated by the Supplier to request a change to a contract technical requirement for the purpose of improving the product or methods of manufacture. All changes to FMP approved drawings on build-to-print contracts which change FMP generated technical requirements invoked on the purchase order require submittal as a REC with the exception of:

1. Editorial corrections
2. Format changes
3. Changes to procedures, standards, documents and drawings prepared by the Supplier which do not change technical requirements.

Changes to these documents shall be submitted for approval or information in the same manner and type of the original submittal or using a Form P-336 RFI, as appropriate.

It is FMP policy to obtain products in strict accordance with purchase order requirements. However, FMP will consider Supplier requests for changes to contract technical requirements if acceptance of the REC is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change.

Responsibility for delay in schedule due to obtaining approval or rejection of a REC rests solely with the Supplier. Such lost time is to be made up by the Supplier at no increase in purchase order price to meet contract dates. Work started on or utilizing components in advance of FMP approval of an REC is done at the Supplier's risk. The Supplier shall not assume that approval will be granted because similar conditions were previously approved.

A. FMP ACTIONS

1. FMP will evaluate the submittal to determine whether it is of sufficient benefit to FMP to offset all FMP effort involved in implementing the change (e.g., engineering evaluation, specification change, drawing and technical manual changes, quantity of repair parts, interchangeability studies). RECs are disapproved and returned to the Supplier without further engineering evaluation if the benefit to FMP is insufficient with reason(s) for return indicated.
2. Contractual Authorization
   a. No Change in Contract Cost or Delivery

      The signature of a FMP Contracts Professional on the final approved REC constitutes contractual authorization for disposition of the REC. FMP approval does not authorize any increase in the purchase order price or delay in delivery.

   b. Change in Contract Cost or Delivery

      If REC approval results in a change in purchase order price or delivery, an amendment to the purchase order shall be required for incorporation of the proposed approved changes into the contract. FMP approval of the REC does not authorize any increase in the purchase order price or delay in delivery.

B. PREPARATION OF THE FORM P-337 REC

RECs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 3 for a copy of Form P-337 marked with numbered blocks which correspond with the block numbers in Table 3.

Table 3: Form P-337 Request for Engineering Change (REC)	
Block	**Information to be Provided**
1	**To:** Enter the FMP facility the REC is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	**Attention:** Enter the FMP Contract Professional's name.
3	**Purchase Order No:** Enter the *Purchase Order No.* from the purchase order face sheet.
4	**Release No:** If this is a release order placed against a master or blanket agreement, enter the *Release No.* listed on the purchase order face sheet. If not applicable, enter N/A.
5	**Submittal ID:** Enter in the following format: *REC-(sequence of REC)(revision letter if applicable)* RECs shall be numbered sequentially, starting with one (1). Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "–A". For example, the first revision to the third REC shall be: "REC-3A"
6	**Project Name:** Enter the general title of the project work being completed.
7	**Drawing No. & Rev.:** Enter Drawing number and revision affected, if applicable.
8	**Specification No. & Rev.:** Enter the specification (procedure) number associated with the submittal, if applicable.
9	**Drawing Item No.:** Enter the drawing item number, if applicable.
10	**Part Name:** Enter the drawing part name, if applicable.
11	**Detailed Description of Present Requirement and Proposed Change:** Provide the existing contract technical requirement to be revised. State the proposed change(s) in concise and specific wording to facilitate revision of applicable contract technical documents. Attach additional sheets, supplemental drawings or sketches, if required. When attached, each must be clearly identified as applicable to the particular request and must be page-numbered in consecutive order beginning with page 2.
12	**Justification & Benefit to the Government (FMP) for Acceptance:** Identify effect on cost, delivery, quality, ease of manufacture or product improvement of the proposed change, with sufficient supporting information to justify the conclusions.
13	**Detailed Engineering Basis for Acceptance Including Compounding Effects:** Define the problem or improvement that the proposed change is intended to correct (such as repetitive non-conforming condition, failure, malfunction, cost factors, or needed product improvement). Include any additional affect on quality, ease of manufacture, improvement in performance, life, safety, interchangeability, maintainability or reliability with sufficient supporting information to justify the conclusions. Provide 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 towards providing a new capability, the improvements must be described in specific numerical terms. A list of any testing performed prior to the submittal of the REC shall be included, when applicable.
14	**Effect on Price:** If there is a change in purchase order price due to approval of this REC, enter the dollar amount here. If there is no change, specify "none".
15	**Effect on Delivery:** If there is a change in the delivery schedule, enter the estimated revised date here. If there is no change, specify "none".
16	**Supplier Name, Address and Phone Number:** Enter the full company name, address and contact phone number.
17	**Name, Title, Signature and Date:** Enter the name, job title and signature of the person responsible for submitting this REC and the date the REC is submitted to FMP.

