



Qualified **P**roducts **L**ist

Qualified **M**anufacturers **L**ist

Laboratory

Suitability

Information

**SOURCING AND QUALIFICATIONS UNIT
DEFENSE SUPPLY CENTER COLUMBUS
COLUMBUS, OHIO 43216-5000**

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<http://www.dsccl.dla.mil/offices/vq>

DSCC-VQ Laboratory Suitability Information

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Section I

Introduction

This document has been prepared by the Sourcing and Qualifications Unit to assist the Laboratories in the suitability process.

This document describes the general requirements for obtaining and maintaining DSCC-VQ laboratory suitability. Facilities with DSCC-VQ laboratory suitability in accordance with this handbook will be listed on the LIST OF COMMERCIAL LABORATORIES SUITABLE FOR TESTING MILITARY DEVICES published by DSCC-VQ. You may obtain a copy of this list by visiting our World Wide Web Site at:

<http://www.dsccl.dla.mil/offices/vq>

I hope this document facilitates your lab suitability effort. The Sourcing and Qualifications Unit stands ready to assist you in all of your component testing questions and in getting started in the laboratory suitability program.

Any questions or clarification concerning portions of this document should be directed to:

U.S. Mail

Mr. Darrell Hill
Defense Supply Center Columbus
ATTN: DSCC-VQ
P.O. Box 3990
Columbus, OH 43216-5000

Private Carriers (e.g., UPS, FED EX, etc.)

Mr. Darrell Hill
Defense Supply Center Columbus
ATTN: DSCC-VQ
3990 E. Broad St.
Columbus, OH 43213-1199

Phone: (614) 692-0679
Fax: (614) 692-6942, or (614) 692-6943
e-mail: **Louie.Hill@dla.mil**

We thank you for your participation and support of the DoD Product Qualification Program.

Sincerely,

L. DARRELL HILL
Chief
Sourcing and Qualifications Unit

Section II

Obtaining Suitability

A. Sponsorship

Facilities requesting DSCC-VQ laboratory suitability must be *sponsored* by a QPL or QML Company. Sponsorship involves the QPL or QML Company preparing a letter stating that the laboratory will be used for testing QML or QPL products. A copy of this letter must be sent with the request for suitability.

B. Facility Audit

Facilities requesting laboratory suitability will be audited by DSCC-VQ or their designated representative. Audits must be performed prior to suitability being granted and on a periodic basis thereafter. A new letter of Laboratory Suitability will be issued after each successful initial or re-audit.

C. Pre-Audit Submission

The qualifying activity may request the following items be submitted (or updated) prior to the initial laboratory suitability audit:

1. Completed *Commercial Laboratory Application of Suitability Status* (VQ-SOF-86 (Fm 2) or equivalent.)
2. Completed *Equipment List* (VQ-SOF-91 (Fm 36) or equivalent.)
3. Program plan, quality manual, or other documentation describing the laboratory's compliance with each item in Section III, General Requirements. This plan should give a brief description of how each requirement is met and list the applicable internal procedure numbers.
4. Functional block organizational chart including titles and phone numbers.
5. Example test traveler and/or test report.
6. Documented procedures for each test method for which suitability is being requested.
7. Results of a recent internal audit and associated corrective actions.

D. Extent of Laboratory Suitability

Laboratory suitability will be granted by letter from DSCC-VQ. Suitability will be granted for specific test methods which will be listed individually and for a specific period of time. Limited capability within a test method, if applicable, will be indicated on VQ-SOF-91 (Fm 36) *Master Equipment List*, or on the suitability letter if necessary.

E. Interim Laboratory Suitability

In some instances DSCC-VQ or its designated representative may be unable to perform an audit of a facility requesting laboratory suitability status. DSCC-VQ may, if deemed appropriate, grant interim laboratory suitability until such time as an audit can be performed. Pre-audit information must be submitted and approved prior to interim approval.

Section III

General Requirements

A. Pre-Audit Submissions

All pre-audit submission items (see II.C. above) must be kept current by the laboratory. Any major changes to the pre-audit submission items must be approved by DSCC-VQ.

B. Document Control

A procedure is required to assure that the laboratory's internal documents are current and that changes to these documents are made in a controlled manner. The procedure shall detail the document approval process and what steps are taken to assure laboratory personnel are using the correct document. Document control records shall indicate what revision of each document is current and how each document was approved.

