Class 2 Threaded Fasteners
Qualified Suppliers List (QSL)
with Criteria and Provisions

PREFACE

The DLA Troop Support Industrial Hardware supply chain has instituted a Qualified Suppliers List (QSL) Program for Class 2 Threaded Fasteners. The purpose of this QSL program is to establish and maintain a list of pre-qualified sources for certain fully competitive products which are purchased and managed by the DLA Troop Support Industrial Hardware supply chain in Philadelphia. The Criteria for qualification are tailored along the lines of the best commercial practices for the class 2 threaded fastener industry. This document contains the Criteria and Provisions for the Program. The technical requirements of the program are contained in Section 3.0, Criteria, and the administrative procedures are contained in Section 4.0, Provisions.

All Manufacturers and Distributors (henceforth Suppliers) who wish to participate in this QSL Program must have an assigned Commercial and Government Entity (CAGE) Code and become qualified by the DLA Troop Support Industrial Hardware QSL Office. CAGE Codes may be requested online from http://www.sam.gov. To become qualified, a candidate Supplier must satisfy Section 3.0, Criteria, and comply with Section 4.0, Provisions. Qualification is valid for 3 years unless terminated or revoked. There is no fee to apply or to become qualified.

Only QSL listed Distributors and Manufacturers will receive awards solicited under this program. Items purchased under the QSL program will be identified in the Purchase Order Text (POT). Once qualified, and listed as a source on the QSL, the Supplier will be required to adhere to contractual clauses and procurement provisions with the responsible DLA buying office.

The QSL Program application forms, Criteria and Provisions are published and maintained by the Engineering Logistics Support *QSL Office* of the DLA Troop Support Industrial Hardware Supply chain here in Philadelphia. Requests for copies may be sent via email to trpsptqsl@dla.mil or by mail addressed to:

DLA Troop Support, Industrial Hardware
ATTN: QSL Office (NASA)
700 Robbins Ave. Bldg 6/D-139
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1.0 INTRODUCTION

1.1 Qualification for placement on the Qualified Suppliers List (QSL), and the maintenance of QSL status, requires the Manufacturer/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 QSL Program is to ensure that the Manufacturer/Distributor routinely controls his processes to provide

consistent delivery of products that conform to contract and specification requirements. Four key elements are required of Manufacturers and Distributors who wish to be listed on this QSL. These are:

1. Evidence of using a documented Quality Control Program which meets these Criteria.
2. Evidence that Statistical Techniques are used in class 2 threaded fastener manufacturing and processing operations on a daily or regular basis for all customers.
3. Product is not commingled; lot identity is maintained.
4. Products sold to the DLA Troop Support Industrial Hardware Supply chain for a QSL contract or order must have been produced by a manufacturer who was listed on the QSL. If the products were procured from another supplier, that supplier must also have been listed on the QSL. Consequently, all products pursuant to the contract must be obtained from, or flow through, QSL Suppliers. This closed loop flow must be supported by the contractor's traceability documentation. No deviations are permitted under this QSL program.

1.2 A manufacturer/distributor's adherence to the Fastener Quality Act (FQA) regulations in no way changes that party's responsibility to meet all of the requirements in this QSL program. Furthermore, the manufacturer/distributor's adherence to this QSL program does not provide relief from meeting the responsibilities and requirements of the FQA. Should there be a conflict between the FQA and this QSL program, the QSL requirements in this document take precedence provided that regulatory law is not violated.

1.3 This Criteria and Provisions document shall refer to manufacturers and distributors as "Suppliers", unless the context refers specifically to either manufacturers or distributors as distinct entities. A supplier who processes semi-finished product to meet contract or specification requirements is considered a manufacturer under this QSL Program and will typically impart his logo on the finished fastener when applicable. Such sources must meet all applicable QSL Criteria in their quality systems. QSL Distributors under our class 2 threaded fastener program stock and resell only completed product and may not alter, modify, or produce that product.