Table 3: Form P-337 Request for Engineering Change (REC)	
Block	**Information to be Provided**
18	**Disposition:** See Section IV.A for a discussion on FMP actions on REC submittals. FMP will provide disposition of the REC within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of Supplier actions required for each disposition: • Approved - Supplier's recommended action is approved. See Section IV.A.2 for contractual authorization of the approved REC. • Conditionally Approved - If Supplier concurs with the FMP conditions, Supplier shall revise the REC to comply with the FMP comments and resubmit the revised REC for FMP approval. Such resubmittal denotes Supplier's concurrence with the FMP comments. The revised REC shall be submitted within thirty (30) business days after the conditional approval is received by the Supplier. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. If Supplier does not concur with all of the FMP conditions, Supplier shall notify FMP within five (5) business days after FMP response so that resolution can be pursued. Note that a resubmittal is required within thirty (30) business days. Failure to issue a resubmittal within this period will automatically cause the conditional approval to revert to disapproval. • Disapproved - Supplier's recommended action is not acceptable to FMP for reason(s) provided and is not approved. • Resubmittal Required - Supplier shall resubmit the REC to FMP for approval. • See Attached Comments / Info - FMP comments are attached.
19	**Contracts Professional Name, Signature and Date:** Upon completion of the submittal review by FMP, the Contracts Professional shall enter their name, signature, and date signed. See Section IV.A.2 for contractual authorization.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the REC, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.
	Classification Markings: If the purchase order involves classified or NOFORN information, NN-801 and/or NN-802 will be listed in the Applicable Documents section of the Requirements Document. *If NN-801 and/or NN-802 are not included in the purchase order, classification markings do not apply.* If NN-801 and/or NN-802 are invoked, each REC shall be classified by the Supplier in accordance with the policies and procedures established therein.

Exhibit 3: Form P-337 Request for Engineering Change

Fluor Marine Propulsion, LLC

Request for Engineering Change (REC)

P-337
10/2018

SUPPLIER TO COMPLETE THIS SECTION		
To: 1		Attention: 2
PO No.: 3	Release No.: 4	Submittal ID: 5
Project Name: 6		
Drawing No. & Rev: 7 ☐ Attached		Specification No. & Rev: 8 ☐ Attached
Drawing Item No.: 9		Part Name: 10
Detailed Description of Present Requirement and Proposed Change: 11		
Justification and Benefit to the Government for Acceptance: 12		
Detailed Engineering Basis for Acceptance Including Compounding Effects: 13		
Effect on Price (if none, so state): 14		Effect on Delivery (if none, so state): 15
Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made above and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible. *Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.		
Supplier Name and Address: 16	Name: 17	Signature:
	Title:	Date:
FMP TO COMPLETE THIS SECTION		
Disposition:	☐ Approved ☐ Conditionally Approved 18 ☐ Disapproved	☐ Resubmittal Required ☐ See Attached Comments / Info
Requestor:	Name	Signature / Date
Requestor Manager:	Name	Signature / Date
Contracts Professional:	Name 19	Signature / Date

Page 1 of 1

V. FORM P-338 REPAIR APPROVAL REQUEST (RAR) SUBMITTAL INSTRUCTIONS

A Form P-338 RAR is initiated by the Supplier to describe a non-conforming condition and request approval to repair the products, provided all the following conditions exist:

1. The non-conforming condition violates a contract technical requirement.
2. The item can be repaired to be in full conformance with all technical requirements.
3. The proposed repair is of a different kind or is more extensive than allowed by technical requirements. A repair is considered of a different kind than allowed if the technical requirements either do not mention the type of repair proposed or specify that the repair is not allowed unless otherwise approved.

If the technical requirements prohibit the proposed type of repair, appropriate action is to be taken via a DSR.

If the 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 Supplier obtain approval of each specific repair in question prior to proceeding with the repair.

It is FMP policy to obtain products in strict accordance with contract requirements. However, FMP will consider Supplier requests for acceptance of non-conforming processes if acceptance of the RAR is of sufficient benefit to FMP to offset all FMP effort involved in evaluating the technical acceptability of the non-conforming condition.