C. Test Procedures

Documented internal procedures are required for each test method for which suitability is granted.

D. Specifications and Standards

All military and non-government specifications and standards required for performing testing must be current and controlled. As a minimum this should include the applicable test methods and the applicable product specification.

E. Traceability

Traceability procedures and records shall identify the part number, serial number, test performed, date, operator, test conditions, and equipment number.

F. Handling/Storage of Test Specimens

Procedures must indicate how test specimens will be handled and stored to protect against damage or degradation. The procedure shall cover all areas of the facility, from receipt of test specimens to shipping.

G. Environmental Controls

Procedures shall indicate how the facility's environment is controlled to assure the environmental requirements of the applicable test methods standard and/or product specification are met.

H. Calibration

All equipment used to accept/reject test specimens must be calibrated in accordance with ANSI/NCSL Z540 or equivalent. Procedures shall be written detailing the facility's calibration system, including equipment calibration, calibration periods, status identification, recall, and out-of-tolerance conditions.

I. Training

Procedures shall state the minimum training required by operators, how the training is performed, and what records are kept.

J. Internal Audit

Procedures shall be established detailing the facility's internal audit program. As a minimum, all items in Section III of this document shall be included in the internal audit program. Procedures and records shall include audit frequency (minimum annually), checklist used, auditor training, corrective actions, and follow-up audits.

K. Record Retention

All records required by this document shall be retained for a minimum of three (3) years unless otherwise specified by the approving activity.

L. Contract Review

Procedures shall be established detailing the process used to determine what contractual requirements apply, including test methods and conditions, and the method of assuring that all contractual requirements are met. **Whenever the military specification method is specified, the lab must perform the testing in accordance with the DSCC approved procedure, to all the military specification requirements and in accordance with what was demonstrated during the DSCC audit. Any exceptions to the DSCC approved test method must be clearly stated in the contract. However, under no circumstance can changes, exceptions, waivers, etc be applied when a test is done on a QPL or QML product unless the test method is officially amended or revised by the preparing activity of the military document.**

M. Change Control

The laboratory must maintain a list of controlled documents (including revisions) which pertain to the quality system and device testing. These documents will be reviewed as part of the DSCC audit. Once approved major changes to these documents must be approved by DSCC.

Section IV

Retaining Suitability

A. Retention Reporting

Facilities with DSCC-VQ laboratory suitability are required to submit a summary of testing on an annual basis to the qualifying activity. The reporting period shall be established by the qualifying activity when laboratory suitability is initially granted. Retention reporting shall include, as a minimum, all testing performed using the test methods standard for which suitability is granted. The retention report shall include an internal audit report, list of controlled documents (including revisions), and a testing summary. The following items shall be included in the testing summary for each test performed:

1. Manufacturer
2. Customer (requesting the testing to be performed) if applicable
3. Part number (Include the military part number if applicable)
4. Lot date code
5. Test method(s) and specified conditions
6. Quantity tested
7. Quantity passed and failed
8. Date test completed

NOTE: If the laboratory does not perform testing for any QML or QPL products in a two-year period, the laboratory may be removed from the list of DSCC suitable laboratories.

COMMERCIAL LABORATORY APPLICATION FOR SUITABILITY STATUS

DEFENSE SUPPLY CENTER, COLUMBUS
 SOURCING AND QUALIFICATIONS UNIT
 COLUMBUS, OHIO 43216-5000

SECTION I

1. COMPANY NAME AND MAILING ADDRESS:	2. DATE OF THIS APPLICATION:
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3. LABORATORY ADDRESS (If same as above, Enter "Same")

4. SUITABILITY DESIRED

A. MILITARY OR FEDERAL SPECIFICATION NUMBER	B. SPECIFICATION TITLE	C. TEST EQUIPMENT LIMITATIONS
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5. SUITABILITY PREVIOUSLY OBTAINED (If none, so state)

A. SPECIFICATION NUMBER	B. DATE INSPECTED	C. INSPECTING ACTIVITY	D. LIMITATIONS ON PRODUCT DESIGNATIONS OR TEST PARAGRAPHS (state which)

