

NAVAL INVENTORY CONTROL POINT PHILADELPHIA

SOURCE APPROVAL INFORMATION BROCHURE FOR REPAIR



Issued By:
Engineering & Product Support Directorate

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Source Development Department (Code 073)
Points of Contact and Commodity Cognizance

FIXED WING ROTARY WING DRIVE TRAIN	AVIONICS ELECTRONICS	POWER PLANTS
Code 0731 (215) 697-1236	Code 0732 (215) 697-5220	Code 0733 (215) 697-1248
STRUCTURAL COMPONENTS	RADARS	BLADES
LANDING GEARS	COMMUNICATIONS	SHROUDS
ARMAMENT	NAVIGATION	BEARINGS
FUEL CONTROLS	FIRE CONTROL	SHAFTS
ENVIRONMENT CONTROLS	AUTO PILOTS	CASES
SUPPORT EQUIPMENT	GYROS	AUXILIARY POWER PLANTS
AIRCRAFT LAUNCH AND RECOVERY	INFRARED	ENGINE ACCESSORIES
AVIATION LIFE SUPPORT SYSTEMS	SUPPORT EQUIPMENT	SUPPORT EQUIPMENT
FLIGHT CONTROLS	COCKPIT DISPLAYS	
TRANSMISSIONS	INDICATORS	
HELICOPTER BLADES	GENERATORS	
MAIN ROTORS		

Major Weapon Systems Managed by NAVICP-PHIL

I. AIRCRAFT

BOEING COMPANY	LOCKHEED - MARTIN	SIKORSKY
A-4 SKYHAWK	S-3 VIKING	H-3 SEA KING
F/A-18 HORNET	P-3 ORION	H-53 SEA STALLION
AV-8B HARRIER	C-130 HERCULES	H-60 SEAHAWK
H-46 SEA KNIGHT	KA-6D TANKER	
	F-14 TOMCAT	
	A-6 INTRUDER	
	EA-6 PROWLER	
	E-2 HAWKEYE	
	C-2 GREYHOUND	
NORTH AMERICAN ROCKWELL		BRITISH AEROSPACE
T-2 BUCKEYE		AV-8 HARRIER
T-28 TROJAN		
T-39 SABERLINER		
KAMAN	BELL	BEECH AIRCRAFT
H-2 SEASPRITE	H-1 HUEY	T-34 MENTOR

II. ENGINES

PRATT & WHITNEY	GENERAL ELECTRIC	ROLLS ROYCE / ALLISON	GARRETT AIRESEARCH
TF30 TURBOFAN	F404 TURBOFAN	TF41 TURBOFAN	T76 TURBOPROP
J57 TURBOJET	J79 TURBOJET	T56 TURBOPROP	
J52 TURBOJET	TF34 TURBOFAN	F402 TURBOFAN	
J60 TURBOJET	T58 TURBOSHAFT		
T400 TURBOSHAFT	T700 TURBOSHAFT		
	T64		

TURBOSHAFT

J85 TURBOJET

F110

TURBOFAN

PART I: SOURCE APPROVAL REQUEST PROCEDURES

- A. The Source Approval information in this Brochure pertains to requirements to become approved for repair of NAVICP managed items needed to support fleet operation.
- B. NAVICP solicits sources from those listed on the Bidder's Mailing List and through advertisement in the Federal Business Opportunities when the buy value exceeds \$25,000. The NAVICP uses the Navy Electronic Commerce Online (NECO) website as its Bidders Mailing List. Instructions on how to obtain NAVICP solicitations through NECO can be found at: <https://www.neco.navy.mil/> under the "Register with NECO" tab.
- C. Only those sources previously approved by the Government will be solicited to repair the item. The time required for approval of a new repair supplier is normally such that award cannot be delayed pending approval of the new source. If you have not been solicited and you can furnish either:
 - i. proof of your prior approval as a repair source of this item for the Government or a commercial source or
 - ii. data showing you have repaired similar items satisfactorily for the government or a commercial source, or
 - iii. other pertinent data concerning your qualifications to repair the required item, please forward the information to the address designated in the solicitation.