Responsibility for delay in schedule resulting from repair or replacement of non-conforming supplies or from delay in obtaining approval or rejection of a RAR rests solely with the Supplier. Such lost time is to be made up by the Supplier at no increase in purchase order price to meet contract dates. Work started on or utilizing non-conforming components in advance of FMP approval of a RAR is done at Supplier's risk. The Supplier shall not assume that approval will be granted because similar conditions were previously approved.

A. SUPPLIER ACTIONS

1. RAR Submittal

   a. RARs for non-subcontracted products shall be submitted to FMP within fifteen (15) business days after the non-conforming condition is discovered.

   b. RARs for subcontracted products shall be submitted to FMP within thirty (30) business days after the non-conforming condition is discovered.

   c. FMP shall be formally notified of any RAR condition that exists which will not be submitted prior to expiration of the contractual submittal dates (fifteen (15) or thirty (30) days).

   d. When a quantity of deviated material or parts have been fabricated before the deviation is first detected, a RAR shall be submitted on the first component(s) discovered, and addenda submitted as additional components are determined to be rejected for the same cause. In the original RAR the Supplier shall identify the maximum quantity of products affected by the cause.

   e. When it is uncertain under which existing contract a specific component or subcomponent will be delivered, the Supplier may submit a RAR for the specific component against any or all <u>existing</u> contracts for the same type of equipment. In

such a case, the Supplier shall identify all the contracts for which approval is requested and shall identify the specific contract requirements violated on each contract.

2. RAR Approval

   FMP approval of the RAR constitutes approval to proceed with the repair, inspection, and disposition of the product. Upon completion of the repair, the following two alternatives exist:

   a. If the product meets the expected condition identified in the original RAR, the RAR shall be resubmitted for information only. The resubmittal need not be the entire RAR 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 RAR for approval shall be required.

   b. If the product fails to meet any of the defined limits upon completion of the repair or if the Supplier specified provisions or FMP imposed conditions are not fully complied with and the Supplier still intends to use the product, the Supplier shall submit a revision to the original RAR which must (a) reference the original "RAR" number; (b) identify the contract technical requirement violated; and (c) identify the as-built condition. FMP disposition of this RAR determines disposition of the product.

3. RAR Conditional Approval

   When FMP dispositions a RAR as "Conditionally Approved", the Supplier shall:

   a. Review FMP Conditions

      The Supplier must notify FMP within five (5) business days after FMP response if the Supplier disagrees with the conditions for approval. Failure to notify FMP within this time frame signifies concurrence with FMP conditions for approval.

   b. Resubmit Conditionally Approved RAR

      Resubmit the conditionally approved RAR to FMP within ten (10) business days after the conditions have been complied with for information or re-approval (when re-approval was identified as a condition of approval). The resubmittal shall include appropriate inspection results and when submitted for information, need not consist of the entire RAR but rather consist of notification that, and how all conditions have been complied with.

      If resubmittal cannot be provided within ten (10) business days, an explanation shall be submitted with the DSR explaining the circumstances which caused the delay.

   c. Establish a System for Control

      The Supplier shall establish and maintain a control system for each conditionally approved RAR on any of the affected components until the conditions are complied with.

B. FMP ACTIONS

1. FMP shall first evaluate whether acceptance of the RAR is of sufficient benefit to FMP to offset all FMP effort involved in evaluating the technical acceptability of the non-conforming condition. RARs shall be disapproved and returned to the Supplier without further engineering evaluation if the benefit to FMP is insufficient. The Supplier will be

advised of the reason for disapproval.

2. If the RAR has not been properly submitted, or does not have thoroughly responsive content, FMP will immediately require the Supplier to take necessary action to have the RAR completed or corrected.
3. If the RAR has been properly prepared and is satisfactory with respect to the foregoing, FMP will evaluate the RAR in accordance with the following criteria:
   a. In instances where FMP considers the RAR either acceptable or unacceptable from a technical standpoint, the RAR will be dispositioned accordingly and returned to the Supplier for appropriate action.
   b. In instances where the FMP evaluation indicates the Supplier's submittal to require modification before it can be accepted, FMP may:
      i. Disapprove the RAR and advise the Supplier that it will be reconsidered for approval with the inclusion of certain additional information and/or actions.
      ii. Conditionally approve the RAR subject to the Supplier's compliance with certain further stated requirements, such as identification of FMP release points through which the affected component may be conditionally released and/or at which FMP release point the component may not be released.
4. Contractual Authorization

   The signature of a FMP Contracts Professional on the final approved RAR constitutes contractual authorization for disposition of that RAR. FMP approval does not authorize any increase in the purchase order price or delay in delivery.