SECTION II

1. RESUMES OF TEST PERSONNEL <input type="checkbox"/> ATTACHED <input type="checkbox"/> SUBMITTED PREVIOUSLY UNDER MIL DATE: _____	2. COMPLETE LIST OF TEST FACILITIES ON VQ-SOF-91(Form 36) <input type="checkbox"/> ATTACHED <input type="checkbox"/> BEING PREPARED <input type="checkbox"/> SUBMITTED ON MIL-
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3. DOES THE LABORATORY HAVE A GOVERNMENT INSPECTOR? INSPECTOR'S NAME _____

YES NO RESIDENT ROVING ADDRESS _____
 DLA ARMY NAVY AF _____

4. EARLIEST DATE THE EQUIPMENT PROPOSED FOR USE WILL BE AVAILABLE FOR INSPECTION DSCC ENGINEER/AUDITOR

DATE:

NOTE: The following must also be available at the time of the inspection:

- a. Certified calibration records for the calibration standards and laboratory test equipment.
- b. Calibration standards.
- c. Test personnel concerned with the testing at the laboratory.
- d. All test equipment in operating condition.

5. IS MILITARY SECURITY CLEARANCE REQUIRED TO GAIN ACCESS TO THE RECORDS AND LABORATORY?

YES NO DEGREE OF CLEARANCE REQUIRED: CONFIDENTIAL SECRET

SECTION III

GENERAL CONDITIONS UNDER WHICH NON-GOVERNMENT TEST LABORATORIES ARE UTILIZED FOR TESTING TO MILITARY STANDARDS/SPECIFICATIONS

1. Suitability is evidenced by a Defense Supply Center, Columbus (DSCC) Sourcing and Qualification (VQ) suitability letter which is issued for a specific military or non-Government test method in the applicable referenced test standard. Unless the manufacturer or laboratory has a DSCC-VQ suitability letter for a specific test method, the manufacturer or laboratory is not suitable to perform testing to the specific test method.
2. The United States Government does not guarantee that all testing conducted by non-Government laboratories determined by the Government to be suitably equipped and staffed for testing under a particular specification will result in the inclusion of the product(s) tested on the Qualified Products List, or Qualified manufactures list.
3. It is not intended nor should it be inferred that the United States Government guarantees that a non-Government laboratory will render satisfactory performance. Furthermore, the Government assumes no responsibility in the event that such a laboratory renders unsatisfactory service or furnishes nonacceptable data to any person or organization utilizing its services.
4. It is not implied that a suitably equipped and staffed non-Government laboratory is in any way superior to other laboratories.
5. DSCC suitability is for an indefinite period and is subject to periodic review by DSCC.
6. Any publicity, advertising, or any other promulgation of the fact that a non-Government laboratory has been evaluated and found suitably equipped and staffed, or that the United States Government in any way sponsors said laboratory, by any medium whatsoever, is expressly prohibited. However, a laboratory which is determined by the DSCC to be suitable equipped and staffed for testing under a particular test method may circulate to potential customers, by mail, a printed announcement indicating that it has been evaluated and determined adequate for testing to the specific test method. (A potential customer is defined as an industrial firm which the laboratory knows to be a manufacturer or distributor of products covered by the specification(s) listed on the face hereof.)
7. Any changes, modification, or replacement of test methods approved by DSCC via a suitability letter or the equipment and facilities upon which this suitability is based shall be reported to DSCC for final determination of suitability. Substituted equipment shall be equal or superior to the original equipment and is subject to review by DSCC.
8. The laboratory shall maintain its equipment in proper calibration to assure accuracy of results, and records of this calibration shall be maintained and made available to DSCC or any authorized Government representative(s) whenever asked.
9. Tests shall be monitored by a Government representative when specified. In addition, DSCC or any other Government representatives may call on laboratories at any time and observe the test operations currently under way for any testing related to military supply.
10. Any test, once initiated by a laboratory for the purposes of obtaining qualification, must be reported either directly to DSCC or to the manufacturer concerned, as specified in the DSCC authorization to test (ATT) letter. Regardless whether an ATT is issued, the laboratory shall also report the results in the testing summary of the annual retention report. This is to apply whenever tests are run to completion or discontinued either because of early disqualification failures or for any other reason. In reporting qualification testing performed, the laboratory must forward the original recorded test data in complete detail and the original test report plus the number of additional copies of the test report specified in the DSCC ATT.
11. Anytime a specification, purchase order, contract etc. specifies or references a particular military test method then the manufacturer or test laboratory must fully comply with the military test method as stipulated in the DSCC-VQ laboratory suitability letter and in full conformance with the DSCC-VQ approved procedures. Any deviations, modifications, etc. would require a written waiver from the customer. Under no circumstances can a waiver be granted to the test laboratory for military (e.g., JAN branded, QPL, QML) products.