Please note that if evaluation of your repair source approval request cannot be processed in time to meet logistics support requirements, award will be made to a currently approved repair source. The request will be processed for consideration against future requirements.

- D. If responding to a current solicitation, a source approval request, as detailed herein, should be submitted along with the bid or proposal to the address designated in the solicitation. Please note that award of a contract for a current solicitation may continue based on fleet logistics support needs. If evaluation of the source approval request cannot be processed in time to meet these needs, award will be made to a currently approved source. The source approval request will be processed for consideration against future requirements. Qualification by any method does not guarantee future contracts but does allow you to compete with other qualified sources when requirements arise.
- E. Source approval requests for items without a current procurement requirement should be addressed to the appropriate NAVICP Code. Items can be identified through use of the Projected Repair Deficit Requirements Lists. The processing time for repair source approval requests varies, according to current or projected

requirements. Repair source approval requests are processed in accordance with established NAVICP processing priorities.

- F. **Whichever routing procedure is used, the submission of complete documentation as specified in this brochure is essential for consideration of the repair source approval request.**

If the documentation is inadequate or incomplete, you will be notified of deficiencies. Your package will be held for 30 days pending receipt of the required documentation. If the documentation is not received within 30 days, your package will be returned. Appendix A contains a Glossary of Terms which may be helpful as you develop your Source Approval Request.

- G. The three categories under which source approval requests for repair may be submitted are as follows:
1. **SAME ITEM** - The item was previously repaired for the Original Equipment Manufacturer (OEM).
 2. **SIMILAR ITEM** - The item is similar to an item previously repaired for the OEM, Navy, Air Force, or Army.
 3. **NEW ITEM** - The item has neither been repaired for the OEM, Navy, Air Force, or Army, nor is it similar to other items repaired for the OEM, Navy, Air Force, or Army.
- H. The following paragraphs prescribe what must be submitted when requesting repair source approval for items which fall into one of the categories listed above. It is **IMPORTANT** to provide **ALL** of the information at the time you submit your request. Submission of the requested information does not guarantee approval. Additional information, documentation or samples may be required to allow for further evaluation of your request(s). A site visit of your facility may be conducted to further evaluate your capabilities.
- I. Based on our experience in the review of Source Approval Requests, NAVICP has developed a list of solutions to common problems encountered. That list is included in Appendix B and may prove helpful to you as you develop your repair Source Approval Request.
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CATEGORY 1: SAME ITEM - ITEM PREVIOUSLY REPAIRED FOR OEM

In cases where the most recent repair of the actual item is in excess of three (3) years, it is requested that you include an explanation for the elapsed time in repair. Moreover, a data package demonstrating continued experience in the repair of a similar item, as specified in Category 2, is required.

- a. Brochures/synopsis of company's capabilities (if not previously provided). Identify if you are a non-repair source or the actual repair source.
 - b. Complete and current Depot Maintenance Technical manual(s) required to repair the item for which your company is currently approved including test procedures.
 - c. Copies of purchase orders and shipping documents to Original Equipment Manufacturer (OEM), Navy, Air Force or Army for actual item repaired.
 - d. Compliance with Certification Statement signed by an authorized binding company official. This also applies to the use of any data the government does not have the rights to use for competitive repair. See Appendix C for the standard certification statement to be completed, signed and submitted with each repair Source Approval Request.
 - e. Identification of major sub-vendors, performing selected repair and/or critical processes, together with documentation demonstrating approval and identification of source(s) (e.g., approved suppliers or federal supply system) to be used for spare/repair parts.
 - f. Description of Quality Program (e.g., MIL-I-45208, MIL-Q-9858 and OEM quality rating) and company's Quality Assurance Manual. In addition, a copy of latest survey results performed by government agency and/or prime contractor. Survey results include site or pre-award surveys.
 - g. Summarization of quality deficiencies experienced in the past three years during repair.
 - h. Copy of inspection method sheets used in repair and final inspection. Sheets must be authenticated by quality stamp; no blanks accepted.
 - i. Identify test equipment to be used to test each item. In addition specify availability of in house test equipment to be used in lieu of test equipment listed in the approved technical manuals, Acceptance Test Procedures (ATP)/Acceptance Test Requirement (ATR).
 - j. Specify availability of in house test equipment, whether it has to be purchased, built, or Government furnished.
 - k. Technical briefing if requested, or if you believe it will provide additional support of your request.
-