C. PREPARATION OF THE FORM P-338 RAR

RARs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 4 for a copy of Form P-338 marked with numbered blocks which correspond with the block numbers in Table 4.

Note that certain blocks require only N/A be entered as RARs processed in accordance with Form P-412 do not require certain fields of information.

Table 4: Form P-338 Repair Approval Request (RAR)	
Block	**Information to be Provided**
1	**To:** Enter the FMP facility the RAR is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	**Attention:** Enter the FMP Contracts Professional's name.
3	**Purchase Order No:** Enter the *Purchase Order No.* from the purchase order face sheet.
4	**Release No:** If this is a release order placed against a master or blanket agreement, enter the *Release No.* listed on the purchase order face sheet. If not applicable, enter N/A.
5	**Submittal ID:** Enter in the following format: *RAR-(sequence of RAR)(revision letter if applicable)* RARs shall be numbered sequentially, starting with one (1). Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "–A". For example, the first revision to the third RAR shall be: "RAR-3A"
6	**Project Name:** Enter the general title of the project work being completed.
7	**Drawing No. & Rev.:** Enter the drawing number and revision affected, if applicable.
8	**Specification No. & Rev.:** Enter the specification (procedure) number associated with the submittal, if applicable.
9	**Drawing Item No. & Part Name:** Enter the drawing item number and drawing part name, if applicable.
10	**Serial Number:** Enter the unique part serial number for the deviated component, if applicable. If a unique serial number has not been identified, the Supplier shall maintain records to identify the component(s) affected by the discrepant condition. An RAR should normally only cover one part or component serial number. However, when the discrepant condition is applicable to more than one part or component serial number due to discrepancies such as material test results, heat treatment, omission of a fabrication or inspection operation, or procedure violation, all serial numbers may be listed on the RAR provided each is listed by affected contract. When the non-conforming condition applies to a material used in the manufacturing process (e.g., weld wire or flux), the RAR should address all affected component and/or part serial numbers on current contracts.
11	**Date of Discovery**: Enter the date the deviation was determined to exist. This date is the date after which sufficient processing, rework and/or inspection, if necessary, is completed to enable the non-conforming condition to be fully and specifically described in terms of a deviation from technical requirements.
12	**Contract Technical Requirement Violated:** Provide the specific technical requirements of the purchase order with which the deviated product fails to conform.
13	**Detailed Description of Deviation:** Describe the deviated condition clearly and fully. The description shall ensure that repaired areas are precisely located relative to permanent features on the component (e.g., axes) so as to ensure complete traceability after component delivery. Use additional data and sketches (to be attached as required) to present a clear description of the deviation. Where defective product results from malfunction or lack of control of an operation or a process, define 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. For non-conforming conditions caused by a lower-tier supplier, the present location of the non-conforming supplies and the organization that discovered the non-conforming conditions shall be identified.
14	**Supplier Name, Address and Phone Number:** Enter the full company name, address and contact phone number.
15	**Name, Title, Signature and Date:** Enter the name, title and signature of the person responsible for submitting this RAR and the date the RAR is submitted to FMP.

