**Annex B4**

**for**

**LSMS/003 - Fleet General Stores**

**Quality Assurance Functional Requirements**

**Document Administration & Authority**

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1. **Quality Assurance**

1.1 When called up in standards invoked by this Contract, Quality Assurance Representative (QAR) is to read as Government Quality Assurance Representative (GQAR and /or Acquirer). The GQAR for this contract is DES Ships Eng-QA-1 **[REDACTED]** Only MOD GQAR organisations or individuals that have been assessed, registered and authorised by the Defence Quality Assurance Authority (DQAA) can conduct Government Quality Assurance Surveillance (GQAS) on behalf of the MoD or overseas Governments.

**2. Quality Plan**

2.1. A draft QP shall be provided with the Tender response and shall be agreed as deliverable with the Authority no later than **six weeks** following contract award.

2.2 The Contractor shall implement and maintain a Contract specific deliverable Quality Plan (QP) in accordance with the requirements of Allied Quality Assurance Procedure (AQAP) 2105. The QP shall address two complementary roles:

2.1.1. It will describe and document the Contract specific QMS requirements necessary to satisfy the Contract requirements; and

2.1.2. It will describe and document the planning of product realisation in terms of quality requirements for the product, needed resources, required control activities (verification, validation, monitoring, inspection and testing) and acceptance criteria.

2.3. The QP shall address all areas of AQAP 2105 but describe in detail:

2.3.1. Staff directly involved with QA (AQAP 2105 Sect. 4.4);

2.3.2. Planning and control procedures for product realisation (AQAP 2105 Sect 4.7.1);

2.3.3. Planning and control of design (AQAP 2105 Sect. 4.7.3);

2.3.4. Configuration management control including application for concessions (AQAP 2105 Sect 4.7.7);

2.3.5. Purchasing including control of sub-suppliers and ‘flow down’ of prime contract conditions (AQAP 2105 Sect. 4.7.4);

2.3.6. Records of Contract/management review carried out both within the Company and with all sub-suppliers (AQAP 2110 Sect. 5.6);

2.3.7. Control of non-conforming product including corrective and preventative action (AQAP 2105 Sect. 4.8.4); and

2.3.8. Monitoring and measurement of Customer satisfaction (AQAP 2105 Sect. 4.8.1).

**3. Concessions**

3.1. The Contractor shall supply Articles to the specification identified within the characteristics of the NATO Stock Number (NSN). The Contractor shall establish the latest drawing issue state and, where different to that identified by the NSN, notify the Authority to confirm the requirement. Should the Supplier wish to deliver a product to the Authority that does not comply in full with contract requirements, a request for concession must be raised in accordance with the requirements of DEFSTAN 05-61 (Part 1) (Issue 3).  The request for concession shall include full and comprehensive details of the variation from the Specified Article, the impact on the safety of the equipment, the changes in the cost and shall indicate the benefits to the Authority of its acceptance. Requests for concession shall be submitted to the Authority’s designated Quality Assurance Focal Point (QAFP).

3.2. The Contractor is responsible for processing concession applications from their sub-contractors; this responsibility is to be flowed down to all levels of the supply chain. If the prime Contractor identifies that the application pertains to a major non-conformance, the Contractor must submit it to the Authority for a final decision. If the sub-contractor is the equipment Design Authority, the sub-contractor must indicate their support by endorsement of the concession application form. When the Authority has made a decision, the concession form is returned to the Contractor who will forward it to the sub-contractor.

3.3. The Contractor is required to ensure suitable arrangements are in place with sub-contractors for the processing of major and minor non-conformances. The Authority may consider using the services of the Government Quality Assurance Representative (GQAR) to ensure that the sub-contractor controls exercised by the Contractor are effective.