

# **Bulk Metals**

## **Qualified Suppliers List for Distributors (QSLD)**

### **Criteria and Provisions**

#### **PREFACE**

The DLA Troop Support Construction and Equipment Supply Chain (C & E) has instituted a Qualified Suppliers List for Distributors (QSLD) Program for Bulk Metal products (Federal Supply Group 95). The purpose of this QSLD program is to establish and maintain a list of prequalified sources for certain fully competitive products which are managed and purchased by C & E. The criteria for qualification are tailored along the lines of best commercial business practices. This document contains the *Criteria and Provisions* for this program. The technical requirements of the program are contained in section 3.0 - *CRITERIA* - of this document. The administrative procedures are contained in section 4.0 - *PROVISIONS* - of this document.

All Distributors who wish to participate in this QSLD program must have an assigned Commercial and Government Entity (CAGE) Code and become qualified according to these Criteria. CAGE Codes may be requested online from <http://www.sam.gov>. To become qualified, a Distributor must satisfy section 3.0 *CRITERIA*, and agree to section 4.0 *PROVISIONS*. Qualification is valid for 3 years unless terminated, revoked or suspended.

Only QSLD-listed Distributors will receive awards solicited under this program. Items purchased under the QSLD Program will be identified in the Purchase Order Text (POT). Once qualified, and listed as a source on the QSLD, the Distributor will be required to adhere to contractual clauses and procurement provisions with the responsible C & E Bulk Metals Office.

The Bulk Metals QSLD Program Application and the *Criteria and Provisions* are published and maintained at the DLA Troop Support Industrial Hardware *QSL Office* in Philadelphia. Requests for copies may be sent via email to [trpsptqsl@dla.mil](mailto:trpsptqsl@dla.mil), or by mail addressed to:

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## **1.0 INTRODUCTION**

Qualification for placement on the Qualified Suppliers List for Distributors (QSLD), and the maintenance of QSLD status, requires the Distributor to demonstrate that it has in place, and uses on a routine basis, a Quality Program that meets the criteria set forth in this document. The objective of the QSLD Program is to ensure that the Distributor routinely controls his or her processes to provide consistent delivery of products that conform to contract and specification requirements. Distributors must display evidence of using a documented quality control program which meets the program's Criteria.

## **2.0 SCOPE**

The products that the DLA Troop Support C & E Supply chain procures which are included in this program are virtually all NSN's which fall into the Federal Supply Group of 95.

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## **3.0 CRITERIA**

### **3.1 MANAGEMENT RESPONSIBILITY**

3.1.1 The Distributor shall be responsible for establishing, implementing and maintaining an organizational Quality Control (QC) Program. The Quality Control program shall be documented by written policies, procedures, processes and instructions which meet these criteria for qualification, and which are contained in a Quality Manual. Further, the Distributor's executive management shall ensure that the Quality Control program is:

- a. under the control of the Distributor whose Commercial and Government Entity Code (CAGE) is identified for the location specified on the Application for Qualification. Each location from which product will be supplied must have a unique CAGE code, and must qualify under the QSLD.
- b. applied consistently, on a day-to-day basis, to transactions with all of the Distributor's customers.
- c. reviewed periodically, and that any substantive revisions in the policies, procedures, processes or instructions of the Quality Control program, relevant to QSL Criteria, are implemented by formal revisions to the Quality Manual, copies of which shall be furnished to the QSL Office.
- d. implemented and applied on all levels and by all personnel throughout the Distributor's business operations.

3.1.2 Quality Control Policy Statement - The Distributor's executive management shall develop and provide, in the QC manual, a written and signed statement of policy regarding Quality Control. This QC policy statement shall establish the resolve of the organization to provide quality products and to follow quality procedures.

3.1.3 Quality Control Functions:

- a. Independent Function - The Distributor's QC organization shall be established and operated independently from the functions of producing, processing or selling the product. Those performing QC functions shall not be subject to the supervision or control of anyone engaged in the production, processing, or selling of the product. The QC function shall include, but not necessarily be limited to:

- (1) inspection and checking.
- (2) audit.
- (3) review of test procedures and test results.
- (4) collection and recording data.
- (5) identification of problems and trends.
- (6) verification that corrective actions have been implemented.
- (7) suspension of shipments when non-conformance has been revealed, until the unsatisfactory condition has been resolved.

b. Delegation of QC Authority - When QC is delegated to personnel who are outside the executive management of the organization, the delegation must empower those delegated the QC function to implement fully the organization's quality program. This delegation must include sufficient stature, authority, and organizational freedom to conduct the program.

c. Organizational Chart - The Distributor's QSLD Application must include an organizational chart which clearly sets out the organizational structure, functional responsibilities, and lines of communication within the organization. The chart shall include the names of key personnel at every level. Revisions to this chart shall be submitted whenever the chart changes.