2.0 SCOPE

The products that the DLA Troop Support Industrial Hardware Supply chain procures which are included in this program are fully competitive class 2 threaded fastener items which fall into the Federal Supply Classes of 5305/06/07/10.

3.0 CRITERIA

3.1 MANAGEMENT RESPONSIBILITY

3.1.1 The Supplier 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 Supplier's executive management shall ensure that the Quality Control program is:

a. under the control of the Supplier whose Commercial and Government Entity (CAGE) Code 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 QSL.
b. applied consistently, on a day-to-day basis, regardless of customer.
c. reviewed periodically, and that any substantive revisions in the policies, procedures, processes or instructions of the Quality Control program are implemented by formal revisions to the Quality Manual, a copy of which shall be furnished to the QSL Office.
d. implemented and applied on all levels and by all personnel throughout the Supplier's business operations.

3.1.2 Quality Control Policy Statement - The Supplier'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 Supplier's QC organization shall be established and operated independently from the functions of producing, processing or selling the product. Those personnel performing QC functions shall not be subject to the supervision or control of anyone engaged in the production, processing, or sale of the product. The QC function shall include, but not necessarily be limited to:

1. inspecting and checking.
2. auditing.
3. review of test procedures and test results.
4. collecting and recording data.
5. identifying problems and trends.
6. verifying that corrective actions have been implemented.
7. suspending shipments when non-conformance has been revealed.

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 fully implement the organization's quality program. This delegation must include sufficient stature, authority, and organizational freedom to conduct the program.

c. Organizational Chart - The Supplier's QSL 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. A copy of the chart shall be resubmitted to the QSL Office whenever it is revised.

3.2 DOCUMENT CONTROL

3.2.1 The Supplier 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.

3.3 PURCHASING

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

3.3.2 The Supplier shall have written procedures in-place and in-use, which describe that all purchased materials conform to customer's documented procurement requirements. Thus, written procedures shall exist to ensure that the following criteria are met:

a. The Supplier's QC personnel shall review all purchase orders prior to issuance.
b. Supplier must meet all contract requirements, e.g. 100% NDT testing. Any and all such supplemental requirements must be evident in traceability record documentation.
c. Manufacturer's purchase documents flowing to its source for raw materials or products shall include express requirements for mill certifications.
d. Distributor must assure continuous regular monitoring of the QSL qualification status for sources of the products they supply to DLA. QSL award recipients are ultimately responsible for providing a QSL-manufactured product from a valid source. See paragraphs 4.3.2e and 4.10.

3.3.3 Supplier shall have in-place and in-use, a documented vendor selection methodology supported by its Quality Program. This written procedure shall delineate the method by which the Supplier establishes and maintains a list of approved vendors, including review of vendor performance, quality audits, and corrective action requirements imposed on vendors. Only approved vendors shall be solicited for products and services, including subcontracted processes.

3.4 PRODUCT TRACEABILITY

3.4.1 Manufacturer Traceability - The Manufacturer shall identify its product by marking it with the Manufacturer's identification symbol or logo in accordance with the Fastener Quality Act and/or as required by DLA contract or specification (see section 1.2). Product supplied under the QSL must be traceable to a Qualified source.

3.4.2 Material and End Product Traceability

a. The Supplier must maintain a system of in-house traceability records which reflects an unbroken chain of documentation from their source of supply to their customer, regardless of the number of entities through which the materials or end product have passed. As a minimum, the documentation trail should include Supplier's Purchase Order (PO) to its immediate vendor pursuant to DLA's contract or order with Supplier, in addition to each and every PO from Supplier's immediate vendor. Traceability documentation must substantiate product material characteristics as stipulated by applicable technical specifications and/or contract requirements and shall be dispensable to the customer as required.

b. Furthermore, when the supplier performs primary manufacturing operations at the raw material level (see & 3.15.1), then that manufacturer shall obtain and retain on record a true copy of the original unaltered mill certification for the original materials and/or end product at time of, or prior to, material receipt. Mill certifications shall identify the producing mill and the heat number of the pre-processed material. Manufacturer shall retain all record-controlled test reports.