Table 4: Form P-338 Repair Approval Request (RAR)	
Block	**Information to be Provided**
16	**Disposition:** See Sections V.A. and V.B. for a discussion on Supplier and FMP actions required on RAR submittals. FMP will provide disposition of the RAR within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of Supplier actions required for each disposition: • Approved - Supplier's recommended action is approved. The RAR becomes a contract document without further action by the Supplier. • Conditionally Approved - Supplier's recommended action is acceptable provided that the conditions specified by FMP are met by the Supplier. Supplier must notify FMP within five (5) business days after FMP response if the Supplier disagrees with the conditions for approval. Failure to notify FMP within this time frame signifies concurrence with FMP conditions for approval. • Disapproved - Supplier's recommended action is not acceptable to FMP for reason(s) provided and is not approved. • Receipt Acknowledged - Used when the DSR is provided to FMP for information only. FMP disposition of Receipt Acknowledged documents completion of required Supplier action. • Resubmittal Required - The Supplier shall resubmit the RAR to FMP for information or approval (as required), indicate how all conditions for approval have been complied with including appropriate inspection results. A copy of the original RAR signed by FMP shall be attached. If the resubmittal is for information, the resubmitted RAR becomes a contract document without further action by FMP. If all conditions have not been met, resubmittal of the RAR for approval is required. • See Attached Comments / Info - FMP comments are attached.
17	**Contracts Professional Name, Signature and Date:** Upon completion of the RAR review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the RAR as dispositioned. FMP approval does not authorize any increase in the purchase order price or delay in delivery.
18	**Detailed Engineering Basis for Acceptance Including Compounding Effects:** Enter N/A.
19	**Error Cause and Corrective Action Taken to Prevent Recurrence:** Enter N/A.
20	**Previous RAR/DSRs of the Same Non-Conforming Condition:** Enter N/A.
21	**Recommended Change to Technical Requirements:** Enter N/A.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the RAR, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.
	Classification Markings: If the purchase order involves classified or NOFORN information, NN-801 and/or NN-802 will be listed in the Applicable Documents section of the Requirements Document. *If NN-801 and/or NN-802 are not included in the purchase order, classification markings do not apply.* If NN-801 and/or NN-802 are invoked, each RAR shall be classified by the Supplier in accordance with the policies and procedures established therein.

Exhibit 4: Form P-338 Repair Approval Request

Fluor Marine Propulsion, LLC

Repair Approval Request (RAR)

P-338
10/2018

SUPPLIER TO COMPLETE THIS SECTION		
To: 1	Attention: 2	
PO No.: 3	Release No.: 4	Submittal ID: 5
Project Name: 6		
Drawing No. & Rev: 7 ☐ Attached	Specification No. & Rev: 8 ☐ Attached	
Drawing Item No. & Part Name: 9	Serial No.: 10	Date of Discovery: 11
Contract Technical Requirement Violated: 12		
Detailed Description of Deviation: 13		
Please continue to page 2 for additional information required for RARs.		

Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made above and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible.

*Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.

Supplier Name and Address: 14	Name: 15	Signature:
	Title:	Date:

FMP TO COMPLETE THIS SECTION		
Disposition: 16	☐ Approved ☐ Conditionally Approved ☐ Disapproved	☐ Receipt Acknowledged ☐ Resubmittal Required ☐ See Attached Comments / Info
Requestor:	Name / Signature / Date	
Requestor Manager:	Name / Signature / Date	
Contracts Professional: 17	Name / Signature / Date	

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Fluor Marine Propulsion, LLC

Repair Approval Request (RAR)

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ADDITIONAL INFORMATION REQUIRED FOR RARs SUPPLIER TO COMPLETE THIS SECTION
Detailed Engineering Basis for Acceptance Including Compounding Effects: 18
Error Cause and Corrective Action Taken to Prevent Recurrence: 19
Previous RAR/DSR(s) of the Same Non-conforming Condition: 20
Recommended Change to Contract Technical Requirements to Prevent Recurrence: 21

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VI. FORM P-339 DEGRADATION OF SPECIFICATION REQUIREMENTS (DSR) SUBMITTAL INSTRUCTIONS

A Form P-339 DSR is initiated by the Supplier to describe a non-conforming condition and to request acceptance of an item which does not conform to contract technical requirements.

It is FMP policy to obtain products in strict accordance with contract requirements. However, FMP will consider Supplier requests for acceptance of non-conforming product(s) if acceptance of the DSR is of sufficient benefit to FMP to offset all FMP effort involved in evaluating the technical acceptability of the non-conforming condition.

Responsibility for delay in schedule resulting from repair or replacement of non-conforming supplies or from delay in obtaining approval or rejection of a DSR rests solely with the Supplier. Such lost time is to be made up by the Supplier at no increase in purchase order price to meet contract dates. Work started on or utilizing non-conforming products in advance of FMP approval of a DSR is done at Supplier's risk. The Supplier shall not assume that approval will be granted because similar conditions were approved previously.