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## **3.2 DOCUMENT CONTROL**

3.2.1 The Distributor shall establish and maintain a document control system which ensures that:

- a. appropriate documents are available at the location where the particular function of the business operation is performed.
  - b. only current or applicable drawings, electronic data, specifications, standards and work instructions are found in operating areas.
  - c. review, modification, approval, revision, issuance and recall of documents occur in a practical and timely fashion.
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### **3.3 PURCHASING**

3.3.1 During the ordinary course of business, QSLD Program participants are expected to meet the requirements of supply to QSLD contracts through the use of their in-house owned inventory assets. Participating QSLD Distributors are expected to maintain whatever level of "owned" inventory that is necessary such that orders for most common QSLD items shall routinely be filled from off-the-shelf stock.

3.3.2 The Distributor shall have in-place and in-use, written procedures which will ensure that all purchased materials, whether obtained directly from a mill, or from another Distributor, conform to their customer's documented procurement requirements. To this end, the written procedures shall provide, among other things:

- a. that QC personnel review all purchase orders prior to issuance.
- b. requirements that purchase documents flowing from Distributor to its source for the materials or products shall include express requirements for mill certifications.
- c. provisions that the Distributor must meet all contractual requirements. Moreover, these supplemental requirements must be evident in traceability record documentation.

3.3.3 A documented vendor selection system shall be in place which ensures that only approved vendors, including packaging subcontractors, are solicited.

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### **3.4 PRODUCT TRACEABILITY**

#### **3.4.1 Material and End Product Traceability**

a. The Distributor must maintain a system of in-house traceability records which reflects an unbroken chain of documentation from the manufacturing mill to the Distributor, regardless of the number of entities through which the material or end product has passed. It is essential that the Distributor obtain and retain on record a true and legible copy of the original unaltered mill certification for the original melt materials and/or end product at time of, or prior to, material receipt. As a minimum, the traceability documentation trail shall include the Distributor's Purchase Order (PO) to its immediate vendor pursuant to the QSLD contract or order with Distributor, in addition to each and every PO from Distributor's immediate vendor through the actual mill source, for the material or end product.

b. Product traceability attributes which may be used as a means to establish traceability include, but are not limited to the following:

- (1) Heat number.
- (2) Purchase order numbers and end product description.

- (3) Chemical content.
- (4) Physical, dimensional, quantity, grade and type information.
- (5) Where applicable, stamps, tags, labels, paint, routing cards.

3.4.2 Unacceptable Traceability Methods - The following items are UNSATISFACTORY and unacceptable traceability methods:

- a. Handwritten certifications and reports of any kind - including Mill Certification reports, Material Test Certification Reports, or Accredited Laboratory Reports.
  - b. Modified or revised Material Certifications, unless those certifications were modified, revised, and recorded by the organization which provided the original certification.
  - c. Verbal Purchase Orders and/or reports.
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### **3.5 LOT CONTROL AND MARKING**

3.5.1 Lot identification and segregation shall be maintained and no commingling of products shall be permitted, or occur. The Distributor shall have in-place and in-use a system which segregates material, for example, by grade and size, and:

- a. that marks, identifies, and tags all products by lot. Traceability to the mill's heat number shall be exhibited, in accordance with Section 3.4.
  - b. that controls product turnover. This system shall manage product segregation within the inventory, when technical requirements change while the product is in storage.
  - c. which provides to the DLA buying office and/or the DLA customer, the mill certification and any processing certifications for each lot of product, at the time of product delivery.
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### **3.6 PROCESS CONTROL**

3.6.1 The Distributor must establish, implement and maintain process controls which include:

- a. readily accessible, clear and current instructions, with checklists, for personnel who will handle or process materials or end products. The instructions shall be located at the work area where the task or function is being performed. The organization's QC monitor shall be responsible for ensuring compliance with the instructions and shall conduct periodic audits toward this end.

