

SOURCE APPROVAL REQUEST (SAR) DATA

1. Information required from manufacturers, producers, and distributors of CSIs:
 - a. Name of the potential source.
 - b. CAGE code.
 - c. Subject part number.
 - d. National Stock Number (NSN).
 - e. Identification of the system(s) in which the item is used.
 - f. Information establishing whether the potential source has previously manufactured or delivered an identical (subject) item.
 - g. Information establishing whether the potential source has previously manufactured or delivered similar items.
 - h. The potential source's quality manual. (Note: the lack of an adequate quality control program will preclude approval as a CSI source).
 - i. A synopsis of the potential sources' quality program capabilities and reporting system and how its quality system is applied to the Ship CSIs that it is proposing to supply, including identification of the quality program in use.
 - j. A brochure or a synopsis outlining the potential sources' capabilities, facilities, experience, and a list of all equipment used in the production, manufacture, or distribution of the subject item, with the accuracy, size, capability, and precision of the identified equipment.
 - k. Records of qualifications of the potential source's key personnel.
 - l. Subject Item Drawings. A potential producer or manufacturer shall provide technical data required to assemble and test the subject item. This shall include drawings (casting, forging, detail, and assembly), parts list(s), and any unincorporated Engineering Change Proposal (ECP) or Design Change Notice (DCN). If applicable, the subject item drawings

Enclosure (5)
Attachment (1)

shall include references to materials, processes, specifications, and data relating to mandatory inspections and inspection intervals.

m. Subject Item Specifications.

(1) The potential source shall provide a complete listing of specifications identified on the subject item drawings and provide a copy of the title page of each military and Government specification. The specification title page will be used to verify that the potential source possesses all the required specifications. For all commercial or non-Government specifications or standards, the potential source shall provide the title, specification number, date, and revision information, and names of the developer and owner of the specification.

(2) A potential distributor's submittal is limited to specifications related to material control, traceability, packaging, preservation, and handling.

n. Subcontractor/Sub-vendor Information. The potential source shall identify and provide a list of any critical processes/products that are subject to subcontracts. The potential source shall provide names, telephone numbers, CAGE codes, and addresses of all subcontractors/sub-vendors to be used for critical subcontracted processes/products. The process/procedure for control and approval of critical subcontracted processes/products shall also be provided.

o. Illustrated Parts Breakdown (IPB). The potential source may provide an illustrated parts breakdown drawing for the Ship CSI. If provided and applicable, it shall list associated part numbers, and number of units required per system. It shall detail the physical location of the part in the next higher assembly.

p. Difference between Subject and Similar Items. If the potential source is requesting approval on the basis of its ability to provide items of similar manufacturing complexity, the potential source must identify the specific differences in materials, coatings, design, manufacturing processes, operating environment, etc., between the similar item and the subject item.

q. Similar Item Drawings. If the potential source is requesting approval on the basis of its ability to provide items of similar manufacturing complexity, the potential source shall

provide information detailing the design, manufacture and production of the similar item(s). This information includes drawings (casting, detail, and assembly), configuration, and parts list(s). This information on the similar items should contain the same quality of information as the Subject Item Drawings.

r. Prior Purchase Orders and Shipping Documents. The potential source shall provide copies of prior purchase orders from the Government or shipbuilders for the subject Ship CSI or similar items. The potential source shall state when it last produced the subject item or an item of similar complexity. It is important that documented performance is recent in order to adequately reflect the current manufacturing capabilities of the potential source.

s. Process/Operation Sheets (OP Sheets). The potential source shall provide a detailed step-by-step account of the procedures necessary in the proper sequence to manufacture the subject or similar item. The sheets shall include operation number, description, tolerance (specification), location, subcontractors/sub-vendors, and any other pertinent information necessary to control manufacturing operations.

t. Inspection Methods Sheets (IMS). The potential source shall provide the actual inspection sheets it has used in production of the subject or similar item including characteristics to be inspected, special instructions, acceptability limits, inspection tooling/method, and frequency.

u. Critical Characteristics and Processes. The potential source shall identify critical characteristics and processes necessary for the manufacture of the subject item unless defined on applicable drawings and associated specifications. If the critical characteristics and processes are on an applicable drawing or associated specifications, the potential source should highlight their location to make them clearly recognizable.

v. The results of any prior testing done on its Ship CSI or similar items, such as first article test results.

w. The results of the latest survey performed by a Government agency. Surveys include on-site pre-award surveys, post-award surveys and special surveys.

x. A summary of quality deficiencies experienced by the potential source in the past three years during repair, overhaul, and maintenance activities.

y. A certification of possession of, or access to, all required special tooling and inspection equipment, proof of calibration, and/or special tooling/test equipment current to latest drawing revision. If "equivalent" tooling is to be utilized in lieu of the tooling specified, a complete technical description of the tooling is required, and must be sufficient to determine equivalency. The potential source shall specify the availability of in-house test equipment, and state whether any test equipment has to be furnished by the Government, purchased, or built. The potential source shall indicate if no special tooling or inspection equipment is required.