c. Whether a QSL Supplier buys product from a QSL distributor or directly from a QSL manufacturer, that Supplier must always fulfill the "Material and End Product Traceability" requirements as well as meeting all Criteria elements. Procurement of products from another source, even though qualified, does not provide the DLA contractor relief from fulfilling the responsibilities of the QSL Criteria and Provision requirements. Sources are qualified, under the QSL program, on the basis of verification of adequate process controls. Sources may be qualified by the QSL Office in conjunction with the Defense Contract Management Agency (DCMA) through on-site surveys or by virtue of recent verifiable OEM surveys/audits. Specifically, products from sources qualified as a result of DLA/DCMA site visits are acceptable upon QSL Office notification of qualification. Whereas, products from sources qualified on the basis of OEM surveys/audits are acceptable after the date of the OEM site visit.

3.4.3 Unacceptable Traceability Methods - The following items are unsatisfactory and unacceptable traceability methods:

a. Handwritten - Mill Certification Reports, Material Test Certification Reports, or Accredited Laboratory Test 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.

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

a. Purchase order numbers and end product description.
b. Chemical content, where applicable.
c. Physical, dimensional, quantity, grade, and type information.
d. Where applicable, stamps, tags, labels, paint, routing cards, or other means.

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. A Supplier shall have in-place and in-use a system to assure homogeneous grouping of items; this system must confirm that the homogenous group (lot) is traceable to the raw material, either directly to the raw material certifications, or through the qualified manufacturer's traceability documents which may or may not have been forwarded to the customer. The Supplier shall document and implement a system:

a. that marks and identifies all products by lot.
b. that handles, stores and issues products to ensure lot segregation. Where lots have been subdivided, evidence shall exist to assure traceability. The system shall account for products with respect to type, quantity, location, and lot number. Additionally, recorded inventory data must agree with actually stored inventory. Data required to isolate material to the specific lot must be record-controlled.
c. that controls product turnover. This system shall manage product segregation within the inventory, when technical requirements change while the product is in storage.
d. that labels each packaging unit to identify the contents; and the labels shall be in compliance with applicable specification and federal regulation.

3.6 PROCESS CONTROL

3.6.1 General - The Supplier must establish, implement and maintain process controls which include:

a. readily accessible, clear and current instructions, with checklists, for personnel who 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 QC monitor shall be responsible for ensuring compliance with the instructions and shall conduct periodic audits to maintain conformity.
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.

3.6.2 In-Process Control - Any process, whether in-house or subcontracted, which is designed to change or alter the physical and/or chemical properties of the material and/or end product shall have current work instructions in accordance with 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, lot identification, observation results, subcontractor traceability documents if applicable, acceptability of product and corrective action taken.

3.6.3 Machines and Tooling Maintenance - Manufacturers and processors with in-house fabrication, machining, heat treating, plating, and/or surface finishing processes shall have documented procedures for routine and timely maintenance of production tooling to ensure efficient operation of all key machinery and equipment, for example regular inspection of die sharpness and replacement at defined intervals.

3.6.4 Statistical Techniques - Manufacturers and processors with in-house fabrication, machining, heat treating, plating, and/or surface finishing processes shall develop and maintain documented procedures to control the application and implementation of statistical techniques.

a. Samples of end-product shall be visually and dimensionally checked.
b. Statistical Technique process controls shall be used to maintain the quality control of the manufacturing, machining, heat treating, plating, and/or surface finishing processes. Data showing evidence that controls are effective shall be collected and reviewed. These data shall be recorded per Criteria section 3.12 (Records Control).