A. SUPPLIER ACTIONS

1. DSR Submittal

   a. DSRs for non-subcontracted products shall be submitted to FMP within fifteen (15) business days after the non-conforming condition is discovered.

   b. DSRs for subcontracted products shall be submitted to FMP within thirty (30) business days after the non-conforming condition is discovered.

   c. FMP shall be formally notified of any DSR condition that exists which will not be submitted prior to expiration of the contractual submittal dates (fifteen (15) or thirty (30) days).

   d. When a quantity of deviated material or parts have been fabricated before the deviation is first detected, a DSR shall be submitted on the first component(s) discovered, and addenda submitted as additional components are determined to be rejected for the same cause. In the original DSR, the Supplier shall identify the maximum quantity of products affected by the cause.

   e. When it is uncertain under which existing contract a specific component or subcomponent will be delivered, the Supplier may submit a DSR for the specific component against any or all <u>existing</u> contracts for the same type of equipment. In such a case, the Supplier shall identify all the contracts for which approval is requested and shall identify the specific contract requirements violated on each contract.

2. DSR Conditional Approval

   When FMP dispositions a DSR as "Conditionally Approved", the Supplier shall:

   a. Review FMP Conditions

      The Supplier shall notify FMP within five (5) business days after FMP response if the Supplier disagrees with the conditions for approval. Failure to notify FMP within this time frame signifies concurrence with FMP conditions for approval.

b. Establish a System for Control

The Supplier shall establish and maintain a control system for each conditionally approved DSR on any of the affected components until the conditions are complied with.

c. Resubmit Conditionally Approved DSR

Resubmit the conditionally approved DSR to FMP within ten (10) business days after the conditions have been complied with for information or re-approval (when re-approval was identified as a condition of approval). When resubmitted for information, the DSR shall include as a minimum, that, and how, all conditions have been complied with including appropriate inspection results.

If any specified provisions, repaired conditions or other conditions imposed by FMP are outside any of the defined limits or not fully complied with, such deviations shall be submitted for disposition as a revision to the original DSR. This submittal shall specifically list the new DSR condition.

If resubmittal cannot be provided within ten (10) business days, an explanation shall be submitted with the DSR explaining the circumstances which caused the delay.

B. FMP ACTIONS

1. FMP shall first evaluate whether acceptance of the DSR is of sufficient benefit to FMP to offset all FMP effort involved in evaluating the technical acceptability of the non-conforming condition. DSRs shall be disapproved and returned to the Supplier without further engineering evaluation if the benefit to FMP is insufficient. The Supplier will be advised of the reason for disapproval.
2. FMP will then evaluate the DSR in accordance with the following criteria:
   a. In instances where FMP considers the DSR either acceptable or unacceptable from a technical standpoint, the DSR will be dispositioned accordingly and returned to the Supplier for appropriate action.
   b. In instances where the FMP evaluation indicates the Supplier's submittal requires modification before it can be accepted, FMP may:
      i. Disapprove the DSR and advise the Supplier that it will be reconsidered for approval with the inclusion of certain additional information and/or actions.
      ii. Conditionally approve the DSR subject to the Supplier's compliance with certain further stated requirements.
   c. In instances where the Supplier has identified the DSR as a Provisional or Repair DSR, FMP will conditionally approve the initial DSR if it is technically acceptable and of sufficient benefit to FMP. Such dispositions will, as a minimum, be subject to acceptable compliance with the Supplier's provisions or satisfactory completion of repairs.

      FMP conditional approval of Provisional or Repair DSRs constitutes approval to proceed with the repair, inspection, and disposition of the product. Upon completion of the repair, the following two alternatives exist:

      i. If the product 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 approval shall be required.

ii. If the product fails to meet any of the defined limits upon completion of the repair or if the Supplier specified provisions or FMP imposed conditions are not fully complied with and the Supplier still proposes to use the product, the Supplier shall submit a revision to the original DSR which must (a) reference the original "Provisional or 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; and (d) identify the as-built condition. FMP disposition of this DSR determines disposition of the product.

3. Contractual Authorization

The signature of a FMP Contracts Professional on the final approved DSR constitutes contractual authorization for disposition of that DSR. FMP approval does not authorize any increase in the purchase order price or delay in delivery.

C. PREPARATION OF THE FORM P-339 DSR

DSRs shall be prepared by the Supplier and submitted to FMP in accordance with the following instructions. See Exhibit 5 for a copy of Form P-339 marked with numbered blocks which correspond with the block numbers in Table 5.

Note that certain blocks require only N/A be entered as DSRs processed in accordance with Form P-412 do not require certain fields of information.