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION SUBMITTED TO DSCC IN THE APPLICATION IS TRUE AND ACCURATE TO THE BEST OF HIS KNOWLEDGE AND, FURTHER, AGREES TO THE CONDITIONS AS SHOWN IN SECTION III ABOVE.

1. TYPED NAME AND TITLE:

2. SIGNATURE:

CHECK APPLICABLE BOX

- LIST OF QUALIFICATION TEST FACILITIES
 LIST OF QUALITY CONFORMANCE TEST FACILITIES
 MASTER LIST SPECIFICATION LIST

LIST DATE _____

NAME OF FACILITY _____ SPECIFICATION _____ REVISED _____

STREET _____ AMENDMENT _____

CITY _____ STATE _____ MILITARY STANDARD _____

SPEC. PARA. OR TEST METHOD	EQUIPMENT	MANUFACTURER	TYPE OR MODEL	SERIAL OR INVENTORY NUMBER	DESCRIPTION AND USE (INCLUDE PARAMETERS TO BE MEASURED MEASURING EQUIPMENT AND CONTROLS AS APPLICABLE)	EQUIPMENT LIMITS (INCL. MULTIPLE RANGES)	ACCURACY	FREQUENCY OF CALIBRATION

INSTRUCTIONS FOR COMPLETING THIS FORM

1. Complete top of page of all pages. Show street location not office address. Date block is for this page. Revision dates are for revision of this page.
2. List all equipment used to perform this test. Include test fixtures, ovens, all separate instrumentation, etc. If test equipment is homemade either at the facility or built to the facilities design, include wiring diagram showing all connections between instrumentation and product under test. List all instrumentation on this page, completing all columns. Do not forget instrumentation other than electrical, i.e. thermometers, accelerometers, and associated amplifiers and scopes.
3. Information required in each column:
 - a. Specification Paragraph or Test Method - Do not list test name for each piece of equipment, once is enough.
 - b. Equipment - Use proper name, i.e. Voltmeter, Megohm Bridge, Thermometer, Frequency Meter, Signal Generator, etc.
 - c. Manufacturer - Do not abbreviate name or use initials unless it is normal trademark of company.
 - d. Type or Model - As shown on equipment name plate.
 - e. Serial or Inventory Number - This should be the number that is used for this equipment in your calibration records.
 - f. Description - If a drawing is included, list drawing number. List other tests that use the same test setup. List different devices, families, etc. that are tested on this setup. Describe any features that will help us to understand the test setup.
 - g. Equipment Limits - List both maximum and minimum values of applied conditions as well as test result characteristic.
 - h. Accuracy - List for each test equipment. If a test set is composed of several items, do not add accuracies together; list each one.
 - i. Frequency of Calibration - Do not put a date here. Dates of calibration belong on page 4 of DSCC Form 36F.
 - j. If the above information is insufficient for evaluation, DSCC-VQ will ask for additional information, manuals, photos, schematics, etc.
4. If a piece of test equipment is used in several tests, do not duplicate complete description. Put complete description on page for the first test in alphabetical order. On other page, complete the first five columns and in the remarks put "Described under test (method of paragraph).
5. If a test setup performs more than one test, do not duplicate all details for each test. It is necessary only to give us a complete description once. The page for the lowest test method contains all details. Pages on other test methods using the same test setup should contain only the test name with this statement. "This test uses the identical test facilities described under test (name)."
6. If all tests are not in the MIL-STD, i.e. MIL-STD-202, but are in individual detail specifications, use the slash number and paragraph as the test method number, i.e., /23 para. 4.6.3.
7. If changes occur in equipment, only the page with the details of that equipment need be revised. The entire list, using a loose leaf binder format should never have to be rewritten.
8. A computer generated form may be used in place of this form. However, the generated form must contain all the information contained on this form.