3.7 INSPECTION OF MATERIAL

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

3.7.2 Supplier'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 shall be formally recorded and dated including authorizing initials or stamps. This inspection record shall be traceable to the material inspected and the individual who performed the inspection. This includes materials or products received from other Class 2 QSL Suppliers, raw material sources, and subcontracted processors.

a. Material certifications, test reports, and other traceability documents shall be checked 100% against purchase order (contract) requirements.
b. Material certification reports shall be validated against specification requirements prior to material processing or use.
c. During inspection all incoming materials or products shall be physically marked or tagged (see paragraph 3.5.1a) to ensure that non-conforming materials or products are not placed into the Supplier's system for processing or distribution.
d. Receiving inspection, at a minimum, shall include and verify product conformance to requirements through visual examination of quantity, type, size, finish, part or specification number, logo, and general workmanship.
e. Suppliers providing product which was produced from semi-finished material must ensure that the completed product is adequately inspected and tested and must retain documentation of such events on-file.

3.7.3 Supplier 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 carrying out of quality control procedures.

3.8 TEST CONTROL (when applicable)

3.8.1 Supplier shall have in-place and in-use, written instructions and procedures related to any testing required by contract or relevant specifications.

a. Tests shall be performed by qualified/certified QC 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, clearly documented, and traceable to the material and product lot tested.
c. Tests performed outside of the Supplier'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 paragraph 3.3.3 relating to the vendor selection system.
d. In-house test laboratories shall be approved by a nationally recognized accreditation institution, and all internally produced test reports must be on the laboratory's company letterhead stationery.

3.9 TEST & MEASUREMENT EQUIPMENT

3.9.1 Supplier shall have in-place and in-use, a system for the control, maintenance and calibration of its inspection equipment, test equipment, gages, and other measuring devices, including personal equipment.

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.

3.10 NON-CONFORMING MATERIAL & CORRECTIVE ACTION

3.10.1 Non-Conforming Material

a. The Supplier shall establish and maintain documented procedures to ensure that non-conforming product or material is prevented from entering or continuing in the distribution, production, or manufacturing process. Accordingly, the Supplier 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 action(s) are taken to preclude the recurrence of the circumstance which caused the non-conformance.

3.10.2 Corrective Action

a. The Supplier 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 Supplier 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 such as discrepancy reports, tracking logs, investigation results, follow-up actions and resolutions.

3.11 STORAGE, PACKAGING & SHIPPING

3.11.1 Storage - The Supplier'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 - Supplier's system shall provide for the control of the packaging process to ensure compliance with specified requirements. In-place process controls must extend to any subcontracted and/or off-site packaging services while remaining under the authority, responsibility and quality control of the Supplier. Process controls must provide for continuing preservation of product, and must ensure the maintenance of product identity at all times. Only vendors approved and audited under Criteria paragraphs 3.3.3 and 3.13.3 may be used.

3.11.3 Shipping - The Supplier's system must provide for shipment of the finished product from the Supplier's QSL 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 Supplier continues to meet all of the criteria requirements of this QSL program. Moreover, the Supplier must have written authorization from the Contracting Officer for each such waiver.

a. Supplier shall select carriers for transportation of products in accordance with the criteria pertaining to its approved vendor selection system.

3.12 RECORDS CONTROL

3.12.1 Supplier 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 Supplier's facility or site that is QSL 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 Supplier's facility or site that is QSL qualified. All records shall be made available to the QSL Office-authorized Government representatives for verification purposes consistent with the Criteria and Provisions of this document.

3.12.2 The Supplier shall maintain, for at least 10 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 4 years.

1. Producing mill Test reports.
2. Raw Material Certified Test reports.
3. Accredited Lab Test reports.
4. Inspection results and/or reports.
5. Customer orders, contracts, delivery orders, purchase orders.
6. Invoicing and receiving documents.
7. Non-conforming material and corrective actions, including recall actions and customer notifications and responses.
8. Manufacturing and Production Records including lot identification.
9. Calibration documents. (***)
10. Internal & external Audit documentation. (***)
11. Personnel qualification records. (***)
12. Statistical Technique process control records. (***)
13. Records which verify processes performed on semi-finished material.