**CATEGORY 2: SIMILAR ITEM - ITEM SIMILAR TO ONE
PREVIOUSLY REPAIRED FOR OEM, NAVY, AIR FORCE OR ARMY**

- a. Brochures/synopsis of company's capabilities (if not previously provided). Identify if you are a non-repair source or the actual repair source.
- b. Complete and current Depot Maintenance Technical manual(s) required to repair the item for which your company is currently approved, including test procedures.
- c. Copies of purchase orders and shipping documents to Original Equipment Manufacturer (OEM), Air Force or Navy for similar item repaired.
- d. Compliance with Certification Statement signed by an authorized binding company official. This also applies to the use of any data the government does not have the rights to use for competitive repair. See Appendix C for the standard certification statement to be completed, signed and submitted with each repair Source Approval Request.
- e. For the similar item repaired, provide identification of major sub-vendors, performing selected repair and/or critical processes, together with documentation demonstrating approval and identification of source(s) (e.g., approved suppliers or federal supply system) to be used for spare/repair parts.
- f. Identification of differences between similar item and the item you are seeking approval to repair.
- g. Description of Quality Program (e.g., MIL-I-45208, MIL-Q-9858 and OEM quality rating) and company's Quality Assurance Manual. In addition, a copy of latest survey results performed by government agency and/or prime contractor. Survey results include site or pre-award surveys.
- h. Summarization of quality deficiencies experienced in the past three years during the repair of the similar item.
- i. Copy of inspection method sheets used in repair and final inspection for the similar item. Sheets must be authenticated by quality stamp; no blanks accepted.
- j. Copy of complete repair specification for the item you are seeking approval.
- k. Specify how data voids will be filled if data is missing.
- l. Specify if test/repair procedures for the item you are seeking approval to repair require development or modification and the relationship between the similar item's test procedures and those required by the item for which you are seeking approval.
- m. Identify test equipment to be used to test both the similar and the item you are seeking approval to repair. In addition specify availability of in house test equipment to be used in lieu of test equipment listed in the approved technical manuals, Acceptance Test Procedures (ATP)/Acceptance Test Requirement (ATR).
- n. Specify availability of in house test equipment for the item you are seeking approval to repair, whether it has to be purchased, built, or Government furnished.
- o. For the item for which you are seeking approval, provide identification of major sub-vendors, performing selected repair and/or critical processes, together with documentation demonstrating approval and identification of source(s) (e.g., approved suppliers or federal supply system) to be used for spare/repair parts.

- p. Technical briefing is recommended to further demonstrate procedures your company will employ to validate repair.
-

CATEGORY 3: NEW ITEM - Item has neither been repaired for the OEM, NAVY, Air Force, or Army, nor is it similar to other items repaired for the OEM, NAVY, Air Force, or Army

In cases where the most recent repair of the similar items is in excess to three (3) years, it is requested that you include an explanation of the elapsed time in repair. Further documentation demonstrating continued capability in the repair of this item will be required.