Table 5: Form P-339 Degradation of Specification Requirements (DSR)	
Block	**Information to be Provided**
1	**To:** Enter the FMP facility the DSR is being sent to (Bettis, Knolls, KS, NRF). See the purchase order for facility address.
2	**Attention:** Enter the FMP Contracts Professional's name.
3	**Purchase Order No:** Enter the *Purchase Order No.* from the purchase order face sheet.
4	**Release No:** If this is a release order placed against a master or blanket agreement, enter the *Release No.* listed on the purchase order face sheet. If not applicable, enter N/A.
5	**Submittal ID:** Enter in the following format: *DSR-(sequence of DSR)(revision letter if applicable)* DSRs shall be numbered sequentially, starting with one (1). Resubmittals shall use the same number as the initial submittal followed by a revision letter, starting with "–A". For example, the first revision to the third DSR shall be: "DSR-3A"
6	**Project Name:** Enter the general title of the project work being completed.
7	**DSR Type:** Check the appropriate box. DSRs are categorized by type as follows: • DSR - Identifies a deviated component but does not propose any repairs to correct the nonconformance. • Repair DSR - Identifies a deviated product which can be repaired to improve the component but will result in a component that will not be in full conformance with all technical requirements. • Provisional DSR - Identifies a deviated product which cannot be practicably repaired but which can be improved by provisions such as alteration of a mating component or a selective placement of the non-conforming part in an assembly.
8	**DSR Class:** Check Class N/A.
9	**Drawing No. & Rev.:** Enter the drawing number and revision affected, if applicable.
10	**Specification No. & Rev.:** Enter the specification (procedure) number associated with the DSR, if applicable.
11	**Drawing Item No. & Part Name:** Enter the drawing item number and drawing part name.
12	**Serial Number:** Enter the unique part serial number for the deviated component, if applicable. If a unique serial number has not been identified, the Supplier shall maintain records to identify the component(s) affected by the discrepant condition. A DSR should normally only cover one part or component serial number. However, when the discrepant condition is applicable to more than one part or component serial number due to discrepancies such as material test results, heat treatment, omission of a fabrication or inspection operation, or procedure violation, all serial numbers may be listed on the DSR provided each is listed by affected contract. When the non-conforming condition applies to a material used in the manufacturing process (e.g., weld wire or flux), the DSR should address all affected component and/or part serial numbers on current contracts. Final assembly dimensional deviations should always be reported on one DSR per component.
13	**Date of Discovery:** Enter the date the deviation was determined to exist. This date is the date after which sufficient processing, rework and/or inspection, if necessary, is completed to enable the non-conforming condition to be fully and specifically described in terms of a deviation from technical requirements.
14	**Contract Technical Requirement Violated:** Provide the specific technical requirements of the purchase order with which the deviated product fails to conform.
15	**Detailed Description of Deviation:** Describe the deviated condition clearly and fully. The description shall ensure that dimensional deviations are precisely located relative to permanent features on the component (e.g., axes) so as to ensure complete traceability after component delivery. Use additional data and sketches (to be attached as required) to present a clear description of the deviation. Provisional and Repair DSRs shall include a description of the non-conforming condition with definitive limits that are expected to exist after the repair or provisions that are to be imposed on the component, such as selective placement. Where defective product results from malfunction or lack of control of an operation or a process, define the quantity and identification of product that has been processed through the operation