b. the assignment of certified, trained or otherwise qualified personnel to each production or handling process.

c. clear and complete written instructions regarding inspections required for any processes which are subcontracted.

d. that maintains the integrity and traceability of cut or severed product by providing for the transfer of identification markings from portions of a product which are cut or otherwise severed from the whole product to the unmarked remnants

3.6.2 In-Process Control (if applicable) - Where modifications are performed on the product (for example: machining, finishing, etc.), current work instructions shall exist per *Criteria* Section 3.2.

a. Controls shall be instituted and implemented in accordance with documented production plans applicable to the operation(s) being conducted. Product shall be checked at specific processing stations to ensure that the specification requirements are in fact being accomplished.

b. Process control records shall include, at a minimum, inspector and/or data record information, heat number of material being processed, purchase order number, observation results, acceptability of product and corrective action taken, and shall relate back to the original mill certification.

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## **3.7 INSPECTION OF MATERIAL RECEIPTS**

3.7.1 The Distributor shall have in-place and in-use, written inspection/conformance verification procedures for all original melt materials or products from receipt of the goods through delivery of the product.

3.7.2 Distributor's written inspection system shall include procedures which will ensure that incoming materials or products are inspected upon receipt, and that conformance to contract and specification requirements will be verified prior to their use or processing. Inspection results, which identify the quantity and characteristics selected and inspected, shall be formally dated and recorded including authorizing signature, initials or stamps. This inspection record shall be traceable to the material inspected and the individual who performed the inspection..

a. Without exception, material certifications shall be checked 100% against customer purchase order (contract) requirements.

b. Material certification reports shall be validated against specification requirements prior to material use or processing.

c. Periodic random sample testing of material or product samples shall be performed, with the results recorded and maintained.

d. During inspection, all incoming materials or products shall be physically marked or tagged to ensure that non-conforming materials or products are not placed into the Distributor's system for processing or distribution.

3.7.3 Distributor shall have in-place and in-use, a system of internal controls which regulates or maintains the security of inspection stamps, inspection tags, routing cards and other devices essential to the conduct of quality control procedures.

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### **3.8 TEST CONTROL**

3.8.1 The Distributor shall have in-place and in-use, written instructions and procedures related to any testing required by relevant specifications, when applicable.

a. Tests shall be performed by qualified/certified quality personnel, who shall use relevant specifications or other appropriate test methods and instrumentation under prescribed or otherwise appropriate environmental conditions.

b. Test results shall be evaluated, shall be clearly documented, and shall be traceable to the material and product lot tested.

c. Tests performed outside of the Distributor's facility shall be performed by qualified test laboratories with the above criteria being applicable. Test laboratories shall be selected, approved, and monitored in accordance with *Criteria* Paragraph 3.3.3 relating to the vendor selection system.

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### **3.9 TEST & MEASUREMENT EQUIPMENT**

3.9.1 Distributor shall have in-place and in-use, a system for the control, maintenance and calibration of its inspection equipment, test equipment, gages and other measurement devices, including personal equipment used for the purpose of acceptance measurements.

3.9.2 Inspection and test equipment shall be calibrated on a routine basis in accordance with standards traceable to the National Institute of Standards and Technology (NIST).

a. Calibration records shall be maintained for all inspection and test equipment. All measuring, inspection and test equipment shall be uniquely identified and labeled/tagged. Identification and labeling shall indicate the date of last calibration and the date for the next scheduled calibration.

b. Written procedures and controls shall be formulated to ensure that inspection and test equipment which is overdue for calibration is not used. Such equipment should be withdrawn from use until calibration has taken place.

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### **3.10 NON-CONFORMING MATERIAL & CORRECTIVE ACTION**

#### 3.10.1 Non-Conforming Material

a. The Distributor shall establish and maintain documented procedures to ensure that non-conforming product or material is prevented from entering or continuing in the production or distribution process. Accordingly, the Distributor shall:

- (1) identify, document and segregate non-conforming material.
- (2) provide a readily identifiable and adequate holding area for the segregation of non-conforming material. Non-conforming material must not be intermingled with conforming material.
- (3) provide and apply effective controls to ensure that corrective actions are taken to preclude the recurrence of the circumstance which caused the non-conformance.