- a. Brochures/synopsis of company's capabilities (if not previously provided). Identify if you are a non-repair source or the actual repair source.
- b. Description of Quality Program (e.g., MIL-I-45208, MIL-Q-9858 and OEM quality rating) and company's Quality Assurance Manual. In addition, a copy of latest survey results performed by government agency and/or prime contractor. Survey results include site or pre-award surveys.
- c. Compliance with Certification Statement signed by an authorized binding company official. This also applies to the use of any data or hardware the government does not have the rights to use for competitive repair. See Appendix C for the standard certification statement to be completed, signed and submitted with each repair Source Approval Request.
- d. Identification of major sub-vendors, who will perform selected repair and/or critical processes, together with documentation demonstrating approval and identification of source(s) (e.g., approved suppliers or federal supply system) to be used for spare/repair parts.
- e. Identification of acceptance test/inspection procedures you intend to incorporate to include independent test labs (including name) you intend to use.
- f. Specify if test/repair procedures require development or modification.
- g. Identify test equipment to be used to test each item. In addition specify availability of in house test equipment to be used in lieu of test equipment listed in the approved technical manuals, Acceptance Test Procedures (ATP)/Acceptance Test Requirement (ATR).
- h. Specify availability of in house test equipment, whether it has to be purchased, built, or Government furnished.
- i. Technical briefing is recommended to further describe procedures your company will employ to validate repair.
- j. In many cases when submitting under this category, it will be necessary for your company to demonstrate your ability to develop and perform the repair. This, in some cases, can be accomplished via repair bailment qualification. NAVICP will

supply an item for your company to use to demonstrate its capability to troubleshoot, test, and repair that item. We will supply drawings and technical manuals, if available. A Statement of Work (SOW) will accompany the qualification package detailing the level of repairs and tests required to successfully qualify as a depot level repair source for that item. In addition, you may be required to demonstrate your ability to reverse engineer the unit to fill in data voids missing from the documentation provided. Generally, all costs for the repair bailment qualification process are borne by the company seeking approval. The bailment qualification process normally takes, at a minimum, nine months.

PART II: SOURCE APPROVAL REQUESTS FOR REPLENISHMENTS PARTS

In addition to the three categories described above, NAVICP is interested in fostering competition on Replenishment (Spares) Items. There is a separate Source Approval Information Brochure that provides detailed procedures.

PART III: GENERAL INFORMATION

A. NAVICP Projected Repair Requirements Listing

An NAVICP Repair Requirements Listing, similar in format to the NAVICP Projected Procurement Requirements List, is available to assist in identifying future repair requirements. The list includes those items which have significant planned repair values and which are most likely to have significant outyear requirements. The listing identifies the part number, National Stock Number, estimated repair deficit quantities and estimated repair values that may be required in the current and next fiscal years and the item's repair unit price. Every effort has been made to include only those items that NAVICP intends to buy. However, requirements constantly change, and NAVICP makes no representation that every part on the list will be required. This NAVICP Projected Repair Requirements Listing is now available on-line. Request for repair qualification for any item listed in the repair requirements listing should be initiated in accordance with Part I of this brochure.

B. Processing Priorities:

Faced with the wide variety of data packages submitted to Navy for approval, we have found it necessary to prioritize them in the following order of precedence. This is primarily based upon Navy requirements and dollar value of repair. Priorities are as follows:

- Priority 1 - Active repair requirements greater than \$500,000
- Priority 2 - Active repair requirements greater than \$55,000 but less than \$500,000
- Priority 3 - Projected annual repair requirements greater than \$500,000
- Priority 4 - Projected annual repair requirements greater than \$55,000 but less than \$500,000

The above order of priorities shall be subject to the following overriding criteria:

5. The probability of success
6. The availability of engineering and technical resources required at NAVICP and at the Naval Air Systems Command (NAVAIR)
7. Fleet support requirements and urgency of need
8. The extent of savings that might result from the approval of a repair source approval request.

Repair source approval requests will be reviewed on a weekly basis to identify newly initiated procurements. The above system is believed to be an equitable method of processing packages, working to the best advantage of government and contractors.

C. Processing Timeframes and Status Reports

Within 60 days of the NAVICP Source Development Division's receipt of a source approval request, a preliminary screening will be accomplished to determine whether the request incorporates all the information required by this brochure. If the review indicates the source approval package is deficient and there is no live procurement, the package will be returned to the contractor. If the package is deficient and there is a live procurement, NAVICP will notify the contractor in writing of the deficiencies. The contractor will have 30 days to correct the deficiencies, or the source approval package will be returned.

If a preliminary review indicates that a source approval request contains all the required information, the request will be processed for engineering review. The priority system outlined in Section B above shall apply. Every effort will be made to keep contractors advised of status of their source approval requests with a goal of advising of approval/disapproval within 180 days.