2. For Activities performing repair, overhaul, maintenance or modernization of CSIs, the following information shall be provided:

a. Name of the potential repair, overhaul, modernization or maintenance Activity.

b. CAGE code.

c. Subject part number.

d. National Stock Number (NSN).

e. Identification of the system(s) in which the item is used.

f. Information establishing whether the potential source has previously repaired, overhauled, modernized or maintained an identical (subject) item.

g. Information establishing whether the potential source has previously repaired, overhauled, modernized or maintained similar items.

h. The quality manual of the potential source requesting approval (the lack of an adequate quality control program will preclude approval as a CSI repair, overhaul, or maintenance activity).

i. A synopsis of the potential sources' quality program capabilities and reporting system and how its quality system is

applied to the Ship CSIs that it is proposing to repair, overhaul, modernize or maintain, including identification of the quality program in use.

j. A brochure or a synopsis outlining the potential sources' capabilities, facilities, and experience, and a list of all equipment used in the repair, overhaul, or maintenance of the subject item, with the accuracy, size, capability, and precision of the identified equipment.

k. Qualifications of the potential source's key personnel.

l. Evidence that the potential source has the appropriate technical data required to repair, overhaul or maintain, and test the subject item. This shall include publication number, revision and date of the technical data package.

m. Subcontractor/Sub-vendor Information. Names, telephone numbers, CAGE codes, and addresses of all subcontractors/sub-vendors to be used by the potential source and subcontractors'/sub-vendors' part numbers, if applicable. The potential source shall identify any critical processes that are the subject of subcontracts, and capabilities of the subcontractors.

n. Identification of acceptance test/inspection procedures the source intends to incorporate, to include independent test labs (including name) the source intends to use.

o. Difference between Subject and Similar Items. If the potential source is requesting approval on the basis of its ability to repair, overhaul, modernize or maintain items of similar complexity, the potential source must identify the specific differences in tooling, processes, testing, part function, facilities, etc., between the similar item and the subject item.

p. Specify if test/repair procedures require development or modification.

q. Prior Purchase Orders and Shipping Documents. The potential source shall provide copies of prior purchase orders from the Government or shipbuilders for the repair, overhaul, modernize or maintenance of the subject Ship CSI or similar items. The potential source shall state when it last repaired, overhauled, modernized or maintained the subject item or an item of similar complexity. It is important that documented

performance is recent in order to adequately reflect the current capabilities of the potential source.

r. Critical Characteristics and Processes. The potential source shall identify critical characteristics and processes necessary for the repair, maintenance or overhaul of the subject item unless defined on applicable drawings and associated specifications. If the critical characteristics and processes are on an applicable drawing or associated specifications, the potential source should highlight their location to make them clearly recognizable.

s. A detailed repair, overhaul, modernization and/or maintenance plan that addresses all processes that control, produce, or affect a critical characteristic(s) or critical process(es). Plans must list all processes/steps in the proper sequence, facility requirements, and include all special processes.

t. The results of any prior testing done on the Ship CSI or similar items that it has previously repaired, overhauled or maintained.

u. The results of the latest survey performed by a Government agency. Surveys include on-site pre-award surveys.

v. A summary of quality deficiencies experienced by the potential source in the past three years during repair, overhaul, modernization and maintenance activities.

w. A certification of possession of, or access to, all required special tooling and inspection equipment, proof of calibration, and/or special tooling/test equipment current to latest drawing revision. If "equivalent" tooling is to be utilized in lieu of the tooling specified, a complete technical description of the tooling is required, and must be sufficient to determine equivalency. The potential source shall specify the availability of in-house test equipment, and state whether any test equipment has to be furnished by the Government, purchased, or built. The potential source shall indicate if no special tooling or inspection equipment is required.

x. Certification of sources' rights to use the technical data (for the subject item) signed by a person authorized to represent the subject item vendor. If proprietary data is involved, the source shall provide a signed statement from the owner of that data that gives the source the right to

specifically use the data. This requirement also applies to the use of data the Government possesses but does not have the right to use in competitive repair, maintenance, modernization or overhaul.