#### 3.10.2 Corrective Action

- a. The Distributor shall describe, document and implement a corrective action system.
  - b. Processes or procedures resulting in non-conformance shall be documented, recorded, reported to management and promptly corrected.
  - c. The Distributor shall have a system in place to notify all customers of any defective products. Provisions shall be in place for a total product recall, if necessary.
  - d. There shall be a system procedure which specifically delineates responsibilities for items such as discrepancy reports, tracking logs, investigation results, follow-up actions and resolutions.
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### **3.11 STORAGE, PACKAGING & SHIPPING**

3.11.1 Storage - Distributor's system shall provide for control of the storage environment. A system shall be in place, and used to preclude deterioration of material or finished product.

3.11.2 Packaging - Distributor's system shall provide for the control of the packaging process to ensure compliance with contractual and other appropriate requirements. In-place process controls must extend to any subcontracted and/or offsite packaging services while remaining under the

authority, responsibility and quality control of the Distributor. Process controls must provide for continuing preservation of product, and must ensure the maintenance of product identity at all times. Only vendors approved under section 3.3.3 may be used.

3.11.3 Shipping - The Distributor's system must provide for shipment of the finished product from the Distributor's approved QSLD facility to the packager or the consignee. In exceptional circumstances, and upon written request, the Contracting Officer may grant a waiver of this requirement provided that the Distributor continues to meet all of the criteria requirements of this QSLD Program. Moreover, the Distributor must have written authorization from the Contracting Officer for each such waiver.

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## 3.12 RECORDS CONTROL

3.12.1 The Distributor shall have in-place and in-use, a system by which pertinent records are established, identified, maintained, controlled and secured to ensure their integrity. All such records shall be legible, identifiable, and readily available at the Distributor's facility or site that is QSLD qualified under these *Criteria and Provisions*. If such records are maintained in electronic or computer media, they shall be retrievable and capable of being reduced to printed form at the Distributor's facility or site that is QSLD qualified. All records shall be made available to QSL Office authorized representatives for verification purposes consistent with the *Criteria and Provisions* of this document.

3.12.2 The Distributor shall maintain, for 6 years, the following categories of records as part of his quality records system. The items below marked with "(\*\*\*)" are required to be retained for only 3 years.

- a. Mill certification reports.
- b. Material test reports.
- c. Inspection results.
- d. Customer orders, contracts, delivery orders, purchase orders.
- e. Calibration documents. (\*\*\*)
- f. Invoicing and receiving documents.
- g. Non-conforming material and corrective actions, including recall actions and customer notifications and responses.
- h. Internal & External Audit documentation. (\*\*\*)
- i. Personnel training procedures and certifications. (\*\*\*)

3.12.3 The Distributor's records system shall include provisions and controls to ensure that the integrity of records is not compromised. Security measures are required to protect authenticity of mill certifications and test reports, and to prevent the loss, deterioration, and unauthorized use, alteration, copying, counterfeiting and distribution of such documents.

### **3.13 AUDITS**

3.13.1 Distributor shall have in-place and in-use, a documented system for planned, periodic self-audits and auditing of Distributor's vendors. This system shall be designed and executed to ensure and verify that the quality control program is adequate and effective to meet the *Criteria* of this QSLD Program. It is recommended that such audits be conducted at least annually.

#### 3.13.2 Internal

- a. Internal audits shall be performed by qualified personnel whose job responsibilities are independent from those personnel having direct responsibility for the process being audited.
- b. Audit results shall be recorded and shall be reviewed by management. The audit records shall indicate the date and scope of the audit, together with findings and corrective action recommended.
- c. Corrective action pursuant to audit reports shall be fully documented.

#### 3.13.3 External

- a. External audits shall be conducted on all of Distributor's vendors and processors.
- b. Audits conducted on vendors and processors shall be conducted in conformance with Distributor's QC Procedures, section 3.3.3, and accepted industry standards.

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### **3.14 PERSONNEL TRAINING**

3.14.1 Management shall establish and maintain documented procedures for identifying training needs and provide for the training of all personnel. Personnel performing specific assigned tasks shall be qualified on the basis of relevant education, training and/or experience, as required. Appropriate records of training shall be maintained.