NAVICP furnishes each business entity that has submitted source approval requests with a report providing the status of the company's spare and repair Source Approval Requests. Reports are issued every 90 days. Due to the volume of contractors involved, the issuance of these reports will be staggered so that not all companies will receive reports at the same time.

D. Contractor Visits to NAVICP

Contractors are encouraged to visit NAVICP and discuss source qualification procedures with the source approval personnel. In order to make this meeting as productive as possible, you should schedule in advance, have and be prepared to discuss:

- a. A company brochure describing your company's capabilities and organization.
- b. A facilities list.
- c. Any other pertinent data relative to your company's abilities to rework/overhaul and repair related NAVICP managed items.
- d. Any information requested by the Source Development personnel at the time the meeting is scheduled.

The Source Development meetings are designed to answer as many questions as possible concerning your qualification as an approved source. NAVICP procedures, priorities and lead times will be explained as well as any other factors that might need clarification.

2. Additional Information

In order to expedite any requests for data prior to your visit, a completed DD Form 2345, Export Controlled DoD Technical Data Agreement, should be submitted to the Defense Logistics Information Service Center (DLIS) in Battle Creek, MI 49017-3084. This will certify your company as a qualified U.S. contractor and must accompany technical data requests from U.S. owned firms.

GLOSSARY

APPENDIX A

Acceptance Test: A test conducted under specified conditions, by or on behalf of the government, using delivered or deliverable items in order to determine the item's compliance with specialized requirements.

Acquisition Method Code (AMC): A single digit numeric code, assigned by a DoD activity to describe to the Contracting Officer and other Government personnel the results of a technical review of a part and its substantiation for breakout.

Acquisition Method Suffix Code (AMSC): A single digit alpha code, assigned by a DoD activity, which provides the Contracting Officer and other Government personnel with engineering, manufacturing and technical information.

Actual Repair Source: An individual, activity, or organization that performs the physical material repair processes that produce the deliverable part or other items of supply for the Government. The actual repair source must repair the part in-house. The actual repair source may or may not be the design control activity.

ATP: Acceptance Test Procedure

ATR: Acceptance Test Requirement

Calibration: A comparison between two instruments, one of which is a standard of known accuracy, to detect and adjust any variation in accuracy of the instrument being compared.

Components: A separate identifiable part of an end item which performs a function within the system or subsystem and is necessary for the proper operation of the end item.

Contractor: The successful offeror awarded a contract or issued a project work order.

Critical Safety Item (CSI): A part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data

or quality requirements would result in an unsafe condition. Unsafe conditions relate to hazard severity categories I and II of MIL-STD-882, System Safety Program Requirements, and include conditions which could cause loss or serious damage to the end item or major components, loss of control or serious injury to the personnel (MIL-STD-100E).

Depot Maintenance: For the purposes of this work specification, depot maintenance, as described by the technical manuals and other directives listed in Section 2.0 of the work specification, is equivalent to overhaul.

End Item: The assembly, subassembly, or component that is to be returned to the Navy as a completed item.

Immediate (Live) Buy: A buy which must be executed as soon as possible to prevent unacceptable equipment readiness reduction, unacceptable disruption in operational capability and increased safety risks, or to avoid other costs.

Inspection Method Sheets: Sheets used to document the inspection of items produced. Sheets must be certified by an authorized representative empowered to comply with the inspection process.

Inspection Procedures: An outline of the step by step procedures used for the inspection.

Maintenance Facility: An industrial type facility established to perform the processes necessary to complete the overhaul of item/system identified on the cover page of the work specification.

NADEP: Naval Aviation Depot.

National Stock Number: A 13 digit number assigned by the Defense Logistics Service Center (DLSC) to identify each item of material in the federal supply distribution system of the United States.

NAVAIR: Naval Air System Command - the hardware systems command for Naval aviation parts.

New Item: Item has not been previously repaired for the Original Equipment Manufacturer (OEM), Navy, Air Force or Army nor is it similar to other items repaired for the OEM, Navy, Air Force or Army.