Table 5: Form P-339 Degradation of Specification Requirements (DSR)	
Block	**Information to be Provided**
	or process subsequent to the inspection of the defective product being submitted for acceptance. For non-conforming conditions caused by a lower-tier supplier, the present location of the non-conforming supplies and the organization that discovered the non-conforming conditions shall be identified.
16	**Supplier Name, Address and Phone Number:** Enter the full company name, address and contact phone number.
17	**Name, Title, Signature and Date:** Enter the name, job title and signature of the person responsible for signing this DSR, and the date the DSR is submitted to FMP.
18	**Disposition:** See Sections VI.A & VI.B for a discussion on Supplier and FMP actions required on DSRs. FMP will provide disposition of the DSR within twenty (20) business days, unless otherwise mutually agreed upon. The following provides a summary of Supplier actions required for each disposition: • Approved - Supplier's recommended action is approved. The DSR becomes a contract document without further action by the Supplier. • Conditionally Approved - Supplier's recommended action is acceptable provided that the conditions specified by FMP are met by the Supplier. The Supplier must notify FMP within five (5) business days after FMP response if the Supplier disagrees with the conditions for approval. Failure to notify FMP within this time frame signifies concurrence with FMP conditions for approval. • Disapproved - Supplier's recommended action is not acceptable to FMP for reason(s) provided and is not approved. • Receipt Acknowledged - Used when a DSR is provided to FMP for information only. FMP disposition of Receipt Acknowledged documents completion of required Supplier action. • Resubmittal Required - Supplier shall resubmit DSR to FMP for information or approval (as required) and indicate how all conditions for approval have been complied with including appropriate inspection results. A copy of the original DSR signed by FMP shall be attached. If the resubmittal is for information, the resubmitted DSR becomes a contract document without further action by FMP. If all conditions have not been met, resubmittal of the DSR for approval is required. • See Attached Comments/Info - FMP comments are attached.
19	**Contracts Professional, Signature and Date:** Upon completion of the DSR review by FMP, the Contracts Professional shall enter their name, signature, and date signed which constitutes FMP contractual authorization of the DSR as dispositioned. FMP approval does not authorize any increase in the purchase order price or delay in delivery.
20	**Benefit to the Government (FMP) for Acceptance:** Enter N/A.
21	**Detailed Engineering Basis for Acceptance Including Compounding Effects:** Enter N/A.
22	**Error Cause and Corrective Action Taken to Prevent Recurrence:** Enter N/A. FMP reserves the right to request cause and corrective action dependent on the significance of the condition identified in the DSR.
23	**Previous RAR/DSRs of the Same Non-Conforming Condition:** Enter N/A.
24	**Recommended Change to Technical Requirements:** Enter N/A.
	Additional Information: When additional sheets are required, clearly identify each sheet as applicable to the DSR, provide the applicable Block Name of supplemental information, and number all pages consecutively starting with page 2.
	Classification Markings: If the purchase order involves classified or NOFORN information, NN-801 and/or NN-802 will be listed in the Applicable Documents section of the Requirements Document. *If NN-801 and/or NN-802 are not included in the purchase order, classification markings do not apply.* If NN-801 and/or NN-802 are invoked, each DSR shall be classified by the Supplier in accordance with the policies and procedures established therein.

Exhibit 5: Form P-339 Degradation of Specification Requirements

Fluor Marine Propulsion, LLC

Degradation of Specification Requirements (DSR)

P-339
10/2018

SUPPLIER TO COMPLETE THIS SECTION		
To: 1		Attention: 2
PO No.: 3	Release No.: 4	Submittal ID: 5
Project Name: 6		
DSR Type: (check one) ☐ DSR ☐ Repair DSR ☐ Provisional DSR 7		8 Class: (check one) ☐ I ☐ II ☐ N/A
Drawing No. & Rev: 9 ☐ Attached		Specification No. & Rev: 10 ☐ Attached
Drawing Item No. & Part Name: 11	Serial No.: 12	Date of Discovery: 13
Contract Technical Requirement Violated: 14		
Detailed Description of Deviation: 15		
Please continue to page 2 for additional information required for Class I and Class II DSRs.		
Action taken herein does not authorize any increase in the purchase order price or delay in delivery. If the Supplier considers that any comments made above and/or approval will result in a purchase order price increase or delay in delivery, no action should be taken in complying with this document, and the Supplier's proposal for accomplishing the work should be submitted to the Contracts Professional as soon as possible. *Supplier's signature below certifies that all technical specification and purchase order requirements relevant to this submittal have been met and will be implemented during completion for a high quality product which meets all purchase order requirements.		
Supplier Name and Address: 16	Name: 17 Title:	Signature: Date:
FMP TO COMPLETE THIS SECTION		
Disposition: ☐ Approved ☐ Conditionally Approved ☐ Disapproved 18		☐ Receipt Acknowledged ☐ Resubmittal Required ☐ See Attached Comments / Info
Requestor: Name	Signature	Date
Requestor Manager: Name	Signature	Date
Contracts Professional: Name 19	Signature	Date

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ADDITIONAL INFORMATION FOR CLASS I AND CLASS II DSRS SUPPLIER TO COMPLETE THIS SECTION
Benefit to the Government for Acceptance: 20
Detailed Engineering Basis for Acceptance Including Compounding Effects: 21
Error Cause and Corrective Action Taken to Prevent Recurrence: 22
Previous RAR/DSR(s) of the Same Non-conforming Condition: 23
Recommended Change to Contract Technical Requirements to Prevent Recurrence: 24