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## **4.0 PROVISIONS**

### **4.1 QUALIFICATION**

4.1.1 Program Objective. The objective of the QSLD Program is to establish and maintain a list of prequalified Distributors whose regular use of in-place process controls is designed to ensure delivery of quality products which meet specified requirements. The ultimate goals are to improve quality control by rigid process controls and reduce product delivery lead times. Under this Program, source inspection of individual contracts is replaced by accepted commercial business practices including post award surveillance for QSLD listed concerns.

4.1.2 To obtain and maintain QSLD status, the Distributor must comply with both the *Criteria* of Section 3.0 and the *Provisions* of Section 4.0 of this document.

### **4.2 GENERAL PROVISIONS**

4.2.1 The Distributor must:

- a. have in-place, maintain and use a Quality Program which satisfies all of the *Criteria* set forth in this document. A copy of Distributor's current Quality Program manual reflecting its compliance with the *Criteria and Provisions* for QSLD qualification must be provided to the QSL Office with its Application for Qualification. Manual revisions, relevant to QSL Criteria, must be furnished to the QSL Office within 15 days of the date of the revision.
- b. maintain a single Quality Control Program; and use a single Quality Control Manual for both its Government business and commercial business.
- c. possess a Commercial and Government Entity (CAGE) code.
- d. submit its Application for QSLD Requalification to the QSL Office at least 120 days prior to expiration of its current qualification.

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### **4.3 OBLIGATIONS**

4.3.1 Government – the QSL Office will serve as the single Department of Defense (DOD) focal point to consolidate findings and recommend corrective actions for QSLD problems. The QSL Office will:

- a. process applications.
- b. qualify and requalify Distributors.
- c. maintain the Qualified Suppliers List for Distributors.
- d. conduct or coordinate site-surveys and audits.

- e. remove Distributors for non-conformance.
- f. disseminate information to users about non-conforming products.
- g. make awards only to QSLD listed providers.
- h. reserve the right to revert to the basic requirements contained in the original solicitation if the Distributor should be disqualified from the QSLD.
- i. return quality manuals to applicants following the qualification/disqualification review process.

#### 4.3.2 Distributor - The Distributor shall assume responsibility to:

- a. meet all contractual specifications and requirements. There are no exceptions or waivers unless provided in writing by the contracting officer.
- b. report any product discrepancies discovered, and corrective actions taken.
- c. maintain records as indicated in the QSLD *Criteria* Section 3.12, and make them available for examination by the QSL Office or its agent upon survey or audit.
- d. permit the QSL Office or its agent to conduct site surveys and audits as discussed in QSLD *Provisions* Sections 4.5 and 4.7, Surveys and Audits.
- e. coordinate any open contract actions with the appropriate DLA buying office Contracting Officer should you become disqualified from the QSLD prior to delivery.
- f. verify that products, prior to delivery, meet all contractual and specification requirements ordered by the customer.

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## 4.4 APPLICATION FOR QUALIFICATION

4.4.1 Application Request - Applications for qualification can be obtained by writing or calling the QSL Office (see PREFACE). Application packages sent to interested Distributors will include the basic application form and a copy of this document. In order to participate in the QSLD Program, a Distributor must have a CAGE code designation.

4.4.2 Application Processing - The candidate shall submit the completed application to the QSL Office along with a copy of his Quality Manual. The Quality Manual will be evaluated by the QSL Office for compliance with the QSLD Criteria. The applicant is encouraged to include references to recent industry surveys or audits of his facility where requested in the application. These references will be evaluated by the QSL Office and may obviate the need for a separate site-survey.

4.4.3 Application Revision - Qualified QSLD companies are responsible for notifying the QSL Office when their product lines or facility locations have changed. Companies shall request and submit a revised signed application once such changes have occurred.

## **4.5 SITE SURVEY**

4.5.1 When a Distributor applies to be qualified or re-qualified under the QSLD Program, the DLA QSL Office will customarily require a site-survey of the facility. Site-surveys performed by the QSL Office or by its agent, will be based on the criteria in Section 3.0. Surveys will include a review of the Distributor's Quality Control Program and all of the systems and processes which the Distributor is required to have in-place and in-use, under the Criteria of this document.

4.5.2 Industry surveys or audits may be considered by the QSL Office in the review of the Distributor's Application for Qualification. Such surveys or audits may be used by the QSL Office in lieu of, or in addition to QSL site survey requirements.