3.12.3 The Supplier'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 material 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 The Supplier shall have in-place and in-use, a documented system for planned, periodic self-audits and auditing of Supplier'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 QSL program. Audits shall be conducted as often as appropriate based on the nature of Supplier's products. It is recommended that such internal 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 taken.
c. Corrective action pursuant to audit reports shall be fully documented.

3.13.3 External

a. External audits shall be conducted on all of the Supplier's vendors and processors in accordance with a documented Quality Control procedure. Also:

(1) Audits shall be conducted on subcontractors and an approved subcontractor list shall be maintained. On-site audits of subcontractor facilities shall be conducted at appropriate intervals.

(2) A documented vendor selection system shall be in place which ensures that only approved subcontractors are solicited and that products or processes, which are subcontracted, conform to specification requirements. Vendor selection methodology must be in accordance with paragraph 3.3.3.

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.

3.15 PRODUCTS

3.15.1 Manufactured - Both primary manufacturing processes of thread operations and head forming should be performed in-house by the same manufacturer for any given class 2 threaded fastener in this QSL program. A manufacturer may implement processes to complete the fabrication of a semi-finished product to meet contract or specification requirements. Such a concern is fully responsible for inspection and testing of the final product prior to shipment to the government customer and will typically impart his Logo on the finished fastener when applicable. QSL suppliers must procure their product from a QSL Manufacturer or Distributor for products delivered to DLA or its customers under this Class 2 QSL Program.

3.15.2 Manufactured from Components - Any incoming/produced part or sub-component that eventually becomes a component of a delivered end product must be acquired from an approved Manufacturer listed on the Class 2 Threaded Fastener QSL.

3.15.3 Purchased

a. From the manufacturer of the product, through any and all suppliers, those products sold to DLA under this QSL program must flow through valid qualified QSL organizations. This product flow extends from the organization selling the product to DLA through each and every previous organization which had ownership of the product back to the original manufacturer. No exceptions are permitted under this QSL program. Refer to Supplier Obligations, paragraph 4.3.2e.
b. Should these requirements be waived by the contracting officer, then the product granted the waiver is considered a non-QSL procured product and must undergo traditional quality control procedures, for example, source inspection.

3.15.4 Delivered - The Supplier shall verify that products, prior to delivery, meet all contractual and specification requirements ordered by the customer.

4.0 PROVISIONS

4.1 QUALIFICATION

4.1.1 Program Objective - The objective of the QSL Program is to establish and maintain a list of pre-qualified manufacturers and 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 by rigid process controls and reduced product delivery lead times.

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

4.1.3 Being listed as a QSL Supplier does not guarantee award of contracts to anyone. Contract award is by open competition among qualified distributors and manufacturers on the QSL.

4.2 GENERAL PROVISIONS

4.2.1 The Supplier 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 Supplier's current Quality Program manual, reflecting its compliance with the Criteria and Provisions for QSL qualification, must be provided to the QSL Office with the completed Application for Qualification. Manual revisions 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 QSL Requalification to the QSL Office at least 120 days prior to expiration of its current qualification. Qualification terms shall be three years.

4.3 OBLIGATIONS

4.3.1 Government – The QSL Office of the DLA Troop Support Industrial Hardware Supply chain in Philadelphia will serve as the single Department of Defense (DOD) focal point to consolidate findings and recommend corrective actions for QSL problems. The QSL Office will:

a. process applications.
b. qualify and requalify Manufacturers and Distributors.
c. maintain the Qualified Suppliers List.
d. conduct or coordinate site-surveys and audits.
e. remove Manufacturers and Distributors for non-conformance.
f. disseminate information to users about non-conforming products.
g. make awards only to QSL listed Suppliers.
h. provide QSL manufacturers and distributors with access to a listing of other approved QSL Suppliers.
i. Reserve the right to revert to the basic requirements contained in the original solicitation if the Supplier should be disqualified or removed from the QSL