Non-Conforming Material: The failure of a unit of product to conform to specified requirements for any quality characteristic.

Overhaul: The disassembly, cleaning, inspection, repair or replacement of parts or components, reassembly, and test of end item and/or components(s) as directed by the applicable technical manuals and other directives, to return the end item to a serviceable condition.

Prime Contractor: A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Purchase Order: The original order with precise accounting and tracking for each item referenced on order.

Quality Assurance Document: Document showing a planned and systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.

Quality Program: Program that assures adequate quality throughout all areas of contract performance, for example, design, development, fabrication, processing, assembly, inspection, test, maintenance, packaging, shipping and site installation.

Repair: Repair, overhaul, upgrade or modification as required by the contract.

Repairable: An end item or component that can be returned to a serviceable condition; an end item that is deemed repairable by NAVAIR. The item has sub-assemblies or piece parts that can be repaired and/or replaced to facilitate the restoration of a serviceable item.

Same Item: Item previously repaired for the Original Equipment Manufacturer (OEM) within the last three years.

Serviceable: An end item or component that meets or exceeds all minimum specified inspection and test requirements delineated by the work specification.

Similar Item: Item is similar to item previously repaired for the Original Equipment Manufacturer (OEM), Air Force, Army or Navy within the last three

years. A similar item in this context is one whose design, application, operating parameters, material and manufacturing processes are similar to those of the item for which you are seeking source approval.

Shipping Documents: DD form 250 or documents related to the movement of items which reflect the point of origin and destination.

Test Procedures: A document that provides a step by step description of the operations required to test a specific item.

COMMON PROBLEMS AND SOLUTIONS

APPENDIX B

The following is a list of the most common problems encountered during the review of Source Approval Request (SAR) Packages.

Problem	Effect	Solution
Unapproved source submitted a response to a requirement without a data package	Source will not be considered.	Upon identifying an item of interest, submit a complete data package for review and potential approval.
Initial data submitted by source is not complete.	Package held in abeyance for time not to exceed 30 days. Additional data is requested by letter. Receiving, data package will again be reviewed.	Initial data submission is in accordance with the requirements of the Upon Source Approval Information Brochure.
Additional data requested by NAVICP not received in required time.	Data package is returned to the source unprocessed. Source may resubmit at such time as all requested data is available.	Respond to NAVICP's request within the limits stated and with all data requested.
Additional data requested and received by NAVICP.	Additional data received, but still is not complete. The package will be returned to the source unprocessed.	If for some reason you are unable to supply the completed additional data requested, or do not understand what is requested, contact NAVICP's Source Development Department (Code 073) for assistance.
Source unable to determine data needed to complete a data package.	Unacceptable data package. Missed opportunity to compete on NAVICP items.	Contact NAVICP's Source Development Department (Code 073) for assistance.

	Unable to access capability and determine appropriate test requirements, etc.	
Source submits operational Routers/Route sheets only in lieu of detailed process/operational sheets.	Unable to assess capability and determine appropriate test requirements, etc.	Submit detailed process operation sheets describing in detail the steps of manufacture, including sketches.
Part requires special gauging, and/or master tooling, etc. not addresses by source requesting approval.	Letter requesting data must be sent.	Provide statement of availability or method of replication and calibration.

CERTIFICATION STATEMENT

APPENDIX C

The following certification must be executed, exactly as it appears below, and submitted with each source approval package.

CERTIFICATION

I hereby represent and certify that the technical data that (name of firm) intends to use or has used to manufacture (name of actual manufacturer, part number and nomenclature) under any resulting NAVICP contract, was obtained or developed in a legal manner and that (name of firm) has the right to use the data to *repair* (part number, nomenclature) for the U.S. Government. All applicable specifications required to manufacture this item are in the possession of (name of firm).

 (Signature)* (Date)
(typed or printed name & title)

*The certification must be signed by an officer of the corporation, defined by the laws of the state of incorporation, and by an officer authorized to sign on behalf of the company.