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## **4.6 QUALIFICATION RESULTS**

4.6.1 Upon completion of the evaluation process, the QSL Office shall notify Distributor as to whether QSLD status has been attained or has been denied.

4.6.2 If qualification status has been attained, a Letter-Notice of Qualification shall be issued to the Distributor. Unless QSLD status is terminated, or the Distributor is otherwise disqualified, the term of qualification shall be three years from the date of the Letter-Notice of Qualification. The Letter-Notice typically includes the following:

- a. Designation of the QSLD Program under which Distributor has been qualified.
- b. The CAGE Code and address of the Distributor's facility which has been qualified.
- c. The Distributor's correspondence mailing address if different from that in "b" above.

4.6.3 When a Distributor's Application for Qualification is denied, the QSL Office will issue a Letter-Notice of Denial of Qualification to the Distributor. Distributor may not reapply for qualification until a minimum of ninety days has elapsed from date of Letter-Notice. The Notice shall cite the specific reasons for such denial. Examples of reasons for denial of qualification include, but are not limited to the following:

- a. Deficiencies in the Applicant's Quality Program Manual which are numerous or which indicate that action to correct those deficiencies will require an extended period of time.
- b. Site survey has shown that implementation of processes and procedures contained in the Distributor's Quality Control Program Manual and required by the Criteria and Provisions of this document, has not been accomplished.
- c. When the QSL Office has provided the Applicant with specific corrective action to be taken for qualification approval, and Applicant has not responded within the time

specified in the Letter-Notice, the Application for Qualification will be considered withdrawn.

d. Distributor is debarred, otherwise determined to be ineligible for awards of Government contracts, or has been found to have engaged in practices which indicate less than acceptable integrity or business ethics.

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## **4.7 AUDITS**

4.7.1 The QSL Office or its agent will conduct random announced or unannounced post-award audits of a Distributor's facility to confirm adherence to QSLD Criteria. Audits will be an on-going policy during the life of the QSLD Program. All audits are performed at no charge to the Distributor. During audits, random sample selection of the Distributor's product shall be allowed for the purpose of independent laboratory testing. Thus, the QSL Office or its agent may pull samples, for later testing against specification or contract requirement. The Government will pay for the cost of such tests and the Distributor's expense is limited only to the cost of a small quantity of samples selected. The Distributor shall be provided with a copy of the test results when non-conformance has been found.

4.7.2 The purpose of a facility audit is to ensure that Distributor has in-place and in daily use, a Quality Program which conforms to the requirements of the Criteria and Provisions of the QSLD Program, as reflected in this document. An audit will involve the examination of applicable documents, processes and procedures, as well as the various systems required for attainment of qualification.

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## **4.8 QSLD REMOVAL / DISAPPROVAL**

4.8.1 Reasons for Removal - The success of the QSLD Program is dependent upon the integrity of those Distributors who participate in it. Continued participation in the program is therefore contingent upon the Distributor's continuing compliance with the Criteria and Provisions upon which qualification was established. The Distributor's failure to comply may be cause for initiation of removal. The following are some examples of reasons for removal from the QSLD:

a. The product(s) furnished by the Distributor under its contract(s) do not meet contract or specification requirements.

b. Distributor no longer supplies the products of the Federal Stock Class included in the QSLD Program.

c. Distributor changes its Quality Program or its facility location without prior notification to the QSL Office.

- d. Distributor does not file a renewal application at the end of its 3-year approval term, or fails to requalify at that time.
- e. Distributor fails an audit/survey.
- f. Distributor denies access to the QSL Office audit or survey personnel, or to other personnel authorized by the QSL Office to conduct such audits or surveys.
- g. Distributor ships products from a location other than that for which it has been qualified or authorized.
- h. Qualification Criteria and/or Provisions are revised and Distributor fails or refuses to comply with revised Criteria and/or Provisions following opportunity to do so.
- i. Distributor misrepresents its quality control process(es) or manual regarding compliance with QSLD.
- j. Distributor is debarred, otherwise determined to be ineligible for awards of Government contracts, or has been found to have engaged in practices which indicate less than acceptable integrity or business ethics.
- k. Distributor requests that it be removed from the QSLD.