4.3.2 Supplier - The Supplier 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 QSL Criteria section 3.12, and make them available for examination by DLA or DLA's agent upon survey or audit.
d. permit DLA, or DLA's agent, to conduct site surveys and audits as discussed in QSL Provisions 4.5 and 4.7, Surveys and Audits.
e. coordinate open contract actions with the appropriate DLA Contracting Officer (C.O.), should you become disqualified from the QSL prior to delivery. Moreover, you must also coordinate open contract actions with the appropriate DLA C.O., if you are about to supply to DLA or DLA's customer, product that was supplied to you from a Distributor or Manufacturer who was removed from the QSL subsequent to your entering into your contract agreement with DLA. Product owned by any supplier while disqualified (or un-qualified) from the QSL, or prior to approval to the QSL is not acceptable for delivery under this program. See also paragraph 3.15.3.
f. provide other participating Suppliers only with material which meets QSL requirements when notified by the QSL participant that the material being purchased is destined to fill a QSL contract.

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 Suppliers will include the basic application form and a copy of this document. In order to participate in the QSL Program, a Supplier must have a CAGE code designation (see Preface for assistance).

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 QSL Office personnel for compliance with the QSL 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 - QSL companies are responsible for notifying the Engineering & Qualifications Branch when their product lines or facility locations have changed. Companies shall request and submit a revised signed application once changes have occurred.

4.5 SITE-SURVEY

4.5.1 When a Supplier applies to be qualified under the QSL Program, the QSL Office will customarily require a site-survey of the facility. Site-surveys by DLA or DLA's agent, will be based on the Criteria in section 3.0. Surveys will include a review of the Supplier's Quality Control Program and all of the systems and processes which the Supplier 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 Supplier'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.

4.6 QUALIFICATION RESULTS

4.6.1 Upon completion of the evaluation process, the QSL Office shall notify the Supplier as to whether QSL 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 Supplier along with a copy to DLA's buying office for class 2 threaded fasteners and will include the following:

a. Designation of the QSL Program under which Supplier has been qualified.
b. Unless QSL status is terminated, or the Supplier is otherwise disqualified, the term of qualification shall be three years from the date of the Letter-Notice of Qualification.
c. The CAGE code and address of the Supplier's facility which has been qualified.
d. The address for receipt by the Supplier of correspondence if different from that in "c" above.

4.6.3 When a Supplier's Application for Qualification is denied, the QSL Office will issue a Letter-Notice of Denial of Qualification to the Supplier along with a copy to the DLA buying office. Supplier may not reapply for qualification until a minimum of ninety days has elapsed from the date of the 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 Supplier'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 or after 90 days, the Application for Qualification will be considered withdrawn.
d. Supplier 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.

4.7 AUDITS

4.7.1 The QSL Office or its agent, will conduct random announced or unannounced post-award audits of a Supplier's facility to confirm adherence to QSL Criteria. Audits will be an on-going policy during the life of the QSL Program. All audits are performed at no charge to the Supplier. During audits, random sample collection of the Supplier's product shall be allowed for the purpose of independent laboratory testing. Thus, QSL Office personnel or QSL Office authorized agents may pull samples for later testing against specification or contract requirement. The Government will pay for the cost of such tests and the Supplier's expense is limited only to the cost of a small quantity of samples selected. The Supplier 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 the Supplier has in-place and in daily use, a Quality Program which conforms to the requirements of the Criteria and Provisions of the QSL 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.

