

1.0 Purpose

This plan outlines Insitu's configuration management system requirements for suppliers

2.0 Scope

This document applies to suppliers and subcontractors that provide products, software and services that affect the final product or the product realization process. These requirements are in addition to the standard Insitu Purchase Order Terms & Conditions.

3.0 References

3.1 Standards

- ISO10007 Quality Management Systems - Guidelines for Configuration Management

3.2 Insitu documents

- FORM-01520 – Supplier Request for Engineering Assistance (SREA) Form
- PRIN-00239 – Supplier Requests for Engineering Assistance (SREA)

NOTE: Forms referenced in this document may be used by the supplier. Any Insitu document referenced in this document will be made available electronically to our suppliers through the supplier portal. Standards documents may be purchased from the standards organizations directly.

4.0 Subcontractor/Supplier CM

- The configuration management (CM) requirements contained herein are imposed on applicable subcontractors and suppliers.
- Supplier CM requirements are flowed down through the Purchase Order and are part of the supplier's contract/purchase agreement.
- All supplier-designed and non-commercial off the shelf products are to be maintained under configuration control by the supplier.

5.0 Supplier Configuration Identification

Suppliers shall:

- 1) Ensure their internal specification, drawing, and part numbering practices comply with requirements as defined in the Insitu purchase agreement
- 2) Ensure their internal equipment marking methods comply with requirements as defined in the Insitu purchase agreement
- 3) Ensure adequate identification and traceability of each engineering change

6.0 **Supplier Configuration Control**

Supplier must plan, organize, and implement a CM program to ensure proper control of their baselines (Hardware, Software and Services) and proper implementation, verification and status of all changes. The supplier may be required to submit a Supplier Request for Engineering Assistance (SREA) in accordance with PRIN-00239 for each change when one or more of the following conditions exist:

- 1) Interchangeability is impacted
- 2) Design functionality or validated and approved system testing is impacted
- 3) Software, Services or hardware has been delivered to Insitu with known CM issues
- 4) System approved documentation is affected

7.0 **Supplier Configuration Status Accounting (CSA)**

Suppliers may be required to maintain records and furnish data in support of the Insitu's internal CSA system. At a minimum, this will require each supplier to submit an "As-Designed Baseline Record" that identifies all the drawings, standards, acceptance test procedures, and specifications (including lower tier suppliers), and an "As-Built Record," which describes the delivered items (e.g., change incorporation, deviations). All suppliers, regardless of level of equipment, will be required to maintain internal records to account for change incorporation. Supplier data will be provided to Insitu upon request.

8.0 **Supplier Configuration Audits and Reviews**

Insitu may conduct periodic audits of the supplier's CM system. The purpose of the audits is to ensure that the supplier's CM system is accurately described in their CM Plan and that the supplier's CM system meets the objectives of CM (Identification, Change Control, Status Accounting and Verification) in terms of both processes and delivered products. These reviews will consist of examination of supplier methodology, procedure implementation, and organization, as they pertain to CM, and may be conducted either in person or by virtual means (to the greatest extent possible).

In addition, Supplier will include a configuration management system status in all Supplier Program Reviews conducted by Insitu.

9.0 **General Supplier Requirements**

9.1 **Precedence**

Insitu requirements take precedence in the following order:

- 1) Insitu Purchase order or Contract
- 2) Referenced Insitu provided product definition, e.g. drawings and specifications
- 3) Industry Specifications not listed
- 4) Supplier Specifications, e.g., a spec sheet

9.2 Configuration Management System

- 1) Supplier shall establish and maintain a configuration management system that is generally guided by ISO10007 Quality Management Systems - Guidelines for Configuration Management.
- 1) Suppliers shall be responsible for controlling the configuration of their sub-tier suppliers.
- 2) Suppliers shall support requests to audit their configuration management systems.

9.3 Communication

Insitu is committed to building strong supplier partnerships. This section provides instructions for suppliers to be able to communicate effectively with Insitu.

Official communications shall be conducted with Insitu's Authorized Procurement Representative.

- 1) Supplier shall notify Insitu of any change to their configuration management system and the effective date of the change.
- 2) Supplier may recommend design/process changes to Insitu using PRIN-00239 – Supplier Request for Engineering Assistance (SREA).

10.0 **Revision History**

Revision History		
Rev	Description	Author
1	Initial release.	Paul Cater
2	Changed process owner to from Donna Rouse to Jeffrey Shaw; updated formatting; document number changes: PUF-73-001 to FORM-01520 and PUP-73-001 to PRIN-00239	Doc Control
3	Update rev number	Doc Control
4	SmartDocs reference tags applied; all metadata and ownership updated and verified during DMS migration.	Document Management
5	Administrative change to refresh document numbers per new DMS system.	Document Management