4.8.2 Procedures for Removal - The following provisions apply to removal of Distributor from the QSLD:

- a. When removal of a Distributor from the QSLD is proposed, the QSL Office will notify the Distributor by Certified Mail, Return Receipt Requested, and/or FAX, citing specific reasons for the proposed removal. Distributor shall have 15 calendar days to respond to the notification.
- b. Failure by Distributor to respond to the QSL Notice of Contemplated Removal within the 15 day period will result in immediate removal of Distributor from the QSL.
- c. If Distributor responds to the QSL Notice of Contemplated Removal within the 15 day period, the QSL Office will evaluate the response, including Distributor's proposed corrective action, if any, and will determine which of the following shall apply:
  - (1) removal from QSLD
  - (2) retention on QSLD
  - (3) further action, as appropriate
- d. Removal Period. Typically, there is no specific time duration for removal from the QSL. The removal period will be based on the time necessary to document process control changes, and to implement and test corrective actions associated with the

disqualification. When the corrective action involves more than one deficiency, removal periods in excess of 90 days may be applied at the discretion of the QSL Office.

e. When the QSL Office has removed a Distributor from its QSLD, notice of such removal, and the reasons for the removal, may be given to other interested Government Activities. Also, if a Distributor is removed from one QSL program at DLA, that Distributor may be removed from all QSL programs at DLA. The [QSL Removals Web Page](#) will be updated to reflect the removal.

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## **4.9 RE-QUALIFICATION**

4.9.1 Requalification by Renewal - Requalification is required upon the lapse of three years from the date of last qualification. To ensure that no gap in qualification status occurs, Distributors should request a qualification package from the QSL Office at least 120 days prior to expiration of its current 3 year qualification period. Requirements for requalification shall be those QSLD Criteria and Provisions in effect at the time of Application for Requalification. Note: Failure to Requalify May Result in Removal of Distributor from the QSLD.

4.9.2 Requalification subsequent to Removal or Qualification after Disapproval - In the event that Distributor's Application for Qualification is not approved, or if Distributor's status as a QSLD concern is discontinued, qualification will not occur until the QSL Office has determined that satisfactory evidence has been submitted which establishes that all deficiencies have been adequately corrected.

### **4.9.3 Reinstatement Subsequent to Removal**

- a. If removal was for 100 days or more, both a new application and QC manual are required for requalification.
- b. If removal was for less than 100 days, then a letter on company letterhead requesting reinstatement is required. If process controls or the QC manual have changed, then a copy of the QC manual changes is required to be sent to the QSL Office along with the letter requesting reinstatement. Accordingly, if any application information has been substantially changed from the latest one on record, then a new application also must accompany the letter.
- c. The letter should be sent to the address listed in the Preface.

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## **4.10 SOLICITATION/AWARD**

4.10.1 To be eligible for award under this program, an offerer must be listed on the QSLD at the time of award.

## Definitions

**CAGE** Commercial and Government Entity. This designation is a unique five digit alphanumeric sequence of characters; it is issued for a specific location.

**DISTRIBUTOR** An organization or entity which typically, in the ordinary course of its business, meets the requirements of product supply through their in-house owned inventory assets.

**DOCUMENTS** Printed or written information, or electronically stored information which is retrievable and subject to being reduced to a printed form. These include, but are not limited to bills of material, calibration records, certifications, contracts, drawings, instructions, manuals, packing slips, procedures, purchase orders, standards, specifications, test plans and test reports, and records of all kinds. Modifications or revisions to any of the foregoing constitute documents.

**MILL CERTIFICATION REPORT** A document generated by a manufacturing or producing mill which demonstrates, for the original melt material, conformance to contract or specification requirements. Also called Material Certification Report.

**QUALIFIED SUPPLIERS LIST for DISTRIBUTORS (QSLD)** A list of distributors who have met the QSLD Criteria, and have agreed to the Provisions therein.

**QUALITY CONTROL PROGRAM** The distributor's entire program of procedures, process controls, inspections, audits and systems which ensures that the distributor's products conform to specified requirements.

**TRACEABILITY** The documented trail of the product covered by the QSLD contract or order, through all distributors and/or intermediate processors to the manufacturer or producer of the product or material which are incorporated into the product.

**VENDOR** As used in this document, a person, organization or entity from or through whom any product, service, or portion thereof, covered by the QSLD contract or order was purchased by the QSLD contractor.