

JOINT FLEET MAINTENANCE MANUAL
VOLUME VII
CONTRACTED SHIP MAINTENANCE
LIST OF EFFECTIVE PAGES

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VII-5-1	Change 1	VII-7-4	Change 3
VII-5-2	Change 3	VII-7-5 thru VII-7-6	Change 1
VII-5-3	Change 1	VII-7-7	REV C
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CHAPTER 11

CONTRACT ADMINISTRATION QUALITY ASSURANCE PROGRAM

REFERENCES.

- (a) Federal Acquisition Regulation - Part 46 - Quality Assurance
- (b) NAVSEA S9086-VD-STM-010 - NSTM Chapter 631 V3 (Preservation of Ships In-Service - General)
- (c) NAVSEA MS 6310-081-015 - Submarine Preservation
- (d) MIL-STD-1330 - Standard Practice for Precision Cleaning and Testing of Shipboard Oxygen, Helium, Helium-Oxygen, Nitrogen and Hydrogen Systems
- (e) NAVSEAINST 9304.1 - Shipboard Electrical Cable and Cableway Inspection and Reporting Procedures
- (f) NAVSEA T9074-AS-GIB-010/271 - Requirements for Nondestructive Testing Methods
- (g) NAVSEA 0900-LP-001-7000 - Fabrication and Inspection of Brazed Piping Systems
- (h) NAVSEAINST 4355.7 - Nondestructive Test (NDT) Examiner Qualification and Requalification
- (i) NAVSEA 250-1500-1 - Welding Standard
- (j) NSTR-99 - Qualification Examination Requirements for Nondestructive Test Personnel
- (k) NAVSEA SI 009-04 - Quality Management System
- (l) CNRMCIINST 4700.9 - Availability Quality **Management** Plan (QMP) Standard Operating Procedure (SOP)
- (m) NAVSEAINST 4700.17 - Preparation and Review of Trouble Reports
- (n) NAVSEAINST 9210.31 - Government Procurement Quality Assurance Source Inspection Actions for Shipyard Procured Material Under the Cognizance of NAVSEA 08

LISTING OF APPENDICES.

- A Preservation Departures from Specifications Process Decision Tree
- B Corrective Action Request
- C Letter of Delegation (Example Only)

11.1 PURPOSE. This chapter establishes the basic provisions for the Regional Maintenance Center (RMC) repair Contract Administration Quality Assurance Program (CAQAP) for hardware and technical data. This chapter includes provisions for tailoring the implementation of these programs to the particular need, based on contractual requirements. There are seven elements of the CAQAP that are designed to provide a systematic program for ensuring contractor compliance with contract requirements. These elements, which are based on the deliverable product and contractual requirements, are Planning, Document Review/Procedure Review (PR), Procedures Evaluation (PE), Product Verification Inspection (PVI), Quality Audits, Corrective Action and Quality Data Evaluation (QDE). The RMC will develop, apply and maintain an effective program for performing Government Quality Assurance (QA) actions consistent with the CAQAP. The elements of the CAQAP will be described by operating procedures that provide RMC personnel with specific direction in applying these to the local contracting environment. This chapter also includes the QA oversight requirements set forth by reference (a). Data related to PE, PVI, Quality Audits, and Corrective Action elements should relate to each individual availability to support Contractor Performance Appraisal Reporting System.

11.1.1 Scope. This chapter establishes the CAQAP requirements for repair and overhaul contracts and applies to all nuclear and non-nuclear areas, except as otherwise indicated.

11.1.2 Applicability. This chapter is applicable to repair and overhaul contracts administered by RMC activities.

11.1.3 Quality Assurance Directives. Fleet instructions, directives and policy letters not included in this chapter containing mandatory QA requirements will be incorporated into each CAQAP. Naval Sea Systems Command (NAVSEA) instructions, directives and policy letters not included in this chapter containing mandatory QA requirements will be incorporated into each CAQAP as directed in writing by the Fleet.

11.1.4 NAVSEA Evaluations. NAVSEA will conduct product-oriented evaluations of contractors and associated RMC contract administration activities as considered necessary. The purpose of these evaluations is to determine contractor conformance to specification requirements and RMC contract administration conformance to QA functions and responsibilities.

11.2 PROGRAM DIRECTION AND CONTROL.

11.2.1 Contractor Responsibilities. The contractor carries out the obligations as set forth in the terms and conditions of the contract and in the applicable specifications. The contractor is responsible for controlling product quality, offering to the Government for acceptance only those supplies and services that conform to contract requirements and, when required, for maintaining and furnishing objective evidence of this conformance.

11.2.2 Government Responsibilities. Government will determine the type and extent of CAQAP actions required based upon the particular procurement. These actions will include as a minimum:

- a. Inspection of the product or process.
- b. Adequacy Reviews and Audits of the contractor's Quality Management System (QMS) or of any other means employed by the contractor to control quality and to comply with contract requirements.
- c. Teaming with the contractor to establish and improve the QMS and associated processes.
- d. Maintenance of Government records to include:
 - (1) The number of observations/inspections made and the number and type of nonconformities detected.
 - (2) Corrective Action Requests (CAR).
 - (3) Records described in paragraph 11.2.4 of this chapter.
- e. Final acceptance of product, when required.

11.2.2.1 Compliance. The Government determines if the contractor's performance of work complies with the requirements of the contract. The contractual documents must provide the authority to require the contractor to maintain a QMS adequate for the work. The contractor must provide and maintain a QMS acceptable to the Government "as specified in the contractual documents." To implement this, cognizant Government personnel will determine the effectiveness of the contractor's quality effort, as well as perform the product inspections necessary to ensure contractor's conformance to the specification.

11.2.2.2 Quality. Government personnel shall be responsible to ensure that the contractor resolves quality issues and improves quality processes. Government personnel shall not serve as a replacement for the contractor's own QMS, nor shall Government personnel be used by the contractor as a progressive inspection device to determine end product acceptability.

11.2.2.3 Verification. If the product is repetitively not ready for inspection after Government services have been requested or items accepted by the contractor are found to be nonconforming during Government inspection, the Government representative will notify the contractor that contractual requirements have not been met. In addition, the Government representative shall discontinue verification actions and initiate corrective action identifying the specific nonconformities.

11.2.2.4 Evaluation. While evaluating the contractor's performance of work on a specific product, the Government representative shall require the contractor only meet those requirements set forth in the contractual documents. The Government representative will not require higher quality work than that set forth in the specifications. Doing so provides the contractor with grounds for requesting an increase in price to cover the higher costs of performance. The Government representative shall not accept lower quality work or work of a lesser scope than specified in the contractual documents. Work performed will only be accepted when the work conforms to the contractual documents and changes.

11.2.2.5 Preservation Oversight of Critical Coated Areas. The RMC is considered to be the third party inspector and shall be responsible for providing a qualified coating inspector in accordance with reference (b). The RMC third party qualified inspector is responsible for ensuring compliance with the requirements of references (b) and (c) before signing acceptance/witness for all Hold points, including (G) points in NAVSEA Standard Items (NSI)