4.8 QSL REMOVAL / DISAPPROVAL

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

a. The product(s) furnished by the Supplier under its contract(s) does not meet contract or specification requirements.
b. Supplier no longer produces or supplies the products of the Federal Stock Class included in the QSL Program.
c. Supplier changes its Quality Program or its facility location without prior notification to the QSL Office.
d. Supplier does not file a renewal application at the end of its 3-year approval term, or fails to requalify at that time.
e. Supplier fails an audit.
f. Supplier denies access to QSL audit or survey personnel, or to other personnel authorized by the QSL Office at DLA Troop Support Industrial Hardware Supply chain (at) Philadelphia to conduct such audits or surveys.
g. Supplier 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 Supplier fails or refuses to comply with revised Criteria and/or Provisions following opportunity to do so.
i. Supplier misrepresents its quality control process(es) or manual regarding compliance with QSL.
j. Supplier 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. Supplier requests that it be removed from the QSL.
l. Supplier provides, to DLA or its customers, product which flowed through a non-QSL source, when QSL is a requirement. Any and all product sold to DLA or its customers must flow through QSL Suppliers during the entire production/supply path of the product under this QSL program. No deviations are permitted under this QSL program.

4.8.2 Procedures for Removal - The following provisions apply to removal of a Supplier from the QSL:

a. When removal of a Supplier from the QSL is proposed, and after DLA buying office notification, the QSL Office will notify the Supplier by email, postal mail, and/or FAX, citing specific reasons for the proposed removal. Supplier shall have 15 days to respond to the notification.
b. Failure by Supplier to respond to the Notice of Contemplated Removal within the 15 day period will result in immediate removal of Supplier from the QSL.
c. If Supplier responds to the Notice of Contemplated Removal within the 15 day period, the QSL Office will evaluate the response, including Supplier's proposed corrective action, if any, and will determine which of the following shall apply:
    (1) removal from QSL
    (2) retention on QSL
    (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 Supplier from its QSL, notice of such removal, and the reasons for the removal, may be given to other interested Government Activities. Also, if a Supplier

is removed from one QSL program that Supplier may be removed from all QSL programs. The DLA Troop Support Industrial Hardware Supply chain internet QSL Removals page will also reflect such removals to preclude participants from buying from an unauthorized source.

4.9 REQUALIFICATION

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, Supplier 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 QSL Criteria and Provisions in effect at the time of Application for Requalification. Note: Failure to Requalify May Result in Removal of a Supplier from the QSL.

4.9.2 Requalification subsequent to Removal or Qualification after Disapproval - In the event that Supplier's Application for Qualification is not approved, or if Supplier's status as a QSL 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 Reapplication subsequent to Removal

a. If removed from the QSL program, once corrective action has been taken to remedy the deficiency that resulted in removal, and compliance with QSL Criteria is evident, the Supplier may reapply for the QSL program. A new application must be submitted, along with a letter indicating the deficiencies which have been corrected. If there have been any revisions or additions to the QA manual since the date of last application, revision sheets/additions must also be submitted. The Supplier need only send a new QA manual if the previous QA manual has been replaced.
b. Reapplication letter should be sent to the address listed in the Preface.

4.10 SOLICITATION/AWARD

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

5.0 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 A source or concern which owns, operates, or maintains a store, warehouse, or other establishment in which finished Class 2 Threaded Fastener products are bought, kept in stock, and sold to the public in the usual course of business. The Distributor basically stocks and resells only the completed product and may NOT alter, modify or produce that product.

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.

MANUFACTURER An organization which owns, operates or maintains a factory or establishment, and substantially produces or fabricates finished Class 2 products on the premises from raw materials. A manufacturer may implement processes to complete the fabrication of a semi-finished product to meet contract or specification requirements. Such a concern is fully responsible for inspection and testing of the final product prior to shipment to the government customer and will typically impart his Logo on the finished fastener when applicable. A manufacturer who does not produce the final product from raw material on a contract MUST obtain the semi-finished material from another approved Class 2 QSL source.

MATERIAL CERTIFICATION REPORT A document generated by a material supplier or producer which demonstrates, for original/raw materials, conformance to contract or specification requirements. Also called mill certification report.

QUALIFIED SUPPLIERS LIST A list of manufacturers and distributors who have met these QSL Criteria for Class 2 fasteners and have agreed to the Provisions herein.

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

TRACEABILITY The documented trail of the product covered by the DLA QSL contract or order through all Manufacturers, Suppliers, and/or intermediate processors to the Manufacturer or producer of the product or material.

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